

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Hawaii Compliance Express Certificate (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE



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: MAPUNAWAI INC.

Issue Date: 01/22/2026

Status: **Compliant**

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: [REDACTED]
UI#: XXXXXX0239
DCCA FILE#: 325188

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

APPLICATION FOR GRANTS

Digital Literacy Curriculum Translation & Multilingual Instruction

I. CERTIFICATION

1. **Hawaii Compliance Express Certificate**

The applicant will submit one (1) copy of a Hawaii Compliance Express Certificate issued by the Comptroller of the Department of Accounting and General Services, dated no earlier than December 1, 2025.

2. **Declaration Statement**

The applicant affirms compliance with Section 42F-103, Hawaii Revised Statutes, and will submit a signed declaration statement as required.

3. **Public Purpose**

The grant funds requested will be used solely for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. The proposed program provides educational services to public school students, expands access to technology for underserved community members, and reduces electronic waste through responsible device reuse. No grant funds will be used for private benefit.

II. BACKGROUND AND SUMMARY

1. **Applicant Background**

Mapunawai is a Hawai'i-based nonprofit organization founded in 2023 that provides digital literacy education, device access, and technology support services to residents statewide. The organization works in partnership with public libraries, schools, and community organizations to expand access to technology and build digital skills for youth, adults, and kūpuna across Hawai'i.

Since its founding, Mapunawai has partnered with and delivered digital literacy and digital inclusion services in collaboration with a broad range of state agencies, county governments, healthcare and aging organizations, and national digital inclusion stakeholders. These partners include the Hawai'i State Public Library System, the Department of Health, the Department of Vocational Rehabilitation, DBEDT's Broadband Inclusion Office, the Workforce Development Council, the City and County of Honolulu, the counties of Maui, Kaua'i, and Hawai'i, the John A. Burns School of Medicine Area Health Education Center (AHEC), AARP, the National Digital Inclusion Alliance (NDIA). We've also worked with many non-profits and community associations including the Hawaii Public Health Institute, Pacific Gateway Center, Project Vision, and the Hawaii State Rural Health Association.

2. Summary of the Request

This request seeks operating Grant-in-Aid funding to support the translation of Mapunawai's core digital literacy curriculum and the delivery of multilingual digital literacy classes in key languages spoken across Hawai'i. The project addresses a persistent gap in digital literacy service delivery for residents with limited English proficiency, ensuring that essential digital skills training is accessible, culturally responsive, and instructionally usable.

Grant funds will support professional translation of foundational digital literacy curriculum materials, instructional quality review, and limited multilingual instructor support to ensure translated materials are actively used in community-based classes.

3. Goals and Objectives

The goals of this project are to:

1. Reduce language barriers to digital literacy education for limited-English-proficiency residents.
2. Provide high-quality, culturally appropriate digital literacy curriculum in multiple languages commonly spoken in Hawai'i.
3. Support live, multilingual instruction using translated curriculum materials.
4. Create reusable curriculum assets that support long-term multilingual service delivery statewide.

Languages Prioritized

Based on statewide need, community demand, and equity considerations, the program will prioritize translation and instructional support in the following suggested six languages:

1. Spanish
2. Tagalog
3. Chinese
4. Chuukese
5. Tongan
6. Marshallese

These languages represent immigrant, and Pacific Islander communities that are disproportionately impacted by the digital divide.

4. Public Purpose and Need

Digital literacy is increasingly essential for accessing employment opportunities, healthcare, education, government services, and community resources. However, many Hawai'i residents face language barriers that prevent them from fully participating in English-only digital literacy classes and online environments.

While demand for digital literacy training continues to grow, limited availability of translated curriculum and multilingual instruction restricts access for immigrant and Pacific Islander communities. This project serves a clear public purpose by expanding equitable access to essential digital skills training and supporting Hawai'i's broader goals related to equity, language access, and inclusion.

5. Target Population

The project will serve Hawai'i residents with limited English proficiency who seek basic digital literacy training, including:

- Immigrant communities
- Pacific Islander communities
- Adults and kūpuna with limited access to English-language digital instruction

The project prioritizes languages spoken by communities that are disproportionately impacted by the digital divide.

6. Geographic Coverage

Translated curriculum materials and multilingual instruction will be available statewide through Mapunawai's existing partnerships with public libraries and community organizations. Curriculum assets developed through this project are intended for use across all counties in Hawai'i.

III. SERVICE SUMMARY AND OUTCOMES

1. Scope of Work

The project includes the following components:

Curriculum Translation

Mapunawai will translate our own four foundational digital literacy classes (approximately two hours each) into six priority languages. Curriculum topics include:

- Basic computer and device use
- Internet navigation and email
- Online safety and security
- Accessing online services, education, and employment resources

Translated materials will undergo review for accuracy, clarity, cultural appropriateness, and instructional usability.

Multilingual Instructional Support

To ensure translated materials are actively used, the project will support multilingual instruction through:

- Training or contracting bilingual instructors

- Providing limited stipends for multilingual trainers
 - Supporting instructional preparation and coordination
-

2. Projected Outcomes

The project is expected to result in:

- Six fully translated digital literacy curricula
 - Increased participation of limited-English-proficiency residents in digital literacy classes
 - Improved access to online services, education, and workforce opportunities
 - Durable curriculum assets that support ongoing multilingual service delivery
-

3. Quality Assurance and Evaluation

Quality assurance measures include:

- Review of translated materials by qualified reviewers
 - Instructor feedback on curriculum usability
 - Ongoing monitoring of class delivery and participant engagement
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4. Measures of Effectiveness

Effectiveness will be measured by:

- Completion of translated curriculum materials
- Number of multilingual classes delivered
- Participation by limited-English-proficiency residents

- Instructor and participant feedback

IV. FINANCIAL

(Detailed budget information is provided in the required budget forms.)

Grant funds will be used for operating expenses related to curriculum translation, instructional support, and quality assurance. Detailed budget information is provided in the required budget forms. No equipment purchases, capital improvements, or vehicle expenses are requested. The applicant is not seeking other funding sources for this project in fiscal year 2027.

Anticipated Quarterly Funding Requests (FY 2027)

Q1: \$9,250	Q2: \$9,250	Q3: \$9,250	Q4: \$9,250
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As of December 31, 2025, the applicant's unrestricted current assets were minimal, as operating funds are primarily restricted to active program contracts. Mapunawai maintains fiscal oversight, internal controls, and compliance systems sufficient to administer and monitor state grant funds.

V. EXPERIENCE AND CAPABILITY

1. Necessary Skills and Experience

Mapunawai has demonstrated experience developing and delivering digital literacy curriculum and instruction across Hawai'i through partnerships with public libraries, community organizations, and state agencies. The organization regularly provides foundational digital literacy classes covering device use, internet navigation, online safety, and access to essential online services.

Through this work, Mapunawai has identified language access as a persistent barrier to participation for many residents, particularly within immigrant and Pacific Islander communities. The organization has experience adapting curriculum for diverse learners and understands the importance of instructional clarity, cultural appropriateness, and usability in community-based teaching environments.

Mapunawai's existing curriculum has been developed for live instruction and one-on-one learning, making it well-suited for translation and reuse across multiple languages. This project

builds on that foundation by investing in professional translation, quality review, and instructional support to ensure translated materials are accurate, culturally responsive, and actively used in classes.

2. Facilities

Services supported by this project will be delivered at existing public library locations and community-based venues through Mapunawai's current partnerships. No additional facilities, construction, or capital improvements are required. Translated curriculum materials will be used in classrooms and community settings already available to the organization.

VI. PERSONNEL: PROJECT ORGANIZATION AND STAFFING

1. Proposed Staffing, Qualifications, Supervision, and Training

This project does not require the creation of new full-time staff positions. Grant funds will support professional services and limited instructional support necessary to complete translation and deliver multilingual classes.

Curriculum Translation and Review

Professional translators with demonstrated language proficiency and experience translating educational materials will be engaged to translate the curriculum into the six identified languages. Translated materials will be reviewed for accuracy, clarity, and instructional usability prior to use.

Multilingual Instructors / Trainers

Bilingual instructors or trainers will be trained or contracted to deliver digital literacy classes using the translated curriculum. Instructional support may include preparation time, coordination, and stipends to ensure quality delivery and consistency across languages.

Mapunawai staff will oversee project coordination, curriculum review, scheduling, and quality assurance to ensure alignment with program standards and community needs.

2. Organization Chart

Project oversight and supervision are provided by Mapunawai leadership and program staff. Fiscal management, compliance, contractor oversight, and quality assurance are managed through existing organizational systems and policies.

3. Compensation

Pursuant to application requirements, the applicant provides the annual salary ranges paid to the three highest-paid officers, directors, or employees of the organization by position title, not employee name:

- **Chief Executive Officer (CEO):** \$100,000 – \$110,000
 - **Chief Operating Officer (COO):** \$80,000 – \$90,000
 - **Program Coordinator / Manager:** \$50,000 – \$55,000
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VII. OTHER

1. Litigation

The applicant is not a party to any pending litigation or outstanding judgments that would affect its ability to carry out the proposed program.

2. Licensure or Accreditation

No special licensure or accreditation is required to provide the proposed services. All instructional activities will be conducted in compliance with applicable laws, regulations, and partner site requirements.

3. Private Educational Institutions

Grant funds will not be used to support or benefit a sectarian or nonsectarian private educational institution. Services are provided for public benefit through libraries and community-based settings.

4. Future Sustainability Plan

If funding is received for fiscal year 2027, Mapunawai will use the grant period to create durable, reusable multilingual curriculum assets that can be integrated into ongoing digital literacy programming statewide. These materials are intended to support long-term language access without requiring repeated translation investment.

If grant funding is not received beyond fiscal year 2027, Mapunawai will continue to use translated curriculum materials developed through this project and seek additional partnerships and funding opportunities to sustain multilingual instruction.

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

(Typed Name of Individual or Organization)

(Signature) 

(Date)

(Typed Name)

(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: Mapunawai 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	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	0	0	0	0
B. OTHER CURRENT EXPENSES		0	0	0
1. Airfare, Inter-Island		0	0	0
2. Insurance		0	0	0
3. Lease/Rental of Equipment		0	0	0
4. Lease/Rental of Space		0	0	0
5. Staff Training		0	0	0
6. Supplies		0	0	0
7. Telecommunication		0	0	0
8. Utilities		0	0	0
9. Curriculum translation services (6 languages)	30,000	0	0	0
10. Multilingual instructor stipends	5,000	0	0	0
11. Formatting, quality assurance, and instructional materials	2,000	0	0	0
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	37,000	0	0	0
C. EQUIPMENT PURCHASES	0	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	0	0	0	0
TOTAL (A+B+C+D+E)	37,000	0	0	0
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	37,000	Brandon Souza 808-253-8473		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		01/22/2026		
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	37,000	Brandon Souza, Chief Operating Officer		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2026 to June 30, 2027

Applicant: Mapunawai Inc

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: No personnel salaries or wages are requested under this grant. Translation and instructional support are provided through contracted services and stipends reflected on Page 6.

Applicant: Mapunawai Inc

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
JUSTIFICATION/COMMENTS: No equipment purchases are requested under this grant. Any minor tools or consumable items used for program delivery are included as operating supplies and reflected under "Other Current Expenses" in the budget.				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
JUSTIFICATION/COMMENTS: No motor vehicle purchases are requested under this grant. Transportation costs are limited to inter-island airfare and ground transportation and are included as operating expenses.				

Applicant: Mapunawai Inc

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2024-2025	FY:2025-2026	FY:2026-2027	FY:2026-2027	FY:2027-2028	FY:2028-2029
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: This application is for Operating Grant-in-Aid funding only. No capital improvement project funding is requested. Land acquisition, design, construction, and capital equipment are not applicable to this request.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Mapunawai Inc

Contracts Total: \$4,337,602.35

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Digital Literacy Group Classes	05/2024 – 06/2025	Hawaii State Public Library System	State of Hawaii	\$650,000.00
2	Digital Navigator Services	07/2025 - 06/2028	Hawaii State Public Library System	State of Hawaii	\$3,657,602.35
3	Maui County Employee Digital Upskilling Project	11/2025 - 12/2025	Office Of The Mayor	Maui County	\$30,000.00
4					
5					
6					
7					