

## 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



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 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; and
- 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.
- 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 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]

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### 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*

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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)**

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2024.

*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**

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

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

*Refer to ATTACHMENT: Declaration Statement.*

#### **3. Public Purpose**

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

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**

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

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

Hawaii Literacy, established in 1971, is a 501(c)(3) nonprofit organization and the state's leading provider of literacy services, dedicated to empowering individuals with essential

reading, writing, and lifelong learning skills. Guided by its mission to strengthen communities and improve lives through literacy, Hawaii Literacy works to break cycles of poverty and under-education, creating brighter futures for individuals, families, and communities.

Each year, Hawaii Literacy serves over 8,000 residents across O‘ahu, Hawai‘i Island, Maui, and Kaua‘i, focusing on low-income, underserved, and immigrant populations. Of those served, 94% are from low-income households, 67% live in public housing, and 12% are houseless. The organization ensures equitable access to education and resources, particularly for residents in remote or underserved areas.

Hawaii Literacy delivers five core programs tailored to address a range of literacy needs:

1. **Adult Literacy:** The state’s longest-running program providing individualized tutoring to adults with low literacy skills.
2. **English Language Learners (ELL):** Offers language instruction to help non-native speakers navigate employment, family communication, and citizenship.
3. **Family Literacy Libraries:** Creates accessible resource hubs in public housing communities, providing books, technology, tutoring, and family engagement workshops.
4. **Bookmobile Program:** Brings literacy resources to rural and underserved areas, reaching families and individuals who lack access to public libraries.
5. **Digital Literacy:** Bridges the digital divide by equipping participants with technology access and essential skills for the modern workforce.

Hawaii Literacy has become a trusted partner in advancing the state’s efforts to promote literacy, economic self-sufficiency, and civic engagement. With a community-centered approach and culturally responsive programs, Hawaii Literacy ensures that every participant has the tools and support needed to achieve their full potential.

2. The goals and objectives related to the request;

Hawai‘i faces a significant challenge with family literacy, particularly in underserved communities where limited English proficiency, low literacy levels, and scarce access to educational resources hinder parents and children from reaching their full potential. Research shows that children of parents with low literacy skills are more likely to experience academic struggles, perpetuating cycles of educational disadvantage across generations. Hawaii Literacy’s **Parent Literacy Initiative** aims to break this cycle by equipping parents with the skills, confidence, and tools to support their children’s learning, foster literacy-rich home environments, and create lasting change for families and communities.

The Parent Literacy Initiative is guided by the following overarching goals:

- **Break intergenerational cycles of low literacy** by addressing the literacy needs of parents and children simultaneously.
- **Empower parents as active participants in their children’s education**, fostering improved academic outcomes and stronger school engagement.

- **Create sustainable literacy-rich family environments** that promote lifelong learning and cultural pride.
- **Reduce systemic barriers to educational equity** for low-income and underserved families, especially in rural and remote areas.

To achieve these goals, the initiative is structured around actionable objectives:

- **Provide targeted literacy instruction:** Deliver one-on-one and small-group Adult Literacy (AL) and English Language Learner (ELL) lessons tailored to practical needs, such as reading with children and navigating school materials.
- **Enhance workforce readiness:** Integrate job skills into literacy training to improve family economic stability.
- **Facilitate family engagement:** Conduct monthly Family Literacy Parenting Workshops to promote shared reading, storytelling, and interactive learning activities.
- **Celebrate cultural heritage:** Incorporate Hawaiian and Pacific Islander storytelling traditions into programming to strengthen family connections and cultural pride.
- **Expand accessibility:** Partner with community organizations to prioritize outreach to underserved families, particularly in rural areas.
- **Train staff and volunteers:** Provide professional development in cultural competence and trauma-informed teaching to ensure high-quality service delivery.

The initiative combines culturally relevant programming with a dual-generation approach to address literacy challenges holistically. Individualized AL and ELL lessons focus on real-world applications, such as reading with children and improving workplace communication. Participants gain access to Hawaii Literacy’s complementary programs, such as Digital Literacy training and the Bookmobile, ensuring comprehensive support.

Family Literacy Parenting Workshops further strengthen engagement by teaching parents how to create literacy-rich environments at home. These workshops integrate culturally meaningful activities, including Hawaiian and Pacific Islander storytelling, to celebrate heritage while fostering educational growth.

Accessibility is central to the program’s design. A dedicated Parent Literacy Coordinator leads outreach and recruitment efforts, focusing on underserved families in rural and remote areas. This ensures that families facing the greatest barriers to access feel supported and connected to a robust network of resources.

By empowering parents and children simultaneously, the Parent Literacy Initiative creates a ripple effect of positive change, strengthening families, uplifting communities, and breaking intergenerational cycles of poverty and low literacy.

### 3. The public purpose and need to be served;

Hawaii Literacy’s Parent Literacy Initiative addresses a critical and urgent need in underserved communities, where low parental literacy contributes to educational inequities, economic instability, and diminished family well-being. An estimated **1 in 6 adults in Hawai‘i (approximately 155,000 individuals)** are functionally illiterate, unable to perform essential reading and writing tasks required for daily life and employment. Nationally, adults with low literacy earn just **44% of what their literate peers earn**, and **70% are unemployed or underemployed**. For Hawai‘i families, this challenge is compounded by the state’s high cost of

living, with **40% of households living below the ALICE (Asset Limited, Income Constrained, Employed) threshold.**

The intergenerational effects of low literacy are profound. Research shows that children of parents with low literacy are **72% more likely to struggle academically.** In Hawai'i, nearly **47% of public school third graders fail to meet English Language Arts proficiency standards,** leaving them unprepared for future academic demands. These challenges are particularly acute in rural and immigrant communities, where families face additional barriers such as language difficulties and limited access to resources. For instance, only **32% of Chuukese-speaking English learners graduate on time,** compared to **86% of their non-ELL peers statewide.**

Low literacy also restricts families' ability to participate in Hawai'i's growing digital economy. Approximately **20% of low-income households lack reliable internet access or digital tools,** further isolating them from job opportunities, educational resources, and essential services. Without intervention, these disparities will deepen, perpetuating cycles of poverty and limiting families' potential for upward mobility.

Despite the severity of these challenges, there are few programs in Hawai'i that address parental literacy as a foundational issue. Many existing parenting initiatives focus on child development or behavioral strategies but fail to provide parents with the critical skills they need to support their children's education and improve their own economic prospects. Hawaii Literacy's Parent Literacy Initiative fills this gap by addressing literacy as both a **root cause** and a **solution** to intergenerational poverty and educational inequity.

The **public purpose** of this initiative is to empower families to overcome the constraints of low literacy and achieve long-term success. By equipping parents with essential literacy skills, the program enhances children's academic outcomes, strengthens family resilience, and fosters greater equity across underserved communities. This initiative is an investment in Hawai'i's future, creating pathways to educational and economic opportunity for families who need it most.

Without intervention, the literacy gap in Hawai'i will widen, leaving families further behind and perpetuating systemic inequities. Addressing this issue now is critical to breaking the cycle of poverty and ensuring that future generations have the tools and opportunities to succeed.

#### 4. Describe the target population to be served; and

The **Parent Literacy Initiative** is designed to serve parents and caregivers with low literacy skills or limited English proficiency, focusing on those already participating in Hawaii Literacy's Adult Literacy (AL) and English Language Learners (ELL) programs or accessing resources at Family Literacy Libraries and Bookmobiles. These individuals represent some of Hawai'i's most vulnerable populations, who often face overlapping challenges that exacerbate the effects of low literacy.

#### Key Characteristics of the Target Population

1. **Low-Income or Rural Residents:** Many participants live in public housing, transitional shelters, or geographically isolated areas with limited access to educational resources.

These families often face financial insecurity, making literacy advancement a crucial step toward economic stability.

2. **Non-Native English Speakers:** A significant proportion of participants are immigrant parents who face language barriers that limit their ability to support their children's education, secure stable employment, and access essential community services.
3. **Intergenerational Literacy Gaps:** Many families experience cycles of low literacy, where both parents and children struggle with foundational skills, creating significant barriers to academic success and long-term economic mobility.

By focusing on parents and caregivers who face these compounded challenges, the initiative ensures its resources are directed to those with the greatest need and potential for meaningful, lasting change.

5. Describe the geographic coverage.

The **Parent Literacy Program** will serve families across the state of Hawai'i, prioritizing communities with the greatest literacy needs and barriers to access. Geographic coverage spans urban centers, rural areas, and remote regions on **O'ahu, Kaua'i, Hawai'i Island, and Maui County**, focusing on neighborhoods where underserved populations face significant challenges in accessing educational resources.

#### **Targeted Geographic Areas**

1. **Urban Areas:** High-need neighborhoods with large concentrations of public housing and immigrant families who face language and economic barriers.
2. **Rural and Remote Communities:** Underserved areas with limited access to libraries, schools, and digital resources, including regions on Hawai'i Island, Kaua'i, and Maui County.

#### **Delivery and Accessibility**

To ensure accessibility for families in these diverse regions, the program will leverage Hawai'i Literacy's established infrastructure and partnerships:

- **Family Literacy Library Locations:** Situated in public housing communities, these libraries provide centralized access to books, technology, tutoring, and workshops for parents and caregivers.
- **Partner Sites:** Collaborations with schools, community centers, and local nonprofits deliver services in familiar, accessible locations within each community.
- **Mobile Outreach:** The Bookmobile and other mobile initiatives bring resources directly to families in rural and remote areas, bridging gaps in service availability and ensuring equitable access to literacy tools and support.

#### **Expanding Statewide Impact**

While current efforts are concentrated on **O'ahu, Hawai'i Island, and Kaua'i**, Hawai'i Literacy is actively working to expand its reach within **Maui County**, including underserved communities on **Moloka'i** and **Lāna'i**. These efforts aim to address critical literacy gaps in areas where educational resources are especially limited.

### **III. Service Summary and Outcomes**

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

The **Parent Literacy Program** integrates Hawaii Literacy's core services—Adult Literacy (AL), English Language Learner (ELL), Bookmobile, Digital Literacy, and Family Literacy Library (FLL) programs—into a family-centered model. The program addresses intergenerational cycles of low literacy by equipping parents and caregivers with the skills, tools, and confidence to support their children's academic success while improving their own literacy and economic opportunities.

The program will serve approximately **250 parents and caregivers annually**, with core activities including:

- **Weekly ELL Classes:** Small-group instruction to improve English proficiency for family, education, and workplace communication.
- **One-on-One Adult Literacy Tutoring:** Individualized sessions to address specific literacy challenges.
- **Small-Group Literacy Classes:** Monthly classes focused on foundational reading, writing, and practical skills such as school communication and workforce readiness.
- **Family Literacy Workshops:** Monthly workshops teaching parents strategies to create literacy-rich home environments and engage in shared learning activities.
- **Resource Distribution:** Providing at least 250 culturally relevant books and literacy kits to promote continued learning at home.
- **Accessible Service Delivery:** Offering services at **5 fixed locations** and through **12 mobile outreach visits** to rural and underserved areas.
- **Digital Learning Platforms:** Expanding statewide access through online tools to serve families in remote areas.

**Tasks and Responsibilities** - The program's success depends on the coordinated efforts of a skilled team to deliver high-quality services and achieve measurable outcomes. Key tasks and responsibilities include:

#### **Program Development and Instruction**

- Develop and deliver weekly ELL and small-group literacy classes tailored to participants' needs.
- Provide one-on-one literacy tutoring for participants requiring personalized support.
- Facilitate monthly Family Literacy Workshops to teach parents practical strategies for supporting literacy development at home.

#### **Participant Recruitment and Support**

- Identify and recruit participants from high-need communities, including families in public housing, rural areas, and immigrant households.
- Build partnerships with schools, housing agencies, and community organizations to expand outreach and program access.
- Maintain regular communication with participants to track attendance, progress, and engagement.

#### **Resource Distribution and Accessibility**

- Distribute books, literacy kits, and digital tools to promote at-home literacy practices.
- Conduct mobile outreach visits through the Bookmobile to ensure rural and remote families have access to resources.
- Expand participation through digital platforms to reach families statewide.

**Program Oversight and Evaluation**

- Monitor participant progress using pre- and post-assessments to measure literacy gains and program impact.
  - Collect and analyze data to inform continuous program improvement and ensure alignment with goals.
  - Prepare detailed reports for stakeholders to ensure compliance with grant requirements and maintain fiscal accountability.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

The following timeline outlines the key activities and milestones for implementing the **Parent Literacy Program**, ensuring measurable outcomes are achieved within the grant period:

<b>Timeline</b>	<b>Key Activities</b>
<b>Month 1: Program Launch and Recruitment</b>	<ul style="list-style-type: none"> <li>• Conduct outreach to identify and enroll parents and caregivers in high-need areas and participants already enrolled in other Hawaii Literacy programs.</li> <li>• Begin initial literacy assessments to establish baseline skill levels and create personalized literacy plans.</li> <li>• Schedule staff and volunteer training</li> <li>• Finalize the calendar for literacy classes, workshops, and outreach events.</li> </ul>

<p><b>Month 2: Initiate Literacy Instruction and Workshops</b></p>	<ul style="list-style-type: none"> <li>• Launch weekly small-group literacy classes (Adult Literacy and ELL services).</li> <li>• Begin monthly Family Literacy Workshops, introducing parents to strategies for creating literacy-rich home environments.</li> <li>• Distribute the first set of books and literacy kits to participants.</li> </ul>
<p><b>Months 3–5: Continue Instruction and Expand Engagement</b></p>	<ul style="list-style-type: none"> <li>• Deliver ongoing weekly literacy classes and monthly workshops.</li> <li>• Provide targeted support to participants through personalized literacy plans and progress monitoring.</li> <li>• Initiate workforce readiness modules, focusing on practical literacy applications like resume writing and workplace communication.</li> <li>• Utilize the Bookmobile to distribute resources to rural and remote communities.</li> </ul>
<p><b>Month 6: Mid-Year Assessments and Adjustments</b></p>	<ul style="list-style-type: none"> <li>• Conduct mid-year literacy assessments to evaluate progress and update literacy plans as needed.</li> <li>• Host special literacy events to maintain engagement, such as storytelling sessions or family reading games.</li> <li>• Hold a mid-year review meeting with staff to identify successes, challenges, and areas for improvement.</li> </ul>
<p><b>Months 7–9: Summer Literacy Activities and Community Outreach</b></p>	<ul style="list-style-type: none"> <li>• Continue weekly literacy instruction and monthly Family Literacy Workshops.</li> <li>• Strengthen partnerships with schools, libraries, and local organizations to reach additional families.</li> <li>• Provide a second round of book and literacy kit distributions to participants.</li> </ul>
<p><b>Months 10–11: Preparation for Program Wrap-Up</b></p>	<ul style="list-style-type: none"> <li>• Conduct final literacy instruction sessions and Family Literacy Workshops, focusing on long-term strategies for sustaining literacy practices at home.</li> <li>• Collect participant feedback through surveys and focus groups.</li> <li>• Distribute final sets of books and resources to families.</li> </ul>
<p><b>Month 12: Final Assessments and Celebrations</b></p>	<ul style="list-style-type: none"> <li>• Administer final literacy and language assessments to measure overall skill improvements.</li> <li>• Complete initial data analysis for annual reporting.</li> </ul>
<p><b>Month 13: Final Reporting</b></p>	<ul style="list-style-type: none"> <li>• Compile and submit the final program report to the</li> </ul>

<p><b>and Grant Closure</b></p>	<p>State agency, including participant data, outcomes, and a summary of successes and lessons learned.</p> <ul style="list-style-type: none"> <li>• Ensure all grant deliverables are met, and documentation is completed to close the grant contract.</li> </ul>
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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 has implemented a comprehensive quality assurance and evaluation plan to ensure the **Parent Literacy Program** achieves its objectives, delivers measurable outcomes, and adapts to meet participant needs. The plan incorporates monitoring, evaluation, and feedback processes to maintain high standards of service and foster continuous improvement.

**1. Monitoring and Oversight**

Hawaii Literacy employs robust systems to track progress, resource use, and site performance:

- **Participant Progress:** Baseline assessments in reading, writing, and digital skills establish benchmarks at enrollment. Individualized literacy plans track attendance, engagement, and skill development throughout the program.
- **Resource Utilization:** Distribution of books, literacy kits, and digital tools is monitored to ensure effective use. Participation in workshops, Bookmobile events, and virtual sessions is tracked to optimize resource allocation.
- **Site Oversight:** Program locations are reviewed quarterly using a checklist to evaluate resource availability, technology access, and participant engagement.

**2. Program Effectiveness Evaluation**

Evaluation methods measure program outcomes and community impact:

- **Participant Assessments:** Skill levels are measured at entry, mid-year, and completion to quantify improvements.
- **Family Outcomes:** Parental engagement and children’s literacy progress are evaluated through surveys, teacher feedback, and participant reports.
- **Community Reach:** Metrics include the number of participants served, diversity of families engaged, and underserved areas reached. Collaboration with schools and community organizations is assessed to determine overall effectiveness.

**3. Continuous Improvement**

Hawaii Literacy uses data and feedback to enhance program delivery and outcomes:

- **Quarterly Reviews:** Staff analyze program data and participant progress to identify successes and areas for improvement.

- **Participant and Partner Feedback:** Insights from surveys and focus groups guide program refinements and address community needs.
- **Staff Development:** Ongoing training ensures staff remain culturally competent, trauma-informed, and responsive to participant needs.

#### 4. Accountability and Reporting

Hawaii Literacy ensures transparency and accountability through regular reporting:

- **Quarterly Reports:** Summarize program activities, outcomes, and resource usage, identifying areas for enhancement.
- **Annual Report:** Provides a comprehensive evaluation of program impact, including accomplishments and recommendations for future development.

This structured approach ensures the Parent Literacy Program achieves measurable results, addresses the needs of underserved families, and continuously improves to maximize its impact across Hawai'i.

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

Hawaii Literacy's Parent Literacy Program employs a focused evaluation framework to measure success and ensure accountability. These metrics align with program goals to improve adult literacy, foster family engagement, and enhance children's academic readiness. Results will be reported to the State agency, demonstrating transparency and impact.

**Adult Literacy and Skill Development** - The program empowers parents with literacy, language, and digital skills to strengthen their families' well-being. Key measures include:

- **Literacy Gains: 75% of participants** will achieve measurable improvements in reading and writing proficiency through pre- and post-assessments.
- **English Proficiency: 70% of English Language Learner (ELL) participants** will advance at least one proficiency level.
- **Digital Literacy: 75% of participants** will demonstrate competency in essential online tasks, such as completing forms and accessing resources.

**Parental Engagement and Family Literacy** - The program builds confidence and equips parents with strategies to foster literacy-rich home environments. Metrics include:

- **Parental Confidence: 85% of participants** will report increased confidence in supporting their children's education through surveys.
- **Family Literacy Practices: 80% of parents** will engage in shared reading or storytelling with their children at least three times per week.
- **Workshop Participation:** Host **12 Family Literacy Workshops** annually, with attendance and participant feedback documented.

**Child Outcomes** - By equipping parents with literacy tools, the program enhances children’s educational outcomes. Key measures include:

- **Reading Readiness: 65% of children** from participating families will demonstrate improved vocabulary, reading readiness, or school performance, based on parent and teacher feedback.
- **Parental Involvement:** Track increased participation in school-related activities through self-reported surveys.

**Program Reach and Accessibility** - The program ensures equitable access to literacy services for families across Hawai‘i:

- **Participants Served:** Engage at least **250 parents** annually, with demographic and geographic data tracked.
- **Resource Distribution:** Deliver **250+ culturally relevant books** and literacy kits to families each year.
- **Community Access:** Expand services to **10 rural and underserved communities** through the Bookmobile, Family Literacy Libraries, and digital platforms.

**Participant Satisfaction and Sustainability** - The program emphasizes long-term impact and community collaboration to sustain outcomes:

- **Participant Feedback: 90% of participants** will rate the program as effective or highly effective in surveys.
- **Partnerships:** Maintain **10–20 active partnerships** with schools, libraries, and community organizations to expand reach and strengthen services.

If funding levels vary, Hawaii Literacy will adjust the program’s scope and revise these measures to align with available resources. All updates will be communicated promptly to the State agency to ensure accountability and transparency.

## **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 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$44,899.75	\$44,899.75	\$44,899.75	\$44,899.75	\$179,599

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

<b>Intended Funding for Fiscal Year 2026</b>			
<b>Funding Source</b>	<b>Program</b>	<b>Estimated Amount</b>	<b>Status</b>
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-Waipahu/Pearl City	English Language Learner and Agency-Wide Support	\$68,320	Intend to request renewal of contract pending 21 <sup>st</sup> 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 Trust	Agency-Wide	\$2,500	Intend to request continuing support

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years.

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 2026 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.

<b>Balance of Unrestricted Current Assets</b>	
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 brings over 50 years of proven experience delivering literacy programs tailored to the unique cultural, social, and economic challenges faced by Hawai'i's underserved communities. With a deep understanding of the barriers impacting low-income families, residents of public housing, and rural populations, Hawaii Literacy has established trust and strong relationships with the communities it serves. This foundation ensures the successful implementation of the **Parent Literacy Program**, which aims to equip parents with the skills, confidence, and resources needed to foster literacy-rich home environments, support their children's education, and break intergenerational cycles of low literacy and poverty.

#### **Expertise in Literacy Instruction**

Hawaii Literacy has developed specialized expertise in providing one-on-one reading tutoring and English language instruction. These approaches have consistently helped adults build fluency and foundational literacy skills. This expertise is integral to the Parent Literacy Program, which combines individualized instruction with culturally responsive workshops to engage parents and improve children's academic outcomes. By incorporating Hawaiian and Pacific Islander storytelling traditions into the curriculum, the program ensures cultural resonance while strengthening family connections and identity.

#### **Strong Community Partnerships**

Hawaii Literacy has cultivated an extensive network of partnerships that enhance its ability to deliver impactful services. Key partnerships include:

- **Department of Education and Public Schools:** Facilitating access to parents and children most in need of support.
- **Boys & Girls Club and Family Promise of Hawai'i:** Providing pathways to reach underserved families.
- **Rotary Club, Transitional Housing Sites, and Homeless Shelters:** Extending services to families facing housing instability.
- **GED Programs, Community Schools for Adults, and Employment Services:** Supporting parents in accessing educational and workforce opportunities.

These collaborations enable Hawaii Literacy to identify families who will benefit most from the Parent Literacy Program and provide seamless access to complementary services.

## Track Record of Innovation and Results

Hawaii Literacy has a demonstrated ability to grow and adapt programs sustainably while achieving measurable outcomes. Notable achievements include:

- **Family Literacy Libraries and Bookmobile Program:** Longstanding initiatives that promote shared family learning and literacy access in underserved areas.
- **Digital Literacy Program:** Recently expanded to equip families with essential digital tools and skills for success in today's economy.
- **Outcome-Driven Results:** Consistently achieving measurable literacy gains, increased parental engagement, and stronger family connections through data-informed program delivery.

This track record highlights Hawaii Literacy's ability to design and implement impactful programs that meet the evolving needs of Hawai'i's communities.

## Program Implementation and Expansion

Through GIA support, Hawaii Literacy will expand access to literacy services in high-need areas such as **Waipahu, Kalihi-Pālana, and Kona**. The Parent Literacy Program will provide:

- **Tailored Literacy Instruction:** Focused reading, writing, and English classes for parents and caregivers.
- **Family Literacy Workshops:** Practical sessions to empower parents as role models and advocates for their children's education.
- **Community Engagement:** Targeted outreach to identify and serve hundreds of struggling adults and families, creating a ripple effect of positive change across communities.

Hawaii Literacy's sustained success, deep-rooted community relationships, and capacity for strategic program growth uniquely position it to implement the Parent Literacy Program effectively. With this support, Hawaii Literacy will not only equip parents with the tools to create brighter futures for their families but also contribute to broader community well-being across Hawai'i.

## 2. Facilities

Hawaii Literacy's facilities are strategically located to address the greatest literacy needs across Hawai'i, ensuring accessibility and maximizing impact for underserved communities. Each site is selected to foster community engagement, leverage in-kind support, and deliver cost-effective services that align with the goals of the **Parent Literacy Program**.

### Primary Facilities Supporting the Program

1. **Kaumakapili Church Drop-In ELL and Digital Literacy Center (Kalihi-Pālana)**
  - Located in one of O'ahu's most underserved areas, this site hosts free **Digital Literacy** classes weekly and **ELL classes** four times a week. The trusted and accessible space serves low-income families, promoting community engagement and advancing participants' literacy journeys.

## 2. Kona Adult Literacy Program (Kailua-Kona)

- Based at **Healthy Mothers Healthy Babies** on Kuakini Highway, this facility provides a professional and private environment for **tutoring, assessments, and small-group sessions**. Its central location ensures accessibility for participants across Kailua-Kona and the broader Kona Coast region.

## 3. Safe Haven (Waipahu)

- Situated near public housing, this site offers foundational **digital literacy classes, ELL instruction**, and access to **Bookmobile services**. It serves as a hub for expanding adult and family literacy programs, with shared technology resources available to participants.

## 4. Family Literacy Libraries and Tech Centers (Kalihi-Pālama)

- **Mayor Wright Homes Family Literacy Library** and **Kuhio Park Towers Tech Center** provide long-term, in-kind spaces for **afterschool youth programming, family literacy workshops, book lending, and technology access**. These facilities serve over **1,300 families annually**, with a focus on public housing residents and households where English is not the primary language.

## 5. Bookmobiles (O‘ahu and Hawai‘i Island)

- Three **mobile literacy hubs** deliver books, school supplies, and snacks to underserved communities. Equipped with shelves, seating, storage, and Wi-Fi, Bookmobiles bring flexible, on-the-go services to families who lack access to traditional literacy programs.

## 6. Pending Expansion (Maui and Kaua‘i)

- Although dedicated facilities are not yet available, Hawai‘i Literacy has a pending **Memorandum of Understanding (MOU)** with all four counties to utilize community spaces for **digital literacy classes and workshops** through the Digital Equity Competitive Grant.

Hawaii Literacy’s facilities are chosen for their proximity to underserved populations and their alignment with program goals. Partnerships with schools, housing authorities, and community organizations enhance the delivery of services, ensuring facilities are trusted, impactful spaces for **literacy instruction, family workshops, and digital training**.

In areas without permanent facilities, Hawaii Literacy has a proven ability to secure temporary or shared spaces, ensuring program continuity and adaptability. This flexibility, combined with the infrastructure and community trust established at existing sites, positions Hawaii Literacy to deliver effective and scalable services as part of the **Parent Literacy Program**.

## VI. Personnel: Project Organization and Staffing

### 1. Proposed Staffing, Staff Qualifications, Supervision and Training

Hawaii Literacy's Parent Literacy Program is supported by a highly skilled and experienced team dedicated to addressing the literacy needs of underserved families across Hawai'i. The staff and leadership bring deep expertise in literacy education, culturally responsive programming, and community engagement, ensuring impactful, high-quality services that empower parents and foster literacy-rich home environments.

**Julianne Baker Mattern, Adult Literacy Program Manager**, has over a decade of experience designing and managing adult literacy programs. She specializes in creating practical, evidence-based curricula that equip parents with the skills to read with their children, navigate school communications, and engage effectively with teachers. Her leadership ensures that literacy instruction aligns with proven practices and delivers measurable outcomes, including increased parental confidence and improved workforce readiness.

**Lawrence Chavez, English Language Learner (ELL) Manager**, has more than 15 years of experience in adult education and English language instruction. He has a proven track record of implementing culturally responsive teaching methods to meet the diverse linguistic and cultural needs of participants. Lawrence leads the English language instruction component, helping parents gain essential communication skills to support their families and actively participate in their children's education.

**Corinna Moefu, Family Literacy Library Manager**, brings over eight years of experience managing literacy programs for families and youth. She specializes in creating culturally relevant programming that incorporates Hawaiian and Pacific Islander storytelling traditions, ensuring services resonate with participants. Corinna oversees the program's parenting workshops and family engagement activities, equipping parents with practical tools and resources to create literacy-rich home environments.

**Pua Burgess, Bookmobile Manager**, has over ten years of experience managing outreach programs that serve rural and underserved communities. She ensures families have access to culturally relevant books, literacy kits, and workshops delivered through the Bookmobile. Pua's role is critical in extending services to families in remote areas, reducing barriers to accessing resources and creating opportunities for shared family learning.

**A new Parent Literacy Coordinator** will be hired to oversee instruction, facilitate workshops, and provide personalized support to participants. This position will act as a bridge between program components, ensuring families receive cohesive, high-quality services tailored to their unique needs.

The program benefits from strong leadership and administrative oversight. **Jill Takasaki Canfield, Executive Director**, has more than 20 years of nonprofit leadership experience, with a focus on education and community development. Jill provides strategic oversight for the Parent Literacy Program, fosters partnerships with community stakeholders, and ensures the program's sustainability and alignment with Hawai'i Literacy's mission.

**Justine LaFata, Finance Manager**, has over 10 years of experience in nonprofit financial management. She oversees the program's budgeting, grant compliance, and resource allocation, ensuring efficient use of funds to meet program goals. Justine's meticulous financial oversight supports the program's operational success and sustainability.

Hawaii Literacy employs a collaborative supervision model to ensure program quality and accountability. The Executive Director meets regularly with program managers to review progress, address challenges, and guide decision-making. Program managers supervise their teams, observe classes, analyze participant data, and implement improvements based on feedback and evaluations. Regular team meetings foster collaboration and alignment with program goals.

All staff and volunteers receive comprehensive training to maintain high service standards. Training includes culturally responsive practices, evidence-based literacy instruction, trauma-informed approaches, and strategies for engaging parents as active participants in their children’s education. Staff are also trained in data collection and evaluation to ensure accurate tracking of participant progress and program outcomes.

With decades of experience and a proven track record of delivering measurable results, Hawaii Literacy’s team is uniquely qualified to implement the Parent Literacy Program. By leveraging this expertise and its culturally attuned approach, the program will empower parents, strengthen families, and create lasting change across Hawai‘i.

**2. Organization Chart**

*Refer to ATTACHMENT: Organization Chart*

**3. Compensation**

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

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

**VII. Other**

**1. Litigation**

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

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

## 2. Licensure or Accreditation

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

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

## 3. Private Educational Institutions

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

Not applicable. 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 and growth of the **Parent Literacy Program**, which provides a strategic and lasting investment in literacy and learning for underserved families across Hawai'i. This initiative not only addresses immediate needs but also builds a foundation for sustained community impact. With the support of this GIA funding, Hawaii Literacy will leverage resources, strengthen partnerships, and secure diversified funding streams to expand the program's reach and ensure its success beyond FY2026.

### Proven Track Record of Sustainability

For over 50 years, Hawaii Literacy has successfully developed programs that deliver lasting benefits while addressing systemic challenges. Examples include:

- **Family Literacy Libraries** at Kuhio Park Towers and Mayor Wright Homes, which have operated for over two decades through in-kind facility and utility support.
- **Bookmobile Program**, launched in 2001, sustained through a blend of state funding, private grants, and volunteer contributions.

These longstanding initiatives demonstrate Hawaii Literacy's ability to implement and sustain impactful programs by combining state support with private funding, partnerships, and community engagement.

Hawaii Literacy's sustainability strategy focuses on three key areas to ensure the long-term viability of the Parent Literacy Program:

1. **Attracting Private Support**
  - **Leveraging GIA Funding:** Demonstrating measurable program impact to engage new foundations, corporate sponsors, and individual contributors.
  - **Establishing Multi-Year Commitments:** Securing sustained financial support through long-term agreements with private funders.
2. **Expanding Unrestricted Revenue**
  - The Board of Directors has committed to increasing unrestricted revenue by **25%** by 2026 as part of Hawaii Literacy's Strategic Plan.

- This will be achieved through expanded **individual giving campaigns, corporate sponsorships, and non-governmental funding sources**, providing financial flexibility to sustain the program.
3. **Strengthening Partnerships**
- Expanding relationships with **schools, housing authorities, and local businesses** to share resources, reduce costs, and enhance program reach.
  - Continuing to engage **in-kind donors and volunteers** to support activities such as providing books, supplies, and staffing events.

Hawaii Literacy’s leadership team is focused on securing additional funding from national and regional foundations prioritizing education, workforce development, and family resilience. Targeted donor engagement campaigns will cultivate individual giving, creating a reliable funding pipeline for sustained program growth.

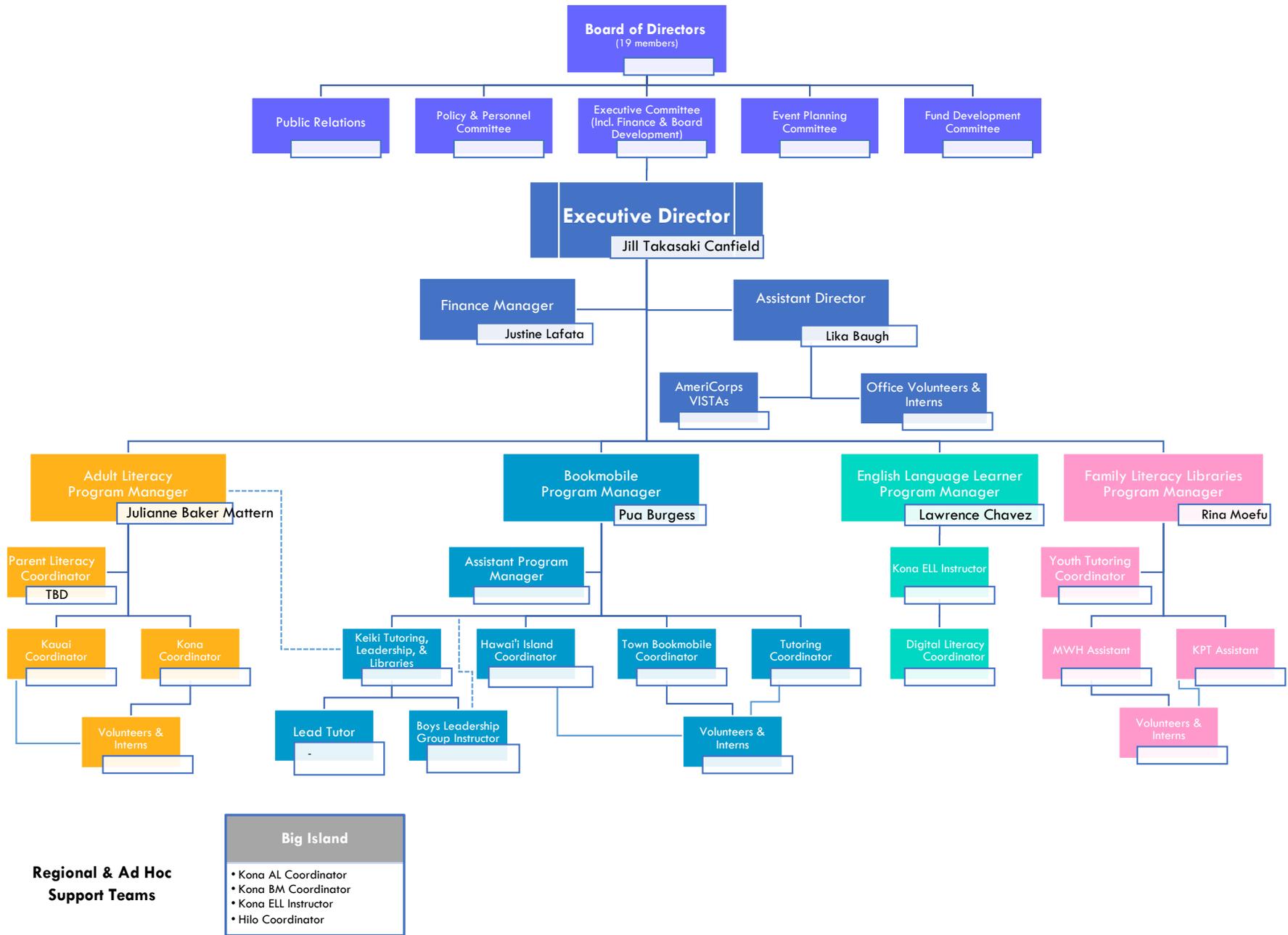
The benefits of improved literacy extend far beyond individual families, contributing to:

- **Higher incomes and employment opportunities.**
- **Reduced reliance on public assistance.**
- **Breaking intergenerational cycles of poverty.**

Parents who gain skills through the Parent Literacy Program are better equipped to support their children’s education, fostering a culture of lifelong learning that strengthens families and communities alike.

This GIA funding will allow Hawaii Literacy to expand services in high-need areas such as **Waipahu, Kalihi-Pālama, and Kona**. The Parent Literacy Program provides a culturally responsive solution to Hawai’i’s most pressing literacy challenges, addressing the interconnected needs of parents and children. By fostering stronger families, improving educational outcomes, and empowering underserved communities, this initiative will help build a brighter and more equitable future for Hawai’i.

Hawaii Literacy appreciates your partnership in empowering families across our state. With your support, we will create generational change and lasting impact. Mahalo nui loa.



## 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	114,250			60,000
2. Payroll Taxes & Assessments	13,219			8,796
3. Fringe Benefits	13,650			9,750
TOTAL PERSONNEL COST	<b>141,119</b>			<b>78,546</b>
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	2,700			
2. Insurance	2,400			1,463
3. Lease/Rental of Equipment	3,600			732
4. Lease/Rental of Space	7,440			40,876
5. Staff Training	2,500			4,235
6. Supplies	17,500			33,825
7. Telecommunication	2,340			4,208
8. Utilities	0			6,292
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	<b>38,480</b>			<b>91,630</b>
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
<b>TOTAL (A+B+C+D+E)</b>	<b>179,599</b>			<b>170,176</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	179,599	Jill Takasaki Canfield (808) 537-6706		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested	170,176	Signature of Authorized Official Date 1/16/25		
<b>TOTAL BUDGET</b>	<b>349,775</b>	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.\_\_\_\_\_

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Parent Literacy Coordinator	1.0	\$60,000.00	90.00%	\$ 54,000.00
Adult Literacy Manager	1.0	\$65,000.00	35.00%	\$ 22,750.00
English Language Learner Manager	1.0	\$60,000.00	35.00%	\$ 21,000.00
Executive Director	1.0	\$110,000.00	15.00%	\$ 16,500.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				114,250.00
<b>JUSTIFICATION/COMMENTS:</b>				

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

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

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

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						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

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

Applicant:  Hawaii Literacy, Inc.

Contracts Total: \$ 1,367,000

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	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