

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) Certificate of Good Standing (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

JAN.11, 2023
DATE

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db:

GUIDE DOGS OF HAWAII

Amount of State Funds Requested: \$ 375,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):

For blind and visually impaired individuals, constant training, mental health support and emotional reinforcement are critical components to ensure that they can live meaningful and even enriching lives. The requested grant funding will enable Guide Dogs of Hawaii to continue its current present programs, and also further provide the organization with the means and capacity to further expand its outreach to the underserved BVI population on the neighbor islands, where the need was already particularly acute even prior to the COVID-19 pandemic.

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ _____

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 525,000

Unrestricted Assets:

\$ 400,000

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

- 501(C)(3) Non Profit Corporation
- Other Non Profit
- Other

Mailing Address:

715 S. King St., Suite 110

City:

State:

Zip:

Honolulu

HI

96813

Contact Person for Matters Involving this Application

Jeanne Torres - Executive Director, Guide Dogs of Hawaii

Name:
JEANNE TORRES

Title:
Executive Director

Email:
jeanne.torres@guidedogsofhawaii.org

Phone:
(808) 466-2310

Federal Tax ID#:
99-0103779

State Tax ID#



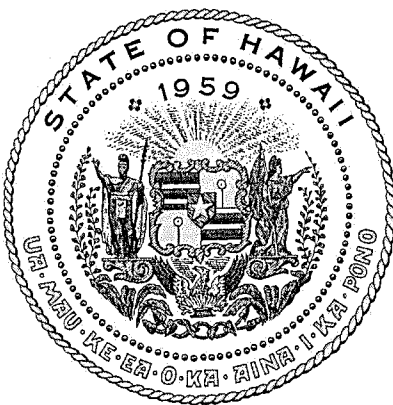
Authorized Signature

JEANNE TORRES, Executive Director

Name and Title

JAN. 11, 2023

Date Signed



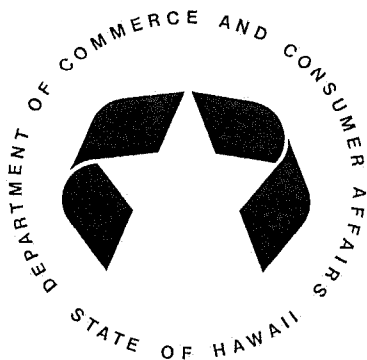
Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

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

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



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

Dated: January 06, 2023

Director of Commerce and Consumer Affairs

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

The undersigned authorized representative of the applicant certifies the following:

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

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

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

GUIDE DOGS OF HAWAII

(Typed Name of Individual or Organization)



(Signature)

JAN. 11, 2023

(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. 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, 2022.

Please see Attachment No. 1.

2. Declaration Statement

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

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

3. Public Purpose

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

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

II. Background and Summary

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

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

Guide Dogs of Hawaii's mission is to "empower the Blind and Visually Impaired of Hawai'i to conquer barriers by providing guide dog support, technology aids, mobility training, and community access to participate in everyday activities." From its initial founding in 1952 as a means to specifically address and mitigate complications that arose from local quarantine restrictions placed upon professionally trained guide dogs imported from outside Hawaii, GDH has since grown to become Hawaii's premier private social service agency for the approximately 24,500 individuals who comprise our state's blind and visually impaired (BVI) community.

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

Because each individual's needs are unique, GDH services are customized to the extent possible in order to best ensure a positive outcome for our clients regardless of age and circumstance. A 3-year-old may receive materials to learn and build social skills that will allow the child to bring some experience and interest to kindergarten class. That child may later transition into learning entry-level technology to be able to develop independent communication skills and as a teen, benefit from social and vocational opportunities to enhance social and technology skills. As individuals mature into their 50s and beyond, they must learn new ways to maintain and cope with the changes and challenges that accompany the aging process.

GDH Executive Director Jeanne Torres, who is herself blind, has for 18 years led efforts to grow and diversify GDH's original core mission to further address the growing and diverse needs of Hawaii's BVI community. To that effect, GDH offers vital unduplicated programs and services to members of the BVI community of all ages statewide at no cost to clients, and further provide support and outreach for families, educators, employers, caregivers and friends of BVI individuals.

GDH advocates publicly for greater awareness and acceptance of BVI in our communities, corporations, small businesses, and government agencies, and provides training for our state's visitor industry to better accommodate BVI individuals and their families. We've also collaborated with the City and County of Honolulu's WorkHawaii Division on an accessible workforce development curriculum to prepare our clients for employment in mainstream professions and encourage local employers to consider hiring BVI individuals. We are partnered

with the Department of Education Teachers for the Visually Impaired (TVI) in a combined effort to provide proper learning tools and social skills development and to further expose sighted peers to the BVI's way of life while supporting the BVI as they build skills in order to work and play alongside their sighted peers.

2. The goals and objectives related to the request;

In order to meet the increased requirements for additional assistance to our BVI clientele over periods of recurring COVID-related lockdowns and restrictions, GDH has had to divert monies from both our payroll budget and our investment fund, which at one point compelled us to lay off one part-time employee and reduce another employee from full time to part time status. The general scalability of GDH's programs has enabled our organization to weather the worst of the pandemic's turbulence. As our post-COVID society starts to recover to a sense of normalcy, GDH is committed to ensuring that BVI individuals are provided a fair opportunity to re-enter the world and thrive.

For BVI individuals, constant training, mental health support and emotional reinforcement are critical components to ensure that they can live meaningful and even enriching lives. Of particular concern to us at present is building our organizational capacity to provide the BVI community statewide with a sufficient level of orientation and mobility (O&M) training, reinforcement and support, which is further discussed in detail in Section III-1 (Work, Tasks and Responsibilities).

The \$375,000 in requested grant funding will enable GDH to implement statewide support measures to ensure our youths are able to fully participate in the post Covid adopt teaching methodology through using virtual and online lessons, allow seniors to gain the tools and skills that will allow them to avoid the risk of losing housing and medical services. As stated, this grant will support all BVI individuals statewide. GDH will dedicate approximately one-third of all grant funding provided by the State of Hawaii per this request to our expansion of programs and outreach to neighbor island communities and residents. Additional funds necessary for the maintenance of service levels on Oahu can be raised from sources in the City and County of Honolulu, which has the population, financial capacity and access to private source capital that the neighbor islands presently lack.

Recently, particularly with the advent of the COVID pandemic, we have focused particularly on encouraging and instilling the complementary concepts of self-assurance and self-sustainability in BVI youth, who must learn compensatory skills and employ adaptive aids throughout childhood and adolescence in order to actively acquire knowledge through the use of non-visual methodologies. For not only BVI youth, but also adults and seniors, the rapid development of assistive technology has opened a world of opportunity as never before and has had a profound and positive impact on their lives.

Once they transition to adulthood, BVI individuals who lack adequate knowledge and training in non-visual methodologies tend to lag in socio-economic indicators and suffer from a lack of post-secondary educational opportunities, which renders them dependent on family members, friends

and government assistance programs. We would note that at present, nearly two-thirds of BVI individuals are unemployed because they lack the confidence, skills and social support system necessary to secure and retain a job. It is in everyone's best interest to challenge that paradigm.

3. The public purpose and need to be served;

The ongoing COVID-19 pandemic has effectively precluded members of Hawaii's blind and visually impaired community from compensating for their handicap through the use of their tactile and mobile compensatory skills. GDH is the only organization in the State of Hawaii that offers BVI individuals comprehensive and ongoing support in response to the unique challenges posed by this pandemic to this highly vulnerable and at-risk community.

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

The challenges posed by the COVID pandemic has confirmed our prior belief as the BVI community on its own is ill-equipped and unprepared to adapt successfully to their altered surroundings absent appropriate support. Without it, they will fall behind in their education, and left isolated, depressed and further dependent on family, teachers and the community for personal care and assistance with daily tasks. Of particular need to BVI individuals at present is O&M training, which will provide them with the additional knowledge and skills necessary to navigate a COVID-impacted environment.

Confidence, independence, and self-sufficiency are vital at any age and the more independent our blind and visually impaired community becomes, the less taxing they will be to their families, communities and local government. The BVI community is not a group that seeks a hand-out but rather, they just need a helping hand. They want to overcome their limitations and live fulfilling lives and with the proper support, training, and tools, they can become self-functional and contributing members of our greater society.

4. Describe the target population to be served; and

Per the statistics provided by American Foundation for the Blind, American Printing House for the Blind and the U.S. Census, Hawaii's blind and visually impaired (BVI) community is comprised of approximately 24,500 individuals.

5. Describe the geographic coverage.

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

III. Service Summary and Outcomes

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

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

Because a BVI individual employs many BVI compensatory skills and adaptive techniques that are tactile in actual practice, the prolonged COVID pandemic has not only rendered the BVI community isolated along with everyone else, but the resultant social distancing protocols issued by the State and counties also effectively negated their use of these aforementioned skills and techniques to learn of their immediate surroundings and environment in both public settings and social interactions.

Sight guide, a mobility method used by BVI individuals, is rendered problematic due to required public health guidelines governing everyone's social interaction. Thus, social distancing in public is practically impossible for BVI individuals to achieve without the assistance of another person. Independent navigation of one's surroundings while shopping, running errands and accessing public transportation have become challenging and often frightening experiences.

BVI individuals are thus ever more dependent upon others as their lifelines to the outside world, and their increased risk and anxiety levels have contributed to a notable decline in their mental well-being and physical independence. GDH aims to alleviate these problems by restoring their independence with reinforced skills building and systematic training of new ways to access information. At least thirty (30) participants will receive individualized support in the following three major focal points:

- **Technology Aids:** Based on the participant's assessment profile and needs, procurement of adaptive technology aids for disability-specific skill development and daily living is a priority because of their extensive and multi-purpose use and high costs. These tools support the participant's compensatory skills enabling them to achieve full inclusion in everyday activities. Whether the BVI individual is in an educational, work-related or independent living environment, appropriate technology aids will be provided with proper training to ensure that (a) the individual will have full access to educational curriculum and online and offline activities; (b) employees are able to modify technology changes made in the workplace; and (c) seniors living alone are able to conduct personal business and other communications using computers.
- **Independent Living:** Challenges faced during the pandemic included not being able to participate in virtual appointments, sporadic or complete loss of personal assistance from others, and an inability to conduct personal errands such as grocery shopping. Seniors in particular have faced their greatest fears of being left totally isolated, alone and forgotten. GDH will provide appropriate adaptive aids that will allow the seniors to manage most of their daily activities with confidence and on their own terms. Phone devices will be updated

to support better communication options, and life alert panic buttons will be offered to provide some measure of comfort and reassurance that assistance is nearby.

- **Orientation and Mobility (O&M) Training, Reinforcement and Support:** Mobility is an incredibly important aspect of independent living. In a recent survey, over 90% of older BVI participants have noted the lack of reinforced training or ongoing support provided to them in the 20-plus years since their initial O&M training. In order to achieve physical and mental independence and well-being, there must be continuing O&M support to every BVI individual. In this program, participants will be re-assessed and trained using updated technology and techniques. Clients will receive enrichment support to establish routes to places they frequently visit and to new ones as well. Additionally, participants will receive reinforcement support for once-familiar established routes that may have been structurally changed through detours or construction.

Our goal for BVI participants is their achievement of personal autonomy through their collaboration with our client support specialists, O&M instructors, technology advisors, assistive technology trainers and volunteers, as well as their own personal network of family, friends and employers. This will be accomplished through the following protocols:

- **Intake:** The Client Services specialist (CSS) will conduct a comprehensive review and evaluation of the BVI participant to identify his or her specific needs and skill levels and offer recommendations accordingly.
- **Assessment:** A review team composed of the GDH executive director, Budget Manager (BM), CSS, O&M instructor (OMI) and technology advisor will review the participant's initial intake and CSS recommendations and consult further with the participant as necessary to determine the appropriate action plan that will achieve optimal results.
- **Individual Action Plan:** The action plan will be implemented by the CSS and team of facilitators to include the OMI, Program Support Specialist (PSS), Assistive Technology Instructor (ATI) and Program Assistant (PA), and other specialists as may be determined. The participant's progress will be overseen and monitored by the CSS, and each team member will be actively involved in the distribution of products and services. The participant's team may re-group from time to time to identify and resolve any concerns and ensure that the participant is progressing positively. GDH will also offer social activities that will allow participants to practice new and reinforced skills, build relationships and support networks, and share individual experiences with one another.
- **Monitoring:** The Monitoring Team consisting of the ED, Program Manager (PM) and BM will monitor and evaluate service delivery and program performance throughout the program year to verify that all expenses are properly allocated, service delivery progresses in a timely and professional fashion and addresses problems and complaints promptly.
- **Evaluation:** At least two participant evaluations will be conducted during the program year, to first review the participant's progress after a reasonable period and amend his / her action plan if necessary, and then determine whether the participant reached his / her individual goals for the program. Individuals will also be asked to participate in an exit evaluation to measure program effectiveness.

Through the effective use of technology, proper and safe navigation and social skills, participants will achieve greater physical and mental independence in accessing information at school, work, home and in their immediate surroundings.

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

Each program participant will receive full support for the program year. To re-build, re-enforce and expand a variety of skills crucial in achieving independence, the BVI participant will need twelve (12) months of instruction on average, because systematically learning and then practicing these skills tends to take time and intense concentration. And because GDH provides continuity of services post-training, participants will have access to enrichment support services after completing the program.

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

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

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

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

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

GDH's program budget is prioritized into the following three categories for FY2024, with prospective expenditures outlined accordingly. All salaries or portions of salaries indicated below are for program support, and all programs are scalable:

(1) Personnel Salary & Benefits

(Requested State Funding FY2024 – \$133,107)

Prospective costs are prorated to the estimated portion of time allocated to the activities specific to this grant request. Existing payroll obligations for GDH's executive director, technology advisor and assistive technology instructor will be covered 100% by GDH or other funding sources. (NOTE: GDH further anticipates \$27,870 in prospective expenditures in FY2024 for professional and contractual services, as itemized in **Program Operations**).

For purposes of this request, GDH will be seeking to add following five positions, four of which will be full-time and one part-time:

- **Project Manager (FT):** This position is budgeted at an annual salary of \$39,122, of which 25% would be paid by State (\$9,780.50).
- **Program Support Specialist (FT):** This position is budgeted at an annual salary of \$37,267, of which 100% would be paid by State.
- **Budget Manager (PT):** This position is budgeted at an annual salary of \$39,000, of which 50% would be paid by State (\$19,500).
- **Client Services Specialist (FT):** This position is budgeted at an annual salary of \$31,200, of which 100% would be paid by State.
- **Program Assistant (FT):** This position is budgeted at an annual salary of \$35,360, of which 100% would be paid by State.

(2) Program Activities

(Total Budget – \$184,518; Requested State Funding FY2024 – \$121,266)

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

- **BVI Technology Aids:** According to the U.S. Assistive Technology Act of 1998, assistive refers to any "product, device, or equipment, which is used to maintain, increase, or improve the functional capabilities of individuals with disabilities." Common computer-related assistive technology products for the blind include screen readers, Braille note takers, refreshable Braille Displays and audible players, mobility canes, accessible mobile phones and apps designed for the blind. Other adaptive aids defined as adaptive technology aids are liquid indicators, audible organizing systems, kitchen aids and appliances, personal health care equipment and currency identifiers. GDH has budgeted \$102,840 for BVI Technology Aids, of which the State's portion would be \$65,548.
- **O&M Training Workshops:** GDH's goal here is to create a local base of trained O&M instructors to lessen the State's overall reliance on resources from outside Hawaii. GDH has prospectively budgeted \$15,000 for this ongoing program, of which the State's portion would be \$10,000.
- **Social Activities:** Social skills building will focus on securing group and individual social activities in which the participant will have a personal interest and be able to build on conversational and travel skills while maintaining an active body and mind. These skills

develop and improve self-confidence and independence. Such social building skills develop from being involved in a community-based activity such as bowling, swimming, dance, music, arts, and crafts, physical fitness, camping, alternative health care, yoga, etc. GDH has prospectively budgeted \$66,678 for these activities, which include community-based group and individual social activity fees, meals, transportation, essential needs delivery fees, of which the State's portion would be \$45,678.

(3) Program Operations

(Total Budget – \$137,773; Requested State Funding for FY2024 – \$120,667)

| GUIDE DOGS OF HAWAII | | | |
|--|--------------------|-------------------|------------------|
| Proposed Funding for Program Operations, FY2024 | | | |
| Category | State Funds | City Funds | Total |
| Airfare (Inter-Island) | \$ 10,590 | \$ 0 | \$ 10,590 |
| Airfare (U.S. Mainland) | 12,600 | 0 | 12,600 |
| Ground Transportation | 8,100 | 0 | 8,100 |
| Lease / Rent of Space | 36,420 | 11,200 | 47,620 |
| Professional Services | 27,870 | 0 | 27,870 |
| Supplies | 20,887 | 3,621 | 24,508 |
| Postage / Handling | 2,000 | 2,285 | 4,285 |
| Telecommunications | 2,200 | 0 | 2,200 |
| TOTAL | \$120,667 | \$ 17,106 | \$137,773 |

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 (Attached as page 18)
 - b. Personnel salaries and wages (Attached as page 19)
 - c. Equipment and motor vehicles (Attached as page 20)
 - d. Capital project details (Attached as page 21)
 - e. Government contracts, grants, and grants in aid (Attached as page 22)

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.

| GUIDE DOGS OF HAWAII Anticipated Quarterly Funding Requests, FY2024 | | | | |
|--|---------------------------------------|---------------------------------------|---------------------------------------|----------------------|
| Q1: Jul. 1 - Sept. 30, 2023 | Q2: Oct. 1 - Dec. 31, 2023 | Q3: Jan. 1 - Mar. 31, 2024 | Q4: Apr. 1 - Jun. 30, 2024 | TOTAL: FY2024 |
| \$125,000 | \$125,000 | \$ 62,500 | \$ 62,500 | \$375,000 |

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

| GUIDE DOGS OF HAWAII Prospective Sources of Funding for FY2024 | | |
|---|---------------|---------------|
| Source | Amount | Status |
| C&C Honolulu GIA | \$125,000 | Applied |
| Atherton Family Foundation | \$ 25,000 | Pending |
| First Hawaiian Bank | \$ 40,000 | Pending |

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. As GDH is a 501c(3) not-for-profit organization, it is neither in receipt nor possession of any state or federal tax credits.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2024 for program funding.

| GUIDE DOGS OF HAWAII Federal, State and County Contracts and Grants, 2018-2023 | | | |
|---|---------------|-------------|----------------------------------|
| Source | Amount | Date | Purpose |
| U.S. Small Business Administration | \$ 52,047 | May 2020 | Payroll Protection Plan – Draw 1 |
| U.S. Small Business Administration | 52,066 | April 2021 | Payroll Protection Plan – Draw 2 |
| State of Hawaii: DLIR – Vocational Services | 150,000 | 2019 | Grant in Aid |
| State of Hawaii: Grant in Aid FY2023 (Operations) | 300,000 | 2023 | Grant in Aid |
| City & County of Honolulu: Dept. of Community Services | 125,000 | 2018-2019 | Grant in Aid |
| City & County of Honolulu: Dept. of Community Services | 125,000 | 2019-2020 | Grant in Aid |
| City & County of Honolulu: Dept. of Community Services | 10,000 | 2020 | CARES Act Relief |
| City & County of Honolulu: Dept. of Community Services | 10,000 | 2020 | CARES Act Relief |
| City & County of Honolulu: Dept. of Community Services | 150,000 | 2020 | CARES Act Relief |
| Hawaii Chamber of Commerce | 10,000 | 2020 | PIVOT |

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

As of December 31, 2022, the balance of GDH's unrestricted assets is \$400,000.

V. Experience and Capability

1. Necessary Skills and Experience

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

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

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

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

- **Individuals Seeking Equal Employment (ISEE):** ISEE is a twelve-month (12) course that provides BVI individuals with a comprehensive training program, tools and equipment continuum of care increasing their opportunities with enrollment in higher education and advanced workforce development / placement.
- **Camp Get Ahead for BVI Youths and Summer Program:** Now in its 4th year, this program brings BVI teenagers together to participate in activities to enhance self-care, social and leadership skills and employment experience. It includes a BVI student-planned and -led conference to enhance teamwork and self-esteem, with all emcees and speakers being BVI individuals.
- **Seniors Harnessing Independence & Empowerment (SHINE):** Our popular program for older BVI individuals, currently in its 3rd consecutive year, focuses on wellness and daily living aids that can enable them to cope with the myriad challenges of aging while still maintaining their independence.
- **Community Response Assistance:** In times of local emergencies, GDH reaches out to our vulnerable clients to ensure they are informed, safe and well-prepared for the duration. For example, as schools converted to virtual learning during the COVID pandemic, GDH partnered with the City and County of Honolulu to supply BVI students with technology aids and internet connectivity to ensure they did not fall behind.

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

2. Facilities

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

GDH's main offices are located at 715 South King St., Suite 110, which occupies about 3,000 square feet on the ground floor of a major office building. Its facilities are spacious and versatile, and are used to host a wide range of events from social gatherings to class trainings. To facilitate our prospective expansion of services to the neighbor islands, facilities will be procured on a case-by-case basis as necessary. GDH has also been in discussion with the State of Hawaii to assume control of a portion of the old animal quarantine facility in Oahu's Halawa Valley, for prospective use as a local training center for service dogs to alleviate the need of having to import such animals from outside Hawaii.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

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

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

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

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

As a successful business executive who is herself blind, GDH Executive Director Jeanne Torres has overseen an organization expansion over the past 18 years from its near-exclusive focus upon guide dog services to a premier social service agency for BVI individuals in Hawaii. Through her diligent leadership during the COVID pandemic, which includes the dogged pursuit of COVID-related federal and local funding, GDH is emerging from the pandemic in a strong position to both resume its services on Oahu in a robust manner, while also expanding its outreach to the neighbor islands.

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.

Please see Attachment No. 2.

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.

- | | |
|-----------------------------|-------------|
| 1. Executive Director _____ | \$75,000.00 |
| 2. Project Manager _____ | \$40,000.00 |
| 3. Bookkeeper _____ | \$39,000.00 |

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.

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

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2023-24 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2023-24, but
- (b) Not received by the applicant thereafter.

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

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

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

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

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Guide Dogs of Hawaii (Adaptive Aids, Canines & 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 | 109,900 | | 35,580 | |
| 2. Payroll Taxes & Assessments | 8,407 | | 2,722 | |
| 3. Fringe Benefits | 14,800 | | 6,300 | |
| TOTAL PERSONNEL COST | 133,107 | | 44,602 | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | 10,590 | | | |
| 2. Airfare, Mainland | 12,600 | | | |
| 3. Ground Transportation | 8,100 | | | |
| 4. Lease / Rental of Space | 36,420 | | 11,200 | |
| 5. Professional & Contractual Services | 27,870 | | | |
| 6. Supplies | 20,887 | | 3,621 | |
| 7. Postage / Handling | 2,000 | | 2,285 | |
| 8. Telecommunications | 2,200 | | | |
| 9. Workshop | 10,000 | | 5,000 | |
| 10. Social Activities | 45,678 | | 21,000 | |
| 11. Technology Aids | 65,548 | | 37,292 | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 241,893 | | 80,398 | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | | | | |
| TOTAL (A+B+C+D+E) | 375,000 | | 125,000 | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 375,000 | Jeanne Torres 808-466-2310 <small>Name (Please type or print) Phone</small> | | |
| (b) Total Federal Funds Requested | | <small>Signature of Authorized Official Date</small> | | |
| (c) Total County Funds Requested | 125,000 | | | |
| (d) Total Private / Other Funds Requested | | JAN. 11, 2023 <small>Date</small> | | |
| TOTAL BUDGET | 500,000 | Jeanne Torres, Executive Director <small>Name and Title (Please type or print)</small> | | |

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2023 to June 30, 2024

Applicant: Guide Dogs of Hawaii

| POSITION TITLE | FULL TIME EQUIVALENT | ANNUAL SALARY A | % OF TIME ALLOCATED TO GRANT REQUEST B | TOTAL STATE FUNDS REQUESTED (A x B) |
|----------------------------------|----------------------|-----------------|--|-------------------------------------|
| Project Manager (PM) | FT | \$39,122.00 | 25.00% | \$ 9,780.50 |
| Program Support Specialist (PSS) | FT | \$37,982.00 | 100.00% | \$ 37,267.00 |
| Budget Manager (BM) | PT | \$39,000.00 | 50.00% | \$ 19,500.00 |
| Client Services Specialist (CSS) | FT | \$31,200.00 | 100.00% | \$ 31,200.00 |
| Program Assistant (PA) | FT | \$35,360.00 | 100.00% | \$ 35,360.00 |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | 133,107.50 |

GDH's 42 volunteers enable the organization to control costs. PM organizes, implements and oversees services, coordinates with partners. PSS provides support to the PM and manages grant reports. BM processes invoices, financial reports, oversees budget, & assists with grant reports. ATI provides individual and group technology training. PA provides vital support to ensure quality service.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: Guide Dogs of Hawaii

| 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, 2023 to June 30, 2024

Applicant: Guide Dogs of Hawaii

| FUNDING AMOUNT REQUESTED | | | | | | |
|--|--|---------------|-----------------------|----------------------------------|--------------------------------------|--------------|
| TOTAL PROJECT COST | ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS | | STATE FUNDS REQUESTED | OTHER SOURCES OF FUNDS REQUESTED | FUNDING REQUIRED IN SUCCEEDING YEARS | |
| | FY: 2021-2022 | FY: 2022-2023 | FY:2023-2024 | FY:2023-2024 | FY:2024-2025 | FY:2025-2026 |
| PLANS | N.A. | | | | | |
| LAND ACQUISITION | | | | | | |
| DESIGN | | | | | | |
| CONSTRUCTION | | | | | | |
| EQUIPMENT | | | | | | |
| TOTAL: | | | | | | |
| JUSTIFICATION/COMMENTS: NOT APPLICABLE. | | | | | | |

98-400 Koauka Loop, #404
Aiea, Hawaii 96701

(308) 228-1164
jt.99@earthlink.net

Jeanne L Torres

Summary of Qualifications

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

Experience

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

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

Education

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

Interests

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

Skills

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

Tehani Lopes

98-513 Kamahao Place Apt. A (808) 203-3912
Pearl City, HI 96782 tehanitau@gmail.com

Summary of Qualifications

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

Experience

Guide Dogs of Hawaii, Honolulu HI February 2016 - Present

Client Services Specialist

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

Camp Get Ahead 2019-Present

Activity Coordinator

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

Enchanted Hills Camp for the Blind and Visually
impaired 2017-2019
Recreational Counselor (Summer volunteer)

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

Education

Hadley Online Courses - 2020
Introduction to Braille
Certificate of completion

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

Skills

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

References

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

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

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

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

AZA TORRES

98-400 Koauka Loop #404 Aiea HI 96701 | 808 225 8333 | azaktorres@yahoo.com

OBJECTIVE

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

SKILLS & ABILITIES

- Strong interpersonal communication
- Collaborative with effective leadership
- Complex thinker and problem solver
- Certified in CPR, AED, & First Aid
- Self-directed producer of quality work
- Bi-lingual (Am. Sign Language, English)

EXPERIENCE

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

COMMUNITY ENGAGEMENT

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

PRIMO MATEO

1260 Richard Ln. Honolulu, HI 96819 · 808 358 3201
mateoprimop@gmail.com

Dependable inventory control specialist with 7+ years in a fast-paced work environment, accounting for millions of dollars of equipment and supplies with zero incident and zero loss.

EXPERIENCE

DECEMBER 2019 – PRESENT

PROGRAMS COORDINATOR, GUIDE DOGS OF HAWAII

Manage and coordinate different program projects, Maintain records and prepare financial grant reports, assist in facilitating activities, provide direct client support as needed, manage health and safety policies and procedures.

AUGUST 2005 – AUGUST 2011

CARGO SPECIALIST, UNITED STATES ARMY

Responsible for planning, developing, and organizing loading schedules and cargo manifests, utilizing both manual and automated data processing systems. Ensures effective operation and maintenance of heavy machinery through enforcement of safety practices, department regulations, and documentation procedures.

EDUCATION

MAY 2003

DIPLOMA, WAIPAHU HIGH SCHOOL

JUNE 2016

LICENSURE, HAWAII INSTITUTE OF HAIR DESIGN

SKILLS

- CPR & First Aid Certified
- Fire Safety Certified
- Consistent organization habits
- Observant and detail oriented
- Personnel management and coordination
- Strong problem solving skills
- Proficient interpersonal communication
- Effective user of Microsoft operating system

AWARDS

Iraq Campaign Medal with Campaign Star (3rd Award), Army Commendation Medal (3rd Award), Army Achievement Medal (2nd Award), Army Good Conduct Medal, National Defense Service Medal, Global War on Terrorism Service Medal, Army Service Ribbon, Overseas Service Ribbon (2nd Award), Driver/Mechanics Badge with Special Equipment Operator Clasp

ORGANIZATIONAL CHART

