



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: GUIDE DOGS OF HAWAII (ADAPTIVE AIDS, CANINES AND ADVOCACY FOR THE BLIND)

DBA/Trade Name: GUIDE DOGS OF HAWAII (ADAPTIVE AIDS, CANINES & ADVOCACY FOR THE BLIND)

Issue Date: 01/08/2024

Status: **Compliant**

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: XX-XXX3779
UI#: XXXXXX1705
DCCA FILE#: 5574

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 REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

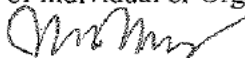
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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.

GUIDE DOGS OF HAWAII (Adaptive Aids, Canines & Advocacy for the Blind)

(Typed Name of Individual or Organization)



Jan. 8, 2024

(Signature)

(Date)

JEANNE TORRES

Executive Director

(Typed Name)

(Title)

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, 2023.

2. Declaration Statement

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

Guide Dogs of Hawaii (Adaptive Aids, Canines & Advocacy for the Blind) is a Honolulu-based 501c (3) nonprofit community service organization that was founded in 1952 to address and mitigate complications from local quarantine restrictions placed upon guide dogs that were professionally trained on the mainland United States and imported to the then-Territory of Hawaii. Guide Dogs of Hawaii is in full compliance with the provisions of Sec. 42F-103, Hawaii Revised Statutes.

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.

Pursuant to the public purpose requirements of Sec. 42F-102, Hawaii Revised Statutes for organizations seeking grants in aid from the State of Hawaii, Guide Dogs of Hawaii (GDH) will provide the assistance, means and opportunity for blind and visually impaired (BVI) individuals to expand their boundaries and lead independent and productive lives through the provision of adaptive aids, service canines and public advocacy on behalf of the BVI community. Further, in accordance with provisions set forth in Sec. 42F-102, Hawaii Revised Statutes, this application is hereby submitted to both the House Committee on Finance and the Senate Committee on Ways and Means for their respective members' due consideration.

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;

Guide Dogs of Hawaii's mission is to "empower the Blind and Visually Impaired of Hawai'i to conquer barriers by providing guide dog support, technology aids, mobility training, and community access to participate in everyday activities." From its initial founding in 1952 as a means to specifically address and mitigate complications that arose from local quarantine restrictions placed upon professionally trained guide dogs imported from outside Hawaii, GDH has since grown to become Hawaii's premier private social service agency for the approximately 25,381 individuals who comprise our state's blind and visually impaired (BVI) community.

For over 70 years, GDH has strived to grow and expand its original core mission to further address the growing and diverse needs of Hawaii's BVI community. To that effect, GDH offers vital unduplicated programs and services to members of the BVI community of all ages statewide at no cost to clients, and further provide support and outreach for families, educators, employers, caregivers and friends of BVI individuals.

As part of that expanded mission, GDH also serves as a public advocate for the greater awareness, understanding and acceptance of BVI residents in our neighborhoods, schools, businesses, government and public life in general. We partner with various community agencies and organizations to expand individual connections between the BVI community and the rest of our greater society, as a means to promote equality and independence of BVI individuals.

2. The goals and objectives related to the request;

For BVI individuals, constant training, mental health support and emotional reinforcement are critical components to ensure that they can live meaningful and even enriching lives. Of particular concern to us at present is building our organizational capacity to provide the BVI seniors statewide with a sufficient level of skills and opportunity and support to preserve their independence by meeting and overcoming the challenges of aging.

The \$248,267.00 in requested grant funding will not only enable GDH to continue our present programs but will also further provide the organization with the means to further expand our support specifically to the blind and visually impaired (BVI) seniors. The Positive Aging Community (PAC) is an activity addressing the public health problem of age-related vision loss as declared by the Center for Disease Control and prevention. PAC focuses on reducing social and economic burdens by creating opportunities for BVI seniors to achieve their highest function, independence, optimal well-being and best quality of life.

Optimism, physical and mental fitness and social opportunity are key to healthy aging. Aging does not have to strip any senior from continuing to lead a meaningful life. Positive Aging Community will draw out the three traits (strength, wisdom and resilience) that Seniors have acquired through their life and use them as foundational tools in resetting their mindset in establishing and maintaining a better quality of life.

GDH will work directly with BVI Seniors with predetermined tasks and measure outcomes, focusing on building a positive mindset in 4 major areas:

- Physical and Mental Wellness
- Orientation & Mobility
- Independent Living
- Social Connections

To achieve success in these 4 major focuses, the Positive Aging Community will include:

- Adapted physical and mental exercise and information workshops
- Individual and group O&M training in realistic settings
- Community based activities and retreat
- Technology aids training

3. The public purpose and need to be served;

According to the 2019 survey report by American Foundation for the Blind there are 25,381 blind and visually impaired (BVI) residents in Hawaii, of which 22,809 are adults. Most concerning is that of these adults, 7,959 are over 64 years of age. This population is expected to more than double by the year 2030, when the last generation of baby boomers reach age 65 and many of them begin to experience varying levels of vision impairment through age-related maladies, such as macular degeneration and diabetes. Each year, only a fraction of this cohort receives vision-related rehabilitation services.

BVI individuals share one significant and immutable characteristic, which is their significant limitation to learn of their environment through the use of eyesight. Because 90% of daily human activity nominally requires sight, blindness is not just a disability, but a wholly unique way of personal hazard mitigation in which BVI individuals must learn to use devices, technology and navigation skills in order to compensate for their lack / loss of eyesight. Their lifestyles and environments must be orderly and structured for them to cope and thrive in a sighted world.

Pursuant to its stated mission, GDH assists BVI individuals in their efforts to become vital, interactive, self-sufficient and contributing members of our greater Hawaii community. For this reason, we believe it to be imperative that BVI residents be provided with the appropriate tools and skills to maintain their necessary inclusion in those everyday activities that the sighted community has long taken for granted. Without such assistance, BVI individuals risk the loss of years of progress in confidence, self-esteem, independence and socialization.

In particular, GDH has made every effort to support our active senior clients and meet their immediate needs to learn and practice new ways to live and adapt in today's community. We are committed to helping our BVI Seniors to rebuild skills and develop new techniques that will allow them to embrace aging with dignity and a positive attitude.

4. Describe the target population to be served; and

Per the statistics provided by American Foundation for the Blind, American Printing House for the Blind and the U.S. Census, Hawaii's blind and visually impaired (BVI) community is comprised of approximately 25,381 individuals. Of this, 23,000 are adults and 8,000 of these adults are seniors who are 64 years and over. This number is projected to double by 2030. The most common cause of vision loss among our seniors in order of prevalence are cataracts, diabetic retinopathy, Glaucoma, and age-related macular degeneration, all of which develop gradually and without warning signs.

In adding vision loss to the challenges of the natural aging process and vision loss being among the top ten disabilities in the United States, this cohort is at the receiving end of substantial social, economic and psychological effects including increased morbidity, increased mortality and decreased quality of life

5. Describe the geographic coverage.

The scope of this funding request shall encompass the entire State of Hawaii.

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

As blindness is not apparent, it can defy stereotypes of what a BVI person looks like. This has an effect on the BVI's life and make it difficult to assess and access what they need. BVI Individuals live with restrictions in their independence, mobility, education and employment achievements as well as having a higher risk for falls, injuries, poor mental and cognitive function and social isolation. As the individual enters their later years, restrictions increase and daily challenges become more difficult to overcome.

The Positive Aging Community will impact at least 30 BVI senior residents statewide. A key component of this program is changing one's mindset to an Optimistic attitude. Because vision loss further restricts the senior's ability to cope with challenges associated with aging, changing the mindset to that of an optimistic attitude will pave the way for our BVI Seniors to adopt a new set of techniques, skills and strategies. Positive aging can be achieved and maintained through physical and cognitive exercises, socialization, safe and efficient mobility, and technology and adaptive aids training.

Program evaluators will review each client's abilities, limitations and progress, and will adjust based on the individual's pace and improved level of function. Success is evaluated based on the achievements reached for challenges identified at the start of the program. Each client will be monitored and measured with the following five scalable criteria:

1. Effective use of their technical and adaptive aids.
2. Meeting and overcoming challenges relating to aging
3. Self-evaluation of their own needs for technical and adaptive aids.
4. Performance of basic daily living skills.
5. Ability to build and sustain social relationships through community-based activities.

Further, the Positive Aging Community will provide tools for Seniors to build, enhance and maintain their quality of life, allowing them to live meaningful lives with dignity. To better achieve desired outcomes and measure results, the program will be conducted with four phases:

Phase I: Intake/Assessment

- The Program Assistant (PA) will receive all community referrals and self-referrals, and will process each senior participant.
- The Program Support Specialist (PSS) will work with the senior participant directly.

- Assessment is conducted to identify need, technology experience and level, current O&M skills, and daily activities.
- Action Plan is developed and referred to the Client Services Manager (CSM) for service projection and budgetary analysis.
- CSM provides a summary of findings and recommendations to the Review Team.

Phase II: Review

- The Review Team consists of the Executive Director (ED), CSM, Certified Orientation and Mobility Specialists (COMS), Project Manager (PM) and Assistive technology Instructor (ATI).
- The team reviews individual assessments to determine the best approach for participant to achieve individual program goals and make recommendations.
- The Review Team discusses findings and recommendations with participant before action plan is developed to ensure participant's willingness and commitment. Modifications may be made at this time to encourage success.

Phase III: Action Plan and Distribution of Technology Aids

- CSM and PSS will meet with the participant to implement an action plan.
- Technology and adaptive aids are appropriately distributed with individualized training.
- Workshops and social activities are facilitated to improve and maintain positive mental, emotional and physical well-being.
- The COMS will assess and provide O&M training tailored to the participant's needs to ensure safe and effective travel.
- CSM will monitor and evaluate participants, and will maintain all records of program participants.
- To ensure fiscal responsibility, ED verifies the action plan expenditures.

Phase IV: Final Evaluation:

- Conducted by the CSM to measure how successful the client has gained with the support and identify what challenges were not overcome. provide possible individual training follow up support.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

Each program participant will receive comprehensive training and support for the grant period. To refresh, re-learn and expand a variety of skills crucial in achieving independence, the BVI participant will need twelve (12) months of all-inclusive instruction because systematically learning and then practicing these skills tend to take time and intense concentration. Upon achieving independence, the continuity services GDH provides after the grant period ensure that

the participant have access to enrichment support services empowering them to preserve their independence and community connections.

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

Because GDH programs are tailored to meet individual needs, the first assessment is to establish benchmarks and baselines that will determine their specific requirements, and the final assessment is to identify an individual's progress toward achieving their individual goals. Participants will provide self-evaluation upon completion of each program segment and will be asked at the end of the program to participate in a survey to measure the program's effectiveness.

The program facilitators will participate in a self-evaluation survey to identify areas of weaknesses and strengths, share experiences that may help to improve future program plans and provide feedback from their interaction with participants.

The monitoring team will compile all evaluation results and these results are then used to assess whether progress was made to achieve expected program goals, identify challenges in implementation and identify positive and negative effects of the program. All of these evaluation results will be impactful for future program planning, monitoring and evaluating.

4. 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.

GDH is requesting \$248,267 in grant funding from the State of Hawaii for purposes of this program, GDH's program budget is prioritized into the following three categories for FY2025, with prospective expenditures (which are scalable) discussed below and itemized in table format:

(1) Personnel Salaries, Taxes & Benefits:

Prospective costs are prorated to the estimated portion of time allocated to the activities specific to this grant request. Executive director, technology advisor and client Services Manager will be covered 100% by GDH or other funding sources. For purposes of this request, GDH will be seeking to add following five positions, two of which will be full-time and three part-time:

- **Project Manager (FTE):** This position is budgeted at an annual salary of \$42,000, of which 50% would be paid by State (\$21,000.00).
- **Budget Manager (PTE):** This position is budgeted at an annual salary of \$28,000, of which 50% would be paid by State (\$14,000.00).
- **Program Support Specialist (FTE):** This position is budgeted at an annual salary of \$35,360, of which 100% would be paid by State.

- **Program Assistant 1 (PTE):** This position is budgeted at an annual salary of \$15,600 apiece, of which 100% would be paid by State.
- **Program Assistant 2 (PT):** This position is budgeted at an annual salary of \$14,040, of which 100% would be paid by State.

Employer taxes are calculated at a rate of 7.65% of the salaries billable to this funding request. Further, “employee fringe benefits” are defined as health care premiums for eligible employees, which will also be supported by this funding request.

GUIDE DOGS OF HAWAII: Program Budget and State Funding Requested		
Cost Item	Amount Budgeted	State Funding Requested
Project Manager (FTE)	\$ 42,000	\$ 21,000
Budget Manager (PTE)	28,000	14,000
Program Support Specialist (FTE)	35,360	35,360
Program Assistant 1 (PTE)	15,600	15,600
Program Assistant 2 (PTE)	14,040	14,040
SUBTOTAL: Salaries	\$135,000	\$100,000
Employer Taxes	\$ 7,650	\$ 7,650
Employee Fringe Benefits	18,408	18,408
SUBTOTAL: Taxes and Fringe Benefits	\$ 26,058	\$ 26,058
Technology & Adaptive Aids	\$ 16,000	\$ 16,000
Training	24,000	24,000
Workshops & Social Activities	32,000	32,000
SUBTOTAL: Program Activities	\$ 72,000	\$ 72,000
Airfare (Interisland)	\$ 3,000	\$ 3,000
Lease / Rent for Office / Program Space	39,528	39,528
Supplies	5,485	5,485
Telecommunications	2,196	2,196

SUBTOTAL: Program Operating Costs	\$ 50,209	\$ 50,209
GDH PROGRAM BUDGET TOTAL	\$283,267	\$248,267

(2) Program Activities

As this grant activity is designed specifically for the blind and visually impaired, all activities, technology and materials are designed for or modified for the individual's independent use or participation:

- **Technology & Adaptive Aids:** According to the U.S. Assistive Technology Act of 1998, assistive refers to any "product, device, or equipment, which is used to maintain, increase, or improve the functional capabilities of individuals with disabilities." Common computer-related assistive technology products for the blind include screen readers, Braille note takers, refreshable Braille Displays and audible players, mobility canes, accessible mobile phones and apps designed for the blind. Other adaptive aids defined as adaptive technology aids are liquid indicators, audible organizing systems, kitchen aids and appliances, personal health care equipment, hearing aids and currency identifiers.
- **Training:** GDH will provide systematic training to include basic functional, advanced and enrichment training with technology, adaptive and O&M.
- **Workshops/Social Activities:** Social skills building will focus on securing group and individual workshop/social activities in which the participant will have a personal interest and be able to build on conversational and travel skills while maintaining an active body and mind. These skills develop and improve self-confidence and independence. Such social building skills develop from being involved in a community-based activity such as retreat, bowling, swimming, dance, music, arts, and crafts, physical fitness, camping, alternative health care, yoga, etc. Expenses for this category may include activity fees, meals, transportation, essential needs delivery fees, supplies, t-shirts, etc.

(3) Program Operating Costs:

- Airfare (Interisland): \$ 3,000
- Lease / Rent of Space \$39,528
- Supplies \$ 5,485
- Telecommunications \$ 2,196

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](#))
 - 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](#))

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

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	100,000			35,000
2. Payroll Taxes & Assessments	7,650			
3. Fringe Benefits	18,408			
TOTAL PERSONNEL COST	126,058			35,000
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	3,000			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	39,528			
5. Training	24,000			
6. Supplies	5,485			
7. Telecommunication	2,196			
8. Utilities				
9. Technology & Adaptive Aids	16,000			
10. Workshops & Social Activities	32,000			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	122,209			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	248,267			35,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	248,267	Jeanne Torres (808) 466-2310		
(b) Total Federal Funds Requested		Name (Please type or print) <i>JT</i> Phone		
(c) Total County Funds Requested		Signature of Authorized Official <i>JT</i> Date <u>Jan. 8, 2024</u>		
(d) Total Private/Other Funds Requested	35,000	Date		
TOTAL BUDGET	283,267	Jeanne Torres, Exec. Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

Applicant: Guide Dogs of Hawaii

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Project Manager (PM)	FT	\$42,000.00	50.00%	\$ 21,000.00
Budget Manager (BM)	PT	\$28,000.00	50.00%	\$ 14,000.00
Program Support Specialist (PSS)	FT	\$35,360.00	100.00%	\$ 35,360.00
Program Assistant 1 (PA1)	PT	\$15,600.00	100.00%	\$ 15,600.00
Program Assistant 2 (PA2)	PT	\$14,040.00	100.00%	\$ 14,040.00
			0.00%	\$ -
				\$ -
				\$ -
				\$ -
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				\$ -
				\$ -
				\$ -
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				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				100,000.00
JUSTIFICATION/COMMENTS: PM oversees the program to ensure it operates in accordance to the grant requirements; BM monitors program budget to ensure proper budget category allocations; PSS conducts intake reviews, assessments and assists with client action plan development and grant reports, facilitates activities; the PA 1 & 2 provide technology training, produce adaptive reading materials, and assists with the daily operations of the program.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: Guide Dogs of Hawaii

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS: Not Applicable				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS: Not applicable				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: Guide Dogs of Hawaii

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: 2022-2023	FY: 2023-2024	FY:2024-2025	FY:2024-2025	FY:2025-2026	FY:2026-2027
PLANS	N/A					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: Not Applicable						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Guide Dogs of Hawaii

Contracts Total: 1,027,318

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Non-Profit Relief Grant	11/1/2023	Dept of Community Services	C&C Honolulu	21,681
2	Grant in Aid	10/2023-2024	Dept of Community Services	C&C Honolulu	156,524
3	Grant in Aid	3/2023-2025	DLIR/OCS	State of HI	300,000
4	Paycheck Protection Plan - Draw NO. 2	Apr. 2021	Small Business Administration	U.S.	52,066
5	CARES Act Relief	2020	Dept of Community Services	C&C of Honolulu	150,000
6	CARES Act Relief	2020	Dept of Community Services	C&C of Honolulu	10,000
7	CARES Act Relief	2020	Dept of Community Services	C&C of Honolulu	10,000
8	Paycheck Protection Plan - Draw No. 1	May-20	Small Business Administration	U.S.	52,047
9	Grant in Aid	10/2019-2020	Dept of Community Services	C&C of Honolulu	125,000
10	Grant in Aid	4/2019-2020	DHS/DVR	State of HI	150,000
11					
12					
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- The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.

GUIDE DOGS OF HAWAII: Anticipated Quarterly Funding Requests, FY2025				
Q1: Jul. 1 - Sept. 30, 2024	Q2: Oct. 1 - Dec. 31, 2024	Q3: Jan. 1 - Mar. 31, 2025	Q4: Apr. 1 - Jun. 30, 2025	TOTAL: FY2025
\$72,000	\$70,000	\$60,500	\$46,267	\$248,267

- The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.

GUIDE DOGS OF HAWAII: Prospective Sources of Funding for FY2024		
Source	Amount	Status
City & County of Honolulu Grant in Aid	\$186,674	Applied
Atherton Family Foundation	\$ 15,000	Pending
First Hawaiian Bank Foundation	\$ 10,000	Pending

- 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.

Guide Dogs of Hawaii has not been granted any state or federal credits in the last three years. Nor has Guide Dogs of Hawaii applied or anticipate any state or federal credits pertaining to any capital projects.

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

GUIDE DOGS OF HAWAII: Federal, State and County Contracts and Grants, 2018-2023			
Source	Amount	Date	Status
State of Hawaii Grant in Aid: FY2023 (Operations)	\$300,000	3/1/2023-2/28/2025	Active
City & County of Honolulu GIA: Dept. of Community Services	\$156,524	10/1/2023-9/30/2024	Active

Applicant: **Guide Dogs of Hawaii (Adaptive Aids, Canines & Advocacy for the Blind)**

C&C Honolulu CARES Act Relief: Dept. of Community Services	\$21,681	10/1/2023-6/30/2024	Active
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6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.

As of December 31, 2023, Guide Dogs of Hawaii's balance of unrestricted asset is \$169,189.00

V. Experience and Capability

1. 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's highly qualified staff and well-trained volunteers have been serving the islands' BVI community since 1952, providing individuals of all ages with guide dog services, adaptive technology and daily living aids, and training in independent living and social skills specific to their present needs. With nearly seven decades of insitutional knowledge, in many cases gained by personal experience, we have an inherent understanding of the often-significant challenges faced by BVI individuals, who require constant training, mental and emotional support to ensure that they can live meaningful and even enriching lives.

To that effect, GDH programs are designed and administered with a focus on providing BVI individuals with continuity services that support their continually changing life's circumstances, which empower them to live independently, travel confidently and fully participate in everyday activities. We have a well-documented history of delivering quality services on-time and under costs allocated in our program budgets. Our program accomplishments include, but are not limited to:

- **Orientation and Mobility Service:** The ubiquitous white cane is the foundational technology aid in the BVI community, which allows blind individuals to gather through tactile means the information necessary to orient themselves to their immediate surroundings and navigate them safely, and affords sighted individuals a means to quickly identify a BVI individual's disability and adapt accordingly. This skill is acquired and mastered through individualized training, appropriate technology and ongoing support that builds and maintains an individual's confidence to function independently, which is the first step toward a more self-sufficient existence. This is an ongoing program that GDH will expand to include reinforcement and support, and with the State's support will take statewide.
- **Get Ahead with Technology:** A statewide program for public school students in grades k-12 that helps BVI youth gain age-progressive life skills and academic / social development, which allows them to access educational curriculum, engage in independent study, and enhance self-care and social skills. On average, program participants experienced a 1.5-pt. rise in their grade point averages, and are prepared to travel out of state to expand their horizons and experiences.
- **Adaptive Technology Aids:** GDH provides training and adaptive aids to allow young BVI individuals to adjust to life after high school graduation, to prepare them for higher education, employment or volunteer opportunities, and to lead productive lives. Many now hold professional positions that only 20 years ago were not open to them. While these aids are key to students, they are available to BVI individuals of all ages.

- **Camp Get Ahead for BVI Youths and Summer Program:** Now in its 5th year, this program brings BVI teenagers together to participate in activities to enhance self-care, social and leadership skills and employment experience. It includes a BVI student-planned and -led conference to enhance teamwork and self-esteem, with all emcees and speakers being BVI individuals.
- **Seniors Harnessing Independence & Empowerment (SHINE):** Our popular program for older BVI individuals, currently in its 4th consecutive year, focuses on wellness and daily living aids that can enable them to cope with the myriad challenges of aging while still maintaining their independence.
- **Community Response Assistance:** In times of local emergencies, GDH reaches out to our vulnerable clients to ensure they are informed, safe and well-prepared for the duration. For example, as schools converted to virtual learning during the COVID pandemic, GDH partnered with the City and County of Honolulu to supply BVI students with technology aids and internet connectivity to ensure they did not fall behind.

GDH has also been incredibly fortunate over these many years to have enjoyed strong volunteer support from many individuals across Hawaii's professional spectrum. We work closely with them to match their particular skill sets and personalities with organizational needs. While some volunteers thrive in public settings and really enjoy working with our BVI clients and assisting us with public outreach, workshops and events, others will prefer a "back of the house" role at GDH by serving on our board of directors, or helping us with our data systems, program evaluation, fundraising and general office work. But regardless of whether they're out front or behind the scenes, we truly appreciate each and every one of them.

2. 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 main offices are located at 715 South King St., Suite 110, which occupies about 3,000 square feet on the ground floor of a major office building. Its facilities are spacious and versatile, and are used to host a wide range of events from social gatherings to class trainings. The facility is also accessible for the BVI community to access by HandiVan, TheBus, private vehicle and walking. To facilitate our prospective expansion of services to the neighbor islands, facilities will be procured on a case-by-case basis as necessary.

VI. Personnel: Project Organization and Staffing

1. 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.

To achieve optimal quality assurance, evaluators review each participant's abilities and limitations as well as progress and make changes based on their improved level of function. Because GDH programs are tailored to meet individual needs, the first assessment is to establish benchmarks and baselines that will determine their specific requirements, which includes consultation with the individual's support network and community resources as may be necessary. The final assessment will identify an individual's progress toward achieving his or her individual goals.

Participants will provide self-evaluation upon completion of each program segment and will be asked at the end of the program to participate in a survey to measure the program's effectiveness. The results are then used to self-evaluate our own delivery of clientele services and identify those changes which may be necessary to align the program with our participants' learning interests and levels. Participant progress will be tracked on a monthly and quarterly basis, and also at the completion of each designated phase of the program.

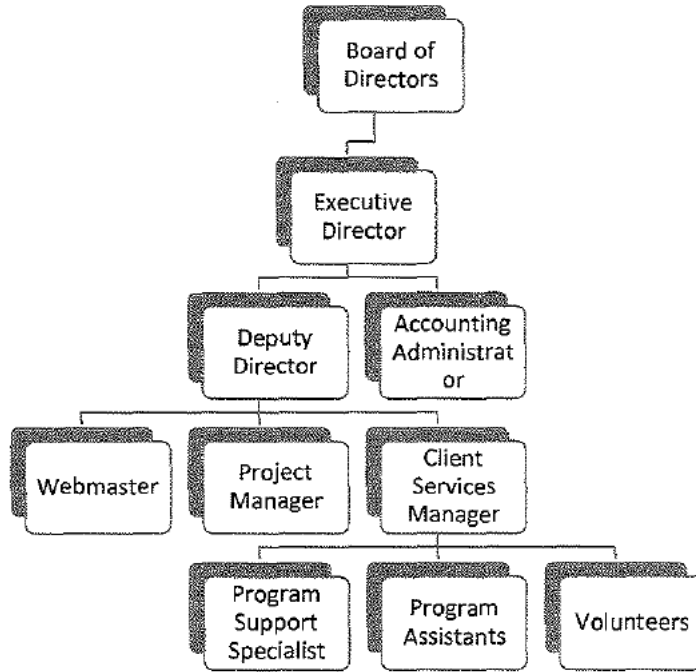
GDH further possesses an in-house capacity to assess program demographics such as quality control, client satisfaction, rates of participation, and age and ethnicity, and to provide the rigorous analysis that's necessary to maintain all GDH programs at optimal levels. Quality-control specialists, particularly those who've worked the BVI community, will be consulted as necessary to assist in the further interpretation and evaluation of all data and information collected through program exit evaluation forms, client satisfaction surveys, and select person-to-person interviews for purposes of statistical sampling.

As a successful business executive who is herself blind, GDH Executive Director Jeanne Torres has overseen an organization expansion over the past 19 years from its near-exclusive focus upon guide dog services to a premier social service agency for BVI individuals in Hawaii. The deterioration of independence and community connections experience by our BVI residents during the Covid pandemic, re-affirmed her determination to ensure that the BVI residents of Hawaii are not forgotten and that this cohort is given the opportunity to achieve a good quality of life and be prepared for possible disasters.

2. 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.

GUIDE DOGS OF HAWAII FY24 ORGANIZATIONAL 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.

- Executive Director: \$82,500
- Deputy Director: \$50,000
- Webmaster: \$42,000

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.

GDH is not a party to any pending litigation, nor does it have any outstanding legal judgments against it.

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

3. 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.

Pursuant to Article X, Section of the State Constitution, no grant funds received by GDH from the State of Hawaii shall be expended for the benefit or support of any sectarian or non-sectarian private educational institution.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2024-25 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2024-25, but
- (b) Not received by the applicant thereafter.

GDH defines sustainability three ways – financially, programmatically, and organizationally. Expansion of client services has been our model for the last five years, with the initiation of three core programs to help prepare BVI youth and young adults for success in pursuit of higher education and job opportunities, and further encourage the development of their social skills and self-esteem.

GDH has been a stable and conservatively administered non-profit organization for nearly 70 years in Hawaii, with five full-time and three part-time staff members, and forty-two dedicated volunteers. The organization has an endowment from the Jack and Marie Lord Foundation and the Frank F. & Katherine L. Woodford Memorial Fund. Since 1964, GDH has been a partner agency with Aloha United Way and the Combined Federal Campaign.

As part of GDH's overall and ongoing effort to diversify its own revenue stream and donor base from a wide spectrum of sources, we have both engaged a professional consultant and empaneled a fundraising cabinet composed entirely of volunteers, which is chaired by former Hawaii attorney general Michael Lilly. GDH has launched our online e-store and in 2022, we had a quiet launch of our planned giving and endowment program and did very well in terms of income, name recognition and developing credibility. We would further note that prior to the COVID-19 pandemic, GDH had consistently surpassed its fundraising goals by at least 12% per annum. We've also initiated a planned giving program and have further built, managed and grown an endowment to sustain the organization's operations and secure its future.

GDH has successfully managed past grants from both the State and City, with programs coming in at or under the projected budget and often exceeding proposed outcomes within the specified time frame. Three premier GDH programs commenced over the last 60 months are still in operation, thanks to a financing model that seeks to match government grants with private sources of funding from individuals and foundations

PROJECT MANAGER

OBJECTIVE

Driven and detail-oriented Project Manager with 7 years of experience serving the blind and visually impaired community across a diverse list of programs. Extensive planning and effective execution have led to a positive track record of implementing successful programs for clients, increasing fundraising opportunities, evolving and maintaining the online presence and image of an organization, and motivating team members to fully apply themselves to their roles.

SKILLS & ABILITIES

- Strong interpersonal communication
- Collaborative with effective leadership
- Complex thinker and problem solver
- Certified in CPR, AED, & First Aid
- Self-directed producer of quality work
- Trilingual (ASL, Spanish, English)

EXPERIENCE

- 2016 – 2020 Case Management Specialist, *Guide Dogs of Hawaii*
- Conducted assessments, identified clients' individual needs, formed action plans, distributed the appropriate adaptive aids and technology, arranged for any necessary training, and provided general support.
- 2020 – Current Project Manager, *Guide Dogs of Hawaii*
- Simultaneously coordinating and overseeing numerous projects including an annual youth camp, multiweek training events, and off-island travel experiences for clients.
 - Creating an online merchandise storefront to increase mission awareness; Entails designing products, applying marketing techniques, handling shipments, and providing customer service.
 - Monitoring and improving social media engagement by analyzing data and trends, implementing content strategies, and planning digital campaigns to broaden the organization's audience.
 - Documenting events through photo and video, and developing and maintaining a digital media library that houses thousands of files for future corporate use, fundraising campaigns, and social media platforms.

COMMUNITY ENGAGEMENT/INVOLVMENT

- Active participant in beach/reef clean-ups and environmental advocacy and awareness events.
- Avid supporter of cultural and language preservation programs.

EXECUTIVE DIRECTOR

Summary of Qualifications

Executive level management experience since 2002 when I was originally hired to re-organize the corporation's operations. Positions held were Office Administrator, General manager and presently, Executive Director. I am proficient in Microsoft Office Programs, able to identify problems and implement corrective processes, knowledgeable in project management tools, processes and techniques, have strong communication, interpersonal, and presentation skills, able to prioritize, delegate tasks, and make sound decisions quickly while maintaining a focus on the bottom line.

Experience

2009-Present Guide Dogs of Hawaii Honolulu, HII HI
Executive Director
Oversee operations
Hire, train and supervise staff
Public Speaking
Conduct client workshops
Develop new programs
Outreach to Blind Community
Build Community Partnerships
Fundraising

2005-2009 Eye of the Pacific Guide Dogs Honolulu, HI
General Manager
Office management
Book Keeping
Public Speaking
Service Programs Coordinator

Education

2001 Leeward Community College Pearl City, HI
A.A. Liberal Arts
Graduated with Honors
2004 Iowa State Department for the Blind Assist Online Program
Microsoft Office Suite Certification (Word, Excel, Power Point and Outlook)

Interests

Eye of the Pacific Guide Dogs & Mobility Services, Inc. Board of Directors
Hawaii Center for Independent Living Board of Directors
Committee for Accessible Transportation, Member
Committee for the Protection of Service Animals, Chairperson
National Federation of the Blind of Hawaii State Treasurer
Blind Person of the Year Recipient, Hawaii District Lions Club, 2007

Skills

- Over 10 years of management experience
- Excellent communication and public relation skills
- Excellent written communication skills and ability to work under pressure
- Leadership abilities
- Problem solving and time management skills
- Excellent team player

Client Services Manager

Summary of Qualifications

I have had experience working on case management since 2016. Originally getting hired as an intake specialist, after 6 months of on the job training I advanced to case management specialist. I have been working directly with clients ever since. Effectively being able to assess their needs and create an action plan to reach their specific goals. In addition to directly working with clients, I am the activity coordinator at our annual youth camp, and plan as well as facilitate activities regularly for our clients. I have strong communication and interpersonal skills, and have developed my leadership skills through facilitation of activities for clients. I am proficient in Microsoft Office Programs and most social media platforms. I have an eagerness to learn that helps me provide the best possible support I can to our clients.

Experience

Guide Dogs of Hawaii, Honolulu HI February 2016 - Present

Client Services Manager

- Directly services clients who are blind and visually impaired
- Assesses and evaluates each client's specific needs
- Creates and executes action plans for clients
- Manages and maintains client files
- Purchasing of adaptive aids and technology
- Plans and leads group social activities
- Social Media Management
- Maintained lines of communication with clients, parents, and teachers for the visually impaired
- Provides technology training and assistance
- Proficient in grade 1 braille
- Cross trained event coordination 2017-2019

Camp Get Ahead 2019-Present

Activity Coordinator

- Plans and facilitates a variety of engaging activities for campers
- Finds different ways to make activities accessible for various visual acuities and skills
- Provides support and mentorship to campers
- Ensured campers remain on task and adhere to schedule

**Enchanted Hills Camp for the Blind and Visually
impaired 2017-2019**

Recreational Counselor (Summer volunteer)

- Monitored campers to ensure compliance with camp rules and safety
- Lead and supported campers as they participated in activities
- Identified and responded to camper's behavior issues
- Successfully performed conflict resolution between camp participants which prevented further escalation
- Worked closely with professional staff to ensure that the individual needs of each camper were met to their satisfaction

Education

Hadley Online Courses - 2020
Introduction to Braille
Certificate of completion

Moanalua High School C/O 2014
Honolulu, HI
High School Diploma

Skills

- CPR,AED and First Aid certified
- Strong communication and interpersonal skills
- Adaptability
- Creative and free thinker
- Leadership abilities
- Experience managing social media
- Problem solving and time management skills
- Dependable
- Organized
- Excellent team player

References

1. Diane Taketa: Book keeper at Guide Dogs of Hawaii
supervisor

Cell: (808)542-1713 Email: diane.taketa@guidedogsofhawaii.org

2. Jeanne Torres: Executive Director of Guide Dogs of Hawaii
Current employer

Work: (808)466-2310 Email: Jeanne.torres@guidedogsofhawaii.org

Application Submittal Checklist

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

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

 Jeannette Torres Executive Director Jan. 8, 2024

AUTHORIZED SIGNATURE PRINT NAME AND TITLE DATE