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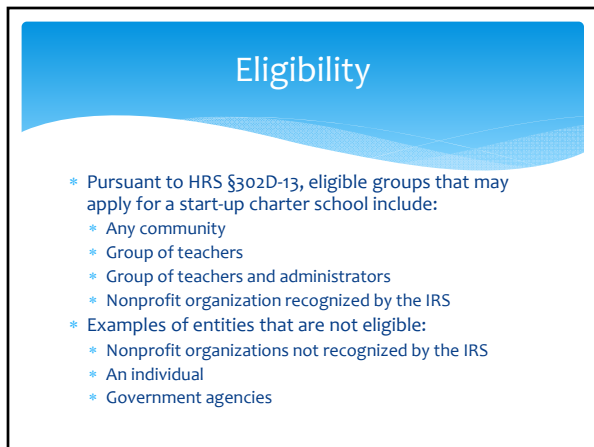
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### Nonprofit Organization

- \* HRS Chapter 302D defines “nonprofit organization” as tax-exempt under the Internal Revenue Code and registered to do business in Hawaii with the Department of Commerce and Consumer Affairs
- \* Do **not** apply as a nonprofit organization unless you fit this definition
- \* All applicants encouraged to establish a nonprofit organization
  - \* Note: State agencies cannot incur long-term debt

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### Intent to Apply Packet

- \* Intent to Apply Packet is **required**
- \* Complete **applicable** sections
- \* Submit through FluidReview by 12:00 p.m., HST, on October 31, 2014

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### Notification of Eligibility

- \* Applicants will be notified of eligibility by November 7, 2014
- \* Applicants deemed ineligible may not continue with the process
- \* Applicants deemed eligible will be given access to complete the Initial Proposal within FluidReview

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## Writing the Application

- \* Read all instructions **carefully**
- \* Templates (Exhibits)
  - \* Use when provided
  - \* Do **NOT** modify unless instructed
- \* **All** information must be contained in the application
- \* Pay attention to word/page limits, formatting, and organization
- \* Review your work **before** submitting

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## Initial Proposal Submission

- \* Primary contact person responsible for submitting through FluidReview
- \* All required questions must be completed prior to submitting
- \* Must be submitted by 12:00 pm, HST, on **December 1, 2014**
- \* Once submitted, **CANNOT BE UNDONE**

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## Roles of Applicants, Evaluators, Commission, and Staff

Alison Kunishige,  
Chief Operations Officer



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### Role of Applicants

- \* Follow the Code of Conduct
- \* Research and gather information for application
- \* Formulate necessary plans
- \* Draft Initial Proposal and Final Application

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### Role of Initial Proposal Evaluators

- \* Evaluate the Initial Proposal
- \* Provide the Commission with a recommendation

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### Role of Evaluation Team

- \* Evaluate the Components of the Application
- \* Interview applicants
- \* Provide the Commission with a recommendation
- \* Provide a rebuttal to Applicant's response, if applicable

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### Role of Commission

- \* Review the Initial Proposal Recommendation Report
- \* Issue a recommendation to applicants to proceed or voluntarily withdraw
- \* Review the Final Application Recommendation Packet
- \* Consider public testimony and DOE comments
- \* Issue a decision on whether to approve an applicant

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### Role of Commission Staff

- \* Depends
  - \* Evaluation Team
  - \* Operations Team
- \* Level of assistance
  - \* We will not tell you **how** to comply with any requirements
  - \* Will not provide legal analysis
  - \* Can tell you what is required under the contract and HRS Chapter 302D
  - \* We can direct you to resources – Applicant Resources page on Commission website at: <http://www.chartercommission.hawaii.gov> (use the “Start a School” drop down menu).

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### How to Communicate with Staff

- \* Email is best
- \* Staff will usually follow-up phone calls with an email to memorialize the phone conversation

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### Roles in Application and Evaluation Process

Action	Party
Process Intent to Apply Packets	Commission staff
Notify applicants of eligibility to apply	Commission staff
Perform Completeness Determinations	Commission staff
Evaluate Components of Application	Evaluation Team
Distribute Requests for Clarification and process responses	Commission staff
Interview applicants	Evaluation Team
Creates Evaluation Team Recommendation Reports	Evaluation Team
Reviews and drafts rebuttal to Applicant's Response to Evaluation Team's Recommendation Report	Evaluation Team
Receives public testimony	Commissioners
Compiles Evaluation Team Recommendation Report, Applicant Response, Evaluation Team Rebuttal and any written public testimony for Commissioners' review	Commission staff
Makes a decision to approve or deny the application	Commissioners

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### Questions?

Applying and Expectations

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