

## 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

*Anna-Marie Mackey*

Anna-Marie Mackey, Development Director

1/23/25

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE

## **Application for Grants**

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### **I. Certification – Please attach immediately after cover page**

#### **1. 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, 2025.



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:** HUI KAKO`O O LAUPAHOEHOE

**Issue Date:** 01/21/2026

**Status:** **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: [REDACTED]

UI#: No record

DCCA FILE#: 234206

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

## 2. Declaration Statement

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

### Declaration of Compliance with HRS §42F-103

**TO:** State of Hawaii **FROM:** Hui Ka'ko'o O Laupāhoehoe, **DATE:** January 14, 2026

**SUBJECT:** Affirmation of Compliance with Section 42F-103, Hawaii Revised Statutes

I, **Rachel Condor**, in my capacity as **the Board President of Hui Ka'ko'o O Laupāhoehoe**, hereby declare and affirm that the organization is in full compliance with the standards for the award of grants as set forth in **Section 42F-103, Hawaii Revised Statutes**.

Specifically, I certify that:

1. **Licensure & Accreditation:** The organization 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 the grant is awarded.
2. **Non-Discrimination:** The organization 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.
3. **Restricted Use of Funds:** The organization agrees not to use state funds for entertainment or lobbying activities.
4. **Access to Records:** The organization shall allow the expending state agency, legislative committees and their staff, and the auditor full access to its records, reports, files, and other related documents for the purpose of monitoring and ensuring the proper expenditure of the grant.
5. **Governance & Non-Profit Status:** The organization is incorporated under the laws of the State of Hawaii and spends 100% of its operating budget in the State.
  - The organization has bylaws or policies describing how grant activities will be conducted.
  - The organization is a designated 501(c)(3) non-profit by the IRS, and its governing board members have no material conflict of interest and serve without compensation.

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

Signature: 

**Name:** Rachel Condor **Title:** Board President

### 3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to [Section 42F-102, Hawaii Revised Statutes](#).

The grant requested shall be used exclusively for a public purpose in accordance with Section 42F-102, Hawaii Revised Statutes as follows:

- **The Name of Organization:** Hui Ka'ko'o O Laupāhoehoe as fiscal sponsor for Laupāhoehoe Community Public Charter School (LCPCS)
- **Public Purpose:** The public purpose of this grant is to facilitate compliance with the State's compulsory attendance law and **HRS 302A-406** by providing reliable transportation for students who attend Laupāhoehoe Community Public Charter School.
- **Services supported by grant:** Procure a reliable mode of transporting students to reduce chronic absenteeism by ensuring that socioeconomic barriers and geographic isolation do not prevent students from accessing their constitutional right to a free and appropriate public education.
- **The Target Group:** Students enrolled at Laupāhoehoe Community Public Charter School
- **Cost of grant:** \$180,000

Hui Ka'ko'o O Laupāhoehoe affirms that these services service a public purpose and that the requested funds will be utilized to achieve these stated community benefits rather than for private gain.

## II. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

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

Hui Ka'ko'o O Laupāhoehoe was founded in 2011 with the mission to support Laupāhoehoe Community Public Charter School (LCPCS) and the surrounding community. The organization focuses on securing assets, managing grants, and supporting school-related activities to expand the educational experience of students.

Laupāhoehoe Community Public Charter School is a prek-12 public charter on Hawaii Island with a total enrollment of 320 students. LCPCS converted from a DOE school to a charter in 2012 with a mission to emphasize hands-on learning and academic success where every student is known, valued, and loved using community partnerships and resources while instilling traditional cultural values.

2. The goals and objectives related to the request;

**Goal:** To enhance student safety and operational reliability by modernizing the LCPCS transportation fleet.

**Objective 1: Needs Assessment & Specification**

Conduct a comprehensive review of current route requirements and student population density to confirm the necessity of a 45-passenger bus by May 2026.

**Objective 2: Procurement & Market Analysis**

Initiate a formal procurement process, including a market analysis of available vendors, fuel efficiency standards, and safety features by Q2 of SY 26-27.

**Objective 3: Acquisition & Integration**

Execute the purchase and finalize the delivery of the new bus, ensuring it meets all Hawaii Department of Transportation (DOT) school bus requirements for immediate fleet integration.

3. The public purpose and need to be served;

The requested funds will be used to fulfill three primary public purposes and critical needs within the LCPCS transportation program:

**Purpose #1: Ensuring Educational Equity for Rural Students**

The fundamental public purpose of this request is to ensure that a student's geographic location does not dictate their access to quality education.

- **The Need:** In the rural Hāmākua region, students from socioeconomically disadvantaged or single-vehicle households face high rates of chronic absenteeism without reliable, school-managed transportation. A new 45-passenger bus provides a dependable "bridge" to the classroom, fulfilling the State's mandate to provide equitable educational access to all residents regardless of their physical isolation.

**Purpose #2: Mitigating the Statewide Transportation Service Crisis**

Hawaii is currently facing a systemic shortage of third-party bus contractors and CDL drivers, which has led to frequent, unannounced route suspensions across the Big Island.

- The Need: By owning and operating a 45-passenger bus, LCPCS reduces its reliance on an unstable private market. This model of self-reliance serves the public purpose of stabilizing the school schedule and protecting the community from the sudden route cancellations that have stranded thousands of students statewide.

**Purpose #3: Fiscal Responsibility and Operational Sustainability**

Utilizing public funds for this capital acquisition is a proactive measure to ensure the efficient use of state resources.

- The Need: LCPCS currently redirects a disproportionate amount of its per-pupil funding toward "reactive" maintenance and emergency repairs for an aging, end-of-life fleet. Replacing these vehicles with a modern, fuel-efficient bus allows the school to realize significant operational savings. These public educational dollars can then be redirected from mechanical repairs back into direct classroom instruction and student services.

4. Describe the target population to be served; and

All students currently enrolled at LCPCS

5. Describe the geographic coverage.

Hawaii Island, Hāmākua, North Hilo district.

**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;

**LCPCS Responsibilities and Operations**

Laupāhoehoe Community Public Charter School maintains full operational and administrative responsibility for the student transportation program. Current operations and future tasks include:

- **Daily Route Management:** LCPCS operates both morning (AM) and afternoon (PM) routes, providing critical transit for 55 students daily.
- **Personnel Management:** The school employs two professional bus drivers who are fully licensed and certified in strict accordance with Hawaii State transportation regulations. In addition to daily academic routes, these drivers

provide essential transportation for student-athletes during evening and weekend competitions.

- **Fleet Maintenance and Safety:** LCPCS is responsible for the rigorous maintenance schedule and safety inspections of all vehicles to ensure compliance with State Highway and Hawaii Department of Education (HIDOE) regulations.
- **Procurement and Fiscal Management:** Utilizing established school financial policies, LCPCS will manage the formal procurement process for the new vehicle. This includes specification drafting, vendor selection, and final acquisition. The school will continue to ensure safe and effective service by integrating this new 45-passenger bus to replace an aging vehicle within the current fleet.

### **Hui Ka'ko'o O Laupāhoehoe Responsibilities**

As the applicant and 501(c)(3) nonprofit partner, Hui Ka'ko'o O Laupāhoehoe will serve as the fiscal sponsor and grantor. Responsibilities include:

- **Fiscal Oversight:** Ensuring that all grant funds are disbursed and utilized in strict accordance with the conditions of the Grant In Aid (GIA).
  - **Compliance Monitoring:** Providing an additional layer of financial accountability and reporting to ensure the project meets all state requirements for public funding.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

The following timeline outlines the strategic milestones for the procurement, preparation, and deployment of the new 45-passenger school bus during the 2026-2027 fiscal year:

- **July 2026: Formal Board Authorization** The LCPCS School Governing Board will vote on and approve the \$180,000 capital expenditure for inclusion in the FY 26-27 budget.
- **August 2026: Procurement Planning** Draft final technical specifications for the 45-passenger bus to ensure compliance with all Hawaii Department of Transportation (DOT) and HIDOE safety regulations.
- **September 2026: Charter Commission Compliance** Submit the LCPCS operating budget to the State Public Charter School Commission by the September 1st deadline, explicitly including the \$180,000 capital expenditure for the school bus.

- **October 2026: Fund Acquisition & Procurement Initiation** Receive the initial disbursement of GIA funds in accordance with §42F-104 and execute the formal procurement process and finalize the purchase contract with the selected vendor.
  - **November 2026: Production & Logistics Monitoring** Maintain active communication with the vendor to monitor vehicle assembly and coordinate trans-Pacific shipping logistics.
  - **December 2026: Administrative Preparation** Finalize insurance coverage, prepare staging and secure parking facilities, and update the internal fleet maintenance schedule to include the new asset.
  - **January 2027: Vehicle Receipt & Inspection** Take physical delivery of the bus and conduct a comprehensive inventory. Perform safety inspections to ensure the vehicle meets all Hawaii DOT standards.
  - **February 2027: Operational Readiness** Complete vehicle outfitting, including school branding, radio and camera installation, and final state/county registration.
  - **March 2027: Personnel Training & Safety Drills** Conduct specialized training for the school's licensed CDL drivers on the new vehicle's specific safety features and handling.
  - **April 2027: Full-Service Implementation** Officially deploy the new bus on regular morning and afternoon routes, serving the LCPCS student body to reduce chronic absenteeism.
  - **May 2027: Performance Evaluation** Monitor route efficacy and collect data on service reliability, fuel efficiency, and student ridership.
  - **June 2027: Final Reporting & Closeout** Submit a final report to the State of Hawaii documenting the successful implementation of the GIA, including outcome measures and asset certification.
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 Framework** LCPCS, in coordination with Hui Ka'ko'o o Laupāhoehoe, will implement a multi-tiered quality assurance (QA) framework to ensure the grant is executed with high standards of fiscal and operational integrity.

- **Procurement Oversight:** The procurement process will follow established LCPCS financial policies, which require competitive

bidding and transparent vendor selection. This ensures transparency and the best value for state funds. Specification reviews will be conducted by the school's Fleet Director to ensure the vehicle meets all Hawaii Department of Transportation (DOT) safety standards prior to purchase

- **Fiscal Management & Monitoring:** As the fiscal sponsor, Hui Ka'ko'o o Laupāhoehoe will provide external oversight of the fund disbursement. Internally, the LCPCS Governing Board will review monthly financial reports to track the project's progress against the proposed budget. Additionally, as a public charter school, LCPCS is under the continuous oversight of the State Public Charter School Commission.

**Evaluation Methods and Improvement Strategies** The applicant will monitor and evaluate the impact of the new 45-passenger bus using the following specific measures:

- **Financial Audit Compliance:** The primary evaluation measure is the required annual independent financial audit of LCPCS. This audit will specifically verify the capital asset acquisition and ensure the funds were utilized in accordance with the GIA contract.
  - **Operational Reliability Tracking:** LCPCS will monitor "Vehicle Downtime" and "Maintenance Costs" for the new bus compared to the historical data of the aging fleet it replaces. A reduction in emergency repairs and missed routes will serve as a key performance indicator (KPI) of project success.
  - **Student Attendance Data:** Because transportation is a "bridge" to the classroom, LCPCS will evaluate attendance rates for students on the impacted rural routes. A stabilization or increase in daily attendance will validate the effectiveness of the investment.
  - **Continuous Improvement:** If evaluation data reveals logistical bottlenecks (e.g., specific route delays), the LCPCS administration will utilize its weekly leadership meetings to adjust route timing, driver training, or maintenance schedules to optimize service delivery to the community.
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.

Hui Ka'ko'o o Laupāhoehoe and LCPCS will report the following measures to the expending agency to provide a standard and objective assessment of the program's success:

1. **Successful Asset Procurement and Certification:** Completion of the procurement process as evidenced by a final Bill of Sale and a valid State of Hawaii Department of Transportation (DOT) safety certification for the 45-passenger bus.
2. **Reduction in Route Disruptions:** A year-over-year comparison of "Service Reliability." The goal is a 90% reduction in route cancellations or delays caused by mechanical failure compared to the previous fiscal year.
3. **Student Ridership and Attendance Stability:** Monthly reporting on the number of students served (Target: 55+ daily) and a review of attendance data for students on rural routes to ensure a minimum 95% attendance rate among regular riders.
4. **Maintenance Cost Reduction:** A quarterly financial report showing a reduction in "Emergency Repair Expenditures." The objective is to demonstrate that funds previously lost to reactive maintenance of an aging fleet are being successfully redirected into instructional or operational reserves.
5. **Safety Compliance Documentation:** Documentation of 100% compliance with semi-annual DOT inspections and the completion of at least two driver safety and vehicle-orientation training sessions specific to the new 45-passenger unit.

## **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](#))

- The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2027.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
	180,000			

- The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2027.

**Hui Ka'ko'o o Laupāhoehoe:** As a 501(c)(3) nonprofit dedicated to supporting the school, the organization does not have fixed or recurring annual funding sources. Its primary role in this request is to serve as the fiscal sponsor, providing external oversight and financial accountability for the grant funds.

**Laupāhoehoe Community Public Charter School:** The school's comprehensive operating budget is drafted annually in May. The following table represents the projected funding sources for the 2026-2027 academic year to support the school's \$5.1 million operating budget

Revenue	
State Per Pupil (\$11,400)	\$3,420,000
Federal Impact Aid	\$98,000
Interest Income	\$110,000
Other Income	\$18,000
State Grants	\$12,000
Private Grants	\$150,000
Federal Grants	\$200,000
Nutrition Program	\$200,000
Pre-k State	\$171,000
Student Activities	\$50,000
SPPA	\$695,000
<b>Total Revenue</b>	<b>\$5,124,000</b>

- 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 2027 for program funding.

**Hui Ka'ko'o o Laupāhoehoe**, the non-profit applicant and fiscal sponsor, has neither applied for nor received any State Grant In Aid (GIA) or government contracts within the prior three fiscal years (2023, 2024, or 2025). Furthermore, the organization has no pending government contracts or grants anticipated for receipt in fiscal year 2027 other than the request currently being submitted.

**Laupāhoehoe Community Public Charter School** As a public charter school, LCPCS receives annual public funding for its baseline operations. However, these are categorized as standard per-pupil allocations rather than discrete competitive grants or grants in aid for specific projects.

A summary of LCPCS operational funding includes:

- State Funding: Annual per-pupil allocation provided by the State of Hawaii.
- Federal Funding: Annual federal funds, including Title I-IV and IDEA allocations for school operations and specialized student services.

Neither LCPCS nor Hui Ka'ko'o o Laupāhoehoe has received a specific State Grant In Aid for capital equipment or program funding within the three-year lookback period.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2025.

#### **Hui Ka'ko'o o Laupāhoehoe**

As a 501(c)(3) nonprofit that operates entirely without paid personnel, Hui Ka'ko'o o Laupāhoehoe does not have unrestricted current assets to report as of December 31, 2025. The organization functions primarily as a fiscal sponsor and support entity, ensuring that 100% of its operating budget is spent within the State of Hawaii.

#### **Laupāhoehoe Community Public Charter School**

As the entity responsible for the daily operation and maintenance of the transportation program, maintains a strong financial position to support this request. As of December 31, 2025, the school carries a balance of **\$1,145,723.04 in Unrestricted Net Assets**. These funds demonstrate the school's capacity to absorb the ongoing operational costs of the 45-passenger bus—including maintenance, fuel, and licensed personnel—beyond the initial grant period.

### **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.

**Hui Ka'ko'o o Laupāhoehoe** as the fiscal sponsor provides the administrative and fiscal framework necessary to manage state funds. The organization's board consists of experienced community leaders who serve without compensation and ensure all grant activities are conducted in strict accordance with Hawaii State Statutes. Their role is to provide rigorous financial oversight, monitoring disbursement to ensure 100% of the funds achieve the stated public purpose.

**Laupāhoehoe Community Public Charter School** maintains full operational responsibility for the transportation program, bringing over a decade of experience in managing student transit within the rural Hāmākua region. The school currently operates a daily transportation program serving 55 students, managing both academic routes and extracurricular transit for athletics. This existing infrastructure includes established protocols for fleet maintenance, safety inspections, and compliance with the Hawaii Department of Education (HIDOE) and Department of Transportation (DOT).

### Personnel Qualifications and Safety Standards

To ensure the highest level of safety and regulatory adherence, all LCPCS transportation personnel must meet and maintain the following mandatory qualifications:

- **Licensure and Endorsements:** Drivers must possess a valid Commercial Driver's License (CDL) Class A or B, featuring active Passenger (P) and School Bus (S) endorsements, with no air brake restrictions.
- **Medical Certification:** Personnel are required to pass an annual Department of Transportation (DOT) physical examination to ensure they meet all federal and state fitness-for-duty standards.
- **Security and Background Clearance:** All drivers must undergo federal DOT fingerprinting and comprehensive criminal background screenings to ensure student safety.
- **Substance Testing:** Mandatory pre-employment and ongoing random drug and alcohol screenings are conducted in compliance with state and federal transportation regulations.

- **Driving Record Review:** A formal Driver's Abstract is pulled and reviewed annually to verify a clean driving history and continued eligibility for commercial operation.
- **Professional Development:** Drivers must maintain active certification through continued professional training, including participation in the mandatory Driver Improvement Program (DIP) and other safety-focused education.

### **Verifiable Experience (Last 3 Years)**

LCPCS has successfully managed the following pertinent projects and contracts over the last three fiscal years:

- **Daily Student Transit Operations (2023–Present):** Continuous management of morning and afternoon routes for a student body of 320, maintaining a 100% safety record and compliance with semi-annual DOT inspections.
- **Fleet Maintenance Program:** Management of a reactive maintenance budget and coordination with mechanical vendors to keep an aging fleet operational while meeting all State Highway safety regulations.
- **Personnel Management:** Successful recruitment, training, and supervision of two full-time CDL-licensed drivers, including the administration of all mandatory federal and state testing and certification protocols

## **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.

LCPCS possesses adequate facilities to support the procurement and long-term operation of a 45-passenger school bus. The existing infrastructure includes:

- **Secure Parking and Staging:** The LCPCS campus features designated, secure parking areas for its transportation fleet. These areas are sufficient to accommodate the dimensions of a new 45-passenger bus, providing a safe location for overnight storage and daily pre-trip inspections.
- **Maintenance Coordination Site:** While daily operations occur on-campus, LCPCS utilizes established protocols for vehicle servicing. The school facility provides the necessary space for mobile mechanical vendors to perform routine on-site maintenance, ensuring the vehicle remains in peak operational condition without requiring off-site transit for minor repairs.

- **Administrative Hub:** The school's main administrative office serves as the central hub for transportation management. This facility houses all necessary communications equipment, route mapping tools, and secure filing systems required to maintain driver logs, maintenance records, and state-mandated compliance documentation.
- **Driver Training and Briefing Areas:** LCPCS utilizes its existing multipurpose rooms and campus meeting spaces to conduct regular driver safety meetings, professional development, and emergency protocol training.

**Adequacy of Facilities** The current facilities are fully available and require no additional capital investment to support this request. The campus is strategically located within the North Hilo district to serve as an efficient dispatch point for both the AM and PM rural routes.

## **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.

To ensure the viability and safe operation of the new 45-passenger bus, Laupāhoehoe Community Public Charter School (LCPCS) maintains a robust staffing pattern designed for both daily academic transit and extracurricular needs. The proposed staffing includes:

- **Two (2) Full-Time Licensed Bus Drivers:** These individuals are responsible for the execution of morning (AM) and afternoon (PM) routes, as well as providing transportation for student-athletes and field trips.
- **Transportation Coordinator:** A member of the school's administrative leadership team who oversees daily logistics, route planning, and emergency response protocols.
- **Administrative Oversight:** The LCPCS School Director and the Governing Board provide top-level management to ensure that all fleet operations align with the school's mission, governing board executive limitations, and safety standards.

**Driver Qualifications** To ensure the highest level of safety and regulatory adherence, all LCPCS transportation personnel must meet and maintain the following mandatory qualifications:

- **Licensure and Endorsements:** Drivers must possess a valid Commercial Driver's License (CDL) Class A or B, featuring active Passenger (P) and School Bus (S) endorsements, with no air brake restrictions.
- **Medical Certification:** Personnel are required to pass an annual Department of Transportation (DOT) physical examination to ensure they meet all federal and state fitness-for-duty standards.
- **Security and Background Clearance:** All drivers must undergo federal DOT fingerprinting and comprehensive criminal background screenings to ensure student safety.
- **Substance Testing:** Mandatory pre-employment and ongoing random drug and alcohol screenings are conducted in compliance with state and federal transportation regulations.
- **Driving Record Review:** A formal Driver's Abstract is pulled and reviewed annually to verify a clean driving history and continued eligibility for commercial operation.
- **Professional Development:** Drivers must maintain active certification through continued professional training, including participation in the mandatory Driver Improvement Program (DIP) and other safety-focused education

**Supervision, Training, and Administrative Direction** LCPCS has an established management structure capable of providing the necessary training, supervision, and administrative direction relative to this request:

- **Operational Supervision:** Drivers report directly to the school's administration, which conducts regular performance evaluations and monitors daily route logs to ensure efficiency and safety.
- **Training Programs:** LCPCS provides ongoing professional development, including specialized training on new vehicle technology, emergency evacuation drills, and student behavior management. Drivers will receive specific orientation training on the new 45-passenger bus to familiarize themselves with its safety features and handling.
- **Administrative Oversight:** The Hui Ka'ko'o o Laupāhoehoe fiscal sponsorship provides an additional layer of administrative direction, ensuring that all staffing and operational expenses remain within the fiscal parameters of the grant.

## 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.

Hui Ka'ko'o o Laupāhoehoe and LCPCS utilize a coordinated governance structure to ensure the success of this project. While the full school organizational structure is available on the [school website](#), the following hierarchy illustrates the specific lines of responsibility and supervision for this grant request:

## I. Fiscal Oversight & Compliance

### Hui Ka'ko'o o Laupāhoehoe Board of Directors:

- **Grant Compliance & Accountability:** Responsible for high-level oversight of grant conditions, ensuring all activities fulfill the stated public purpose of student transportation.
- **Financial Monitoring:** Manages the final disbursement of funds and provides an external layer of financial monitoring to ensure 100% of the operating budget remains within the State.
- **Board Secretary:** Serves as the primary signatory and administrative liaison for all Grant-in-Aid (GIA) requirements, including the affirmation of compliance with HRS 42F-103.

### LCPCS Governing Board:

- **Policy Governance & Strategy:** Composed of community members who guide the school's strategic direction and ensure accountability to the State Public Charter School Commission.
- **Budgetary Approval:** Formally authorizes the \$180,000 capital expenditure within the school's annual budget and monitors monthly financial reports to track the project's progress.
- **Mission Support:** Ensures that the acquisition of the 45-passenger bus directly supports the school's mission of student success by removing geographic barriers to education.

## II. Project Management & Operations- LCPCS Hierarchy

- **LCPCS School Director:** Provides top-level administrative direction, ensuring the project aligns with the school's mission and safety standards.
  - **LCPCS Business Manager / Transportation Coordinator:** Oversees daily logistics, procurement execution, and fiscal tracking within the school's budget.
    - **CDL Licensed Bus Drivers (2 FTE):** Responsible for the safe daily operation of the vehicle, pre-trip safety inspections, and adherence to Hawaii DOT regulations.

### **Strengths of this Structure**

- **Clear Separation of Duties:** By utilizing the Hui for fiscal oversight and the LCPCS managing daily operations, the project maintains a high level of internal controls.
- **Direct Line of Supervision:** The Bus Drivers report directly to the school administration, which conducts regular performance evaluations and monitors daily route logs.
- **Governance Support:** The LCPCS Governing Board provides an additional layer of public oversight by reviewing monthly financial reports to track project progress against the proposed budget.

### **3. Compensation**

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

**Hui Ka'ko'o o Laupāhoehoe** is a volunteer-led nonprofit organization. As of the date of this application, the organization operates without any paid personnel, and no salaries, bonuses, or stipends are paid to its officers or directors.

**Laupāhoehoe Community Public Charter School (LCPCS)** the following lists the annual salary for the three highest-paid positions at the school, which is the entity responsible for the daily operation and management of the requested asset:

- School Director- \$160,000
- Student Success Coach-\$95,550
- Student Services Coordinator- \$92,000

## **VII. Other**

### **1. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

None to disclose

### **2. Licensure or Accreditation**

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

Not applicable

### 3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question.

Not applicable

### 4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2027 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2027, but
- (b) Not received by the applicant thereafter.

To address the sustainability of the transportation program after fiscal year 2027, the following plan focuses on transitioning from capital acquisition to long-term operational self-sufficiency and asset preservation.

#### 1. Shift from Capital Acquisition to Operational Maintenance

- **Maintenance Reserves:** LCPCS will utilize the significant operational savings realized by replacing an "end-of-life" fleet with a modern, fuel-efficient vehicle.
- **Reallocation of Funds:** Funds previously spent on "reactive" emergency repairs will be redirected into a dedicated instructional or operational reserve to cover future routine maintenance.

#### 2. Integration into Annual Operating Budget

Ongoing costs, such as driver salaries and fuel, are already integrated into the school's broader financial structure.

- **Personnel Sustainability:** The school already employs two professional licensed bus drivers as part of its baseline operations.
- **Standard Allocations:** Continued operational funding will be sustained through the school's annual per-pupil state allocations and federal funds which support baseline school operations.
- **Diverse Revenue Streams:** The school manages a diverse annual revenue budget exceeding \$5 million, which includes federal impact aid, private grants, and interest income to buffer operational costs.

### 3. Long-Term Asset Management

To ensure the service continues without further grant infusions, the organization will implement a rigorous quality assurance and preservation framework.

- **Extended Useful Life:** By adhering to a strict preventative maintenance schedule and conducting semi-annual DOT inspections, the school aims to extend the vehicle's service life, delaying the need for future capital requests.
- **Strategic Fleet Integration:** The new bus will be fully integrated into daily morning and afternoon routes, serving as a permanent "bridge" to the classroom that reduces reliance on unstable third-party contractors.

### 4. Fiscal Oversight and Governance

- **Board Monitoring:** The LCPCS Governing Board will continue to review monthly financial reports to ensure the transportation program remains solvent and efficiently managed.
- **Nonprofit Support:** Hui Ka'ko'o o Laupāhoehoe will remain a dedicated nonprofit partner, continuing to seek private grants and community resources to supplement the school's transportation needs as necessary.

**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.

Hui Ka'ko'o O Laupāhoehoe

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



(Signature)

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

Rachel Condor

(Typed Name)

Board President

(Title)

Application for Grants

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: Hui Kako o Laupahoehoe

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES	180,000	0	0	180,000
E. CAPITAL				
<b>TOTAL (A+B+C+D+E)</b>	<b>180,000</b>			<b>180,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	180,000	Anna-Marie Mackey <span style="float: right;">8089622200</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested		<i>Rachel Condor</i> <span style="float: right;">46,036</span>		
(d) Total Private/Other Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>180,000</b>	Rachel Condor, Board President Name and Title (Please type or print)		

**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2026 to June 30, 2027

Applicant: \_Hui Kako o Laupahoehoe\_\_\_\_\_

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>				

**JUSTIFICATION/COMMENTS: No personnel cost are requested as part of this submission**

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant:   Hui Kako o Laupahoehoe  \_\_\_\_\_

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

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
45 passenger school bus	1.00	\$180,000.00	\$ 180,000.00	180000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	1		\$ 180,000.00	180,000
<b>JUSTIFICATION/COMMENTS: Includes full cost of new bus plus any freight charges based on current market rates</b>				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant:   Hui Kakoo o Laupahoehoe  

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:2024-2025	FY:2025-2026	FY:2026-2027	FY:2026-2027	FY:2027-2028	FY:2028-2029
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS: Grant request does not include any of the line items</b>						

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

Applicant:     Hui Kakoo o Laupahoehoe    

Contracts Total: None to report

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1					-
2					
3					
4					
5					
6					
7					
8					
9					
10					