

House District(s) **20, 24, 25, 35, 48, 51**      **THE TWENTY-NINTH LEGISLATURE**  
**APPLICATION FOR GRANTS**  
Senate District(s) **10, 11, 20, 23, 25**      **CHAPTER 42F, HAWAII REVISED STATUTES**

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Recipient" means any organization or person receiving a grant.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:  
Hawaii Literacy, Inc.

Db: Hawaii Literacy

Street Address: 245 N Kukui Street, Ste 202  
Honolulu, HI 96817

Mailing Address: 245 N Kukui Street, Ste 202  
Honolulu, HI 96817

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name SUZANNE SKJOLD

Title Executive Director

Phone # 808-537-6706

Fax # 808-537-3072

E-mail suzanne.skjold@hawaiiliteracy.org

**3. TYPE OF BUSINESS ENTITY:**

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL
- OTHER

**6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

NEW BOOKMOBILE TO SERVE LOW-INCOME FAMILIES IN PALOLO, PAPAOLEA, WAIPAHAU, AND WINDWARD OAHU.

4. FEDERAL TAX ID #:                     

5. STATE TAX ID #:                     

**7. AMOUNT OF STATE FUNDS REQUESTED:**

FISCAL YEAR 2019: \$ \$160,000

**8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:**

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 66,750

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

SUZANNE SKJOLD, EXECUTIVE DIRECTOR  
NAME & TITLE

JANUARY 19, 2018  
DATE SIGNED

JAN 19 2018 SKJ 1:54 PM

## Application for Grants

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

### I. Background and Summary

#### 1. Applicant's Background

Hawaii Literacy is a local 501(c)3 agency founded in 1971. Our five proven programs build critical reading, writing, technology, school and work skills to help 3,100 low-income, struggling readers (2,650 youth and 450 adults in 2017) become more self-sufficient and capable students, parents, and employees. For 45 years, our literacy programs have reached the most economically and socially disadvantaged groups in Hawai'i and helped tens of thousands of adults and children become readers, a crucial step to breaking cycles of poverty and under-education.

#### 2. Goals & Objectives Related to the Request

Hawaii Literacy is requesting one-time funds to purchase, outfit, and operate a second Bookmobile to provide new weekly service at 8 or more high-need sites, primarily in public housing and Hawaiian Home Lands communities in Pālolo, Kahalu'u, Waimānalo, Papakōlea, and Waipahu, in addition to the 13 Leeward Coast sites we already serve.

Initial sites for new service have been chosen in these districts because Hawaii Literacy has been approached by community groups stating a strong need for positive and effective educational services for youth in Papakōlea and Waimānalo Hawaiian Home Lands, by DOE and Weed & Seed program staff seeking youth activities to serve Waipahu public housing youth, and by workers at Pālolo public housing. All expressed concerns about youth reading well below grade level and struggling in school. Without additional educational support, these struggling readers will become adults without the basic reading skills needed for today's workforce. We are requesting funding to for a second Bookmobile to help to meet this need at these and additional high need sites.

*1 in 6 adults in Hawai'i is functionally illiterate.* Our mission and goal is to address this staggering ratio, and improve the State's educational and economic standing by increasing literacy skills and life outcomes for thousands of local families. The very popular **Bookmobile** program supports this goal. Right now, our one Bookmobile serves 2,000 children and parents at 13 sites on the Wai'anae Coast. It has a proven track record of reaching low-income families, mostly in public housing, rural areas, and family homeless shelters, who have poor access to books, tablets, learning resources, or educational support outside school, and who, for financial or transportation reasons, do not use the public library system.

Our Bookmobile is uniquely structured to be accessible to these communities: there are no late or lost books fees and it goes right to where many low-income youth live. In addition to book lending and technology access, we offer regular homework help, reading tutoring, and literacy building games and activities. Youth participating in monthly and summer reading campaigns can earn needed school supplies from our free School Supply "Store." The program also trains volunteers, and almost 100 peer tutors to help young children build reading skills with over 2,200 free tutoring sessions a year.

Objectives for this request include expanding Bookmobile services with a second vehicle, serving at least **800 low-income youth** and parents in the first year, and providing new, free, on-site literacy, education, and after-school services that will result in at least **6,800 visits in the first 9 months of service, and 8,000+ visits on an annual basis.**

### **3. The Public Purpose & Need to be Served**

The public purpose of this request is to provide additional needed education and literacy services for hundreds of low-income residents, which have been requested directly by community groups or service providers in the proposed areas. There is a strong and direct correlation between not learning to read and living in poverty. If a child fails to learn to read, they are less likely to graduate high school, find work or be able to afford decent housing, and far more likely to become homeless or dependent on state assistance as adults.

The direct negative effects of illiteracy become obvious at a community level: low graduation rates, a less-skilled workforce, greater poverty and need for state assistance, and increased homelessness. Increasing literacy in low-income communities can help to reduce the tremendous financial burden of illiteracy, which costs local and federal government and businesses nearly \$450 billion annually (ProLiteracy, 2014).

70% of people with the lowest literacy skills have no full- or part-time job, and adults who cannot read will earn \$800,000 LESS than someone who can over a lifetime (National Inst. for Literacy). The need for programs that reduce illiteracy and poverty, especially in public housing, is critical. The requested new Bookmobile will help to address this need and public purpose by providing accessible, on-site literacy services and learning resources for low-income families.

Once a Bookmobile is acquired and put in service, our literacy program costs less than \$40 per child for the entire year. This is a cost-effective investment that reaches previously underserved children with important and well-used literacy services.

The Bookmobile program has helped turn hundreds of low-income children into readers and better students, and we believe expanding the reach of this proven, cost-effective, and flexible program to new communities with a need for services serves a positive public purpose by increasing literacy, education, and future employment outcomes in Hawai'i.

### **4. Target Population to be Served**

The target population for Hawaii Literacy's new Bookmobile services is low-income children ages 2-14 and their parents and caregivers who live in public housing or Hawaiian Home Lands communities, or identified low-income housing areas. This population faces many barriers to literacy, including chronic poverty, lack of books or learning resources, higher juvenile crime and school drop-out rates, no literate or English-speaking adult in the home, and transient or uncertain living circumstances. Many parents have not finished high school themselves or cannot speak or read English, and so rely on our programs to help their children read or do homework. In our experience, these same children are also eager learners who seek out books and the chance to learn, often lining up before the Bookmobile even arrives!

Each site selected for services has many families with children and are a longer distance (on average over 2 miles) from a public library. From past client surveys, we know that 75% of youth who visit the Bookmobile never or rarely use a public library, usually due to distance or potential or actual late and lost book fees. Surveys also show that families we serve typically have only 1-2 books at home, if any. Almost none have more than 10 books. In addition:

- Over 85% of the families to be served qualify as low income.
- More than 50% are Hawaiian or part-Hawaiian, and 30% are children of recent immigrants and speak a first language other than English in the home.
- 70% of youth entering our program read below grade level.
- 1 in 4 adults (25%) in the communities we will serve is illiterate, above the state average of 16%.
- For the elementary schools that youth from the targeted sites primarily attend, 61% score below average reading proficiency.
- For high schools that include our targeted sites, over 20% of students do not complete high school, double the 10% state average.

### **5. Geographic Coverage**

The current Bookmobile program covers only sites along the Wai‘anae Coast, and this new Bookmobile will significantly expand coverage to less accessible and high need areas of O‘ahu. These include public housing in Waipahu (Waipahu I/Waipahu II), Papakōlea, Waimānalo Hawaiian Home Lands, Pālolo public housing, and Kahalu‘u, with additional high need sites to be finalized upon award. Family homeless shelters, Head Start programs, and public housing not within walking to a public Library are priority need sites.

This program expansion is anticipated to serve House Districts 20, 24, 25, 35, 48, and 51 and Senate Districts 10, 11, 20, 23, and 25, however the program is open to any resident. Each new program location is carefully chosen to allow us to reach very low-income families with barriers to accessing traditional libraries and who can most benefit from literacy resources and support.

## **II. Service Summary and Outcomes**

### **1. Scope of Work, Tasks, & Responsibilities**

Our scope of work will include serving at least 800 children and parents and we will log at least 6,800 visits to the new Bookmobile in the 9 months we expect to operate in the first year, and then 8,000 annually. Regular activities during Bookmobile visits will include:

- Reading tutors for struggling students
- Assessments of reading level progress
- Weekly story times
- Technology and e-reader access
- Literacy building games and activities
- Healthy after-school snacks
- Monthly & Summer reading tracking
- Free book lending
- School supplies and book gifts
- Parent workshops
- Field trips
- A fun, accessible place that keiki love

The listed program staff oversee all above activities with help from trained volunteers and interns.

<b>Tasks &amp; Responsibilities by Position</b>	
<b>Bookmobile Program Manager</b>	<ul style="list-style-type: none"> <li>- Formalize approval from each new partner site to be served in new locations</li> <li>- Provide training and oversight for new Bookmobile Coordinator and Driver</li> <li>- Hold responsibility for accurate and meaningful data collection and outcomes</li> </ul>
<b>Bookmobile Coordinator and Driver (for new Bookmobile)</b>	<ul style="list-style-type: none"> <li>- Drive the Bookmobile to each weekly site and deliver high-quality literacy activities, book and tablet access and tutoring services</li> <li>- Maintain a safe and welcoming vehicle and ensure safe operation</li> <li>- Provide comprehensive oversight for all components of the program and report any concerns to Program manager</li> <li>- Keep Bookmobile fully stocked with book collection and ensure technology is in working condition</li> <li>- Lead PR efforts at each site in collaboration with Program Manager and Director</li> <li>- Assist in collecting all data to track and increase student retention and progress</li> <li>- Help to support volunteers and provide 1-to-1 attention for keiki</li> </ul>
<b>Bookmobile Tutoring and Activities Assistant</b>	<ul style="list-style-type: none"> <li>- Assist Bookmobile Coordinator with weekly on-site activities</li> <li>- Lead regular trainings for new volunteer tutors and peer tutors</li> <li>- Ensure youth who are struggling to read receive tutoring when visiting Bookmobile</li> <li>- Help to ensure all youth are safe and engaged in positive learning activities</li> </ul>
<b>Executive Director</b>	<ul style="list-style-type: none"> <li>- Oversee ordering of new vehicle and all financial matters for the initial expenditures and grant activities, including budget reports and appropriate use of grant funds</li> <li>- Hire Bookmobile Coordinator/Driver and Activities Assistant for new routes</li> <li>- Maintain all required grant records, and ensure proposed grant outcomes are met</li> <li>- Meet regularly with staff team for evaluation and continuous improvement</li> <li>- Ensure proper staffing and secure additional resources to support long-term sustainability of new Bookmobile operations</li> </ul>
<b>Board of Directors</b>	<ul style="list-style-type: none"> <li>- Hold (with ED) final responsibility for acquisition of new vehicle to meet program needs, budget, and grant requirements</li> <li>- Ensure additional funding is available for current year, and develop sustainable funding sources for future year services</li> <li>- Provide support for PR efforts and assist with connecting to new partners to further expand services and support</li> </ul>

**2. Projected Annual Timeline for Accomplishing Results or Outcomes of Service**

MONTH	ACTIVITIES & OUTCOMES
Month 1	<ul style="list-style-type: none"> <li>- Finalize specifications and order new vehicle for Bookmobile (arrival 6-8 weeks)</li> <li>- Create design plan for outfitting Bookmobile with shelves and educational resources</li> <li>- Begin hiring search for second Bookmobile Driver/ Assistant Program Manager</li> <li>- Finalize partner site locations for weekly visits, set schedule and sign MOUs as needed</li> </ul>
Month 2	<ul style="list-style-type: none"> <li>- Select and organize book collection and supply resources for new Bookmobile</li> <li>- Order exterior decals for Bookmobile and to recognize State and other major funders</li> <li>- Order new tablets, charging stations, and set up each device to master account</li> <li>- New driver is hired and completes training on current route by Program Manager</li> </ul>
Month 3	<ul style="list-style-type: none"> <li>- New Bookmobile arrives</li> <li>- Blessing of vehicle and new service is held at new partner site</li> <li>- PR outreach about new services takes place at each site and in media</li> <li>- Bookmobile service begins to at least 8 identified sites</li> </ul>

Month 4	- Bookmobile service continues weekly at 8 identified sites - PR outreach about new services continues at each site and in media
Month 5 – Month 11	- Bookmobile service continues weekly at 8 identified sites
Month 12	- Bookmobile service continues weekly at 8 identified sites Complete grant objectives of 800 students served and 6,800 program visits in months 4-12 (9 months) of new service.
Month 13	- Complete initial year progress evaluation, including participant surveys - Submit final report on grant outcomes achieved, and expansion or improvement plans - Continue new Bookmobile services with commitment to long-term sustainability plan

**3. Quality Assurance & Evaluation Plans for the Request.  
How the Applicant Plans to Monitor, Evaluate, and Improve Their Results**

Our current Bookmobile program tracking and reporting systems will be expanded to include the sites and services provided by the new Bookmobile, with additional monitoring and surveys done within the communities where new service is established.

Staff will monitor and report results by tracking new sites served, days of service (weekly visits), individual attendance, and total visits, as well as the number of accesses of specific educational activities like books borrowed, books read, total time spent reading, use of technology, reading campaign participation, and peer tutoring, to ensure effective and appropriate learning activities are being regularly offered.

Regularly attending keiki will participate in repeated assessments on Kindergarten and grade-level readiness, sight word mastery and reading fluency, and those who are reading below grade-level can receive additional help and priority for 1-to-1 tutoring. In addition, annual surveys are distributed to both keiki and parents to formally collect their ideas and feedback in order to continuously improve our program offerings and ensure we are meeting the needs of the new communities we are working in.

Survey responses regularly help to shape daily program activities, from books titles offered to adding new peer tutoring and educational field trips all came from client suggestions. Both program staff and the director review program data and feedback monthly and work to identify barriers to attendance or learning for those we serve, and as a staff team, we quickly work to adapt or expand our services to better meet that need.

**4. List the Measure(s) of Effectiveness that Will Be Reported to the State Agency Through Which Grant Funds Are Appropriated (Expending Agency)**

Hawaii Literacy will meet and report the below measures of program effectiveness and success:

- 1) A **new Bookmobile vehicle** will be acquired, outfitted, and stocked with at least 3,000 books and 24 tablets.
- 2) The program will provide new service to at least **8 high-need sites** identified in Papakōlea, Waipahu, Pālolo, Waimānalo, and Kahalu‘u, logging a total of **300 weekly site visits** in the 9 months we expect to operate in the first year, and then 400 site visits annually.
- 3) At least **800 unduplicated low-income children and parents** will be served by high quality literacy building activities, tutoring, free book lending, and technology access, with

**6,800 visits to the new Bookmobile** logged in the 9 months we expect to operate in the first year, and then 8,000 annually.

*\* The 300 site visits with 6,800 individual visits figures assume an annual grant period where services become operational in month 4 with service for 9 months of the first 12-month period. 400 weekly visits and 8,000 visits is the expected annual (12 months) of service totals.*

### III. Financial

#### Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2018.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$94,000	\$24,000	\$21,000	\$21,000	\$160,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.

<b>Secured or Pending for FY2019 (July 1, 2018- June 30, 2019)</b>			
<b>Funding Source</b>	<b>Program</b>	<b>Amount requested/awarded</b>	<b>Status</b>
Rose Perenin Foundation	Adult Literacy, ELL, PALs & Agency-wide	\$80,000	Awarded for 2018, with support in 3 year cycles
Aloha United Way	Peer Tutoring Bookmobile/ Fam Lib	\$33,750	Awarded through Dec 2018, Prorated amount.
Hawaii Community Foundation (all Funds)	Agency-wide	\$15,000	Secured for 2018.
City & County of Honolulu	Family Literacy Libraries	\$102,330	Awarded through April 2019, prorated amount
Pizza Hut Literacy Fund	Bookmobile	23,000	Secured for 2018
Hands of Hope	Bookmobile	\$5,000	Awarded for 2018
Pettus Foundation	Agency-wide	\$10,000	Pending application
<i>State of Hawai'i Grant in Aid</i>	<i>Bookmobile Program</i>	<i>\$160,000</i>	<i>Requested January 2018</i>

<b>Plan to Seek for FY2019</b>			
<b>Funding Source</b>	<b>Program</b>	<b>Amount requested/awarded</b>	<b>Status</b>
Hawaii Community Foundation FLEX award	Agency-wide	\$50,000	Plan to request continued support in June 2018
Pizza Hut Literacy Fund	Bookmobile Program	\$23,000	Plan to request continued support in April 2018
Freeman Foundation	Adult Literacy	\$30,000	Plan to request continued support in Aug 2018
	Family Literacy	\$2,000	Plan to request continued

Visitor Industry Charity Walk	Libraries		support
Friends of Hawaii Charities	Bookmobile Program	\$5,000	Requesting continued support in Jan 2018
Pettus Foundation	Agency-wide	\$10,000	Plan to request continued support in Jan 2019
Hands of Hope	Family Literacy Libraries	\$5,000	Plan to request continued support
Hawaiian Telcom	Agency-wide	\$5,000	Plan to request continued support in Sept 2018
Hawaiian Electric	Agency-wide	\$5,000	Plan to request support
TJX Foundation	Family Literacy Libraries	\$5,000	Plan to request continued support in Oct 2018

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. We have not been granted any state or federal tax credits within the prior three years, and have not applied for or anticipate applying for any pertaining to any capital project.

5. The applicant shall provide a listing of all federal, state, and county government contracts and grants it has been and will be receiving for program funding.

	<b>AWARDED BY:</b>	<b>EFFECTIVE DATES</b>	<b>PROGRAM FUNDED</b>	<b>CONTRACT/ GRANT VALUE</b>
1.	City & County of Honolulu Dept. of Community Services, Office of Grants Management	Application submitted December 2017. No award has been made.	Family Literacy Libraries Program	\$125,000
2.	City & County of Honolulu Dept. of Community Services, Office of Grants Management	May 1, 2018- April 30, 2019	Family Literacy Libraries Program	\$125,000
3.	City & County of Honolulu Dept. of Community Services, Office of Grants Management	May 1, 2017- April 30, 2018	Family Literacy Libraries Program	\$ 122,220
4.	City & County of Honolulu Dept. of Community Services, Office of Grants Management	April 1, 2016- April 30, 2017	Family Literacy Libraries Program	\$ 122,800
5.	City & County of Honolulu Dept. of Community Services, Office of Special Projects	February 1, 2015- March 31, 2016	Family Literacy Libraries Program	\$ 114,833
6.	City & County of Honolulu Dept. of Community Services, Office of Special Projects	July 1, 2015- August 31, 2015	Family Literacy Libraries Program	\$ 22,270
7.	City & County of Honolulu Dept. of Community Services, Office of Special Projects	January 15, 2014- January 14, 2015	Family Literacy Libraries Program	\$ 66,810



6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

As of December 31, 2017, the balance of Hawaii Literacy's unrestricted current assets was \$145,236, including book inventory.

#### **IV. Experience and Capability**

##### **A. Necessary Skills & Experience**

Hawaii Literacy has an experienced staff of 7 full-time and 8 part-time employees, including dedicated volunteer coordination and a part-time Finance Manager. Our 13-member Board of Directors actively supports the expansion and long-term operation of the Bookmobile program, and we have significant and unique capacity to meet and exceed program outcomes and impact because of over 300 trained volunteers who assist our program and agency and provide nearly 10,000 hours of services each year.

We have unrestricted funds and an adequate cash flow to fund activities prior to payments or reimbursement. We maintain detailed written financial policies and procedures, a detailed, class-based accounting system in QuickBooks 2017 that fully tracks and reports each grant expense, and detailed program and client databases that track monthly and annual levels of service and individual client activities and progress.

Hawaii Literacy's staff and leadership have extensive experience in successfully operating youth literacy programs in high need environments and in ensuring grant activities and meaningful community benefit is achieved. Our program staff bring literacy expertise to communities that deeply need it, and all program and support staff are in place, aside from the new Bookmobile Coordinator/ Driver, who will be hired once the vehicle is acquired and drive the Bookmobile. New and current staff receive ongoing program and literacy training, optional professional development, and written performance reviews. Staff qualifications are detailed in Section V.

Last, the capability of Hawaii Literacy to run a high quality Bookmobile program is well proven. As a non-profit, we are able to solicit donations and provide gifts of items like books, snacks and school supplies to youth who attend. With many volunteers and part-time program staff, we are able to operate a daily program serving hundreds of youth each week in a highly cost-effective manner, with costs under \$80,000 annually. And our agency's flexibility means we can adapt services or add or remove site locations should that become needed.

##### **B. Facilities**

The new Bookmobile will be selected and outfitted in similar fashion to the existing Bookmobile. It will be a converted passenger van that will feature interior shelves, lockable storage, seating, an outdoor awning, and portable furniture used to expand usable program space at sites. The vehicle will be outfitted with internet or wi-fi capacity, and have an included 5-year warranty. From past experience, we estimate this investment in a new vehicle will be used to provide crucial literacy services for at least 7 years beyond the initial grant period.

We already own additional significant resources required to operate and expand the Bookmobile program. We have an existing collection of 10,000 books available to stock the new Bookmobile,

which will be supplemented with future annual in-kind donations. We have dedicated space and organizational capacity to store rotating and donated books and large donations of school supplies. We have an existing network of annual donors and volunteers who help to donate needed school supplies, new books, and snacks, all of which are then given out to hundreds of keiki in need.

## **V. Personnel: Project Organization and Staffing**

### **A. Proposed Staffing, Staff Qualifications, Supervision & Training**

Hawaii Literacy's staff and leadership have strong and varied experience and expertise in successfully operating community youth and education programs and in ensuring grant activities and meaningful community benefit and impact are achieved. Our program staff brings a depth of literacy expertise to communities and families that deeply need it. All current program and support staff are in place, and the requested funding will support a new Assistant Program Manager who will be the lead driver and program provider for the new Bookmobile, and who will have similar credentials and educational experience as current Bookmobile program staff listed below. In addition, new and current staff all receive ongoing program and literacy strategies training, relevant professional development, optional professional mentoring, and written periodic reviews.

***Pua'Ena Burgess*** joined Hawaii Literacy in 2010 as the Bookmobile Program Coordinator, and in 2012, was promoted to **Bookmobile Program Manager**. Pua'Ena brings significant educational experience and community knowledge to the Bookmobile program. Pua operates the Bookmobile at 13 sites on the Wai'anae Coast, maintains the free lending library, collaborates with community partners, and oversees volunteers. Pua is also leading agency efforts to increase the use of technology applications for low-literacy families in our programs. Pua has worked as an Adult Education Instructor and Substitute Teacher at Wai'anae High School, and with the Native Hawaiian Education Council. She is experienced in promoting community engagement and building partnerships. In the four years Pua'Ena has lead the Bookmobile program, she has maintained a strong focus on serving families struggling with literacy and poverty, and has grown the program by adding four new sites, and increasing the number of youth served by over 50%.

***Natashya Nihipali*** joined Hawaii Literacy in 2017 as **Bookmobile Assistant Program Manager**, Natashya has 15 years of experience working with youth from disadvantaged backgrounds and continues her professional knowledge and skills through coursework at the Division of Education at UH-West O'ahu. Natashya's significant experience in teaching and managing large groups of children together allows her to work very effectively in the Bookmobile setting. Natashya also brings an incredible commitment to reach every child who attends the program and to helping equip parents to work effectively with their own keiki, and she connects her work in increasing literacy as a key part of the work to help low-income families and communities thrive.

***Kanani DuBois*** joined Hawaii Literacy in 2013 as **Bookmobile Program Assistant** and supports services at six sites. Her time and efforts have greatly benefitted the program's ability to provide additional daily enrichment activities. Kanani has in past roles worked with PATCH and with the Wai'anae Community Mental Health Center, and brings a background of working in schools on the Wai'anae Coast as well as working with parents and families, and prior to that foster youth. Kanani is also fluent and literate in Hawaiian and has the capacity to expand the Hawaiian language collection and cultural activities for the Bookmobile program. She has a strong

knowledge of the community and families she serves and a dedication to increasing literacy and education for Hawaiian and all families living on the Wai'anae Coast.

**Suzanne Skjold** is the **Executive Director**, a position she has held since 2008. She has 15 years of experience in non-profit management in social services and academic settings, including managing large federal grant awards, overseeing all aspects of direct service non-profit agencies, and successfully managing government awards to meet stated objectives and ensure maximum impact. Prior to joining Hawaii Literacy, Suzanne was Executive Director of the Boys & Girls Clubs of the (Florida) Keys. She also worked in Project Administration and research with Harvard School of Public Health. Suzanne's areas of experience include program design and implementation, grants management, data collection and analysis, and staff training. She oversees budgets, expenditures, and grant reporting and can effectively provide administrative direction and implementation support needed for this project.

## **B. Organization Chart**

Please see attached document.

## **C. Compensation**

No individual is paid in their role as director or officer. The three highest paid employees are:

- Suzanne Skjold, Executive Director (serves unpaid as Board Secretary) annual salary of \$75,000
- Shayna Yatsushiro, Assistant Director, annual salary of \$50,003
- Justin Jansen, Adult Literacy Program Manager, annual salary of \$43,050

## **VI. Other**

### **1. Litigation**

Not applicable.

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

Not applicable. While our program staff hold nationally recognized educational credentials, no special qualifications, licensure, or accreditation are required for this program.

### **3. Private Educational Institutions**

Not applicable.

### **4. Future Sustainability Plan**

In 2010, we accepted a foundation gift to purchase our current Bookmobile and Hawaii Literacy's director and board committed to continuing the program after that initial gift. Seven years later, Bookmobile services have grown by over 50% and continues thanks to funding from committed private sources and foundations, such as Aloha United Way, Hawaii Community Foundation, Pizza Hut Literacy Fund and others.

If the State of Hawai'i awards this funding to expand the program with a second Bookmobile, we make the same commitment to continue its service long after the grant period ends. We will use this initial State funding to establish a year of successful services that meet an important community need, and will solicit grant funding to continue operations. Once the new vehicle is acquired, the program can be sustained with less than \$80,000 annually, secured from multiple smaller grant awards and significant in-kind commitments that average over \$22,000 annually.

We plan to request from several ongoing funding sources listed in Section III to increase current levels of support for the Bookmobile program to cover the added operational costs of expanded service. These include a future 2019-2021 grant request to Aloha United Way, Hawaii Community Foundation FLEX funding, and new 2019 requests to Office of Hawaiian Affairs and Kamehameha Schools.

In addition to seeking program grant sources, our Board of Directors is currently completing strategic planning sessions that includes commitments to add at least \$100,000 in unrestricted funds to our annual budget within 3 years. This would be available in future years to ensure continued operation even in a year when grant support may not fully cover operational costs.

The long-term benefits of literacy for a child are indisputable. Once a child builds reading skills or knowledge, it is his or hers forever. We are deeply committed to continuing this work and feel the unique popularity, cost-effectiveness and flexibility of Hawaii Literacy's Bookmobile program makes it attractive and viable for both public and private sources of support.

We respectfully ask for your active support for this request that will benefit so many low-income families and keiki in Papakōlea, Waipahu, Pālolo, Waimānalo, and Kahu'u. This funding will bring build critical literacy skills, better educational outcomes, and positive alternatives for hundreds of children in each of these communities.

Mahalo nui loa and best wishes for a successful 2018 legislative session! We appreciate all you and your colleagues are working to do.

**5. Certificate of Good Standing (If the Applicant is an Organization)**

Please see attached document.

**6. Declaration Statement**

Hawaii Literacy, Inc. affirms it is in compliance with Section 42F-103, Hawaii Revised Statutes. Please see attached declaration statement.

**7. Public Purpose**

Hawaii Literacy, Inc. affirms this grant will be used for a public purpose, pursuant to Section 42F-102, Hawaii revised Statutes, specifically to provide additional needed education and literacy services for hundreds of low-income residents. More detail on the public purpose being served is provided in Section 1.3. above.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: HAWAII LITERACY, INC.

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	60,402			69,000
2. Payroll Taxes & Assessments	5,980			6,200
3. Fringe Benefits	4,910			4,950
<b>TOTAL PERSONNEL COST</b>	<b>71,292</b>			<b>80,150</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	1,180			1,100
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	3,120			2,200
7. Telecommunication	2,048			1,200
8. Utilities				
9. Snacks				1,100
10. Book Collection				
11. Technology (Tablets)				2,000
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>6,348</b>			<b>7,600</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>4,360</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>78,000</b>			
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>160,000</b>			<b>87,750</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested		Suzanne Skjold	808-537-6706	
(b) Total Federal Funds Requested			Phone	
(c) Total County Funds Requested				1/19/2018
(d) Total Private/Other Funds Requested		Signature of Authorized Official		Date
<b>TOTAL BUDGET</b>		Suzanne Skjold, Executive Director		
		Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: HAWAII LITERACY, INC.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Custom built shelving for Bookmobile interior	1.00	\$4,000.00	\$ 4,000.00	3560
Mounted exterior awning	1	\$1,600.00	\$ 1,600.00	800
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	<b>2</b>		<b>\$ 5,600.00</b>	<b>4,360</b>
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Ford F-450 (21) passenger van or similar model, custom interior	1.00	\$78,000.00	\$ 78,000.00	78000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	<b>1</b>		<b>\$ 78,000.00</b>	<b>78,000</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: HAWAII LITERACY, INC.

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b> <div style="text-align: center; margin-top: 20px;">Not applicable</div>						



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

Applicant: HAWAII LITERACY, INC.

Contracts Total:

912,268

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	Funding to provide literacy and educational activities, book and technology access, and expand services at 2 Family Literacy Libraries in Honolulu public housing. (Family Literacy Program)	May 1, 2018- April 30, 2019	Dept. of Community Services, Office of Grants Management	City & County of Honolulu	125,000
2	Funding to provide literacy and educational activities, book and technology access, and expand services at 2 Family Literacy Libraries in Honolulu public housing. (Family Literacy Program)	April 1, 2017- April 30, 2018	Dept. of Community Services, Office of Grants Management	City & County of Honolulu	122,220
3	Funding to provide literacy and educational activities, book and technology access, and expand services at 2 Family Literacy Libraries in Honolulu public housing. (Family Literacy Program)	April 1, 2016- March 31, 2017	Dept. of Community Services, Office of Grants Management	City & County of Honolulu	122,800
4	Funding to increase reading time, comprehension, technology use and English skills and operate two Family Literacy Libraries & education services in Honolulu public housing. (Family Literacy Program)	February 1, 2015- June 30, 2015 & September 1, 2015- March 31, 2016	Dept. of Community Services, Office of Special Projects	City & County of Honolulu	114,833
5	Funding to operate two Family Literacy Libraries & education services in Honolulu public housing. (Family Literacy Program)	July 1, 2015 - August 31, 2015 (award from 25% cut in FY14)	Dept. of Community Services, Office of Special Projects	City & County of Honolulu	22,270
6	Funding to provide family literacy, library services, and English classes and operate two Family Literacy Libraries in Honolulu public housing. (Family Literacy Program)	January 15, 2014- January 14, 2015	Dept. of Community Services, Office of Special Projects	City & County of Honolulu	66,810
7	Funding to provide family literacy, library services, and English classes and operate two Family Literacy Libraries in Honolulu public housing. (Family Literacy Program)	November 12, 2012- October 31, 2013	Dept. of Community Services, Community Based Development Division (CDBG)	City & County of Honolulu	113,500
8	Funding to provide family literacy, library services, and English classes and operate two Family Literacy Libraries in Honolulu public housing. (Family Literacy Program)	October 20, 2011- October 31, 2012	Dept. of Community Services, Community Based Development Division (CDBG)	City & County of Honolulu	113,500
9	Funding to provide family literacy, library services, and English classes and operate two Family Literacy Libraries in Honolulu public housing. (Family Literacy Program)	August 1, 2010- September 15, 2011	Dept. of Community Services, Community Based Development Division	City & County of Honolulu	103,775
10	Funding as fiscal sponsor to continue Oahu In Step STEM project with DOE	August, 2010	Office of the Governor	State of Hawaii	7,560
11					

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii 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.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii 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.

Pursuant to Section 42F-103, Hawaii 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.

HAWAII LITERACY, INC.  
(Typed Name of Individual or Organization)



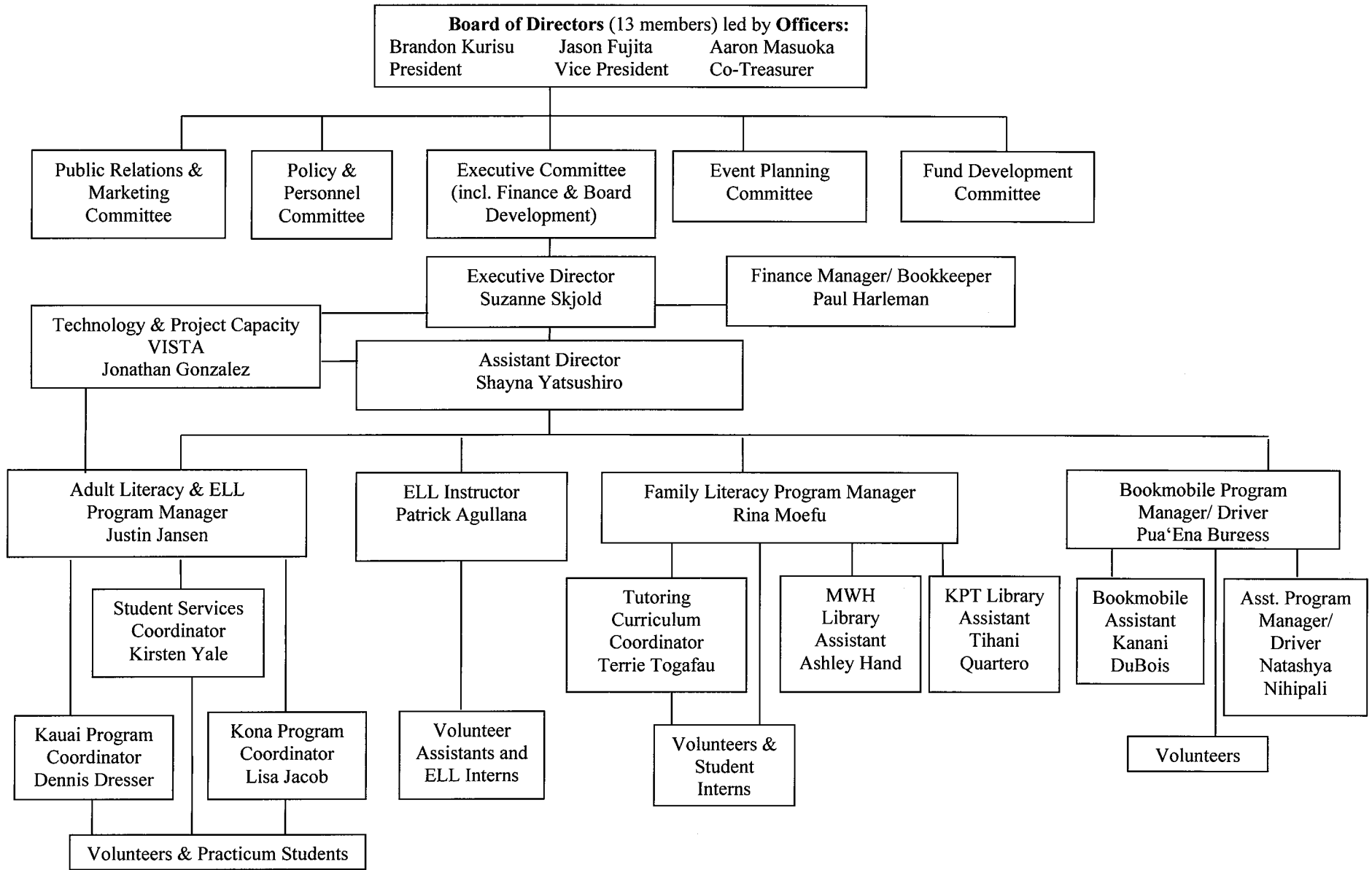
(Signature)

JANUARY 19, 2018  
(Date)

SUZANNE SKJOLD  
(Typed Name)

EXECUTIVE DIRECTOR  
(Title)

# Hawaii Literacy Organizational Chart 2018



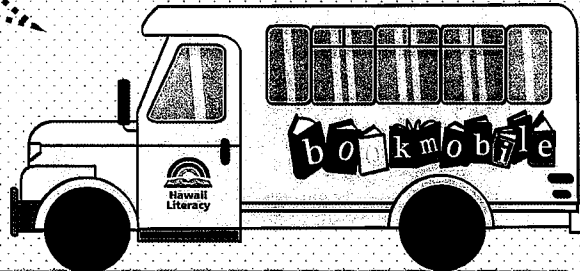
# WHAT'S DIFFERENT ABOUT THE HAWAII LITERACY BOOKMOBILE?

WEEKLY VISITS TO HOMELESS & TRANSITIONAL SHELTERS & PUBLIC HOUSING SITES

NO LATE FEES OR LOST BOOK FINES

FREE LITERACY TUTORING & HOMEWORK HELP

EARN SCHOOL SUPPLIES FOR READING



## THE BOOKMOBILE

IS DRIVEN TO INCREASE ACCESS TO BOOKS, LITERACY TUTORS, SCHOOL SUPPLIES, & RESOURCES FOR LOW-INCOME KEIKI & FAMILIES

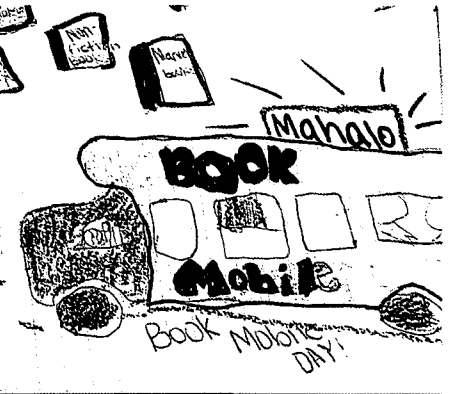
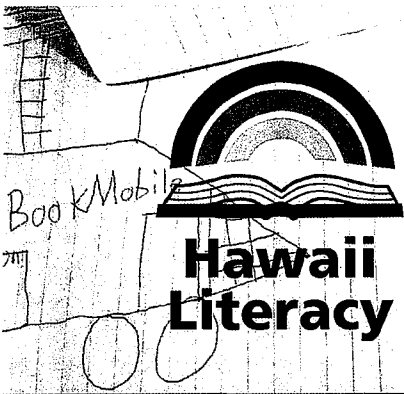


**Hawaii  
Literacy**

### KEIKI CAN:

- ◆ CHECK OUT & READ HUNDREDS OF BOOKS
- ◆ PLAY EDUCATIONAL GAMES & APPS
- ◆ BECOME A PEER LITERACY TUTOR
- ◆ GET HOMEWORK HELP & LITERACY TUTORING
- ◆ EARN POINTS FOR THE "SCHOOL SUPPLY STORE" BY READING
- ◆ JOIN EDUCATIONAL & CULTURAL FIELD TRIPS





BRICYN, O.R.  
PARENT

The BOOKMOBILE HAS HAD SUCH A POSITIVE INFLUENCE IN MY CHILDREN'S LIVES BECAUSE IT HAS INTRODUCED BOOKS AND THE JOY OF READING TO MY KIDS WHEN WE DIDN'T HAVE ANY READING MATERIAL IN OUR HOUSEHOLD. MY FAMILY HAS NUMEROUS BOOKS NOW AND MY KIDS LOVE WHEN I READ TO THEM OR BY THEMSELVES BUT WE STILL LOVE IT WHEN THE BOOKMOBILE VISITS.

EMERALD, AGE 11  
KAUIOKLANI

I like the book mobile because I get to teach kids and help them read better and get to help people out, read some of my favorite book. Do some work and be more smart and have more ~~to~~ knowledge.

JAYSNA M, AGE 14  
KAUIOKLANI

I like the bookmobile because there is alot of books to read. I think the pre-writing program is a good thing for me beuz its a thing that I can go to. I think the bookmobile beuz it helps me get a headstart on my future. I can help