

House District \_\_\_\_\_  
Senate District \_\_\_\_\_

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

Log No: \_\_\_\_\_

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

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

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

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Ohana Komputer

Db: Ohana Komputer

Street Address: 1516 Avon Way, Honolulu, HI 96822

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 # 808-5323-8192

E-mail info@ohanakomputer.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

OHANA KOMPUTER WILL USE GIA FUNDING TO SUPPORT THE STEPS TO SUCCESS PROGRAM FOR YOUTH AT THE FOLLOWING SCHOOLS:

KAWAE ELEMENTARY SCHOOL AND KALIHI WAENA ELEMENTARY SCHOOL.

OUR MISSION IS TO BROADEN OPPORTUNITIES TO THE ECONOMICALLY DISADVANTAGED POPULATION BY PROVIDING TECHNOLOGY TRAINING.

4. FEDERAL TAX ID # \_\_\_\_\_

5. STATE TAX ID # \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 57,448.00

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

1/7/17  
DATE SIGNED



RECEIVED

1/19/17

*Ue*

## Application for Grants

*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. Please include the following:

1. **A brief description of the applicant's background;**  
Ohana Komputer founded in 2000, is a 501 (c) 3 organization which provides computer literacy skills training primarily to the economically disadvantaged people of Hawaii. Throughout the years we have successfully taught 1,000's of children in both In School and After School programs. Most recently we have expanded our program to incorporate computers with the arts to better serve the whole child.
  
2. **The goals and objectives related to the request;**  
This grant will directly benefit 360 vulnerable children from grades 3-5 from two very low performing schools in Kalihi (Kaewae Elementary & Kalihi Waena Elementary Schools) in after school and intersession settings. These students oftentimes lack the opportunities to participate in enrichment activities and in particular in the performing arts which can contribute to more successful outcomes in school. Many students from affluent environments are afforded these opportunities so we hope to reduce this disparity due to their lower economic status. The following measureable outcomes will directly benefit the students being served by this program and broaden opportunities for them academically.
  1. 85% skills mastery of the benchmark skills identified in the DOE general learner outcomes for each discipline. The students will all take pre and post assessments which will indicate their progress through questionnaires and online pre and post assessments
  2. Develop secure, self-confident, and contributing community members as will be indicated as they progress through the program and their confidence and leadership skills develop
  3. Learn how to take action and apply life skills in the process will be demonstrated through the development of their creativity and collaborative nature of the project
  4. Nurture skilled leaders, creative problem solvers, and forward thinkers will be gained by learning to work together as a team and focusing on the desired outcomes for the projects the students choose together.

5. Create a project that will bring awareness to or benefit their communities which will be showcased at the end of each program in the fashion the students have chosen to bring awareness about the issues in their communities
6. Students will develop sound technology skills in doing internet research and the appropriate use of the programs in the Microsoft Office Professional Suite which will be measured by our online pre and post assessments
7. Access to school student data is difficult but we will survey the students' teachers to see if there is any correlation to improvement in student attitudes towards school and learning, improvement in their academic grades and attendance

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

The primary need is to provide enrichment activities which promote creativity and sound values so these underserved students who come from impoverished families can become inspired to continue their education and become productive members of their communities. Many of these students are considered latch key kids and providing them after school enrichment programs with top quality teachers who want to make a difference in their lives is essential for positive outcomes. STEPS to Success is focused on the areas that often get cut in the curriculum due to lack of funding. It has been proven that especially for struggling students, the arts are very important in education and often lead to improvement in academic achievement and non-cognitive behavioral indicators of success. Often times experiencing success in any of the arts disciplines directly affects achievement in the core academic subjects.

Need For Computer Literacy

How times have changed. Like it or not, Americans live in a computer dependent world. Computer literacy has become increasingly important--economically, educationally, and as a means of participating in our communities. It enables us to navigate through a complex technological world. American Internet related jobs contribute an estimated \$300 billion to the U.S. gross domestic product.

Despite the growing importance of the Internet, 28 percent of Americans do not use it and a third of our households do not have broadband access. Those with low incomes, disabilities, the elderly, minorities, the less-educated, under and unemployed often lag behind other groups. According to the U.S. Department of Commerce, increasing digital literacy skills among non-users is "key to bringing them online and opening doors to opportunity." In the State of Hawaii , slightly more than half of our households have computer. An impressive 85% of Hawai'i's businesses have Internet access and 42% have websites. According to the Department of Education's needs assessment, using computers, the Internet, and other electronic or technical tools to improve teaching, learning and the management of public schools all need improvements.



Age and income point to the disparities. Older Americans have the lowest levels of Internet connectivity, with only 39.9% of households 65 years and older going on-line. Household income and Internet use are also strongly correlated with income brackets. Only 57% of individuals earning less than \$30,000 access the Internet.

Computer use among youth has become as common as pen and paper a generation ago. Kids today are often perceived as computer literate, but that is far from the case. Indeed, they are extremely proficient at texting, playing computer games, and navigating their way through the internet to socialize. For the most part, their actual application skills are very weak. Research proves that computer education in school reduces dropout rates and contributes to academic success. The recent pilot laptop program in the DOE has also shown that with technology integration students are more engaged and the world has become a smaller place.

For adults, computer literacy is essential in contributing to an efficient and effective workplace. For the elderly and disabled, computers open a vista of opportunities—helping those who might otherwise have become socially isolated to reach out to family and friends, and to access a virtual encyclopedia of useful and fascinating information.

Ohana Komputer has worked with many schools and community centers and taught over 14,000 people how to become computer proficient. Thus we have first-hand experience as to where the schools are relative to their technology program and needs. The Public schools in Hawaii have a wide range regarding their technology programs. Some don't even offer computer classes as they don't have computers and many that do have classes are using antiquated donated equipment that is not anywhere near today's industry standards. Their emphasis often lies on improving mandatory test scores. With budget shortfall, uniformity of equipment and software are always an issue. Teachers seem to be overburdened and are often lacking computer skills themselves. The first thing they all want is to learn basic typing skills which although very important is not the same as learning to use computer applications efficiently and effectively to enhance creativity and productivity. They all desire instant technology integration which is unobtainable without firstly providing the students with a solid technology foundation. Using an analogy, one must learn the alphabet before one can read. The classroom environment has to change by incorporating more technology and opening up the world in many new ways so that students can effectively learn. The days of the traditional classroom are no longer adequate or engaging for today's children.

Usually schools share tech coordinators that are solely trying to trouble shoot and maintain the old equipment in working order. It is seldom that the schools have a technology trainer and they certainly do not have a technology curriculum that they use with their students. Ongoing technical issues are the most common instructional barrier. There are exceptions such as in the eight pilot schools

offering the laptop program. However in general Hawaii is not doing an adequate job as far as meeting current technology needs with our students and preparing them adequately for the technology world we all live in.

Most low income families do not have computers in their homes and thus schools or libraries are the main sources for computer access. What they need are classes on how to use the computers efficiently and productively to help them succeed in their everyday lives and to procure employment.

Development of the whole child has proven to be especially effective with underperforming students and shown to improve self-esteem, creativity and success. One never knows might spark a child. The arts can accomplish enthusiasm, motivating students to their academic achievement.

OK has also taught many seniors who start with fear and almost no experience, yet a desire the ability to communicate with their loved ones and access a world of information. They often view computers with trepidation, afraid they might break them. Not only do they want to use computers, they must use them for on-line registrations and other daily living tasks. For example, most medical providers are encouraging online communications with their clients and even the airlines now charge a fee if you don't make your plane reservation online. The seniors need a lot of help to be able to understand and accomplish what many younger people consider a simple computer task.

Disabled adults are also left behind and deserve a chance to learn computer skills that may enhance their lives and help them gain some meaningful employment. Technology can help them see and hear better, dictate when they cannot use their hands and so much more.

Indeed, the case for computer literacy is compelling.

Like many other school districts around the nation, the development of technology has outpaced its implementation in the classroom. The main concerns are lack of technology literate staff, technology professional development opportunities, student access, a technology curriculum, and infrastructure. Hawaii's public schools use computers for HSTA testing and remediation in reading and math programs. However, there is little effort to teach students how to master computer applications such as Microsoft Office to enhance productivity, efficiency and creativity. Instruction tends to focus on rote skills rather than the resourceful application of technology to a variety of situations.

Effective mastery of computers requires competent, broad-based instruction. Most common among computer applications is Microsoft, the standard for work and home. A study conducted by International Data Corporation, released in October 2013, ranked Microsoft Office proficiency top on its list of employment skills.

Proficiency in Microsoft, with more than a billion users worldwide, is especially useful as a prerequisite to higher education and employment. Thousands of employers expect their staff to be proficient in such applications as MS word, MS PowerPoint, MS Excel, MS Access, and MS Publisher. OK has developed a student curriculum, and an adult/senior curriculum, that trains beginners how to become adept in these applications. The curriculum uses experiential projects that are relevant to the participants and exposes them to the various skills and means of learning how to use the Microsoft Suite efficiently. Additionally, each curriculum unit has built in assessments to ensure that students master the skills taught. Additionally we have a new tablet curriculum to train adults/seniors how to use this relatively new technology efficiently.

Computer literacy has become increasingly important--economically, educationally, and as a means of participating in our communities. It enables us to navigate through a complex technological world. At work, computer skills are essential.

Yet, despite its seeming availability, the digital divide still lurks in the United States. Age and income point to the disparities. Older Americans have the lowest levels of Internet connectivity, with only 39.9% of households 65 years and older going on-line. Household income and Internet use are also strongly correlated with income brackets. Only 57% of individuals earning less than \$30,000 accessing the internet while 95% of individuals earning \$75,000 and more used the Internet.

Speed, ease of duplication and editing, have made computer use among youth as common as pen and paper a generation ago. Kids today are often perceived as computer literate, but that is far from the case. What they are great at is texting, playing games and manipulating the internet. For the most part their actual application skills are very weak. Research proves that computer education in school reduces dropout rates and contributes to academic success. For adults, computer literacy is essential in contributing to an efficient and effective workplace. For the elderly and disabled, computers open a vista of opportunities - helping those who might otherwise have become socially isolated to reach out to family and friends, and to access a virtual encyclopedia of useful and fascinating information. Indeed, the case for computer literacy is compelling.

**4. Describe the target population to be served;**

The target populations are students from grades 2-5 from several of Hawaii's lowest performing schools located in Kalihi. The children are mostly from immigrant families and qualify for the State free and reduce lunch program for impoverished families. Many of the parents speak very little English and are unemployed. We need to teach their children that there are other alternatives leading to successful lives and that education is the key to success in whatever path they choose.



- 5. Describe the geographic coverage.**  
The geographic coverage is Kalihi.

## **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;**  
Ohana Komputer has successfully implemented our STEPS to Success program in many different school and community center settings. We will run concurrent after school programs at Kaewai Elementary and Kalihi Waena Elementary schools during the fall and spring semesters and also during the fall and spring intersession periods and summer school. We will target 30 students from each school for each of the offerings, for a total of 360 students to be served. The after school classes will meet twice a week in two hour increments with two instructors present during all classes. Intersessions and summer will meet more intensively 4 hours daily Monday – Friday. The summer will run for four consecutive weeks.

The students' final projects will be showcased to the entire school and parents at the end of each session. The intersession periods will meet daily for 4 hours for a one week period. As the grant period will not start until 7/1/17, there will be 10 weeks of instructional hours in the 2017 fall session (40 hours), one week of an intersession period (20 hours) and 8 days during the Christmas break period (32 hours). There will be 16 instructional weeks in the spring of 2018 (64 hours) and one week of an intersession period in the spring (20 hours) and the summer session will be 4 weeks (80hours). The instructional services for computer, video, art, dance, music and personal development will be allocated dependent on the project the students choose. However, all students will be exposed to all of the various areas.

Each of the respective schools will be involved in the process with weekly teacher updates and debriefings. It is important that the STEPS instructors maintain close communications with the school staff to be informed of any special events, difficulties or other administrative matters that may affect the STEPS program and schedule.

All instructors have significant experience in their respective specialties and the STEPS curriculum has been aligned with the State Department of Education benchmarks by grade level. The assessment tools include survey questions which will be administered to all students to reflect their growth and also to elicit their feedback as to how our program is helping them. We will also try to obtain similar

information from parents and teachers to see what improvements and changes they notice in the student's behaviors and/or academic performance.

The STEPS instructors maintain a daily report of each class which includes remarks about their observations of the students.

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

As the grant period does not start until 7/1/17 we anticipate a Fall semester start date of 9/5/17 running through 12/15/17. Students will have classes twice a week in two hour increments. We will our STEPS during the fall intersession week from 10/9-13 for 4 hours each day and during the Christmas break from 12/27, 28, 29, Jan 3, and classes will be 4 hours each day.

The spring 2018 semester program will be offered January 16 through May 18th and students will have classes twice a week in two hour increments. The week of 3/19-23 will be another intersession with classes 4 hours each day. There will be no classes the week of 3/26 as that week includes two holidays.

The 2018 summer session will be more intensive and will run from June 4 to 29, 2018 for four hours daily.

We will showcase the final projects to the entire student body at each school at the end of each semester and the student's parents will also be invited to attend.

Enrollment flyers will be sent out two weeks prior to each of the starting dates of the programs to enable us to start efficiently at each of the anticipated start dates. Flyers and STEPS to Success brochures will be sent to all parents of students in grades 3-5 at each school and there may be instances where we might take a sibling of a grade 3-5 student who is in grade 2.

We are confident these are reasonable timeframes as they are customary in a school setting. Our prior experiences in dealing with school schedules ensures the reliability of this schedule.

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

Ohana Komputer only administers top notch program thus ongoing teacher training is mandatory for all of our staff. This ensures they are well versed in our curriculum and enables us to make adjustments as needed along the way. All collaborators have many years of teaching experience in their fields and are well respected in Hawaii as top notch in their fields. Evaluation of student performance is done through our online pre and post assessments as well as teacher



observations. Furthermore we survey our participants as to what they liked and didn't like and how our classes are helping them in their lives. Throughout the years we have received many wonderful testimonials which indicate a very high satisfaction level. See attached letters of collaboration and support from our school partners.

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

360 students to be served in two schools in after school and intersession programs.

Outcomes:

- 1. 85% skills mastery in each discipline
- 2. develop secure, self-confident, contributing community members
- 3. learn how to take action and apply life skills in the process
- 4. nurture skilled leaders, creative problem solvers, and forward thinkers
- 5. create a project that will bring awareness to or benefit their community

A recent compilation of STEPS to Success data from Kaewai elementary students is as follows

Percent Pre/Post STEPS assessment by Discipline

Discipline	Pre %	Post %
Video	75%	90%
Music	68%	90%
Dance	39%	62%
Art	68%	85%
Computer	50%	80%
Personal Development	55%	90%

### III. Financial

#### Budget

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

ATTACHED

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

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$7,837.31	\$14,918.04	\$11,275.26	\$23,417.86	\$57,448.47

3. **The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018.**

- City & County 2018 Grant in Aid
- Wilcox Foundation
- Lim Foundation
- Costco
- Waterhouse Foundation

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.**

NOT APPLICABLE

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

NOT APPLICABLE

6. **The applicant shall provide the balance of its unrestricted current assets as of December 31, 2016.**

SEE ATTACHED

#### **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.**

Over the past 16 ½ years Ohana Komputer has successfully taught computer literacy in In School, After School and Community Centers to thousands of participants. We have vast experience working with students of all ages. We have a solid reputation of implementing top notch programs with kind, caring and patient teachers efficiently and effectively.

Throughout the years we have collaborated with many public, private and charter schools as well as many non-profit organizations. Several programs have not continued due to funding issues and some schools have had to close their doors such as Waiupe Elementary and Our Redeemer Lutheran Elementary.

OK has operated the computer center at Palama Settlement successfully since 2003 working with four different executive directors and helped establish and run the computer lab at the Makiki Community Library which opened in the Spring of 2010.

The following are some of our collaborators throughout the years: Kalihi Elementary, Aina Hina Elementary, Our Redeemer Lutheran Elementary, Waiolani Judd Nazarene, Maryknoll School, Hawaii Baptist Academy, Waiupe Elementary, Halua Ku Mana, Pu'uhale Elementary, Lunalilo Elementary, Kahala Elementary, Hawaiian Mission Elementary and Intermediate, Waiiau Elementary School, Malama Honua Public Charter School, Susannah Wesley Community Center, Papakolea Community Center, Kokua Kalihi Valley Community Center, Boys & Girls Club Spalding and on Maui, Parents and Children Together, Kamehameha Nanakuli Community Learning Center, University of Hawaii Creating Futures on several years of literacy in technology grants.

The last three years of collaborators include, Pu'uhale Elementary, Waiiau Elementary School, Malama Honua PCS, Maryknoll Elementary School, Hawaii Baptist Academy, Palama Settlement, Makiki Community Library, Lanakila Pacific, Waikiki Community Center and Kamehameha Community Learning Center in Ma'ili.

Our STEPS to Success program is a newer program for us, and has been successfully implemented since March of 2014 with court appointed high school students, middle and elementary students at Palama Settlement and also with elementary students in grades 3-5 from Kaewai Elementary. We are now offering our fourth semester of STEPS to Success in an after school setting. The school was so impressed with our program they wanted us to service their entire student body. However due to lack of funding this did not happen.

Kaewai Elementary School Vice Principal Joseph Passantino is quoted as saying:

*"The Steps to Success program gave our students an awesome opportunity to learn dance, music, art, computer, video and personal development. We are a school that does not have a formal specials program. Our students only stay in their regular classes all*



*day long; there are not many opportunities for our students outside of the regular classroom for skills outside of math, reading, writing, and science. The STEPS program opened our student's minds to so many new activities. The staff was always punctual, passionate, and involved with our students. Our students were able to put together a quality show for the whole school. From an administrative standpoint, all students walked away with a greater sense of purpose and involvement in their school. This program exceeded our expectations and we appreciate the partnership with the STEPS to Success Program."*

We have many wonderful testimonials from students and schools on the success of our programs. Below is an excerpt of a recent student testimonial:

*"I am grateful to Ohana Komputer for the opportunity to attend classes which enables me to increase my 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 instructors. I sincerely hope that this wonderful program will continue as I have greatly benefited from attending during the past five months."*

## **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.**

OK has a small home office where it administers all of our programs. All programs are conducted at the clients' location using their computer lab or a computer lab we helped create. The STEPS programs will be offered on each of the two DOE school sites in a classroom they will provide.

**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 has a staff that includes one full time person, our executive director Gigi Davidson and a part time administrative assistant. In addition we have a part time program director/instructor Alitoya Beasley who has extensive classroom teaching experience and has been with OK since 2008, as well as five part time teachers all of whom have Bachelor degrees. As we increase our services we will increase the part time staff. The STEPS to Success collaborators include Nola Nahulu from Hawaii Youth Opera Choir, Jonathan Clarke Sypert from Intrepid Productions, Regina Bode from the Artist in the Schools programs and two OK staff for the computer and video components. All of these teachers are well respected, top notch teachers with extensive teaching experience in their fields. Most of the STEPS to Success collaborators work with us in an independent contractor capacity. OK also has a part time grant writer.

**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 organization chart that illustrates the placement of this request.**

SEE ATTACHED

**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 (FT) \$56,000  
Program Director (PT) \$25,600  
Administrative Assistant (PT) \$14,300

**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.**

NOT APPLICABLE

**B. Licensure or Accreditation**

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

NOT APPLICABLE

**C. Private Educational Institutions**

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

NOT APPLICABLE

**D. Future Sustainability Plan**

**The applicant shall provide a plan for sustaining after fiscal year 2017-18 the activity funded by the grant if the grant of this application is:**

- (1) Received by the applicant for fiscal year 2017-18, but**
- (2) Not received by the applicant thereafter.**

Sustainability is always an issue for non-profit programs. Ohana Komputer has had a good track record of fundraising throughout the last 16 years. We continue to try and generate more revenue streams with paying and corporate customers which help support the many that cannot afford to pay for our services. The grant seeking process although super competitive is ongoing and our contracted grant writer is always seeking new opportunities that are a good fit for Ohana Komputer. The need for technology training is extremely high in today's environment and will continue in the foreseeable future. The board of directors continues to seek new fundraising ideas and events as well to help support Ohana Komputer's operations as well as build community awareness of the organization. Furthermore our results will show continued high achievement from our participants and success breeds success. Ohana Komputer will remain on the



forefront of technology trends and strives to be a resource for our community in this regard.

It is our hope that we will invite local businesses to see what our program entails and encourage them to help adopt these programs which would help us with fiscal sustainability. We will also include these two schools in our proposals for ongoing program funding. We are continually seeking grant opportunities for Ohana Komputer programs as it is through education that we are able to increase the chances of helping those augment from poverty.

Ongoing grant procurement is a necessity for all nonprofit organizations serving the low income population that cannot afford programs such as ours when they struggle just to feed and shelter their families. Ohana Komputer has been seeking grants since our inception and has persevered thus far. We also continue to seek other paying customers and sources of revenue to support those that cannot afford our services.

We do know that successful outcomes for these students will have positive outcomes for the students which will in turn will carry over into their communities. Creating an atmosphere of engaged learning, problem solving skills, the ability to work as a team member and development of leadership skills in these students will definitely benefit their communities and these students in the long term.

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


**If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2016.**

SEE ATTACHED

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: Ohana Komputer

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	45,323			45,323
2. Payroll Taxes & Assessments				
3. Fringe Benefits	8,225			8,225
<b>TOTAL PERSONNEL COST</b>	<b>53,548</b>			<b>53,548</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	3,900			3,900
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>3,900</b>			<b>3,900</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>57,448</b>			<b>57,448</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	57,448	Gigi Davidson <span style="float: right;">808-523-8191</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested		Jan 7, 2017		
		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>57,448</b>	Gigi Davidson, Executive Director		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2017 to June 30, 2018

Applicant: Ohana Komputer

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Computer teacher	0.5	\$14,500.00	45.00%	\$ 6,525.00
Computer teacher	0.5	\$14,500.00	45.00%	\$ 6,525.00
Computer teacher	0.5	\$14,500.00	45.00%	\$ 6,525.00
Computer teacher	0.5	\$14,500.00	45.00%	\$ 6,525.00
STEPS collaborator dance	0.25	\$11,250.00	45.00%	\$ 5,062.50
STEPS collaborator music	0.25	\$11,250.00	45.00%	\$ 5,062.50
STEPS collaborator art	0.25	\$11,250.00	45.00%	\$ 5,062.50
STEPS site coordinator	0.5	\$11,250.00	54.28%	\$ 6,106.95
Program Admin	0.25	\$56,000.00	10.99%	\$ 6,154.40
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>53,548.85</b>
<b>JUSTIFICATION/COMMENTS:</b>				



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: Ohana Komputer

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
none			\$ -	0
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
none			\$ -	0
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

Applicant: Ohana Komputer

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2015-2016	FY: 2016-2017	FY:2017-2018	FY:2017-2018	FY:2018-2019	FY:2019-2020
PLANS	n/a	n/a	n/a	n/a	n/a	n/a
LAND ACQUISITION	n/a	n/a	n/a	n/a	n/a	n/a
DESIGN	n/a	n/a	n/a	n/a	n/a	n/a
CONSTRUCTION	n/a	n/a	n/a	n/a	n/a	n/a
EQUIPMENT	n/a	n/a	n/a	n/a	n/a	n/a
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>						

**GOVERNMENT CONTRACTS AND / OR GRANTS**

Applicant: Ohana Komputer

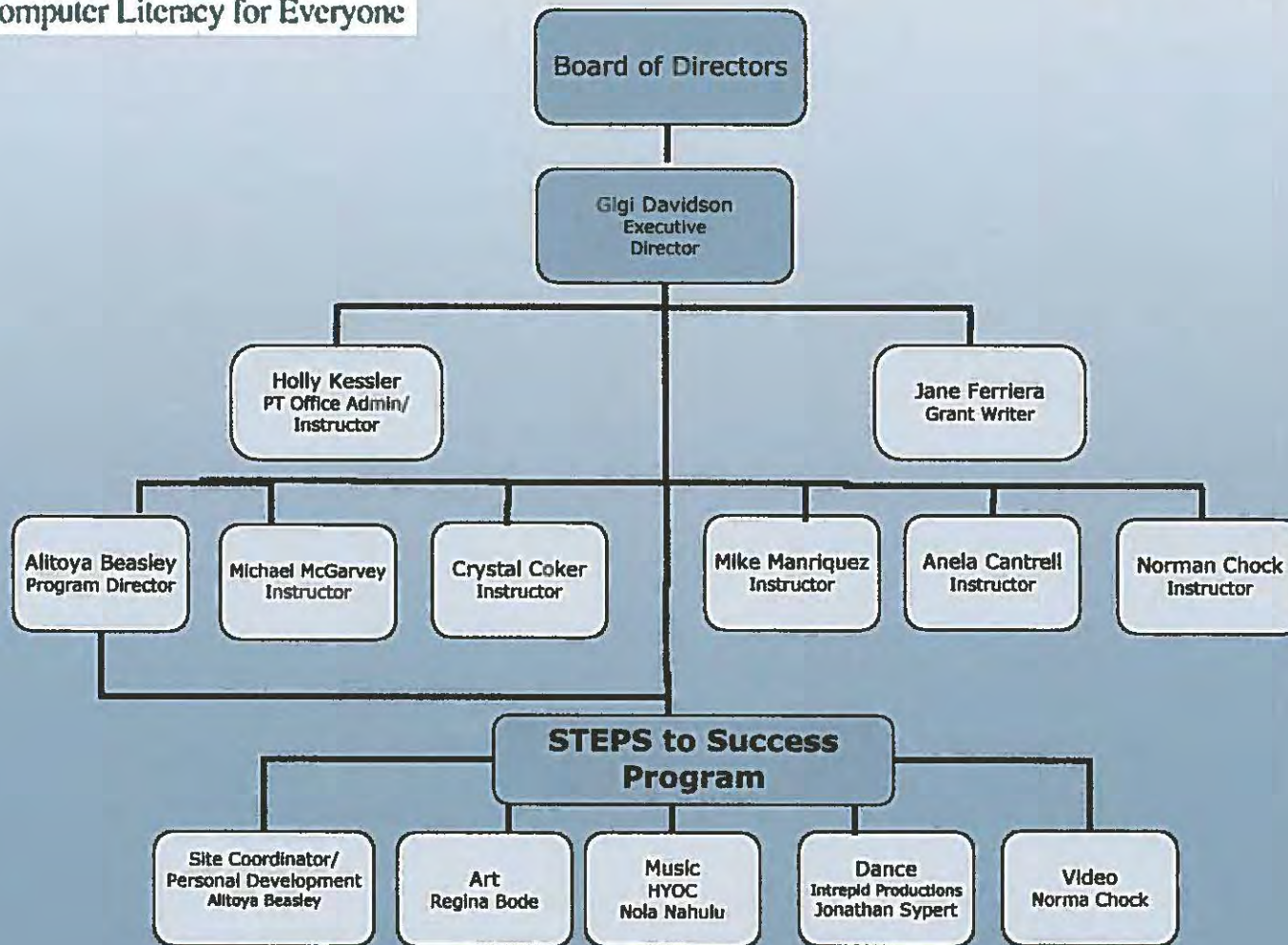
Contracts Total: -

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY</b> (U.S. / State / Haw / Hon / Kau / Mau)	<b>CONTRACT VALUE</b>
1	none	n/a	n/a	n/a	n/a
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
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30					



**'Ohana  
Komputer**  
Computer Literacy for Everyone

## Organizational Chart January 2017





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

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

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

Ohana Komputer

\_\_\_\_\_  
(Typed Name of Individual or Organization)



Jan. 7, 2017

\_\_\_\_\_  
(Signature)  
Gigi Davidson,

\_\_\_\_\_  
(Date)  
Executive Director

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)



## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

**OHANA KOMPUTER**

was incorporated under the laws of Hawaii on 07/17/2000 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: December 29, 2016

Director of Commerce and Consumer Affairs

**Ohana Komputer**  
**Balance Sheet**  
As of December 31, 2016  
Dec 31, 16

**ASSETS**

**Current Assets**

**Checking/Savings**

**1000 - Cash - Banks**

1100 - FHB General (44-049023) 6,659.94

1101 - ASB ckg (004-84344) 9,621.20

1004 - BizFlex Savings 70,778.70

1106 - PayPal 76.65

1000 - Cash - Banks - Other -948.57

**Total 1000 - Cash - Banks** 86,187.92

**Total Checking/Savings** 86,187.92

**Accounts Receivable**

1300 - Accounts Receivable -4,477.50

**Total Accounts Receivable** -4,477.50

**Other Current Assets**

1499 - Undeposited Funds 86.25

**Total Other Current Assets** 86.25

**Total Current Assets** 81,796.67

**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** 84,352.91

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

**2200 - Payroll Tax Payable**

2210 - Federal Withhold Payable -4,183.19

2211 - FICA Withhold Payable 2,376.66

2212 - State Withhold Payable 807.09

2213 - Medicare Withholding Payable -1,082.17

2200 - Payroll Tax Payable - Other -848.23

**Total 2200 - Payroll Tax Payable** -2,929.84

**Total Other Current Liabilities** -2,929.84

**Total Current Liabilities** -2,929.84

**Total Liabilities** -2,929.84

**Equity**

1110 - 3000 - Net Assets 120,257.61

**Net Income** -32,974.86

**Total Equity** 87,282.75

**TOTAL LIABILITIES & EQUITY** 84,352.91





## HOUSE OF REPRESENTATIVES

STATE OF HAWAII  
STATE CAPITOL  
HONOLULU, HAWAII 96813

January 20, 2016

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](mailto:repbelatti@capitol.hawaii.gov).

Sincerely,

Della Au Belatti,  
State Representative, District 24

Representative Della Au Belatti

District 24 • Makiki, Tantalus, Papakōlea, McCully, Pāwaa, Manoa  
Hawaii State Capitol, Room 426 • 415 South Beretania Street • Honolulu, HI 96813  
Tel: (808) 586-9425 • [repbelatti@capitol.hawaii.gov](mailto:repbelatti@capitol.hawaii.gov)





**STATE OF HAWAII**  
DEPARTMENT OF EDUCATION  
**KA'EWAI ELEMENTARY SCHOOL**  
1928 KAM IV ROAD  
HONOLULU, HAWAII 96819-2697

On behalf of Kaewai Elementary School we would like to extend our gratitude to the Steps to Success program and their instructors. The Steps to Success program gave our students an awesome opportunity for our students to learn dance, music, art, computer, video, and personal development. We are a school that does not have a formal specials program. Our students only stay in their regular classes all day long; there are not many opportunities for our students outside of the regular classroom for skills outside of math, reading, writing, and science.

The Steps program opened our student's minds to so many new activities. The staff was always punctual, passionate, and involved with our students. Our students were able to put together a quality show for the whole school. From an administrative standpoint all students walked away with a greater sense of purpose and involvement in their school.

This program has exceeded our expectations and we appreciate the partnership with the Steps to Success Program.

Sincerely,

Joseph Passantino

Vice Principal of Kaewai Elementary School



'Ohana Komputer  
**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><b>Mark Conching, President</b> 1926 9<sup>th</sup> Avenue Honolulu, HI 96816 Phone 737-7708 or 387-2188 Email: <a href="mailto:mconching@hawaiiantel.net">mconching@hawaiiantel.net</a></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><b>Alitoya Huxel, Secretary</b> 2634 Date St Honolulu, HI 96826 Phone 277-3937 Email: <a href="mailto:alitoya@gmail.com">alitoya@gmail.com</a></p>	<p>Alitoya Huxel is experienced in as a medical biller, preschool to adult classroom educator/tutor, and curriculum writer. Working for the Tahiti International School, Ms. Huxel wrote the curriculum for 1<sup>st</sup> to 6th grade: Science, Advanced English and Computer Technology. She also wrote the computer curriculum for Ohana Komputer in 2010. Ms. Huxel earned her Bachelors of Science degree in Business Administration from the University of Hawaii at Manoa.</p>
<p><b>Aimee Doud</b> 2814 Henry Street Honolulu, HI 96817 Phone 526-2764 (w) 342-5629 (c) Email: <a href="mailto:adoud@asbhawaii.com">adoud@asbhawaii.com</a></p>	<p>Aimee Doud is a branch manager for American Savings Bank. She previously worked in the same capacity for Citizens Bank in Rochester, New York. Aimee earned her Bachelors of Fine Arts in Industrial Design with studies in business and marketing from the Rochester Institute of Technology. She is actively involved with American Savings Bank's community reinvestment efforts which focus on improving education, strengthening families and promotion of economic vitality through their key programs such as Bank for Education and Seeds of Service.</p>
<p><b>Natalie Mun-Takata</b> 1934 Keonaona St. Honolulu, HI 96817 Phone 832-3130 (w) 223-4500 (c) Email: <a href="mailto:Natalie_Mun-Takata@notes.k12.hi.us">Natalie_Mun-Takata@notes.k12.hi.us</a></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><b>Raya Salter</b> 933 Kaheka Street Honolulu, HI 96814 Email: <a href="mailto:rayacsalter@gmail.com">rayacsalter@gmail.com</a> Phone: 914-826-6469</p>	<p>Raya Salter is the principal attorney with Imagine Power, LLC, a practice focusing on clean energy advocacy with a focus on climate and energy justice. Raya was a Senior Attorney at the Natural Resources Defense Council where she focused on the development of new utility business models. She also worked to increase the deployment of clean and renewable energy in urban</p>

environments with a focus on the low income sector. Raya is an adjunct professor of law at Fordham Law School

**Cynthia Sunahara**

98-1709 Ipuala Loop  
Aiea, Hawaii 96701-1710  
Phone 832-3303 (w)  
486-0995 (h)  
391-3872 (cell)

Email:

[Cindy\\_Sunahara/LINAPUNI/HIDOE@notes.k12.hi.us](mailto:Cindy_Sunahara/LINAPUNI/HIDOE@notes.k12.hi.us)

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`uhale 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.





**Skill Sets for  
'Ohana Komputer  
STEPS to Success Curriculum**

**General Learner Outcomes**

The S.T.E.P.S. program is directly in conjunction with State GLO's, the International ISTE program and the Hawaii Content and Performance Standards. Each lesson is identified with Hawaii State or International Benchmarks for easy correlation. Benchmarks are defined in each section of the STEPS curriculum.

“General Learner Outcomes (GLOs) are the over-arching goals of standards-based learning for all students in all grade levels. Observable behaviors, which are demonstrated in daily classroom activities, are evidence of GLOs. Student effort, work habits, and behavior are important and they must be evaluated separately from academic performance in the content areas (in accordance with Board of Education Policy 4501: Assessing/Grading Student Performance).

The GLOs should be an integral part of the school culture as the GLOs do not exist in isolation. The six GLOs are:

**Self-directed Learner**

(The ability to be responsible for one's own learning)

**Community Contributor**

(The understanding that it is essential for human beings to work together)

**Complex Thinker**

(The ability to demonstrate critical thinking and problem solving)

**Quality Producer**

(The ability to recognize and produce quality performance and quality products)

**Effective Communicator**

(The ability to communicate effectively)

**Effective and Ethical User of Technology**

(The ability to use a variety of technologies effectively and ethically)

<http://hawaiianarchipelago.weebly.com/standards--glos.html>



### Graduation Requirements/In this course

Hawaii DOE and S.T.E.P.S. graduation requirements are to graduate students who:

- Realize their individual goals and aspirations;
- Possess the attitudes, knowledge and skills necessary to contribute positively and compete in a global society;
- Exercise the rights and responsibilities of citizenship; and
- Pursue post-secondary education and/or careers without need for remediation.

Students will learn to:

- Become more self-aware, learn to recognize their strengths and weaknesses and those of other people
- Use language positively to encourage self-empowerment and also to help empower others
- Remove the barriers to learning and developing themselves and start to develop new skills

<http://www.skillsyouneed.com/personal-skills.html#ixzz2zC0UUbXH>

### In this Course

In this course, students will...

- Learn basic Self-Development Processes
- Learn basic elements of music, visual art and dance
- Create Bios, Calendars and Brochures using Microsoft Office 2010
- Create and edit videos using Windows Movie Maker and various programs
- Create an original music ensemble
- Create an original artwork piece
- Create an original dance piece
- Create and Showcase a Public Service Announcement Video

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

DEPARTMENT OF THE TREASURY

Date:

JUL 21 2005

OHANA KOMPUTER  
1516 AVON WAY  
HONOLULU, HI 96822-0000

Employer Identification Number:

DLN:

17053057807085

Contact Person:

THOMAS C KOESTER

ID# 31116

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](http://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,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)