

House District 26

Senate District 13

THE TWENTY-NINTH 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):

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dbn: PACIFIC GATEWAY CENTER

Street Address: 723-C UMI STREET, HONOLULU, HAWAII 96819

Mailing Address: SAME

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name TIN MYAING THEIN, PH.D.

Title EXECUTIVE DIRECTOR

Phone # 808-851-7010

Fax # 808-851-7007

E-mail myaing2@pacificgatewaycenter.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:

"JOB CREATION THROUGH BUSINESS DEVELOPMENT"

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 192,086

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 \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

TIN MYAING THEIN, EXECUTIVE DIRECTOR
NAME & TITLE

DATE SIGNED

1/20/17



RECEIVED
1/20/17
10:29

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

Since its inception in 1973, Pacific Gateway Center (PGC), a community-based non-profit, has been devoted to empowering immigrants, refugees, (includes human trafficking victims) and low-income residents. Innovative strategies and commitment to providing programs and delivery of social services, economic development and education and training initiatives have helped us achieve our mission of leading these disadvantaged groups to self-sufficiency. Founded by 3 churches in Kalihi (St. Elizabeth's Church, Kaumakapili Church and Aldersgate Church) in response to the influx of Vietnamese refugees to Hawaii after the Vietnam War, PGC's greatest strength has been its adherence to a strong, clear mission.

PGC operations are primarily based in Kalihi at 723-C Umi Street, Honolulu where its main office is located and its Culinary Business Incubator serves hundreds of businesses related to the food industry. PGC's other business development, educational, and social services are also offered at its historic 83 North King Street building where The Pig & the Lady Restaurant is housed at Lemongrass Café on the ground floor; a culinary educational incubator on the 2nd floor, and English-as-a Second Language and Citizenship classes on the 3rd floor; at Nā Kūpuna Makamae, an education and resource center for the community's kūpuna located at the historic pump station at 653 Ala Moana Boulevard; PGC Farms located on leased land in Kunia, and a agricultural processing facility which is being built in Kunia.

All of our programs collectively service over 5,000 clients per year.

PGC is Hawaii's Refugee Resettlement Agency, partner agency in Hawaii to USCRI (United States Committee for Refugees and Immigrants) in Washington DC for past 20 years. PGC resettles primarily trafficked victims in farm labor.

PGC administers federal programs such as Reception and Placement, Matching Grant, and Per Capita Programs to refugees (includes human trafficking victims). In general, these programs provide comprehensive case management with a goal of achieving early self-sufficiency. Programs provide basic and core services, cash assistance, enrollment in public benefits, community and cultural orientations, medical, legal, immigration services. 808HALT.com, an outcome of PGC's award as a Rescue & Restore awardee, has online educational outreach videos

translated in several languages related to human trafficking. We also provide immigration and notary services and are now attempting to renew its BIA (Board of Immigration Appeals) recognition and having on staff a BIA accredited representative.

Special PGC programs (social enterprises) include its Hawaii Language Bank (interpreters and translators in 30 languages) to ensure language access to the limited-English proficient; Culinary Business Incubator with 11 certified prep and baking kitchens to support small food start-ups that help about 100 entrepreneurs per year of which over 50% are low income; 83 North King historic Chinatown building for business incubation of The Pig & the Lady, whose owners are a refugee Vietnamese family, and to create jobs; fully-funded ESL and citizenship programs; Nā Kūpuna Makamae, an education and resource center for the elderly, located at the restored, historic Pumping Station in Kaka'ako.

PGC Farms in Kunia currently support 27 trafficked farmers and their families (over 100 with family derivatives) with federal funding assistance; refugee farms are located on O'ahu, Kauai, and the Big Island. PGC successfully resettled last year one (1) human trafficking survivor on Maui. Support includes land prep, technical assistance, marketing, food manufacturing (value-added products) and financial literacy. ESL and tutoring support for children of trafficking survivors are also offered.

2. The goals and objectives related to the request

The goal of Pacific Gateway Center's (PGC) proposed Job Creation through Business Development (JCTBD) project is to provide self-employment and/or employment opportunities through establishing enterprises and/or expansion of established small businesses creating more jobs. It aims to create employment for individuals on Oahu that reside in persistence persistent low-income geographic areas as compared to other areas in the City and County of Honolulu. These are the neighborhoods of Kalihi-Palama-Iwilei-Chinatown, and Kunia. The project aligns to the state's Community Economic Development goals to address and overcome the personal and community barriers that the low-income population faces as barriers to self-sufficiency

JCTBD aims to develop new, sustainable jobs for the low-income residents coupled with technical assistance support. Since its inception in 1973, PGC has been devoted to working with the immigrant, refugee (including human trafficking) and migrant populations. With extensive, grassroots ties into the ethnic communities as well as experience in community economic development, PGC has the knowledge, resources, and skills to support low-income entrepreneurship to support new products and to enhance existing commercial activities whose outcomes will equate to more jobs for low-income.

The envisioned new job opportunities in this proposed project are in sewing manufacturing and value-added food products (banana chips, fish and chicken feed). This influx of new opportunities for the low-income neighborhoods will bring about community revitalization that improve the livelihood for those who obtain jobs. More broadly, JCTBD goals, once realized, will contribute to empowering the economically disadvantaged, addressing poverty reduction and supporting sustainable community economic development.

JCTBD combines development of enterprises with new and existing products that will be available and marketable ready for implementation at time of award to retail outlets. Our proposed initiative involving both the textile and food industries promote both start-up as well as expansion activities. Sewing and food manufacturing are globally associated with the Pacific basin. JCTBD promotes a change of behavior and elevates individual work from laborer to entrepreneur. Products yielded with a *Made in Hawaii* label will promote job creation with a range of sustainable living wage jobs to low-income that is long-term and sustainable benefitting and revitalizing the community, the counties and State. Barriers to employment for low-income will be mitigated, so that low-income persons will not be precluded from meaningful employment opportunities.

The JCTBD Program Goals

- 1) Address the increasing levels of unemployment among the poor in the State, on the island of Oahu. A significant percentage of low-income people are immigrants. (Hawai'i has the third largest immigrant population in the United States),
- 2) Create jobs in the manufacturing of garments and value-added food products that aligns with job skill levels of the low-income community;
- 3) Meet needs of potential buyers who have expressed keen interest in these products;
- 4) Support the State and local government in meeting its economic strategies for expanding the local manufacturing industry and the food industry; and
- 5) Strengthen PGC partnerships in place with entities that will provide the training of skills needed. PGC will offer the wraparound social services and has economic employment opportunities in place to serve its constituents - low-income including immigrants, migrants, refugees and trafficked labor victims using its experience in other job creation projects with successful achievements and significant impact in the community.

The JCTBD Program Objectives

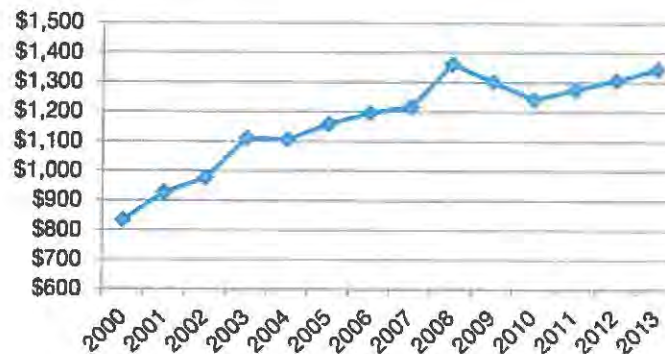
- 1) Provide job opportunities to low-income communities and other socially disadvantaged population segments
- 2) Provide access to business information through technical assistance, start-up assistance,
- 3) Promote and support for those small enterprises that want to either launch or expand their business;
- 4) Provide start up technical assistance in business plans and marketing outlets;
- 5) Collaborate with public agencies, the private sectors, and community-based entities for outreach to low-income individuals including: Department of Justice, Department of Human Services, Workforce Investment agencies, nearby private entities, textile manufacturing companies, grocery stores, childcare organizations and private foundations.

3. **The public purpose and need to be served**

Demand for Skilled Workers in the Targeted Economic Sectors: Enhancing both opportunities and competitiveness in doing business in Hawaii, the Chamber of Commerce Hawaii has created the Manufacturing in Hawaii Initiative (May 2015), led by business leaders from various fields and industries. This initiative *aspires to spearhead new industry initiatives by providing a 'gateway' for the manufacturing sector to grow Hawaii's economy, create well-paying jobs, and improve the standards of living for the citizens of our state.* As fashion, apparel and textiles with food and beverage manufacturing listed as the top two subgroups, skilled workers in these industries are in demand and will undoubtedly increase as concerted efforts are made to achieve this mission and vision. Moreover, the budget from the Office of the Governor of Hawaii's (Governor Ige's FY of 2017 Executive Supplemental Budget with the mission to double local food production by 2020 and increase textile manufacturing) reflects this goal.

The textile manufacturing in Hawaii reached a high demand and production reaching \$66 million in the early 1980s with exports to various parts of the world (The U.S. Bureau of Economic Analysis and the U.S. Census Bureau). Manufacturers' contribution to the state economy might not be as much significant as the contribution of the tourism and military, its output (in Millions of Dollars) for the past 10 years generally show a gradual increase (see figure 1).

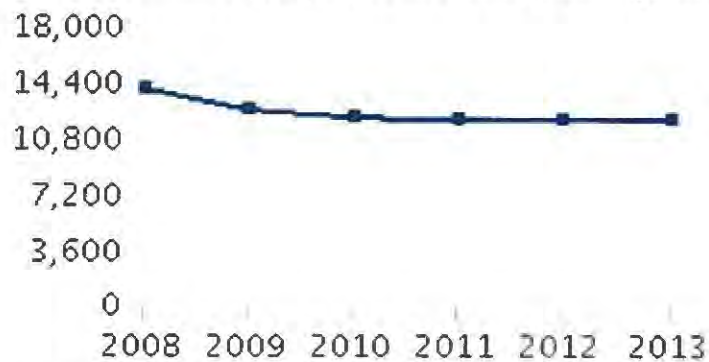
Figure 1: Hawaii Manufacturing Output, in Millions Dollars, 2000-2013



Source: U.S. Bureau of Economic Analysis and the U.S. Census Bureau

In 2013, total output from manufacturing was \$1.35 billion. This sector is one that provides opportunities for the low-income. However, apparel like several sectors in the manufacturing in Hawaii, has been facing a decline in workforce (see figure 2).

Figure 2: Number of employees in Manufacturing: Hawaii



Source: 2012 Economic Census

A new initiative was recently conducted as part of the InnoVate Hawaii, another State-funded entity, focused on manufacturing with an initiative on training in sewing for a socially disadvantaged segment in the state – the Micronesians. The Micronesians responded and learned the basics of sewing but programs are needed to support these sewing trainees to take the next step with either job placement or becoming self-employed as seamstresses. In the industry, specialization has evolved to include jobs in creating patterns and/or cutting patterns where there is currently a skill shortage. To the best of our knowledge, there are only three sewing contractors left doing business on Oahu. Two of these three have one to four employees and earn annual revenues of about \$1 to \$2.5 million. These sewing contractors are monopolized by the “big brands” such as Tori Richards and Tommy Bahamas. Therefore, small local vendors whose products requiring sewing for trade shows, e-commerce, and local craft fairs are scrambling to find seamstresses to help them. Anecdotally, these small vendors have conveyed to PGC that there is enough business to keep a multitude of seamstresses working full-time. Therefore, JCTBD will help meet this critical need.

Food manufacturing offers exciting new opportunities for growth in Hawaii’s diversified agriculture. The *Hawaii Labor Market Dynamics* Report of September 2012 from the Research and Statistics Department of the State of Hawaii indicated that *during the 2007 to 2009 period, Hawaii lost 33,350 jobs. As of 2011, a total of only 600 jobs have been added as Hawaii’s job count continued to shrink in 2010 and finally began to recover in 2011. Not surprisingly, the goods-producing industry sector experienced the larger percentage decline of 17 percent* (emphasis added).

Entrepreneurship is a viable means and strategy to reverse this decline and to add jobs to the manufacturing sector (both food and textile industry). Empowering low-income towards starting their own business can make a difference. For example, reported in *New Americans in Hawaii* by the American Immigration Council May 2015, Asian-owned businesses generated \$18.2 billion in sales and employed 112,000 people in 2007 (last year for which data is available). Latino businesses had sales and receipts of \$671 million and employed 3,977 people in 2007 according to the U.S. Census Bureau’s Survey of Business Owners. Moreover, value-added products are a viable means of producing additional family income. Kent Fleming of the Department of Tropical Plant and Soils Science at the University of Hawaii explains *for farmers,*

value-added has a particular importance in that it offers a strategy for transforming an unprofitable enterprise into a profitable one. In fact, there are very few items that a Hawaii small farmer can produce and sell profitably at the first level (that is, on the open wholesale market). Therefore, a value-added strategy is critical to the long-term survival of most small farms in Hawaii. PGC clients, human trafficking victims in farm labor have been experimenting with value-added food products, such as banana, taro, sweet potato and 'ulu (breadfruit) chips to heighten shelf life and increase earnings.

Among the value-added food is feed, aside from human consumption, for farm animals. It has been estimated by a University of Hawaii at Manoa study that a 10 percent substitution through local food production in Hawaii could result in the development of over 2,300 jobs. The economic multiplier for agriculture industry jobs for Hawaii was estimated at 2.0. However, one of the key obstacles for increased livestock, dairy, poultry and aquaculture operations is the high cost of feed, nearly all of which is sourced from out of state and must be shipped or flown in¹. For example, cattle raised on the "Big Island", the largest and most agricultural of the Hawaiian Islands, is still sent to the mainland for "finishing", i.e. fattening before slaughter with cheap grains there. The development of a facility for the production of feed eliminates some of the critical production obstacles for farm and aquaculture operations, while developing jobs, serving as an economic and employment multiplier through vertical and horizontal industry linkages.

Anecdotally, Mark Hamamoto of Mohala Farm in Waialua, Island of Oahu has said that if he were to charge break-even including labor what it costs for him to produce organic eggs on his farm it would be at the rate of \$12/dozen². The actual going rate at farmers markets on Oahu is \$8-9/dozen and essentially the same price in Oahu stores. According to the owners of the North Shore Oahu Tin Roof Ranch in 2014 (which subsequently has phased out commercial egg production), it is impossible with the cost of organic feed to charge any less to consumers³. This renders egg production cost-prohibitive despite the premium that local organic eggs command.

At the same time there is significant legislative and private support and momentum for further developing diversified agriculture in Hawaii. In April 2016, the State Capitol hosted a farm-to-school event to introduce local farmers to the vendor contracting process with the State of Hawaii Department of Education. This would represent a significant and untapped large market for Hawaii farmers who have been previously locked out of the contract process due to vendor requirements targeted toward large-scale mainland suppliers.

For over a decade, policy makers, Hawaii's academic institutions, research institutes, private entities have ruminated over the need for the development of locally-based feed production facilities to meet agricultural and aquacultural operations production needs. But while prototypes have been developed and plans have been made for establishment of a facility on the Big Island, for various reasons, completion of these projects have stalled.

According to Kyle Datta of the Ulupono Initiative, "Feed represents 70 to 80 percent of the costs of raising an animal, and feed prices have nearly doubled since 2009, forcing many Hawai'i

¹ The number of jobs created in the production of beef, pork, eggs and milk

² 2014 North Shore Land Trust Annual Conference, participant farm tour.

³ 2014 North Shore Land Trust Annual Conference, participant farm tour

producers to cease operations.”⁴ Robert Olivier (CEO, Prota Culture LLC) has stated that although there are only 50-60 pork producers in the State he has been told by farmers that with lost-cost locally produced animal feed available, the farmers would be able to double their production⁵. Thus investment in a feed production facility will create not only direct jobs through production but also generate a substantial number of indirect agriculture-related jobs.

Kevin Hopkins, Interim Director of the Pacific Aquaculture and Coastal Resources Center and Professor of Aquaculture within the College of Agriculture, Forestry, and Natural Resources and professor of agriculture at the University of Hawaii-Hilo said *the lack of low-cost feeds is a severe impediment to profitability in both the livestock and aquaculture industries here in Hawaii. Our mechanism to reduce feed costs is to utilize local agricultural products and byproducts within our feeds...But feed mills and labs on the mainland are not really interested in developing feeds which utilize those agricultural byproducts unique to us. We need a facility in Hawaii to do that.*⁶

4. Describe the target population to be served

Targeted Low-Income Residents: The population of the State of Hawaii in 2015 is 1,431,603 with the vast majority residing (998,714) residing in the City and County of Honolulu.⁷ Hawai'i has the third largest immigrant population per capita in the United States, representing 17.9% of the total state population (2011 stats) and nearly 12% of these immigrants live below the poverty line.

The focus of JCTBD is situated mainly in the Kalihi-Palama-Iwilei-Chinatown a contiguous neighborhoods ending in Chinatown, where most of the clients of PGC reside. They have been identified as areas of priority due to high level of public housing residents, unemployment, and poverty. Each of these areas is comprised of approximately 95% minority groups. It is a persistent poverty area of since 1953, with the building of public housing units (Summer Economics) CS2006: The History of Public Housing). The government placed 66% of all public housing in the **total** State of Hawaii within 4 census tracks with a resident population of 24,422. The focus with the census tracks includes Mayor Wright Housing (unemployment rates 10.8%), Towers of Kuhio Park (unemployment rate 8.2%). This gives an example of the unemployment rates in the public housing in the neighborhoods of Kalihi Valley Homes, Hauiki Homes, Pauiki Homes, Pauhala Home 1, 11, 111, and IV, Kaahumanu Homes, Kalanihuia, Kuhio Home, Kamehameha Homes, Kam IV, Kukui Park Terrace Hale Po'ai (E), Marin Towers, Iwalani, Halia Hale and Hale Puahi (Hawaii Public Housing Authority Annual Report 2014-2015, Department of Human Services State of Hawaii) making it the most persistent poverty stricken area of Oahu and has been in that state for over 50 years. It is ethnically diverse with the majority being Hawaiian/part Hawaiian, Samoan, Micronesian, Chinese and Vietnamese. Fifty-seven percent of the families receive public assistance and **72.4%** live below the poverty level.

⁴ Hawaii Pacific University website. "HPU receives \$1 Million Investment from Ulupono Initiative" 5/13/14. <http://www.hpu.edu/HPUNews/2014/05/ulupono.html>

⁵ Career Changers TV, "Hawaii Start-Up Turns Bugs into Feed" posted August 31, 2015 on Youtube.

⁶ Frazer, Suzi. "Support Builds for Hawaii Research Mill." Aquafeed.com. 4/8/06. <http://www.aquafeed.com/read-article.php?id=1571>

⁷ U.S. Census Bureau, Population Division, compiled by the Hawaii State Department of Business, Economic Development and Tourism, Research and Economic Analysis Division. 2015 Population Estimate Summary Data

The Hawaii Statewide GIS Program (Hawaii Statewide Office of Planning, 2012 American Community Survey). The population speaking a language other than English is **62.1%**.

The recent waves of newcomers are from Micronesia and considered the fastest-growing migrant group in Hawaii. The Hawaii Appleseed Policy Brief indicated that *during the 1960s, the U.S. government conducted atomic nuclear tests from 1947 to 1960s in the Marshall Islands and the Federated States of Micronesia. During this time, 67 devices were recorded to have been detonated over a 12-year period. The Marshall Islands was ground zero. On March 1, 1954, the largest bomb, a 15 megaton bomb, was denoted equivalent to 1000 Hiroshima's. Due to the scientist miscalculation, the wind blew the radioactive clouds into nearby inhabited islands.*⁸

In relation to this incident, the U.S. government entered into an agreement with the Republic of the Marshall Islands (RMI) and the Federated States of Micronesia (FSM) and the Republic of Palau called COFA (Compacts of Free Association) Treaty. One of the primary benefits that the United States confers on COFA countries is the right to enter the United States outside the ordinary requirements of immigration laws, to work and live in the United States indefinitely.

According to the American Community Survey of 2011 (with three-year estimates), the total population of Micronesians in Hawaii is 21,701. Of those migrants who remain in Honolulu 73% live in Honolulu. Additional data from this 2011 Survey reports that the estimated poverty level of Micronesians in Hawaii is **34.5%** and a median family income of \$35,217 with: a) **53.2%** on public coverage for health insurance; b) **37.7%** with SNAP (food stamps) benefits; c) **14.3%** with cash public assistance income. These migrants find life in Hawaii confront challenges with language, stereotyping, cultural misunderstandings, and lack of employment.

Barriers to Success of the target low-income populations: Barriers to success are identified as lack of: 1) English language proficiency; 2) Business literacy skills; 3) Resources and support system; 4) Distribution outlets for products; 5) Financing to support entrepreneurship.

The JCTBD project will address the barriers in meaningful and ways by optimizing and leveraging its considerable resources as follows: (1) English language – PGC is leveraging its existing English-as-a-Second Language with Citizenship integration program in place at the Kalihi-Palama-Iwilei-Chinatown location – funded through private foundation funding; (2) Business literacy skills will be facilitated by bi-lingual case managers who can access technical expertise and provide interpreted assistance and help them through the business venture development in the U.S.; (3) Resources and support system will be facilitated by PGC case managers as well as bilingual and bicultural staff members with long-term experience and access to community models and resources for client support also provide technical assistance on the steps of how to start a business in Hawaii with the State's Business Division including knowledge about the City and State regulation and laws.; (4) Distribution outlets for products. The bilingual case manager along with the Project Coordinator will act as the marketing agent for those who need this service. PGC has already established a network of buyers for both the value-added food products and vendors for the garment products and provide the bridge for the

⁸ Hawaii Appleseed Center for Law and Economic Justice, *The Case for Justice for Micronesians in Hawaii Policy Brief*, December 11, 2014.

participants (See Appendices); and (5) Financing and access to credit to support entrepreneurship can be arranged by PGC which has had experience providing microloans since 1990.

PGC has secured partnership agreements with market outlets and with potential buyers (See Appendices). PGC has a confirmed waiting list of at least 50 interested socially disadvantaged people who are ready to set up the businesses (See Appendices). PGC will work with the Department of Commerce and Consumer Affairs where businesses have to register to conduct business in the State of Hawaii. PGC is ready to implement upon notice of award.

As a CDC, PGC has over 40 years of strong management experience in implementing programs aimed to increase the self-sufficiency of low-income persons throughout Hawaii. PGC has leveraged private and public funding on local, state, and national levels to develop innovative economic development programs and facilities, including the country's largest commercial kitchen incubator, serving over 624 low-moderate income micro-enterprises since 2003. As Hawaii's first non-traditional-lending-institution through Small Business Administration (SBA) and the Community Development Financial Institution (CDFI), PGC is designated as an SBA Intermediary Lender for micro loans, having lent over \$1.3M in small loans. The requested funding for the project is \$788,000. The cost per direct job created is \$19,700.

Overall, by mitigating and removing barriers, JCTBD with tailored bilingual case management, provides skills and jobs that yield a participant achievement and self-esteem with measurable, significant impact on their income and the community's economic development.

5. Describe the Geographic Coverage

Services are provided to residents of the State of Hawaii. Most of the direct beneficiaries are residents throughout Oahu where 80% of the population of the State lives.

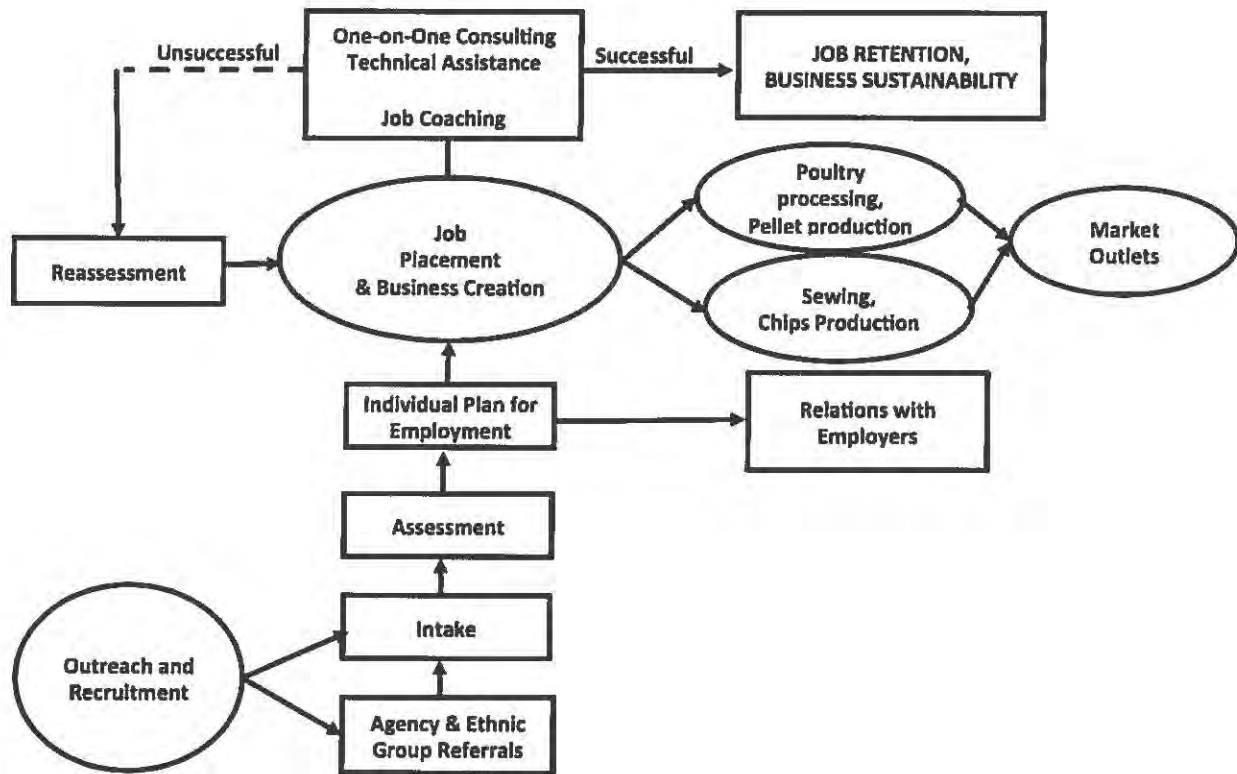
II. Service Summary and Outcomes

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

JCTBD is a non-construction program that focuses on job and business creation. PGC's overall approach in JCTBD is to build on its strengths of the participants and established programs to meet specific needs of the client for employment. In its implementation, PGC focuses on providing employment opportunities and supported services, so that economically and socially disadvantaged individuals are able to secure, retain employment and/or develop and sustain their business in viable industries. JCTBD program is developed with a client-centered approach, operated and monitored by bilingual case managers that allow targeted individuals to fully participate in the program with PGC's technical and language assistance. PGC will work closely and in collaboration with various parties, i.e. public agencies, university staff, businesses, ethnic organizations, and individuals in identifying and recruiting potential clients as well as locating

job opportunities, applying and securing jobs, and maintaining jobs, and maintaining competitive and meaningful employment for at least one year after the end of the grant period (See Appendices). With the clients, PGC will identify the client’s strengths, barriers to employment, and career goals, values, and available supporting system to develop an individualize plan for employment (IPE) based on their identified strengths, interest, goal, and work experiences. The roadmap of JCTBD program is presented in Diagram 1 below:



The service delivery process of PGC’s JCTBD program includes: (i) outreach and recruitment (referral and intake), (ii) assessment, (iii) job preparation and development, (iv) job matching (placement and business creation), (v) job coaching, and (vi) job retention and sustainability.

Recruitment: PGC has received collaboration and support from various parties in recruiting prospective beneficiaries. With its over 40 years of working with low-income individuals from different ethnicities, PGC has established network of support from ethnic organizations in Hawaii and use that strength for JCTBD recruitment strategy. Organizations like the Saint’s Philomena Church of the Chuukese community show their interest in referring prospective beneficiaries to the program. In addition, agencies like Innovate Hawaii, Leeward Community College which share with PGC’s interest and intent in job creation will also help PGC recruit clients. Once a client is referred to PGC, staff will set up an intake meeting to document and confirm the client’s commitment and self-determination in the JCTBD program. The staff will collect documents from the client that might serve as proof of low-income status, i.e., recipient of EBT card, recipient of the Supplemental Nutritional Assistance Program, recipient of Housing Choice Voucher Program Section 8. This is also an opportunity for the staff to cultivate a

relationship with the client and conduct a rapid assessment of his/her career values and goals for the development of an individual plan for employment (IPE).

Assessment: The purpose is to identify the client's needs, assess previous work experiences, determine social and technical skills, and cull other interests relative to obtaining and maintaining employment/business. The client's participation in the process is critical to any successful plan. Staff will monitor the client during the assessment process in areas such as: employment goal(s), work and personal values, desirable work conditions, barriers to employment, strength identification.

Development of Individualized Plan for Employment: The plan is developed to enable the client to formulate goals to achieve employment consistent with his/her unique strengths, abilities and capabilities, commitment (and signature) of the client. The staff might arrange meetings between the prospective employers and the client, so that the client will be giving the opportunity to communicate with the employer to better understand the process.

Job Preparation and Development: In this process, the client is equipped with business development knowledge, an analysis of the job requirements. The client will understand how his/her skills compared to the detailed job description/requirement listed by the employer. When relevant, the client will be given a chance to do mock interview with the potential employers.

Job Matching (Placement and Business Creation): Job locating and job match is a process and requires perseverance in building relationship with employers. While the client is learning to locate job openings, PGC staff will be locating job opportunities for the client. Clients will be coached to analyze job advertisements and (sub)-contracts. Also in this process, PGC staff will continue to develop a list of employers in the local job market to explore employment opportunities for the client. Having established relationships with prospective employers in the local job market is an advantage for the PGC staff to bridge the gap between the employer and the client. PGC is capable of approaching the desired proposed employers in the apparel industry to explore employment opportunities on its client's behalf. Job placement occurs when an employer offers and the client accepts a position. To prepare for the client to take the job, PGC staff will assist him/her to be prepared for the probation period at work, to become familiar with the job and understand the position for which s/he has been hired.

Job Coaching: This process is of importance as the client needs PGC staff's coaching (technical assistance can be arranged via one-one and/or consultation) to address potential difficulties that may jeopardize the client's work retention and business sustainability i.e., issues regarding time management, company's policies, employee politics, comply with labor safety codes and practice, food safety. If a client fails to retain a job and/or faces struggles with his/her business management and operation, PGC staff will work with him/her to reassess the challenge, so that the client and/or his/her business can be placed/revived.

Job Retention and Sustainability: PGC is confident in its approach to help the client to retain employment and or grow his/her business by providing consultation and technical assistance based on the client's specific need. PGC staff will follow up with clients to ensure created positions/businesses will be sustained for one-year after the end of the grant period.

Confidentiality of Clients' Information: Protecting the safety and confidentiality of employee and client records is of great importance to PGC. PGC always ensures that information is only disclosed in circumstances necessitating an obligation of confidence, and that access to information is restricted to project staff and authorized third parties only who have signed written confidentiality agreements requiring the use of adequate safeguards to protect record containing Social Security Numbers and others that might reveal identity of the client. A written record of development will be kept showing what tasks each employee or consultant has worked on. PGC office interior is configured for Health Insurance Portability and Accountability Act (HIPAA) compliance. Information of clients' background and case notes is secured. Every client file is secured in locked file cabinets to ensure confidentiality. Information of the clients and case notes will be secured for seven years after the project ends. Paper records will be shredded and hard drives will be erased in accordance to PGC's policies.

CURRENT STATUS OF THE PROPOSED ACTIVITIES

Value Added Feed and Poultry Production/Processing

Most recently, in April of 2016 the State Department of Education indicated a new willingness to engage with local agricultural producers as potential vendors for local schools, opening up a new, large-scale market for producers. One key barrier to increasing production for value-added products are the absence of adequate or scale-appropriate processing facilities⁹. This is common knowledge for Hawaii agricultural producers, associations and the State Legislature, efforts to ameliorate this situation are slow to get off the ground. For livestock producers in particular, the greatest expense is imported feed from the mainland, but there is no local feed production taking place in the State, and a public-private pilot mill project announced for the Big Island over a decade ago has floundered and never come into operation. This has left livestock producers are vulnerable to the vagaries of US grain prices and high mainland feed transportation costs and with limited access to processing facilities.

However experimental trials by J. Ludovico Farm with University of Hawaii at Manoa on the island of Oahu have demonstrated that nutritional needs of poultry can be met by using macadamia nut industry by-product in part to replace some of the imported feed ingredients, and can be integrated into a pellet formula. This groundbreaking work has demonstrated a 50% decrease in the cost of feed for this small-scale poultry operation, and has positive implications for growing jobs in local value-added agriculture. Creating jobs in pellet production and livestock agriculture, provides training in natural farming and stable year-round jobs with the opportunity for advancement- all due to the unique and pioneering work of J. Ludovico Farm. This operation makes use of natural microbial activity for an environmentally-friendly, humane and safe working conditions, without any of the odor commonly prevalent in livestock operations. Given the strong demand for quality local meat products, it is foreseeable that jobs created will stable and long-term.

⁹ As one of the subheadings of a Hawaii Business article proclaimed, "Plenty of Land But Not Enough Farming Infrastructure" in the article "Can Hawaii Feed Itself?" by Dan Hollier. November 2014.

The low point for the poultry industry in Hawaii was 2004, when Pacific Poultry, the primary contractor and processor of island raised chickens made the decision to switch to sourcing all their chicken from the mainland, citing feed costs of 60% as making it an impractical business decision to continue to contract for chicken production locally. It is notable however that this was not due to any decline in actual customer demand for island-raised chicken¹⁰. And feed costs have continued to be a prohibitive barrier to sustained poultry and egg production in Hawaii¹¹.

J. Ludovico Farm's vision is to provide locally sourced products of the highest quality, targeting consumers at farmers' markets, independent vendor and medium to high end restaurants. It is the only USDA exempt approved operation for locally raised, fresh poultry meat on the island of Oahu and one of only two such operations featuring pastured poultry in the State of Hawaii. J. Ludovico Farm aims to mitigate risk and reduce input expenses by sourcing half to the majority of the feed ingredients locally utilizing commonly available ingredients: macadamia nut cake meal by-product with the possible inclusion of sweet potato and moringa (in accordance with appropriate nutritional feed ratios and by ease of availability). J. Ludovico has demonstrated the financial viability and success of utilizing locally-sourced pellet feed material substitutes through working with University of Hawaii at Manoa College of Tropical Agriculture and Human Resources researchers to conduct trial runs. (See the 2016 profit and loss statement in the Appendix for current farm production using imported mainland feed.) Investment in the necessary equipment for feed production (feed costs currently account for over three times the next largest expense category), will allow overall feed costs to be reduced by half even when only substituting in macadamia nut meal, a single ingredient into the overall feed mixture.

With the investment in cost-saving inputs and time saving equipment and by creating an economy of scale, J. Ludovico Farm will be able to offer stable employment opportunities with opportunities for advancement while meeting the strong and growing demand for high-quality locally produced poultry and poultry products¹². Current farmer markets venues include weekly markets at the following locations: North Shore Country Market (Haleiwa), Waialua Farmers Market, Honolulu (Blaisdell) Farmers Market and Kailua Farmers Market. Chicken is sold whole, in halves and in parts and product is typically sold out at least an hour before market closing. J. Ludovico Farm has met the stringent quality demands of Honolulu's top chefs and restaurants despite relying on word of mouth marketing and some social media. However the current farm location does not allow for the necessary expansion for profitability. Partnering with

¹⁰ According to Steve Gunn, state deputy agriculture statistician, "The demand (for local broilers chicken) isn't off...It's just that there is competition from outside the State". Toth, Catherine E. "Island Chicken Farmers Quit." Honolulu Advertiser. 9/23/04.

¹¹ As observed by Kevin Hopkins, University of Hawaii-Hilo, "The lack of low-cost feeds is a severe impediment to profitability in both the livestock and aquaculture industries here in Hawaii. Our mechanism to reduce feed costs is to utilize local agricultural products and byproducts within our feeds...But feed mills and labs on the mainland are not really interested in developing feeds which utilize those agricultural byproducts unique to us. We need a facility in Hawaii to do that." (Quoted from, "Support Builds for Hawaii Research Mill.", by Suzi Frazer, Aquafeed.com. 4/8/06. <http://www.aquafeed.com/read-article.php?id=1571>

¹² The farm has outgrown the testing phase for production methods according to Korean Natural Farming techniques and has demonstrated successful local pellet feed production and is ready to expand operations to scale. A partial current waiting list of clients includes premiere Honolulu chefs, restaurants, markets: Mahina and Sons, Café Sienna, Sushi ii, FETE, TOWN, Mud Hen Water, Kaimuki Superette, REAL a gastropub, LINK Sausage Co., The Pig and the Lady, Chef Mark Noguchi, 53 By the Sea, Café Haleiwa and others. Many of the above have requested a weekly standing order of poultry once it becomes available. In addition, market interest has come from potential customers on the islands of Maui and Kauai.

Pacific Gateway Center allows for operations to be transferred and expand on a larger more suitable site (Kunia) with greater proximity to the Honolulu market, enabling on-site feed production and access to storage facilities for feed materials.

Value Added Fruit and Vegetable Chips: Realizing the demand for value-added products at the farmers markets, in September 2013, PGC piloted sales of apple banana chips produced by members of Thai Farmers Association to market. Chips were thinly sliced and fried in non-GMO canola oil with minimal processing to maintain natural flavor, simply bagged and sold in local farmers market venues. Apple banana chips rapidly outpaced that of produce sales with gross revenue from sales in chips more than double that of produce sales. With the success of the apple banana chips, Bilingual Case Manager worked with the farmers to produce “green banana” chips as well, which were lightly salted. The development of the green banana chips was followed by that of taro chips and multi-colored sweet potato chips, reflecting the varieties of sweet potatoes popular in Hawaii (red, purple and yellow), along with breadfruit chips, available only seasonally. The popularity of the chips at weekly small-scale farmers markets demonstrated their potential for a larger Hawaii retail market, with improvement of packaging quality, launch of a proper branding and marketing strategy, after meeting the requirement of food safety, packing, and labeling of specialty retail grocers.

Oahu produced Fruit and Vegetable Chips¹³ are a market-tested product piloted by human trafficking victims, whose farming families face partial employment and/or seasonal employment prospects farming the raw materials used in the chips. The product has attracted the attention of both Hawaii farmers’ market owners and buyers for a national specialty grocery chain. In Hawaii, the most popular local banana variety is the apple banana, followed by Williams, green (cooking bananas) and Cambodian bananas. With the assistance of the PGC Bilingual Case Manager, clients first developed a sweet apple banana chip. This was followed by green banana chips, which were also fried and lightly salted, as well as sweet potato chips (red, yellow, and purple in color) and taro (Bun Long variety) chips. Despite the successful pilot production of chips, the families have not had the resources or the assistance which would allow them to expand production, develop HACCP product appropriate processes, ensure quality control, a branding and marketing strategy, packaging and appearance and bring the product to a larger retail market. The target for the Fruit and Vegetable Chips is to meet the initial production demand for 700 bags per week (Foodland markets on Oahu) to an estimate of 1200 bag per week for distribution to the larger specialty retailers in the Honolulu area.

Fruit and Vegetable chips have been market tested at a variety of farmer’s market venues in the Honolulu area, from Pearl City to Hawaii Kai. They have become the #1 selling product at Pacific Gateway Center booths, with apple banana chips leading in popularity, followed by green banana, then taro, and sweet potato chips. There has been no marketing of the product apart from samples provided to potential customers; and word-of-mouth recommendation has been the primary source of advertising. Presently packaging consists solely of a clear plastic bag, which is either stapled (or more recently sealed with a heat sealer) inviting concern over air entering the product as well as moisture, particularly for the rainy winter months in Hawaii. Although there is a ready demand for the product, ensuring product quality consistency and meeting packaging

¹³ Please see Appendix for product pictures.

requirements for retail sale are the next step needed to expand the market for this local-grown product.

Market Analysis: There have been few companies in Hawaii, which have built their reputation upon developing chip products e.g. Hawaiian Chip Company and Hawaiian Snack. These companies have appealed to consumers, with an interest in locally produced healthy foods, by their utilization of local raw agricultural products like taro and sweet potatoes. These companies have a reach that extends within and outside the State markets. The rise of these companies, essentially, has advertised locally grown agricultural products in Hawaii; and this also creates more opportunities for local farmers to develop value-added agricultural products to meet increasing demands for local foods and economic resiliency for the long term.

Currently, there is no other Hawaii producer of a comparable apple banana or green banana chips. One Laotian family fruit stand specializing in Southeast Asian small market goods, fruits and vegetable sells an unlabeled bag of banana chips; however, the chips are somewhat greasy by comparison with those produced by members of the clients of PGC, and the type of oil used at the fruit stand is unknown. Other local producers sell dried bananas in various forms, but there are no other local banana chips in the retail markets. Existing vendors for taro and sweet potato chips include the aforementioned Hawaiian Chip Company, however, the character, flavor, and texture of their chips remains distinct from the banana chips. Hawaiian Chip Company taro and sweet potato chips are thicker and somewhat heavier. The market is large enough to accommodate diversified local taro and sweet potato chip products. In Hawaii, there is in fact a dearth of local value-added agricultural products that the visitor market can take home as gifts. In addition, Hawaii's location in the Pacific and diverse ethnic composition means that there is strong demand for products utilizing traditional food staples important to people with ethnic origins in the Pacific Islands and Southeast Asia.

Since its development for the local farmers' markets on the island of Oahu, such as Hawaii Kai, Ward, and Kunia, the Oahu fruit and vegetable chips have been purchased by both local consumers and visitors from California, East Asia (China, Japan and South Korea), Europe and Canada. Simply packed and labeled, still, the chips have appealed to consumers for their original flavor, crisp perfection, and non-greasy texture. Farmers Market customers have praised the choice of non-GMO canola oil, and for some it was a deciding factor in purchase. The consumers further appreciated learning that the chips are produced by immigrants.

The rise in consumer interest in consuming locally grown food is further accompanied by an increasing participation of the State Department of Agriculture in promoting locally grown and produced food¹⁴. Thus, the outlook for the sale of island fruit and vegetable chips is deemed to be to be promising, especially with investment in improving the product.

¹⁴ The Agriculture development Division of Hawaii is promoting "buy local, it matters" campaign to reap the benefits of buying local which is projected to creating 2300 jobs, \$6million tax revenue, \$47million in earnings and \$188 million in sales by assuming 30% farm share (*Department of Business Economic Development & Tourism. "Increase Food Security and Food Self Sufficiency Strategy." N.p., 12 Oct. 2012. Web. 2 July 2013.*)

The Oahu-based Fruit and Vegetable Chips is to be managed the Bilingual Case Manager and the Food Innovation Project at Kapiolani Community College for the three-year business incubation period.

Pacific Gateway Center as technical assistance provider will coordinate assistance in the product packaging and marketing strategies evaluation by field experts from University of Hawaii at Manoa, in the Pacific Business Center Program at Kapiolani Community College, the Culinary Department of Arts - Food Innovation project will carry out the following services with some costs to be provided as an in-kind contribution: a) Nutritional Evaluation/ Quality control; b) Evaluate product for shelf stability and shelf life; c) Label development; Product packaging and sourcing recommendations (aimed at slowing photo degradation of product); d) Assist with the documentation of "product traceability to origins documentation system"; and e) Assist with system for batch coding, expiration date stamping. PGC also will contract with a graphic designer and a label printing agency for logo design and labeling development.

JCTBD has a high likelihood of success in terms of business and job creation. The project's approach is clear and well-conceived. Each of the proposed ventures will attract new and engaged stakeholders, advance PGC's mission, and creates value for society, with a social impact that is direct, measurable and enduring. The metrics for success will ultimately be the profit, the people, and the community.

IMPLEMENTATION PLAN

Sewing Hui (Sewing Circle) Implementation: The "Sewing Hui" (Sewing Circle) Program has seven machines purchased in 2015 (see Appendices) located at PGC's main facility at 723C Umi Street. PGC has already received documented interest from 40 potential seamstresses and seven market outlets, almost guaranteeing successful job creation in this field. PGC will donate its facilities for this project.

Veggie Chips Production: the Veggie Chips Production will be located at PGC's Kunia Food Processing Facility and/or Culinary Business Incubator facility at 723-C Umi Street in Kalihi Neighborhood. The cost of the facility and kitchen equipment use will be an In-Kind donation by PGC for the project. Lab testing cost of \$500 per each chip product will provide rigorous quality control. Professional packaging and labeling from the GIA budgeted funds will assist in the marketing through e-commerce and major food markets (See Appendices).

Chicken and Pellet Feed Production: the cost of the lease will be sustained as an In-Kind contribution from PGC during the project cycle. Water is already available at the farm. The use of the 10-acre site is secure at PGC farm land in Kunia. Structures and moveable chicken houses are already built. The Chicken/Pellet Production Program will be able to start production by using the equipment purchased using the grant. Vegetable material for the feed pellets will be purchased from local farmers; the cost expensed through the business plan. PGC will contribute use of a container building for pellet storage, as an In-Kind contribution during the grant cycle.

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

To fulfill JCTBD goals and objectives, the following outcomes in timelines and milestones by quarter over the grant period have to be met:

YEAR 1: Activities		Qtr 1	Qtr 2	Qtr 3	Qtr 4
Milest one 1	Sign Grant Contract	XX			
	Assess needs for translation of materials (if any)	XX			
	Notify stakeholders, individuals on waiting list and hold discussions	XX			
	Announce JCTBD Project to the public	XX			
	Meet with consultants	XX			
	Begin intake interviews with participants for eligibility	XX			
	Collaborate with public agencies, community associations, university staff, individuals for recruitment	XX			
	Assess design for communication and procedures	XX			
Milest one 2	Participants begin their Plan of Action		XX		
	Contact buyers (local shops/designers, markets, restaurants)		XX		
	Discussion of Rules and Regulations with participants		XX		
	Schedule for food safety for food related products, HAACP training ¹⁵ , plan		XX		
	Plan for ESL Classes as needed, bookkeeping and tax workshops as needed		XX		
	Contact more buyers/outlets	XX	XX		
	Arrange for design requirements by buyers	XX			
	Contact potential buyers for food products	XX			
Milest one 3	Discussion with stakeholders and public agencies		XX		
	Secure list of products in demand by buyers		XX		
	Discussion of products in demand and business plans	XX			
	Food Safety and HAACP workshop, plan in place		XX		
	Assess credit needs and apply as needed		XX		
	Discussion on food safety practices	XX			
	Connecting with buyers & outlets, assess buyer needs		XX	XX	
	Assess possible competition overseas			XX	
	Build e-commerce site for textile production			XX	

¹⁵ Hazard Analysis and Critical Control Point Analysis (HAACP) and Plan.

Milest one 4	Rent or buy needed equipment (poultry operations)		XX	XX	
	Presentation to participants on risk management		XX		
	Begin sales direct and through e-commerce		XX		
	Register enterprises and apply for GE Tax License	XX			
	Obtain nutritional analysis for value-added feed and chips		XX		
	Pellet production begins			XX	
	Branding, label design, packaging options assessed (chips)			XX	
	Begin adjustment to market demands (chips, textiles)		XX	XX	XX
	Share orders (textiles)		XX	XX	
Milest one 5	Submit reports		XX		
	Organize use of equipment by clients		XX		
	Analyze sales (poultry, textiles, chips), share results			XX	XX
	Begin recruiting more workers			XX	XX
	Prepare for poultry expansion (increased feed raw material production)				XX
	Separate group meetings for poultry, chip production, textiles			XX	
	Submit quarter reports and final report	XX	XX	XX	XX

JCTBD outcomes are as follows:

Outcome 1: By the end of the first quarter, we plan to reach at least 500 potential participants/clients with information about the project and the services available through this project. Outreach activities will have ended, participants selected, plot design established. Included in outreach efforts will be those prospective clients already on waiting list;

Outcome 2: By the end of second quarter, at least 100 interested clients will go through intake procedures for eligibility criteria, level of interest and will have formulated an individual service plan with training and technical assistance activities;

Outcome 3: By the end of year one, at least 80 participants will be provided entrepreneurship and business training including financial management training and risk management education;

Outcome 4: By the end of year one, at least 80 clients will be provided a basic business and marketing plan and began to negotiate for job orders;

Outcome 5: By the end of year one, at least 60 will be educated on the impact of concentration and globalization (production and/or marketing) and competition;

Outcome 6: By the end of year one, 40 clients will have obtained general excise tax licenses;

Outcome 7: By the end of year one, 40 clients will have been started sales;

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

Consistent with its vision, PGC is committed to providing highest quality services and being accountable to clients, constituents, funding sources, and the general public for its programs and the use of its resources. PGC programs are systematically planned and evaluated regularly in view of its program goals and objectives and meet the requirements for utilization of its services. The organization has a track record of providing quality services, training, and established systems. Evaluation methods have been employed for the purpose of quality assurance and evaluation of PGC programs include quantitative tools, e.g. pre/post quality surveys from clientele, statistical data review and analysis, and monitoring service records for timeliness and completeness; and qualitative tools such as staff and supervisory meetings to review caseloads, progress, and feedback.

Our vision for the “Job Creation through Business Development” project is to provide good quality, meaningful training services and other activities to best customize individual needs of clients that will generate lasting benefits for them.

In order to assure that PGC is providing the benefits above, the agency, while respecting the privacy and security rights of the clientele, develops a data collection system that allows the staff to document, update, track training activities and other assistance, efficiently generate quarterly and annual reports to the State offices, and provide effective monitoring of the entire project.

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.

Measurement of the project effectiveness can be done by measuring the accomplishment of the proposed goals as follows:

Outcome 1: By the end of the first quarter, we plan to reach at least 500 potential participants/clients with information about the project and the services available through this project. Outreach activities will have ended, participants selected, plot design established. Included in outreach efforts will be those prospective clients already on waiting list;

Outcome 2: By the end of second quarter, at least 100 interested clients will go through intake procedures for eligibility criteria, level of interest and will have formulated an individual service plan with training and technical assistance activities;

Outcome 3: By the end of year one, at least 80 participants will be provided entrepreneurship and business training including financial management training and risk management education;

Outcome 4: By the end of year one, at least 60 clients will be provided a basic business and marketing plan and began to negotiate for job orders;

Outcome 5: By the end of year one, at least 60 will be educated on the impact of concentration and globalization (production and/or marketing) and competition;

Outcome 6: By the end of year one, 40 clients will have obtained general excise tax licenses;

Outcome 7: By the end of year one, 40 clients will have been started sales and/or secured a job

III. Financial

Budget

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

Please see the enclosed budget forms.

2. *The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2018.*

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$50,000	\$50,000	\$50,000	\$42,086	\$192,086

3. *The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018.*

PGC might seek potential donations from institutions and agencies that support some of the JCTBD activities.

One fund-raising event in either Fall 2017 or Spring 2018 with the Pig & the Lady restaurant.

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.*

The Pacific Gateway Center has not applied for neither state nor federal tax credits.

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.*

Please see enclosed form 9 – list of government contracts and grants

6. *The applicant shall provide the balance of its unrestricted current assets as of December 31, 2016.*

The balance of unrestricted current assets as of December 31, 2016 is: \$723,558.99

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.

Since 1973, PGC has contracted with the State of Hawaii to serve low-income immigrants and refugees. PGC continues to actively work with community, state, and federal agencies to stimulate job creation in addition to agricultural and economic development.

Aside from assisting immigrants to start up their farming businesses, PGC also operates a continuous line of programs in the food industry including: a retail store, a certified kitchen incubator, and a food processing facility that offers 4 full kitchens, 4 baking kitchens and 4 processing kitchens. 56 jobs in total were created through the development and construction of the Lemongrass Café and retail store. 640 jobs were created through the construction of the kitchen incubators, located at Umi Street, Kalihi neighborhood where there has a high concentration of low-income and multi ethnic communities. The jobs generated from these two similar projects served low-income immigrants entering the workforce at a pay rate of \$12/hour. As most were on unemployment, the rate of transition to welfare was unknown. Both projects' major component entailed construction and were similar in design, combining strengths of the target population, tailored support services, and food, retail and economic development opportunities. The descriptions and positions created are explained below:

Kitchen and Retail Incubator Project: PGC constructed a certified kitchen facility in Kalihi and has managed it since 2003 for the access of many disadvantaged enterprises in the state. Three clients have written testimonials regarding their experience with the Culinary Business Incubator also known as the Kitchen Incubator or Certified Kitchen. PGC also renovated and opened a retail store in Chinatown in 2008. The project includes a café, restaurant and bar, and a kitchen incubator.

Lemongrass Café and Bar: The café restaurant provides breakfast, lunch, and limited dinner and catering with espresso and alcohol bar services to a professional crowd. The menu is supported in part by products and recipes from the incubator's culinary entrepreneurs. Since 2008 at least 150 employees have had the opportunity to work in a real restaurant environment catering to the working professional, and garner skill sets that accommodate roles. The majority of the jobs were housed in the kitchen, retail store, and restaurant and bar. The jobs include catering, sous chefs, line cooks, prep cooks, wait staff, bartenders, servers, cashiers, bussers, dishwashers, and support staff.

Retail Incubator: The retail section of the incubator serves to provide an outlet for those enterprises that do not have an outlet. Employees have the opportunity to work in a

professional retail environment catering to the working professional, and garner skill sets that accommodate the following positions: Manager, Shift Manager, Cashier, Promotion and Sales, and Stocking. In addition, PGC has retail vendors who would craft their items at home and bring them to PGC to market and retail them.

A total of 76 jobs have been created and filled through the project of five years. About 90% of the beneficiaries are from low-income communities, including immigrants, refugees, and victims of human trafficking. Through successful entrepreneurship management, 74 people have retained their jobs. Information regarding their benefits is unknown, as most of them are self-employed. The average starting wage for entry-level positions is \$8.50/hour. The objective of the project is to provide initial start-up support so that these businesses can grow and become self-sustainable. To that end, Lemongrass Café is now incubating another start-up restaurant called the Pig and the Lady as mentioned above. This new start-up has hired at least 12 low-income workers. Almost 100% of the individuals they have employed from low-income communities have successfully transitioned out of welfare and financial assistance to gainful and meaningful employment through the program.

Culinary Business Incubator: PGC constructed and remodeled a warehouse facility in Kalihi into the largest certified public kitchen in the nation in 2003. This kitchen has been rendered available for vendors and other small businesses to cook and sell products in the farmers market and other outlets. There are 12 kitchens within the facility, four full kitchens, four baking kitchen, two processing sites, and a bottling facility. PGC's certified kitchen has become a great resource for many vendors and small food production businesses who cannot afford access to a commercial kitchen that is certified by the State Department of Health. PGC provides this needed infrastructure to facilitate access to start-up micro businesses and stimulate the local economic development and job generation. A majority of the jobs created through the project are food related micro-enterprises. 624 businesses have been created since the project's inception in 2003. With PGC's assistance, these micro businesses are on their way to maintain their continued business success and economic stability. Because of the project's success, some of these businesses have graduated out of the PGC's certified kitchen and now already have their own kitchen facilities.

PGC's Experience in Business Development Assistance through Loan Programs

PGC has exercised leadership in providing need based service delivery to its target population for over 40 years. As a leader and front-runner in the design, implementation, and evaluation of economic development programs, PGC has established a track record of successfully reaching and mobilizing immigrant, refugee, and low-income communities. PGC started the first Microloan Program for Refugees in Hawai'i in the early 1990s. With its success in experimenting with peer-lending models, PGC expanded its Microloan Program with loan funds from the U.S. Small Business Administration (SBA) and the Bank of Hawai'i.

In 1998, PGC was awarded the SBA's New Markets Initiative Award for innovative microenterprise development initiatives. PGC has experimented with a comprehensive array of economic development program and continues to partner with a number of government agencies, philanthropic organizations, and institutions dedicated to similar goals to achieve its

mission. The resulting projects materialized into a diverse range of training and technical assistance activities to exploring innovative avenues for small business development.

Today, PGC is certified by the U.S. Treasury as a Community Development Financial Institution (CDFI) and Community Development Entity (CDE).

The following programs further demonstrate the diversity and depth of PGC's verifiable experience in providing meaningful employment creation services and economic development initiatives:

RED Manini Micro Loan Program, 1992 to present: PGC is the only SBA Intermediary Lender of micro loans in Hawai'i. The microloan program provides small business loans to Hawai'i's low-income residents. Through the Program, PGC provides loans up to \$35,000 for business startups or expansion. Annually, the program provides loans to a minimum of 20 entrepreneurs. The contracting agency is the U.S. Small Business Administration, Office of Procurement & Grants Management. During the past fiscal year, PGC managed \$228,510.40

Microenterprise Incubation and Training (MIT), 2000 – present: MIT is an economic development initiative for low-to-moderate income individuals residing on O'ahu and interested in starting a business. Annually, MIT provides training and technical assistance services to nearly 80 prospective business startups. As of today, MIT has successfully assisted with the start up of over 30 businesses creating 62 jobs. The project was funded by the City & County of Honolulu's Community Development Block Grant (CDBG) Program.

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.

PGC's main office at 723-C Umi Street in Kalihi Neighborhood

This is PGC's 2-story Culinary Business Incubator building. The ground floor houses 11 certified professional kitchens and a bottling facility. The second floor is equipped with computers for instructional purposes with a bank of 20 computers. These computers are IBM compatible, equipped with up-to-date Windows Professional operating system, Microsoft Office application and high-speed ADSL Internet access. Each has its own set of printers, scanners, and a high-resolution overhead projector for training purposes. Additionally, these workstations are networked via two servers. There are also private offices and multiple group conference areas available for training and intergenerational activities.

83 North King Street Building in downtown Honolulu

This is a three-story historic facility of over 10,200 square feet on a major public transportation arterial. This site has two meeting rooms that can accommodate 10-15 people and the dining area that is currently occupied by the Pig and the Lady restaurant. This site is fully equipped with wireless Internet connectivity and with machines for duplication, canning, color reproduction, LCD projector and screen.

All facilities presently occupied are American with Disabilities Act (ADA) compliant. All 2 sites have both professional and licensed architectural and engineering oversight to ensure ADA compliance.

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.

Dr. Tin Myaing Thein (.05 FTE), the project supervisor, has 30 years of administrative experience in programs both in the U.S. and overseas. She has implemented programs with budgets ranging from \$50,000 to \$50 million. Since 1977, she has worked with economic development and poverty alleviation programs. Dr. Thein worked with the Asian and Pacific Islander community representing the women of this community, as President Jimmy Carter's appointee to his Committee for Women in Washington D.C., and she has supervised employment, economic and training projects of PGC since 1990. Dr. Thein initiated the first peer groups lending project in Hawai'i and oversaw the SBA Intermediary Microloan Program. Dr. Myaing's responsibilities are: overall supervising the project development, implementation, and evaluation; ensure compliance with applicable laws and regulations; evaluate project components; submit financial and project reports to Office of Community Services; monitor project performance and provide mentorship. She will also be responsible for coordinating our partner agencies.

Najeda Paloto, Project Coordinator (.25FTE). She has a professional background in rural and economic development and environmental geography. She has extensive experience in project management and support small business development and expansion.

Lanh Nguyen, Case Manager 1 (.75 FTE) has an extensive experience in community planning and social services provision in Vietnam and Hawaii. She has an understanding of pressing issues facing low-income residents and other socially, economically, and politically disadvantaged populations. She received training in Community Development and Planning and Social Psychology disciplines. She has been working for international agencies, the non-profit sector, the public sector, and with communities as well as various business sectors on an array of economic development, social/planning matters. Lanh has worked with many low-income individuals, families, and small businesses, manufactories in apparel and garment industry in Hawaii, identified their experience, strengths, and needs for employment. She has established a network of employers in the apparel industry in the state and has built relationships with her low-income clients to help them access to employment opportunities through her facilitation and job coaching skills.

Nora Sisounthone, Case Manager 2 (.75 FTE): Bilingual Case Manager and a practicing farmer (vegetables, floral, and aquaponics) for the human trafficking victims. She has been a

professional in case management specializing in human trafficking cases and is fluent in Thai and Laotian, having received her law degree in Laos. Nora will be the liaison with the clients and will be the coordinator for farm business and trainings as well as marketing. Her responsibilities also include to assist the Project Supervisor in outreach and material production for outreach, training material preparation, interpretation, and translation.

Office Manager, Delta Repunte (.10 FTE) The Office Manager's responsibilities are: assist with preparation of reports and other document; prepare and/or assure the accurate preparation of purchase orders, travel reimbursement, expense claims, timesheets; assist in coordinating overall workflow; establish and assure maintenance of the project files and documentation system; assist the Project Coordinator and Outreach Specialist in training scheduling; and Perform general office functions and other duties as assigned. Delta speaks Cebano and Tagalog.

Bookkeeper, Renie Lindley (.10 FTE) As the accountant, Ms. Lindley's responsibilities are: balance accounts by reconciling entries; maintain records filling document; prepare financial reports by collecting, analyzing, and summarizing account information and trends; maintain a financial management system and procurement standards in accordance with the Federal, state, and legal requirements and enforce adherence to requirements; file reports, advise management on needed actions; contribute to team efforts by providing related data as needed.

Experience and qualification of ESL instructors: PGC has experienced ESL (English as a second language) instructors to assist the clients who face language barriers to gain English vocabulary and speaking and writing skills. Overcoming this language barrier is significant for the farm business owners to be confident to run business.

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.

Please see the attached Organizational Chart in the Appendix

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.

del
Executive Director: \$75,000

Deputy Director for Business Development: \$53,000

Office Manager: \$48,000

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 2017-18 the activity funded by the grant if the grant of this application is:

- (1) *Received by the applicant for fiscal year 2017-18, but*
- (2) *Not received by the applicant thereafter.*

PGC is always working towards increasing the number of sources of income for its programs by working to find new sources and creative ways to increase its current resources to sustain its programs.

In its effort to mobilize resources to sustain the proposed program activities beyond the fiscal year 2017-2018, PGC will adopt the following strategies:

(1) Supporting Developing Sewing Hui activities and Develop Sewing Hui to Become a Social Venture

PGC will use the same principles and experience that has adopted to run its acknowledged and well-known Culinary Business Incubator (certified commercial kitchen facility) over the past 15 years in the State. A designated case manager / coordinator will need to intensively reach out to the community for

support, e.g., donating assorted and other material, sewing machine, threads, and others for the seamstresses to make products for monthly sale event and sales via the e-commerce site. In the same time, the coordinator needs to seek customers to earn contracts for the seamstresses. The full-cost principle will be applied.

Training activities will be continuously implemented to meet the need of newly recruited clients beyond the project cycle (after June 30, 2018). These prospective clients will be asked to contribute to offset training fees that program will pay the trainer. All the donated assorted material and threads will be used for training to reduce training cost.

(2) Self-sufficiency for Chicken Feed and Fish Feed Production

It is in our plan to become self-reliant on feed production for our PGC chicken farms in Kunia and encourage local poultry farms to do the same. PGC has done some market research and realized a relatively high demand for chicken feed from the local poultry farms (As statistically recorded by the 2012 Census of Agriculture, there were around 93 broilers and other meat-type chicken farms that all had demand for feed.) These farms rely on one distribution company on Oahu that distributes feed for fish, chicken, birds and other animals in the State.

Costs associated to administration and outreach and training will be covered by PGC's fund-raising and grant-seeking efforts.

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, 2016.

Please see attached Certificate of Good Standing dated January 11, 2017.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: PACIFIC GATEWAY CENTER

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	76,861			
2. Payroll Taxes & Assessments	10,399			
3. Fringe Benefits	12,936			
TOTAL PERSONNEL COST	100,196			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	500			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	3,400			
5. Honoraria	4,800			
6. Supplies	9,400			
7. Telecommunication	300			
8. Utilities	3,000			
9. Registration fees	2,500			
10. Repair	1,000			
11. Consultant Contracts	20,000			
12. Mileage	3,164			
13. Indirect Costs	14,826			
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	62,890			
C. EQUIPMENT PURCHASES	29,000			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	192,086			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	192,086	Renie Lindley	808-851-7010	
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		<div style="background-color: black; width: 150px; height: 20px; display: inline-block;"></div> 1/20/17		
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	192,086	Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2017 to June 30, 2018

Applicant: PACIFIC GATEWAY CENTER

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	0.05	\$75,000.00	5.00%	\$ 3,750.00
Project Coordinator	0.25	\$53,000.00	25.00%	\$ 13,250.00
Case Manager & Project Assistant 1	0.75	\$40,000.00	75.00%	\$ 30,000.00
Case Manager & Project Assistant 2	0.75	\$28,081.00	75.00%	\$ 21,060.75
Office Manager	0.1	\$48,000.00	10.00%	\$ 4,800.00
Accountant	0.1	\$40,000.00	10.00%	\$ 4,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				76,860.75
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: PACIFIC GATEWAY CENTER

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
ECO-HMA Hammermill	2.00	\$6,000.00	\$ 12,000.00	
Eco-10 Pellet Mill	1	\$8,000.00	\$ 8,000.00	
Mixer	1	\$5,000.00	\$ 5,000.00	
Custom Dehydrator	1	\$1,000.00	\$ 1,000.00	
Fish Feed Pellet Processing Machine	1	\$2,000.00	\$ 2,000.00	
Food Shredder	1	\$1,000.00	\$ 1,000.00	
TOTAL	7		\$ 29,000.00	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

Applicant: PACIFIC GATEWAY CENTER

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: 2015-2016	FY: 2016-2017	FY:2017-2018	FY:2017-2018	FY:2018-2019	FY:2019-2020
PLANS	0	0				
LAND ACQUISITION	0	0				
DESIGN	0	0				
CONSTRUCTION	0	0				
EQUIPMENT	0	0				
TOTAL:	0	0				

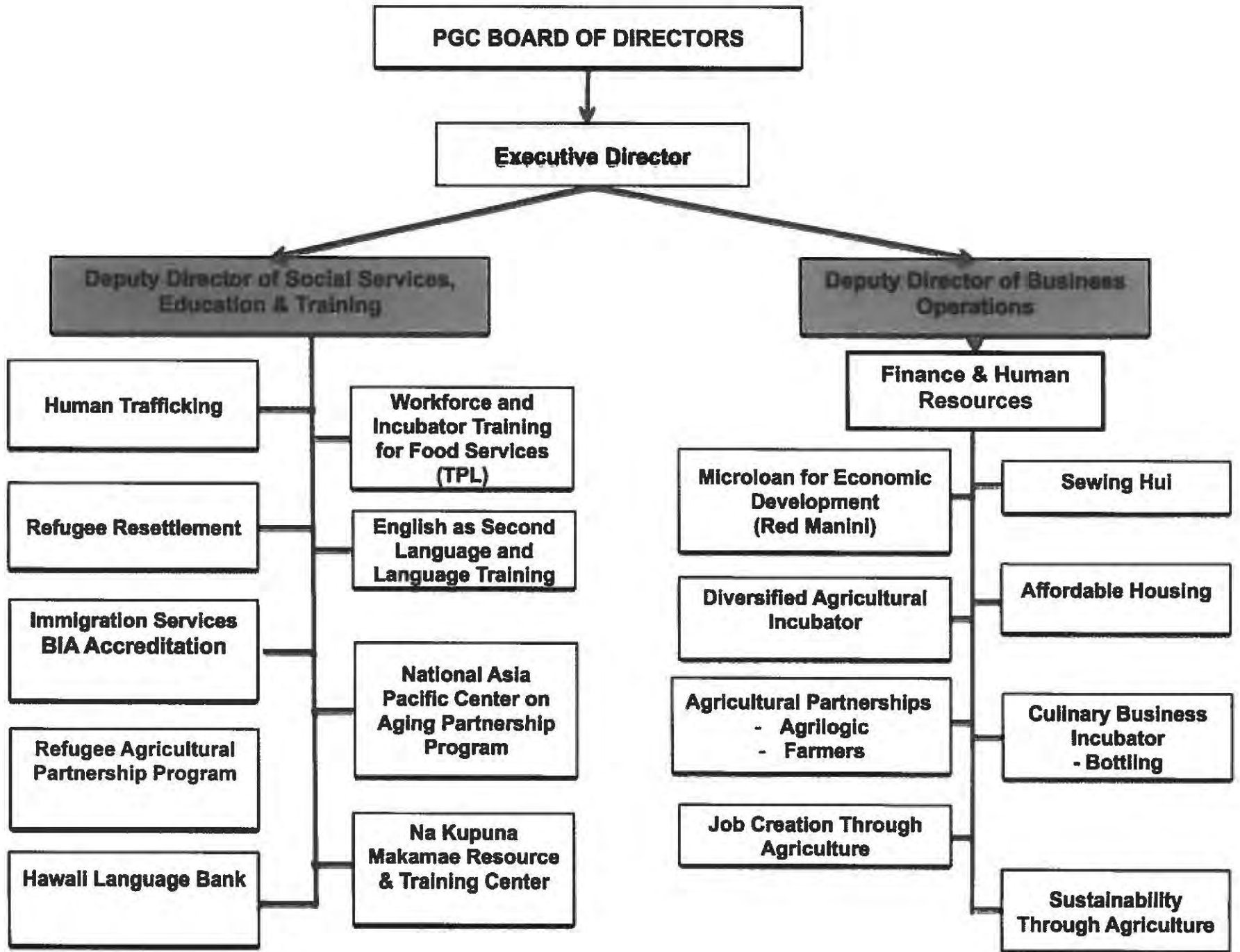
JUSTIFICATION/COMMENTS:

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: PACIFIC GATEWAY CENTER

Contracts Total: 1,938,792

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	NRCS Conservation Innovation Grant	2013-2015	USDA	U.S.	170,312
2	Kunia Farm Products / Lemongrass Café	2014-2017	GIA	Honolulu	250,000
3	Sustainability through Agriculture	2014-2019	DHHS	U.S.	730,659
4	Job Creation through Agriculture	2015-2018	CED	U.S.	787,821
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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

PACIFIC GATEWAY CENTER

was incorporated under the laws of Hawaii on 03/22/1984 ;
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 11, 2017

Catharine P. Awai-Cole

Director of Commerce and Consumer Affairs

Tin Myaing Thein, Ph.D

myaing2@pacificgatewaycenter.org | 808-851-7010

Dr. Tin Myaing Thein has over 30 years experience in community and economic development, administering and implementing programs for both national and international organizations. Born in Myanmar (Burma), Dr. Thein pursued global issues concerning the economic predicament of poverty alleviation. As an accomplished community organizer and researcher, she has designed and implemented community programs and conducted numerous projects dealing with rural education, women's issues, poverty alleviation, and community outreach. Moreover, Dr. Thein is a proven success in raising awareness for community-based issues. She is very knowledgeable in organization and program development and in the administration of small and large-scale community-based presentations and campaigns.

SELECTED PROFESSIONAL EXPERIENCE

Pacific Gateway Center, Honolulu, HI, 1997 – present Executive Director

Oversees community-based programs assisting immigrants, refugees, and low-income individuals succeed in their efforts to become economically and socially self-sufficient. PGC's programs include social service, employment and training, economic development and community building.

UNDP, Myanmar Participatory Rural Assessment Lead Trainer, 1993-1997

USAID Private Voluntary Organizations, **PVO Officer**, 1991-1993

Mutual Assistance Associations Center, Honolulu, HI, **Executive Director**, 1988-1991

Women in Developing (WID) Project, Honolulu, HI, **Consultant**, 1987-1990

Hawaiian Committee for Humanities, Honolulu, HI, **Project Director**, 1988

Child and Family Services, Honolulu, HI, **Director/Evaluator**, 1986-1987

American Association of University Women, Washington D.C., **Director**, 1982-1984

Asian/Pacific Women's Employment Project, San Diego, CA, **Project Director**, 1979-1980

University Research Corporation, **Project Director**, 1976-1979

EDUCATION

Ph.D./Medical Sociology/Columbia University, 1974

M.S./Public Health/University of Pittsburgh, 1967

B.S. /Microbiology/University of Hawaii at Manoa, 1966

B.A./Psychology/University of Rangoon, 1963

AWARDS AND COMMUNITY ACTIVITIES

City and County of Honolulu, CBDG/HOME Selection (HUD) Committee, 2013-present

Council of the City and County of Honolulu's Recognition, 2012, 2013, 2014

Advisory Committee on Language Access, 2012-2015

Past Trustee: Academy of the Pacific (private high school)

Past Trustee: Jackie Chan USA Foundation

President, Myanmar Association of Hawaii (2008-present)

Hokulele Award by Hawaii Community Foundation 2012

Woman of the Year, Soroptimist 2013

Star of Oceania Award, Pacific Business Center, University of Hawaii 2014

NAJEDA L. PATOLO
Pacific Gateway Center
723-C Umi Street, Hon, HI 96819
najeda@pacificgatewaycenter.org

PROFESSIONAL EXPERIENCE

- 8/16 - **Deputy Director for Business Development, Pacific Gateway Center**
Monitor and oversee all social enterprises programs at PGC. In charge of business plan development and provide technical assistance to business start-up and business expansion. Provide grant writing, program design, other grant-seeking, program implementation and supervision as assigned
- 6/15 – 7/16 **Project Manager, Rural Family Health Project (RFHP)**
U.S. Peace Corps Volunteer, Health Sector, Corozal, Belize
Provides grant writing, program design, other grant-seeking, implementation and coordination. Co-created, secured funding and manages CROP (Caledonia Rural Organic Program), a women's organic farm business, technical assistance, financial management and nutrition program in partnership with the Belize Ministry of Agriculture and the Department of Youth Services. Activities include coordinating and implementing workshops on organic farm techniques, produce marketing, business management, accounting and record keeping. Also direct a second project involving a village health team comprised of host country nationals, community health workers, youth group members and farmers. Pending grant proposals: Peace Corps Partnerships Program (PCPP) and World Connect. **Committees and Peace Corps**
- 1/14- 5/15 **Lecturer, Dept. of Physical and Earth Sciences, Jacksonville State University (JSU), Jacksonville, AL.**
Courses taught: Human (Social) Geography; World Regional Geography. Awarded departmental funding to develop the JSU Water Quality Monitoring Program through organizing Alabama Water Watch (2013-14-15). Designed an effective grant writing and marketing campaign, which led to an expansion of activities and significant print media publicity. Created and managed the Geospatial Analysis Internship Program, which involved geocaching, trail building, created budget, financial reporting methods, financial management and map creation relating land use and non-point pollution source for agriculture.
- 2011-13 **Research Specialist and Grant Writer, The Meadows Center for Water and the Environment, San Marcos, Texas**
Responsibilities included grant writing, project design, environmental and economic sustainability issues, public outreach and media campaigns, scientific and editorial writing, water resource policy research, and website maintenance. Used Raiser's Edge Fundraising Software to better manage and tracking of funds raised from donors.
- 4-10/12 **Coastal Community Resilience Specialist with the Government Partnerships Program, Large Marine Ecosystem United Nations Industrial Development Organization (UNIDO), Gulf of Mexico**
Awarded funds for a Bi-national workshop. Was the co-creator and events manager

(USA and Mexico Gulf Coast region), Coastal Community Resilience and Climate Change Adaptation Workshop (Tabasco, Mexico 2012).

5-8/11 **Assistant to the Coordinator, Kava Bowl Ocean Summit, Honolulu Hawai'i hosted by Okeanos Foundation-For-the Sea, Darmstadt, including Sweden Germany, and the East-West Center, Honolulu, Hi.**

Assisted in handling logistics, protocol for Global leaders, assisted with financial tracking and oversight, for a unique conference hosting 80 global leaders from Sweden to Singapore who came to discuss and strategize on how to ameliorate pressing ocean and coastal conservation issues.

EDUCATION

May 2012 M.S., Geography, Texas State University, San Marcos, TX
Research focus: climate change/variability
Recipient: 2011-2012 Graduate College Scholarship

May 2008 B.A., Theater, Trinity College, Hartford, CT
Focus: Performance perceptions, screen/play writing, narratives.
Recipient: Longwalk Scholar (2006-08) Merit Scholar (2004-06)

- 5-8/07 **American University-Washington Semester**

Transforming Communities Seminar (Washington, D.C.) *Focus:*
Community planning, socio-economic policy reform studies.

TECHNOLOGY SKILLS

Microsoft Software package:

ESRI: ArcGIS v9.2-10.

Adobe: Adobe Technical Communications Suite, Adobe Publisher, Adobe InDesign (some experience), Adobe Acrobat Professional, Adobe Photoshop.

Social networking: Twitter, Facebook, Instagram.

Other: Constant Contact (some experience), Raiser's Edge Fundraising Software, TRACS, SPSS, Google Mail (Gmail), Calendar, Sites, and Analytics,

Websites and blogging: WordPress, Weebly, Squarespace,

Administration: Banner system, EASY system, SAP Business Management, TRACS, GATO, Blackboard. Proficient in Mac and PC

VOLUNTEER ACTIVITIES

2011-13: Association for Women in Science, Central Texas Chapter

2013-15: Alabama Water Watch (training coordinator, water chemistry, bacteriological sampling, community education) Certified trainer: bacteriological and water chemistry

2014-15: Central Food Bank of Alabama, Tarrant County Mobile Unit nutrition planning; improving outreach efforts for Spanish-speaking patrons

2015: Alabama Parks Partners - #SaveOurStateParks movement. PSA creation, social media organization, media liaison, marketing and grassroots organization.

Nora Sisounthone
P.O. Box 588
Kahuku, HI 96731
(808) 853-9236

Work Experience:

Aug. 2010 – Present: Bilingual case manager at Pacific Gateway Center in Refugee Program.

Duties: Contact clients, intake, need assessment, work plan. Working mainly with Thai Trafficking Victims and their deriving family members. Referral adults to ESL and work training program. Providing supportive counseling and social adjustments. Register children to public school. Help clients with their social security, state ID and medical card application. Provide transportation as needed

Case manager for Outreach Assistance for Socially Disadvantaged Farmers and Ranchers Competitive Grant Program (OTTUS). On going meeting with individuals and small groups to deliver the goal and objective4s of OTTUS project. Case management also provided and support counseling as needed.

1994 – Present: Started Lao Aqua Farm in Waianae, raised Chinese cat fish and sun fish. Spawn my own Chinese cat fish fingerlings and helped other community members to start up their own backyard aquaculture.

Sept. 1991 – Feb. 2008 Bilingual case manager for children and adult mental health at Susannah Wesley Community Center. Case load is 30 – 35 clients monthly. Intake, need assessment and goal for clients and parents to achieve their goals. Attending IEP in school and work closely with parents to provide them with assistance and needs in the home. Work with teacher and client to achieve their academic goals. Needs assessment, long term and short term goal to be accomplished. Meeting with clients as needed, can be weekly or bi-monthly depend on their level of needs. Help clients to apply for DHS, social security supplement, housing, etc....advocate for client's rights and good service when referred them out, follow up on their services as needed

1984 -1990 Working part time in several non profit organization, mainly case management for Laotian refugees that settled in Hawaii. Assisted in finding them housing, helped them to apply for social security card, state ID, DHS benefits, register their children for school, translation in parents-teacher conferences, acculturation training, social skill adjustment and new culture and laws in USA.

Education: Graduated from Law School in Laos and Administrator Law in 1973.

Bookkeeping in 1974. Case managements training during working period at Susannah Wesley Community Center in 17 years experience. Training at UH Extension for cat fish, spawning, raising for food. The training lasted 6 months, and it included building up fish tanks, food safety, and marketing.

LANH NGUYEN, PH.D.

2621 Nakookoo Street, Honolulu, Hawaii 96819
808-386-3574 | lanh@hawaii.edu

Lanh Nguyen has an extensive experience in the fields of community planning and social services provision in Vietnam and Hawaii, USA. She has an understanding of pressing issues facing low-income residents and other socially, economically, and politically disadvantaged and vulnerable population segments. He has received training in Planning and Psychology disciplines. She has been working for international agencies, the non-profit sector, the public sector, and with communities as well as various business sectors on an array of economic development, social/planning matters.

EDUCATION

Ph.D./Urban and Regional Planning/University of Hawaii, 2015
MA/Psychology/National University of Hanoi, Vietnam, 2002
BA/Psychology/National University of Hanoi, Vietnam, 1998

WORK EXPERIENCE

Pacific Gateway Center, Program Coordinator/Kokua Representative, Hawaii, 2014-present
Hanoi National University of Education, Center for Psychology and Age Group Physiology, Researcher, Hanoi, Vietnam, 2004-2005
National Institute for Educational Science, Ministry of Education and Training, Center for Psychology and Age Group Physiology, Researcher, Hanoi, Vietnam, 2002-2004
PLAN International, Consultant, Hanoi, Vietnam 1998-2000.

SKILLS

Software: SPSS, NVIVO
Language: Vietnamese (Native), English (proficiency),
Others: Facilitation, Mediation
Compassionate, powerful listening and effective working with neutrality in working with vulnerable and economically and socially disadvantaged groups such as immigrations, refugees, human trafficking victims, street children.

REFERENCE: Upon request

Renie Wong Lindley

P.O. Box 765, Haleiwa, Hi 96712

(808) 783-7577

renie.lindley@yahoo.com

EDUCATION:

- 1965 B.A. cum laude (Music and Fine Arts)
 OBERLIN COLLEGE, Oberlin, OH
- 1982 M.M. magna cum laude (Violin Performance)
 SAN FRANCISCO STATE UNIVERSITY, San Francisco, CA

CREDENTIALS:

- 1970 California State Elementary Teaching Credential (Life)

EXPERIENCE--ACCOUNTING

- During the 1970's and 80's I performed bookkeeping and accounting tasks for a number of different types of firms. Back then, everything was done manually with the double-entry accounting method.

1972-76 Double entry bookkeeping, payroll accounting and reporting, bank reconciliations for small businesses such as landscape contractors, cottage industry factories, distributors, restaurants, retail shops (California)

1976-78 Through employment with AccountTemps, international payroll accounting and reporting, multiple bank reconciliations for large corporations

1979-80 Accountant assistant to CPA. Personal and corporate income tax returns (Florida)

1980-84 Bookkeeper/assistant Accountant to Engineering firm with multi-million dollar contracts with the military (California)

- Returning to bookkeeping/accounting work after more than 20 years employed as a professional musician and music teacher, I learned QuickBooks for nonprofits and electronic reporting and filing systems.

2012-13 Hawai'i Peace & Justice: QuickBooks posting and financial statement reporting, bank reconciliations, payroll and payroll returns, G.E.T. returns, budget and grant financial tracking, prepare IRS 990EZ

2013-14 Gay Men's Chorus of Honolulu: all of above, plus guided the non-profit through an audit by the Hawai'i Unemployment Insurance Dept.

2012-14 The Interfaith Alliance of Hawai'i: Treasurer, QuickBooks posting, budget and other necessary reports

2014-present Pacific Gateway Center, a non-profit corporation with multiple Federal, State and local Grants: Lead Accountant; QuickBooks tracking over multiple projects, Accounts Payable, supervisor to Accounts Receivable accounting staff, prepare Federal Grant reports, prepare financial statements to the Board of Directors and for Auditors. (See job description.)

DELTA R. REPUNTE

1927 Eluwene Street

Honolulu, HI 96819

Phone: (808) 847-1456

Email: delta@pacificgatewaycenter.org

Experience

1989 - Present Pacific Gateway Center Honolulu, Hawaii
Front Office Manager

- Primary greeter to walk-in clients, answers telephone and directs clients to appropriate staff for service
- Assists clients in filling out forms for immigration and naturalization welfare benefits purposes
- Serves as translator and interpreter for Hawaii Language Bank program
- Serves as Center's main Notary Public
- Maintains contracts and office files
- Was a proctor for ETS Citizenship Exams for PGC, and was a photography and fingerprint clerk for PGC in 1990s.
- Coordinates projects as assigned
- Prepares/records deposits for all cash and checks received
- Provides clerical back-up support for ED, Fiscal Officer and other co workers
- Performs other duties as assigned

1988 – 1989 Brandy Signs Honolulu, Hawaii
Office Clerk

- Typing, Filing, preparing and balancing purchase requisitions and bids; ordering and receiving merchandises, telephone contact

1979 – 1987 Dona Carmen National High School Davao City, Philippines
Secondary Classroom Teacher

- Classroom Advisor, taught Mathematics subjects
- Accomplished and submitted school forms and reports on time
- Supervised students and parents in community projects and fundraising activities

Education

1968 St. Peter's College Davao City, Philippines

- Graduated with a degree in Education

1964 Davao Central College Davao City, Philippines

- Finished the four-year high school course

Certification

1969

- Passed the Philippine National Teachers Board Examination

Honors and Awards

- Experimental Teacher in the Nationwide Try-Out Teacher for Curriculum Materials for High School Mathematics (1975)
- Science Scholar for National Science Development Board (NSDB), Ateneo de Davao University (Summer 1976)
- Awarded Certificate of Recognition for encouraging student participants in the improvement of statistical data in development planning

Language spoken

English, Tagalog and Visayan (Cebuano)



January 17, 2017

Dr. Tin Myaing Thein
Executive Director
Pacific Gateway Center
723C Umi Street
Honolulu, Hawaii 96819

Re: Letter of Support for the Job Creation Through Textile Industry Project

Dear Dr. Thein:

Oahu WorkLinks offers its support and commitment to the Pacific Gateway Center (PGC)'s "Job Creation Through Textile Industry" project. As a well-established community-based organization that has been promoting economic self-sufficiency among low-income residents through innovative micro-enterprise and employment promotion programs for the past few decades, PGC is fully poised to implement this project.

Oahu WorkLinks is a system of American Job Centers that provides workforce information and employment services for workers and employers, information on unemployment benefits and links to other related social services. Through this partnership of cooperating agencies, organizations and private businesses, businesses and job seekers alike can connect to essential employment-related resources. With funding from the Workforce Innovation and Opportunity Act and other sources, Oahu WorkLinks will provide referrals, work readiness or occupational training services, and job placement resources to low-income residents in our partnerships with the Pacific Gateway Center.

We see the Job Creation Through Textile Industry project as an excellent opportunity for low-income residents who are seeking barrier reduction and gainful employment to become self-reliant. We look forward to working with the Pacific Gateway Center.

Sincerely,

A solid black rectangular box redacting the signature of Rolanse Crisafulli.

Rolanse Crisafulli, Administrator
WorkHawaii/Oahu Worklinks



Bodhi Tree Dharma Center
Dao Trang Bo De
654A North Judd Street, Honolulu, HI 96817

January 19, 2017

Dr. Tin Myaing Thein
Executive Director
Pacific Gateway Center
723-C Umi Street
Honolulu, HI 96819

Subject: Job Creation Through Business Development

Dear Dr. Myaing,

The Bodhi Tree Meditation Center is pleased to provide our support for your proposed project entitled, Job Creation through Business Development, to assist socially and economically disadvantaged individuals who desire to participate in the labor forces and or run a small business in the textile industry and local agricultural production in the state of Hawaii.

Our Center has become a home for many varied ethnic people such as Burmese, Laotian, Vietnamese, and Thai immigrants as well as other Micronesians who weekly visit to seek peacefulness and relaxation through meditation and learn about the art of living healthily. Since many of our visitors are deeply connected to their respective community in the state, we are happy to assist Pacific Gateway Center staff members with dissemination information on your program at our weekly and monthly events. We also can refer prospective clients to your proposed program.

We wish you much success in this project and the project shows potential positive contributions to the development of self-sufficiency for various ethnic communities in Hawaii

With Aloha,

Margery K. Hamai
Bodhi Tree Meditation Center
654 A North Judd Street
Honolulu, Hawaii 96817
Phone: 808-537-1171
E-mail: dbodhitree@gmail.com

FRUIT AND VEGETABLE CHIPS

The fruit and vegetable chips have been featured on a local restaurant business plan. Banana chips are supplied by The Pig and The Lady restaurant in downtown Honolulu and received great comments and reflections from the restaurant's customers. Please view the url below:

<http://thepigandthelady.com/thepigandthelady/2013/11/12/first-weeks-menu-announcement-grand-opening-tomorrow-no-blaisdell-kailua-this-week-but-back-at-kcc-this-saturday-other-restaurant-news>

The banana chips have also been featured on the social media of the Hawaii Kai Farmers Market on Oahu. Visit the Hawaii Kai Farmers Market at: <https://www.facebook.com/pages/Hawaii-Kai-Farmers-Market/145153388900979> to view the banana chips of the farms.



Image 1: A basket of two banana chips packed and labeled by Pacific Gateway Center. Photo by Barry Villamil | barry@mypearlicity.com

The PGC chip products are also featured by other local farmers – The Unabia’s – at Nalo Farms Leeward Farmer’s Market in November 2013. Please view:

<http://www.mypearlcity.com/story/community/nalo-farms-leeward-farmers-market-business-week-pacific-gateway-center-noah-and-sach>

Below is a picture of The Unabia’s – Sachiko and Noah Unabia – standing by a table with the Pacific Gateway Center farms’ chip products.



Photo by Barry Villamil | barry@mypearlcity.com

List of people interested in making Chips

Green Banana Chips:	Sopha Nuan Bunma	Kunia, Hawaii	Sopha Nuan Bunma
	Somtian Arsanok	Kunia, Hawaii	Somtian Arsanok
Ripe Banana Chips:	Pattarawat Ratcham	Kunia, Hawaii	Pattarawat Ratcham
	Sisiwimol Panhaphon	Kunia, Hawaii	Sisiwimol Panhaphon
	Malaiwan Khotkham	Kunia, Hawaii	Malaiwan Khotkham
Taro Chips:	Suphat Suephang	Kunia, Hawaii	Suphat Suephang
	Lai Na Ubon	Kunia, Hawaii	Lai Na Ubon
	Thongkhan Sila	Kunia, Hawaii	Thongkhan Sila
Ulu Chips:	Duangchai Promsit	Kunia, Hawaii	Duangchai Promsit
	Maneerat Vongcammar	Kunia, Hawaii	Maneerat Vongcammar

WHOLE FOODS HAWAII PRODUCE WISH LIST

PRODUCT	ORGANIC (OG)	CONVENTIONAL (CV)	HIGH TONNAGE	SPECIALTY ITEMS	\$1/lb	\$1-2/lb	\$2-3/lb	over \$3/lb
Apples	✓	✓	✓			✓		
Artichokes	✓	✓		✓			✓	
Asparagus	✓		✓					✓
Baby Broccoli	✓			✓			✓	
Beans (green, wax, dried, etc)	✓	✓					✓	
Belgian Endive	✓			✓				✓
Berries (all varieties)	✓	✓	✓				✓	✓
Broccoli	✓	✓	✓			✓		
Brussel Sprouts	✓	✓		✓			✓	
Cabbage (Red, Green)	✓		✓		✓			
Cauliflower	✓	✓	✓			✓		
Celery	✓	✓	✓			✓		
Corn (non GMO)	✓	✓	✓			✓		
Garlic	✓	✓		✓				✓
Grapefruit	✓	✓		✓		✓		
Grapes (all varieties)	✓	✓	✓				✓	
Jicama	✓	✓				✓		
Melons (other than watermelon)	✓		✓		✓			
Onions (Red & White)	✓	✓		✓	✓			
Onions (Yellow)	✓		✓			✓		
Parsley (Curly, Italian)	✓		✓					✓
Peas, Snap & Sno	✓	✓		✓				✓
Peppers, Bell (not green)	✓	✓	✓				✓	
Peppers, Hot (all varieties)	✓	✓		✓		✓		
Potatoes (red, russet, gold)	✓	✓	✓		✓			
Potatoes (purple, fingerling, etc)	✓	✓		✓			✓	
Radicchio	✓	✓		✓				✓
Rhubarb	✓	✓		✓			✓	
Shallots	✓			✓				✓
Spinach	✓	✓	✓	✓		✓		✓
Squash (Hard Winter)	✓	✓	✓			✓		
Stone Fruit (all varieties)	✓	✓	✓			✓	✓	
Tomatoes	✓		✓				✓	
Watermelon	✓				✓			
Yams (Garnet, Jewel)	✓	✓	✓			✓		

LIST OF PROSPECTIVE SEWING MISTRESSES

No	Full Name	Address	Sewing Start Year	Sewing skills	Full/Partime	Car or Bus	Signature
1.	Eulalia Onopo	1614 - VIOLET St. Hon HI 96819	1970	skirt dress	Full Time	Bus	
2.	Pipiana Defang	1140 Inia Pl. Pearl City 96782	1970	pant shirt mumu	Full Time	Car	
3.	Melisa Frank	1140 Inia Pl. Pearl City, HI 96782	1970	dress, shirt skirt	Full Time	Bus	
4.	Innocencia Peter	1475 Linapuna St. Hon. HI	1970	Any Kind	Full Time	Bus	
5.	Erna Lippwe	Mayor Wrights	1970	skirt/mumu	Full Time	Bus	
6.	Serena Natan	1416 2nd St. Pearl City	1982	mumu shirt skirt	Full Time	car	
7.	Akosiame Lorenz	1113 2nd St. Pearl City	1982	skirt mumu	Full Time	Car	
8.	Santely Santos	Kukui Garden	1982	skirt	Full Time	car	
9.	Fergat Kom	Mayor Wrights	1982	skirt	Full Time	car	
10.	Manoia Farata	Kam IV	1982	mumu, shirt skirt	Full Time	car	
11.	Marcy Koru	1475 Linapuna St. Hon	1982	ALL	Full Time	car	
12.	Renny Thomas	651 N. Kukui St. Apt 4C Hon. 96817	1988	mumu skirt	Full Time	car	
13.	Akaminta Shoray	651 N. Kukui St. Apt 4C Hon. 96817	1988	mumu skirt	Full Time	car	
14.	Lerrina Jeff	630 N. Kukui St Apt 39A 96817	1988	mumu skirt	Full time	Car	
15.	Joslin Carlo	7330 Kinoo St Apt. 110 96814	1988	mumu skirt	full time	Car	
16.	Mizako Bulako	630 N. Kukui St	1988	mumu skirt	full time	Car	
17.	Agnes Hill	5140 Kamehameha Yd Hon. 96818	1970	mumu skirt	full time	Car	

LIST OF PROSPECTIVE S.L.M. MISTRESSES

No	Full Name	Address	Swing Start Year	Sewing skills	Full/Parttime	Car or Bus	Signature
18	Tata Bossy	Kam IV	1990	mum	Full	Bus	
19	Saeko Loket	Wangank	1990	mum	Full	car	
20	Lizke Harper	Wangank	1983	skirt/mum	Full	car	
21	Joane Briza	Wangank	1990	skirt	Full	Bus	
22	Onpa Onand KPT		1990	skirt	Full	Bus	
23	Bekko Maksey KPT		2007	skirt	Full	Bus	
24	Lynett Kolob	KPT	2007	skirt	Full	Bus	
25	Daisy Robert	1140 Imin Pli Pearl City, HI 96787	2007	skirt	Full	Car	
26	Angely Briss	1140 Imin Pli Pearl City, HI 96782	2007	skirt	Full	Car	
27	Sentora Sam	UKA	2007	skirt	Full	Car	
28	hotaria Defand	Wanana	2007	mum skirt	Full	Car	
29	Jacklyn Defon	ALAVA	2007	mum	Full	Car	
30	Linda Sari	Kam IV	1980	shirt/mum	Full	Car	
31	Kenny Sos	Kam IV	1980	shirt/mum	Full	Car	
32	Onpa Kintore	Kam IV	1980	skirt/mum	Full	Car	
33	Mercy Fanta	KPT	1984	dress, shirt, skirt	Full	Car	
34	Angely OnD	KPT	1960	mum	Full	Car	

PACIFIC GATEWAY CENTER SEWING HUI PROJECT



Seamstresses are learning how to use industrial sewing machines to make Chuukese Skirts and MuuMuus



Volunteer is teaching seamstresses about the sewing techniques



Teaching the use of industrial machines and sewing techniques.



Community empowerment: Vietnamese sewing contractor volunteering to teach sewing techniques



A seamstress is working with the
Program Coordinator



Empowering a disabled seamstress in the program



The Program Coordinator also learning to fix the sewing machine to support the program



The seamstress is now learning to make a blanket
with the Program Coordinator



The final products: skirts and muumuus handmade by seamstresses ready to be marketed and sold



The Coordinator marketing products at the first fundraising event for the Sewing Hui at Blaisdell Park



Fundraiser at Blaisdell Park that netted over \$1,000!



A proud graduate of the Basic Sewing Skills class of the
Sewing Hui Project

