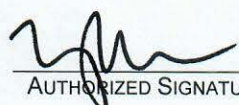


## Application Submittal Checklist

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) Hawaii Compliance Express Certificate (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

Natalie Popa, Executive Director

PRINT NAME AND TITLE

DATE

1/19/24

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

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual: Db:

LHES Foundation

Amount of State Funds Requested: \$ 120000

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

The LHES Foundation's proposal for Lanai High and Elementary School (LHES) consists of; creating "Strategic Plan for Education on Lanai" through community meetings and focus groups to collect data to integrate into the plan and focuses on mentorship and building leaders on our island through programs at LHES.

Amount of Other Funds Available:

State: \$ \_\_\_\_\_

Federal: \$ 120000

County: \$ \_\_\_\_\_

Private/Other: \$ 35000

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

\$ 250,000

Unrestricted Assets:

\$ 0

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:

PO Box 630633

City:

Lanai City

State:

HI

Zip:

96763

Contact Person for Matters Involving this Application

Name:

Natalie Ropa

Title:

Director

Email:

info@lhesfoundation.org

Phone:

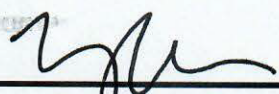
808-565-7266

Federal Tax ID#:

██████████

State Tax ID#

██████████



Authorized Signature

Natalie Ropa, Executive Director 11/19/24

Name and Title

Date Signed



STATE OF HAWAII  
STATE PROCUREMENT OFFICE

**CERTIFICATE OF VENDOR COMPLIANCE**

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

**Vendor Name:** LHES FOUNDATION

**DBA/Trade Name:** LHES FOUNDATION

**Issue Date:** 01/19/2024

**Status:** **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: XX-XXX0782

UI#: XXXXXX9879

DCCA FILE#: 234009

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

**Status Legend:**

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

**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.

LHES Foundation

\_\_\_\_\_  
(Typed Name of Individual or Organization)

  
(Signature)

Natalie Ropa, Director

\_\_\_\_\_  
(Typed Name)

Rev 8/30/23

1/19/24  
(Date)

Executive Director

\_\_\_\_\_  
(Title)

The name of the requesting organization or individual;

The LHES Foundation

(2) The public purpose for the grant;

To raise the value of education in our community so that parents and students are invested in the process alongside teachers and Administration so that our students are prepared for their future.

(3) The services to be supported by the grant;

The LHES Foundation's proposal for Lanai High and Elementary School (LHES) consists of; creating "Strategic Plan for Education on Lanai" through community meetings and focus groups to collect data to integrate into the plan and focuses on mentorship and building leaders on our island through programs at LHES.

(4) The target group; and

Students that attend Lanai High and Elementary School, their parents, LHES faculty, staff and administration and community stakeholders.

(5) The cost of the grant and the budget.

\$120,000

## II. Background and Summary

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

The LHES Foundation (LHESF), a 501 © (3) nonprofit organization, established in 2012 has made it its mission to increase parent and community involvement at Lanai High and Elementary School (LHES). This agency provided a hub to bring in much needed resources for the only DOE school on the island. For the past 10 years the LHESF has provided many afterschool programs during breaks and summers. The LHESF has also assisted with many projects, events and partnership building for teachers and students.

Through funding from several different sources, the LHES Foundation has been working in partnership with many agencies to promote higher educational opportunities for students. These partnerships, for example, include coordinating programs between LHES teachers, the John A. Burns School of Medicine rural interest students Lanai Community Health Center to provide a health pathway program for middle and high school students. Other pathways programs we have conducted has had focuses on; marine science, education, fashion technology, Hawaiian culture, etc.

LHESF continues to seek ways to solve our school issues not through negative actions but rather to promote parent and community engagement as a solution as an example of how we can make our school the best it can possibly be.

2. The goals and objectives related to the request;

### Goals:

1. Create a "Strategic Education Plan for Lanai" by identifying the needs of our community based on feedback from parents, teachers, students and stakeholders through creating an "educational strategic plan for the island of Lanai."
2. Provide monthly engagement opportunities for our LHES school community so that parents, students, teachers and stakeholders have the opportunity to participate in.
3. Have leadership and professional development opportunities for students and teachers that attend or work at LHES.

3. The public purpose and need to be served;

To raise the value of education in our community so that parents and students are invested in the process alongside teachers and Administration so that our students are prepared for their future.

4. Describe the target population to be served; and

Students that attend Lanai High and Elementary School, their parents, LHES faculty, staff and administration and community stakeholders.

5. Describe the geographic coverage.

Lanai is the smallest populated island in the Hawaiian Island chain, with 3000 residents. Of this 3000, 600 students attend LHES. LHES is the only DOE public school with the closest neighboring school is in Lahaina, Maui.

### **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;

In the beginning of the 2023-2024 SY the LHES Foundation was granted funding to begin to coordinate Lanai High and Elementary School as a "Community School". The idea is to have a non-profit agency manage community resources on the school campus and provide a hub for teachers and students to access outside resources.

In the first year of the program, we have begun the planning stages for a much bigger idea-to create a "Strategic Plan for Education on Lanai" by coordinating meetings and focus groups alongside a working planning group to review data that can be utilized to create a meaningful plan that has a projection of 20 years for where we want our school to be.

We will also be providing workshops and training for our students and community of LHES. These opportunities will be mandatory for our Student Ambassadors, a leadership program that we have begun for our students. Our Student Ambassadors provide assistance on campus and is our team of students who help us coordinate and carry out our school events. They also engage our student body and model behaviors of leadership, compassion and inclusion to begin the process of students being aware of new resources on campus and how they should be received.

Our support of events is numerous on campus, but we will also be holding and or assisting with community events where families can enjoy our school together. We hope that students will know that our school provides; education, fun, family engagement and new opportunities.

Program	LHES Advisory Committee	Strategic Plan for Education	Kamoku Ulu	Support of Old and New School Community Events
<b>Activities</b>	<ul style="list-style-type: none"> <li>• LHES Advisory Community Meetings-Quarterly</li> <li>• LHES Planning Committee-working group</li> <li>• LHES Teacher Meetings-monthly</li> <li>• Parent Focus Groups-continuous</li> </ul>	<ul style="list-style-type: none"> <li>• Data collection</li> <li>• Strategic plan creation</li> </ul>	<ul style="list-style-type: none"> <li>• Staff on campus</li> <li>• Student Ambassadors</li> <li>• Leadership Training</li> <li>• Professional Development Workshops</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly events that include creating school community engagement.</li> </ul>

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

July 2024	Meet with LHES Administration to review plan Consolidate data from previous school year
August 2024	Teacher Meetings LHES Advisory Planning Committee-Strategic Planning Meetings Community Focus Groups Monthly Activity: Lokahi Day-Volunteer school clean up event
September 2024	Teacher Meetings LHES Advisory Committee-Quarterly Meeting (Open stakeholder meeting) LHES Advisory Planning Committee-Strategic Planning Meetings Community Focus Groups Monthly School Community Event: STEM Night
October 2024	Teacher Meetings LHES Advisory-Strategic Planning Meetings Monthly School Community Event: Unity March
November 2024	Teacher Meetings LHES Advisory-Strategic Planning Meetings Monthly School Community Event: Assist at the Community Thanksgiving Turkey Pick up
December 2024	Teacher Meetings LHES Advisory Committee-Quarterly Meeting (Open stakeholder meeting) LHES Advisory-Strategic Planning Finalized Monthly School Community Event: Holiday Fair



January 2025	Teacher Meetings LHES Advisory-Strategic Plan Launched Monthly School Community Event: Financial Literacy Workshop
February 2025	Teacher Meetings LHES Advisory Committee-Quarterly Meeting (Open stakeholder meeting) LHES Advisory-Strategic Plan Implementation Monthly School Community Event: STEM Night, Teen Health Camp
March 2025	Teacher Meetings LHES Advisory-Strategic Plan Implementation Monthly School Community Event: School Carnival
April 2025	Teacher Meetings LHES Advisory-Strategic Plan Implementation Monthly School Community Event: STEM Night, Oahu Ambassador College Tour, Assist with Lanai Culture and Heritage Center's Kulupau Event
May 2025	Teacher Meetings LHES Advisory Committee-Quarterly Meeting (Open stakeholder meeting) LHES Advisory-Strategic Plan Implementation Monthly School Community Event: Assist graduation and end of year activities
June 2025	LHES Advisory-Strategic Plan review and evaluation

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

1. Attendance
2. Post Survey
3. Community/Parent Focus Groups

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.

1. We will engage 50% of our students and their families that attend LHES at school and community events coordinated by our community schools' program.
2. We will survey and collect data from 75% of our participants.
3. Have 5 community/parent focus groups in the 24-25 SY.

#### **IV. Financial**

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: LHES Foundation

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	50,000			
2. Payroll Taxes & Assessments	7,500			
3. Fringe Benefits	3,500			
<b>TOTAL PERSONNEL COST</b>	<b>61,000</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	7,000			5,000
2. Insurance	1,500			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	2,000			2,000
6. Supplies	15,000			5,000
7. Telecommunication	3,500			
8. Utilities				
9. Lodging-Travel	6,000			4,000
10. Transportation-Travel	2,000			2,000
11. Per Diem-Travel	2,000			3,000
12. Sub Contracts	20,000			14,000
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>59,000</b>			<b>35,000</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>120,000</b>			<b>35,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested		Natalie Ropa	8,082,218,962	
(b) Total Federal Funds Requested	120,000	Name (Please type or print)	Phone	
(c) Total County Funds Requested		Signature of Authorized Official	Date	
(d) Total Private/Other Funds Requested	35,000	Natalie Ropa, Director		
<b>TOTAL BUDGET</b>	<b>155,000</b>	Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

Applicant: LHES Foundation

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Community Schools Coordinator	0.5	\$25,000.00	100.00%	\$ 25,000.00
Assistant Community Schools Coordinator	0.5	\$25,000.00	100.00%	\$ 25,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>50,000.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

**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

b. Personnel salaries and wages

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
30000	30000	30000	30000	120000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.

Funders	LHESF Programs	Will this funding support the activities in this proposal?	Status
Kamehameha Schools	He Huewai	Yes, some of the activities the student ambassadors participate in that are Hawaiian cultural related will be supported with these funds if granted.	Will Apply in May 2024
Hawaii Community Foundation-Fred Baldwin Memorial Foundation	Support for our LHES High School Athletics	No	Will Apply in July 2024
Manele Koele Charitable Fund	Lanai Community Health Initiative (Health Pathway Program)	No	Will Apply October 2024

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.

N/A

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 2025 for program funding.

N/A

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.

All of our funds are restricted.

#### **V. Experience and Capability**

##### **1. Necessary Skills and Experience**

##### **2. Facilities**

We work in close partnership with LHES who provides the LHES Foundation with office space and access to utilizing our school campus without a rental charge.

#### **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.

#### **LHES Foundation, Assistant Community Schools Coordinator**

##### **Responsibilities**

- Plan, coordinate and execute program activities with the program director and LHES staff.
- Assist in planning the 2024-2025 school year community calendar with events from LHES, LHES Foundation, the Kamoku Ulu and other community resources. (community events, library hours, county and league sports, etc.)
- Serve as the LHES social media liaison.
- Hold monthly meetings with teachers on campus to discuss their classroom needs.

- Attend all LHES Advisory meetings and record minutes. Meetings will be coordinated by the program director.
- Connect teachers with community resources.
- Assist with purchasing supplies for programs as needed.
- Contribute new ideas and programs that have educational value in our community.
- Have regular office hours Monday through Friday so that teachers and students can drop in to request their needs.
- Provide community schools outreach, attend LHES Advisory meetings, teachers' meetings and other community meetings and travel to training as necessary.

### **LHES Foundation, Community Schools Coordinator**

#### Responsibilities

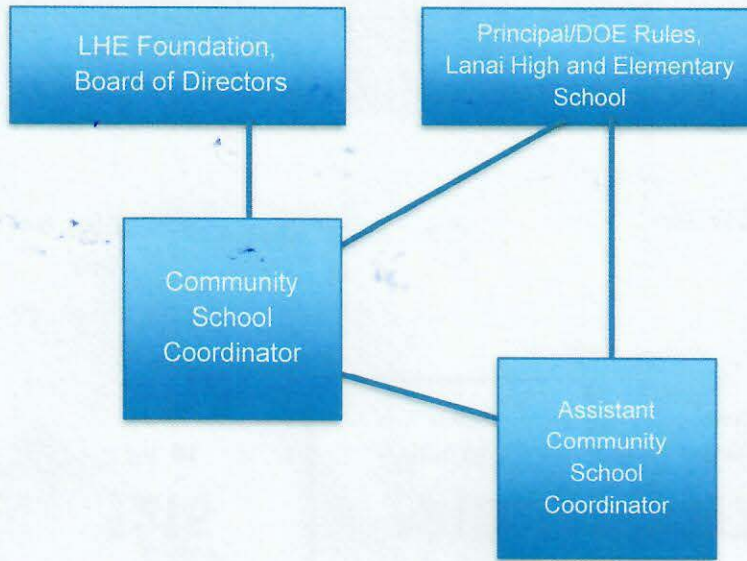
- Plan and execute program activities.
- Provide training for Community Schools Coordinator and Student Ambassadors
- Responsible for fiscal budget
- Secure yearly funding from various sources
- Reporting
- Purchasing
- Advisory Meeting Coordination
- Responsible for putting together the "Strategic Plan for Education on Lanai"
- Meet with LHES Admin team
- Set up LHES Office

### **LHES Foundation, Student Ambassadors**

#### Responsibilities

- Report to the Community School Coordinator
- Have knowledge of our island, our school and community
- Greet and host any special guest that visit our island or school at the request of the LHES Administration
- Work with Program Manager to create a social media page and online presence for LHES
- Alaka'i will train other Ambassadors
- Assist at special and sporting events like May Day, Homecoming, Home games, college fairs, community events
- Work to increase spirit at LHES
- Attend leadership and or other trainings
- Must have and maintain a 3.0 GPA

## **2. Organization Chart**



**3. Compensation**

Position	Name	Time	Compensation
Community School Coordinator	<b>Natalie Ropa</b>	<b>50%</b>	<b>25000</b>
Assistant Community School Coordinator	<b>Sadie Schilling</b>	<b>50%</b>	<b>25000</b>

**VII. Other**

1. Litigation

N/A

2. Licensure or Accreditation

N/A

3. Private Educational Institutions

N/A

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2024-25 the activity funded by the grant if the grant of this application is:

The future of our program is tied to our "Strategic Education Plan for Lanai" and will include a 20-year projection of where we would like our school to be and the steps that can be taken to get there.