

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 ([GIA Page6.pdf](#))
 - b) Personnel salaries and wages ([GIA Page7.pdf](#))
 - c) Equipment and motor vehicles ([GIA Page8.pdf](#))
 - d) Capital project details ([GIA Page9.pdf](#))
 - e) Government contracts, grants, and grants in aid ([GIA Page10.pdf](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing

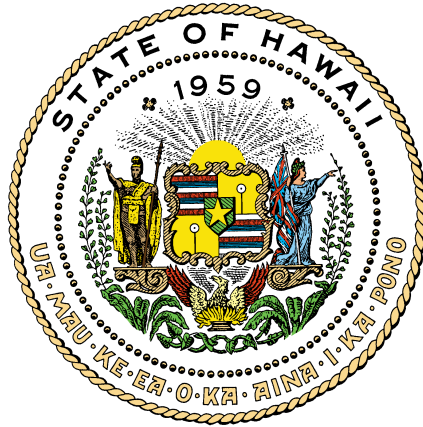

AUTHORIZED SIGNATURE

JOAN KAMILA LEWIS, PRESIDENT
PRINT NAME AND TITLE

JANUARY 20, 2023
DATE

Page 2 – Continue Brief Description of Request

- *Integration of Educators Rising to create excitement among public high school students in becoming Hawaii home grown teachers;*
- *Creation of Communities of Care based on the Model Code of Ethics for Educators, including high school students, teacher preparation student teachers and faculty, and in-service teachers to support emerging teacher candidates to avoid early career burn out and increase teacher retention in Hawaii public schools;*
- *Scholarships to students intending to become teachers in Hawaii public schools.*



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

HAWAII EDUCATION ASSOCIATION (HEA)

was incorporated under the laws of Hawaii on 12/16/1955 ;
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 13, 2023

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, 2022.

The Hawaii Education Association’s Certificate of Good Standing from the Department of Commerce and Consumer Affairs, dated January 13, 2023, is attached after the cover page.

2. Declaration Statement

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

The HEA is licensed by the DCCA to operate in the State of Hawaii, file number 5726 D2.

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](#).

The grant will be used to support existing Hawaii public Department of Education and Charter Schools by providing:

- **Grants to support the enhancement of existing Teaching as a Career (TAAC) clubs at the high school level;**
- **Technical support and funding for the organization of new TAAC Clubs at the high school level;**
- **Grants for the enhancement of existing Career and Technical Education (CTE) Education Pathways and Academies at the high school level;**
- **Technical support and funding for the organization of new Career and Technical Education (CTE) Education Pathways and Academies at the high school level;**
- **Four statewide symposia to gather high school students, their advisors, teacher candidates and faculty in Hawaii teacher preparation programs to create interest in becoming a Hawaii public school teacher;**
- **Integration of Educators Rising to create excitement among public high school students in becoming Hawaii home grown teachers;**
- **Creation of Communities of Care based on the Model Code of Ethics for Educators, including high school students, teacher preparation student teachers and faculty, and in-service teachers to support emerging teacher candidates to avoid early career burn out and increase teacher retention in Hawaii public schools;**
- **Scholarships to students intending to become teachers in Hawaii public schools.**

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;

The HEA was formed in 1921 to help Hawaii educators in their fight for better pay and work conditions. Since its founding, the HEA has been dedicated to affirming the professionalism of all of Hawaii's teachers, administrators, and higher education faculty.

HEA was the original advocacy organization and for nearly 50 years represented the education community before the Territorial and State Legislatures. During the State Constitutional Convention of 1968, HEA was the first to testify in support of public collective bargaining. HEA played a major role in the establishment of the Hawaii State Teachers Association (HSTA), the Hawaii Government Employee Association (HGEA) Unit 6, and the University of Hawaii Professional Assembly (UHPA). With the formation of the unions, HEA shifted its focus to promoting educator excellence and professional development.

HEA continues its mission by supporting the Teaching as a Career (TAAC) program and professional development opportunities and scholarships for Hawaii educators through its Excellence in Teaching and Learning initiatives.

2. The goals and objectives related to the request;
 - **To provide a vehicle for promoting the profession of teaching by supporting and enhancing existing and developing new Teaching as a Career (TAAC) clubs, CTE Education Pathways, and Education Academies in Hawaii public DOE and Charter high schools.**
 - **To motivate and encourage Hawaii high school students to pursue a career in teaching.**
 - **To inspire students in University of Hawaii system to enroll in coursework and programs that prepare them for a position in Hawaii public schools;**
 - **To involve Hawaii community stakeholders to support and participate in the Teaching as a Career (TAAC) Symposium, to highlight the importance of quality teaching.**

3. The public purpose and need to be served;

One of the most pressing and critical needs of the State, the teacher shortage, will be addressed by:

- **Supporting existing and creating new clubs, pathways, and academies in Hawaii public high schools;**
- **Creating excitement among high school students about a career in education while they are still in high school, connecting them to other students across the country via Educators Rising membership and conferences;**
- **Creating networks of support for these high school students via a series of symposia on Oahu, Maui, Kauai, and Hawaii Island;**
- **Forming Communities of Care to support these emerging pre-service teachers as they enter Hawaii teacher preparation programs and become “home grown” Hawaii public school teachers dedicated to serving their own communities.**

The grant will be used to support the organization of new Teaching as a Career (TAAC) Clubs and Career and Technical Education (CTE) Education Pathways and Academies in Hawaii Department of Education and Hawaii Charter Schools, as well as the continued operation and enhancement of existing clubs, pathways, and academies.

It will also be used to form a solid foundation for aspiring teachers, to create a Community of Care for these individuals to avoid early career “burn out” and retain quality teachers who will serve in their own Hawaii communities.

Professionally prepared educators are needed at all levels to provide a quality public education to ensure a literate, well prepared population to carry Hawaii into a successful, prosperous future.

Even before the COVID pandemic, Hawaii was in crisis mode with a teacher shortage. The HSTA reported that 60,000 keiki were not taught by a qualified teacher, that the exit rate of teachers leaving Hawaii has increased by more than 70 percent since 2012, and that over 1,000 vacancies were filled with emergency hire teachers or long-term substitutes.

Long lasting effects of Covid resulted in pandemic-related fatigue and could be driving educators away from the job.

More than 50% of new teachers leave the DOE within the first five years of their employment. No enterprise can survive this rate of turnover. The community must come to grips with the fact that the shortage of public-school teachers is a community crisis, and it is going to take the community to end it. (Hawaii Education Association Accent Hawaii, April - June 2017, Joan Husted)

The HEA proposes to support a “grow our own” solution by supporting existing and creating and enhancing new pathways, academies, and clubs in Hawaii public high schools to inspire and encourage Hawaii students to choose teaching as a profession and return to their communities to serve in Hawaii public schools.

A major focus will be creating Communities of Care that connect aspiring, emerging, and in-service teachers along with those higher education faculty who prepare our future teachers to offer support and avoid burn-out and desertion of the profession.

4. Describe the target population to be served; and

Direct recipients of this grant are Hawaii DOE and Charter School high school students and teacher sponsors in education clubs, academies, and pathways. However, all Hawaii schools and communities will be served by increasing and retaining qualified Hawaii “home grown” teachers.

5. Describe the geographic coverage.

Hawaii public Department of Education and Charter School high school students and teachers participating in education clubs, academies, and pathways on all islands will be eligible to participate.

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;

Under the leadership of the HEA Board of Directors, the Hawaii Education Association will use funding to support teacher recruitment and retention in Hawaii public schools:

- **Collaborate with the Hawaii DOE and Hawaii Charter Schools to develop new Teaching as a Career (TAAC) clubs, CTE Education Pathways, and Education Academies on public high school campuses;**
- **Provide financial and leadership support for existing Hawaii DOE and Charter School TAAC clubs, CTE Education Pathways, and Education Academies on public high school campuses;**
- **Incorporate the work of the national organization Educators Rising in bringing expertise and excitement to high school students aspiring to become educators by sponsoring EdRising membership for interested Hawaii clubs, academies, and pathways;**
- **Provide scholarships to Hawaii public high school students in TAAC clubs, academies, and pathways to attend the national EdRising Conference to connect with other exemplary students who are also future teachers;**
- **Incorporate the work of subject matter experts in the Model Code of Ethics for Educators which connect TAAC clubs, academies, and pathways with teacher preparation programs and the public high schools they serve to create Communities of Care to support the well-being of emerging teachers;**
- **Conduct a TAAC Symposium on Oahu, Kauai, Maui, and Hawaii Island to highlight the importance of education as a profession, spotlight the work of**

TAAC students and teacher sponsors, and inspire other students to choose education as a career. These symposia will also connect high school students with faculty and teacher candidates in Hawaii teacher preparation programs to form a connection for our “grow your own” future teachers.

- **Provide scholarships to Hawaii students who are enrolled in or have completed a Hawaii state approved educator preparation program who are employed in a Hawaii public school and to public high school students intending to become educators who are participating in a dual enrollment program at their high school in collaboration with a Hawaii institution of higher education;**
 - **Create and disseminate a brochure to public high school and university students highlighting routes to becoming an educator in Hawaii public schools.**
 - **Associated administrative cost of the grant activities.**
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

School Year 2023-2024

- **August 2023 - Provide scholarships to students who are preparing or have completed a preparation program which will enable them to become licensed teachers in Hawaii’s public schools.**
- **September 2023 - Provide tuition support for Hawaii public high schools which have partnerships with University of Hawaii system campuses dual enrollment programs for early college credit for high school students intending to become teachers in Hawaii public schools.**
- **November 2023 - Conduct an annual TAAC Symposium in each county for TAAC clubs and high schools with Education Pathway or Academy programs of study. Incorporate Educators Rising and Model Code of Ethics for Educators experts for the formation of Communities of Care within the clubs, pathways, and academies. These experts will continue to work with the clubs, academies, and pathways through the school year.**
- **December 2023 - Provide grants to TAAC clubs and schools with Education Pathway or Academy programs of study.**
- **January 2024 - Create and disseminate a brochure to public high school and university students highlighting the importance and routes to becoming an educator in Hawaii public schools.**
- **February 2024- Deploy scholarship applications for Hawaii high school students and teacher sponsors to attend the Educators Rising annual summer conference.**
- **March 2024- Award Educators Rising scholarships for a team of students and teachers from each county to attend the annual conference.**

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 HEA will evaluate and monitor quality assurance by:

- **Surveying TAAC club, Education Pathway and Education Academy teachers and advisors who receive grants and reviewing and evaluating data for future program improvement.**
 - **Confirming scholarship and tuition support recipients are employed or on track to becoming educators in Hawaii public schools.**
 - **Surveying Symposium attendees to strengthen the connection between Hawaii educators and stakeholders who benefit from a quality public education system.**
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.

HEA will report the following:

- **The number of new Teaching as a Career (TAAC) clubs, CTE Education Pathways, and Education Academies established in the 2023-2024 and 2024-2025 school years.**
- **The number of students who receive a scholarship for completing an educator preparation program and becoming employed in a Hawaii public school as a teacher.**
- **The number of new high school partnerships with University of Hawaii system campuses for dual enrollment for early college credit for high school students intending to become an educator in Hawaii public schools.**
- **A report featuring details of the annual Symposia.**

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 ([GIA Page6.pdf](#))
 - b. Personnel salaries and wages ([GIA Page7.pdf](#))
 - c. Equipment and motor vehicles ([GIA Page8.pdf](#))
 - d. Capital project details ([GIA Page9.pdf](#))
 - e. Government contracts, grants, and grants in aid ([GIA Page10.pdf](#))

- The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
130,000	130,000	80,000	27,000	367,000

- The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

The HEA has annual income from membership dues and scholarship donations. It is also currently seeking donations from foundations and vendors.

- 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

- 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 2024 for program funding.

Kaiser Foundation: \$10,000
East Hawaii Community Foundation: \$2,000
Atherton Family Foundation: \$5,000

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

HEA’s estimated unrestricted current assets as of December 31, 2022, is \$3,448,012.35

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.

The HEA Board of Directors, members, and staff are long-standing educators with experience in P-12, higher education, and educator preparation. As the oldest professional organization for educators in the state, the HEA continues to provide quality professional development, scholarships, and support for aspiring teachers to fill the critical vacancies in Hawaii public schools.

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.

The HEA maintains an office at 1953 South Beretania Street, Suite 5C, Honolulu, Hawaii, 96826. However, grant activities are focused on activities in Hawaii public high schools or online submission of scholarship requests.

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 real strength of the HEA is in its leadership, which includes individuals who have dedicated their careers and lives to supporting a robust Hawaii public education system.

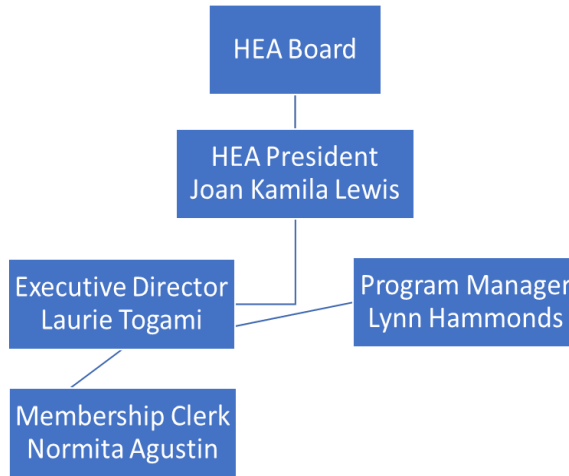
Current Board members include those who have served as presidents and executive directors of the Hawaii State Teachers Association and the National Education Association; a commissioner of the US Education Commission of the States; and nationally recognized teachers, school principals, and higher education faculty.

The HEA is currently a lean organization with respect to staffing. Three full time employees support the organizational and programmatic work of the association:

- **The Executive Director has supported the association for thirty plus years and has responsibility for all administrative and operational duties of the HEA office and supports the Board of Directors.**
- **The Program Manager has responsibility for developing quality professional development for Hawaii educators. This staff person has a doctorate in education and decades of experience working with educator preparation, licensure, and professional development.**
- **The Clerk/Receptionist has responsibility for clerical duties as well as website and social media account maintenance.**

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.



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.

Executive Director: \$60,000 - \$85,000

Program Manager \$60,000 - \$85,000

Clerk/Receptionist \$30,000 - \$45,000

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.

None

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.

NA

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.

This grant request is solely focused on Hawaii public schools, teachers, and students.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2023-24 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2023-24, but
- (b) Not received by the applicant thereafter.

The HEA will continue to seek funding from increased membership, foundations, and stakeholders.

**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'i 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'i 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'i 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'i 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.

Hawaii Education Association
(Typed Name of Individual or Organization)

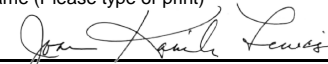
	January 20, 2023
(Signature)	(Date)

<u>Joan Kamila Lewis</u>	<u>President</u>
(Typed Name)	(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

App HAWAII EDUCATION ASSOCIATION

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Scholarships to TAAC Students	100,000			
10. Four Symposia (4 @ \$25,000)	100,000			
11. Grants to Existing TAAC Clubs	25,000			
12. TAAC Brochures	2,000			
13. Grants to fund new TAAC Clubs	20,000			
14. EdRising Scholarships/Conference	80,000			
15. Building Community of Care in TAAC Clubs	40,000			
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	367,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	367,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		Joan Kamila Lewis	808-949-6657	
(b) Total Federal Funds Requested		Name (Please type or print)		Phone
(c) Total County Funds Requested			1/20/23	
(d) Total Private/Other Funds Requested		Signature of Authorized Official		Date
TOTAL BUDGET		Joan Kamila Lewis, President		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: HAWAII EDUCATION ASSOCIATION

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: HAWAII EDUCATION ASSOCIATIO

NOT APPLICABLE

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						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: HAWAII EDUCATION ASSOCIATION

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	NOT APPLICABLE				
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