

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.

- X 1) Hawaii Compliance Express Certificate (If the Applicant is an Organization)
- X 2) Declaration Statement
- X 3) Verify that grant shall be used for a public purpose
- X 4) Background and Summary
- X 5) Service Summary and Outcomes
- X 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](#))
- X 7) Experience and Capability
- X 8) Personnel: Project Organization and Staffing



AUTHORIZED SIGNATURE

Jill Takasaki Canfield, Executive Director

PRINT NAME AND TITLE

1/10/25

DATE

APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Type of Grant Request:

☐ Operating

☒ Capital

Legal Name of Requesting Organization or Individual: Db:

Hawaii Literacy, Inc.

Hawaii Literacy

Amount of State Funds Requested: \$ 269,841__

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

Hawaii Literacy requests State GIA capital funding to support the purchase of a new Bookmobile, a mobile literacy hub designed to deliver essential educational resources and programming to underserved communities in South Kona, Pāhoa, Ocean View, and Kea'au. The Bookmobile addresses critical barriers to literacy, including lack of access to books, technology, and educational support, particularly in rural areas with high poverty rates and limited public library access. Equipped with a diverse collection of books, digital tools, and culturally relevant materials, the Bookmobile will provide one-on-one literacy tutoring, family reading workshops, youth programming, and digital literacy training. This cost-effective, proven program directly aligns with state priorities to promote educational equity, reduce poverty, and strengthen communities by empowering keiki and families with the tools to break cycles of poverty, improve academic outcomes, and build brighter futures for generations to come.

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ _____

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

\$ 365,000 _____

Unrestricted Assets:

\$ 123,316 _____

New Service (Presently Does Not Exist): ☒

Existing Service (Presently in Operation): ☐

Type of Business Entity:

☒ 501(C)(3) Non Profit Corporation

☐ Other Non Profit

☐ Other

Mailing Address:

245 N Kukui Street, Suite 202

City: Honolulu

State: HI

Zip: 96817

Contact Person for Matters Involving this Application

Name: Jill Takasaki Canfield

Title: Executive Director

Email: admin@hawaiiliteracy.org

Phone: (808)537-6706



Authorized Signature

Jill Takasaki Canfield, Executive Director

Name and Title

1/10/25

Date Signed



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: HAWAII LITERACY, INC.

DBA/Trade Name: HAWAII LITERACY

Issue Date: 01/15/2025

Status: Compliant

Hawaii Tax#: 20055662-01

New Hawaii Tax#:

FEIN/SSN#: XX-XXX8698

UI#: XXXXXX0974

DCCA FILE#: 23345

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii'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, Hawaii'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, Hawaii'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, Hawaii'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.

Hawaii Literacy, Inc.

(Typed Name of Individual or Organization)



(Signature)

1/10/25

(Date)

Jill Takasaki Canfield

Executive Director

(Typed Name)

(Title)



FY26 State Grants-in-Aid

Should Hawaii Literacy receive funding through the Grant-In-Aid process, the grant will be used for a public purpose pursuant to Section 42F-102, Hawai'i Revised Statutes. Refer to Hawaii Literacy's completed application, which includes information on the requested information:

- (1) The name of the requesting organization or individual;
- (2) The public purpose for the grant;
- (3) The services to be supported by the grant;
- (4) The target group; and
- (5) The cost of the grant and the budget. [L 1997, c 190, pt of §3; am L 2014, c 96, §6]

Board of Directors

Kara Kitazaki-Chun, President • Jamie Cheng, Vice President

Aaron K. Masuoka, Co-Treasurer • Jamie Asato, Co-Treasurer • Jill Takasaki Canfield, Secretary

• Lyssa Fujie • Jason Fujita • Mitchell Ka'aiali'i • Kevin Katsura • Sean K. Knox • Brandon Kurisu

Bryan Luke • Lynelle Marble • Doug Shimokawa • R. Scott Simon • Jamie Tica Kawamoto • G.Todd Withy • James A. Wong

Hawaii Literacy • 245 N. Kukui Street, Suite 202 • Honolulu, HI 96817

phone: (808) 537-6706 • web: hawaiiliteracy.org • social: @HawaiiLiteracy

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)

Refer to ATTACHMENT: One (1) copy of Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated January 15, 2025.

2. Declaration Statement

Hawaii Literacy, Inc. affirms it is in compliance with Section 42F-103, Hawai'i Revised Statutes.

Refer to ATTACHMENT: Declaration Statement.

3. Public Purpose

Hawaii Literacy, Inc. affirms this grant will be used for a public purpose, pursuant to Section 42F-102, Hawai'i Revised Statutes, specifically to provide needed education and literacy services for low-income and low-literacy residents on O'ahu, Kaua'i, Maui, and Hawai'i Island.

Refer to ATTACHMENT: Public Purpose Statement

II. Background and Summary

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

Hawaii Literacy, a 501(c)(3) nonprofit organization established in 1971, has been a trusted leader in delivering free and accessible literacy services to underserved communities across Hawai'i for more than five decades. As the state's only dedicated literacy-focused nonprofit, Hawaii Literacy addresses critical gaps in reading, writing, and digital skills, empowering individuals to break cycles of poverty, improve economic opportunities, and foster family engagement in education. In 2024, the organization reached over 8,000 individuals, 94% of whom were from low-income households, and 67% of whom resided in public housing.

To achieve its mission of promoting lifelong learning and equity, Hawaii Literacy offers five core programs tailored to meet the diverse literacy needs of Hawai'i's communities:

- **Adult Literacy Tutoring:** One-on-one instruction that equips adults with foundational reading, writing, and communication skills essential for daily life, education, and employment. We are the only nonprofit in the state that provides 1:1 tutoring and literacy services for the 1 in 6 adults with the lowest levels of literacy.

- **English Language Learner (ELL) Support:** Classes and customized language training that helps non-native English speakers gain confidence and proficiency in their personal, professional, and community lives.
- **Bookmobile Services:** A mobile literacy hub delivering books, digital tools, and educational programming directly to underserved neighborhoods, rural areas, and schools, addressing gaps in access to traditional library services.
- **Family Literacy Libraries and Workshops:** Libraries located in public housing communities that offer after-school programs, family workshops to encourage shared reading and foster a love of learning at home, and workforce development resources for adults.
- **Digital Literacy Training:** Technology instruction that empowers participants with essential computer and internet skills, bridging the digital divide and supporting education and workforce readiness.

For more than 50 years, Hawaii Literacy has been a critical resource for the state's most underserved communities, equipping tens of thousands of individuals and families with essential reading, writing, and communication skills. These foundational tools enable access to education, secure employment, and financial independence, directly addressing the root causes of poverty and breaking generational cycles of under-education. By empowering participants to achieve measurable progress in literacy, Hawaii Literacy strengthens families, builds resilience, and creates pathways to long-term success and opportunity across Hawai'i's most vulnerable communities.

2. The goals and objectives related to the request;

Hawaii Literacy has been operating Bookmobiles since 2001 and currently manages three Bookmobiles that collectively served 6,500 keiki and families in 2024. Hawaii Literacy is seeking capital funding through the Hawai'i State Grant-in-Aid (GIA) program to purchase and outfit a state-of-the-art Bookmobile to further expand its reach to underserved communities on Hawai'i Island. Building on the success of previous GIA-funded projects, including the addition of a second Bookmobile in 2019, this initiative will provide critical literacy services to remote and economically disadvantaged areas such as South Kona, Pāhoa, and Ocean View. These communities face significant barriers to accessing traditional library services due to geographic isolation and limited transportation options, exacerbating cycles of poverty and low literacy rates. This new Bookmobile will enhance Hawai'i Literacy's capacity to address these challenges and bring essential educational resources directly to families in need.

Goals and Objectives

1. **Expand Access to Literacy Services:** Bring essential literacy resources—including books, digital tools, and academic support—directly to underserved communities that lack traditional library access.
2. **Empower Communities Through Education:** Provide literacy programs that improve reading, writing, and digital skills for children, adults, and families.
3. **Foster a Lifelong Love of Learning:** Inspire a culture of reading and education by making resources and engaging workshops readily available.

4. **Promote Equity and Inclusion:** Ensure accessibility through features such as a wheelchair lift and create culturally responsive programming that reflects the heritage and diversity of the communities served.
5. **Strengthen Digital Competency & Workforce Readiness:** Address the digital divide by offering internet access and digital skills training in areas where such resources are scarce.

The new Bookmobile will deliver consistent, weekly services to high-need sites identified in collaboration with local schools, community organizations, and housing developments. The proposed bookmobile will serve as a mobile literacy hub, equipped with:

- **A Dedicated Reading Room:** Creating a welcoming space for children and adults to explore books and foster a love of reading.
- **Digital Learning Tools:** Providing computers/tablets, internet access, and technology access to bridge the digital divide.
- **Inclusive Features:** Incorporating a wheelchair lift and accessibility features to ensure services are available to all community members.
- **Flexible Community Space:** Hosting storytimes, tutoring sessions, and cultural events tailored to each community's unique needs.



Figure 1: Mockup of Bookmobile Design

Project Objectives

- **Purchase and Customize a Bookmobile:** Procure and outfit a vehicle equipped with advanced features such as a reading room, custom bookshelves, wifi access, digital learning tools, and accessibility enhancements, including a wheelchair lift.
- **Distribute Educational Resources:** Provide thousands of books, literacy kits, and digital tools annually to families in target areas.
- **Deliver Tailored Literacy Programming:** Host tutoring sessions, homework help, and literacy programming to support educational goals and improve academic outcomes.
- **Promote Digital Inclusion:** Offer internet access and digital literacy support to bridge the digital divide in rural communities.
- **Engage Communities Through Culturally Responsive Programming:** Implement activities and workshops that celebrate Hawaiian, Polynesian, and Micronesian heritage to foster identity and cross-cultural understanding.

3. The public purpose and need to be served;

The purpose of this request is to deliver essential literacy and education services to hundreds of low-income youth and families in South Kona, Pāhoā, Ocean View, and Kea'au—communities where local groups and service providers have identified an urgent need for support. Literacy is a cornerstone of opportunity, yet the correlation between low literacy levels and poverty is stark. Children who fail to learn to read are far less likely to graduate high school, secure stable employment, or afford housing. As adults, they face a much higher risk of homelessness and dependence on state assistance.

The ripple effects of low literacy extend across entire communities, contributing to lower graduation rates, a less-skilled workforce, greater poverty, and increased reliance on government resources. Nationally, illiteracy costs governments and businesses \$1.5 trillion annually in lost productivity, healthcare costs, and social support services (World Literacy Foundation, 2022). For individuals, the consequences are equally severe: 70% of those with the lowest literacy levels lack full- or part-time employment, and over their lifetimes, earn nearly \$1 million less than their peers with proficient reading skills (National Institute for Literacy, 2022).

Hawai'i ranks among the lowest in the nation for third-grade reading proficiency, with only 37% of students reading at grade level in 2022. Students not proficient by third grade are four times more likely to drop out of high school, perpetuating cycles of poverty. Rural areas such as South Kona, Ocean View, and Kea'au face unique challenges: limited public library access, high poverty rates (with nearly 40% of students qualifying for free or reduced-price lunches), and more than 20% of households living below the poverty line. Compounding this, one in six adults statewide struggles with basic literacy skills, creating systemic barriers to educational and economic advancement.

For over 20 years, Hawaii Literacy's Bookmobile Program has effectively addressed these challenges, providing literacy services directly to underserved communities. The Bookmobile acts as a mobile learning hub, eliminating barriers such as transportation and digital access while fostering a love of learning and self-sufficiency. This program improves literacy outcomes at an average cost of less than \$40 per child annually, making it both cost-effective and impactful.

The Bookmobile Program delivers culturally informed programming with a diverse collection of books and educational materials, including Hawaiian language and Pacific Islander resources, to promote literacy and celebrate local culture. It provides digital literacy training with access to laptops, tablets, and the internet, empowering participants with 21st-century skills needed for learning and employment. The program also offers youth support through homework assistance and engaging programs that improve academic outcomes and nurture a lifelong love of reading among keiki.

Funding for a new Bookmobile will expand the program's reach to underserved areas, bringing critical literacy resources to even more families in South Kona, Pāhoa, Ocean View, and Kea'au. By providing equitable access to education, this initiative addresses systemic barriers, reduces poverty, and strengthens communities.

Aligned with the State of Hawai'i's priorities to promote educational equity, reduce poverty, and build resilient communities, this proven program creates brighter futures for keiki and families while ensuring that every household has the tools to thrive. A new Bookmobile is not just an investment in literacy—it's an investment in Hawai'i's future.

4. Describe the target population to be served; and

The proposed Bookmobile expansion will focus on serving children, families, and adults who face significant barriers to literacy and education due to geographic isolation and socioeconomic challenges. The target population includes low-income families and children who lack access to books and digital tools; Native Hawaiians and Pacific Islanders, who have historically been disproportionately affected by systemic barriers to literacy; immigrant families and non-native English speakers needing language support; adults with low literacy skills

seeking to improve employment opportunities; and at-risk youth lacking consistent educational support.

The majority of beneficiaries are anticipated to come from low- and moderate-income households, reflecting the demographics of the communities served. Historically, over 90% of participants in Hawaii Literacy's existing programs are from low-income families, and more than 50% identify as Native Hawaiian or Pacific Islander. Many families in these communities have limited or no books at home, and adults often lack the foundational literacy and digital skills necessary for economic self-sufficiency.

The program will also prioritize reaching public housing complexes, family homeless shelters, and transitional housing, particularly in locations not within walking distance of a public library. While the focus will be on high-need populations, the Bookmobile services will remain open to all residents.

5. Describe the geographic coverage.

Hawaii Literacy's proposed Bookmobile expansion will target underserved and remote communities across Hawai'i Island, with a focus on high-need areas such as South Kona, Pāhoa, Ocean View, and Kea'au. These regions are among the most geographically isolated on the island, where residents face limited access to public libraries and educational resources, creating significant barriers to literacy and learning. Many families live 10-50 miles from the nearest library, with unreliable or nonexistent public transportation options. For households without dependable transportation, this distance presents an insurmountable obstacle, leaving children and adults without access to books, computers, or academic support.

For example, Ocean View, one of the most remote communities on Hawai'i Island, is characterized by off-grid living and severe transportation challenges, further isolating residents from essential literacy services. In the Puna district, Pāhoa and Kea'au face compounded challenges of socioeconomic instability, limited infrastructure, and a lack of consistent literacy programs or library access. These communities, already burdened by high poverty rates, experience significant educational disparities that hinder academic progress and economic opportunities.

The new Bookmobile will address these critical gaps by providing consistent, weekly literacy services directly to these underserved areas. By delivering books, digital tools, tutoring, and educational programming where they are needed most, Hawaii Literacy will ensure that every resident—regardless of location or socioeconomic status—has access to the resources and opportunities necessary for lifelong learning and success.

III. Service Summary and Outcomes

1. Describe the scope of work, tasks and responsibilities;

This capital grant will fund the purchase and customization of a new Bookmobile, including vehicle acquisition, modifications, and deployment to deliver literacy programming and address educational disparities for keiki and families on Hawai'i Island.

The project scope includes:

1. **Vehicle acquisition and customization**, including designing and outfitting the Bookmobile to meet operational needs.
2. **Resource preparation** to ensure the Bookmobile is stocked with culturally relevant books and digital tools.
3. **Monitoring and evaluation** to track project milestones and ensure timely and efficient implementation.

The following table outlines the key tasks and responsibilities:

Tasks	Details	Responsibility
Vehicle Acquisition and Customization	<ul style="list-style-type: none"> Solicit and review multiple proposals and bids to identify the most cost-effective and reliable option. Collaborate with the selected vendor to design and customize the Bookmobile interior (bookshelves, reading area, Wi-Fi, wheelchair lift, etc.). Determine the layout for interior and design for exterior Oversee shipping from the West Coast to Hilo. Secure licensing, permits, and pay applicable state fees. 	Bookmobile Manager and Bookmobile Coordinator
Resource Curation	<ul style="list-style-type: none"> Procure and organize culturally relevant books, digital tools, and educational materials.. 	Bookmobile Coordinator
Program Launch and Service Delivery	<ul style="list-style-type: none"> Develop a weekly schedule for service delivery Provide literacy services, including tutoring, storytimes, digital literacy training, and family engagement workshops. Train staff and volunteers to deliver high-quality programming. 	Bookmobile Coordinator, Volunteers, Bookmobile Staff
Monitoring and Evaluation	<ul style="list-style-type: none"> Track progress on vehicle acquisition, customization, shipping, and licensing milestones to ensure timely project completion. Monitor vendor compliance with contract terms, including adherence to design specifications and delivery timelines. 	Bookmobile Manager with oversight from Executive Director

	<ul style="list-style-type: none"> • Ensure all expenditures align with the approved budget and grant requirements. • Document the final inspection and readiness of the Bookmobile for program implementation. 	
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The capital grant will lay the essential groundwork for delivering targeted literacy programming and digital services to communities in need. Once deployed, the Bookmobile will:

- Offer a free lending library with no penalties for late or lost books, ensuring equitable access to reading materials for all families.
- Provide school supplies and technology access, such as laptops, tablets, and Wi-Fi, to bridge the digital divide and support students' academic growth.
- Deliver interactive literacy programs, including storytimes, literacy games, and seasonal reading challenges, to engage learners of all ages.
- Host family engagement workshops that empower caregivers to support children's education and build literacy-rich home environments.

This capital investment is not just about acquiring a vehicle—it is about creating a sustainable and far-reaching platform to provide vital resources and services to Hawai'i Island's most underserved communities. By investing in the Bookmobile, you are ensuring access to literacy and digital tools that will empower generations to learn, thrive, and succeed.

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

Timeline	Key Activities
Months 1-3	<ul style="list-style-type: none"> • Finalize Bookmobile specifications and purchase agreement. • Solicit and review vendor proposals and bids for customization. • Initiate community engagement to identify specific literacy and digital needs. • Begin designing the Bookmobile's interior layout and exterior graphics.
Months 4-6	<ul style="list-style-type: none"> • Contract with vendors for Bookmobile customization. • Complete final customization designs, including interior features (bookshelves, Wi-Fi, accessibility enhancements) and exterior branding. • Begin outfitting the Bookmobile with specialized equipment, furnishings, and resources. • Develop an initial outreach and programming schedule for target communities.
Months 7-9	<ul style="list-style-type: none"> • Transport the completed Bookmobile to Hawai'i Island. • Finalize registration, licensing, and state compliance requirements. • Conduct final inspections to ensure operational readiness. • Train staff on Bookmobile operations and program delivery. • Develop promotional materials and begin raising awareness about the Bookmobile's launch.
Months 10-12	<ul style="list-style-type: none"> • Officially launch Bookmobile services in South Kona, Pāhoa, and Ocean View. • Begin delivering key programs, including free lending library services, literacy workshops, digital literacy training, and family engagement activities. • Host community events to encourage participation and introduce the Bookmobile's resources. • Gather initial participant feedback to refine programming and operations.
Month 13	<ul style="list-style-type: none"> • Close the grant contract, ensuring all deliverables are met and documentation is completed • Transition to ongoing service delivery and monitoring for long-term impact.

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

Hawaii Literacy's Quality Assurance and Evaluation Plan ensures the successful implementation, monitoring, and continuous improvement of the Bookmobile initiative. Key features include:

1. Project Oversight and Accountability

- A dedicated Project Oversight Committee will manage the project lifecycle, ensuring adherence to the timeline, budget, and program goals. Regular reviews will monitor progress, identify risks, and implement contingency plans as needed.

2. Comprehensive Evaluation Framework

- Metrics include the number of individuals served, books borrowed or lent, and literacy programs delivered. Additional community-specific metrics will track culturally relevant programming and outreach to underserved areas.
- Surveys, interviews, and real-time data collection tools will assess satisfaction and impact, informing necessary adjustments.

3. Community and Stakeholder Engagement

- Collaboration with schools, housing developments, and local organizations will guide site selection, service schedules, and resource curation.
- Advisory groups and community partners will play an active role in shaping and refining the program.

4. Risk Management and Sustainability

- Risk assessments will be conducted regularly to address challenges such as delivery delays or staffing shortages.
- The program's sustainability will be ensured through diversified funding sources and efficient resource allocation.

5. Equity-Focused Delivery

- Services will prioritize low-income, rural, and marginalized communities, ensuring equitable access to literacy tools and digital resources.

6. Transparent Reporting

- Detailed progress and financial reports will be submitted to stakeholders, ensuring accountability and demonstrating the program's impact.

By incorporating these elements, Hawaii Literacy's Bookmobile initiative ensures rigorous oversight, data-driven decision-making, and continuous feedback integration, guaranteeing that the program remains efficient, effective, and responsive to the evolving needs of Hawai'i Island's underserved communities.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency).

During the FY26 State GIA period, Hawaii Literacy will track and report specific, measurable outcomes to demonstrate the success and impact of the Bookmobile project. These measures will ensure accountability, transparency, and alignment with the project's goals. Below are the key areas of focus:

A. Capital Project Metrics - To ensure the effective use of grant funds for the acquisition and customization of the Bookmobile, the following will be tracked and reported:

1. Vehicle Acquisition:

- Confirmation of purchase and delivery of the Bookmobile.
- Comprehensive documentation of the procurement process, including vendor selection and agreements.

2. Customization Completion:

- Verification of installed features, including:

- Bookshelves and reading areas.
- Digital tools: 10 laptops and 10 tablets.
- Accessibility enhancements: wheelchair lift.
- Wi-Fi capabilities to support digital literacy programs.

3. Resource Stocking:

- Stocking the Bookmobile with at least 3,000 culturally relevant books, literacy kits, and educational materials to support programming.

B. Operational and Community Impact Metrics - Once operational, the Bookmobile's reach, usage, and impact will be measured through:

1. Service Reach:

- Total number of individuals (keiki, families, and adults) served annually.
- Number of visits to underserved areas, including South Kona, Pāhoa, Ocean View, and other high-need communities.

2. Resource Distribution:

- Total number of books, literacy kits, and school supplies distributed to participants.

3. Program Delivery:

- Number of literacy programs, digital training sessions, cultural workshops, and family engagement activities conducted.
- Attendance rates for events and programs.

C. Evaluation and Feedback Metrics - To continuously improve service delivery and ensure the program meets community needs, the following will be evaluated:

1. Participant Feedback:

- Collect satisfaction data through surveys and interviews with program participants.
- Gather qualitative feedback to understand the program's impact on individual and community literacy outcomes.

2. Impact Analysis:

- Assess how Bookmobile services contribute to increased literacy skills, digital literacy access, and educational engagement.
- Monitor emerging community needs and adapt programming accordingly.

3. Program Adjustments:

- Document changes made to routes, services, or programming based on evaluation results.

D. Reporting to the State - Hawaii Literacy will provide comprehensive progress reports to the State, detailing:

1. Milestones for vehicle acquisition and customization.
2. Service metrics, including individuals served, programs delivered, and resources distributed.
3. Evaluation summaries, including participant feedback and documented program adjustments.

If the level of appropriation differs from the amount requested, these measures of effectiveness will be updated and shared with the State to ensure alignment with the revised scope and budget.

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](#)) Refer to ATTACHMENT:
 - b. Personnel salaries and wages ([Link](#)) Refer to ATTACHMENT:
 - c. Equipment and motor vehicles ([Link](#)) Refer to ATTACHMENT:
 - d. Capital project details ([Link](#)) Refer to ATTACHMENT:
 - e. Government contracts, grants, and grants in aid ([Link](#)) Refer to ATTACHMENT:
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$160,000	\$89,841	\$20,000	\$	\$269,841

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026.

Intended Funding for Fiscal Year 2026			
Funding Source	Program	Estimated Amount	Status
Rose Perenin Foundation	ELL/PALS/AL restricted	\$80,000	Three-year support secured from 2025-2027
Bell Charitable Foundation	Digital Literacy	\$20,000	Intend to request continuing support
Pettus Foundation	Agency-Wide Support	\$10,000	Ongoing annual support to be requested in February 2025
McInerney Foundation	Bookmobile	\$30,000	Intend to request continuing support
City & County of Honolulu	Family Literacy Libraries	\$150,000	Pending
Freeman Foundation	Adult Literacy Support	\$45,000	Ongoing annual support to be requested in February 2025
Clarence T.C. Ching Foundation	Agency-Wide Support	\$15,000	Intend to request
Pizza Hut Literacy Fund	Bookmobile	\$10,000	Intend to request continued support
Department of Education-	English Language	\$68,320	Intend to request renewal of

Waipahu/Pearl City	Learner and Agency-Wide Support		contract pending 21 st CCLC grant to DOE
Campbell Family Foundation	Bookmobile	\$15,000	Intend to request continuing support
Friends of Hawai'i Charities	Bookmobile & Peer Tutoring	\$6,000	Intend to request continuing support
Women's Fund	Bookmobile & Youth Leadership	\$7,000	Intend to request continuing support
Hawaiian Telcom	Agency-Wide Support	\$5,000	Intend to request continuing support
Hawaiian Electric Company	Agency-Wide Support	\$5,000	Intend to request continuing support
HMSA	Digital Literacy	\$15,000	Intend to request continuing support
Bank of Hawaii Foundation	Bookmobile	\$8,000	Intend to request - new support
Sullivan Foundation	Youth & Education	\$25,000	Intend to request ongoing support
Henry & Colene Wong Foundation	Program Agency-Wide	\$7,000	Intend to request continuing support
Kazuo & Mary Yamane Family	Program Agency-Wide	\$25,000	Intend to request continuing support
Michael J Marks Foundation	Agency-Wide	\$5,000	Intend to request continuing support
Pacific Rainbow Foundation	Agency-Wide	\$3,000	Intend to request continuing support
Mamoru & Aiko Takitani Foundation	Bookmobile	\$10,000	Intend to request continuing support
Kosasa Foundation	Bookmobile	\$20,000	Intend to request continuing support
Aloha United Way	Agency-Wide	\$12,500	Intend to apply to be annual workplace giving organization; amount based on 2023 and 2024 giving
DOE Waipahu/PC Complex and Nanakuli/Wai'anae Complex	Bookmobile, ELL Programs	\$18,500 to \$33,500	Intend to apply to be an approved vendor for the DOE's Out of School Time funds
Thomas & Sumie McCabe Foundation	Youth Programs	\$6,500	Intend to request ongoing support
Annie Sinclair Knudsen Memorial	Adult Literacy – Kauai	\$10,000	Intend to request
Sidney Stern Memorial	Agency-Wide	\$2,500	Intend to request continuing

Trust			support
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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.

Prior Years Tax Credits			
Type	Description	Year	Amount
State	None	N/A	N/A
Federal	None	N/A	N/A

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2025 for program funding.

Refer to ATTACHMENT: Government Contracts, Grants, and/or Grants In Aid.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.

Balance of Unrestricted Current Assets	
Balance as of December 31, 2024	\$123,316*

*The figure does not include approximate grants and accounts receivable of \$126,832

V. Experience and Capability

1. Necessary Skills and Experience

Hawaii Literacy possesses the skills, expertise, and proven track record necessary to implement the proposed Bookmobile program effectively. Over the past 20+ years, we have successfully procured, outfitted, and deployed three Bookmobiles to serve underserved and remote areas across O'ahu and Hawai'i Island. These initiatives demonstrate our ability to provide accessible and impactful literacy services to communities facing significant educational barriers while ensuring seamless program delivery and community benefit.

Financial Management and Operational Capacity

Hawaii Literacy has robust financial systems and operational policies in place to ensure effective grant management and service delivery:

- **Financial Resources:** We maintain unrestricted funds and sufficient cash flow to fund activities prior to payments or reimbursements, ensuring the timely execution of grant activities.
- **Accounting and Tracking Systems:** We utilize a detailed, class-based accounting system in **QuickBooks**, which fully tracks and reports each grant expense. Our written financial policies and procedures ensure compliance and transparency.
- **Program and Client Databases:** Detailed databases allow us to monitor monthly and annual service levels, track individual client activities and progress, and evaluate program effectiveness.

Skills, Abilities, and Knowledge Relevant to the Request

1. Procurement and Outfitting

Hawaii Literacy has extensive experience managing the purchase and customization of Bookmobiles, ensuring they are outfitted with the resources needed to serve high-need communities. Our prior projects included:

- Installing bookshelves, learning areas, and accessibility features
- Equipping vehicles with digital tools to meet modern literacy needs.
- Stocking Bookmobiles with thousands of books, literacy kits, and materials tailored to community needs

2. Community-Centered Deployment

Each Bookmobile was strategically deployed to underserved and remote areas, bringing critical literacy services directly to those in need. Locations served include rural areas, public housing communities, and regions with limited access to libraries or educational facilities. Our flexible approach allows us to adapt services, adding or removing site locations as community needs evolve.

3. Experience and Program Expertise

Hawaii Literacy's staff and leadership bring decades of combined experience in successfully operating youth and family literacy programs in high-need environments. This expertise ensures that grant activities are effectively implemented and result in meaningful community benefits.

4. Staff Expertise

Our team includes literacy experts who engage deeply with underserved communities. All staff receive ongoing program and literacy training, optional professional development, and regular performance reviews to maintain high standards of service delivery.

5. Proven Capability

Hawaii Literacy has a demonstrated ability to operate cost-effective literacy programs, leveraging a network of volunteers, donors, and part-time staff to maximize impact. For example, we provide gifts such as books, snacks, and school supplies to youth attending our programs, further enhancing engagement and accessibility.

6. Bookmobile Program Success

Our ability to run high-quality Bookmobile programs is well-proven, with a long history of serving thousands of individuals annually and fostering measurable literacy gains in communities with significant barriers to educational resources.

As a nonprofit, Hawaii Literacy is uniquely positioned to adapt to changing needs. Whether through altering service sites, increasing outreach, or scaling resources, our agency demonstrates the flexibility needed to maintain and enhance program impact.

2. Facilities

Hawaii Literacy's headquarters on O'ahu serves as the administrative hub for managing operations, including our Bookmobile programs. Our team has extensive experience coordinating successful Bookmobile services, demonstrating the capacity to deploy mobile literacy initiatives effectively.

The new Bookmobile will act as a mobile extension of Hawaii Literacy's programs, bringing critical literacy services to underserved communities on Hawai'i Island. Hawaii Literacy's existing resources and infrastructure are well-equipped to support the deployment and sustainability of the new Bookmobile. Our current fleet of Bookmobiles, serving O'ahu and Hawai'i Island, is outfitted with shelving, seating, Wi-Fi, and portable furniture, providing a strong foundation of experience to inform the design and operation of the new vehicle. With an extensive inventory of over 10,000 books, regularly refreshed through community donations, the new Bookmobile will launch fully stocked with culturally relevant resources tailored to local needs. Dedicated storage facilities on both O'ahu and Hawai'i Island ensure that books, school supplies, and literacy kits can be quickly replenished as needed. Program logistics will be coordinated from our Kona Adult Literacy Center, supported by staff based in Kona and Hilo, ensuring smooth operations across the island.

To maximize the Bookmobile's impact, Hawaii Literacy collaborates with local facilities and community centers that provide docking, parking, and event space. These partnerships allow the Bookmobile to host literacy workshops, tutoring sessions, and family programming, seamlessly integrating into the communities it serves.

The new Bookmobile will leverage Hawaii Literacy's proven infrastructure and strong network of donors and partners to ensure long-term sustainability. Regular in-kind donations of books and supplies from community supporters will reduce operational costs, while our established processes and expertise will ensure efficient deployment. This initiative builds on Hawaii Literacy's mission and experience, extending essential literacy services to remote and high-need communities across Hawai'i Island.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

Hawaii Literacy's experienced leadership and staff are well-equipped to implement the proposed Bookmobile capital project, building on the organization's long history of delivering impactful literacy programs to underserved communities. With deep expertise in literacy education, financial management, and program implementation, the team will ensure the seamless procurement, customization, and deployment of the new Bookmobile to achieve sustainable and meaningful outcomes.

The project will be overseen by **Pua'Ena Burgess, Bookmobile Manager**, who brings over 25 years of experience in designing and implementing impactful literacy initiatives. Pua's

leadership has driven successful programs such as Youth Leadership Groups, Summer and Monthly Reading Campaigns, and Keiki Tutoring Programs, which have served as models for public libraries across Hawai'i. Her culturally grounded approach, incorporating Ho'oponopono philosophies and Building Beloved Communities practices, ensures the Bookmobile's services reflect the needs and identities of the populations it serves.

Strategic oversight will be provided by **Executive Director Jill Takasaki Canfield**, who has over 25 years of experience in educational leadership and cross-cultural program development. Jill will guide the alignment of the project with Hawaii Literacy's mission, oversee collaboration with community partners, and coordinate the integration of the Bookmobile into existing programs. Her expertise ensures that services are tailored to the specific needs of underserved communities on Hawai'i Island.

Fiscal management will be led by **Finance Manager Justine Lafata**, who has more than a decade of experience in financial oversight and has successfully managed Hawaii Literacy's fiscal operations since 2021. Justine will ensure compliance with grant requirements and transparency in all financial reporting, safeguarding the effective use of funds to meet project goals.

A new **Hawai'i Island Bookmobile Coordinator** will be hired to manage onsite operations, logistics, and community engagement. This individual will coordinate the Bookmobile's schedule, oversee procurement of supplies and resources, and ensure high-quality service delivery to remote and underserved areas. Comprehensive training will be provided to integrate the Coordinator seamlessly into Hawaii Literacy's team and ensure program excellence.

Hawaii Literacy's operational expertise is demonstrated by its successful management of three existing Bookmobiles, which serve as mobile literacy hubs across O'ahu and Hawai'i Island. The organization's infrastructure, including a robust inventory of culturally relevant books, strong community partnerships, and established processes for program delivery, ensures that the new Bookmobile will have an immediate and lasting impact. By leveraging its proven model, experienced leadership, and community-centered approach, Hawaii Literacy will effectively expand access to critical literacy services, fostering educational equity for underserved populations on Hawai'i Island.

2. Organization Chart

Refer to ATTACHMENT: Organization Chart.

3. Compensation

Hawaii Literacy Salary Range of Three Highest Paid Officers, Directors, or Employees by Position	
Position	Salary Range
Executive Director	\$85,000-\$110,000
Assistant Director	\$65,000-\$75,000
Adult Literacy Program Manager	\$55,000-\$65,000

VII. Other

1. Litigation

Hawaii Literacy affirms there is no pending litigation or any outstanding judgment to which we are a party.

2. Licensure or Accreditation

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

3. Private Educational Institutions

Not applicable. This grant will not be used to support or benefit a sectarian or nonsectarian private educational institution.

4. Future Sustainability Plan

Hawaii Literacy is committed to ensuring the long-term sustainability of the Bookmobile program by aligning its growth with genuine community needs and implementing a comprehensive funding and operational strategy. This plan leverages the capital grant as a foundation to secure additional private funding, in-kind support, and community engagement, extending the program's impact across Hawai'i Island while reducing reliance on state resources.

Our sustainability approach focuses on diversifying funding streams, building partnerships, and strengthening unrestricted funding to ensure the program's continued success. Key strategies include:

1. Securing Ongoing Support for Key Staff Positions

Hawaii Literacy will integrate requests for continued funding of essential positions, including the Bookmobile Coordinator, Bookmobile Staff, and supporting leadership roles, into future grant applications and proposals to public and private sources. These efforts will ensure the program's operational sustainability and its capacity to expand services to meet growing demand.

2. Increasing Unrestricted Funding Through Board-Led Initiatives

The Board of Directors is committed to enhancing financial stability through its 2025–2027 Strategic Plan, which includes a goal to increase unrestricted funding by \$100,000 annually within three years. This funding will act as a financial safety net, allowing programs to continue uninterrupted, even if grant funds are limited or delayed.

3. Expanding National and Local Funding Opportunities

Hawaii Literacy's Executive Director and Assistant Director are actively pursuing untapped national and local funding opportunities. This includes cultivating relationships with aligned foundations, corporate sponsors, and individual donors to secure long-term financial support for the Bookmobile program.

4. Highlighting the Bookmobile's Cost-Effectiveness

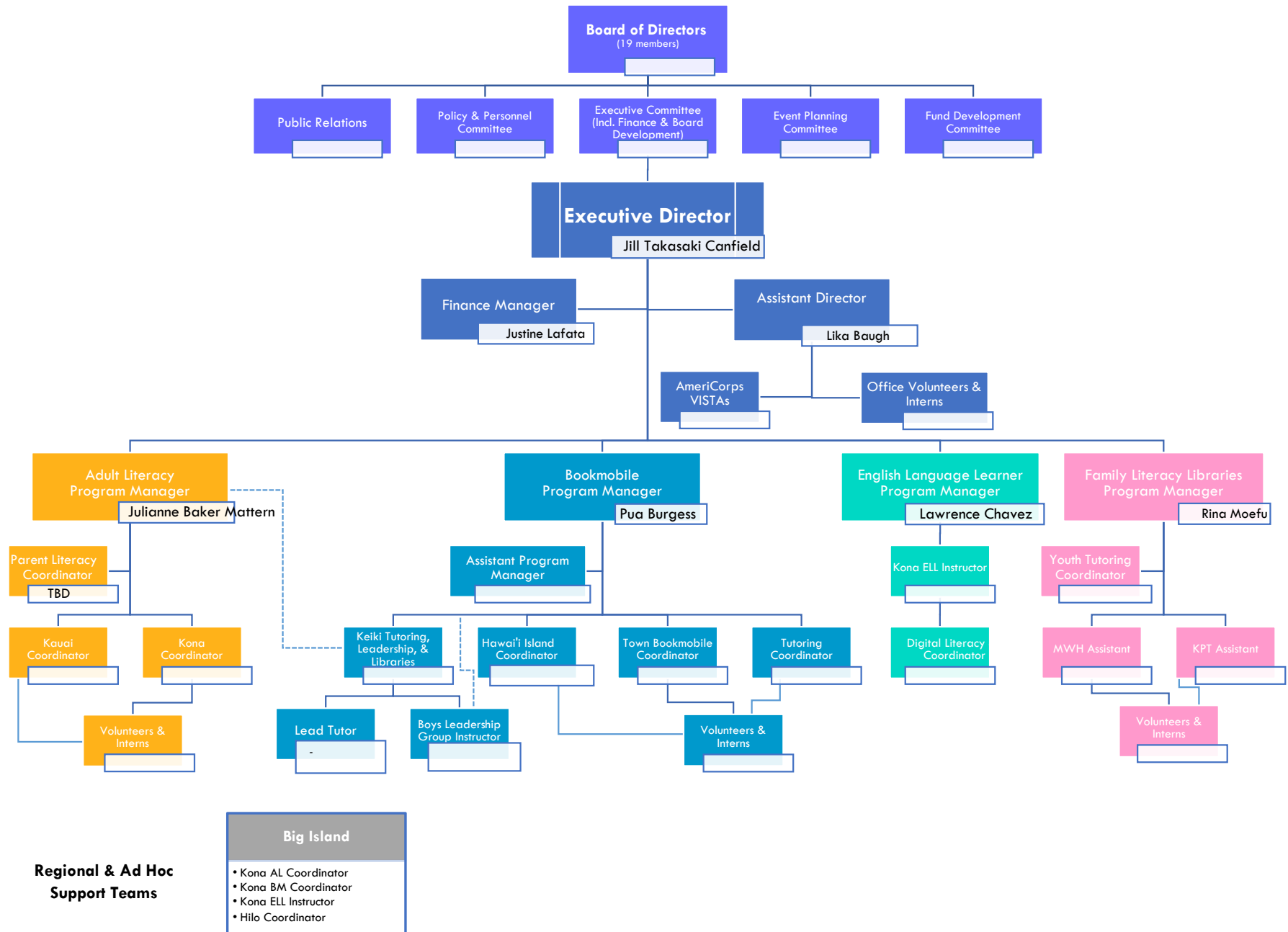
The Bookmobile's unique flexibility and demonstrated success make it an attractive and efficient funding option for private donors and public agencies. By maximizing the impact of every dollar invested, the program ensures broad and lasting community benefits while appealing to funders who value measurable outcomes and cost-effectiveness.

The long-term impact of improving literacy rates in Hawai'i is profound, as research demonstrates a strong correlation between literacy and increased economic opportunities, reduced state dependency, lower crime rates, and better family outcomes. Enhanced literacy also empowers individuals to make informed decisions, participate meaningfully in society, and access life-changing resources. Addressing literacy gaps is not only essential for individual success but also foundational to tackling many of Hawai'i's systemic challenges.

Hawaii Literacy's proven track record of delivering high-impact literacy services reinforces our capacity to execute this sustainability plan effectively. The Bookmobile program has consistently demonstrated success in reaching remote and underserved communities, fostering better educational outcomes and empowering families. By combining innovative funding strategies, board-level commitments, and strong community partnerships, Hawaii Literacy will ensure the continued success of this program and reduce its long-term reliance on State funding.

This integrated sustainability approach will maximize the impact of the capital grant, ensuring the Bookmobile program serves Hawai'i Island's underserved communities for years to come.

Mahalo nui loa for your support of this initiative and for your commitment to advancing literacy and educational equity across Hawai'i.



BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

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)
A. PERSONNEL COST				
1. Salaries	0			
2. Payroll Taxes & Assessments	0			
3. Fringe Benefits	0			
TOTAL PERSONNEL COST	0			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	0			
7. Telecommunication	0			
8. Utilities	0			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES	269,841			
E. CAPITAL				
TOTAL (A+B+C+D+E)	269,841			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	269,841	Jill Takasaki Canfield (808) 537-6706		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		1/16/25		
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	269,841	Jill Takasaki Canfield, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: Hawaii Literacy, Inc. **NOT APPLICABLE**

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

Applicant: _____Hawaii Literacy, Inc._____

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

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Customized 2025 Elkhart Custom's/KSIR BookMobile, built on a Ford E-450 chassis with advanced suspension systems and customized with wifi, awning, bookshelves, wheelchair lift and ADA compliant, tables and chair, reading room, storage for books, etc.	1.00	\$269,841	\$ \$269,841	\$269,841
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	1		\$ \$269,841	\$269,841
JUSTIFICATION/COMMENTS:				
Quoted Price includes \$8,000 for land and marine freight to ship Bookmobile from West Coast				

Applicant: ____Hawaii Literacy, Inc.____

NOT APPLICABLE

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: ____Hawaii Literacy, Inc.____

Contracts Total: \$ 1,367,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Family Literacy Libraries and Youth Tutoring Program	2021-2022	C&C Honolulu	City & County of Honolulu Grant-in-Aid	\$ 125,000
2	Family Literacy Libraries and Youth Tutoring Program	2022-2023	C&C Honolulu	City & County of Honolulu Grant-in-Aid	\$ 125,000
3	Family Literacy Libraries and Youth Tutoring Program	2023-2024	C&C Honolulu	City & County of Honolulu Grant-in-Aid	\$ 150,000
4	Family Literacy Libraries and Youth Tutoring Program	2024-2025	C&C Honolulu	City & County of Honolulu Grant-in-Aid	\$ 200,000
5	Family Literacy Libraries and Youth Tutoring Program	2025-2026	C&C Honolulu	City & County of Honolulu Grant-in-Aid	\$ 150,000
6	English Language Learner Program, Digital Literacy, Bookmobile	2022-2023	DLIR	State Grant-in-Aid	\$ 160,000
7	Adult Literacy, PALs, Prison Literacy	2023-2024	DHS	State Grant-in-Aid	\$ 100,000
8	Bookmobile Expansion Program: Pacific Island & Keiki Tutoring	2024-2025	DHS	State Grant-in-Aid	\$ 105,000
9	Program - Agencywide	2024-2025	U.S. D.O.E	United States Department of Education	252,000

HAWAII LITERACY'S BOOKMOBILE

- Read and check out books (no late or lost fines ever!)
- FREE for Keiki and Families



- Play fun reading games & activities
- Get help from a reading tutor



- Use tablet computers for literacy games/apps
- Earn school supplies!

