

## 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

*Victoria Carlson*

Victoria Carlson, Chair

1/13/25

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE

**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:

The Exploration Foundation

Amount of State Funds Requested: \$ 246,604

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

We are requesting financial support for the acquisition of 2 Micro Buses for place-based education for West Hawai'i Explorations Academy (WHEA) public charter school. Serving 288 students, located in the Natural Energy Laboratory of Hawai'i, NELHA, our multi-aged scaffolded learning allows all students to engage in hands on scientific research. While WHEA is geographically isolated up by NELHA, we are fortunate to have a plethora of tide pools, Anchialine Ponds, and environmentally important wetlands within a 5-15 minute drive from campus. This natural science outdoor classroom is available to our students daily, with adequate transportation. Two of our current school vans are at the end of their life, they are from 2004 and 2008. We are humbly requesting funding for the acquisition of 2 new Micro Buses, so that we can continue our student environmental work multiple times a week. Our organization will continue to ensure the maintenance and expense of these vans as part of our daily operations.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ 0

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

\$ 0

Unrestricted Assets:

\$ 1,772,904

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:

73-4460 Queen Kaahumanu Hwy STE 105

City:

Kailua Kona

State:

HI

Zip:

96740-2636

Contact Person for Matters Involving this Application

Name:

Vicky Carlson

Title:

Chair, Exploration Foundation

Email:

wheaef@gmail.com

Phone:

808 345 3544

*Victoria Carlson*

Authorized Signature

Victoria Carlson, Chair

Name and Title

1/13/25  
4/13/25

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:** THE EXPLORATION FOUNDATION

**DBA/Trade Name:** THE EXPLORATION FOUNDATION

**Issue Date:** 01/06/2025

**Status:** Compliant

Hawaii Tax#: 25477753-01  
New Hawaii Tax#: GE-1149722624-01  
FEIN/SSN#: XX-XXX2248  
UI#: No record  
DCCA FILE#: 219063

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, Hawai'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, Hawai'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, Hawai'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, Hawai'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.

The Exploration Foundation

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

*Victoria Carlson*

\_\_\_\_\_  
(Signature)

Victoria Carlson

\_\_\_\_\_  
1/13/25

\_\_\_\_\_  
(Date)

Chair, Exploration Foundation

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

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

## Statement of 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 Exploration Foundation shall use the grant for a public purpose pursuant to Section 42F-102. These funds will be used to purchase two Micro Buses for school transportation to place-based education locations that supports environmental engagement for WHEA public charter school. This type of educational pedagogy is central to WHEA and Exploration Foundation mission and serves the environmental and educational aims of the entire Kailua-Kona and Hawai'i Island communities. This purchase demonstrates a pledge to all of our Hawaiian community through supporting active hands-on education that empowers students to be stewards for their environment and to recognize their commitment and duty toward their community and the 'aina. WHEA has a unique approach to education, valuing authenticity and student direction. We believe that students learn best when the learning environment offers integrated, hands-on, self-selected projects with real world applications. As shown through our decades of academic success, the mission of WHEA's authentic learning empowers students and benefits our community. With the purchase of the two Micro Buses, our students will continue to engage multiple times a week with our community partners, The Kohala Center, Hui Aloha Kiholo, Dept of Land and Natural Resources, and Hawai'i Environmental Education Alliance. Providing ocean data and access for our coastal communities is a significant benefit for us, the community, our culture, and for healthy fisheries. WHEA student research is part of the OPIHI project that has been added to OPIHI's statewide database.

## Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".
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### I. Certification — Please attach immediately after cover page

#### 1. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2024.

See attached Compliance Express Certificate.

#### 2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 428103 Hawaii Revised Statutes.

See attached Declaration Statement signed by Foundation

#### 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 Statement of Public Purpose.

### 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 Exploration Foundation is a 501c3 working to solely assist West Hawai'i Explorations Academy in Kailua Kona. West Hawai'i Explorations Academy began the innovative charter movement in Hawai'i in 2000. Acting on the need to offer an innovative alternative to traditional schooling on Hawai'i Island, WHEA formed with a focus of student driven project-based curriculum. Centered in project-based learning, all of WHEA projects center on evaluating, researching, collecting data and collating the findings into formal scientific research papers. These self-selected student projects are real-world practical research that address environmental concerns. What is so unique about WHEA is that these projects are not supplemental, but rather they are central to the student's curriculum.

Through real-world practical research, WHEA students address the big question challenges that face our island. Working with groups from the Natural Energy Laboratory of Hawai'i, local non-profits, and the Department of Land and Natural Resources students engage in scientific studies with practical applications as they learn and address environmental challenges on the Hawaiian ecosystem.

**The goals of this request are to:**

- **Field Work Access:** Students are empowered to learn academic content while engaged and carrying on scientific outdoor research and observations. WHEA's integrated project-based Scientific Research allows all of our students to engage in environmental research around the Kailua-Kona area on a daily basis. The goal of this request is to provide a source of permanent transportation for our students.
- **Environmental Engagement:** Working with groups from the Natural Energy Laboratory of Hawai'i (NELHA), local non-profits, and the Department of Land and Natural Resources WHEA students' core curriculum is integrated in their ongoing scientific studies with environmental applications. Transportation to their research sites is an essential component of their educational process.
- **Project-Based Learning:** With projects based in field work, students are engaged, focused, and collaborative with their team. This work addresses essential environmental needs on Hawai'i Island. There is a documented increase in overall academic performance.
- **Teamwork:** While working in the field and in the classrooms, student groups are formed for the yearlong project. Student groups are self-selected, multi-grade levels, and carry forth their scientific research from initial idea to complete project with community outreach.
- **Real Scientific Methods:** Student groups are committed to researching, designing, implementing, initiating reiterations, collecting data and evaluating the impact of their research designs. These real methods require transportation to environmental locations.
- **Tangible Environmental Impact:** Each year students actively develop projects that address eco-systems in the Kailua-Kona area. Examples of group projects are Tide Pools and Coral Reef Health through our west side of Hawai'i Island. Data collected in these projects have all contributed essential data to the NOAA and state-run environmental databases. Their work also has positive and tangible restorative impact on their scientific sites.
- **Student Centered:** As students use the Micro Buses to travel to the environmental sites, they feel committed to the environmental sustainability outcomes of their

projects and of their day-to-day learning. Students brainstorm, develop, and lead these projects.

- **Community Service and Involvement:** As our student projects address environmental challenges on our island, we are actively educating a larger population on our research. WHEA's Malama Ka 'Aina project has been active for years. Through this project hundreds of individuals from our community experience the interactive stations that educationally engage the visitors with the environment of our island. Through transportation that the Micro Buses provide, WHEA students gain their educational experience and also are able to provide interactive and hands-on environmental community education for hundreds of visitors and visiting students.

**The objectives of this request are to:**

- **Secure 2 Safe Micro Buses for our Teachers and Students:** Purchase 2 passenger Micro Buses for our teachers and students to travel to the research locations 2-15 miles from the WHEA campus. The Micro Buses are used every day for transportation from school to the field work in the watershed around Kailua-Kona. Students and teachers are in the field on a rotational basis.
- **Community Education Spaces:** WHEA has a large outdoor area that hosts our Malama Ka 'Aina visitors as well as the hundreds of elementary students who come to experience our on-campus science experiences and shark habitat. With the Micro Buses purchases, we will be able to expand our scientific field work and therefore elevate the use and quality of our community education
- **STEM Engagement:** Real world hands-on STEM work with community value and impact. Students will be able to regularly travel to field research sites and elevate STEM engagement beyond the classroom and beyond WHEA's own school-based experiments.
- **Diversity & Educational Inclusion:** As many students come to WHEA for an alternative to the more traditional classrooms in Kailua-Kona, our student led field work creates a more integrated educational experience. With travel to environmental sites, the educational methodology recognizes and supports student learning diversity.
- **Environmental Restoration work:** Students will produce data and educational models of restoration work that positively impacts Coral Reef Health, Anchialine Ponds, local tide pools, and the many other ecosystem projects students design year by year.



- **Safety and Reliability:** Select 2 qualified safe passenger Micro Buses to ensure student options to travel, ensure student safety, and reliably transportation to and from environmental research sites. Micro Buses will meet DOE safety requirements including EP1 Child Check Safety system- Wired to Hawaii Specs.
- **Student Environment work:** WHEA students will engage the community through our Malama Ka 'Aina program. This interactive program, based in student research work hosts hundreds of faculty and students from around the Hawai'i islands and around the world.

**2. The public purpose and need to be served;**

The Exploration Foundation shall use the grant for a public purpose pursuant to Section 42F-102. These funds will be used to purchase two Micro Buses for school transportation to place-based education locations that supports environmental engagement for WHEA public charter school.

This type of educational pedagogy is central to WHEA and Exploration Foundation mission and serves the environmental and educational aims of the entire Kailua-Kona and Hawai'i Island communities. This purchase demonstrates a pledge to all of our Hawaiian community through supporting active hands-on education that empowers students to be stewards for their environment and to recognize their commitment and duty toward their community and the 'aina. WHEA has a unique approach to education, valuing authenticity and student direction. We believe that students learn best when the learning environment offers integrated, hands-on, self-selected projects with real world applications. As shown through our decades of academic success, the mission of WHEA' authentic learning empowers students and benefits our community. With the purchase of the two Micro Buses, our students will continue to engage multiple times a week with our community partners, The Kohala Center, Hui Aloha Kiholo, Dept of Land and Natural Resources, and Hawai'i Environmental Education Alliance. Providing ocean data and access for our coastal communities is a significant benefit for us, the community, our culture, and for healthy fisheries. WHEA student research is part of the OPIHI project that has been added to OPIHI's statewide database.

**3. Describe the target population to be served; and**

WHEA serves 288 students in grades 6-12<sup>th</sup>. From day one, our curriculum has centered on student driven environmental project-based learning. We implemented this educational model as a path to reach all learners. WHEA's population is 15% Pacific Islanders, 15% Hispanic, 18% mixed race, 5% Asian, 45% Caucasian, and 40% who meet Free and Reduced Lunch economic criteria. Students attend WHEA from many schools around the island, and our project-based model enables all students to engage deeply in projects of their own design. WHEA has consistently been ranked in the top charter schools of Hawai'i, and our SBAC and ACT scores also have consistently been above Hawai'i average.

**4. Describe the geographic coverage.**

The Exploration Foundation serves students on the west side of Hawai'i Island. As a charter school on an island with few options, there are many students who travel from the north and south of the island to gain a WHEA education. The Exploration Foundation only serves WHEA and this same geographic coverage.

**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;**

Scope of work, tasks, and responsibilities for The Exploration Foundation in Micro Buses  
(2) acquisition:

- Collaborate and engage with educators, administrators, parents, and community liaisons to confirm purchase benefit of 2 Micro Buses.
- Budget and finance team develop a detailed budget for the Micro Buses purchase.
- Request updated quotes from our Micro Buses suppliers. Assess quality and cost-effectiveness.
- Establish Contract(s) with selected Company.
- Clearly establish pricing, delivery, schedules, and warranty terms.
- Clearly establish all safety and Hawai'i requirements for Micro Buses adjustments to meet student safety regulations.
- Keep project updates communicated to all stakeholders.
- Coordinate delivery of Micro Buses from dealer to school campus.
- All stake holders to inspect and verify the Micro Buses for compliance with specifications and standards and quality measures.
- Training:
  - Provide 1:1 training with Micro Buses dealer support and Facilities Director on warranty, maintenance, and operations.
  - Training sessions for educators and staff by Facilities Director on the proper use and documentation of Micro Buses.
  - Develop Documentation Plan and database to monitor ongoing mileage, maintenance and regular extended care. Including user manuals or guidelines to support ongoing care and management. Daily documentation plan will be hardcopy in the Micro Buses themselves for each user to see and contribute to. This

documentation will be uploaded to a running database on maintenance, care and warranty.

- Evaluation:
- Solicit feedback from teachers and students regarding the functionality and performance of Micro Buses and features. Daily inspection of Micro Buses inside and out.
- Evaluate the daily and weekly usage of the Micro Buses.
- Gather feedback from students and teachers as to the impact of purchase on the learning environment.

Reporting:

- Prepare comprehensive reports detailing the progress, expenditures, and outcomes of the Micro Buses purchases.
- Share project updates with key stakeholders, the school board, and any granting organizations involved.
- Assess the impact of the Micro Buses Purchase on the learning environment through a post-implementation evaluation.

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

The following is a projected timeline:

- Needs Assessment — Completed October 2024
- Budget Development — Completed November 2024
- Grant Application — Completed January 2025
- Secure Funding — June 2025
- State Holder Engagement — July 2025
- Vendor Selection and Purchase Contract — July 2025
- Delivery of First Micro Buses - September 2025
- Delivery of Second Micro Buses – October 2025
- Quality Assurance — October 2025-November 2025
- Feedback and Evaluation — December 2025
- Project Reporting — April 2026

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

**Quality Assurance and Evaluation Plan includes:**

### **Quality Assurance:**

- **Vendor Accountability:** Make certain Car Dealer adheres to agreed-upon specifications. Ensure that all personnel involved in handling and transporting the new Micro Buses are trained on best practices.
- **Delivery:** Confirm Micro Buses is handled properly during transportation, including verifying that it's secured and protected and delivered on campus with completed inspection.
- **Inspection on Arrival:** Inspect Micro Buses for all necessary components, potential damage and upgrades. Quality Check on each item to verify correct items sent and to make sure no damage during transit. Conduct audit that all accessories and upgrades are to order.
- **Feedback:** Initiate clip board feedback form that remains in Micro Buses where teachers and staff can report any issues or concerns regarding the quality of the Micro Buses. Director of Facilities will check on this feedback at end of each day. This form will be entered at end of week into a computer database for keeping.
- **Durability and Toughness:** Keep record for each Micro Buses any items of concern that reflects durability and toughness under normal usage conditions.
- **Cleaning and Upkeep:** Daily cleaning at end of work day as well as deeper cleaning at end of each week. Most cleaning will be carried out by the specific students using the Micro Buses and supervised by their teachers. Director of Facilities will check at end of each day and week for consistency and thoroughness.
- **Maintenance:** Director of Facilities will take care of daily/weekly maintenance and monitor and take of our warranty maintenance as needed by warranty.

### **Evaluation Plan:**

- **Surveys and Question Evaluations:** Through in person and online forms, evaluate the satisfaction, reliability and safety of new Micro Buses. Request feedback from administration, Board, students, and parents.
- **Questionnaires and Reviews:** Create, distribute, and collect questionnaires to stakeholders to assess and review their experiences with the Micro Buses and identify any areas for improvement.
- **Usage Analysis:** Assess usage of each Micro Buses and create online analysis chart to see trends or needs for adjustments.
- **Maintenance Reports:** Create paper and online maintenance reports to gather information on recurring issues. Reports will be written at end of each day and collated at the end of each week and end of each month.

- **Actuality vs Preliminary Goals:** Equate evaluation and survey outcomes with preliminary goals and objectives. Assess success in accessing learning environments based on usage, surveys, questionnaires of teachers, students, administration, and community members.

Through quality assurance, monitoring, and evaluation measures, The Exploration Foundation will proactively monitor the process, ordering and delivery of both Micro Buses. We will promptly address any challenges or inaccuracies or damages in the process. Through our evaluation plan, all stakeholders will contribute to the long- and short-term evaluation of usage, maintenance, and upkeep of the Micro Buses.

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.

The effectiveness of the Micro Buses purchase grant will be assessed through key measures to provide a comprehensive and objective evaluation for the State agency. These measures include:

- **Operation Rates:** The Exploration Foundation will measure the operation rates of the 2 Micro Buses. The operation rates will determine how frequently and effectively each Micro Buses is being utilized for various educational, community, and extra-curricular activities.
- **Heightened Engagement in School:** Use WHEA attendance and absence rates to examine student engagement in school. Correlate between field work days and attendance rates.
- **Benefits:** Utilizing separate student and teacher surveys, The Exploration Foundation will examine the long-term benefits that the students see and that teachers sees. We will create a survey to collect feedback from teacher and student perceptions and experiences with the use of the new Micro Buses.
- **Student Learning Surveys:** Initiate surveys to examine student learning experience. Collect and analyze data on student sense of engagement and overall learning environment.
- **Community Engagement:** Monitor community engagement in utilizing the Micro Buses. Metrics will include the number and diversity of community groups.

- Equity and Inclusivity Indicators: Assessing the inclusivity of the program by examining the participation rates of students from diverse socioeconomic backgrounds, especially those eligible for free and reduced lunch. This measure aims to ensure that the benefits of the Micro Buses are reaching all segments of the student population equitably.
- School Quality Survey Results: The Hawaii Department of Education annually administers the SQS to capture the voices of the school personnel, students, and parents/guardians in public DOE and Charter Schools. The Exploration Foundation will use School Quality Survey (SQS) parent section to collect data about parents; perceptions of safety and student engagement at the school to examine the benefit and impact of Micro Buses usage.

These measures will be regularly reported, offering a standardized and objective framework for assessing the achievement and overall success of the program. In the event of any changes in the level of appropriation, the measures of effectiveness will be promptly updated and communicated to the expending agency to ensure ongoing transparency and accountability.

#### 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 ([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](#))

See all forms attached to this application.

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
\$123,302	\$123,302			\$246,604

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

We have a 20-year history of managing our funds and our school. We have just begun to reach out again for additional external assistance to help elevate the quality of our school

offerings. In early 2000 we secured an NSF grant owing to our unique approach toward high school scientific research. Throughout the last 20 years, we have been a consistent and high achieving charter school for the state of Hawai'i and for Hawai'i County.

We are currently funded by Hawaii County WAIWAI for \$50,000. We have grants pending with the New Schools Foundation, Kosasa Foundation, and NOAA B-Wet. This is our first grant attempt for supporting our Micro Buses purchase.

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

***Not Applicable***

- 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.

***No other funds have been secured for this project***

6. The applicant shall provide the balance of its unrestricted current assets as of December 30, 2024.

The balance of unrestricted net assets at Dec. 30, 2024 is \$1,820,037.

**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 Exploration Foundation Board and the West Hawaii Exploration Academy Board consists of wide-ranging expertise and capabilities. The board contains multiple realtors, a marketing director of a large island resort, an HOA representative for a large luxury development, an international business consultant, an Executive Director of a local non-profit, and an emeritus Professor of Education from University of Hawaii. The experience and longevity of our boards lend stability to our educational endeavors.

For the past 20+ years, WHEA and The Exploration Foundation has met all requirements and managed all grant terms successfully. We have not previously secured a Hawai'i state GIA.

The Micro Buses we will retire with the new purchase have been in our use since 2004 and 2008. With the incredible care that our Facilities Director, Mark Yap has taken of the Micro Buses, we are more than confident in his skills and experience to move forward with the new Micro Buses. As a charter school, we handle our own transportation. Mark Yap has designed a maintenance program, teacher training program and handles all aspects of the transportation that is usually handled by DOE. Along with support from his assistant Kevin Halaamau, WHEA facilities has a combined 40 years of experience in managing heavy equipment operations as well as transportation operations.

## 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.

WHEA owns our building complex located at 73-4500 Kahilihili St. Kailua-Kona, HI 96740. We are in the process of paying off the last of the USDA loan which built our facility. School grounds are ADA compliant and comply with all state, county and school building codes. Our 2-Micro Buses request will replace our aging Micro Buses and provide safety and reliability to our staff and students as they engage in field research.

## 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.

WHEA's Facilities Management Committee, which is led by Mark Yap, will direct the supervision and maintenance of the Micro Buses. WHEA Facilities Supervisor as well as The Exploration Foundation Facilities committee will be in direct contact and monthly check on status.

Mark Yap has an extensive Facilities Management Background. He has been head of WHEA Facilities for 20 years. He has been responsible for the care and maintenance of all of transportation needs during these 20 years. His prior experience managing the 200+



vehicle transportation at Waikaloa Land Company has been important to the work at WHEA.

Kevin Halaamau has an extensive heavy equipment operations background with local Kona companies along with DHX. He worked with Mark in 2013 at WHEA and has returned to WHEA again this year. His experience is invaluable.

Victoria Carlson is part of the Finance and Transportation committee. She has served on the board for 3 years and has been Board Chair for the last year and half. She has a strong background in financials and a realtor in the community for 18 years. She will exercise oversight for the project.

Catherine Cambria The Exploration Foundation Board member will bring her expertise in negotiations and management to the facilities committee.

Kristie Kay, our head of school, will be an integral member of the committee and will keep the purchase and use of the Micro Buses adhering to the school mission.

Heather Nakakura: WHEA Founder and Emeritus Head of School (served 23 years) Heather brings history and understanding of the use of Micro Buses and needs for the continuation of project learning and community outreach.

The Exploration Foundation has no employees.

## 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.

Below is the flow of responsibility/supervision for the Micro Buses purchase.

**Oversight:** Kristie Kay and Victoria Carlson- as Director of school and Chair of The Exploration Foundation, Kristie and Victoria will oversee the purchase process as well as the implementation of the new Micro Buses into the existing Micro Buses maintenance schedule. They will also be responsible for all grant requirements.

**Direct Operations:** Mark Yap- Facilities Director will take the lead in acquiring bids, purchasing operations, delivery, Quality control, evaluation measures, as well as maintenance and care of the Micro Buses.

Kevin Halaamau- will assist the Facilities Director with all aspects.

**Expertise Support Roles:** Laury Scott: Current Treasurer of WHEA Board and Product Development and Manufacturing Operations Consultant. Extensive experience in logistics, operations, and manufacturing.

Kenzi Kunishige, WHEA Office Manager: Keeping the pulse of the school, Kenzi will serve as the organization hub for Micro Buses usage.

Schel Leatherman: As one of our high school teachers, Schel will bring day to day understanding of the needs and updates to the Micro Buses's usage.

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

No officers or directors are compensated There are no employees for The Exploration Foundation. The organization is operated by volunteers.

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.

Not Applicable - The applicant does not have any pending litigation or any outstanding judgments.

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses releMicro Busest to this request.

The applicant is 501 (c) 3 charitable organization.

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 releMicro Busesce of this question.

Not Applicable.

4, Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2025-26 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2025-26, but
- (b) Not received by the applicant thereafter.

Securing the requested funds will empower The Exploration Foundation to purchase 2 new Micro Buses for weekly school use. This investment signifies a self-contained project, with no additional funding required in subsequent years. Yearly maintenance and insurance will

be budgeted (previous Micro Buses maintenance has already been budgeted for years). The plan for sustaining after fiscal year 2025-26 is already part of our annual budget.

Beyond the immediate benefits, these new Micro Buses will provide students, community liaisons and the entire community of West Hawai'i with measurable benefits. These Micro Buses position WHEA to continue their innovative student driven project-based curriculum that positively impacts the student's education, the school, the community and the environment of Hawai'i Island.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

App

The Exploration Foundation

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	0			
2. Payroll Taxes & Assessments	0			
3. Fringe Benefits	0			
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	0			
7. Telecommunication	0			
8. Utilities	0			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES	246,604			
E. CAPITAL				
<b>TOTAL (A+B+C+D+E)</b>	<b>246,604</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By: <b>Victoria Carlson</b>		
(a) Total State Funds Requested				
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested		<b>Victoria Carlson</b> <span style="float: right;"><b>808-345-3544</b></span>		
(d) Total Private/Other Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>246,604</b>	<i>Victoria Carlson</i> <span style="float: right;"><b>1/13/25</b></span>		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: \_\_\_\_\_The Exploration Foundation\_\_\_\_\_

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				0.00
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: \_The Exploration Foundation\_

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
2026 Micro Bird G5 Ford NSB 7.3L	2.00	\$123,302.00	\$ 246,604.00	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	2		\$ 246,604.00	
JUSTIFICATION/COMMENTS:				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant:   The Exploration Foundation  

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: 2023-2024	FY: 2024-2025	FY: 2025-2026	FY: 2025-2026	FY: 2026-2027	FY: 2027-2028
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
JUSTIFICATION/COMMENTS:						



# GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

App: The Exploration Foundation Contracts Total: 50,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Hawai'i County GIA 2024	July 1, 2024-June 30 2025		Hawai'i County	50,000
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		10			Application for Grants