



**T. Pinney & Associates LLC – Grants, Business Reports, Proposals**  
**4300 Waialae Avenue, #B1106 Honolulu, HI 96816**  
**Phone: (808) 342-7690 Fax (808) 748-3006**  
**Email: [tpinneyassociates@gmail.com](mailto:tpinneyassociates@gmail.com)**  
**Website: [www.grantwritingprofessional.org](http://www.grantwritingprofessional.org)**

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Tuesday, June 6, 2023

Kazuo Todd, Fire Chief  
Hawai'i County Fire Department  
County of Hawaii  
25 Aupuni Street  
Hilo, Hawaii 96720

RE: Community Planning (Grant Writer/Manager)

Dear Chief Todd:

I have been a professional grant writing consultant since 2008, after I retired as a high school vice principal. In those fourteen years, I successfully obtained millions of dollars in grant funding for nonprofit organizations, colleges & universities, research entities, and city & county municipalities.

My specialty is developing and writing proposal packets for federal grants. I am experienced with the complexities involved in submitting a grant proposal to the government via Grants.gov and Fastlane.nsf.gov.

T. Pinney & Associates LLC is primarily made up of the grant writer (me) with additional services, if needed, from a researcher and a technical writer (independent contractors) for larger, complex writing projects. All of my work is guaranteed to be professionally executed, reliably on time, and confidential.

I have been holding grant writing workshops across the country, recently teaching introductory and advanced grant writing classes for the University of Hawaii/Kapiolani Community College.

Although I live and operate in Honolulu (Kahala), I often travel to the Big Island. I am familiar with the needs of the fire department; my late husband retired from Honolulu's Fire Rescue. My proposal and background information is attached to this letter. Thank you for your consideration.

Warmest regards,

Teri Pinney, President

**RESPONSES TO:**  
Statements of Qualifications and Expressions of Interest  
for County of Hawai'i (2023-2024) Professional Services  
GRANT WRITING

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**(1) Name of the Firm:** T. Pinney & Associates LLC  
**Name of Person:** Teri Pinney, President & Professional  
Grant Writer



**Contact Information, Location of Office, and Place of Business:**

4300 Waialae Avenue, #B1106  
Honolulu, HI 96816  
Phone: 808.342.7690  
Email: [tpinneyassociates@gmail.com](mailto:tpinneyassociates@gmail.com)  
Website: [www.grantwritingprofessional.org](http://www.grantwritingprofessional.org)

**Principal Place of Business:** Honolulu, Hawai'i

**(2) Age of Firm:** 11 years old

**(3) Education & Training:**

- Doctoral of education work, Nova Southeastern University, 2001, majoring in education leadership.
- MBA, Chaminade University, Honolulu, Hawai'i, graduated June 1989, majoring in business management and marketing.
- BS, University of Tampa, Tampa, Florida, graduated December 1975, majoring in business administration, minoring in economics.
- Diploma, Waipahu High School, Honolulu, Hawai'i, graduated June 1968.
- GPC (Grant Professional Certified), Grant Professionals Certification Institute (GPCI)

**(4) List of recent projects and names of up to five clients who can be contacted, including at least two for whom services were rendered during the preceding year:**

- a) Kupu Hou Academy, Mid-Pacific Institute, Dr. Mark Hines, Executive Director, 2445 Kaala Street, Honolulu, HI 96822, Ph: 808.441.3784; [mhines@midpacific.edu](mailto:mhines@midpacific.edu). Proposal for School Improvement Services for Hawai'i State Department of Education. AWARDED.
- b) Indian River Lagoon Council, Special District of the State of Florida, Kathryn Hill, Deputy Director. 1235 Main St, Sebastian, FL 32958, Ph: 321.313.0764; [hill@irlcouncil.org](http://hill@irlcouncil.org). Grant for Balance for Earth, Inc. for protecting the Indian River Lagoon and Florida's water quality. PENDING.

- c) Hawaiian Humane Society, Grants in Aid Program, Kaycee Collins, Director of Development, 2700 Waialae Avenue, Honolulu, Hawai'i 96826, 808.356.2200. City of Honolulu Grants-in-Aid Program to build another animal shelter in leeward Oahu. FUNDED.
- d) Little Growers, Inc., Camille Hadley, Executive Director, 1560 Roxbury Court NE, Palm Bay, Florida 32905, Ph: 321-330-7916, [littlegrowersinc@gmail.com](mailto:littlegrowersinc@gmail.com). Volusia County Grant - Helping the underserved and disadvantaged community become aware of food security matters, sustainability issues, and environmental education. PENDING.
- e) Eastern Shore Entrepreneurship Center, Michael Theilke, Executive Director, 8737 Brooks Drive, Suite 101, Easton, Maryland 21601. Ph: 410.770.9330, [mike@esec.md](mailto:mike@esec.md). US EDA grant for Economic Growth and Prosperity for Rural Eastern & Southern Maryland Through the F3 (Farm-Fish-Food) Program. AWARDED.
- f) Marine Discovery Center, Chad Truxall, Executive Director, 520 Barracuda Boulevard, New Smyrna Beach, FL 32169, 386.428.4828. Volusia County Grants-in-Aid to improve teaching and learning facilities. AWARDED.
- g) City of Sebastian, Ken Griffin, Director of Public Works & City Engineer, 1225 Main Street, Sebastian, FL 32958, 772.228.7001. State of Florida grant (Rebuild Florida, CDBG-MIT) – Stormwater Management Master Plan. AWARDED.
- h) International Union of Painters & Allied Trades (IUPAT), LMCI, Kevin LaRue, 7234 Parkway Drive, Hanover, MD 21076, 410-564-5900, [mail@iupat.org](mailto:mail@iupat.org). US Department of Labor training grants. NOT AWARDED.
- i) County of St. Lucie, State of Florida, Ben DeVries, CEO/Executive Director Treasure Coast Education, Research & Development Authority (TCERDA), 2199 South Rock Road, Fort Pierce, FL 34945, Phone: (772) 467-3107, Email: [ceo@tcerda.org](mailto:ceo@tcerda.org). USDA RBDG grant, Farm to Fly, BioFuels Feedstock Feasibility Study. AWARDED.
- j) St. Lucie West Service Utility District, Dennis Pickle, District Manager, 450 SW Utility Drive, Port St. Lucie, FL 34986, US FEMA Joint Hazard Mitigation Program & Flood Mitigation Program. AWARDED.

**(5) Promotional or descriptive literature which the individual or firm desires to submit.**

Please see attached.