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

	Type of Gra	int Request:		
	Operating	Capital		
Legal Name of Requesting Organiz Sacred Hearts School	zation or Individual:	Dba:		
Amount of S	State Funds Reque	sted: \$ <u>1,354,800</u>	<u></u>	
Brief Description of Request (Please a	attach word document	to back of page if extra spa	ace is neede	ed):
**Purpose:** Sacred Hearts School in Lahaina seek and salary support for families and tea directly benefit 52 families and 12 teac and continuity in their education and e situations and FEMA and other benefit our children to be able to continue reco children at our schools. We have teach to help them survive.	achers impacted by the chers who lost their ho employment. Although ts that have been help eiving a catholic faith b	e devastating wildfires of Au mes and all they owned in it has been a year, families ing them are now soon cor based edcuation and we wa	ugust 2023. the disaster s are still in ning to an e ant to help th	This grant will , ensuring stability unstable living nd. We want to help ne families keep their
Amount of Other Funds Available: State: \$ <u>0</u> Federal: \$ <u>0</u>		Total amount of State G Fiscal Years: \$_0	Grants Reco	eived in the Past 5
County: \$ <u>0</u> Private/Other: \$ <u>0</u>		Unrestricted Assets: \$_1,500,000.		
New Service (Presently De	oes Not Exist):	Existing Service (P	resently ir	Operation):
Type of Business E 501(C)(3) Non Profit Corp Other Non Profit Other		Mailing Address: 2530 Keka'a Drive <sup>City:</sup> Lahaina	State: HI	Zip: 96761
Contact Person for Matters Invo	lving this Application	on		
Name: Anastasia Arao-Tagayuna		Title: Development Director	r	
Email: aaraotagayuna@shsmaui.org		Phone: 8083850499		
Alm	Anastasia Arao-Ta	gayuna, Development Directo	r 1/	16/2025
Authorized Signature	Nam	e and Title		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

ROMAN CATHOLIC CHURCH IN THE STATE OF HAWAII

was incorporated under the laws of Hawaii on 06/18/1924 ; 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 18, 2025

Nadinil/ando

Director of Commerce and Consumer Affairs

## **Declaration Statement**

Sacred Hearts School hereby affirms that it complies with all applicable laws, statutes, and regulations under Section 42F-103, Hawaii Revised Statutes. This includes adherence to all requirements regarding the application, use, and reporting of funds received through the Grants-in-Aid program.

Sacred Hearts School further certifies that the funds requested will be used exclusively for the purposes outlined in the grant application and in accordance with all applicable state and federal laws.

This declaration is made in good faith and with the understanding that any misrepresentation may result in the denial of the grant request or other legal consequences.

Authorized Representative Name: Anastasia Arao-Tagayuna

Title: Development Director

Signature:

Date: January 16, 2025

# I. Certification

### Hawaii Compliance Express Certificate

Sacred Hearts School will provide the required Hawaii Compliance Express Certificate, dated no earlier than December 1, 2024, confirming compliance with applicable state regulations. Attached.

### **Declaration Statement**

Sacred Hearts School affirms that it complies with all applicable laws and regulations under Section 42F-103, Hawaii Revised Statutes. Attached.

### **Public Purpose**

This grant serves a public purpose by providing financial relief for 52 wildfire-affected families through tuition assistance and supporting 12 displaced teachers with salary stabilization. These efforts will maintain educational stability and community resilience in the wake of the Lahaina wildfires.

# II. Background and Summary

### **Applicant Background**

Sacred Hearts School, established in 1862, is a private Catholic school serving preschool through 12th-grade students in Lahaina. The school is committed to academic excellence, cultural enrichment, and fostering strong moral and spiritual values. It has been a cornerstone of the Lahaina community for over 160 years.

### **Goals and Objectives**

- 1. Provide tuition assistance to 52 families affected by the August 2023 wildfires.
- 2. Support 12 displaced teachers/staff with salary and housing stipends.
- 3. Ensure continuity in education and emotional support for students and staff.

### **Public Purpose and Need**

This funding will directly assist wildfire-affected families and teachers, stabilizing the educational environment for students and ensuring the retention of qualified educators, which is essential to the community's recovery.

### **Target Population**

- 52 families impacted by the Lahaina wildfires.
- 12 teachers/staff who lost their homes due to the disaster.

### Geographic Coverage

Sacred Hearts School serves Lahaina and the surrounding West Maui communities, Central Maui, South Maui and Upcountry Maui.

# **III. Service Summary and Outcomes**

## Scope of Work

Sacred Hearts School aims to provide financial relief and support to 52 families and 12 teachers/staff affected by the August 2023 Lahaina wildfire. The program will include tuition assistance for students, salary stabilization for displaced teachers/staff and counseling services for students, staff, and families.

- **Tuition Assistance:** Funds will cover tuition for 52 affected students, allowing families to focus on recovery without sacrificing educational continuity.
- **Teacher / Staff Support:** Salary and housing stipends will provide financial stability for 12 displaced essential educators, ensuring their continued dedication to Sacred Hearts School.
- **Community Resilience Programs:** Counseling and emotional support services will be made available to address trauma and foster recovery.

### Tasks and Responsibilities:

- Tuition Assistance:
  - o Identify eligible families through an application and review process.
  - Allocate funds directly to tuition accounts to ensure continued enrollment for affected students.
- Teacher/Staff Salary Support:
  - Provide financial stipends to displaced teachers / staff to stabilize income and support housing recovery.
  - Ensure timely payroll distribution and periodic evaluations of teacher needs.

- Counseling and Emotional Support:
  - Hire or contract licensed counselors to provide emotional and psychological support.
  - Develop programs and workshops addressing trauma, resilience, and recovery.
- Administrative Oversight:
  - Establish a Grant Oversight Committee to manage funds and ensure compliance with state regulations.

Conduct regular progress reviews and maintain accurate records for audits and reporting.

### **Projected Timeline**

- Quarter 1: Distribute initial tuition assistance and salary stipends.
- Quarter 2: Monitor and adjust funding allocation.
- Quarter 3-4: Evaluate program outcomes and continue providing support.

Timeline	Activity/Task	Outcome/Goal	
01	- Establish Grant Oversight Committee.	Ensure structured program	
Q1	- Establish Grant Oversight Committee.	oversight.	
	- Begin outreach to families and	Identify eligible beneficiaries.	
	teachers to determine needs.	lucitary orgine bononolanoo.	
	- Distribute initial tuition and salary	Stabilize families and teachers	
	support funds.	financially.	
01	- Launch counseling and emotional	Address emotional recovery for	
Q2	support programs.	students/staff.	
	- Monitor program impact and adjust	Ensure effectiveness of funding	
	fund distribution.	allocations.	
02	- Continue tuition and salary support	Maintain educational and workforce	
Q3	distribution.	stability.	
	- Conduct mid-year evaluation of	Improve counseling program based	
	counseling services.	on feedback.	
04	- Finalize tuition assistance and	Support families and teachers	
Q4	stipends for the year.	through recovery.	
	- Prepare and submit a comprehensive	Ensure transparency and	
	annual report.	accountability.	

### Monitoring and Evaluation:

- **Regular Oversight:** The Grant Oversight Committee will meet monthly to review progress, address challenges, approve fund disbursements and review fund distribution to ensure alignment with the intended purpose.
- **Data Collection:** Maintain detailed records of tuition assistance distributions, teacher stipends, and counseling services provided.
- **Beneficiary Feedback:** Conduct surveys and focus groups with families, teachers, staff and students to assess satisfaction and identify areas for improvement and impact.
- **Financial Audits:** Perform quarterly financial audits to ensure funds are used appropriately and comply with grant requirements and to ensure accountability.

### Improvement Plans:

- Use beneficiary feedback to refine program implementation and prioritize emerging needs.
- Adjust fund allocations based on the results of mid-year evaluations to maximize impact.
- Collaborate with community organizations and local agencies to enhance service delivery.

### **Measures of Effectiveness:**

The following metrics will be reported to the State agency to assess the program's success:

### 1. Tuition Assistance:

- a. Number of 52 students receiving tuition assistance.
- b. Percentage of tuition covered by grant funds.
- c. Enrollment retention rate of affected families.

### 2. Teacher Salary Support:

- a. 12 displaced teachers/staff receiving salary stipends.
- b. Retention rate of teachers during the recovery period.
- c. Teacher satisfaction levels based on surveys.

## 3. Counseling Services:

- a. Number of counseling sessions provided.
- b. Percentage of beneficiaries reporting improved emotional well-being.
- c. Feedback from families and staff on counseling program effectiveness.

### 4. Overall Impact:

- a. Total funds disbursed and percentage utilized as planned.
- b. Positive outcomes in educational continuity and workforce stability.
- c. Compliance with all grant requirements as verified by audits.

# IV. Financial

### **Budget Overview**

- Tuition Assistance: \$514,800
- Teacher Stipends: \$740,000
- Counseling and Support Programs: \$70,000
- Administrative Costs: \$30,000
- 1. Tuition Assistance: \$514,800
  - a. To support tuition for 52 families affected by the wildfires, ensuring educational continuity for displaced students.

### 2. Teacher Stipends: \$740,000

- a. Financial assistance for 12 displaced teachers/staff to stabilize their income and provide housing support during recovery.
- 3. Counseling and Support Programs: \$70,000
  - a. Funding to provide emotional and psychological support services for students, families, and staff impacted by the disaster.

### 4. Administrative Costs: \$30,000

a. Cover operational expenses necessary to manage the grant and distribute funds effectively.

Quarter	<b>Requested Amount</b>	Description Amount	
Q1	\$500,550	Initial distribution for tuition assistance, teacher stipends, and setup of counseling programs.	
Q2	\$400,000	Continued support for tuition and salaries, and assessment of additional needs.	
Q3	\$250,000	Ongoing funding for programs and administrative costs.	
Q4	\$204,250	Final distribution, program evaluation, and reporting.	
TOTAL	1,354,800		

# **Quarterly Funding Requests**

# **Total Requested Amount**

Grand Total: \$1,354,800

### **Quarterly Funding Requests**

- Q1: \$500,550
- Q2: \$400,000
- Q3: \$250,000
- Q4: \$204,250

### **Other Funding Sources**

Sacred Hearts School is also pursuing private donations, potential fundraising efforts, and other grants to support recovery efforts.

### **Tax Credits**

No tax credits.

### **Government Contracts**

No government contracts in the past three years and or to date.

#### **Unrestricted Assets**

As of December 31, 2024, Sacred Hearts School holds \$ 1,500,000. in unrestricted current assets.

## V. Experience and Capability

## **Necessary Skills and Experience**

**Sacred Hearts School** demonstrates the skills, knowledge, and experience necessary to effectively administer the services proposed in this application. With over 160 years of serving the Lahaina community, the school has built a solid reputation for excellence in education, resilience in challenging times, and an unwavering commitment to the community's well-being. Below is an outline of our relevant skills and experience, along with verifiable projects and contracts from the past three years that highlight our ability to manage and implement the proposed services.

## Skills, Abilities, and Knowledge

- 1. Experience in Crisis Response and Recovery
  - a. The Sacred Hearts School administration has successfully managed the immediate aftermath of the 2023 Lahaina wildfire, providing support to displaced families and staff.
  - b. Initiated tuition assistance campaigns and secured financial support from donors to maintain operations during the crisis.

### 2. Grant Management Expertise

- a. Experience in managing large-scale donations and grant funding, including compliance with state and federal regulations.
- b. Established a track record of fiscal accountability and transparent reporting to donors and oversight bodies.

### 3. Educational Leadership

- a. Over 160 years of experience delivering quality education, ensuring stability, and fostering resilience during economic and social challenges.
- b. Leadership team includes individuals with extensive experience in school administration, development, and financial management.

### 4. Community Engagement

- a. Strong connections with local organizations, businesses, and families, enabling effective outreach and collaboration.
- b. Deep understanding of the community's unique needs, particularly in the wake of disasters.

### 5. Financial and Operational Management

- a. Expertise in managing multi-faceted budgets, payroll, and operational expenses.
- b. Proficiency in using modern financial tools and reporting systems to ensure accurate tracking and compliance.

# Verifiable Experience of Related Projects (Last Three Years)

### 1. Lahaina Wildfire Recovery (2023-Present)

- a. **Overview:** Provided emergency support to 52 families and 12 teachers / staff displaced by the wildfires.
- b. Actions Taken:
  - i. Raised over \$2 million in tuition assistance through community campaigns.
  - ii. Partnered with local nonprofits and donors to offer temporary housing and financial support to affected families.
- c. **Outcome:** Ensured continued education for displaced students and financial stability for teachers.

## 2. Tuition Assistance Program Expansion (2022-2023)

- a. **Overview:** Implemented a new program to increase tuition support for lowincome families, funded through donor contributions and private grants.
- b. Actions Taken:
  - i. Established an application and review process to identify and assist eligible families.
  - ii. Distributed over \$1 million in tuition assistance.

c. **Outcome:** Increased enrollment by 15%, ensuring access to education for families in financial need.

## 3. Sacred Hearts Development Campaign (2021-2022)

- a. **Overview:** Launched a capital campaign to fund infrastructure upgrades and classroom construction.
- b. Actions Taken:
  - i. Raised \$3.5 million through private donations and corporate sponsorships.
  - ii. Managed contractor agreements and compliance for facility upgrades.
- c. **Outcome:** Successfully constructed school facilities, improving the learning environment for students.

# **Demonstrated Capacity for Grant Management**

- 1. **History of Compliance:** All projects mentioned above were completed in full compliance with applicable regulations, including donor reporting requirements.
- 2. **Strong Leadership:** The school's leadership team is experienced in managing multi-disciplinary projects that include educational services, financial aid, and infrastructure development.
- 3. **Community Trust:** Sacred Hearts School is a trusted and integral part of the Lahaina community, with long-standing relationships that enhance its ability to execute large-scale projects.

Sacred Hearts School possesses the skills, experience, and resources to deliver on the proposed services outlined in this application. With a proven track record in disaster recovery, financial management, and educational leadership, the school is well-equipped to ensure that the grant achieves its intended goals efficiently and effectively.

# Facilities

## **Current Facilities**

Sacred Hearts School was deeply impacted by the 2023 Lahaina wildfire, with significant damage to its campus and facilities. The existing campus, which has historically served as a cornerstone for the community's educational needs, is currently in a transitional phase

of recovery. The school's temporary facilities are safe and operational, serving as a critical hub for the community's recovery efforts. Additional resources are needed to sustain these efforts. While temporary solutions are in place to support ongoing educational operations, the long-term goal is to rebuild and restore facilities to their full capacity to serve students, staff, and families effectively.

# **Temporary Facilities**

In the interim, Sacred Hearts School has secured temporary classrooms and administrative spaces to ensure educational continuity for its students. These facilities include:

## 1. Temporary Classrooms:

- a. Equipped with basic educational necessities such as desks, chairs, and teaching supplies.
- b. Provides sufficient space to accommodate the current student population.

## 2. On-Site Counseling Space:

a. Dedicated space for mental health services and support programs, ensuring privacy and a conducive environment for recovery efforts.

## 3. Administrative Offices:

a. Operating from a temporary administrative location to coordinate grantrelated activities and school operations.

# Adequacy of Facilities in Relation to Grant Request

The temporary facilities align directly with the objectives of the grant proposal:

- **Support for Families:** New classrooms and counseling spaces will enhance educational continuity and emotional recovery for affected families.
- Support for Teachers / Staff: Providing funding with help with teacher retention and reduce financial stress on displaced staff.
- **Community Resilience:** Temporary facilities will serve as a beacon of hope and a central point for community recovery efforts.

With a clear vision for facility recovery and enhancement, Sacred Hearts School demonstrates its readiness to utilize grant funds effectively to rebuild a resilient and sustainable educational environment.

# VI. Personnel: Project Organization and Staffing

# **Roles and Responsibilities**

- 1. Principal
  - a. Role: Leadership and oversight.

## b. Responsibilities:

- i. Serve as the ultimate decision-maker for grant-related activities.
- ii. Ensure all activities align with Sacred Hearts School's mission and strategic goals.
- iii. Represent the school in communications with stakeholders, including the State Legislature and grant authorities.

## 2. Business Manager

- a. Role: Financial oversight.
- b. Responsibilities:
  - i. Oversee budgeting and financial compliance for the grant.
  - ii. Work closely with the Financial Coordinator to ensure all transactions meet state and federal guidelines.
  - iii. Manage payroll for teacher stipends and disbursements for tuition assistance.

## 3. Development Director

a. Role: Community engagement and operational oversight.

## **b.** Responsibilities:

- i. Serve as the main point of contact for donor relations and grant reporting.
- ii. Collaborate with the Project Manager to align the grant activities with the school's development goals.
- iii. Communicate program outcomes to stakeholders, including families, teachers, and donors.

## 4. Project Manager

- a. Role: Oversee grant implementation and fund distribution.
- **b.** Responsibilities:
  - i. Develop and manage the grant implementation timeline.

- ii. Coordinate between departments to ensure timely distribution of funds for tuition assistance, teacher stipends, and counseling services.
- iii. Monitor the progress of the program and prepare progress reports for the Grant Oversight Committee and the State.
- iv. Identify and address any challenges or obstacles in meeting grant objectives.

### 5. Financial Coordinator

a. Role: Ensure accurate accounting and reporting.

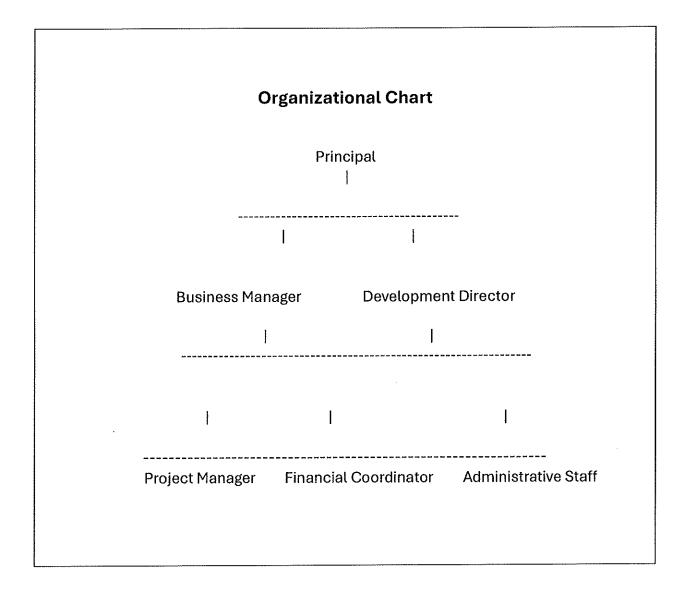
### b. Responsibilities:

- i. Manage the allocation and disbursement of funds.
- ii. Maintain detailed financial records and prepare quarterly financial reports.
- iii. Conduct internal audits to ensure compliance with state and federal guidelines.
- iv. Collaborate with the Project Manager and Business Manager to align financial reporting with program goals.

### 6. Administrative Staff

- a. Role: Provide overall support.
- b. Responsibilities:
  - i. Assist with data entry, documentation, and record-keeping for grant activities.
  - ii. Handle communications with families and teachers regarding their grant-related support (e.g., tuition assistance and stipends).
  - iii. Organize and schedule meetings for the Grant Oversight Committee and other stakeholders.
  - iv. Prepare materials and reports for grant reviews, audits, and compliance checks.

Below is a detailed **organizational chart** and descriptions of the roles for the key personnel involved in administering and managing the **Grants-in-Aid (GIA)** funding for Sacred Hearts School.



### Compensation

- Principal: \$ 70,000-\$120,000
- Business Manager: \$ 70,000- \$80,000
- Admissions Director: \$ 50,000 \$70,000

## VII. Other

### Litigation

Sacred Hearts School has no pending litigation affecting its operations or the proposed project.

### **Licensure or Accreditation**

The school is accredited by Western Catholic Educational Association (WCEA), Western Association of Schools and Colleges (WASC), and Hawaii Association of Independent Schools (HAIS) and holds all necessary licenses to operate.

### **Private Educational Institution**

Sacred Hearts School is a Catholic private school and institution committed to serving students and families of all faiths and backgrounds, with a focus on community impact.

# Use of Grant Funds: Sectarian vs. Non-Sectarian Benefits

Sacred Hearts School acknowledges the requirements set forth under Article X, Section 1, of the Hawaii State Constitution, which prohibits the use of public funds to support or benefit any sectarian institution. The grant funds requested will be used strictly for non-sectarian purposes that align with the constitutional mandate and the intended goals of the Grants-in-Aid (GIA) program.

# **Grant Usage Compliance**

- 1. Non-Sectarian Purposes:
  - a. The funds will be utilized to provide **tuition assistance** to families affected by the Lahaina wildfire, regardless of their religious affiliation. This assistance will ensure continuity of education for students who might otherwise be unable to attend due to financial hardships.
  - b. Support for **teacher / staff salaries and stipends** is based on the essential workforce recovery needs and does not involve any religious instruction or sectarian activities.
  - c. Funds for **counseling and emotional support services** will be available to all students, families, and staff, irrespective of their religious beliefs. These services are designed to address trauma recovery and mental health needs caused by the Lahaina Wildfire.

### 2. Educational Mission and Instruction:

- a. While Sacred Hearts School operates as a private Catholic institution, the grant will not be used for any activities that promote or fund religious instruction, worship, or sectarian programs.
- b. Academic programs benefiting from the grant will focus on core educational subjects such as mathematics, science, reading, and social studies, which are universally applicable and non-sectarian in nature.

# **Commitment to Compliance**

Sacred Hearts School is committed to full compliance with the provisions of Article X, Section 1, and all other applicable laws and regulations. The school will ensure:

- Transparent allocation of funds strictly for non-sectarian purposes.
- Accurate documentation and reporting of all expenditures to demonstrate adherence to constitutional requirements.
- Proactive steps to separate sectarian and non-sectarian activities to prevent any perceived or actual misuse of public funds.

The requested GIA grant funds will be used exclusively for non-sectarian purposes that benefit the broader community, including families and staff affected by the wildfire. These efforts are aimed at fostering educational continuity, workforce stability, and community resilience, fully aligned with the constitutional and legal frameworks governing public funding in Hawaii.

## **Future Sustainability Plan**

Sacred Hearts School is fully committed to ensuring the long-term sustainability of the activities funded by the Grants-in-Aid (GIA) grant beyond fiscal year 2026. While the requested grant will provide critical resources to address the immediate needs of families, teachers, staff, and students affected by the 2023 Lahaina wildfire, the school has developed a comprehensive plan to sustain these activities independently if grant funding is not received in subsequent years.

# 1. Establishment of an Endowment Fund

## • Sacred Hearts School Lahaina Legacy Endowment:

A \$20 million endowment fund is being developed to provide perpetual financial support for tuition assistance, teacher stipends, and program sustainability. Contributions to the endowment will be solicited from major donors, alumni, and corporate sponsors.

## Annual Returns:

The endowment's investment returns will generate a steady income stream to cover operational expenses, including tuition assistance and counseling services.

# 2. Diversified Fundraising Strategies

## Annual Giving Campaigns:

- Launching an annual giving campaign to engage parents, alumni, and community supporters.
- Focused efforts on increasing recurring donations through automated subscription options and special appeals.

## Grant Applications to Alternative Sources:

- Applying for private, state, and federal grants focused on education, workforce housing, and disaster recovery.
- Targeted foundations include the Hawaii Community Foundation and national organizations like the U.S. Department of Education's Emergency Assistance to Non-Public Schools (EANS) program.

## • Special Events and Partnerships:

- Hosting community-driven fundraising events, such as gala dinners, silent auctions, and charity runs.
- Partnering with local businesses and organizations to create sponsorship opportunities that benefit both the school and the community.

## 3. Tuition and Enrollment Management

Sliding-Scale Tuition Model:

Adjust tuition policies to include a sliding scale, allowing more families to afford enrollment while maintaining revenue streams.

- Increased Enrollment Initiatives:
  - o Leverage improved facilities and expanded services to attract new students.
  - Offer targeted marketing campaigns to reach potential families locally and regionally.

# 4. Strategic Partnerships and Collaborations

- Public-Private Partnerships:
   Collaborate with local government, nonprofits, and businesses to secure funding
- and resources for community recovery efforts.
  Workforce Housing Partnerships: Develop long-term agreements with housing developers to provide affordable teacher housing as part of broader community development efforts.

# 5. Sustainable Operational Practices

- Energy Efficiency and Cost Savings: Implement green infrastructure in rebuilding efforts, such as solar panels and energy-efficient systems, to reduce long-term operational costs.
- **Program Consolidation and Efficiency:** Evaluate programs annually to identify areas for cost savings and optimize resource allocation without compromising service quality.

# 6. Volunteer Engagement

- **Parental and Community Involvement:** Establish a robust volunteer network to support school activities, reducing reliance on paid staff for non-essential tasks.
- **Professional Networks:** Utilize alumni and community connections to secure pro bono or discounted services, such as counseling, teaching assistance, or administrative support.

# 7. Quality Assurance and Program Evaluation

## Impact Reporting:

Publish annual reports highlighting program outcomes, financial transparency, and community impact to build donor confidence and encourage continued support.

### • Program Adjustments:

Use annual evaluations to refine and enhance activities, ensuring alignment with long-term goals and community needs.

By implementing a combination of endowment funding, diversified revenue streams, strategic partnerships, and operational efficiency, Sacred Hearts School will ensure the sustainability of grant-funded activities beyond fiscal year 2026. This plan reflects the school's commitment to providing long-term stability and resilience for its students, teachers, and community.