

House District(s) 26

Senate District(s) 12

THE TWENTY-NINTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

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

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

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): DEPARTMENT OF HUMAN SERVICES, DIVISION OF VOCATIONAL REHABILITATION
STATE PROGRAM LD. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Guide Dogs of Hawaii

Street Address:
**1600 Kapiolani Blvd. #214
Honolulu, Hawaii 96814**

Mailing Address: **Same as above**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JEANNE TORRES

Title Executive Director

Phone # 941-1088

Fax # 944-9368

E-mail jeanne.torres@guideddogsofhawaii.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Seniors Harnessing Independence & Empowerment (SHINE) is a program that provides blind, visually impaired seniors, technology aids, training and sighted assistance enabling them to safely manage personal and home care, build social relationships and community interests and confidently travel using safe and effective mobility aids while minimizing the need for more costly in-home care.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$250,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$200,000
 FEDERAL N/A
 COUNTY \$125,000
 PRIVATE/OTHER \$ _____

TYPE OF REPRESENTATIVE: _____

JEANNE TORRES, EXECUTIVE DIRECTOR
NAME & TITLE

1/14/2018
DATE SIGNED

JAN 19 2018 *JW* 10:07AM

Application for Grants

Please check the box when item/section has been completed. If any item is not applicable to the request, the applicant should enter "not applicable".

I. 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;

Guide Dogs of Hawaii (GDH) is a 501 (c)(3) Hawaii based non-profit corporation founded in 1952 in order to avoid complications that arose from quarantine restrictions on Mainland trained guide dogs for the blind. Since inception, GDH has transformed the lives of Hawaii's blind and visually impaired by giving them hope and a chance to live a meaningful life.

GDH provides guide dogs, statewide, to Hawaii's blind, allowing them mobility and independence, something most of us take for granted. For the blind, their dogs are liberating, replacing their fears of travel and the unknown with confidence and a sense of self-reliance.

GDH provides financial support for the many blind and visually impaired in need which pays veterinary services, animal care and grooming and training courses on how to manage, handle and care for their guide dogs. GDH also encourages and supports social activities such as guitar lessons, yoga classes, etc. since many live in isolation and can not afford such luxuries.

The organization also provides follow-up training for guide dogs and their blind recipient to ensure all protocols are being met, dogs are being cared for properly and the handlers are getting the most out of their guide dogs. After care and follow up services involve "on-the-job" assessments in which guide dog instructors discreetly observe the dog's work performance and make any reinforced training adjustments that are necessary.

A critical service GDH provides the blind and visually impaired, is adaptive technology aids and training. Technology aids continue to improve and evolve, allowing the blind and visually impaired to do more and live more productive lives. Like all of the programs and services at GDH, technology aids are provided free of charge to their clients. Many blind individuals now hold professional positions that twenty years ago would have been impossible to do. Thanks to the invention of adaptive technology aids and support from

organization such as GDH, the blind and visually impaired in Hawaii now have fewer limitations, and more blind can lead productive and independent lives.

GDH's commitment to blind children extends from pre-school to high school students. Helping them along with their parents and teachers has made a profound effect on both blind and visually impaired children's attitudes and performance in school. Working closely with the Department of Education, statewide, the aids and training received from GDH's Get Ahead with Technology program provides these youths confidence and an opportunity to excel academically, socially and independently.

Another State department that works closely with GDH is The Department of Human Services (DHS). DHS works with Blind and Visually Impaired that are fourteen years and older. GDH fills the gap servicing the younger youth as well as provide non duplicated services to those older. Working with the DHS, Guide Dogs of Hawaii help shape these youth so they are ready to transition to Ho'opono with disability-specific skills, technology skills, and an idea of what they are interested in pursuing.

Following the success of Get Ahead with Technology for Hawaii's Blind and Visually Impaired youth, GDH's newest program addresses those in our community often forgotten and most vulnerable, Blind and Visually Impaired seniors. Seniors Harnessing Independence and Empowerment (SHINE). SHINE provides Blind with independent living, communications and mobility skills which enable them to live independently while minimizing the need for more costly in-home or nursing home care. It is important to note, that currently Ho'opono refers older individuals who are blind (OIB) and not able or willing to work to GDH for support services. SHINE will provide the resources needed to serve these individuals and help them maintain independence in and out of the home.

Though blessed with a small endowment that supports GDH's core expenses, the organization's achievements are due to its dedicated team of volunteers who consistently give their time and talent, enabling us to leverage resources and provide quality programs that meet objectives.

In addition to the programs, GDH is the voice for Hawaii's blind community. Whether expert testimony is needed or a law that might adversely affect the disabled might be passed, GDH's is there as an advocate for the blind. Important legislation has been passed because of GDH's involvement.

GDH also plays an important role in educating the public by visiting schools, community groups and businesses, offering workshops and presentations on laws relating to the disabled, guide dog accessibility and etiquette as well as compliance regulations for a safe environment. GDH is active on social media, print, radio and television, helping the public and its clients better understand the challenges and opportunities the blind and visually impaired community in Hawaii faces.

2. X The goals and objectives related to the request;

Modeling after the Department of Vocational Rehabilitation Services, Services for the Blind of Windsor Connecticut, GDH provides comprehensive training and equipment to Hawaii's blind and visually impaired seniors that enable them to lead self-sufficient lives and maximize their participation in the community.

The goal of the SHINE program is to provide adaptive aids, training and opportunities for blind and visually impaired seniors that empower them to live safe, healthy and independent lives in and out of the home, Disability-specific skill areas that GDH will be addressing to achieve this goal is:

1. Develop independent living skills utilizing specialized adaptive devices and techniques for personal and household management which enable them to carry out daily living tasks safely and independently.
2. Develop communication skills using use large print, writing guides, and time-telling devices, and using Braille for reading or labeling and making notes.
3. Increase mobility skills which use specific orientation and mobility techniques, long canes, guide dogs and/or other mobility tools for safe and independent travel which will encourage more participation in social activities.

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

6.5 million Americans age 55 and older are blind or severely visually impaired. This population is expected to more than double by the year 2030, when the last generation of baby-boomers reaches age 65. Each year, only a fraction of older Americans experiencing age-related vision loss receives the vision-related rehabilitation services they need.

Currently, Federal, State, employer and individual insurance plans which include Medicare, Medicaid, and private health insurances do not provide reimbursement for specialized vision rehabilitation services for the Blind. While the Department of Human Services provide personal care assistance services for persons who are physically or mentally disabled, blind and visually impaired persons are not included in this population.

Blind and visually impaired seniors need to learn disability-specific skills to accomplish routine daily tasks. These skills enable them to live independent and productive lives, minimizing the need for more costly in-home or nursing home care.

The Executive Office of Aging does provide Senior Companion Services to Hawaii seniors but to qualify the applicant must have volunteered with Catholic Social Services, Waikiki Health Center or completed the elderly blind program at Ho'opono. Though these are wonderful organizations, many of these individuals could not volunteer even if they wanted to because they do not have the technology skills to perform their duties. Furthermore, many of our seniors simply do not wish to work and cope with more

challenges than they already have. GDH's program addresses these issues and is committed to providing cost effective, non-duplicated services.

All of us go through personal challenges as we grow older; some more than others. But for the Blind and Visually Impaired, life gets harder. Not only are they not as healthy as they once were, but many lose their support groups, families and friends. Many feel deserted and forgotten. Ghandi once said that a nation's greatness is measured by how it treats its weakest members. There are few weaker than Blind and Visually Impaired seniors.

GDH understands the needs of this cohort and has been helping them understand their vision conditions while helping them live life on their terms, independently. Not enough is being done to support this growing portion of our community. GDH and its team of professionals and large base of volunteers, which is the backbone of the program, want to support our kupuna in taking part in social activities and building connections with others. GDH encourages their seniors to get out in the community safely and confidently and most of all live as independently as possible. By providing the appropriate adaptive aids and training blind seniors in Hawaii will no longer be forced to live isolated and dependent lives but instead, learn how they can stay in contact with friends and family and learn the basics of daily living which will improve the quality of their lives while reducing the cost to support them.

According to the United States Assistive Technology Act of 1998, assistive technology (also called adaptive technology) refers to any "product, device, or equipment, whether acquired commercially, modified or customized, that is used to maintain, increase, or improve the functional capabilities of individuals with disabilities." Common computer-related assistive technology products for the Blind and Visually Impaired include screen magnifiers, screen readers, Braille note takers, large-key keyboards, and refreshable Braille Displays and audible players. Other adaptive aids defined as adaptive technology aids are liquid indicators, talking clocks, audible organizing systems and currency identifiers.

In addition to learning technology skills, social skill building is an important component of the program that focuses on securing a social activity in which the participant will have a personal interest. Conversational and travel skills develop and improve self-confidence and independence. Such social building skills develop from being involved in a community-based activity such as bowling, dance, music, arts, and crafts, martial arts, etc.

In order to meet the aforementioned federal act defining adaptive technology aids and our responsibility to address individualized needs of the seniors to maximize their ability to be independent, the selection and allocation of adaptive technology aids must be tailored to satisfy each senior's disability-specific needs. Until a complete assessment of the senior is done, it is not possible to identify which specific adaptive tools will be provided. Based on research and usage popularity, please see the attached list of adaptive

technology aids (and costs) that will be considered in the determination of adaptive technology aids.

4. **X** Describe the target population to be served; and

Of the 22,000 blind and visually impaired individuals statewide, 27% are over the age 55 and live at or below the poverty line in a senior home or other government housing. Most receive federal and state financial assistance and live on social security. All are in critical need of support with over 80% unemployed. Only five 5% are able to purchase only one or two adaptive aids. Unfortunately, there is no one device that will substitute for one's eyes. However, a variety of equipment can be incorporated that enable a senior to read mail, read medicine bottles, canned goods, compose documents, identify colors and currency and a lot more which will significantly improve the quality of their lives, become more independent and for many, even employable. The goal for GDH is to serve no less than 100 seniors in fiscal year 2018/2019 of which 60 would be funded from the State GIA.

5. **X** Describe the geographic coverage.

SHINE is a statewide initiative but due to funding limitations the first year of SHINE was only on Oahu. With State support in 2018/2019, the program will be expanded to Maui with the goal of reaching all the neighbor islands by 2020.

6. **II. Service Summary and Outcomes**

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

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

This collaborative public, private partnership brings together trained and vetted community volunteers, family and GDH staff with the blind and visually impaired senior. Together they assess the senior's needs to determine what aids and training could improve their ability to live more independently or in some cases, completely independently, improving the quality of their lives while freeing up valuable time from the lives of family, friends and caregivers.

Registered blind seniors will be individually assessed in the area of Daily Living in the home, personal care and community participation. Based on the assessment and the individual's interests, an annual action plan will be developed defining service solutions that will help achieve self-sustainability and active community participation relative to the individual's needs.

The senior will receive technology aids, training and support to build disability-specific skills that will allow for a safer, healthier and more productive life:

Personal Management Assistance (PMA): Promoting home care & safety, labeling, bill paying, correspondences, mail reading.

Wellness Workshops: Find alternative ways to improve and maintain daily health care, stimulate the mind and exercise the body.

Community Access: Find at least 1 community based group to participate in such activities as arts and crafts, music, reading club, bowling, knitting, etc.

Support Group Facilitator: Peer support group coordination and facilitation to promote self-advocacy and peer support.

Technology training: build confidence through one on one or small group training.

Guide Dogs of Hawaii's Executive Director (ED) oversees the Seniors Harnessing Independence and Empowerment (SHINE) program with the Program Director, who oversees the program, and develops and manages the budget and program reports. The program director reports to the ED and is responsible to implement the program, supervise and train the program staff and maintain the budget records. Two case management specialists assess and implement the annual action plan while monitoring client services. The Program Assistant supports the team by performing all clerical tasks and any other duties assigned. Lastly, fifteen Special Friends, who are unpaid, trained volunteers, provide services as determined on the client action plan. These volunteers must consent to a criminal background check, driver's license abstract record release, drug testing and be bonded.

The program launched in June of 2017 with the enrollment goal met within the first 30 days. SHINE is six months into its first year and is on schedule, on budget and is serving more seniors (currently at 60) than planned, all utilizing a small staff and well trained volunteers. No additional senior managers were needed. The goal for year two is to increase enrollment to over 100 seniors.

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

The program's second year starts June 1, 2018 with enrollment and assessments. In August and September their individual action plans will be implemented. October 2018 will begin the program's direct deliverables for the participants. Though the use of training, daily living aids and technology, seniors will build disability-specific skills that will enable them to carry out daily living activities safely and independently.

Social activities will also be a major part of their direct service deliverables as such positive social support will help toward reducing stress, increasing physical health and defeating psychological problems such as depression and anxiety.

Month 1 (Oct): 15 technology aids will be distributed and 1 group social activity will be carried out for at least 10 senior participants

Month 2 (Nov): 15 technology aids will be distributed and 1 group social activity will be carried out for at least 10 senior participants

Month 3 (Dec): 1 group social activity will be carried out for at least 10 senior participants and individual social activity action plans will be implemented for at least 3 senior participants. Evaluations will be conducted for 15 senior participants.

Month 4 (Jan): 1 group social activity will be carried out for at least 10 senior participants and individual social activity action plans will be implemented for at least 3 senior participants. Evaluations will be conducted for 15 senior participants.

Month 5 (Feb): 1 group social activity will be carried out for at least 10 seniors

Month 6 (Mar): 1 group social activity will be carried out for at least 10 senior participants and 1 senior wellness workshop will be conducted for at least 20 senior participants.

Month 7 (Apr): 1 group social activity will be carried out for at least 10 senior participants.

Month 8 (May): 1 group social activity will be carried out for at least 10 senior participants and evaluations will be conducted for at least 15 senior participants

Month 9 (June): 1 group social activity will be carried out for 10 senior participants and evaluations will be conducted for at least 15 senior participants. A Senior Wellness workshop will be carried out for at least 20 senior participants.

Month 10 (July): 1 group social activity will be carried out for at least 10 senior participants.

Month 11 (Aug): 1 group social activity will be carried out for at least 10 senior participants.

Month 12 (Sept): 1 group social activity will be carried out for at least 20 senior participants and 1 senior wellness workshop will be conducted for at least 20 senior participants.

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

The SHINE program will make a profound impact on blind and visually impaired seniors who for years have been living in isolation and for many, depression. Along with the general consequences of aging, blind and visually impaired seniors experience additional restrictions due to vision loss. Not only do they lack sight, but dignity, confidence and independence. SHINE will allow them to achieve their goals and dreams as well as free up the lives of their families and friends whom have sacrificed much to try to make their lives as comfortable as possible.

Program evaluators review each senior's abilities and limitations as well as progress and make changes based on their pace and improved level of function. Success will be evaluated based on the benchmark set before the program.

Seniors will be evaluated at least three (3) times during this grant period. Each senior will be benchmarked using the Rubric Chart and Likert Scale scoring method in which three (3) masters the skill, two (2) is progressing, one (1) is emerging, and zero (0) is no skill.

Using a 6 point test, GDH bases evaluations on their client's present situation. The first seniors' assessment is to benchmark the seniors and determine their specific needs. The final disability skills assessment is to identify each blind senior's progress. Results from the assessment will be used to support each further, as they progress through the 16 month program. Corrections in instruction or additional assistance will be recommended for those with a score of 1 or below.

Site evaluations are made to ensure each senior can demonstrate proper use of their aids. Phone assessments ensure seniors stay on track and are taking full advantage of their technology aids throughout the year. Outcomes are evaluated by the Review Team using the point system mentioned above to evaluate the following functions:

- 1) The senior can effectively use their technological aids.
- 2) The senior can overcome challenges they once thought formidable.
- 3) The senior can evaluate their needs for technical and adaptive aids.
- 4) The senior can perform basic daily living skills.
- 5) The senior will be able to demonstrate ten disability-specific skills independently.
- 6) The senior will be able to build social relationships through community-based activities.

Besides evaluating the overall effectiveness of the program, SHINE volunteers are evaluated for how well they are able to work with and instruct their clients. These evaluations are done by the clients and reviewed by the Program and Executive Director.

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

a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Each senior will be evaluated on his or her needs and present situation and presented a customized program that fits their unique challenges. The six-point evaluation criterion is stated above. The first evaluation is to benchmark the senior and determine their specific needs. The final disability skills assessment is to determine each senior's progress. Results from the assessment will be used to further support each senior if further service is required after the completion of the program, and additional funding is available. Corrections in instruction or additional support will be recommended for those with low scores.

Measures of effectiveness will be how much each senior improved on their daily living skills and socially and their ability to perform particular tasks independently.

III. 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](#)) See Exhibit A
 - b. Personnel salaries and wages ([Link](#)) See Exhibit B
 - c. Equipment and motor vehicles ([Link](#)) N/A
 - d. Capital project details ([Link](#)) N/A
 - e. Government contracts, grants, and grants in aid ([Link](#)) See Exhibit C

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$62,500	\$62,500	\$62,500	\$62,500	\$250,000

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

2018/2019 City & County Grants In Aids; Hawaii Community Foundation Flex Grant; Aloha United Way, Atherton Family Foundation; Fred Baldwin Memorial, Cooke Foundation, Hawaiian Electric Industries, First Hawaiian Bank, American Savings, Aloha Petroleum, Wilcox Foundation, HSMA, the Howard K. L. Castle Foundation and the Samuel and Mary Castle Foundation. In addition to the above, we will be expanding our asking to the neighbor islands and individual donors.

If needed, some of the funding for this program will come from internal financing and fundraising.

4. **X** The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

Not applicable

5. **X** 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 2019 for program funding.

11/16/16 City & County GIA	SHINE Program	\$125,000
1/12/17 State GIA 42F	SHINE Program	\$175,000

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

\$261,690.31

IV. Experience and Capability

1. X Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

GDH is one of the oldest non-profit organizations in Hawaii, diligently working with the blind and visually impaired for over fifty years. During that time, the foundation has accumulated invaluable experience and knowledge on helping the blind and visually impaired lead safe, independent, and meaningful lives providing a number of very successful programs for both blind and visually impaired youth, adults and seniors.

GDH plays an important role as Hawaii's advocate for the blind. Important legislation including exempting guide dogs from Hawaii's quarantine laws and protecting them against attacks are examples of bills enacted into law because of GDH's involvement. Communicating the needs of the blind and visually impaired doesn't end at the government level. GDH is active in the community, going to schools, Rotary Clubs, the media, etc. to educate the public about the limitations and challenges that the blind community has and how with the right support, they can be a productive members of our community.

Since 2012, GDH has successfully completed four youth projects. The first, "Cane Travel Lessons" taught youth how to become more independent by teaching them how to travel and shop by themselves. Some students had never done either by themselves. Shopping, communication skills, and confidence improved for all participants.

In 2013, a follow-up program, more advanced, called "Independence" took place, involving the same students. Each student was allocated \$100 to complete a desired activity that interested them. One student interested in cooking went to the grocery store, did their own shopping and went home to cook for their family. Another, deaf and blind child went to the bank to cash his check. He independently did the transaction with the teller using his text communicator and currency reader. This confidence building exercise provided a positive experience these youths from low-income households had never experienced.

In 2015 "Daily Living" empowered blind students with adaptive aids that enhanced their social engagement. Some chose aids to compensate for visual loss while others selected card games, soccer balls, and electronic games. Sighted people don't know how to engage in an activity with the blind so to avoid embarrassment, they don't. With the social tools given, blind students took the initiative to engage with them. At the completion of "Daily Living," and each of the other projects, student's confidence increased giving them the motivation and encouragement needed to engage in social activities. For many, that had been more difficult than easy. Fully fitting in or being included amongst their peers had always been a challenge.

Modeled after the successful and nationally recognized Lighthouse for the Blind program, Get Ahead with Technology is in its fifth year of operations. In the pilot program, GDH worked with teachers on Oahu to determine which students were most suitable to use adaptive aids. Twenty-one selected blind students were provided iPads. After six months of iPad use, findings revealed that all students in the program showed greater confidence and a stronger desire to participate in school activities. As of 2016, all blind and visually disabled youth from kindergarten to twelve grade enrolled in the Department of Education are enjoying the support and benefits of the program with significant documented improvement in academic, social and life skills that only a year ago, they were lacking. Teachers, parents and students have praised the program as GDH continues to receive accolades from its stakeholders.

Leading up to Get Ahead with Technology, GDH spent over four years developing various training initiatives, all of which have been successful. Taking the experience and knowledge gained from the youth and adult program, GDH developed its first senior program in 2017, which focuses on blind and visually impaired seniors that are 55 years and older.

The goal of all GDH programs is to increase the level of independence for all Blind and Visually Impaired. With independence, comes self-esteem and with self-worth comes confidence. No matter what age, if you believe in yourself, one can overcome most challenges, no matter how difficult.

Through SHINE, seniors obtained specially designed aids that allowed them to participate in daily living activities such as matching color wardrobes for the day and learning how to cook by themselves safely. Some choose aids to compensate for visual loss while others selected card or electronic games that allow them to have a social life. Interacting with blind and visually impaired seniors is no different than interacting with blind and visually impaired youth. The fact is, sighted people usually avoid them to avoid embarrassment because they don't know how to engage with them. With the social tools given, blind seniors can participate with their families, and more easily make friends with seniors both who are sighted and blind.

At the completion of this grant period, seniors will have more confidence, giving them the motivation and encouragement needed to engage in social activities. Like the successful Get Ahead with Technology program that has been embraced by the teachers, students and their parents, GDH wants seniors who didn't have the help and support they needed as a blind youth, to get it as an adult.

The more GDH can leverage its resources, the more people it can help. To that, there will be careful financial oversight of SHINE as there are all GDH programs. The Budget Manager who works closely with the Project Director, reviews the budget regularly, and reports directly to the Executive Director. In addition, the company books are balanced monthly by a Bookkeeper and reviewed by a contracted certified accountant to ensure correctness and transparency. GDH's auditors are Carr, Gouveia + Associates, CPA.

2. X Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

GDH's 1,000 square foot Honolulu office in the Pan Am Building off of Kapiolani Boulevard has work stations for its four full-time and two part-time employees with space available for volunteer help when needed. A shared conference room is utilized for Board meetings and volunteer orientation and training. It is important to note, most of GDH's work is done in the field whether it is at the student's school or home or seniors place of residence.

V. Personnel: Project Organization and Staffing

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

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

A full time Program Director which includes salary and benefits and three part time positions that includes a Budget Manager, Program Support Assistant and Office Support Assistant need to be funded by the GIA grant. The Program Support and Office Support positions are new and needed

to leverage the two current Case Management Specialists as enrollment will be increasing substantially.

The executive director's salary and benefits will be covered 100% by GDH and the 2 Case Management Specialists positions will be covered by other funding sources.

The Executive Director and Program Director are seasoned professionals with a successful track record managing SHINE and similar programs. Their background and experience will ensure SHINE continues to meet its objectives and that staffing continues to implement its plans.

Jeanne Torres, Executive Director

The Executive Director is responsible for the overall operations of Guide Dogs of Hawaii including staffing, planning, developing, budgeting, implementing and evaluating GDH's programs. The Executive Director establishes and maintains partnership, and promotes GDH's goals and work with the Board of Directors to ensure organizational objectives are being met. Ms. Torres joined GDH in 2005 as the General Manager and was promoted to Executive director 4 years later. She has a liberal arts degree in administration and worked for the State of Hawaii Department of Labor for six years, prior to joining GDH. Becoming blind herself in 1996, she has developed an insightful understanding of what it takes to live a different way of life and what it takes for a blind adult to keep their independence and dignity.

Roberta AuYoung, Program Director:

The Program Director reports to the Executive Director; and is responsible for operational success by ensuring seamless team management and development, program delivery, and quality control and evaluation. Roberta has been affiliated with GHD since 2006 and has a Master's Degree in counseling. She is proficient in using technology as a management reporting tool and has experience working with information technology staff to develop and implement program evaluation systems. Her experience as a Case Management Specialist provides her the knowledge needed to train and manage the Case Management Specialists on her team.

Tehani Tau and, Aza Torres, Case Management Specialists:

The Case Management Specialists report to the Program Director and works closely with the clients to identify their needs, goals and necessary resources needed to meet those goals. Tehani Tau started with GDH as office support staff and after shadowing the Program Director for 7 months, was promoted to Case Management Specialist. She now works with both youth and seniors. After five years as a volunteer at GDH, Aza Torres accepted employment as a Case Management Specialist. As a volunteer she assisted in a variety of projects that gave her the opportunity to learn the many ways to help the blind. Her analytical and keen listening skills, creative and positive attitude and many years of first-hand experience living with a blind person has made her an invaluable member of the team.

Budget Manager:

The Budget Manager will be responsible for developing the program budget, oversee its implementation, review budget proposals and prepare financial documents and reports.

Duties and Responsibilities:

Program Support Assistant:

The Program Assistant reports to the Program Director and is in charge of assisting program staff with the action plans and programs for the clients. That person will develop positive working relationships with all of the clients and report any problems or concerns to the Program Director immediately.

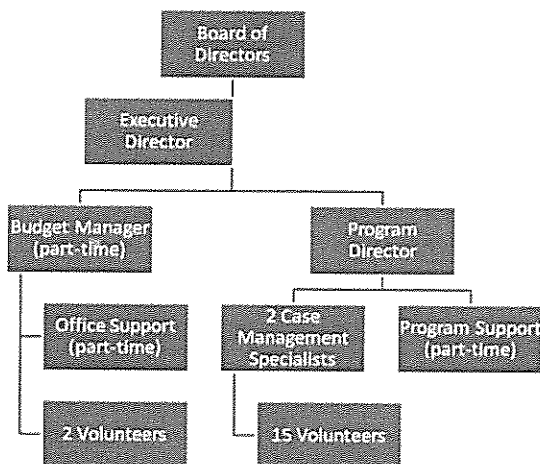
Office Support Assistant:

The Office Support Assistant reports to the Executive Director (ED); Supports the Board of Directors; assist the ED in supporting both the public and private fundraising activities; works on special projects; maintains “to-do” list for all staff and updates ED on to-do list progress and maintains all files for the organization. This position requires a minimum of four years of administrative experience and must be familiar with program development and fundraising. A business administration degree or equivalent is preferred. The position provides office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects.

Detailed job descriptions and responsibilities are available upon request.

2. X Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.



3. X Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

Executive Director: \$60,000

Program Director: \$36,000

Case Manager: \$26,400

VI. Other

1. X Litigation

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

N/A

2. X 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.

N/A

3. X 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.

N/A

4. X Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2018-19 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2018-19, but
- (b) Not received by the applicant thereafter.

A comprehensive fundraising plan has been put in place that includes an annual and capacity building campaign that will generate ongoing operating revenues. It includes the development of

a dependable expanded donor base and the creation of a new gifts program in the areas of major and general giving. A broad based volunteer group consisting of community leaders; board members and senior staff have been assembled to implement these programs. Headed by Campaign Chairman Michael Lilly, former attorney general, the Campaign Cabinet will report to and have oversight from Guide Dogs of Hawaii Board of Directors. His committee of high level volunteers works hard to generate funds for GDH's various programs and have exceeded all financial goals for the last thirty months. A sophisticated planned giving and endowment campaign is being developed to be included in GDH's plans to expand capacity.

A local consultant with over 30 years' experience in fundraising in the Hawaiian Islands, the mainland, and the Pacific Rim is guiding and training volunteers, board members, cabinet members and senior staff. The professional guidance ensures all involved in the fundraising efforts meet GDH's goals and objectives.

GDH is blessed with an endowment from the Jack and Marie Lord Foundation (from Hawaii Five-O fame) and continual support from Aloha United Way which ensures the organizations sustainability.

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

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2017.

See Exhibit D

6. Declaration Statement

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

See Exhibit E

1. X Public Purpose

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

There are over 22,000 blind in Hawaii and the SHINE program provides unduplicated services to a growing population of blind seniors, 55 years and older, at no charge.

Currently, Federal, State, employer and individual insurance plans which include Medicare, Medicaid, and private health insurances do not provide reimbursement for specialized vision rehabilitation services for the Blind. While the Department of Human Services provide personal care assistance services for persons who are physically or mentally disabled, blind and visually

impaired persons are not included in this population. GDH provides a service that addresses this gap.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Exhibit A

Applicant: Guide Dogs of Hawaii

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	82,480		52,800	24,000
2. Payroll Taxes & Assessments	6,310		4,039	1,836
3. Fringe Benefits	19,200		5,100	3,840
TOTAL PERSONNEL COST	107,990		61,939	29,676
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	9,000			
2. Lodging	5,000			
3. Professional Contractual Services			4,000	3,000
4. Lease/Rental of Space	14,578		17,172	2,594
5. Staff Training				10,000
6. Supplies	2,286		989	500
7. Telecommunication	3,000		900	
8. Postage	146			528
9. Workshop/training	8,000			
10. Technology Aids	75,000		25,000	0
11. Social Activities	25,000		15,000	0
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	142,010		63,061	16,622
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	250,000		125,000	46,298
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	250,000	Jeanne Torres 941-1088		
(b) Total Federal Funds Requested		Name [REDACTED]		
(c) Total County Funds Requested	125,000			
(d) Total Private/Other Funds Requested	46,298	Signature of Authorized Official Date 1/18/18		
TOTAL BUDGET	421,298	Jeanne Torres, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: Guide Dogs of Hawaii Exhibit B

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Director (PD)	FULL TIME	\$36,000.00	100.00%	\$ 36,000.00
Budget Manager (BM)	Part Time	\$20,800.00	100.00%	\$ 20,800.00
Program Support (PS)	Part Time	\$12,840.00	100.00%	\$ 12,840.00
Office Support (OS)	Part Time	\$12,840.00	100.00%	\$ 12,840.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				82,480.00

GDH's 42 volunteers enable the organization to control costs. PD oversees services & supervises staff, manages grant reports. BM processes invoices, financial reports, oversees budget, & assists with grant reports.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: Guide Dogs of Hawaii

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

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: Guide Dogs of Hawaii

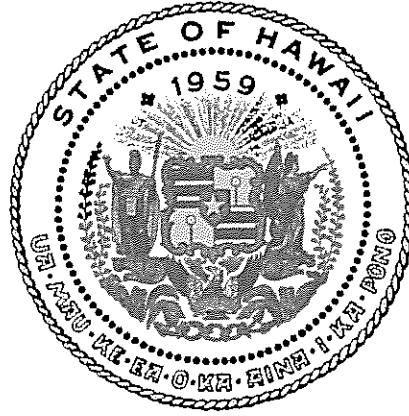
FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS	N/A	N/A	N/A	N/A	N/A	N/A
LAND ACQUISITION	N/A	N/A	N/A	N/A	N/A	N/A
DESIGN	N/A	N/A	N/A	N/A	N/A	N/A
CONSTRUCTION	N/A	N/A	N/A	N/A	N/A	N/A
EQUIPMENT	N/A	N/A	N/A	N/A	N/A	N/A
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Guide Dogs of Hawaii Exhibit C

Contracts Total: 425,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	City & County GIA	10/1/17-9/30/18	Dept. of Human Service	Honolulu	125,000
2	State of Hawaii GIA	4/1/17-6/30/18	DVR	State	300,000
3					
4					
5					
6					
7					
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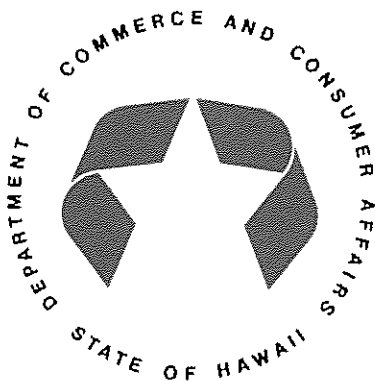
Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

GUIDE DOGS OF HAWAII

was incorporated under the laws of Hawaii on 07/11/1955 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 17, 2018

Director of Commerce and Consumer Affairs

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

The undersigned authorized representative of the applicant certifies the following:

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


- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.

- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

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

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

Guide Dogs of Hawaii
 (Typed Name of Individual or Organization)

 _____
 (Date) 1/18/2018

Jeanne Torres
 (Typed Name) _____
 (Title) Executive Director

Exhibit F

Guide Dogs of Hawaii Technology Aids & Equipment Costs

Technology Aid	Cost
Braille Note Taker A Braille Note taker is a computer designed specifically for Blind individuals. It has a Braille keyboard, speech synthesizer, and a 32-[1] or 18-column Braille display. The user can use it to read and write documents, keep a calendar and contacts, maintain databases of important information, read and write e-mail, access the Internet, read books from a variety of sources, listen to FM radio station, or play music from a personalized collection. It can be paired with a windows computer, an iPhone, iPad, or iPod touch because it offers wireless, Ethernet, USB, and Bluetooth connectivity options.	\$5,495
Apple iPad with Wi-Fi Apple iPad offers VoiceOver, an advanced screen reader and Siri Dictation that a blind user uses to access information on the screen. For low vision users, the iPad offers color contrast and icon and font enlargement features called Zoom. VoiceOver is a revolutionary screen reader that lets the user know what's happening on the Multi-Touch screen —touch the screen to hear what's under the finger, then use gestures to control the device.	\$400
Assistive Software Screen reading software: Programs that allow blind or visually impaired users to read the text that is displayed on the computer screen with a speech synthesizer or braille display. A screen reader is the interface between the computer's operating system, its applications, and the user. The user sends commands by pressing different combinations of keys on the computer keyboard or braille display to instruct the speech synthesizer what to say and to speak automatically when changes occur on the computer screen. A command can instruct the synthesizer to read or spell a word, read a line or full screen of text, find a string of text on the screen, announce the location of the computer's cursor or focused item, and so much more.	\$700-\$1,200
Full Screen Magnifier Software Program software that magnifies all screen items, including the mouse pointer, text cursor, icons, buttons, and title bars. In addition, the magnifiers provide a set of mouse tracking features, such as the option to link the mouse pointer to screen movement, increase the size and visibility of the mouse pointer, and limit mouse movement to horizontal or vertical directions only.	
Handheld Magnifier Portable magnifier offers High Definition image quality, multiple reading and writing positions, and an easy-to-use, intuitive use. Users simply adjust the magnification strength, select preferred high contrast color, and pan through snapshots. This lightweight device is designed to use in a tilted position to move smoothly over reading materials or with its foldable handle to view objects close by and in the distance.	\$50-\$1,000
Victor Reader Stream Small, portable multi-media player designed specifically for the blind. The user can download and play books in a variety of formats including daisy, MP3 and wave. This device allows access to newspapers, magazines and online podcasts and radios. It comes with a USB connector allowing access to text documents, a recorder, internal speaker and clock.	\$370

Adaptive Health Care Products \$25-\$5,000
Adaptive Health care products are specially designed for the blind. These products which include temperature thermometer, talking blood pressure reader, medication label reader and weight scale. These adaptive aids are audible devices that speak information to the user. Also included in this category are hearing aids that may be necessary for those who do not have functional vision and must rely on other sensory skills.

\$5-\$100

Kitchen Aids
Specially designed kitchen aids for the blind that promote safety in the kitchen. Some of the kitchen aids include liquid indicator, Braille measuring cups and spoons, specially designed bowls and cooking pots and pans, cooking spoons, spatulas and cutting boards.

Personal and Home Aids \$10-\$700
Specially designed aids that promote independence include color identifier, currency reader, organizing system, writing guides, writing essentials, talking clocks, watches, talking reminders, timers and accessible phones.

Mobility Aids \$30-\$150
Mobility canes in a variety of colors and styles for different uses can help the user navigate around the environment safely.

Social Aids \$10-\$25
Social aids are important for the blind to be able to have full inclusion in social activities. Raised and Braille Dominoes, Yahtzee, Bingo and playing cards are among some social aids. These help individuals engage with others in their social network.