

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Dba:

Palama Settlement

Amount of State Funds Requested: \$ 350,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):

Digital Arts Academy - Palama Settlement's Digital Arts Academy initiative will help improve our students' public school education trajectory and work towards narrowing the digital gap for the low-income families in the Kalihi-Palama community – through a Bridge of Digital Learning. The initial focus is to train youth, ages 8-17, and subsequently adults, on core basics such as digital graphic skills (drawing, painting, design work) using illustrator and adobe software, then progress to areas like screen printing, videography, and 3D modeling.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ 200,450

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 70,000

Unrestricted Assets:

\$ 1,378,566

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

501(C)(3) Non Profit Corporation

Other Non Profit

Other

Mailing Address:

810 North Vineyard Blvd.

City: State: Zip:

Honolulu HI 96817

Contact Person for Matters Involving this Application

Name:
Sam Aiona

Title:
Incoming Executive Director

Email:
samaiona09@gmail.com

Phone:
808-306-2444

Federal Tax ID#:

██████████

State Tax ID#

██████████



Authorized Signature

Rosalinda Reyes, Interim Executive Director

Name and Title

1/21/2022

Date Signed

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



Rosalinda Reyes, Interim Executive Director

1/21/2022

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE

**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.

Palama Settlement

(Typed Name of Individual or Organization)


(Signature)

1/21/2022

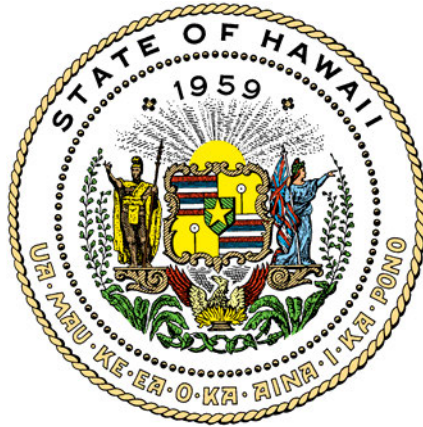
(Date)

Rosalinda Reyes

(Typed Name)

Interim Executive Director

(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

PALAMA SETTLEMENT

was incorporated under the laws of Hawaii on 07/21/1910 ; 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: January 03, 2022

Director of Commerce and Consumer Affairs

Application for Grants

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

I. Certification – Please attach immediately after cover page

1. 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, 2021.

Attached.

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes.

Attached.

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

Palama Settlement confirms that the requested grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

II. 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.

Established in 1896, Palama Settlement is a non-profit, community-based social service agency serving the Kalihi and Palama neighborhoods of Honolulu. The Honolulu Chinatown fires of 1900 altered the landscape and lifestyles of the people of Palama. Left homeless, thousands of Chinatown residents, most of whom were impoverished immigrants from Asia, were forced to seek housing elsewhere, eventually crowding into hastily built frame tenements across Nuʻuanu Stream in Palama Settlement.

2021 served as a milestone year for Palama Settlement as we celebrated our 125th Anniversary.

Located just outside downtown Honolulu, the community is now home to both newly arrived immigrant and migrant families, as well as long-time residents. Over the years, Palama pioneered the development of many innovative programs to address the ever-changing needs of the community residents.

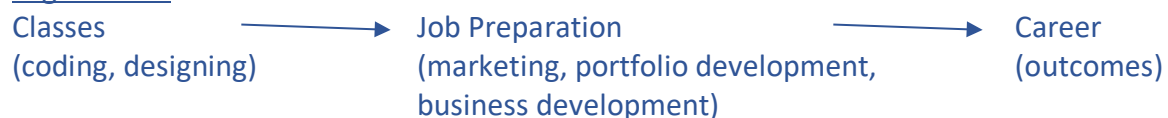
We continue the work today by offering a wide range of educational, recreational, athletic, cultural, social, health, and community building programs and services for children, youth, adults, and senior citizens. Our mission is to partner with those who have the greatest needs in our community, empowering them to enhance their well-being through education, health and recreation.

2. The goals and objectives related to the request.

The creation of Palama Settlement's Digital Arts Academy began in 2017 as a set of classes offering students the core basics of digital arts. The program is now being developed into a cohesive offering of coding, animation, LEGO Robotics and graphic design, and will be developed further as part of Palama Settlement's Center For Innovation initiative. The Digital Arts Academy will be providing this type of digital arts training for our youth, and we anticipate a continual upgrading for the next level of class offerings. Programs are currently run on a semester basis, with class sizes of approximately 15 students, providing annual training for approximately 240 youth.

The initial focus of the Digital Arts Academy is to train youth, ages 8-17, and subsequently adults, on core basics such as digital graphic skills (drawing, painting, design work) using software including but not limited to Adobe, and other free online applications. Long-term goals may progress to areas like photography, video-editing, and 3D modeling. As the adult classes come online, basic computer skills classes (focused on improving digital literacy, and office-related skills etc.) are envisioned for workforce development and job readiness.

Logic Model:



Goals for the Digital Arts Academy include:

- Goal 1: Increased appreciation and knowledge of programming, playable games, art & animation styles, animated films & shorts, the design process and design thinking;
- Goal 2: Competency in use of specific programs (Adobe, Scratch, Visual Studio, Wick, Unity, etc.);
- Goal 3: Creation of interactive programs, animations, and understanding of design principles;
- Goal 4: Development of Soft Skills, such as: group work, communication and public-speaking, problem-solving, self-reflection.

Objectives for the Digital Arts Academy include:

- Objective 1: 80% of students learned new skills or had the opportunity to practice skills they already had;
- Objective 2: 60% increased awareness of possible career paths that involve the skills taught in the Digital Arts Academy;
- Objective 3: 80% improved cybersecurity, storage reliability, campus-wide wifi, and compliant systems for Palama Settlement, upon completed installation;
- Objective 4: 80% of students complete a self-report survey at the beginning and end of semester, rating the development of their skills.

3. The public purpose and need to be served.

Palama Settlement's mission is to partner with those who have the greatest needs in our community, empowering them to enhance their well-being through education, health and recreation.

Palama Settlement's campus serves as a safe-haven for the area residents with programs and services designed to promote protective factors for healthy and productive lives, including an emergency food pantry, a hygiene pantry, after-school enrichment and tutoring for children, morning wellness activities for seniors, and various athletic and education activities for youth.

The Community Services program provides assistance with navigation of various government and agency systems including housing, welfare, healthcare and health insurance, education, the judiciary and juvenile justice.

The Digital Arts Academy is the beginning of a revitalization plan of the Kalihi-Palama area. The Digital Arts Academy program provides the community's low-income families with a dynamic educational environment where children and youth (currently) and adults (future) are introduced to the digital arts skills that will enhance their future.

Students will be trained and prepared with hard skills (programming, coding, design) – and soft skills (creativity, thinking out of the box, teamwork, collaboration, networking, hunger to learn). The initial program begins with youth, but adult education will be added the following year.

4. Describe the target population to be served.

Palama Settlement serves over 1,000 families, over 900 children and over 400 senior citizens annually through a variety of academic, recreational, sports, behavioral, community, and cultural programs offered throughout the year. During COVID-19, that number increased to over 6,500 served in one year.

Most of the families live in the area's low-income housing projects of Ka'ahumanu, Mayor Wright, Kamehameha, and Puahala Homes, some of the most densely populated low-income housing projects in the state.

The Kalihi-Palama area of Farrington has one of the largest percentages of children in immigrant families in the County of Honolulu, with the per capita income for Farrington area residents at \$21,599 annually. The clients come from an area where nearly a quarter (22.6%) of residents are children under the age of 18, with other adults aged 65 and over representing 14.5% of the population.

Other Farrington population figures include: 20.9% are English-as-a-second-language learners (nearly three times compared to rest of county); students (grades 3-8 and 11) meeting language arts level standards at 39.5%; students (grades 3-8 and 11) meeting math grade level standards at 30.7%; high school graduation on-time rate of 72.9%. This environment puts families at high risk for juvenile delinquency, substance abuse, family disintegration, gang violence, crime, and other barriers to healthy and productive lifestyles.

5. Describe the geographic coverage.

The three-mile radius surrounding Palama Settlement is the primary geographic reach of the organization's programs, including the area's low-income housing projects of Ka'ahumanu, Mayor Wright, Kamehameha, and Puahala Homes.

III. 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;

Scope of Work:

Research by the World Economic Forum suggests that 42% of jobs are expected to have completely different core skill sets by 2022 – and digital skills are at the forefront of these expectations.

Palama Settlement's new Digital Arts Academy initiative will help improve our students' public school education trajectory and work towards narrowing the digital gap for the low-income families in the Kalihi-Palama community – through a bridge of digital learning.

Palama envisions a continuum of services whereby its members are empowered through practical support and engaging educational programs that prepare tomorrow's workforce in problem-solving, technology and the arts.

Palama Settlement will provide a cohesive offering of coding, animation, and design. Each class meets once a week each semester (~17 weeks) for 90-minute sessions.

We currently offer:

- Intro to 2D Animation
- 2D Animation Studio
- Intro to Coding in Scratch
- Coding in Scratch Studio
- Coding in Unity
- Graphic Design
- LEGO WEDO Robotics
- LEGO SPIKE Robotics

We also offer:

- Stop-Motion Animation Camp (during school breaks or summer break)
- Adult Digital Literacy Classes (a pilot program, meeting twice a week for 90 minutes)

Registration is conducted 6 weeks prior to the starting of classes. Priority is given to the Kalihi-Palama area first, and then opened up to the general public if there is still space available. Enrollment to each class is based on a specific age group - elementary, middle, high schools and adult.

Each class has a dedicated teaching team of two to keep the student-teacher ratio low which allows for individualized attention.

Curriculum is developed by Palama's Computer Education staff and modified based on the needs and interests of each specific cohort. Future progressions of classes have been planned in advance, but are only offered if students show interest and need.

Tasks:

The Computer Education Manager and Computer Education Specialist (Computer Education staff) develop class curricula. Outreach is conducted by the Computer Education staff to Kalihi-Palama area schools, non-profit organizations, Kalihi-Palama Neighborhood Board etc. The Marketing & Communications Manager and the Computer Education staff work together to create marketing collateral for flyers, email blasts, social media posts and our website. Registration is through an online form, or through hard copy submissions. All classes are offered for free.

Computer Education Staff conduct classes and debrief after each day to ensure each student is on track for their objectives, discuss any behavior issues that may arise, and staff is prepared for the next week.

A final presentation, open house or slideshow of photos is held at the end of each semester for each child to showcase their accomplishments with their family and friends.

At the end of each semester, staff conducts a survey and evaluation of each class. Surveys are administered to each child to determine if objectives and outcomes were met. Satisfaction surveys are given to parents/guardians to determine if their child's behaviors and attitudes may have been positively influenced and to provide feedback for future offerings.

Classroom Retrofitting:

The current classroom space has started to outgrow its available capacity, and we see the need to retrofit an additional classroom as the next step to be ready by next summer to expand the program.

The space will be designed as a "Makerspace," a place for problem-solving, creativity, and collaboration. With a variety of activities taking place, often simultaneously, we are creating spaces within the Makerspace that accommodate quiet, individual learning zones, as well as group work. Our students might be doing anything from programming robots to creating their own computer games to learning to build websites. Or we may dedicate an area to video/multimedia editing and production, or maybe another zone into distance learning – everything will be moveable and flexible to fit the class needs.

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

A. Classroom Retrofitting:

A current 970 square foot library will be retrofitted to become the core classroom for the Digital Arts Academy. With the room in dire need of renovation, we will begin in fall 2022 with the current library being emptied of the contents and shelving, down to the bare bones, and then we will begin repairs to its roof and the internal wiring to bring it up to safety and digital requirements. New carpeting, paint and moveable classroom furniture will be completed by April 2023 to create this creative learning space, with a Grand Opening for students in May 2023, in time for the expanded summer session.

Timeline:

- July 2022: Palama Settlement will employ an IT Company to analyze the storage, WiFi vulnerability and access, and will provide an analysis of the coverage and security of the system upon system setup
- October 2022: Close current library space; Remove shelving structures; Remove carpeting
- November-December 2022: Repair roofing, fix leaks
- January-March 2023: Rewiring of space; Paint and carpet space; Order classroom furniture
- April 2023: Classroom furniture installed; Equipment moved into space
- May 2023: Digital Arts Academy New Classroom Grand Opening

B. Digital Arts Academy Classes:

Timeline:

- July-August 2022: Summer Semester Classes in Session
- September-October 2022: Hiring/expanding hours of teachers to offer the next level of classes
- September-December 2022: Fall Semester
- January-May 2023: Spring Semester
- April-May 2023: Hiring of additional teachers to expand programming with new classroom availability
- June 2023: Start of Summer Semester Session

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

Palama Settlement has a vision that is being developed in 2022, to create a “Center For Innovation” on the Palama campus - to collaboratively evaluate all of our programs and integrate them with a futuristic approach. Nonprofits today must plan for a fast moving future and our goal is to evaluate each of our programs and strategically plan for their future.

Cultural, technological, social, and environmental goals will be assessed for each program. The Center For Innovation vision will be a large part of our strategic plan, which will be completed by the end of 2022. Some of the programs we will look at include the education, community service and recreation programs which have all been a part of Palama Settlement for many years.

Part of the Center For Innovation's mission is to look at the past, learn from best practices and combine today's programs with tomorrows. In this ever changing world, our target audience will see improvements in their lives by learning from our models and using some of the Center's efforts and strategies in their personal life. The Center For Innovation at Palama Settlement will be the future for today's world.

Specifically related to the Digital Arts Academy, quality assurance will continually be conducted and classes will be modified based on the cohort's needs and interests. The Computer Education Manager will evaluate the student and parent survey results and based on the data make adjustments to programs, curricula, classroom logistics etc. The surveys will be administered at the beginning and end of each semester for the students, and at the end of the semester for the parents. Computer Education staff will work internally and/or with the Program Administrator to determine the development of the next level of classes.

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.**
- Outcome 1: 80% of students will report in a pre and post self-survey that they learned new skills or had the opportunity to practice skills they already had;
 - Outcome 2: 60% of students will report an increased awareness of possible career paths that involve the skills learned in the Digital Arts Academy;
 - Outcome 3: The contracted IT company will report 80% improved cybersecurity, storage reliability, campus-wide wifi, and/or compliant systems for Palama Settlement, upon completed installation;
 - Outcome 4: 70% of the students will have improved in the development of their soft skills as observed and recorded by the staff each semester.

IV. Financial

Budget

1. **The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.**
- a. Budget request by source of funds (Link)
 - b. Personnel salaries and wages (Link)
 - c. Equipment and motor vehicles (Link)
 - d. Capital project details (Link)
 - e. Government contracts, grants, and grants in aid (Link)

Attached.

2. **The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2023.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$100,000	\$100,000	\$75,000	\$75,000	\$350,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.

With strong support by our community, the campaign for the Digital Arts Academy is now moving forward with funding starting to materialize. The funders that have provided commitments for the Digital Arts Academy for 2022/2023 include:

- Kosasa Foundation
- Servco Foundation
- CPB Foundation
- Bank of Hawai'i Foundation
- Harold K.L. Castle Foundation
- GIFT Foundation
- First Hawai'ian Bank Foundation
- Kosasa Foundation

The following is a list of the agency's sources of general funding which will be requested for the 2022/2023 fiscal year:

- Waterhouse Charitable Trust
- Henry and Colene Wong Foundation
- Atherton Family Foundation
- Individuals
- Legacy and Bequests
- Corporate and Business Contributions

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, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2023 for program funding.

In prior years, Palama Settlement has received \$70,000 in grant contracts through the State of Hawai'i. There are no other current federal, state or county requests in process from Palama for FY2023.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.

As of December 31, 2021, the Palama Settlement's unrestricted current assets are \$1,378,566.

V. Experience and Capability

1. 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.

Palama Settlement has been successfully serving the Kalihi-Palama community for the past 125 years, to provide educational, recreational, athletic, cultural, social, health, and community building programs and services for the families of this area. This experience and success in reaching the low-income population provides the perfect venue and organizational skill for building up this next generation into the digital workforce. This program looks to create a model for building the bridge of learning to this next generation of students, starting in the Kalihi-Palama area.

Utilizing the creativity and leadership of incoming Executive Director, Sam Aiona, Palama Settlement is in a strong position to create and implement these programs. Leading the Board of Directors' passion and direction for this project is Board Chair, Lauren Yoo, who provides the community outreach by developing this program through potential donors and partnerships.

Palama Settlement has experience in administering the Grant-in-Aid with past awards of the State Grant-in-Aid in FY2018 and FY2019 and the City and County of Honolulu Grant-in-Aid in FY 2018. The Program Administrator is responsible for data collection and submission of reports on a timely basis.

On the ground teaching day-to-day, there are four staff members of the Computer Education Department. They include the Computer Education Manager, Computer Education Specialist and two part-time Computer Education Assistants.

2. 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.

Community Center:

As a community center located on a 6.5 acre parcel of land, the Palama campus is an oasis of green just across the street from the state's oldest public housing project. There are two

original buildings (the Rath Building and the Higashino Building) still standing, both of which were built in the 1920s, and an additional building (Corbett House) built in the years following.

The campus boasts one of the largest gymnasiums on the island and the only public swimming pool in the immediate area, providing a facility for physical fitness benefits all who use it for leisure, sports and education programs. The gym holds three basketball courts and a studio area and weight room upstairs. There is a large lanai with a few picnic tables outside that can be used as a gathering space. These spaces are used for the senior dance and tai chi classes, the youth volleyball and basketball programs, the community events, and the outside athletic organizations that rent for their own practices. There is ample on-campus parking behind the gym.

The Rath Building currently houses the youth activity center, the receptionist office, the community services offices, emergency food pantry, and the after school tutoring classroom. The 2nd floor houses the Digital Arts Academy program, makery room, computer tech center, computer learning center and staff offices.

The Ossipoff designed Higashino Building houses the administrative offices, archives, conference room, and classroom. The ground floor dining hall and lanai offers indoor and outdoor seating for 250 people. A certified industrial kitchen provides a location for food preparation, storage during event, and refrigeration. The kitchen is also ideal for professional food service preparation.

The Corbett House is a smaller wooden structure. There are two offices available for lease on the ground floor and the 2nd floor is rented by two different churches for their offices.

Digital Arts Academy Facilities:

Currently the Digital Arts Academy classrooms are located on the second floor of the iconic Rath Building and consist of the Pam Blackfield Learning Center (2086 sq ft), Henry & Colene Wong Computer Lab (594 sq ft) and adjoining Makery classroom.

The Learning Center is newly outfitted with recently purchased equipment, new carpeting, upgraded lighting, new ceiling tiles, WiFi, and an upgraded security system. The Learning Center can accommodate up to ~35 students. The Learning Center is large enough to conduct two classes at separate ends of the classroom.

The Computer Lab is outfitted with 12 older iMacs, bluetooth keyboards and mice as well as new matching tables. This room has been able to accommodate up to 20 students.

The Makery has two large conference tables with upgraded lighting and ceiling. This room is purposely set up to accommodate LEGO Robotics classes where participants need plenty of space to work on the floor. The Makery has been able to accommodate up to 20 students.

VI. Personnel: Project Organization and Staffing

1. 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.

Palama Settlement has recently hired a new Executive Director, Sam Aiona, to take the realms of the organization (beginning January 24, 2022).

As Executive Director of the State Office of Community Service from 2003-2010, Sam has considerable experience in all aspects of grant programs. The Chief Procurement Officer for his division, Sam worked with nonprofits throughout the state to develop programs that met the needs of the underserved communities.

Sam Aiona is a former (1996-1998) member of the Hawai'i State Legislature serving in both the legislative and executive branches of government. His work in government and the non-profit community will be instrumental in the development and execution of the Master Plan development. His leadership and board governance experiences will assist in the implementation of this forward thinking endeavor.

This Digital Arts Academy project will utilize Sam's vast leadership and management abilities to bring together all segments of the Palama Settlement community, staff, board, and subject matter experts -- with a strong focus towards providing the community's families with a dynamic educational environment where children and youth (currently) and adults (future) are introduced to the digital arts skills that will enhance their future.

Palama's Program Administrator will oversee all programs, and the Digital Arts Academy specifically. They will be responsible for submitting reports and ensure that the deliverables are met. They are responsible for ensuring that the instructors and classes are in compliance with the scope of service. They will also be responsible for working with the Computer Education Manager for data collection and submission of reports.

The Business Manager is a Palama veteran of 40+ years. She has served in her role as the Business Manager for nearly 20 of those years. Her responsibilities include oversight of Palama's revenues and expenses, annual preparation of a draft of the budget, reports to the Budget and Finance committee, preparation of the Form 990 and provides the requested documents to the independent auditor. She additionally ensures that the temporary restricted funds of grant awards are segregated from unrestricted and permanently restricted funds. The fiscal reports to the State for the FY2018 and FY2019 were reviewed and verified by the Business Manager.

For the Digital Arts Academy, on the ground teaching day-to-day, there are currently four staff members of the Computer Education Department. They include the Computer Education Manager, Computer Education Specialist and two part-time Computer Education Assistants.

The Computer Education Manager has a background in Fine Arts and Performing Arts. She has been teaching coding to youth since 2013 and worked with Palama Settlement since 2017. She develops curricula for coding and robotics through extensive research, attending bootcamps, and completion of professional development courses. She has developed the code for upwards of eight full semesters of coding curricula, designed to be flexible for learners aged 6 to 18. Each semester of curriculum includes at least four playable games, in addition to supporting materials like additional challenges for more advanced students, a step-by-step guide to creating their own game designs, and evaluations for measuring learning objectives.

The Computer Education Specialist has a background in Computer Sciences specializing in fine arts and digital arts. He has been teaching coding at Palama since 2018. He develops the graphic design and animation curricula through extensive research, work experience, bootcamps and professional development courses. He has developed the curricula for six progressive modules of Graphic Design including Intro to Graphic Design, Graphic Symbolism, Corporate Identity, Graphic Interface Design, Personal Identity Branding, and Design Portfolio. This is based on four years of graphic design experience.

The two Computer Education Assistants have a combination of experiences in journalism, photography, fine arts, digital arts and 3D Animation. They have been with Palama since September 2021.

2. 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.

Attached.

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

The highest paid staff of Palama Settlement are listed below with salary ranges for these positions:

Executive Director: \$100,000 - \$125,000

Program Administrator: \$75,000 - \$80,000

Marketing & Communications Manager: \$60,000 - \$65,000

VII. Other

- 1. 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.

- 2. 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.

- 3. 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.

- 4. Future Sustainability Plan-** The applicant shall provide a plan for sustaining after fiscal year 2022-23 the activity funded by the grant if the grant of this application is:
 - (a) Received by the applicant for fiscal year 2022-23, but**
 - (b) Not received by the applicant thereafter.**

As an anchor in the community with millions of dollars in public and private funding invested to improve programs and facilities, this significant 125th milestone will allow us to celebrate our shared value for the communities we serve.

To support the Digital Arts Academy long-term, a sustainable income model has been created with funding streams through a combination of: foundation grants, in-kind donations, Grant-in-Aid (State) and development of earned income generation (one paid enrollment equals one scholarship; or social enterprise products and services from digital arts work).


The Digital Arts Academy is designed as a three-year incremental build-up program, which provides a flexible way of adding classes to the program, as funding is available and the right teachers/classes are formed. The work to raise funds for the program began in June 2021, as we presented the concept to many funders in our community. The process of grant applications and funding commitments are now being implemented. We are encouraged by the momentum we are experiencing now, as our community steps forward into supporting this valued program.

A grant of \$350,000 from the State of Hawai'i GIA would provide a leadership role in setting up the Digital Arts Academy by funding the technology, classroom retrofitting, and staffing to develop the next level of classes for our students. Our public school children in the Kalihi-Palama area are in desperate need of digital access, learning opportunities and hope for their future -- Palama Settlement is committed to providing this for our community through operating support as we build out this program grant funding stream.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: Palama Settlement - Digital Arts Academy Program

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	100,000	0	0	100,000
2. Payroll Taxes & Assessments	0	0	0	60,000
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	100,000	0	0	160,000
B. OTHER CURRENT EXPENSES				
1. Airfare for Trainings	0	0	0	7,000
2. Insurance	0	0	0	0
3. Office Equipment	0	0	0	2,000
4. Lease/Rental of Space	0	0	0	0
5. Staff Training	8,000	0	0	0
6. Office Supplies	4,000	0	0	2,000
7. Telecommunication	5,000	0	0	4,000
8. Utilities	0	0	0	0
9. Honorariums for Speakers	0	0	0	5,000
10. Software Licenses and Apps	5,000	0	0	5,000
11. Printing	2,000	0	0	2,000
12. Marketing	4,550	0	0	450
13. Competitions/Exhibition/Competitions	5,000	0	0	8,000
14. Classroom Carpet Tile and Install	9,200	0	0	0
15. Support Wiring, Wifi, Routers	10,000	0	0	5,000
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	52,750	0	0	40,450
C. EQUIPMENT PURCHASES	137,250	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	60,000	0	0	
TOTAL (A+B+C+D+E)	350,000	0	0	200,450
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	350,000	Sam Aiona, Incoming Executive Director		808-306-2444
(b) Total Federal Funds Requested	0	Name (Please type or print)		Phone
(c) Total County Funds Requested	0			1/21/2022
(d) Total Private/Other Funds Requested	200,450			Signature of Authorized Official
TOTAL BUDGET	550,450	Rosalinda Reyes, Interim Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2022 to June 30, 2023

Applicant: **Palama Settlement** - Digital Arts Academy

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Computer Education Manager	1.0 FTE	\$60,500.00	50.00%	\$ 30,250.00
Computer Education Specialist	1.0 FTE	\$52,000.00	50.00%	\$ 26,000.00
Computer Education Specialist	1.0 FTE	\$50,000.00	50.00%	\$ 25,000.00
Computer Education Assistant	0.5 FTE	\$18,750.00	50.00%	\$ 9,375.00
Computer Education Assistant	0.5 FTE	\$18,750.00	50.00%	\$ 9,375.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				100,000.00
JUSTIFICATION/COMMENTS:				
Five positions allocated for FY 2023, with one manager, two teaching specialists and two teaching assistants.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: Palama Settlement

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
MacPro 5 - 16G	10	\$5,500.00	\$ 55,000.00	55000
MacPro 8 Core Processor	10	\$3,000.00	\$ 30,000.00	30000
Ipads	10	\$600.00	\$ 6,000.00	6000
Chromebooks	10	\$600.00	\$ 6,000.00	6000
Moveable Desks (multi-purpose)	35	\$750.00	\$ 26,250.00	26250
Moveable Chairs (multi-purpose)	80	\$175.00	\$ 14,000.00	14000
TOTAL:	55		\$ 37 250 00	137,250

JUSTIFICATION/COMMENTS:

Computers to be utilized 100% by Digital Arts Academy students in the various classes; Chairs and desks for new Academy classroom.

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

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: Palama Settlement

- Digital Arts Academy

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: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS			0	0	0	0
LAND ACQUISITION			0	0	0	0
DESIGN			0	0	0	0
CONSTRUCTION			60000	0	0	0
EQUIPMENT			0	0	0	0
TOTAL:			60,000	0	0	0
JUSTIFICATION/COMMENTS:						
Classroom Retrofit needs general contractor to fix roof damage, existing roof damage, repaint, remove room built-in shelving.						

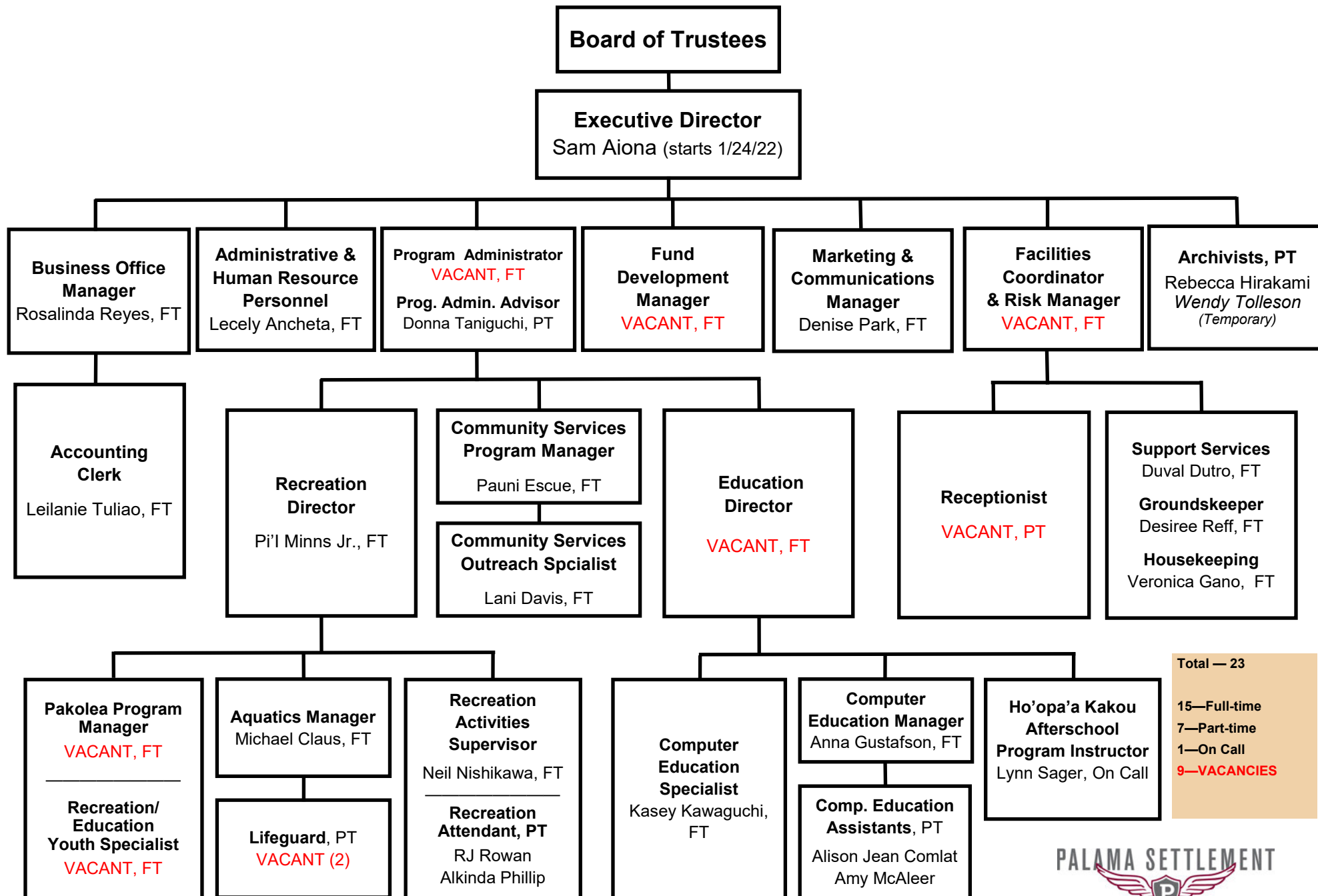
GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Palama Settlement

Contracts Total: 70,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	PS2018A09 & PS2018A09 Mod Order #1	07/01/17 - 06/30/19	Executive Office on Aging	State of HI GIA	35,000
2	OCS-GIA-19-13; & Supplemental Contract #1: Building Girls' Resiliency	02/01/19 - 01/31/21	Office of Community Services	State of HI GIA	35,000
3	J20216 In-Community Treatment Program	07/01/19 - 06/30/21	Judiciary	State of HI	Unit Rate \$60/school day/client
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ORGANIZATION CHART



Total — 23
 15—Full-time
 7—Part-time
 1—On Call
 9—VACANCIES