

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:

Friends of Waialua Robotics, Inc.

Friends of Waialua Robotics or FWR

Amount of State Funds Requested: \$ \$190,000

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

FWR will support the Waialua academic and enrichment outreach STEM opportunities. Due to the COVID-19 Pandemic, these opportunities will mitigate the detrimental effects of lost learning opportunities the past several years, especially those students who were socially and economically disadvantaged. Our after-school STEM programs bring academic support and enrichment outreach activities to children who will not otherwise have access to these opportunities.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 248,239 (pending/applied)

Private/Other: \$ 25,000 (pending/will apply)

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

\$ 0

Unrestricted Assets:

\$ _____

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:

94-200 Meki Place

City:

Waipahu

State:

HI

Zip:

96797

Contact Person for Matters Involving this Application

Name:
Glenn S.B. Lee

Title:
President

Email:
glennsblee@yahoo.com

Phone:
808-781-2228

Federal Tax ID#:

██████████

State Tax ID#

██████████



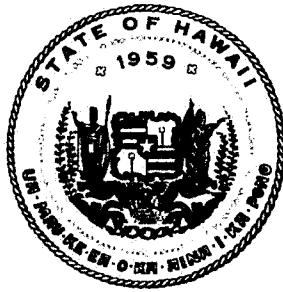
Authorized Signature

Glenn S.B. Lee, President

Name and Title

January 6, 2023

Date Signed



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

FRIENDS OF WAIALUA ROBOTICS, INC.

was incorporated under the laws of the State of Hawaii on 01/19/2016 ; 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 09, 2023

Director of Commerce and Consumer Affairs



**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; and
- 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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.

Friends of Waialua Robotics, Inc.
(Typed Name of Individual or Organization)

 January 6, 2023
(Signature) (Date)

Glenn S.B. Lee, FWR President
(Typed Name) (Title)

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



AUTHORIZED SIGNATURE

GLENN S.B. LEE, PRESIDENT

PRINT NAME AND TITLE

JANUARY 6, 2023

DATE

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, 2022. **See attached.**

2. Declaration Statement

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

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](#). **See attached.**

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;

Friends of Waialua Robotics, Inc. (FWR) main purpose is to raise funds to support the Waialua Robotics Program and its vision and mission. The program's goal is to encourage and to expose students to activities that relate directly to careers in STEM-related fields such as engineering, entrepreneurship, computer science, graphics, CAD, video, and web-page design in a community with limited or no access to these programs of study.

2. The goals and objectives related to the request;

FWR enhances learning and STEM opportunities through after-school programs at Waialua High & Intermediate School. Free after-school programs bring STEM academic support, enrichment, and social activities to children who would not otherwise have access to these resources.

FWR will achieve this goal through the following objectives in the FY 2023-24:

OIA Sports, the Hawaii Academy of Science, Band, etc. However, regular funding to provide similar type STEM activities at the middle and high school levels afterschool are either extremely limited or non-existent.

To continue the Dept. of Education's vision of utilizing a school-community network approach to engage community-wide support and responsibility for a middle and high school students' education, health and well-being, it says that we must provide them with opportunities beyond the school day.

Providing students with both academic and/or enrichment activities help reinforce to improve outcomes in attendance, behavior, and course work/grades. In addition, it helps to reduce the high school dropout crisis by stopping the disconnection in the middle school years. Ultimately, the goal is to provide health, fitness, educational and social enrichment opportunities to better prepare them for high school, college, the workforce, and beyond.

5. Describe the geographic coverage.

School:

Waialua High & Intermediate School

Haleiwa Elementary School

Waialua Elementary School

Sunset Elementary School

Hawaii Technology Academy

Outreach Events, Workshops, and Service Projects:

Oahu, Hawaii, Maui, Molokai, various U.S. mainland States, Canada, Japan, Korea, Indonesia, South America

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;

The scope of work is to provide learning and leadership opportunities through out-of-school programs for 60 participating students and up to 5000 students both locally and around the World via our Outreach offerings. Free after-school programs will be available to all students in our participating schools. After-school programs will operate for three hours every day, following the regular school calendar. Summer programs will operate for four hours daily over four weeks during June and July 2023. Weekends will offer up to 12 hours/day of STEM learning activities and opportunities.

school population. Program quality is assessed using surveys given to participating students, parents, the Community, program director, and the host school's administration and leadership team. Additional oversight is done by Advisory Boards, who meet twice annually to monitor programs and address concerns. The Advisory Board includes program staff, school faculty, parents, students, and community leaders. Program staff members maintain a shared drive with documentation of program performance, such as sign-in sheets, survey results, photos, success stories, and training materials.

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.

FWR will report on the following indicators of effectiveness:

- Number of program participants
 - o Target is 60, Outreach target audience is 5,000.
- Number of STEM project
 - o Target is 12 total.
- Number of competitions and field trips.
 - o Target is 20 total.
- Number of outreach events, workshops, and community service-learning projects
 - o Target is 1 per month, 12 total projects

Specific action plan to meet stated goals with measurable outcomes:

1. Annual student reflection papers demonstrating learning and personal experience.
2. Enabling activities: Use of hand and power tools, demonstrating safety first, adequate knowledge of science concepts related to the project, proficiency in programming in Java, creating a web page design tasks, Autodesk animation design tasks, Computer-aided drafting (CAD) with the use of Autodesk Inventor software tutorials, and developing multimedia video presentations.
3. Student participation during the extended construction period in designing and building the robot, documenting their experience via the new Impact Award (formerly Chairman's), updating and maintaining a Robotics team website, creating a robot design and animated video utilizing Autodesk software, and having an in-person or virtual Open House tour where donors, community members, and supporters can see what the students have been able to learn and accomplish in the program.
4. Participation and performance in the FIRST and VEX Robotics in-person and/or virtual competitions by team.
5. Media documents (newspaper articles), school newsletters, and parent bulletins will be kept.
6. The ability of the team in determining, analyzing, and meeting its financial objectives to support the WHS Robotics program this school year.

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.

Hawaii Technology Development Corporation (HTDC) PPE Grant FY 2021 \$100,000

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

The balance of unrestricted current assets as of December 31, 2022 is \$210,900.34.

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.

Friends of Waialua Robotics has the organizational skills, abilities, knowledge, and experience to support the Waialua Robotics Project. Our strengths include: 1) staff who work full-time, part-time, or volunteer at the school; 2) access to student behavioral, attendance and academic data, which helps us identify and address problems collaboratively with parents and teachers; and 3) relationships with dozens of community partners who bring experiential learning opportunities in a range of disciplines; 4) a strong relationship with Waialua High & Intermediate School, which has benefitted programs and students.

During the most recent completed project period, 2021-22 School Year from June 1, 2021 to May 31, 2022 the Waialua Robotics Program met regularly in-person, provided learning opportunities for students, and participated in various VEX and FIRST Robotics Competitions locally, Statewide, and Nationally throughout the school year.

Below is a List of Key Highlights, Awards, and Honors received:

Students:

- 2021 FIRST Robotics Beach Blitz Competition-Judges Award -Team 359
- 2021 VEX Big Island East 2 Tournament-Innovate Award-Team 359A
- 2021 VEX Leeward Tournament-Champion-Team 359A
- 2021 VEX Leeward Tournament-Design Award-Team 359A
- 2021 VEX IQ North Shore Tournament-Finalist-Team 359A
- 2021 VEX IQ North Shore Tournament-Finalist-Team 359C
- 2022 VEX IQ Hawaii Middle School Championships-Excellence Award - Team 359A
- 2022 FIRST Robotics Port Hueneme Competition-Excellence in Engineering Award – Team 359

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.

The Waialua Robotics Program personnel (volunteers, mentors, staff) are responsible for daily operations of the STEM learning activities at each school. They work on-site and are directly involved with students, teachers and administrators every day.

Each area of our program personnel has a group leader who has 15 or more years' experience working in a leadership or supervisory capacity in an after-school or community youth outreach setting.

Program support leaders teach classes, run activities, assist with homework, chaperone competitions/events and collaborate with partner instructors. We maintain a maximum of 8:1 leader to student ratio to ensure adequate supervision and individual attention. Program support leaders must have a year or more of experience or related experience in youth development.

The Project Director oversees program staff to provide trainings, employ policies and procedures, identify and implement best practices, monitor progress toward goals, and support community outreach. This position is assigned to directly oversee all areas of our program. The Project Director has strong analytical, interpersonal and communication skills with the ability to manage multiple projects simultaneously.

The President of Friends of Waialua Robotics is the lead staff person and public face of the organization. He is responsible for organizational strategy, sustainability, operations, and management in accordance with the FWR by-laws and mission of the Waialua Robotics Program. He reports to the Board of Directors. This individual has a proven track record of leadership, fiscal management, and program management.

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.

Friends of Waialua Robotics, Inc.

Board of Directors and Officers:

Updated and Effective 8-12-22

Officers:

President – Mr. Glenn S.B. Lee, Waialua High & Intermediate School Teacher

Vice President – Mr. Sean Lunasco, Waialua High & Intermediate School Technology

Coordinator Assistant

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.

Sustaining these programs is always a challenge because there is insufficient federal and state funding to meet the demand for after-school STEM programs in middle/intermediate and high school. The Waialua Robotics program is largely supported through private/foundational grants, fundraisers, and government grants. These include the 21st Century Community Learning Center grant and UPLINK. This public funding does not cover the full costs of programming, so Friends of Waialua Robotics tries to provide additional support in program costs.

Additionally, funding is needed to meet the negative effects of Covid-19 guidelines. The biggest issues are staffing and space, both of which have been strained by the pandemic. Covid protocols had dictated students must work in smaller, more socially distanced groups. Thus, program costs are higher than prior to Covid-19, while the needs of students are much greater. In addition, many more of our participating students have suffered family financial hardships which make it challenging to impossible, to participate in competitions and events.

In addition to government grants, foundation grants come from sources including the McInerney Foundation and the Hawaii Community Foundation. ASAS Hawaii has an annual fundraiser, held virtually this year, raising private donations to support this important work.

If state funding is not received after FY 2023-24, Friends of Waialua Robotics will continue to fund its program through a diverse revenue plan including public and private grants, corporate support, and individual donations.

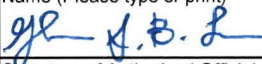
Over the course of the last several years, the number of students in the Robotics Program has varied depending on a range of factors, both internal and external which affects both student interest and accessibility for student participation. COVID played a huge factor in testing our ability to offer program activities to students in-person, but we were able to use our creativity to offer remote/distance learning in addition to providing traditional learning opportunities by cohort. The Waialua Robotics program has proven to be sustainable since its inception in August 1999. They have built, grown, and continued to operate as a year-round program for the past 23+ school years. Their focus on program improvement and flexibility has allowed them to sustain a program that requires lots of funding, mentorship, and facilities to succeed.

The program is still highly dependent on school support, sponsorships from many sources of funding from local foundations, State and Federal level grants, many volunteers, and community partnerships which are vital to the sustainability of the program offerings.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Friends of Waialua Robotics, Inc.

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	49,920		49,920	
2. Payroll Taxes & Assessments	3,819		3,819	
3. Fringe Benefits				
TOTAL PERSONNEL COST	53,739		53,739	
B. OTHER CURRENT EXPENSES				
1. Airfare	4,500		31,500	
2. Insurance	800			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	22,000		74,000	25,000
7. Telecommunication				
8. Utilities				
9. Transportation	17,000			
10. Indirect			9,000	
11. STEM Registrations/Competitions	27,500			
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	71,800		114,500	25,000
C. EQUIPMENT PURCHASES			80,000	
D. MOTOR VEHICLE PURCHASES	64,461			
E. CAPITAL				
TOTAL (A+B+C+D+E)	190,000	0	248,239	25,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	190,000	Glenn S.B. Lee (808) 781-2228		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	248,239	 January 6, 2023		
(d) Total Private/Other Funds Requested	25,000	Signature of Authorized Official Date		
TOTAL BUDGET	463,239	Glenn S.B. Lee, President		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2023 to June 30, 2024

Applicant: Friends of Waialua Robotics, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Director/Administrative Duties/Accounting:	0.32	\$18,720.00	100.00%	\$ 18,720.00
Part-time Instructor #1	0.22727	\$7,800.00	100.00%	\$ 7,800.00
Part-time Instructor #2	0.22727	\$7,800.00	100.00%	\$ 7,800.00
Part-time Instructor #3	0.22727	\$7,800.00	100.00%	\$ 7,800.00
Part-time Instructor #4	0.22727	\$7,800.00	100.00%	\$ 7,800.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				49,920.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: Friends of Waialua Robotics, Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Toyota Tundra - with Bed Leveler	1.00	\$63,000.00	\$ 63,000.00	63000
Four-Wheel Drive 4-door Truck 5 Passengers			\$ -	
EPA Estimated: 17 City / 22 Hwy / 19 Avg Safety: 4.8/5			\$ -	
389-hp 3.4L Twin-Turbo V6 6' 6" Bed			\$ -	
10-speed Automatic 3 years, 36,000 miles			\$ -	
TOTAL:	1		\$ 63,000.00	63,000

The Toyota Tundra will be used to locally transport industrial equipment, supplies and robot crates necessary for participation in Robotics competitions and outreach events, and learning opportunities.

JUSTIFICATION/COMMENTS

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: _____

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: 2021-2022	FY: 2022-2023	FY:2023-2024	FY:2023-2024	FY:2024-2025	FY:2025-2026
PLANS	Not Applicable.					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Friends of Waialua Robotics, Inc.

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	None. Not applicable.				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					