

Ho'omaka Hou Learning Center

teach.empower.launch

P.O. Box 62266 Honolulu, HI 96839
90 N. King Street, Suite 208
Honolulu, HI 96817

808.373.0144
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www.hoomakahou.org



January 30, 2015

The Members of the House Committee on Ways and Means
State Capitol, Room 208
Honolulu, HI 96813
Attn: GIA

Dear Committee on Ways and Means,

Aloha!

I respectfully submit our grant proposal for the Fiscal Year 2015-2016.

I hope that you will consider our submission favorably as it addresses workforce preparation in a technology rich environment which has become a necessity today. The internet has altered many aspects of our lives, from banking to reading school report cards to applying for jobs, just to name a few. However, many low income people in Hawaii - the poor and the needy - do not have easy access to technology or the ability to access information on the internet. Through your help Ho'omaka Hou Learning Center can continue to train and guide people to increase their chances in joining Hawaii's workforce.

I am honored to have this chance to submit our proposal to you. Any questions regarding this proposal can be directed to me at (808)469-7239. Thank you very much.

Yours,

A black rectangular redaction box covers the signature of the sender.

Alana Stone, MPH
Executive Director

House District x
Senate District x

**THE TWENTY-EIGHTH 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):

DEPARTMENT OF LABOR

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Ho'omaka Hou Learning Center

Dbas:

Street Address: 90 N. King St., Suite 208 Honolulu, HI 96813

Mailing Address: P.O. Box 62266 Honolulu, HI 96839

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ANNABELLE STONE

Title Executive Director

Phone # 808.469.7239

Fax # n/a

E-mail hoomakahouhonolulu@gmail.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

A ONE TIME GRANT REQUEST TO EXPAND AND OFFER WORKFORCE DEVELOPMENT SERVICES TO LOW INCOME, POOR, NEEDY, MIGRANT POPULATIONS AND COMMUNITIES IN OAHU.

4. FEDERAL TAX ID: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 49,500

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 \$49,500.00
FEDERAL \$0
COUNTY \$0
PRIVATE/OTHER \$58,700

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

[REDACTED]

Exec. Director
NAME & TITLE

JMA 7/20/15
DATE SIGNED

**RECEIVED**
1-30-15

Grant Request for Workforce Preparation

A ONE TIME GRANT REQUEST TO EXPAND AND OFFER WORKFORCE DEVELOPMENT SERVICES WITH DIGITAL TECHNOLOGY TO LOW INCOME, POOR, NEEDY, MIGRANT POPULATIONS AND COMMUNITIES IN OAHU.

BACKGROUND AND SUMMARY

The Ho'omaka Hou Learning Center (HMH) has developed a successful, low-cost program that support Hawaii efforts which address unemployment, poverty and homelessness among Micronesians and other vulnerable groups in Hawaii through a very targeted employment assistance program. It is in the social and economic interest of our State to provide an employment readiness program that will help them find and keep jobs, and contribute to the community. HMH provides intensive assistance required to improve their communication skills and digital literacy critical in the Information Era—including filling out of applications—and complex qualifying requirements for employability.

Incorporated in 2011, Ho'omaka Hou Learning Center (which translated, means "Fresh Start") is a not-for-profit public corporation chartered and incorporated in the State of Hawai'i with Internal Revenue Service certification as a 501(c)(3) (FEIN 45-1743030). Ho'omaka Hou Learning Center provides best opportunities for success for Hawaii's marginalized, low-income populations through adult literacy programs that promote mastering basic practical skills such as reading, writing and computer use, empowering individuals to rise from social dependency to emotional and financial self-sufficiency.

GOALS AND OBJECTIVES OF THIS REQUEST

Ho'omaka Hou provides computer lab access and employment readiness training at its Chinatown headquarters and partner with community organizations and agencies to provide the same computer access and employment readiness training in five locations in Oahu in the FY 2015/2016; To continue existing collaborations with community agencies, HMH will:

- Teach - The Center provides a safe learning environment where clients can learn culturally relevant basic practical skills such as reading, writing, digital technology and important stepping-stone skills such as achieving their high school certificate - the gateway to better paying jobs and further education.
- Empower - The Center identifies client interests, build confidence and believe in the human potential.

- Launch - The Center offers employment preparation training including but not limited to resume writing, uploading of resume on online job sites such as HireNet, and introduce career opportunities.

THE PUBLIC PURPOSE

A grant to fund adult basic literacy, computer training and employment preparation has social and economic implications today and the years to come. To join the workforce now requires filling out online application forms, and uploading electronic versions of resumes. Not everyone is ready. At a conference by the Center for Pacific Islands Studies School of Pacific and Asian Studies University of Hawai'i at Mānoa, it was recommended to the State to "Strengthen training, bridging, and mentoring programs in workforce development, at all levels" (Report to the 2008 Legislature, Final Report on the Needs of the Pacific Islanders in Hawai'i House Concurrent Resolution 129, SD1 (2007)).

As many have been housed in subsidized housing and have become employed, on the other end of the spectrum right are men and women, the elderly and young children - some of them infants, some of them chronically ill - still living in makeshift tents in areas of our state, including the streets by the John A. Burns School of Medicine in Kakaako, waiting for a chance to finally have a roof over their heads, and make a living.

Addressing the need for technical skills training and workforce development is not that costly. For example, for an average cost of less than \$25.00 per student/per two-hour class, Ho'omaka Hou can provide culturally targeted and individualized training that quickly and effectively prepares clients for the challenges they will face in finding the employment needed to allow them to support their families.

TARGET POPULATION

The target population of this proposal are the vulnerable groups including migrants from Micronesia that have grown exponentially since the beginning of the decade. For example, in year 2000, there were only a few hundred Chuukese

living in Hawaii. The numbers have increased six times by 2010 (Lindsay Hixson, Bradford Hepler, Myoung Ouk Kim, United States Census Bureau. The Native Hawaii and Other Pacific Islander Population:2010 May 2012). They need language skills, cross-cultural social skills, and technical training to navigate life in a

Westernized culture. They face obstacles, though. Of the over 21,000 foreign-born Pacific Islanders (PI) living in Hawaii, 60% report not speaking English "very well." This exacerbates the social and economic barriers that prevent many from gaining employment, finding a suitable place to live or even in transitioning out of public housing. They represent 75% of HMH clients serviced in several locations in the island of Oahu.

HMH has offered its services to all kinds of people of different nationalities and backgrounds, especially those living along Kakaako waterfront and those residing at Next Step Shelter. Nevertheless, HMH's most pressing requests for services come from the Micronesian Health Advisory Coalition which is asking for help in providing adults basic literacy and job readiness training (please see attached recommendation from MHAC) for residents of Waipahu.

HMH also wants to respond to needs at other agencies such as the Kokua Kalihi Valley Comprehensive Family of Services at Kuhio Park Terrace, Waikiki Health Next Step Shelter and the Waianae Veterans Center(please see attached Memos of Understanding from agencies and recommendation from WCC) who have all receive HMH services in 2013 and 2014.

GEOGRAPHIC COVERAGE

HMH's geographic coverage is Oahu. The headquarters and computer laboratory of Ho'omaka Hou Learning Center is located on King St. in Chinatown where individualized learning programs are offered at no cost to the poor and needy. However, Ho'omaka Hou recognizes that not everyone can visit the center due to lack of child or elderly care, finances for fares, or disabilities. HMH collaborates with community organizations in Kakaako, Kalihi, Waianae and Waipahu. Past collaborations have included the Kokua Kalihi Valley Comprehensive Family Services at Kuhio Park Terrace, Next Step Shelter, Youth Outreach (YO), Waianae Veterans Center, Micronesian Health Advisory Committee's Safe Haven Computer Center in Waipahu.

[Note: HMH offered its computer lab to the Department of Labor and Industrial Relations Workforce Development Division through Norma McDonald, Oahu

Branch Manager. During informal talks with her and Rolanse Crisafulli, Administrator at the City and County of Honolulu, HMH has agreed to build collaborations to address the pressing needs that not only job applicants face in using online services but also the access of applications forms and requirements using digital technology of unemployment beneficiaries. This is to alleviate the long lines at One Stop Centers, and sometimes confusion in filling out the digitized application form. A training session is scheduled to introduce HMH staff and volunteers to the capabilities of HireNet registration and job search navigation.]

SERVICE SUMMARY AND OUTCOMES

In FY 2015/2016, HMH will seek, enroll, and provide direct education services to at least 200 poor, needy, immigrant and low-income individuals to significantly increase their opportunities in Hawaii's job market. This grid shows steps that will be taken to meet certain needs:

Objective	Target Outcome/Products	Measurement Tools/Responsible
Collaborate with community agencies working with vulnerable groups	Widespread interest in employment readiness and adult literacy programs. Respond to requests from existing partners. Agree on strategy. Prepare memorandum of understanding.	Executive Director
Determine literacy levels of clients	Take baseline scores of participants – recommend/guide to obtaining a high school certificate if lacking – register for CBase or GED review/test. Recommend a program such as English Language Training, typing, word processing using current HMH books and resources.	Gray Oral Reading Test – HMH or CASAS c/o DOE - HMH teacher or tutor
Increase functional proficiency and confidence; English language learning; acquisition of basic computer skills to enable participants to apply for	Individualized career counseling and recommendations including: <ul style="list-style-type: none"> ● English Language Learning utilizing resources from New Reader's press such as At Work in The U.S. - The lessons follow the story of new immigrants preparing for 	HMH Staff, Community Volunteers and Resources

<p>jobs and assist their families in navigating life in Hawaii;</p>	<p>employment in the United States, addressing personal information, job procedures and benefits, occupational safety, the American workplace. The audio recording, accessed from a computer, focuses on pronunciation and intonation essential for listening and speaking.(classroom setting-group learning)</p> <ul style="list-style-type: none"> • Computer literacy using the Mavis Beacon typing program, Microsoft Office suite. These are offered individualized/self-paced method. 	
<p>Employment Preparation</p>	<p>Enroll in Launch Series/prepare Resume/register in HireNet</p> <p>"The Launch Series," an adult computer literacy and employment readiness training designed to help participants develop and increase confidence levels to search and apply for jobs online. Twelve hours of The Launch Series cover basic computer lessons, resume writing, the online job application process, internet safety, hands-on job search and job application, interview techniques and mock interviews.</p>	<p>HMH Chinatown Staff & Volunteers</p> <p>Outreach Sites Staff & Volunteers</p>
<p>Increase knowledge of factors that lead to hiring and subsequent job success.</p>	<p>Individualized - Develop communication skills, assimilation tools, understanding cultural differences.</p>	<p>HMH Staff and Resources</p>

Provide support upon employment	Discussion groups; follow up calls; enrichment seminars; soft skills training.	HMH Staff Executive Director – program development or network with partner agencies
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TIMELINE

FY 2015/2016	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Learning Center/Chinatown - Open to the Public 4 mornings a week	x	x	x	x
Launch Series - Offered once every quarter per Memo of Understanding with partner agencies	x	x	x	x

QUALITY ASSURANCE AND EVALUATION PLANS

Low-income adult students often struggle with a high degree of life instability on a recurring basis due to a myriad of disruptive socioeconomic factors—such as lack of housing, health and financial crises, family obligations (child and elder care needs), and changes in work schedules. Because of this reality, overall program success sometimes does not mirror program completion, but rather by participants’ level of engagement and personal progress achieved relative to where they began (their baseline assessed at the start of the program). HMH programs are self-paced to avoid intimidation and feelings of defeat in facing learning curves.

For those with limited English proficiency, lessons will be modified to overcome challenges. When one has limited knowledge of the English language, he/she is often ashamed by their inability to be understood. Nevertheless, they yearn to

know the nuances of American culture, how to prepare themselves for work, to talk to their children's teachers in school, to express their medical needs to doctors, and to independently handle a host of other aspects of daily living.

MEASURES OF EFFECTIVENESS AND DELIVERABLES

1. Train at least 10 Ho'omaka Hou volunteers in the HireNet system of building employment profiles and uploading resumes.
2. Collaborate with at least 5 community agencies in identifying needy communities that could benefit from HMH services.
3. Engage partner agencies to identify mutually agreed upon number of participants per class. Recruit those who are willing to undergo skills training. Advertise the adult learning program to their constituents. Provide a space for training. Identify a contact person.
4. HMH will provide qualified instructors, laptop computers, internet access
5. HMH will utilize pre and post evaluation questionnaires to measure the progress of participants, with yes/no questions and room for comments; identify barriers to learning.
6. Identify high school drop outs and prepare them for high school diploma. Provide tutoring and support.

FINANCIAL

Budget

Budget Enclosed.

Quarterly Funding Request for 2016

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$24,750		\$24,750		\$49,500

- The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2016.

Funding is being sought through private individuals, foundations, special events and fundraisers. HMH applied for Aloha United Way partnership to help cover its operational costs.

- The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years.

N/A

- The applicant shall provide a listing of all government contracts and grants it has been and will be receiving for program funding.

None.

- The applicant shall provide the balance of its unrestricted current assets as of December 31, 2014.

EXPERIENCE AND CAPABILITY

A. Necessary Skills and Experience

The organization has a Board of Directors and set of volunteers with extensive background in education, community programs for diverse demographics such as in international, cross-cultural work, and health.

The agency was founded by David and Annabelle Stone, long time workers of Youth With A Mission, an international organization that support churches and community organizations worldwide.

Annabelle Stone has decades of hands-on community development work through the Monday Afternoon Club Philippines where she was elected as Broad President. She headed medical efforts and ensured that the agency is fiscally sound. She was a mentor of the Center for Tomorrow's Leaders for several years and is versed in the GallUp Polls StrengthsFinder test and Kouzes and Posner Leadership Challenge. Her other executive experiences include Board directorship at the American Heart Association Oahu and currently of the MultiCultural Initiatives Executive Leadership Team. Annabelle received her Master in Public Health at the University of Hawaii in 2012. She is a Department of Education certified teacher and collaborates with the Farrington Community School for Adults. She explores community needs for the organization and designs programs that fulfill them.

David Stone oversees the Chinatown center ensuring that each client who walks in the door is evaluated, tested, and assisted. He has an Associate Degree from Rancho Santiago College, California. David is experienced in computer hardware maintenance and is also a software instructor. He is culturally competent to work alongside personalities of different nationalities. His demeanor has won the respect and appreciation of many HMH clients.

*Ho'omaka Hou Learning Center
90 N. King St., Suite 208
Honolulu HI 96813
www.hoomakahou.org
Grant in Aid Proposal. FY 2015-2016*

Board President Suzanne Zeng, Ph.D, has been with the University of Hawaii's Center for Interpretation and Translation Studies (CITS). She is passionate about bringing equality to limited English speakers by producing quality language interpreters. She has conducted numerous workshops at home and abroad particularly for Asian and Pacific Island language speakers including Bridging the Gap, a national medical interpreters training. Besides teaching, she interprets in Hawaii State, Federal and Immigration Courts, for government agencies and hospitals, and at international conferences. She is a member of the Supreme Court Committee for Court Interpreting & Language Access (1996-Present). Dr. Zeng received her M.A. and Ph.D. in Chinese Linguistics from the University of Hawaii at Manoa

Board member and volunteer Barbara Tom is a retired Public Health Nurse who currently chairs the Nations of Micronesia Committee (NOM). This statewide community committee serves as a forum for communicating information between providers of health, labor, government, non-profits, and individuals including the Micronesian Community. She also serves as the Advisor for the Micronesian Community Network and the Micronesian Health Advisory Coalition, both of which she helped to establish. During her 23 years as a Public Health Nurse for the State of Hawaii's Department of Health, she worked in the area of Hansen's Disease doing community outreach, community building and organizing, especially with migrant communities. As the chair of the Waipahu Community Coalition, she also helped develop its non-profit status and mission, and continues to guide its mission to develop a safe and healthy environment in Waipahu. She continues to serve on the advisory board of several organizations that work to promote the health and wellbeing of communities.

Hawaii Tech Support is the provider of technical assistance, expertise and computer sourcing. They maintain the agency's website. Their Marketing Director is an adviser to HMM.

Additional volunteers fill the need for tutors, mentors, office support and graphic designs. In the Summer of 2014, HMM welcomed two college-level Service Learners and one intern from the University of Hawaii.

FACILITIES

The Hoomaka Hou Learning Center computer lab and headquarters is located at 90 N. King St., Suite 208 Honolulu, HI 96813. It is walking distance from the government housing projects such as the one on Quinn Lane, as well as the Next Step Shelter in Kakaako. It is easily accessible by public bus.

Hoomaka Hou is developing plans for a comprehensive learning center with locations that will be ADA accessible. In the meantime, community outreaches have been in areas where there is ADA accessibility, including coffee and fast food shops, local libraries, government housing areas and homeless shelters.

PERSONNEL

PROPOSED STAFFING, QUALIFICATIONS, SUPERVISION AND TRAINING

1. The Executive Director is responsible for working with the BOD to insure success of HMM. Leads efforts in community outreach and mission, and vision development and execution. Leads funding and fund-raising processes and individual efforts. Is principal for all grant and contract acquisitions. Responsible for leading and supervising day-to-day staff and volunteer activities.

The executive director is experienced in volunteer management, public relations and networking. Knows the balance of strategic thinking and cultural sensitivity. Able to stay abreast with the latest in adult literacy and developments in technology nationwide.

Maintain membership, guidance and affiliation with national agencies that provide adult literacy materials and resources using evidence based research.

2. The Chinatown business manager and tutor ensures that the learning center is open on schedule. Maintains all the computer or work with Hawaii Tech Support as needed. Evaluates clients using the Gray Oral Reading Test and numeracy test. Recommends learning program ideal for each client. Keeps a record of daily tally of walk in clients. Pays the bills and maintains bookkeeping. Maintains order in the center.
3. Teacher is well versed Microsoft Word and is able to patiently train/teach practical tools to the learner. Must be well versed with the principles taught at Launch Series. It is estimated that for every 4 participants in one cohort per location, one teacher is needed to ensure that clients are receiving the needed attention. Volunteer instructors or hired assistants will be recruited as needed. They must be comfortable working with persons from diverse backgrounds. Communicates respect for others. Recognizes and adapts to the needs of the clients. Maintains confidentiality about clients. Maintains professional conduct at all times. Willing to commit for 3 months or the duration of the program involved.

ORGANIZATION CHART

Please see attachment.

COMPENSATION

No director or board member is paid or compensated except for actual professional services performed on a particular project. Beginning January 2015, the Executive Director will receive a \$1,000 stipend to cover her personal expenses until such time HMH is able to generate funding to cover salary.

OTHER

A. LITIGATION

None.

B. LICENSURE AND ACCREDITATION

None.

C. FEDERAL AND COUNTY GRANTS

None.

D. Private Educational Institutions

Not applicable.

E. FUTURE SUSTAINABILITY PLANS

Sustainability has been maintained through private financial donations, donations in kind, and grants. With the overwhelming response and success of HMH programs in 2014, the Board is investigating expansion and capital campaigns, additional funding and infrastructure development. It has recently applied for Aloha United Way accreditation and is awaiting approval.

In 2014, grants were provided by the Atherton Family Foundation, WalMart Foundation, Kosasa Family Foundation, Capital Group.

F. CERTIFICATE OF GOOD STANDING

A copy of the Certificate of Good Standing is enclosed.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

App Ho`omaka Hou Learning Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries .49 FTE*	20,000	0	0	30,000
2. Payroll Taxes & Assessments	2,000	0		3,000
3. Fringe Benefits	0	0		
TOTAL PERSONNEL COST	22,000	0		33,000
B. OTHER CURRENT EXPENSES		0		
1. Airfare, Inter-Island	500	0	0	3,000
2. Insurance	0	0	0	2,000
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	0	0	0	6,000
5. Staff Training	5,000	0	0	1,000
6. Supplies	3,500	0	0	2,000
7. Telecommunication	1,000	0	0	4,000
8. Utilities	0	0	0	0
9. Advertising	3,000	0	0	5,000
10. Publication and Printing	1,500	0	0	500
11. Auditing and Legal Fees	2,500	0	0	0
12. Postage	0	0	0	200
13. Volunteer Thank yous, Honorariums	500	0	0	2,000
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	17,500			25,700
C. EQUIPMENT PURCHASES - Computer and Software upgrades	10,000			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			

Applicant: Ho'omaka Hou Learning Center

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2013-2014	FY: 2014-2015	FY:2015-2016	FY:2015-2016	FY:2016-2017	FY:2017-2018
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
TOTAL:	n/a	n/a	n/a	n/a	n/a	n/a
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: Ho`omaka Hou Learning Center

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1.	n/a				
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
				TOTAL	

Applicant: Ho'omaka Hou Learning Center

	DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Laptop Computers - Dell 13.3 Touchscreen with i5 Intel Processor - 3.68 Lbs./unit which is ideal for transporting at locations and mobile programs, with 3 years warranty for damage of hard drive due to drops or spills		10.00	\$1,000.00	\$ 10,000.00	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
	TOTAL:	10		\$ 10,000.00	
JUSTIFICATION/COMMENTS: The cost of \$1,000 per laptop includes the cost of all the applications that will be programmed in each one such as Microsoft Office, Mavis Beacon typing, At Work in the US. Microsoft Office will be purchased through TechSoup, At Work in the US through New Reader's Press and Mavis Beacon is available through a vendor online.					

	DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
no budget for a vehicle will be requested at this time					
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
	TOTAL:				
JUSTIFICATION/COMMENTS:					

Post Evaluation Comments re Launch Series:

The program " did a great job in revising my resume. The training in the interview skills was excellent. The phone call back training was also very helpful.

" I am a little bit more confident in my interview skills. I believe the program will help me to get a better job than I might have originally anticipated. I will keep searching with more confidence."

"This was a very helpful program, it increased my confidence very much and I am very happy to have had this opportunity."

" I want to say thanks to the people who did the program. This program helped me in many things. I don't know how to do it before. I really like it"

" Gave me confidence in looking for a job."

" I'm really glad about this program cause I learned something I never learned before. I appreciate your help. Thanx very much."

The Management of the Next Step Shelter gave this feedback:

Next Step has recently begun partnering with Ho`omaka Hou Learning Center to provide employment training classes to residents. This partnership has proved incredibly successful in its pilot run. These classes are six weeks in length and we recently had nine participants successfully complete the entire course. The classes provide employment preparation, job searching, job application and extensive interviewing preparation and skill building. The program wraps up with volunteer human resource representative (from Macy's and DOD) providing a mock interview setting complete with a feedback session after the interviews are complete.

The intangibles of this course are the strength and character it builds in the individual participants as well as a greater sense of worth and a whole new set of skills, polished and ready for the real deal interview and position in the near future.

JASON ESPERO

Shelter Manager - Next Step Shelter



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501©(3) FEIN 45-1743030

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**Memorandum of Understanding between
HO'OMAKA HOU LEARNING CENTER and KOKUA KALIHI VALLEY
COMPREHENSIVE FAMILY SERVICES**

The purpose of the Memorandum of Understanding (MOU) is to establish an agreement between Ho'omaka Hou Learning Center (HMH) and Kokua Kalihi Valley Comprehensive Family Services (KKV) regarding the establishment of a six-week employment readiness program called Launch to adults, 18 years and above, at the Kuhio Park Terrace in Kalihi.

Kokua Kalihi Valley Comprehensive Family Services agrees to:

- Provide a suitable learning space for six consecutive Thursdays, 10 a.m. to 12 p.m. in August to September 2014.
- Promote LAUNCH among its members and enlist a maximum of 10 participants.
- Identify and appoint a liaison to serve as Ho'omaka Hou's point of contact.

Ho'omaka Hou Learning Center (HMH) agrees to:

- Provide instructors to teach at Kuhio Park Terrace - Kalihi facilities at the agreed days and times, at no cost to Launch participants.
- Register interested adults as HMH students, using a standard intake form.
- Assess prospective students to identify competencies, to determine a baseline from which to measure progress.
- Provide books and study materials for use by participants.
- Post-test students and evaluate results.

Ho'omaka Hou Learning Center (HMH) will provide the following LAUNCH curriculum:

Week One – Participants begins with basic computer literacy.
Introduction to the computer, introduction to creating a resume, practice basic typing on Mavis Beacon software program.

MOA 2014
Kokua Kalihi Valley Comprehensive Family Services

Week Two – Understanding the computer as a tool
Understanding and accessing the worldwide web, establishing an email account, and practicing internet safety especially with social media. Continue with resume writing.

Week Three – Understanding the online job application process
Understand and practice online application essentials. Finalize the resume.

Week Four – Conduct job searches
Job Search, using Google, Craigslist; direct online applications to companies such as Zippy's, Home Depot, Wal-Mart.


Week Five – Communications skills and scheduling the interview
Telephone and email skills to provide reference information, schedule an interview and follow up after the interview, inform individual of their rights in a job application process.

Week Six – Interviewing techniques
Job interview workshop – mock interviews with business professionals, discuss grooming and factors which contribute to making a good first impression.

This agreement will be in effect for as long as the class proves viable. Both parties agree this MOU may be dissolved at any time with written notice.


Representative, KKV

Dr. Ed Deraut, MD
Executive Director


Annabelle Stone, Director
Ho'omaka Hou Learning Center



Date

July 25, 2014

Date



April 12, 2014

Annabelle Stone, MPH
Director
Hoomaka Hou Learning Center
P.O. Box 62266
Honolulu, HI 96839

Dear Ms. Stone,

This letter confirms our intent to partner with you in providing *Launch*, a computer literacy and job-readiness program aimed to increase confidence levels in computer and internet use for the purpose of job search and job application at the Safe Haven Computer Access center. We agree to provide a suitable learning space, recruit participants, and identify a liaison to serve as your point of contact.

We understand that Ho'omaka Hou Learning Center agrees to provide qualified instructors to teach the following curriculum and will focus on creating a non-intimidating learning environment for adults to improve self-confidence and foster practical skills development:

Week One – Participants begins with basic computer literacy

Introduction to the computer, introduction to creating a resume, practice basic typing on Mavis Beacon software program.

Week Two – Understanding the computer as a tool

Understanding and accessing the worldwide web, establishing an email account, and practicing internet safety especially with social media. Continue with resume writing.

Week Three – Understanding the online job application process

Understand and practice online application essentials. Finalize the resume

Week Four – Conduct job searches

Job Search using Google, Craigslist; direct online applications to companies such as Zippy's, Home Depot, Wal-Mart.



Week Five – Communications skills and scheduling the interview

Telephone and email skills to provide reference information, schedule an interview and follow up after the interview, inform individual of their rights in a job application process.

Week Six – Interviewing techniques

Job interview workshop – mock interviews with business professionals, discuss grooming and factors which contribute to making a good first impression.

The Waipahu Community Coalition our non-profit sponsoring the Safe Haven Computer Access Center understands a pretest will be conducted when the program commences. The results of the test will serve as a benchmark as it will measure confidence levels, attitudes towards technology use, and expectations. At the end of the program a posttest will measure the difference the training made in the participants' computer skills, self-confidence, optimism, and attitudes.

Waipahu Community Coalition, understands that the projected core product of this program is confidence in computer use, however, having such confidence on using a computer may mean additional benefits, such as, to communicate with loved ones for social/emotional support through email and social media, learning how to access medical information for personal use, access personal information and records, and for some accessing social services. The personal and professional growth that can potentially be achieved through *Launch* is exponential.

We look forward to working with you.

Rochelle Kalili, Chair of Waipahu Community Coalition

A handwritten signature in black ink, appearing to read "Barbara Tom". The signature is fluid and cursive, with a large initial "B" and "T".

Barbara Tom , Coordinator

Safe Haven Computer Access Center
Waipahu Community Coalition.



MEDICAL & DENTAL • PREVENTIVE CARE • SOCIAL SERVICES

277 Ohua Avenue • Honolulu, Hawaii 96815

April 7, 2014

Annabelle Stone, MPH
Director
Hoomaka Hou Learning Center
P.O. Box 62266
Honolulu, HI 96839

Dear Ms. Stone,

This letter confirms our intent to partner with you in providing *Launch*, a computer literacy and job-readiness program aimed to increase confidence levels in computer and internet use for the purpose of job search and job application at Next Step Shelter. We agree to provide a suitable learning space, recruit participants, and identify a liaison to serve as your point of contact.

We understand that Ho'omaka Hou Learning Center agrees to provide qualified instructors to teach the following curriculum and will focus on creating a non-intimidating learning environment for adults to improve self-confidence and foster practical skills development:

Week One – Participants begins with basic computer literacy
Introduction to the computer, introduction to creating a resume, practice basic typing on Mavis Beacon software program.

Week Two – Understanding the computer as a tool
Understanding and accessing the worldwide web, establishing an email account, and practicing internet safety especially with social media. Continue with resume writing.

Week Three – Understanding the online job application process
Understand and practice online application essentials. Finalize the resume

Week Four – Conduct job searches
Job Search using Google, Craigslist; direct online applications to companies such as Zippy's, Home Depot, Wal-Mart.

Week Five – Communications skills and scheduling the interview
Telephone and email skills to provide reference information, schedule an interview and follow up after the interview, inform individual of their rights in a job application process.

Week Six – Interviewing techniques

Job interview workshop – mock interviews with business professionals, discuss grooming and factors which contribute to making a good first impression.

Next Step Shelter understands a pretest will be conducted when the program commences. The results of the test will serve as a benchmark as it will measure confidence levels, attitudes towards technology use, and expectations. At the end of the program a posttest will measure the difference the training made in the participants' computer skills, self-confidence, optimism, and attitudes.

Next Step Shelter understands that the projected core product of this program is confidence in computer use, however, having such confidence on using a computer may mean additional benefits, such as, to communicate with loved ones for social/emotional support through email and social media, learning how to access medical information for personal use, access information and records on the web, and for some accessing social services. The personal and professional growth that can potentially be achieved through *Launch* is exponential.


We look forward to working with you.



Sheila Beckham/CEO Waikiki Health

to whom it may concern,

Since I have been in this Computer Class, time has gone very fast, and it's been very enjoyable attending Mr. David's CLASSES. I have completed three courses in one, all being typing class and one thing I did do is I have more words per minute on the typewriter. Thank you to Mr. David and Class, I admire him for his patience and concern for his students and for having good knowledge in his profession, I am sure he will be recognized by his student always for his good work. Also for teaching individually, and not teaching all at once, I think this is what makes him very special person, for making us comfortable in class and a sense of responsibility to his students, to be in charge of their own Computer, which I think that gives a person a sense of responsibility which is good foundation for his students.

A Caring Person
Diana Tucker 

BOARD OF DIRECTORS

HOOMAKA HOU LEARNING CENTER

Board President Suzanne Zeng, PhD has been with the University of Hawaii's Center for Interpretation and Translation Studies (CITS), educating students for over 20 years. She is passionate about bringing equality to limited English speakers by producing quality language interpreters. She has conducted numerous workshops at home and abroad particularly for Asian and Pacific Island language speakers including Bridging the Gap, a national medical interpreters training. Besides teaching, she interprets in Hawaii State, Federal and Immigration Courts, for government agencies and hospitals, and at international conferences. She is a member of the Supreme Court Committee for Court Interpreting & Language Access (1996-Present). Dr. Zeng received her M.A. and Ph.D. in Chinese Linguistics from the University of Hawaii at Manoa

Annabelle Stone, MPH received her Master in Public Health at the University of Hawaii in 2012. She is a Department of Education certified teacher and collaborates with the Farrington Community School for Adults. She explores community needs for the organization and designs programs that fulfill them. Annabelle is a Member, MultiCultural Initiatives Executive Leadership Committee of the American Heart Association and was a member of the Board of Directors of the said agency for 4 years. She is currently on the Board of the Resources for Philippines Rural Communities Corporation where she serves as a consultant. Annabelle has decades of experience in cross cultural work, she is the Executive Director of HMM.

Board member and volunteer Barbara Tom is a retired Public Health Nurse who currently chairs the Nations of Micronesia Committee (NOM). This statewide community committee serves as a forum for communicating information between providers of health, labor, government, non-profits, and individuals including the Micronesian Community. She also serves as the Advisor for the Micronesian Community Network and the Micronesian Health Advisory Coalition, both of which she helped to establish.

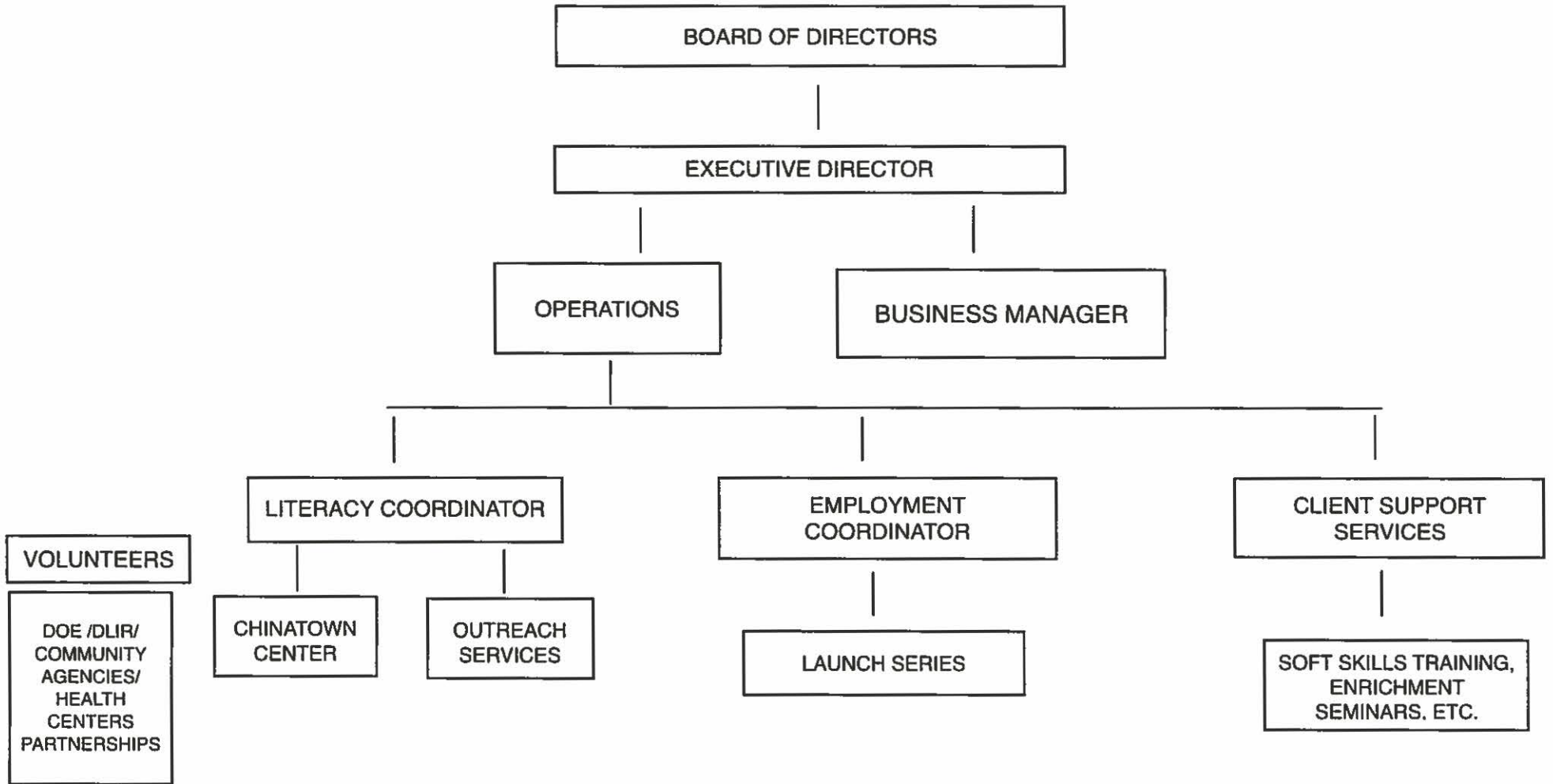
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HMH ORGANIZATIONAL CHART 2015





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

HO'OMAKA HOU LEARNING CENTER

was incorporated under the laws of Hawaii on 04/06/2011 ; 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: November 10, 2014

Director of Commerce and Consumer Affairs



“SERVING THOSE WHO SERVED”

January 29, 2015

To Whom It May Concern:

U.S.VETS Waianae Civic Center (WCC), Pai’olu Kaialu, is pleased to write this letter in support of the Ho’omaka Hou Learning Center’s proposed “Launch Series” computer literacy and employment readiness training program, designed to develop and increase the confidence levels of program participants as they seek and apply for employment online. Program participants will engage in twelve hours of “Launch” training that will cover basic computer lessons, resume writing, learning the online job application process, internet safety, hands-on job search and job application, interview techniques and mock interviews.

WCC is a State of Hawaii funded, U.S.VETS-managed emergency / transitional housing opportunity primarily serving individuals, couples, and families with children on the Leeward Coast of Oahu. Since our program’s inception in March 2007, we have served over 3,000 homeless individuals in need of a hand up as they endeavor to improve their quality of life and elevate their self esteem on the road to self-sufficiency, for which upgrading their job readiness skills through computer literacy is critical in this age of technology.

Toward that goal, the Ho’omaka Hou Learning Center program has been an invaluable asset to WCC in providing assistance to program participants- the Ho’omaka Hou staff have provided an atmosphere in which individuals can learn what they desire to learn in a safe environment, whether taking the first steps to typing on the computer to create documents, looking for jobs, accessing services such as housing or college applications, or to be tutored in Math or GED readiness.

The Launch Series will continue to provide ongoing support to our program participants and U.S.VETS remains very appreciative of the services that increased funding to the Ho’omaka Hou Learning Center will afford.

Please do not hesitate to contact me should you have additional questions. I may be reached by phone at (808) 620-0676 or via email at: gperaro@usvetsinc.org.

Sincerely,

Gladys L. Peraro
Executive Director
U.S.VETS – Pai’olu Kaialu
85-638 Farrington Hwy.
Waianae, HI 96792

January 28, 2015

Senate Ways and Means Committee, Chair Jill Tokuda,
House Finance Committee, Chair Sylvia Luke

Re: Support for Grant in Aid for Ho'omaka Hou Learning Center

Dear Members of the Ways and Means Committee and House Finance Committee,

I am asking the committees to consider Ho'omaka Hou Learning Center as a recipient of the Grant in Aid. I have had the privilege of working with this organization on Project Launch, a digital literacy program held in Waipahu's Safe Haven for limited language adults in the Pupupuhi area. All participants were Micronesian adults who wanted to have an opportunity to find a job in Hawaii. They were taught how to use the computer to search for jobs, write a resume and practice their interview skills. It was an empowering experience for all of them and of the 5 members who completed the course, 2 of them managed to obtain a job. Just think, if these numbers were multiplied by 100 times.

Waipahu's Safe Haven is a small community based community site supported by Weed & Seed and the Waipahu Community Coalition. Part of our mission is to create opportunities for children and adults to become more successful. There are a lot of Micronesians and Marshallese families struggling in this area. It is programs such as these that offer a hands on approach to helping our migrant families succeed in Hawaii. I know of no other program which will offer these skills to our ESL population. It should be expanded into other areas of our communities where families can have an opportunity to develop computer skills to help, not only themselves but their children succeed. Therefore, I urge you to support Ho'omaka Hou's request for a grant in aid.

Sincerely,



Barbara Tom
Nations of Micronesia Committee, e Chair
98-1854 Mikinolia Place
Aiea, HI 96701
nationsofmicronesia@gmail.com