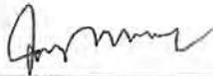


Application Submittal Checklist

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

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



AUTHORIZED SIGNATURE

Jeanne Torres, Executive Director

PRINT NAME AND TITLE

January 22, 2026

DATE



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

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

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

DBA/Trade Name: GUIDE DOGS OF HAWAII

Issue Date: 01/15/2026

Status: **Compliant**

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: [REDACTED]
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	Waived
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

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

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

The undersigned authorized representative of the applicant certifies the following:

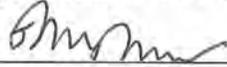
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide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

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

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

Guide Dogs of Hawaii (Adaptive Aids, Canines and Advocacy for the Blind)

(Typed Name of Individual or Organization)



(Signature)

January 22, 2026

(Date)

Jeanne Torres

(Typed Name)

Executive Director

(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, 2025.

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with [Section 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](#).

The grant funds will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. The Positive Aging Community program serves blind and visually impaired seniors by providing free community-based workshops, safety education, wellness activities, and opportunities for social connection. These services directly support the health, independence, and well-being of a vulnerable population, and are offered for the benefit of the broader community rather than for any private purpose.

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 (GDH), founded in 1952, has grown from helping blind residents gain access to guide dogs into Hawaii's leading nonprofit dedicated to enhancing the lives of individuals who are blind or visually impaired (BVI). Today, GDH serves approximately 24,500 individuals statewide through innovative programs that promote safety, mobility, independence, and social connection. Guided by its mission to enhance quality of life and foster inclusion, GDH

empowers BVI residents—particularly seniors—to age with dignity, confidence, and purpose while remaining active members of their communities.

2. The goals and objectives related to the request;

The Positive Aging Program will serve at least 50 blind and visually impaired (BVI) seniors statewide who face rising living costs, limited access to blindness-specific wellness services, and increasing challenges to aging safely at home. Funding will sustain and strengthen GDH's capacity to preserve participants' independence, health, and social connection while offsetting the financial strain caused by limited federal and state benefits.

Program Goals

- **Promote Safety and Independent Living:** Ensure seniors can remain safely in their homes through access to essential needs support such as transportation, rent assistance, utilities, home safety modifications, and sensory/mobility aids.
- **Prevent Social Isolation:** Support regular engagement in community-based activities that foster emotional, spiritual, and social well-being.
- **Enhance Health, Confidence, and Daily Living Skills:** Provide blindness-specific wellness education, tools, and training that increase self-confidence and reduce risks associated with aging with vision loss.
- **Strengthen Community Resilience:** Expand service networks supporting BVI seniors across the state, including underserved neighbor island communities, to improve long-term stability and access to resources.

Program Objectives

- **Essential Needs Support:** Provide short-term assistance with transportation, rent, electricity, home safety modifications, hearing aids, mobility aids, and other essential supports to at least 25 seniors, helping them remain independent and safe in their homes.
- **Utility Assistance:** Offer temporary electricity bill support to at least 20 low-income participants to prevent service interruption and related health or safety risks.
- **Wellness & Education Workshops:** Conduct six Positive Aging workshops on safety, mobility, aging-in-place skills, emotional wellness, and end-of-life planning, achieving at least 80% participant satisfaction.
- **Transportation Support:** Provide accessible transit options (paratransit vouchers, bus passes, or arranged rides) to ensure consistent access to community activities, medical appointments, and program workshops.
- **Social Connection & Peer Support:** Facilitate at least six group activities that foster bonding, mutual support, and intergenerational exchange, targeting a 25% reduction in self-reported isolation.
- **Data Collection & Evaluation:** Track participation, safety improvements, and quality-of-life outcomes through individualized service plans and pre/post assessments to measure community impact and guide ongoing program improvements.

Expected Outcomes

- Improved ability to age in place through access to essential needs support and home safety modifications.
- Greater confidence in independent living, orientation/mobility skills, and accessing community resources.
- Reduced loneliness and depression through ongoing social engagement and peer connections.
- Reduced emergency interventions and delayed institutional placement as seniors maintain safer, more stable living environments.

3. The public purpose and need to be served;

Hawaii's BVI seniors face mounting economic and accessibility challenges. Fixed incomes, reduced benefits, and high living costs force many to choose between food, utilities, and transportation. For those already navigating vision loss, these pressures increase vulnerability and isolation. The Positive Aging Program provides direct financial relief, education, and engagement that together foster self-sufficiency, reduce crisis intervention, and support healthy, connected aging statewide.

4. Describe the target population to be served; and

The program serves blind and visually impaired adults—primarily age 55 and older—who are economically disadvantaged or socially isolated. Many live independently or with family but lack the means to maintain their health and safety. With program support, they gain the tools and confidence to continue contributing to their families and communities while aging with dignity and independence.

5. Describe the geographic coverage.

GDH provides services statewide, with primary coverage on Oahu and outreach to Maui, Kauai, and Hawaii Island. The program prioritizes underserved areas such as Waianae, Ewa Beach, Wahiawa, and Hilo, where access to transportation, nutritious food, and assistive technology is limited. Rural and neighbor island participants receive equitable access through virtual workshops, mail-delivered support, and local partnerships extending GDH's reach across the islands.

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;

Scope of Work, Tasks, and Responsibilities

Guide Dogs of Hawaii (GDH) will implement its Positive Aging Program to enhance the safety, independence, and social connectedness of at least 50 blind and visually impaired (BVI) seniors statewide. The program addresses rising living costs, limited access to blindness-specific supports, and the increasing challenges seniors face when aging in place. Services are designed to reduce financial barriers, increase confidence in daily living, and ensure seniors can remain safe, independent, and engaged in their communities.

Key Components of the Scope of Work

1. Essential Needs Support

GDH will provide limited, needs-based assistance that enables BVI seniors to maintain stable and safe living environments. Supports may include transportation, rent assistance, electricity bills, home safety modifications, and access to hearing or mobility aids. These resources reduce urgent barriers that threaten independent living and ensure participants can fully engage in program services.

2. Wellness, Safety, and Education Workshops

GDH will conduct six accessible Positive Aging workshops focused on safety, mobility, aging-in-place skills, emotional wellness, and end-of-life planning. Workshops will be delivered in accessible formats (braille, large print, audio, and in-person tactile demonstrations) and will emphasize practical skills that improve health, confidence, and daily functioning.

3. Individualized Support Plans

Each participant will be offered an individualized plan identifying goals related to safety, mobility, independent living skills, and overall well-being. Staff will review plans quarterly to monitor progress, adjust supports, and track measurable outcomes.

4. Social Connection and Peer Support Activities

GDH will facilitate six community-based activities designed to reduce social isolation, strengthen peer relationships, and promote emotional and spiritual well-being. Activities will include accessible outings, intergenerational experiences, and peer-led support circles.

5. Annual Positive Aging Retreat

GDH will host a three-day, three-night retreat for program participants, offering immersive workshops, reflection activities, and bonding experiences that reinforce learning, celebrate progress, and strengthen community resilience.

6. Data Collection, Evaluation, and Reporting

GDH will monitor participation, safety outcomes, and quality-of-life improvements through pre-/post-assessments and individualized support plans. Data will guide program refinement and support accurate reporting to funders.

7. Program Management and Accountability

The Program Coordinator will oversee daily operations, administer essential needs supports, manage vendors and service partners, track individualized plans, and ensure all activities meet accessibility standards. Additional GDH staff and trained volunteers will assist with workshop delivery, transportation coordination, retreat logistics, and participant support.

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

Q1: Stabilization & Access

- Maintain staffing and finalize program infrastructure.
- Enroll 50 BVI seniors statewide.
- Complete individualized support plans outlining safety, mobility, and independent-living goals.
- Begin distribution of essential needs support (transportation, rent/utilities, home safety modifications, hearing/mobility aids).
- Deliver initial workshops focused on home safety, adaptive living, and aging-in-place skills.

Q2: Skill Development & Wellness

- Provide training in mobility, technology, emotional wellness, and daily living skills.
- Continue needs-based subsidies to stabilize participants' home environments and ensure access to program activities.
- Conduct midyear evaluations of safety, mobility, and social connection.
- Target at least 85% of participants showing measurable skill or confidence improvement.

Q3: Social & Community Engagement

- Reassess and adjust essential needs support to match evolving participant needs.
- Deliver workshops on resilience, self-advocacy, and navigating community resources.
- Expand outreach to underserved seniors, including those on neighbor islands.
- Document improvements in social connection and reductions in self-reported isolation.

Q4: Evaluation & Long-Term Planning

- Conduct reflection, legacy, and emotional well-being workshops.

- Complete post-assessments and finalize individualized support plan updates.
- Host the three-day Positive Aging Retreat to reinforce learning and community bonding.
- Complete comprehensive program evaluation, outcome reporting, and financial reconciliation.

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

Guide Dogs of Hawaii (GDH) will use a Continuous Quality Improvement (CQI) framework to ensure program quality, effectiveness, and equity for BVI seniors.

Monitoring and Evaluation Methods

- Quarterly tracking of participation, essential needs support (transportation, rent, utilities, safety modifications), and progress toward individualized goals.
- Pre- and post-assessments measuring changes in safety awareness, mobility confidence, emotional wellness, and independent living skills.
- Participant surveys, interviews, and focus groups assessing accessibility, satisfaction, and perceived impact.
- Staff and volunteer debriefs after workshops and events to evaluate accessibility, logistics, and effectiveness.

Quality Oversight

- The Program Coordinator, Executive Director, and Advisory Board review data quarterly to identify emerging needs, ensure participant safety, and guide program adjustments.
- Findings inform real-time program improvements to enhance accessibility, effectiveness, and consistency.

Areas Evaluated

- Emotional wellness and social connection
- Independent living skills and safety
- Stability of home environment
- Accessibility and cultural responsiveness
- Participant satisfaction

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 will report the following objective indicators to the State to assess program achievement:

1. **Participation & Retention:**
At least 85% of enrolled seniors complete the annual program cycle.
2. **Well-Being & Confidence:**
80% report improved emotional wellness, reduced stress, or increased confidence in daily living.
3. **Safety & Independent Living:**
75% demonstrate improved safety awareness, adaptive techniques, or mobility-related skills.
4. **Essential Needs Stability:**
70% report improvements in stability related to transportation, rent/utilities, home safety, or sensory/mobility aids (aligned with revised scope).
5. **Community Engagement:**
70% participate in new social, community, or recreational activities outside of GDH-led events.
6. **Satisfaction:**
90% rate workshops, supports, and activities as “useful” or “very useful.”

Adjustment for Funding Variations

If appropriations differ from the requested amount, GDH will adjust targets proportionally while maintaining program integrity, accessibility, and participant well-being as core priorities.

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, 2026 to June 30, 2027

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

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	79,468		71,460	28,000
2. Payroll Taxes & Assessments	6,079		5,467	2,142
3. Fringe Benefits	10,212			8,000
TOTAL PERSONNEL COST	95,759		76,927	38,142
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	2,372			
2. Professional & Contractual Services	8,000		10,000	7,000
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	36,200		28,000	49,600
5. Staff Training				
6. Supplies	1,000		1,404	2,010
7. Telecommunication	1,669		1,669	
8. Utilities				
9. Workshops	8,000		6,000	5,000
10. Social Activities	8,000		12,000	3,000
11. Technology Aids	8,000		6,000	3,000
12. Essential Needs Support	16,000	0	8,000	0
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	89,241		73,073	69,610
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	185,000		150,000	107,752
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	185,000	Jeanne Torres 808-466-2310		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	150,000	January 22, 2026		
(d) Total Private/Other Funds Requested	107,752	Signature of Authorized Official Date		
TOTAL BUDGET	442,752	Jeanne Torres, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

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

Applicant: _____

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

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

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

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		
	Not Applicable	FY:2024-2025	FY:2025-2026	FY:2026-2027	FY:2026-2027	FY:2027-2028	FY:2028-2029
PLANS							
LAND ACQUISITION							
DESIGN							
CONSTRUCTION							
EQUIPMENT							
TOTAL:							
JUSTIFICATION/COMMENTS:							

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

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

Contracts Total: 150,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Positive Aging	Oct-25	DCS	C&C Honolulu	150,000
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
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16					
17					
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29					
30					

- The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2027.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$65,000	\$45,000	\$40,000	\$35,000	\$185,000

- The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2027.

City & County of Honolulu \$150,000
 Atherton Family Foundation \$10,000
 Lee & Bev Kunz Foundation \$6,000
 Michael and Lori Milken Family Foundation \$5,000
 Thelma B and Thomas P Hart Foundation \$7,000

- 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

- 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 2027 for program funding.

Not Applicable

- The applicant shall provide the balance of its unrestricted current assets as of December 31, 2025.

GDH's unrestricted current assets as of December 31, 2025 is \$130,000.00

V. Experience and Capability

- 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.

Guide Dogs of Hawaii (GDH) has over 70 years of proven excellence in providing essential services that enhance safety, mobility, independence, and quality of life for individuals who are

blind or visually impaired (BVI). Established in 1952, GDH is the only Hawaii-based nonprofit offering continuous, statewide support addressing the lifelong needs of people with vision loss—from early intervention and adaptive skills training to guide dog readiness, mobility instruction, and senior wellness.

Over the past five years, GDH has consistently met or exceeded all service and outcome goals. Each year, approximately 500 residents statewide participate in individualized and group services, including adaptive technology training, orientation and mobility (O&M) instruction, safety and wellness education, and social engagement. More than 90% of participants report increased confidence, mobility, and community participation. Regular evaluations through quarterly reviews and satisfaction surveys confirm measurable improvements in independent travel, daily living skills, and emotional well-being.

GDH's experience and capacity align closely with the objectives of this request. Recent initiatives include:

- Get Visical Train-a-thon: A statewide O&M program promoting travel safety, skill renewal, and intergenerational peer learning.
- Youth Readiness Program: Prepares students for independent living, higher education, and employment through mobility, technology, and self-advocacy skill development.
- Community Connection Program: Provides recreational and educational activities that reduce isolation and promote inclusion among BVI individuals statewide.

These programs demonstrate GDH's ability to design, deliver, and evaluate initiatives that produce measurable gains in independence, safety, and quality of life.

Recent Projects and Funders (Past Three Years):

- City & County of Honolulu (2025-2026): Positive Aging - Delivered individualized and group comprehensive wellness, safety, mobility, and life-planning supports that reduce isolation, strengthen independence, and improve overall quality of life for BVI adults and seniors.

City & County of Honolulu (2024–2025): O&M Training—Delivered individualized and group instruction to enhance safe, independent travel for BVI adults and seniors.

- Atherton Family Foundation (2023–2024): Supported statewide O&M sessions to strengthen mobility confidence and safety awareness.
- Aloha United Way Safety Net (2024–2025): Youth Empowerment Initiative—Provided technology and mobility training to prepare BVI youth for higher education and employment.
- Private Donors and Corporate Sponsors: Funded adaptive equipment, technology training, and guide dog readiness programs.

All projects were completed on time, within budget, and in full compliance with reporting and outcome requirements.

Organizational Knowledge and Staffing:

GDH's multidisciplinary team includes certified O&M Specialists, Technology Trainers, a Program Coordinator, Client Services Specialist, Client Support Specialist, and Program Assistant, supported by trained volunteers. The Executive Director provides oversight to ensure program quality, strategic alignment, and full compliance with contractual requirements. Staff

participate in ongoing professional development to remain current with adaptive technologies and best practices in blindness rehabilitation.

Fiscal and Administrative Capacity:

GDH maintains a sound administrative and financial infrastructure with annual independent audits and board-approved internal controls. A secure accounting system ensures transparency and compliance. With decades of experience managing municipal, state, and private grants, GDH consistently fulfills all fiscal and programmatic obligations while maintaining full accountability to funders and stakeholders.

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.

Guide Dogs of Hawaii's Oahu office is equipped with adaptive technology, training devices, and accessible meeting spaces for workshops and individualized instruction. Its central location and proximity to public transportation ensure accessibility for participants. GDH continually evaluates and adjusts facility use in response to funding and program needs to maintain uninterrupted statewide services.

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.

As a small but dynamic nonprofit, each GDH team member embraces a shared commitment to serve the Blind and Visually Impaired (BVI) community with excellence, compassion, and collaboration. While every staff member has designated responsibilities, all actively participate in direct service delivery to remain connected with participants, aware of emerging needs, and continually improving their skills.

Under the leadership of the Project Coordinator (PC), the Client Services Specialist (CSS), Program Assistant (PA), and Program Support Specialist (PSS) manage participant intakes. The CSS reviews applications for eligibility, conducts assessments, and develops individualized service plans. Together, the PC, CSS, and Budget Manager (BM) design and implement new activities that enhance participant engagement. The PC pilots each new activity to ensure safety and proper adaptation for BVI participants before transferring facilitation to the CSS, supported by the PSS and PA. The team also ensures accessibility for participants with dual sensory impairments through sign language and amplified audio support.

All adapted materials—including Braille, audio, large print, and tactile diagrams—are created in-house by the PC and PSS. The CSS facilitates wellness workshops and social engagement sessions, while the PA and PSS lead regular group activities. GDH maintains a 1:1 participant-to-staff ratio for navigation-intensive programs to ensure individualized attention and safety. When larger groups exceed this ratio, a contracted Certified Orientation and Mobility Specialist (COMS) provides on-site assistance. This approach upholds our commitment to safety, quality, and equitable participation.

Behind the scenes, the Deputy Director (DD) ensures program integrity and accountability. The DD verifies data for completeness and accuracy, observes activities for quality assurance, and resolves any concerns that arise. The DD also reviews invoices and reports to confirm that all financial transactions are transparent and properly documented.

The Budget Manager oversees fiscal operations related to the grant, ensuring accurate expense tracking, coding, and reporting. Regular financial updates promote transparency and team-wide awareness of spending trends. The Executive Director (ED) provides final oversight, reviews financial and program reports for consistency, and ensures full compliance before submission. The ED also collaborates with the DD and PC to design new initiatives and maintains an open-door policy that fosters trust, feedback, and participant engagement.

Our team's strength lies in its diversity, longevity, and specialized expertise. Led by an experienced Executive Director, our core staff have served GDH for over five years and are cross-trained in social skill development, Braille literacy, sign language, and assistive technology. Three team members are themselves living with varying degrees of vision loss, offering valuable lived experience that enhances empathy, communication, and service design.

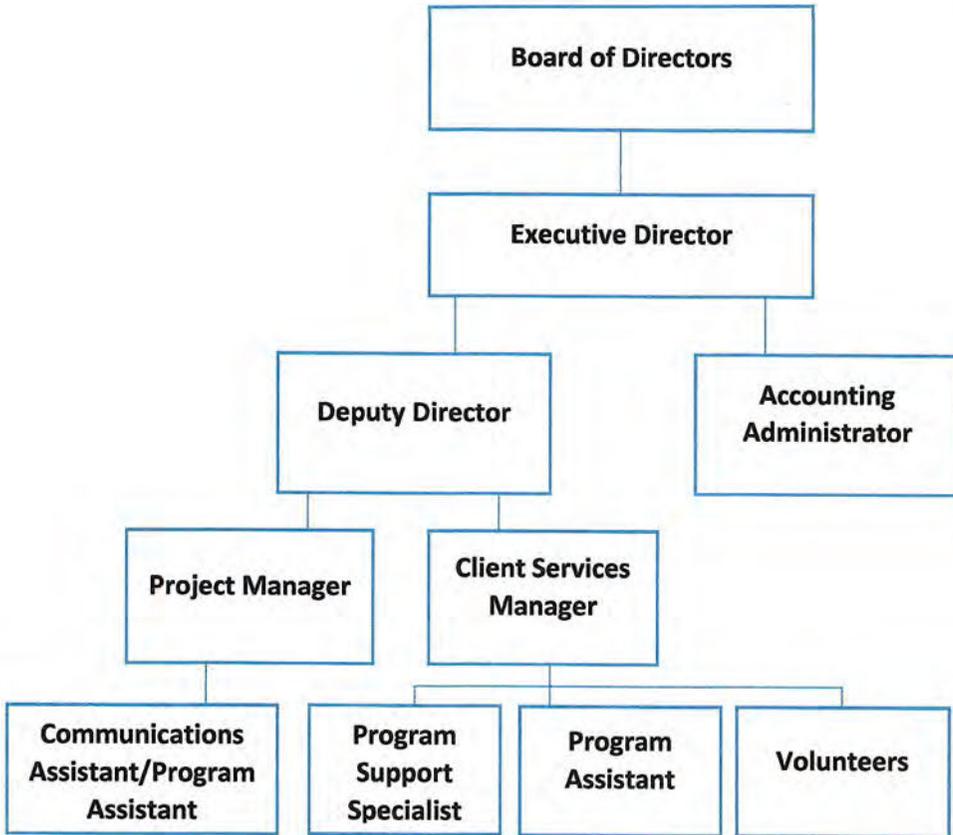
GDH's commitment to continuous learning includes collaboration with field experts and peer organizations to remain current in best practices for BVI service delivery. We maintain in-house capacity to analyze demographics, client satisfaction, participation rates, and program effectiveness. Quality-control specialists and BVI consultants are engaged as needed to interpret evaluation data from surveys, interviews, and exit assessments.

Through this integrated staffing structure, qualified leadership, and culture of shared responsibility, GDH ensures all programs meet the highest standards of quality, safety, and inclusivity—empowering BVI seniors to live with greater independence, dignity, and connection.

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
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 Annually

Deputy Director, \$55,000 Annually

Project Coordinator, \$43,888 Annually

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. 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.

Statement:

No. This grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2027 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2027, but
- (b) Not received by the applicant thereafter.

GDH defines sustainability across three essential dimensions: financial, programmatic, and organizational. As a long-standing and conservatively managed nonprofit serving Hawaii blind and visually impaired (BVI) community for nearly 70 years, GDH has consistently demonstrated sound fiscal management, responsible stewardship, and an unwavering commitment to service continuity. Our sustainability strategy recognizes the shifting funding climate, the impact of federal cuts on both participants and donors, and the need to adapt to ensure that essential services remain available to those who depend on us.

While no State GIA 2027 funds are allocated beyond FY 2027, GDH's plan for sustaining operations is built upon revenue diversification, prudent cost management, strategic partnerships, and community engagement.

1. Financial Sustainability

Federal funding reductions have not only increased hardship among our BVI participants but have also indirectly affected individual contributions, as many long-time donors have experienced job losses or reduced income. Private foundations have similarly redirected support toward high-profile causes serving larger populations. Despite these challenges, GDH remains committed to financial resilience through a realistic multi-pronged approach:

- **Endowment Growth:** We will continue to strengthen our endowed funds—originally seeded by the Jack and Marie Lord Foundation and the Frank F. & Katherine L. Woodford Memorial Fund—to ensure long-term stability and generate operational support income.
- **Planned Giving and Legacy Contributions:** Following a successful quiet launch in 2022, GDH will continue cultivating planned gifts and bequests, emphasizing donor stewardship and transparent impact reporting.
- **Targeted Fundraising Initiatives:** While mindful of economic uncertainty, GDH will continue organizing modest-scale, community-driven fundraising events and online campaigns, calibrated to minimize financial risk while maintaining visibility and engagement.
- **Grant Diversification:** We are expanding our outreach to local foundations, corporate partners, and national philanthropic networks to secure diversified grant sources aligned with our mission.

2. Programmatic Sustainability

Program sustainability begins with focusing on client priorities and service efficiency. Over the next year, GDH will conduct client listening sessions and needs assessments to identify the most critical support areas and prioritize them accordingly. We will streamline service delivery, ensuring that essential programs such as life skills, wellness, and community engagement remain intact even under constrained resources. Program staff are cross-trained to deliver multiple services efficiently, further reducing costs without compromising quality.

3. Organizational Sustainability

GDH's enduring partnerships with Aloha United Way and the Combined Federal Campaign since 1964 demonstrate our organizational reliability and credibility. Our core team of five full-

time and two part-time staff, supported by 72 dedicated volunteers, forms a stable foundation for continuity. The Board of Directors remains highly engaged in fiscal oversight, strategic planning, and donor cultivation.

We are also deepening collaborations with local agencies serving seniors, individuals with disabilities, and community health organizations to share resources, avoid duplication, and enhance collective impact.

4. Looking Forward

While economic conditions are uncertain, GDH's 70-year record of financial responsibility, community trust, and program excellence provides a strong foundation for sustainability. Our focus is not solely on survival but on adaptation and innovation—refining service delivery models, identifying client-driven priorities, and maintaining quality standards that honor the dignity and independence of Hawaii blind and visually impaired seniors.

Through disciplined planning, prudent financial management, and collaborative engagement, GDH will continue fulfilling its mission well beyond FY 2026, ensuring that no participant is left without the essential support they need to thrive.