

House District _____

Senate District _____

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

Log No: _____

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

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

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

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): _____

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

I. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Assistive Technology Resource Centers of Hawaii (ATRC)

Dba: _____

Street Address: 200 North Vineyard Blvd., Ste 430, Honolulu, HI 96817

Mailing Address: 200 North Vineyard Blvd., Ste 430, Honolulu, HI 96817

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name BARBARA FISCHLOWITZ - LEONG

Title Executive Director / CEO

Phone # 808.532.7112

Fax # 808.532.7120

E-mail barbara@atrc.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

ASSISTIVE TECHNOLOGY DEMONSTRATION AND DEVICE LOAN PROGRAM.
THE DEVICE LOAN PROGRAM ALLOWS HAWAII RESIDENTS' TO BORROW DEVICES THROUGH SHORT-TERM LOANS TO SAMPLE PRODUCTS BEFORE PURCHASING. ATRC IS PROPOSING TO EXPAND THE ASSISTIVE TECHNOLOGY DEMONSTRATION AND DEVICE LOAN PROGRAM TO SERVE RESIDENTS LIVING IN THE COUNTIES OF HONOLULU, HAWAII (HILO), MAUI (MOLOKAI), AND KAUAL.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 150,000.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$ _____
 FEDERAL \$ _____
 COUNTY \$ _____
 PRIVATE/OTHER \$ _____

EXECUTIVE DIRECTOR / CEO
NAME & TITLE

01/22/2016
DATE SIGNED



RECEIVED
1/22/16

Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

I. **Background and Summary**

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

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

Established in 1991, ATRC is the state designated organization to provide services under the U.S. Technology - Related Assistance for Individuals with Disabilities Act (also known as the Tech Act), to promote people's awareness of, and access to assistive technology (AT) devices and services in the State of Hawaii. The Tech Act was first signed in 1988 (P.L.100-407) and reauthorized in 1994 (P.L. 103-218), again in 1998 (P.L. 105 – 394) and amended in 2004 (P.L. 108 – 364). The Tech Act serves people with significant and most significant disabilities of all ages, all disabilities, and in all environments. This includes persons who are cognitively, physically and mentally impaired.

ATRC's mission is to provide AT to persons with disabilities so that they can fully participate in education, employment, and daily activities in our communities. Our main office is geographically located in urban Honolulu and serves consumers statewide. Staff travels to neighbor islands as requested to meet with individual consumers and/or groups such as Aloha Independent Living, Developmental Disability Council, Hawaii Disability Rights Centers, and Aging and Disability Resource Centers. When possible, ATRC works with the local subcontractors on the other islands. However, many of its Honolulu-based subcontractors have the ability to provide services statewide as well. ATRC also utilizes remote capabilities such as Skype and Face Time to interface with individual

consumers on real time, and uses FACEbook and the ATRC website regularly to communicate with the general public. ATRC has the ability to layer services due to the capacity through services provided under the Tech Act.

ATRC employs six staff who provides various skills as required per contract and grant fulfillment. Specialized contractors are used as needed including sign language interpreters. ATRC is supported by a pool of community volunteers who provide 2,000 hours of volunteer work annually. The paid staff and volunteers are comprised of persons with disabilities and diverse ethnicities reflective of Hawaii's general population. ATRC has bilingual staff members and volunteers who speak Japanese, Filipino, Spanish, Chinese, Vietnamese, and Samoan . ATRC contracts other qualified interpreters for other languages as needed.

ATRC provides a vast array of services and programs mandated by the federal Tech Act such as:

- Device Demonstration
- Device Exchange / AT Exchange
- Computer Redistribution
- Device Loan / Equipment Loan Bank
- Training and Technical Assistance
- Alternative Financing
- Public Awareness and Information and Referral

In addition, ATRC sponsors other programs that are funded by private foundations and contributions from individual donors. These programs are:

- Career Explorations
- Iclap (Interactive Computer Literacy Acquisition Program)

- Camp Cool

Other sources of contributions and grants allow ATRC to purchase additional assistive technology equipment, which increases its Equipment Loan Bank inventory for consumers use.

In 2015, ATRC provided assistance to over 6,000 consumers statewide. Direct services included information and referral, assessment, counseling and training to individuals concerning technology and access to funding sources to purchase, where to acquire equipment, training to use the devices, and information about financing AT devices not covered by private health insurers or government programs such as Department Of Education (DOE), Division of Vocational Rehabilitation (DVR), Medicare and Medicaid.

In addition to these services, ATRC provides AT consultation and training to:

- Private vocational rehabilitation companies - training injured workers in Hawaii's workers' compensation system
- Veterans Administration - for injured veterans
- Workforce Investment Board and Private Companies – provide equipment and training to employees on accessible services to Hawaii's citizens

As Hawaii's designated Tech Act Agency, ATRC has wide access to resources and additional expertise of the other Tech Act agencies in all 50 states and U.S. territories for consultation, collaboration, networking, education and training.

2. The goals and objectives related to the request;

The major goals of the project are:1) To increase access and acquisition of assistive technology for individuals with disabilities and their families,

guardians, or other authorized representatives and 2) To increase the AT inventory of devices for allocation to Oahu and neighbor islands (Hawaii, Maui, Kauai, Molokai). The expected objectives of the program are that individuals with severe physical disabilities will have a better understanding of the advantages of using AT, and will develop a desire to seek information about products and services, including training in the use of the various devices and the actual acquisition of these devices. The major goals of the program are to empower individuals with disabilities to have an increased access and acquisition of AT for themselves and their families, guardians, or service providers. The program ensures that individuals with disabilities will have access to AT and given an informed-choice before buying any device.

3. The public purpose and need to be served;

The Assistive Technology Resource Centers of Hawaii (ATRC) proposes to expand the Assistive Technology Demonstration and Device Loan Program to serve residents living in the counties of Honolulu, Hawaii (Hilo), Maui (Molokai), and Kauai. ATRC is centrally located in Honolulu, Hawaii on the island of Oahu. ATRC travels to each of the neighbor islands about twice a year to educate and provide resources to residents who may not have the opportunity to visit the center. ATRC has the only Device Loan Program in the state that allows individuals to try and borrow AT products free of charge. Hawaii is the only state in the US where one ethnic group or race represents the majority of people. Residents include: Filipino, Japanese, Hawaiian, Chinese, Samoan, Mexicans, Puerto Ricans, Caucasians, Korean and Tongan.

4. Describe the target population to be served; and

There is an estimated 151,000 people living with disabilities (approximately 12% of the total population) throughout Hawaii (2013

American Community Survey, U.S. Census Bureau). Living with a disability is an everyday challenge. Compounded with other social issues such as high health care costs, low education, and unemployment people with disabilities are faced with limited resources. These factors can lead to greater social issues such as low-income, homelessness, higher incidence of suicide and drug use. People with disabilities have a higher unemployment rate than people without disabilities. Not only does this affect their financial status, it also decreases their opportunity to participate in important daily activities that add to a person's growth, development, and fulfillment. In 2013, the State of Hawaii Department of Health, reported 29.8% (19,800) adults (18+) with disabilities were unemployed and 21.4% (107,600) individuals with disabilities were living at or under the poverty level. For many people with disabilities, assistive technology is critical in order to perform daily functions such as eating, working, and communicating with others. Without these tools, individuals would have to rely solely on themselves or caregivers compromising their dignity and self-determination. Assistive technology can increase independence and improve overall quality of health for individuals and their families. AT also covers a range of devices that are both high and low tech.

AT enables individuals to participate and contribute to society. Statistics show that individuals with disabilities are amongst the poorest in our nation. According to the Employment and Disability Institute Collection at Cornell University, "People with disabilities are employed at less than half the rate of their nondisabled peers, and the current economic climate is making it even harder for people with disabilities to obtain employment"(2011). Over two decades disability employment has lagged..

Today the vast majority of American adults with disabilities are not working and are not looking for work (2011, Unfinished Business: Making

Employment of People with Disabilities a National Priority). Using AT, Americans living with disabilities can work and provide for themselves and their families, while benefiting the business community and the economy. With the promotion and acquisition of AT, vendors and manufacturers of AT will profit, employers will be able to hire and retain competent staff regardless of their ability, and individuals with disabilities will work keeping unemployment low and consumerism high. There are more benefits than cost to society by empowering people with disabilities through assistive technology.

5. Describe the geographic coverage.

Many of Hawaii residents living in Oahu rural areas (Hau'ula, Kahuku, Wahiawa) and the neighbor islands (Hawaii, Maui, Kauai, Molokai) have limited access and acquisition of AT due to the isolation of residence. They often lack first hand experience because of unavailability of services and opportunities to try out AT devices prior to purchasing one that would specifically meet the individual's unique need. Other barriers that neighbor island residents face include: financial constraints, unavailability of vendors, and lack of resources. The following is the breakdown of persons with a disability by island: 22.4 % (32,800) are living in Hawaii; 19.3% (21,500) are living in Maui; 19.2% (9,700) are living in Kauai; and 18.3%(1,000) are living in Molokai.

A key factor to ensuring that neighbor island residents living with disabilities will be able to participate in all aspects of life is through education. Awareness and proper information about assistive technology will better equip these residents to confront daily challenges. These residents will gain a better understanding of the advantage of AT usage and lead them to search for more information on various products and services.

II. Service Summary and Outcomes

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

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

AT is often a very expensive option for the person living with a disability. The expense and lack of availability hinders the quality of life for a large portion of residents. Residents living in isolated areas, particularly those in the neighbor islands of Hawaii, Maui, Kauai, and Molokai, are also limited to the resources available in their communities and do not have access to the cutting edge technology of today.

Through ATRC's Demonstration and AT Depot Device Loan program, individuals with disabilities can live independently and above all, have a better quality of life by using AT devices. The program ensures that individuals with disability always have access to AT and provide them with an informed-choice before buying any device. Overall, the use of assistive technology increases independence and improves the health and well being for individuals and their families/caregivers.

Services that will be provided in the Assistive Technology Demonstration and Device Loan Program include: AT assessment, demonstration, education, and possible training of specific technology needed for daily living, community living, and or school/work.

ATRC can provide device loan service that will expedite determination of recommendations for the consumer. Available devices include, but is not limited to the following:

- Augmentative and alternative communication (AAC) includes stand-alone devices such as available from PRC, Tobii, Dynavox, as well as software on PC, Mac, iOS, and android that can respond to switches or eye tracking, keyboards, touch screens, mouse as applicable to accomplish communication, with or without visual or auditory scanning. AAC is rapidly evolving, and ATRC is keeping abreast of the latest developments and ensuring that the selected AAC solution will be customized to specific needs of each consumer and that the consumer can use as his/her own voice in any setting.
- Cognitive/memory aids are low and high-tech solutions including smart-pens, organizers, task managers, visual supports, auditory supports, and multisensory supports, calendars that send automated SMS reminders. From the simple and low-tech to high-tech externally managed systems, ATRC is capable of assisting individuals with cognitive and memory aids across the lifespan, including GPS fencing to alert a caregiver when an individual with dementia may wander off.
- Aids for daily living: ATRC has no limitations in this category, and will include practical items that can be used for the consumer in a work setting, whether it is a reacher, talking alarm clock, and/or high quality desk lamp for adjustable uniform illumination.

- Environmental controls and switches include voice or switch activated, emg, infrared, proximity, squeeze, button, pedal, tilt, used to operate a tablet, Personal Computer (PC), Mac, AAC, or activate electrical devices using wires or Bluetooth. ATRC also has head tracking, and alternative and ergonomic keyboards and mice, including one-handed models.
- Sensory aids are also available to daily training and for the consumer to try out. Some of the most selected and popular devices that are available at ATRC in this category are hearing loops, FM systems, personal amplifiers, blind and low-vision technology including software and specialty portable and desktop CCTV devices, speech amplifier.
- Computer access: Speech to text, text to speech, eye/head tracking, braille display, screen readers, screen magnifiers, and other computer technology applicable to employment, educational, or community living setting.

Together with the consumer, ATRC will identify his/her strengths/experience, as well as any barriers, when s/he is referred to the program. The roadmap to receive services in ATRC's Demonstration and/or Device Loan program includes the following steps:

- Initial intake
- Demonstration of device(s)
- Trial of equipment through device loan
- Vendor resources for acquiring device(s)
- Consumer Satisfaction Survey

The consumer will be requested to provide the following information during the initial intake:

- Personal identification
- Residence status and address
- Contact information of the consumer and his/her representative, ie. Family members
- His/her strengths
 - Functional limitations s/he may be experiencing
- Limitations experiencing at home, work, school, or in daily social/recreational activities
- Past experience with use of AT devices/services.

After the initial intake, the consumer will receive an AT demonstration that provide an opportunity for people with disabilities and their caregivers to see, learn about, and sometimes try out the latest in assistive technology. Demonstrations are a hands-on way to showcase products and devices useful for a particular disability area.

Once the consumer has made a decision on the device that fits their need, ATRC will make a short term device loan of up to 42 days to allow the consumer to try out before making a purchase.

Upon receiving the device loan, ATRC will provide the vendor resources to acquire the recommended AT device. The consumer will be required to fill out a consumer satisfaction survey during the final meeting with ATRC.

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

The project is proposed from July 1, 2016 – June 30, 2017. ATRC aims to achieve the following key milestones: 1) July 1, 2016 – October 31, 2016 (3 months), ATRC will collaborate with Aging and Disability Resource Centers(ADRC) in Honolulu, Hilo, Maui, Kauai, and Molokai. The Executive Director and Program Manager will travel to each of these islands to negotiate a partnership and memorandum with each ADRC including Honolulu; 2) November 1, 2016 – May 31, 2017 (6 months), ATRC will create an AT Display and install new equipment at each ADRC. Since ATRC is physically based in Honolulu, equipment will be purchased to expand the program to accommodate Oahu ADRC consumers. ATRC will purchase and manage all equipment at each ADRC; 3) January 1, 2017 – June 30, 2017, ATRC will provide on-site training for staff at each ADRC. ADRC staff members will receive training on the use of the AT devices, software and apps. ADRC staff members will be trained on gathering required information for State and Federal reporting that includes contact information and customer satisfaction surveys. Ongoing support and technical assistance will be provided as needed.

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

As part of ATRC's continuing commitment to improve the quality of services, the agency collects and maintains data to track the activities and services being delivered to the consumers. There are regular reviews on the history of activities related to each consumer, the number of contacts and correspondences with consumers/families, types of AT devices and equipment used and purchased, and consumer's satisfaction. Measurable

outcomes of the consumers served are tracked quarterly and reported by ATRC.

Consistent with its vision, ATRC is committed to the provision of the highest quality services and being accountable to the consumer for its programs and the use of its resources. ATRC programs are systematically planned and evaluated regularly in view of their purposes, goals, and objectives and to meet its requirements for utilization of services. ATRC has a tracked record of providing quality services. Evaluation methodologies include quantitative tools such as pre/post quality surveys from consumers, statistical data review and analysis and monitoring service records for timeliness and completeness; and qualitative tools such as weekly staff meetings to review program's effectiveness. In addition, the staff also follows up with an interview and satisfactory survey after every activity that allows the AT consumer to share his/her unique experience and recommendations for ATRC as to how services can be improved to better meet diverse needs of AT consumers.

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.**
 - A. 95% (670 out of 700) individuals with disabilities, their families, and caregivers, will have a better understanding of the advantages of using AT.
 - B. 95% (670 out of 700) individuals with disabilities, their families, and

caregivers, will have received a demonstration about AT devices.

- C. 85% (595 out of 700) individuals with disabilities will have borrowed an AT device from ATRC's device loan program to try out before making a purchase.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

See Appendix A – D.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2017.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$37,500	\$37,500	\$37,500	\$37,500	\$150,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2017.

- Christopher and Dana Reeve Foundation
- Foodland Give Aloha
- Friends of Hawaii Charities, Inc.
- Hawaii Community Foundation
- Hawaii Lodging & Tourism Association
- Kokua In Kind LLC Trust Account
- Moilili Hongwanji Mission Project Dana
- Na Lei Aloha Foundation
- Sidney Stern Memorial Trust
- The Harry & Jeannette Weinberg Foundation, Inc.

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

Not Applicable

5. The applicant shall provide a listing of all federal, state, and county government contracts and grants it has been and will be receiving for program funding.

See Appendix E

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2015.

\$56,976.68

IV. Experience and Capability

A. 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.

For more than 23 years, ATRC has served Hawaii's residents as the designated organization under the Technology-Related Assistance for Individuals with Disabilities Act (Tech Act). Under the Tech Act's requirements, ATRC primary responsibilities and services include:

- Promoting the public's awareness of and access to assistive technology (AT) devices and services statewide, through community outreach and education
- Conducting person-centered assessments, evaluations, and follow up
- Providing information and referrals to other community resources
- Providing equipment and technology application demonstrations
- Providing technical assistance, recommendations and hands on training to consumers

In 2015, ATRC provided assistance to over 6,000 consumers statewide under its array of public and private contracts and grant funding. Its direct services

included information and referral, assessment, counseling and training to individuals concerning technology and access to funding sources to purchase where to acquire equipment, training to use the devices, and financing options especially for AT devices not covered by private health insurers or government programs such as DOE, DVR, Medicare and Medicaid.

All of ATRC programs and services incorporate a consumer-centered approach that provides consumers with meaningful and informed choice of rehabilitation technology services and/or particular AT device(s) by providing them with an unbiased and comprehensive survey of available assistive technology. ATRC's mission is to provide AT to persons with disabilities so that they can fully participate in education, employment, and daily activities in our communities. It is based on a vision to support and strengthen Hawaii's families and communities, and strive to provide services that are culturally sensitive and outcome focused. High quality services are assured through comprehensive strengths and needs assessments, planning, staff training and evaluations, and collaborative efforts with like-minded organizations.

ATRC provides an array of flexible, coordinated, and collaborative AT services. The services are individualized to focus on the person with the disability. Through a comprehensive assessment process, ATRC staff incorporates the consumer's strengths, family relationships, cultural values, language preferences, personal interests, and other pertinent information to develop a plan that will produce successful outcomes. This holistic approach also ensures that the services are culturally sensitive and appropriate to the individual's needs.

ATRC currently has a highly trained and knowledgeable direct service staff that include: AT Manager, Assistive Technology Trainers, and an Information and Outreach Specialist who researches technology and support programs and conducts education and training programs to professionals and

employers about assistive technology equipment and service options for persons with disabilities. ATRC's team is further supported by contracted trainers in specialized technology software and hardware. For example, these trainers provide hands-on training for Dragon Naturally Speaking, Dragon Dictate, JAWS, and other technology software and hardware that are essential to enhance people's communication capabilities. ATRC also utilizes independent contractors such as an American Sign Language (ASL) interpreter or tactile sign language interpreter for the deaf-blind consumer as needed. The team is led by strong leadership which includes a highly respected and experienced executive director, deputy director/program manager and fiscal/administrative support staff.

ATRC is led by a highly respected management team, which includes the Executive Director, and a Deputy Director/ Program Manager. They both have extensive management experiences in the health and human services. ATRC's Board of Directors is comprised of eight (8) members who are leaders in the community and represent consumers with disabilities, the disability service provider network, and the technology industry in Hawaii. Five of the eight board members (62.5%) are individuals with a disability or have a family member with a disability that use AT. The board members are nonpaid, volunteers who provide board leadership, governance, and oversight to ensure that ATRC meets its mission, functions, and operational and fiscal responsibilities. There is also an advisory council that provides leadership to ATRC and implements state plan activities through the Tech Act Program. Nine of the fourteen advisory council members (64%) are individuals with disabilities or have a family member with a disability that use AT.

ATRC is Hawaii's leading source and authority on unbiased AT information, demonstrations, training, financial and technical assistance to people with disabilities statewide. While ATRC serves people with disabilities of all ages, most of our consumers' ages typically range from 17 to 65 years old.

B. 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.

ATRC is geographically located at 200 N. Vineyard Boulevard, in the Aloha United Way Building (formerly known as Castle & Cooke Community Center) in urban Honolulu (See Attachment D). The leased office space is 2,216 square foot and located in a well-lit, air conditioned, professionally maintained and secured building with free, accessible visitor parking onsite and ample metered street parking for any overflow. The ATRC office includes staff's workstations, private offices, and a reception area. There are also training areas which include two private training rooms - each furnished with height adjustable tables and other ergonomic supports, as well as two larger spaces that can be used for large group meetings or training. There is an additional computer refurbishing room used for computer-repair training thereby giving a total of five separate areas that can be used simultaneously. Additional space is available to ATRC in the Aloha United Way Building as needed. As ATRC expands services, we will be able to secure additional rented space at this location.

ATRC is centrally located on the outskirts of Chinatown and downtown Honolulu in the lower Liliha/Vineyard neighborhood. The location is easily accessible to the H-1 freeway, Likelike and Pali highways, main bus lines, and within walking distance of Salvation Army Adult Day Health Center, Kuakini Medical Center, Queen's Medical Center, the Rehabilitation Hospital of the Pacific, Hoopono, and health care professional buildings. The surrounding neighborhood is ethnically diverse with both commercial and residential dwellings. There are several low to moderate-income

public housing complexes (Kukui Gardens, Mayor Wright Housing, Kauluwela Housing) in close vicinity to ATRC's office.

ATRC is a tenant in the Aloha United Way Building that houses other nonprofit organizations serving individuals with disabilities. These co-tenants include Easter Seals, Child & Family Services, the Brain Injury Association of Hawaii, Hawaii Centers for Independent Living, and the Children's Alliance of Hawaii. The building's location is a frequent stop for Handivan services.

As a service center for a wide variety of individuals with disabilities, the building features a full time security attendant in the lobby who assists all visitors in accessing the office floor for their destination during normal business hours. In addition, both the ATRC office and building are ADA compliant with:

- Public restrooms
- Wheelchair ramps and parking stalls
- Audible and Visual Alarms
- Braille signs

ATRC plans to equip each ADRC with assistive technology for Hawaii residents to receive a hands on demonstration and a place to borrow these devices.

V. Personnel: Project Organization and Staffing

A. 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.

In this Grant in Aid proposal and contract, ATRC is proposing a core project team of five full time staff and one part-time Program Specialist who will deliver the services as required. The team will consist of:

- Executive Director
- Program Manager
- Office Manager
- AT Manager
- Information and Resource Specialist
- Program Specialist

In addition to ATRC's core team, there is an established pool of contracted trainers to provide additional assistance including emergency or vacations/sick leave coverage. Staff vacancies are anticipated and qualified personnel build necessary coverage into the staffing schedule to ensure provisions of services. ATRC has demonstrated capacity to conduct programs addressing the needs of individuals with disabilities in education, employment, telecommunications and community living because of the long standing relationships it has developed over the 23 years of its existence.

Skills and Knowledge of Proposed Staff:

Barbara Fischlowitz-Leong, Executive Director: Since joining ATRC in 1993, Barbara Fischlowitz-Leong has been serving as its Executive Director. She is responsible for developing and implementing ATRC major programs that link individuals with disabilities to technology. As a person with a disability herself, she uses assistive technology in the workplace and at home. She is an internationally and nationally recognized author, educator and advocate for persons with disabilities. Her areas of expertise and skills include: Contract Negotiation, Legislative

Policy Development Program Planning and Evaluation, Research Skills, Interagency Coordination, Management Budgeting Funding, Grant Writing, Training, Supervision Fund-raising Liaison, Education Seminars, and Overseas Projects.

Jodi Asato, Deputy Director and Program Manager: She assists in overseeing the overall daily operations of the organization and has been with ATRC for the past 11 years. This includes client assessments, Information & referral, and program development and coordination. She also provides direct services to the disability community in linking their needs for Assistive Technology resources. She supervises, coordinates and maintains ATRC's equipment loan banks, and the information and outreach services. She is also involved in the management of programs, activities, services, and training to individuals with disabilities. Experienced as a special education teacher, she continues her passion to educate and promote the importance of assistive technology to our community. She has been working with individuals with disabilities for the past 15 years. At ATRC, she has been implementing assistive technology at various levels. With her experience in Hawaii's education system, she gives teachers a direct source of information to support the children of Hawaii. Her qualifications include a Bachelor of Science degree in Family Resources from the University of Hawaii at Manoa, and a Master of Education degree from Seattle University.

Edna Kaahaaina, Office Manager: Provides support to the organization and staff. Oversees the daily office operation and maintains office inventory, oversees human resource functions, handles correspondences and participates in community outreach. Coordinates travel itinerary for staff and clients and handles mailing of materials and AT equipment to the neighbor islands. Ms. Kaahaaina is the parent of a child with learning and physical challenges and understands the

importance of using assistive technology as a bridge for opening the doors of opportunities for person of all ages with a wide range of disabilities. She has over 20 years of experience in human resource management and customer service from the hospitality industry

Jensen Tabil, Assistive Technology Manager: In his capacity as the Assistive Technology Manager, he conducts the technology assessments with support from the team for the individual with a disability. This may include a function and environmental assessment, explanations of the different options of assistive technology services and devices, and develops a plan for acquisition of a device and/or services based on the consumer's needs and informed choices. Mr. Tabil has performed evaluations and training for adults with vision and hearing loss, back injuries, traumatic brain injuries, repetitive strain injuries, stroke, dyslexia, autism spectrum, ADHD, Parkinson's, developmental disabilities, cerebral palsy, ALS and quadriplegia. Along with other team members, he trains consumers in the use of appropriate AT to meet the individual's needs assessment. Collaborating with the Information and Outreach Specialist, he also researches, purchases, and maintains the devices, software, and hardware for demonstration. In addition to working with individual consumers, he assists public and private employers in providing reasonable accommodations and assistive technology for employees with pre-existing as well as acquired disabilities, and assists individuals seeking assistive technology to help them prepare for new work or to maintain functional capacity in existing jobs.

Jason Julian, Information and Outreach Specialist: As ATRC's Information and Outreach Specialist, he provides informational support in community outreach sessions and workshops. Coordinates the AT Equipment Loan program and follow-up consultation and assessment of necessity for any additional devices or services. Delivers assistive technology devices, provides demonstrations and inspections. Mr Julian

has worked with people with disabilities volunteering at community programs such as Boys and Girls Club Food Drive and Jennings McCall Senior Center and through his college class at the United Cerebral Palsy Association. These experiences have formed his foundation in understanding the needs of people with disabilities and have personally seen how technology can improve their lives especially through his brother who has autism. Jason has over five years of customer service work experience.

All of ATRC staff's knowledge and skills are continuously enhanced through regular attendance at local, regional, and national workshops and conferences on the latest technology and research in the AT industry. In addition, the staff participates in webinars and other training and educational opportunities hosted by the leaders in technology such as Microsoft, Apple, Google, National Federation of the Blind, Assistive Technology Act Programs, Center for Assistive Technology Act Data Assistance, Rehabilitation Engineering and Assistive Technology Society of North America, Assistive Technology Industry Association, Annual Conferences UH Center of Disability Studies- PacRim, and California State University at Northridge's Center on Disabilities.

To further enhance ATRC's outreach into the community while meeting individual consumers' needs, volunteers are actively engaged by ATRC to serve as peer counselors or mentors, technology trainers, and community resource assistants to ATRC consumers and their families. Many of the ATRC volunteers are past consumers or current users of ATRC services, who want to give back and donate their time to work with other persons with disabilities. For example, there is an attorney with a disability that has helped others including injured workers in the legal industry to train in the use of Dragon Naturally Speaking; a college student with a significant vision disability and has assisted others in using screen readers and

iPhone accessibility features; Another volunteer is a computer repair technician who has a brain injury. He checks and refurbishes the donated computers for the ATRC Computer Redistribution Program. Others include a former head mistress of St. Andrews Priory, teachers from Punahou School, professors from the University of Hawaii Education and Special Education Departments, and college students majoring in education and special education who serve as interns at ATRC. Former employees also return to ATRC to volunteer. Besides working with individual consumers, the interns and volunteers help with ATRC's community outreach and education presentations such as promoting and demonstrating the equipment at community resource fairs and events. All volunteers are carefully screened, trained and supervised by ATRC staff to ensure the consumer's privacy.

B. 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.

Proposed staffing and scope of their responsibilities for this project is presented below:

Executive Director

- Develop and administer budget
- Ensure compliance with all applicable laws and regulations
- Conduct program research and analysis of current service delivery system of assistive devices and services
- Evaluate program components
- Submit financial and program reports
- Monitor program performance on a monthly basis
- Participate in on-going agency meeting and training

Program Manager

- Develop monthly reports from each ADRC
- Develop quarterly progress reports that include data on services provided, number of consumers served, and other data accordingly
- Delegate and coordinate duties of all supervised staff
- Maintain a positive rapport with, and a good working knowledge of each ADRC

Office Manager

- Prepare and/or assure the accurate preparation of purchase orders, travel forms, expense claims, timesheets, and other accounting documents
- Make travel arrangements, prepare and submit related travel forms for staff, following up with processing as needed
- Maintain confidential reports, financial and personnel records in a secure location
- Process employee and financial records in accordance with ATRC policies
- Perform general office management functions

Assistive Technology Manager

- Consumer assessments
- Technology training
- Provides demonstrations and information for the use of assistive technology
- Delivers assistive technology devices and provides consultation on uses
- Weekly consumer reports
- Provides maintenance and repair of purchased assistive technology
- Conducts research on latest AT devices and equipment

Information and Outreach Specialist

- Research latest AT devices on the market
- Assist consumers with financing options for devices
- Presents information, education and outreach in the community
- Represents ATRC in exhibit booths, AT fairs and community events

Program Assistant

- Provide outreach and information on assistive technology devices and services to the community through public awareness demonstrations, presentations and displays of assistive technology
- Assist in the planning, promotion, and organization of ATRC in collaboration with other ADRC staff, other agencies, and organizations
- Outreach with community organizations on the neighbor islands
- Gather, track, and report all program-related activities and information
- Travel to each neighbor island ADRC

See Appendix F for detailed descriptions of the key job positions and resumes of current in-house ATRC personnel for this proposal. Organizational chart can be found in Attachment G.

C. Compensation

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

Executive Director - \$84,000.00

Deputy Director - \$66,000.00

Office Manager - \$46,500.00

VI. Other

A. 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.

Not Applicable

B. 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

C. Private Educational Institutions

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

Not Applicable

D. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2016-17 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2016-17, but
- (2) Not received by the applicant thereafter.

ATRC's Device Loan program was established in 1998 to allow AT consumers to borrow AT devices for use at home, school, work, and in the community. This is the only program in the state that allows individuals with disabilities, their family members, service providers, caregivers, and guardians to try out and borrow AT products free of charge. Beginning in

2016, ATRC will begin implementing a rental fee for each device that is loaned.

For the past 12 years, ATRC has received tremendous support and grant funding from the following sources: Friends of Hawaii Charities, Visitors Industry Charity Walk, In Kind Donations, Harry & Jeannette Weinberg Foundation, and other local and national private foundations. ATRC's Executive Director and Deputy Director have experience in writing foundation, corporate and government grant proposals. As part of their responsibilities, they will continue to develop funding proposals to support the Loan Program.

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

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2015.

See Appendix H.

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

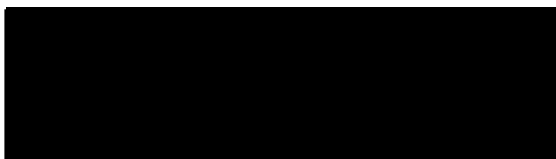
The undersigned authorized representative of the applicant certifies the following:

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

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

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

ASSISTIVE TECHNOLOGY RESOURCE CENTERS OF HAWAII



01/22/2016

(Date)
EXECUTIVE DIRECTOR/CEO

BARBARA FISCHLOWITZ - LEONG

(Typed Name)

(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: ASSISTIVE TECHNOLOGY RESOURCE CENTERS 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	29,200			
2. Payroll Taxes & Assessments	7,000			
3. Fringe Benefits				
TOTAL PERSONNEL COST	36,200			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	12,500			
2. Insurance	3,000			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	10,000			
6. Supplies	7,800			
7. Telecommunication				
8. Utilities	3,000			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	36,300			
C. EQUIPMENT PURCHASES	77,500			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	150,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		Name (Please type or print) _____ Phone _____		
(b) Total Federal Funds Requested				
(c) Total County Funds Requested		Signature of Authorized Official _____ Date _____		
(d) Total Private/Other Funds Requested				
TOTAL BUDGET		Name and Title (Please type or print) _____		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2016 to June 30, 2017

Applicant: _ASSISTIVE TECHNOLOGY RESOURCE CENTERS OF HAWAII

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Assistant	0.5	\$29,200.00	100% OF TIME	\$ 29,200.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				29,200.00
JUSTIFICATION/COMMENTS: Part-time employee to assist with the AT Demonstrations and Device Loan Program.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

Applicant: ASSISTIVE TECHNOLOGY RESOURCE CENTERS OF HAWAII

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Prentke Romich Company with Nu Point Head Tracking. Using optical sensors for those with limited or no use of their hands. Assistive Technology (AT) for Oahu, Kauai, Maui, Molokai and Big Island (5).	5.00	\$7,520.00	\$ 37,600.00	
All-in-one Lenovo PC, amazing visuals, touchscreen and widely adjustable screen. Assistive Technology (AT) for Oahu, Kauai, Maui, Molokai and Big Island (5).	5.00	\$1,265.00	\$ 6,325.00	
Dragon Naturally Speaking Professional Individuals program. Dictation and high recognition accuracy. Assistive Technology (AT) for Oahu, Kauai, Maui, Molokai and Big Island (5).	5.00	\$345.00	\$ 1,725.00	
Mattias One-handed keyboard for those with limited mobility. Assistive Technology (AT) for Oahu, Kauai, Maui, Molokai and Big Island (5).	5.00	\$650.00	\$ 3,250.00	
No-Hands Mouse (Foot Mouse) for those with limited use of their hands. Assistive Technology (AT) for Oahu, Kauai, Maui, Molokai and Big Island (5).	5.00	\$600.00	\$ 3,000.00	
Head Mouse for person unable to use or limited use of hand. Assistive Technology (AT) for Oahu, Kauai, Maui, Molokai and Big Island (5).	5.00	\$1,100.00	\$ 5,500.00	
Multi-User: Sip-N-Puff Switch with Headset for someone with motor disability and limited dexterity. Assistive Technology (AT) for Oahu, Kauai, Maui, Molokai and Big Island (5).	5.00	\$500.00	\$ 2,500.00	
TetraMouse a "no hands, high precision, full function lip, chin, tongue operated mouse. Assistive Technology (AT) for Oahu, Kauai, Maui, Molokai and Big Island (5).	5.00	\$300.00	\$ 1,500.00	
Primo! Environmental Control Unit. Configured to control a comprehensive environmental system including telephones, intercoms, internet and email. Assistive Technology (AT) for Oahu, Kauai, Maui, Molokai and Big Island (5).	5.00	\$3,000.00	\$ 15,000.00	
Twitich Switch (alternative to hand-held mouse) is activated by small muscle movements Assistive Technology (AT) for Oahu, Kauai, Maui, Molokai and Big Island (5).	5.00	\$70.00	\$ 350.00	
The Twitch Switch Sensor Kit (alternative to hand-held mouse) is activated by small muscle movements Assistive Technology (AT) for Oahu, Kauai, Maui, Molokai and Big Island (5).	5.00	\$150.00	\$ 750.00	
TOTAL:	55		\$ 77,500.00	

JUSTIFICATION/COMMENTS: Equipment to be purchased for AT Demonstrations and Device Loan Program.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

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, 2016 to June 30, 2017

Applicant: ASSISTIVE TECHNOLOGY RESOURCE CENTERS 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: 2014-2015	FY: 2015-2016	FY: 2016-2017	FY: 2016-2017	FY: 2017-2018	FY: 2018-2019
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT			77,500			
TOTAL:			77,500			
JUSTIFICATION/COMMENTS: Equipment to be purchased for AT Demonstrations and Device Loan Program.						

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: ASSISTIVE TECHNOLOGY RESOURCE CENTERS OF HAWAII

Contracts Total: 1,439,882

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	State Grant Assistive Technology Grant, ATRC State designated organization to provide services under the U.S. Technology-Related Assistance for Individuals with Disabilities Act, also known as the Tech Act.	10/01/2015 to 9/30/2016	State of Hawaii, Department of Human Services, Division of Vocational Rehabilitation	U.S.	\$ 439,882.00
2					
3	Rehabilitation Technology Services (RTS) Rehabilitation Technology (RT) Services for VR Consumers for the State of Hawaii	07/01/2014 to 06/30/2016	State of Hawaii, Department of Human Services, Division of Vocational Rehabilitation		\$ 1,000,000.00

ATRC Executive Director Job Description

RESPONSIBILITIES

1. Report to the Board of Directors.
2. Recruit, hire, train, supervise, and evaluate staff.
3. Assign and coordinate staff activities.
4. Develop and administer budget.
5. Conduct program research and analysis of current service delivery system of assistive devices and services.
6. Provide staff support to Community Advisory Committee and Policy; Coordinating committee to fulfill systems change endeavors.
7. Evaluate program components.
8. Prepare required report to funding source.
9. Publicize ATRC and disseminate its finding to appropriate agencies.
10. Establish linkages with appropriate programs within and external to the State of Hawaii.
11. Participate in on going agency meeting and training.
12. Any other duties as assigned.

MINIMUM QUALIFICATIONS

Master's degree in public health administration, human services, or related field, or equivalent experience. Knowledge of federal and state laws pertaining to people with disabilities and related accessibility and assistive technology issues. Experience in managing statewide program with knowledge of government fiscal policies and procedures. Skills sought in staff supervision, communication, organization, and computer use. Personal experience with disability preferred.

ATRC
Deputy Director and Program Manager Job Description

RESPONSIBILITIES

1. Report to the Executive Director.
2. Assign and coordinate staff activities.
3. Evaluate program components.
4. Prepare required report to funding source.
5. Publicize ATRC and disseminate its finding to appropriate agencies.
6. Participate in on going agency meeting and training.
7. Conduct AT training and education sessions in schools and public venues.
8. Provide AT services: outreach, education, information and referral and case management for consumers.
9. Actively participate in the statewide AT network: submit resources, AT training for AT advocates.
10. Promote increased access to assistive technology for persons with disabilities
11. Coordinate the design and implementation of ATRC's Equipment Loan Bank Program.
12. Coordinate and oversee all ATRC program activities (training, assessment, outreach, advocacy, information & referral).
13. Supervise program staff.
14. Assist in the grant writing process for future funding endeavors.

MINIMUM QUALIFICATIONS

Master's degree in public health administration, human services, or related field, or equivalent experience. Knowledge of federal and state laws pertaining to people with disabilities and related accessibility and assistive technology issues. Experience in managing statewide program with knowledge of government fiscal policies and procedures. Skills sought in staff supervision, communication, organization, and computer use. Personal experience with disability preferred.

ATRC
Office Manager Job Description

RESPONSIBILITIES

1. Support the work of the staff within the ATRC.
2. Assist with preparation of reports and other documents using a variety of software (including word processing, spreadsheets, and desktop publishing applications).
3. Draft correspondence for review and approval; proofread documents and edit as required.
4. Monitor contract expenditures, deadlines, and related deliverables.
5. Prepare and/or assure the accurate preparation of purchase orders, travel forms, expense claims, timesheets, and other accounting documents.
6. Make travel arrangements, prepare and submit related travel forms for staff and client groups, following up with processing as needed.
7. Arrange for conferences, workshops, institutes and meetings, including logistical arrangements and materials production.
8. Assist in data tracking of overall workflow, assuring that tasks are completed accurately and on time.
9. Establish and assure maintenance of program files and documentation system.
10. Maintain confidential reports, financial and personnel records in a secure location.
11. Process employee and financial records in accordance with ATRC policies.
12. Perform general office management functions.
13. Provide leadership to other support staff including supervision, as required.
14. Perform all other duties as assigned.

MINIMUM QUALIFICATIONS

BA in Business Administration, Public Administration, Human Resources or related field. One year experience in similar position, self starter with strong organization skills and good written and verbal skills. PC computer and Microsoft applications working experience. Ability to prioritize multiple assignments and to work well under pressure with frequent interruptions. Demonstrated ability to maintain confidentiality and exercise sound judgment and discretion. Excellent interpersonal skills with the ability to foster teamwork and collaboration among staff.

ATRC
Assistive Technology Manager Job Description

RESPONSIBILITIES

1. Serve with other specialists in several of the following areas: computer access, cognitive supports, communication, deaf/hard-of-hearing, electronic aids to daily living (EADL/ECU), low-vision, and other areas.
2. Conduct quality demonstrations, workshops and trainings.
3. Provide assessments, research, and recommendations for appropriate assistive technology.
4. Provide collaborative leadership within the agency and with other organizations.
5. Provide distance training and support using digital and multi-media.
6. Ongoing development and update of agency resources and website(s).
7. Active involvement with planning events.
8. Ability to work closely with other staff and volunteers.
9. Maintain timely data collection.
10. Assist with the development, implementation, and review of the Tech Act Grant.
11. Perform other related duties as assigned.

MINIMUM REQUIREMENTS

Bachelor's degree or higher in Human Services, Education, Rehabilitation or related fields or within 6 months of finishing a degree. Two (2) years experience working with individuals who have varying degrees of disabilities and with individuals who use assistive technology. Good working knowledge of common software suites and of current assistive technology software and devices in the areas of computer access, cognitive supports, communication, low-vision, deaf/hard of hearing, and environmental controls (electronic aids to daily living). Working knowledge of assistive technology principles and practices. Good oral and written communication skills.

ATRC
Information & Outreach Specialist Job Description

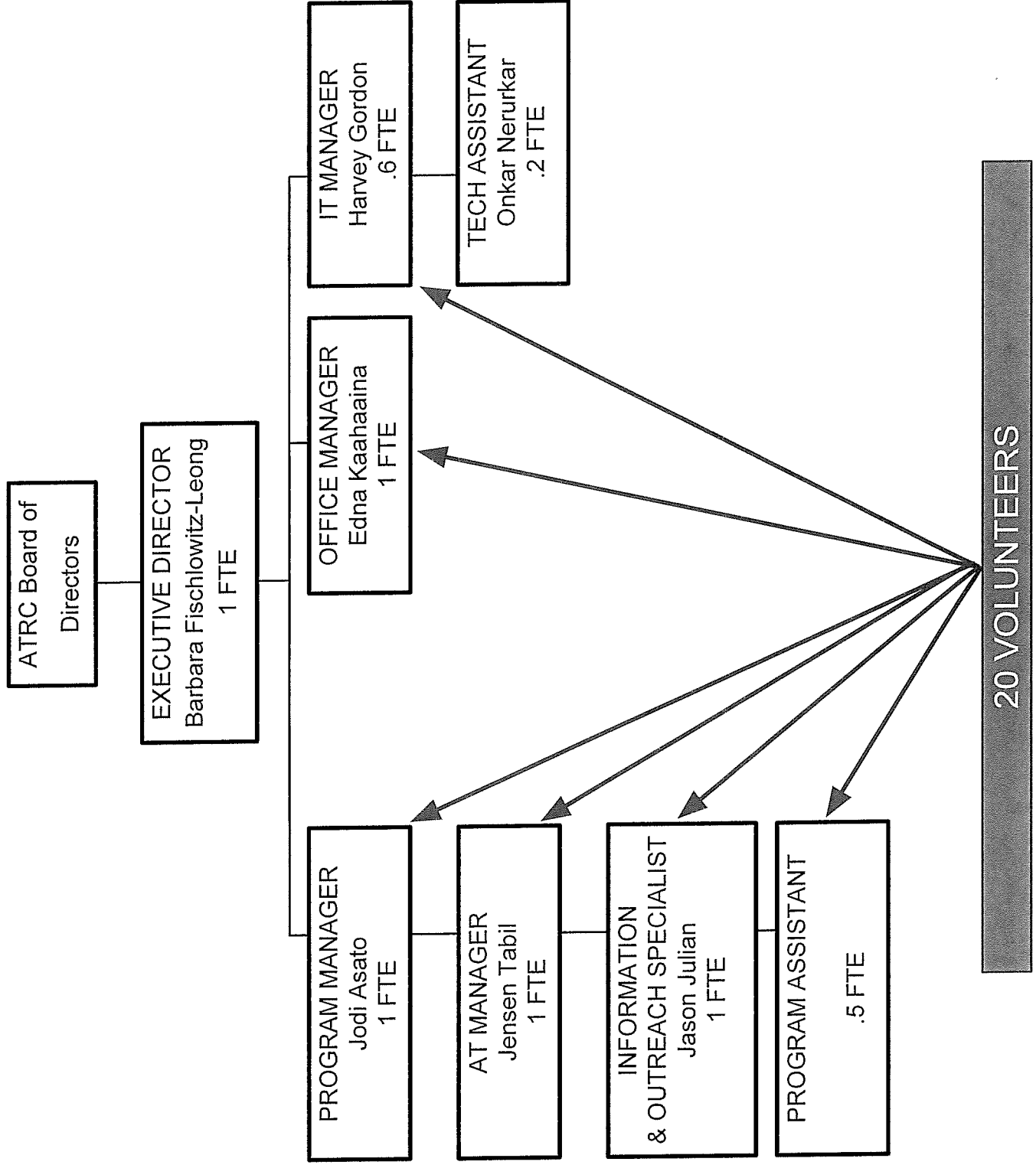
RESPONSIBILITIES

1. Assists in providing outreach and information on assistive technology devices and services to the community through public awareness demonstrations, presentations and displays of assistive technology.
2. Assists in collecting and updating a wide range of technology-related information, through maintenance of resource libraries, catalog and product information files, computer databases and Internet resources.
3. Assists in promoting and expanding community participation and support of the assistive technology equipment loan banks.
4. Assists in planning, promoting, and organizing the ATRC Annual Technology Conference and other workshops in collaboration with other ATRC staff, other agencies, and organizations.
5. Assists in collecting and maintaining data important to ATRC through outreach and information contacts.
6. Assists in preparation of the ATRC newsletter.
7. Interact with the public and persons with diverse abilities in respectful manner, facilitating effective communication.
8. Demonstrate assistive technology to individuals and groups.
9. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelors degree or equivalent in experience in a technology or human services related field. Knowledge of disability and assistive technology desirable. Ability to relate to, collaborate and network with persons with disabilities, their families, advocates, professional service providers, educators, students, policy makers, and the public. Ability to make public presentations and demonstrate assistive technology. Demonstrate professional oral and written communication.

ATRC 2016 ORGANIZATIONAL CHART





Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

ASSISTIVE TECHNOLOGY RESOURCE CENTERS OF HAWAII

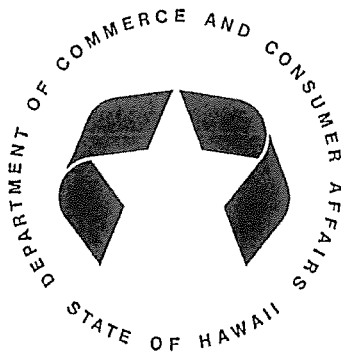
was incorporated under the laws of Hawaii on 04/07/1997 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

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

Dated: November 05, 2015



Director of Commerce and Consumer Affairs



To check the authenticity of this certificate, please visit: <http://hbe.ehawaii.gov/documents/authenticate.html>
Authentication Code: 242376-COGS_PDF-108141D2