

House District 43
Senate District 20/21

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

Log No:

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

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

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

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

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

HiCor Learning Systems LLC

Db:

Street Address: 2240 Front Street, # 101, Melbourne, FL 32901

Mailing Address: 2240 Front Street, # 101, Melbourne, FL 32901

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name LEHUA KA'AUWAI-KRUEGER

Title Program Manager

Phone # (808) 927-2575

Fax # N/A

e-mail lkaauwai@hawaii.rr.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

AVIATION ONE STEM (SCIENCE, TECHNOLOGY, ENGINEERING & MATH)
AT-RISK YOUTH PROGRAM
BASED AT KALAELOA AIRPORT AND SERVING YOUTH FROM LEEWARD
COAST, OAHU

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ 285,364.00

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 \$ _____

Jill Lehanani Ka'auwai-Krueger

NAME & TITLE

11/31/13
DATE SIGNED

Application for Grants and Subsidies

I. Background and Summary

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

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

HiCor Learning Systems specializes in workforce training and education for at-risk youth and young adults. Formerly based in Sebring, Florida, and known as HiTek Learning Systems Inc., our award winning programs have been providing innovative learning solutions to government agencies nationwide for more than 30 years. Under new ownership since 2011, HiTek Learning Systems was moved by its new owner, Katherine Martin, to Melbourne, Florida. Now doing business as HiCor Learning Systems LLC, the company has been reorganized as a minority, woman owned business, partnering with military and government agencies, not-for-profit organizations, and other businesses focused on the at-risk community. First, incorporated in 1981, the company's core mission has been the development of programs for the at-risk population that offer a practical alternative for students who continually struggle to succeed in a conventional classroom setting. In 1988, the company introduced the first in a series of award winning programs - the industry-based youth program, Aviation One. The program has served over 20,000 participants at hundreds of program sites nationwide. Our programs overall have consistently increased math and reading scores by two grade levels or more and as a result, have received numerous awards including the State of Georgia Governor's Award for Innovative Youth Programs, the State of Wisconsin Governor's Award for Model Youth Program, and national consideration for the Department of Labor Presidential Award.

A key partner in Aviation One is the Hawaii Wing, Civil Air Patrol. The Civil Air Patrol is a national, volunteer, 501(c)3 non-profit organization with three primary missions: aerospace education, cadet youth programs and emergency services. CAP's Cadet Program teaches young people leadership, discipline, safety and responsibility skills while enhancing their knowledge of science, technology, history, and math. Through membership in the Cadet program, youth receive hands-on experience flying glider and powered CAP aircraft and have the opportunity for scholarships, summer camps and other activities.

2. *The goals and objectives related to the request;*

- Increase academic achievement;
- Increase interest in science, technology, engineering and math as fields of study and career paths;
- Assist with acceptance into advanced training or post-secondary education, including scholarship attainment;

- Provide mentors and support system to assist with leadership and character development, self-esteem and confidence building;
 - Develop network of partner agencies, organizations and businesses to provide additional resources for students and grow the program.
3. *The public purpose and need to be served;*
Prevent high school dropout; increase numbers of youth pursuing fields and careers in science, technology, engineering and math; prepare youth for successful transition to advanced education and/or employment opportunities.
 4. *Describe the target population to be served; and*
Economically disadvantaged youth with barriers to successfully completing school, and transitioning to higher education and/or unsubsidized employment. Such youth may also be basic skills deficient or failing academically, homeless, foster children, offenders, or teenage parents.
 5. *Describe the geographic coverage.*
The Aviation One classroom will be located at Kalaeloa Airport (John Rodgers Field) and serve youth from the Leeward Coast area of Oahu.

II. Service Summary and Outcomes

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

1. *Describe the scope of work, tasks and responsibilities;*
We know from many years of experience that students who have consistently failed to perform well in a conventional classroom setting, won't do any better if we simply send them back to another classroom. They need more; and it is with that in mind that Aviation One was conceived and created. Our goal is to get through to underachieving students by providing them with an alternative to the typical classroom setting. The end result is academic improvement, improved lifestyle and behavioral development, dropout prevention, and enhanced work readiness skills. By improving academic, lifestyle, and workforce skills, Aviation One instills in students much needed self-esteem, which in turn, helps make them better family members and less likely to fall prey to troubled behavior.

Aviation One will operate after school, Monday through Thursday, for three hours each day. A group of 15+ students will attend on Monday and Wednesday, and another group of 15+ will attend Tuesday and Thursday. A part-time Instructor and Assistant Instructor will work with students in the after-school sessions, teaching the Aviation One STEM curriculum. Training also includes flight simulation, homework assistance, and teaching leadership development and life skills.

The preparation for aircraft operation requires extensive use of reading and

mathematics, learning parts and controls of aircraft, and familiarization with the industry and its rules and regulations. Aviation One is true STEM (Science, Technology, Engineering and Math) curriculum developed within the context of the aviation industry. By engaging in activities that are genuinely exciting and compelling, students sharpen their math, science and reading skills and begin to see the relevance of their school preparation as it applies to real world activities.

Students will also spend Saturday mornings at the Civil Air Patrol Cadet Program as Cadet members. Membership provides students with a peer group of friends, and allows them to develop their skills in leadership, discipline, safety and responsibility while learning aerospace education and exploring careers associated with the industry. Youth will be able to participate in up to 10 orientation flights per year, and become familiar with flying first-hand.

Transportation will be arranged to take students from school to the Aviation One site at Kalaeloa, and to and from the Saturday morning Cadet Program as well. Field trips are also scheduled on a monthly basis, where students will be able to meet people who will discuss and demonstrate their educational and career paths, and experience the exciting and diverse world of aviation. Snacks will be provided so students can focus on learning.

Aviation One not only satisfies the needs of the students, but the demands of their working families as well. Aviation One creates a safe and productive environment for students while providing a valuable resource for their working families.

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

Programmatic reports will be provided every month to document progress of students and achievement of program goals. All goals will be accomplished by the end of the contract year, and a final report will be submitted as documentation of program success.

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

The Aviation One curriculum was developed with specific competency attainment included as objectives for each course component. Competency tracking is an integral part of the program curriculum and regularly scheduled monitoring activities ensure that student progress is successful and ongoing. Specifically, Aviation One's evaluation plan will review student and program elements including:

- Daily tracking of student attendance
- Daily tracking of Aviation One curriculum completion & competency attainment
- Daily tracking of school work completion
- Monthly review of program records for student achievement and progress
- Monthly contact and conferences with parents

- Monthly contact and records review (e.g. report cards, test scores, etc.) with parents and school personnel

All competencies attained and progress achieved will be included in the monthly programmatic and financial report submissions.

4. *List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency).*

Measures that will document program effectiveness are:

- Increase in school attendance – documented by report cards
- Academic remediation and grade level gains – documented by report cards
- Improvements in student behavior – documented by counseling sessions and conferences with parent and school officials
- Membership and participation in Civil Air Patrol Cadet Program – documented by CAP roster
- Students graduating from high school – documented by school records
- Students entering into advanced training, post-secondary education and/or employment – documented by school records and employer records
- Partnerships with public and private agencies, organizations and businesses to support program growth and funding participation – documented by letters of support, proposals submitted and grants awarded

III. Financial

Budget

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

Budget forms are included.

2. *The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2014.*

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
99,877	71,341	57,073	57,073	285,364

3. *The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2014.*

No other sources of funding are currently being sought. However, partnerships will be formed with other agencies, organizations and businesses and support will be requested to provide additional resources for youth and allow program expansion.

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.

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.

For more than thirty years, HiCor Learning Systems has been providing state and local governments with award winning, education and training programs for at-risk youth and young adults. Our recipe for success is in understanding not only the needs of the at-risk population, but in recognizing and understanding the demands of the customer. Customizing our programs to accommodate customer needs, as well as continually shaping adapting our program curriculum, is how HiCor programs achieve optimum results.

Under new ownership since 2011, HiCor Learning Systems has been reorganized as a minority, woman owned business, with extensive ties to the military, government agencies, not-for-profit organizations, and other businesses focused on the at-risk community. HiCor's new owner, Katherine Martin, is a public sector professional and responsible for creating and introducing highly acclaimed programs such as the Job Connection Education Program for the National Guard Bureau and the About Face family of programs for the Hawaii National Guard.

In partnership with the Hawaii Civil Air Patrol, HiCor's goal is to continue the legacy of serving America's youth by bringing the award winning *Aviation One* program to Hawaii. Since its inception, the *Aviation One* program has served thousands of participants nationwide, and has received numerous awards including the Governor's Award for Innovative Youth Programs in Georgia, the State of Wisconsin Governor's Award for Model Youth Programs, national consideration for the Department of Labor Presidential Award. *Aviation One* was most recently funded by the Pee Dee Regional Council of Governments in South Carolina.

B. Facilities

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

Aviation One will hold its classes at 1259 Midway Road at the Kalaeloa Airport. This facility is currently used by the Civil Air Patrol for its Cadet Program. The classroom space is large enough for 15+ students at a time, and there is also an office space for the Program Manager to work, have meetings and conduct counseling where privacy may be needed. The facility and rooms are on the ground floor and accessible to those with disabilities.

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.

The proposed staffing pattern is listed below, with the top four listed positions directly involved with the delivery of the program services. The only full-time position is that of the Program Manager. The Staff Trainer will conduct training on Aviation One curriculum and program requirements at the beginning of the contract if awarded. Contract administration, monitoring, reporting, and fiscal responsibilities will be performed by the last two positions listed.

Program Manager – Jill Lehuanani Ka’auwai-Krueger

As an education and training professional with extensive experience working with Hawaii’s at-risk population, Lehua is exceedingly accomplished at recruiting, training and directing staff toward the successful attainment of program goals. Her qualifications include senior management positions with Paxen Learning Corporation - and Paxen Huli Ke Alo LLC - from January 2005 to December 2011, during which time her duties and responsibilities included:

- Statewide supervision of full and part-time staff
- Program budgeting and financial management
- Customer relations, contract management and compliance
- Staff training and program monitoring
- Best practices adherence to Hawaiian culture and values

Lehua holds a Bachelor of Arts degree in Hawaiian Studies from the University of Hawaii at Manoa, and a Master’s degree in Education from Chaminade University of Honolulu.

Staff Training – Stephanie Bradley

As an educator in the public school system, Stephanie excelled in identifying programs and services that focused on the the needs of the at-risk student population. Consequently, she is a uniquely qualified and innovative trainer. Stephanie has held

various positions throughout her career with HiCor Learning, including instructor, project manager, and WIA program director.

Stephanie holds a Bachelor's Degree in History from Morris College, where she was a summa cum laude graduate, and holds a Master's Degree in Business Administration from the University of Phoenix.

Instructor – to be hired from the community upon contract award

This position shall be responsible for applying effective training and instructional programs, along with evaluating and maximizing participant skill levels. In addition to supervising program participants, the Instructor will execute course plans, conduct training sessions, manage the classroom(s), enforce policies, and evaluate participants for competency attainment and documentation. This position also supervises trainees during work-based projects or work experience activities.

Education and Qualifications for the Instructor position include: Bachelor's degree and one year of business/education experience.

Assistant Instructor – to be hired from the community upon contract award

This position works alongside and under the direction of the lead Instructor to ensure effective execution and training of the program. The Assistant Instructor will also supervise program participants, execute course plans, conduct training sessions, manage the classroom(s), enforce policies, and evaluate participants for competency attainment and documentation..

Education and Qualifications for the Assistant Instructor position include: Associates degree and one year of business/education experience, or three years of business/education experience.

Program Administration – Katherine Martin

HiCor Learning's owner and president, Katherine Martin, is a public sector industry veteran focused on the at-risk population. Her expertise in creating strategic partnerships and identifying new learning techniques for the at-risk student, are well established. For both the government and the military, Katherine has administered a host of youth, education and workforce development programs, including the About Face Family of programs - in partnership with the Hawaii National Guard – and the Job Connection and Education Program for the National Guard Bureau.

Katherine is a summa cum laude graduate of the University of Central Florida - where she was awarded a Business Ethics Scholarship - and holds a Bachelor of Science degree in Business Administration.

Accounting and Monitoring – Cindy Dehner

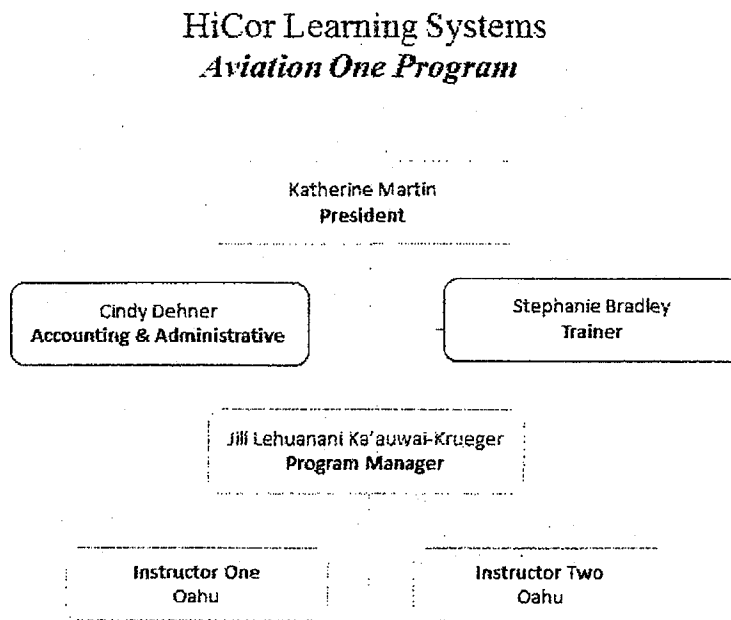
As a results-oriented business management professional, Cindy has over 20 years of experience in budgeting, accounting, program monitoring, human services and

customer relations. In addition to financial management, Cindy is a highly skilled contract administrator and has overseen million dollar + contracts from federal, state and local governments issued through WIA, TANF, DOD, and others.

Cindy holds a Bachelor of Science degree in Education/Mathematics from the University of the Cumberland's (Cumberland College) in Williamsburg, KY.

B. Organization Chart

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



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 applicant possesses relevant to this request.

Not applicable.

BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2013 to June 30, 2014)

Applicant: HiCor Learning - Aviation One Program

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	129,360			
2. Payroll Taxes & Assessments	9,877			
3. Fringe Benefits	6,300			
TOTAL PERSONNEL COST	145,537			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	2,600			
2. Insurance	930			
3. Lease/Rental of Equipment	10,450			
4. Lease/Rental of Space	6,000			
5. Staff Training	8,000			
6. Supplies	17,038			
7. Telecommunication	5,340			
8. Utilities	0			
9 Travel (Hotel, Meals, Rental Cars)	8,407			
10 Business License	500			
11 Copying	1,200			
12 Shipping	600			
13. Staff Background Checks and Payroll	2,520			
14 Audit	2,500			
15 Direct Participant Costs	27,550			
16 Guest Speakers /Programs	1,650			
17 Civil Air Patrol Component	16,500			
18 Program Outreach	750			
19 Excise Tax	1,485			
20 Profit	25,807			
TOTAL OTHER CURRENT EXPENSES	139,827			
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	285,364	#VALUE!	#VALUE!	#VALUE!
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	285,364	Jill Lehuanani Ka'auwai-Krueger 808-927-2575		
(b)				
(c)				
(d)				
TOTAL BUDGET	285,364	Jill Lehuanani Ka'auwai-Krueger / Program Manager Name and Title (Please type or print)		

Applicant: HiCor Learning - Aviation One Program
 Period: July 1, 2013 to June 30, 2014

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Manager	100%	\$54,000.00	100.00%	\$54,000.00
Instructor	100%	\$9,180.00	100.00%	\$9,180.00
Instructor	100%	\$9,180.00	100.00%	\$9,180.00
Program Oversight	84 days	\$42,000.00	100.00%	\$42,000.00
Accounting	30 days	\$15,000.00	100.00%	\$15,000.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL:				129,360.00

JUSTIFICATION/COMMENTS:
 Salaries for full time Program Manager and 2 Part-Time Instructors. Program Oversight and Accounting conducted by corporate staff and charged on a daily basis as used.

Applicant: HiCor Learning - Aviation One Program Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Classroom Computers	8	\$500.00	\$4,000.00	\$4,000.00
Staff Computers & Printers	3	\$750.00	\$2,250.00	\$2,250.00
Flight Simulator for Aviation One Program	2	\$1,500.00	\$3,000.00	\$3,000.00
Office Equipment/Copier	1	\$1,200.00	\$1,200.00	\$1,200.00
			\$0.00	
TOTAL:	14		\$10,450.00	\$10,450.00

JUSTIFICATION/COMMENTS:

Rental of all program equipment. Computer lab of 8 student computers, laptop and printer for Program Manager and Instructors. Flight Simulators for use in class with Aviation One Program. Copier or other office equipment rental.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
TOTAL:	0	0	\$0.00	0

JUSTIFICATION/COMMENTS:

N/A

Applicant: HiCor Learning - Aviation One Program Period: July 1, 2013 to June 30, 2014

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: 2011-2012	FY: 2012-2013	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
PLANS	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0
TOTAL:	0	0	0	0	0	0
JUSTIFICATION/COMMENTS:						
N/A						

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

The undersigned authorized representative of the applicant certifies the following:

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

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

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

H1Cor Learning System, LLC
(Typed Name of Individual or Organization)



1/31/13
(Date)

Jill L Kaauwai - Krueger
(Typed Name)

Program Manager
(Title)