

House District \_\_\_26\_\_\_

Senate District \_\_\_13\_\_\_

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

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

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

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

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dbas: PACIFIC GATEWAY CENTER

Street Address: 723-C UMI STREET, HONOLULU, HI 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](mailto: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:

"Senior Moments"

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 198,010

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

01/20/2017  
DATE SIGNED



RECEIVED  
1/20/17

## 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

Pacific Gateway Center (PGC), a non-profit organization, has extensive experience in community programs, established and maintained excellent track record of successfully accomplishing projects with Federal, State, City and private funding over its 40 years of operation. PGC has the experience and bi-lingual staff capacity to administer and implement programs to support socially disadvantaged population with various social services, training and collaboration with various partners. Our mission's focus on immigrants, refugees, and low-income subsumes a very broad demographic of Hawaii's residents, and inherent in our initiatives are both education and training to build skills, broaden awareness and to impact new ideas and concepts that rebuilds lives and/or transforms thinking about one's future. PGC's community outreach extends to the State of Hawaii but especially the island of Oahu where 80% of the population resides. The most exciting aging related project for PGC is the renovation of the Old Pump Station in Kakaako to house programs for the Kupuna.

**Management:** PGC is led by a highly-respected management team, with oversight by an advisory committee which includes the Executive Director, with extensive management experience for over 30 years and, the Deputy Director who has extensive experience in training and working with venerable populations. This project is supervised by the Program Coordinator and will be implemented by motivated and experienced staff with recognized capabilities in project management, implementation, and evaluation. This core team will be assisted by consultants such as well-known personalities, certified nurses, local musicians/artists, and their networks.

**Financial Capacity:** PGC's revenues are generated and funded by contracts, grants, loans, private donors, and fee for services. Generally, the agency has established and maintained record of finance according to the Generally Accepted Accounting Principles (GAAP). The net assets at the end of the year for fiscal years 2011 and 2012 were \$14,572,510, \$14,448,367, respectively. The agency has been maintaining a positive cash flow. Certified Public Accountants (CPA)

audits the financial statements for conformity with generally accepted accounting principles conducted in accordance with Government Auditing Standards and shows that PGC has been financially sound.

**PGC's Established Collaborations and Networks**

PGC has numerous networks that work in unison with the agency to realize its mission and achieve the shared goals. PGC has an ongoing relationship with KNDI Radio Station, who reaches a vast audience of multiple ethnic communities, KFIVE and Olelo TV. PGC is a member of the InterAgency Council that serves people of low-income, immigrants and refugees. PGC has made contacts with other senior centers on Oahu to gather information and to tailor the programs of Nakupuna Makamae. PGC has a network of collaborators among high schools and educational intuitions, including the East-West Center, the Pacific Center for the Pacific of the University of Hawaii. PGC has a long and close working relationship with the University of Hawaii (UH) and K-12 schools. These agencies help guide the management of PGC and its project implementation. PGC is also supported by the Innovative Center, a State Agency that provides technical assistance in project implementation. PGC works closely with independent auditors that audit the organization for financial viability and program management.

Through the work on Kupuna Power and Throwback to Giveback, PGC has made inroads for collaboration with the stakeholders and participants in the Kupuna Power with Marlene Sai, reaching out to the needed talent in the entertainment and radio community. PGC also heads the coalition of Rescue and Restore made up of organizations that work on Human Trafficking issues.

PGC's outreach to the underserved and disadvantaged population segments is exemplary in that it uses innovative and creative means of outreach through a collaborative network of ethnic organizations, churches, monasteries, ethnic and regular radio, newspapers, PGC's website and social media.

2. **The Goals and Objectives Related to the Request**

The goals of the proposed project are influenced by the Hawaii State Plan on Aging 2015-2017 which emphasize maximizing opportunities for seniors to age well, remain active and enjoy quality lives engaging in their communities and forging strategic partnerships and alliances that give impetus to meeting the greatest challenges of the aging population.

***The Program Goal***

The overarching goal related to this request is providing an enhanced quality of life for the seniors in the State of Hawaii. To achieve this goal, PGC will organize and implement a series of activities with a focus on mind, body and spirit. This concept was influenced by a like-minded senior center in the mainland:

- (i) Conducting a series of intergenerational activities, which involve interactions between our seniors and younger generations. Specifically, basic computer literacy training and other activities that emphasize healthy mind, body, and spirit will be organized during the grant periods. For examples: games, cultural sharing, movie nights and discussions, walking together for fitness, gardening, outdoor games, arts and crafts, storytelling, reading stories, sharing life experiences, wisdoms, and lessons.
- (ii) Be able to conduct outreach awareness to Seniors through mass media (Radio & TV spots) on topics such as social and technological topics that are relevant to the interests of our seniors, such as elderly abuse and violence, identity theft through the well-known personalities in the community.
- (iii) Conducting Kūpuna Power (KP) series to provide update information and resources for seniors on healthcare, insurance available at the City, State, and even Federal levels. In addition, scams, are also discussed with and disseminated to seniors. This information dissemination and resource sharing will be accompanied with physical exercises and entertainments provided by well-known local artists at a location on the island of Oahu.

### ***The Program Objectives***

Objective 1: By the end of the project's first year (June 30, 2018), Kūpuna Power activities will have benefited at least 500 seniors directly and thousands of other residents across Oahu.

Objective 2: By the end of the project's first year (June 30, 2018), we will reach at least 10,000 seniors through mass media (TV and Radio spots) in English and other ethnic languages with tips of the day for survival through aging at home and enjoyment of their remaining years enhancing their quality of life.

Objective 3: By the end of the project's first year (June 30, 2018), up to 100-150 interested seniors will have been placed in classes focusing on basic computer literacy and technology usage for information searching, cyber space safety, and entertainment.

### **3. The Public Purpose and Need to be Served**

Hawai'i's population is currently about 1.4 million people and our state is the most ethnically diverse state in the nation. Seventy percent or approximately 900,000 live on the island of O'ahu (City and County of Honolulu) with ethnic groups proportions as follows: 25% are Caucasians; 13.6% are Japanese; 14% are Filipinos; 9% are Hawaiian/part-Hawaiian; 4% are Chinese and 23% of mixed ancestry of two or more heritages. Collectively, the Asians comprise 38.1% of Hawai'i's total population among them are those that arrived in at the end of the Vietnam war and even though smaller in number, these Southeast Asian

populations are experiencing similar challenges of taking care of their seniors. In addition, Pacific Islanders from Micronesian nations are experiencing the same challenges. Inherent in this multi-ethnic and multicultural aspect of our state's population is a difference in patterns of thinking and norms related to family support traditions and ways of thinking about eldercare.

According to the 2014 census data, the persons who are 65 years and over, comprise almost 16% of the population of Oahu. Within the immigrant and refugee communities, some seniors from these groups are fortunate enough to live with their children and grandchildren who care for them. However, many others are not as fortunate so they have to navigate their day-to-day needs by themselves or rely on volunteers such as Meals on Wheels to help with their daily meals. By 2020, 25% of the population in Hawaii will be 60 years or older. Services for the aging population is imperative. By 2030, seniors will comprise almost 30% of Hawaii's population, a 310% increase from 1980-2035. About 40,000 kūpuna will need long-term care in 2030 and with only 12,000 current spaces available in nursing and residential care homes, thus caring for kūpuna at home must be a viable option to meet increasing needs. Research validates better health outcomes and appreciable cost savings to those who age at home. 90% of seniors wish to age in place meaning they wish to remain at home. Aging in place is so relevant that a key goal in Hawaii's State Plan on Aging 2011–2015 is to *empower older adults to remain in their homes with a quality of life for as long as possible . . . including supports for family caregivers.*

**4. Description of the Target Population to Be Served**

The ultimate target population of this Project will be those residents of the State of Hawaii who are 60 years and older and including those of the immigrant and ethnic groups given the multiethnic diversity of our island. The intermediary targets are potential home care workers who are interested in serving the aging population and family caregivers.

**5. Description of the Geographic Coverage**

Services are provided to residents of the State of Hawaii. Most the direct beneficiaries are residents throughout Oahu where 80% of the population of the State lives because all the project sites are located in the heart of Kakaako, downtown Honolulu, and Kalihi.

**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.*

## 1. The Scope of Work, Tasks and Responsibilities

### *Empower Seniors via Kūpuna<sup>1</sup> Power (KP) Activities:*

This activity is implemented statewide in this proposed program. Kūpuna Power is a state of mind, self determination that one elder has the authority over how his/her life will be lived, where and with whom. This activity provides our kūpuna information, resources needed for their support and for them to make decisions and actions, so that they will find their power and become self-advocates. The activity emphasizes:

- Choice,
- Relationships: treasured, nurtured, and protected,
- Contribution to Community: the giving of oneself that helps establish a sense of belonging and identity,
- Dignity and Respect: all people have the inherent right to be treated with dignity and to be respected as a whole person,
- Self-Empowerment: our kūpuna empower themselves with the knowledge of what resources are available to them from the State, the City, and even the Federal government.

Components of the KP include:

- Providing our kūpuna with information, update, and resources on issues matter to them most, for example, healthcare, medicare, medicaid related topics, long-term care insurance, elder abuse, healthy living, meaningful life, avoiding identity theft, beware of scams, etc.
- Entertaining our kūpuna with well-known local artists, i.e., Marlene Sai, Frank Delima, Nina Kealiiwahamana, Danny Kaleikini, Tony Silva.

The KP shows planned for this project (Oahu island), while the rest of the State will be accessed through the TV and radio spots.

The KP activities will be televised live statewide on Olelo channels, KFIVE and rendered available on *Youtube* to benefit many other seniors and community residents who might miss seeing the show(s) live.

### *Inter-Generational Interactions Between Seniors and Youngsters*

This component of the project promotes and emphasizes the value of interactions between generations via a series of activities. These activities entail basic computer literacy training and others that emphasize healthy mind, body, and spirit. Examples of such activities are games, cultural sharing, movie nights and discussions, walking together for fitness, gardening, outdoor games, arts and crafts, storytelling, reading stories, sharing life experiences, wisdoms. Through

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<sup>1</sup> Kupuna is defined in the Hawaiian dictionary as a revered elder, a person valued for his or her wisdom who accordingly holds a particular position of respect and responsibility.

this component, there is a cross generational mutual learning and relationship strengthening. The young generation learns from the seniors' lived experiences, wisdoms, and lessons, while the seniors will learn from the former about how to use technology to access information and resources rendered available at the city, state, federal and within the community.

PGC has contacted a number of high schools on Oahu to recruit students who commit to participate in this project component.

**2. Projected Annual Timeline for Accomplishing the Results or Outcomes of the Service**

Pre-award: To meet the post award requirements, PGC's Executive Director who serves in this project as the Supervisor, will complete paperwork as written in the grant agreement and letter of conditions. This is the opportunity for PGC to revise budget and scopes of work in accordance to the amount granted for this project.

Outreach Activities: this project component will be implemented both during the pre-award and the first eight months of the project period. PGC will conduct outreach and needs assessment.

Kupuna Power (KP)

KP show will be planned and conducted within the project period.

Tentative schedule is April as it is traditionally held during this month.

Intergenerational Activities

Basic Computer Literacy training: will be planned and implemented every month.

Other Mind, Body and Spirit Activities: will be planned and implemented bi-weekly. Topics are varied based on the kupuna's needs and availability.

Quarterly Narrative and Financial Reports will be submitted to the State at the end of each quarter; and the final report will be submitted by the end of the project cycle.

Applicant: Pacific Gateway Center  
723 C Umi Street, Hon, HI 96819

**TIMELINE FOR THE PROJECT IMPLEMENTATION (July 1, 2017 – June 30, 2018)**

Planning and Implementation Activities	Lead staff	Pre award	Jul 2017	Aug 2017	Sept. 2017	Oct. 2017	Nov. 2017	Dec. 2017	Jan. 2018	Feb. 2018	Mar. 2018	Apr. 2018	May 2018	June 2018
<i>Finalize the grant with the State &amp; start organizing</i>	ED	X												
<b>1. Outreach</b>	OS	X	X											
- Spread awareness through mass media	OS	X	X	X	X	X	X	X	X	X				
- Outreach to middle/high schools	OS & PA	X	X	X	X	X	X	X	X	X				
- Formatting TV and radio spots, scheduling & materials	PGC & talent	X	X	X	X	X	X	X	X	X				
<b>2. Setting up KP Event</b>	PC & PA													
- Secure location	PGC Staff													
- Secure talent	Staff													
<b>3. Kupuna Power</b>	PC & PA				X			XX			X		X	
<b>4. Intergenerational Activities</b>														
Basic computer	PA & PO	X	X	X	X	X	X	X	X	X	X	X	X	X
Mind, Soul, Spirit		X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Reports: financial and narrative</b>	PC & ED													X

Note: ED = Executive Director    OS = Outreach Specialist    PA = Program Assistant    PC = Program Coordinator



3. **Description of PGC's Quality Assurance and Evaluation Plans for the Request** *(Specify how the applicant plans to monitor, evaluate, and improve 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, 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 such as pre/post quality surveys from clientele, statistical data review and analysis, monitoring service records for timeliness and completeness; and qualitative methods such as staff and supervisory meetings to review caseloads, progress, and feedback.

Our vision for the "Senior Moments" project is to provide good quality, meaningful information to serve seniors and other activities to best customize to the individual needs of kūpuna that will generate lasting benefits to empower them.

- Information provided by well-known personalities, and qualified staff
- Information technology and inter-generational activity organization on the client's choice to effectively address individual needs and improve the quality of life.

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 for 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.**

The service outcomes from the proposed project are:

- At least 1,500 seniors will participate in the Kūpuna Power activities across Oahu.
- Reach at least 10,000 seniors through mass media outreach (Radio & TV spots).

- PGC will plan, implement, and manage at least one computer training course a month, customizing seniors' individual needs.
- PGC will plan, implement, and manage at least one inter-generational activity rather than computer training bi-weekly that involve kūpuna and middle/high school students.

### 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 attached 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	\$48,010	\$198,010

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

Seeking potential donations from institutions and agencies that support Kupuna Power activities;

One fund-raising event in Fall 2017 and in Spring 2018 with the Pig and 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 any state and 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.*

For this program there is none.

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

Pacific Gateway Center (PGC) offers distinguished experiences and capabilities in delivering a comprehensive and integrated program to empower, enlighten and entertain our kūpuna.

In support of projects related to aging, PGC has served as the fiscal agent for two consecutive years (2013 to present) for two statewide programs: Kūpuna Power, a platform to educate and empower the elderly and the Throwback to Give Back Project, a fundraising effort by old-time local musicians using music to reach out to the community and help fellow musicians, particularly those who are aging and having limited movement. These funds were used to purchase and install home and adaptive assistance safety measures, such as safety bars, rails and handles in bathrooms.

In 1997-2000 PGC implemented vocational training programs such as the Innovative Employment Training (IET) where participants were provided training in a field of their choice and followed by job placement. Over three hundred candidates were assisted and obtained their certificate. Many participants focused on Certified Nursing Assistant program.

The following delineates the experiences and capabilities of each of our proposed program activities:

#### **Kūpuna Power (KP)**

KP celebrates Hawaii's seniors through education, exhibits, entertainment, exercise and aloha. Coordinated by notable local entertainer, Marlene Sai, KP assembles experts in the field of aging and entertainment for the purpose of educating and engaging our senior community. KP is an event that brings together more than 30 organizations providing vital information in health, safety and well-being of Hawaii's kūpuna. KP secures experts in their fields in areas such as Medicaid/Medicare, financial scams, identity theft, long-term insurance, and resources for kūpuna from the 3 branches of government. These specialists serve as speakers and/or presenters or representatives at informational booths at KP events.

Participating veteran entertainers include Marlene Sai, who will play a role as the Program Coordinator in this project, Danny Kaleikini, Melveen Leed, Tony Silva, among others, taking the stage. Seniors are asked to lace up their sneakers and take part in healthy exercise. These events are free. They have provided 3 successful KP events at the State Capitol in the Rotunda in 2012, 2014 and 2015, and one performance on Maui in October 2015.

### **Intergenerational Training**

Training has been a foundational at PGC since its inception. PGC has successfully implemented intergenerational training programs such as:

1. Asia-Pacific Leadership Program of the East-West Center in which young graduate students worked with our immigrant farmers in helping them develop a marketing program for their produce (2012-2014);
2. English-as-a-Second Language Program (ESL). High school students from McKinley High School, Punahou School and graduate students from Hawaii Pacific University help teach ESL to immigrant farmers and their families in multiage classes ranging from first grade to adult (2012 to present);
3. Student Global Leadership Institute at Punahou School. 80 international high school students spent two consecutive days (July 27 and 28, 2015) working with farmers and learning how to harvest produce and teaching immigrant/refugee adults in PGC's ESL classes.

PGC staff member overseeing intergenerational training has a master's in education and over 25 years experience in the private school sector with many meaningful contacts with schools, teachers, and student clubs.

PGC is led by a highly-respected management team, with oversight by an advisory committee which includes key leaders with extensive management, implementation, and evaluation of programs working with low-income. Administratively, PGC has successfully managed state Grants in Aid contracts with the state for years. The last GIA was in 2007. PGC also has extensive experience working with a variety of government agencies on projects and is familiar with administrative and financial requirements such as the reimbursement process, types of documentation required, programmatic and financial reporting, and storing and tracking beneficiary/service data.

Governance: PGC's Board of Directors is comprised of twelve members who are leaders in the community in Hawaii. The board members are unpaid volunteers who provide leadership, governance, and oversight to ensure that PGC meets its mission, functions, and operational and fiscal responsibilities.

## **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.*

The proposed project activities will be implemented in the following sites:

*“Old Pump Station” located at 654 Ala Moana Boulevard*

The site is comprised of 3 buildings of 3,500 square feet with parking. The pump station was added to the National Register of Historic Places in 1989 with its historic building number 78001022. This is currently being renovated by PGC with an award of construction funds by the State (Hawaii Community Development Authority.) This will be the PGC main site for resource, training and activities for our kūpuna.

In addition, PGC offers 2 other sites that can accommodate the full range of program activities:

*PGC’s main office at 723 C Umi Street in Kalihi*

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 2 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 3 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.*

This project is directly led and supervised by the PGC Executive Director. Below are key project positions and time commitment for each position. These positions held by highly qualified staff with recognized experience and capabilities in project management, implementation, and evaluation.

***Project Supervisor, Tin Myaing Thein, Ph.D. (.30 FTE)***

Dr. Thein 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. As far back as 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 social service provision, economic and training projects of PGC since 1990. As the supervisor for the project, Dr. Thein's responsibilities are: overall supervising the project development, implementation, and evaluation; ensure compliance with all applicable laws and regulations; evaluate project components; submit financial and project reports to the State office; monitor project performance and provide mentorship. She speaks Burmese and Spanish.

***Program Coordinator, Marlene Sai (1.0 FTE)***

Known as a veteran of the entertainment industry, Marlene Sai has headlined major showrooms in Hawaii, throughout the U.S. continent, Europe, and Japan promoting the culture and history of Hawaii. She is also an excellent project manager from conception to completion, effective team builder with leadership qualities, possesses extensive experience as a legislative aide in Senator Brickwood Galuteria's office during the State of Hawaii Legislative Session season from January to May since 2010. Adopting her excellent skills and experience in government, community, alumni, and public relations, organizing Kupuna Power, as well as her gifted talents in the entertainment industry Ms. Sai is Program Coordinator for this program. Her responsibilities include plan and coordinate the implementation of the program activities and report to the Program Supervisor the program performances.

***Outreach Assistant, Swe Swe (1.0 FTE)***

Ms. Swe Swe works with Program Coordinator in creating quality programming, self-sufficiency skills and services to meet the needs of Hawaii's seniors and their caregivers. She is responsible for reaching out to the community to recruit participants for home caregivers training courses, volunteers for Intergenerational activities, creating and promoting community partnerships and forging strategic alliances that empower seniors. In addition, her responsibilities include aiding the Program Coordinator in the implementation of activities.

***Program Assistant, Terrina Wong (0.1 FTE)***

The Program Assistant's responsibilities include developing and implementing the intergenerational programs for NaKapuna Makamae program in which the proposed "Senior Moments" is a component. This includes creating partnerships with both public and private schools, especially neighboring schools in Kaka'ako. The Program Assistant will work and interface with students, teachers, and student clubs and/or classes related to community service learning to formulate, coordinate with NKM leadership and the "Empowering Kupuna, Connecting Generations" Program Coordinator, and schedule meaningful teaching and learning programs the connect the generations.

The Program Assistant will also support, as needed, the Program Coordinator and Outreach Coordinator in ensuring smooth program operations.

***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.

**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 Organizational Chart attached.

**C. Compensation**

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

Executive Director: \$75,000  
Deputy Director: \$60,000

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 judgment. If applicable, please explain.*

Not applicable. There is no pending litigation to which PGC is a party.

### B. **Licensure or Accreditation**

*The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.*

Not applicable

### C. **Private Educational Institutions**

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

Not applicable.

### D. **Future Sustainability Plan**

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

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

PGC is always working towards increasing the number of sources of income for its programs, including its senior program, and becoming more self-sustaining 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 2016-2017, PGC will adopt the following strategies:

#### *(1) Finding funding sources for Kupuna Power activities*

The Program Coordinator, Marlene Sai, has been a key organizer of the event prior to taking charge of this proposed program. She is experienced organizing the KP shows and has documented a list of potential agencies/institutions that values KP and foresee its impacts on the lives of our seniors, families, and the general community. Potential donors for the shows beyond the grant cycle are

- Ohana Health Plan
- Hawaii LECET
- Outrigger hotel



- Laborer's international union #368
- Radcliff and Associates
- Walgreen
- United Healthcare

*(2) Fund-raising via the Pig and the Lady using PGC's 83 North King site*

The Pig and the Lady is a favorable restaurant on Oahu island and is operating its business in a PGC's facility (at 83 North King, downtown Honolulu) via PGC's business incubation program. The Pig and the Lady supports PGC's mission and programs and has recently assisted with raising funds for PGC's Na Kapuna Makamae activities. This will be another source of potential funding

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

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

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)
<b>A. PERSONNEL COST</b>				
1. Salaries	86,950			
2. Payroll Taxes & Assessments	11,942			
3. Fringe Benefits	23,798			
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Radio & TV Spots	6,750			
2. Insurance				
3. Lease/Rental of Equipment	2,500			
4. Lease/Rental of Space	10,000			
5. Caregiver Training	27,210			
6. Supplies	490			
7. Telecommunication				
8. Utilities				
9. Accommodations	3,000			
10. Travel	200			
11. Musicians	12,000			
12. Indirect Costs	13,170			
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>	0			
<b>D. MOTOR VEHICLE PURCHASES</b>	0			
<b>E. CAPITAL</b>	0			
<b>TOTAL (A+B+C+D+E)</b>	<b>198,010</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested		Renie Lindley	808-851-7010	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested	100,000	Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>198,010</b>	Tin Myaing Thein, Ph.D.		
		Name and Title (Please type or print)		



## 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
None			\$ -	0
			\$ -	0
			\$ -	0
			\$ -	0
			\$ -	0
<b>TOTAL:</b>				0
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	0
			\$ -	0
			\$ -	0
			\$ -	0
			\$ -	0
<b>TOTAL:</b>				0
<b>JUSTIFICATION/COMMENTS:</b>				

## 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	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2016-2017	FY: 2016-2017	FY:2016-2017	FY:2017-2018	FY:2017-2018	FY:2018-2019
PLANS	0					
LAND ACQUISITION	0					
DESIGN	0					
CONSTRUCTION	0					
EQUIPMENT	0					
<b>TOTAL:</b>	<b>0</b>					
JUSTIFICATION/COMMENTS:						

**GOVERNMENT CONTRACTS AND / OR GRANTS**

Applicant: Pacific Gateway Center

Contracts Total: 959,870

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY</b> (U.S. / State / Haw / Hon / Kau / Mau)	<b>CONTRACT VALUE</b>
6	Na Kupuna Makamae Center Renovat	06/22/2015-current	Hawaii Community Dev	State of Hawaii	959,870
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
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21					
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24					
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29					
30					


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

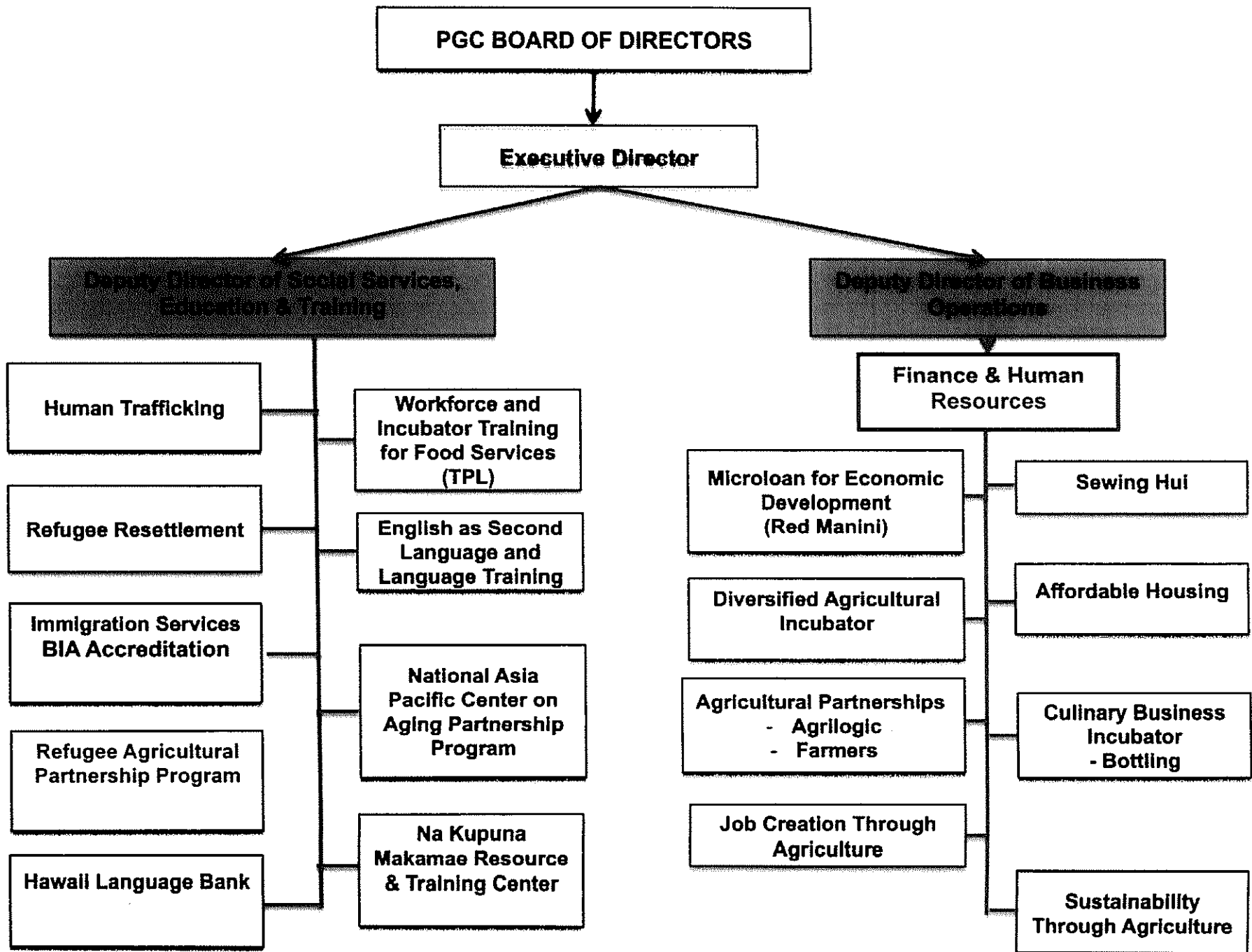
The undersigned authorized representative of the applicant certifies the following:

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

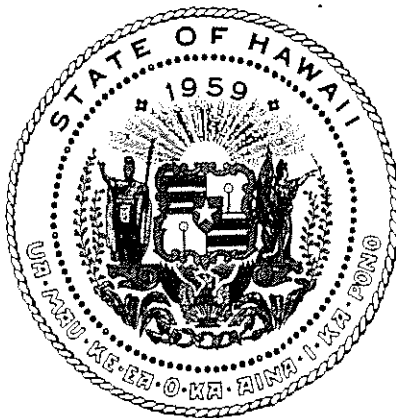
Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with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

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

<u>Pacific Gateway Center</u>	
(Typed Name of Individual or Organization)	
	January 20, 2017
(Signature)	(Date)
Tin Myaing Thein, PhD	Executive Director
(Typed Name)	(Title)







## 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

*Catherine P. Owa: Cella*

Director of Commerce and Consumer Affairs

# Tin Myaing Thein, Ph.D.

683 Kaumakani Street, Honolulu, HI 96825

Phone (808) 395-8004

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## Profile

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 passionately pursued global issues concerning the economic predicament of poverty alleviation. As an accomplished community organizer and researcher in countries such as Bangladesh, Myanmar, Indonesia, Thailand, Costa Rica, Trinidad/Tobago, and the U.S., she has designed and implemented community programs and conducted numerous research projects dealing with rural education, women's issues, poverty alleviation, and economic development. Moreover, Dr. Thein is a proven success in fundraising for community-based organizations and special food-based projects. She is extremely knowledgeable in organization and program development as well as in the administration of small and large-scale community-based non-profit organizations. Aside from overseeing programs, Dr. Thein has been a farmer herself, operating a 68-acre farm.

## Professional Experience

1997 - Present Pacific Gateway Center Honolulu, HI

### Executive Director

- Oversees 14 community-based programs assisting immigrants, refugees, and low-income individuals succeed in their efforts to become economically and socially self-sufficient. Expanded the PGC's financial portfolio into a multimillion-dollar annual budget.

1993 – 1997 United Nations Development Program

### Myanmar Participatory Rural Assessment Lead Trainer

- Responsible for training 256 national trainers under the UNDP Rural Participatory Development Project. Served as Country Representative for " Save the Children/USA." Designed and implemented rural education campaigns, income generation, and computer literacy programs.

1991 - 1993 USAID Private Voluntary Organizations

### PVO Officer

- Managed funding decisions for USAID non-governmental organizations.

1989 - 1991 Operated a 68-acre guava farm on Oahu.

1998 Mutual Assistance Associations Center Honolulu, HI

### **Executive Director**

- Tripled the annual budget of the organization, which provided information and referral, crisis intervention, and other social services for refugees, immigrants, and other low-income residents of Oahu.

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

### **Consultant**

- Acted as the principle investigator for the United Nations Funding Populations Activities (UNFPA) Dhaka Bangladesh. Conducted an in-depth study on various multicultural issues, rural women, and low-income access to credit programs.

1988 Hawaiian Committee for Humanities Honolulu, HI

### **Project Director**

- Conducted research, organized, and presented a series of three seminars analyzing the cultures of Southeast Asia, entitled " Understanding a Nation."

1986 - 1987 Child and Family Services Honolulu, HI

### **Director/Evaluator**

- Oversaw Hale Lokahi, a rural based family strengthening program.

### **Education**

1974 Columbia University New York, NY

### **Ph.D., Graduate Faculties, Medical Sociology**

Dissertation Topic: "*A Study of Socioculture Variable that influenced trends in fertility in three communities of Costa Rica.*"

1967 University of Pittsburgh Pittsburgh, PA

### **M.S., Graduate School of Public Health, Public Health/Population Studies**

Thesis: "*Evaluation of the OEO Home Visitor's (Outreach) Program for Planned Parenthood to access the relative effectiveness of the various indigenous home visitors.*"

1966 University of Hawaii at Manoa Honolulu, HI

### **B.S., Microbiology East-West Center Grantee**

1963 University of Rangoon Burma/Myanmar

### **B.A., Psychology**

**Publications and Papers upon request.**

# TERRINA G. WONG

1100 Lopaka Way, Kailua, Hawai'i 96734

(808) 722-9664

terrina@pacificgatewaycenter.org

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## EDUCATION

- M.A. Education (Educational Foundations), University of Hawai'i at Manoa, Honolulu, Hawai'i
- B.A. French, Mills College, Oakland, California
- Professional Designation in Personnel Management, University of California at Los Angeles
- Sweetbriar (Virginia) Junior Year Abroad in France (Tours and Paris)

## PROFESSIONAL EXPERIENCE

### 2012 to present, Deputy Director, Pacific Gateway Center (PGC)

- Assist and support the Executive Director in administration of programs in social services, economic development, and sustainability initiatives
- Direct and supervise the English-as-a Second Language program for client populations including curriculum development and teaching of a multi-age classroom environment (elementary school through adults)
- Write federal, state and private foundation grants to support programs and initiatives
- Support PGC's Office of Refugee Resettlement Rescue & Restore Coalition on human trafficking initiatives that include community outreach and public awareness and coordinating trafficking inquiries and concerns
- Coordinate with PGC's Hawai'i Language Bank on programs requiring interpretation and translation, e.g., translation of farming curricula for immigrant farmers, interpretation
- Manage *Beginning Farmers Training Program* involving development and delivery of training content to educate beginning farmers in farming and microenterprise and interact and daily with Hawai'i's agricultural community
- Support land lease programs to include land research, effective interaction and communication with land proprietors, lease negotiation in support of PGC client populations seeking to farm and maintain rural lifestyles
- Represent PGC at meetings, workshops and conferences on work-related issues in agriculture, human trafficking, language access, social services, the food industry, and to promote PGC and its programs to government agencies and community
- Assist with supervision of PGC employees, as required, to ensure effective communication, enforcement of policies, organizing events that promote collegiality, 'ohana, and a productive work environment

### 2001 – 2012, Program and Outreach Specialist, Wo International Center, Punahou School, Honolulu, Hawai'i

#### Programs for teachers:

- Initiate, implement, and oversee annual institutes for educators from throughout the Asia-Pacific region to provide teachers with strategies that address positive change in schools
- Responsible for the Global Village Initiative – a partnership with the Hawai'i State Department of Education to provide immersive year-long professional development to DOE world history teachers based on themes in world history, world cultures and global issues leading to the creation of statewide model curriculum
- Serve as global resource specialist for integrating global perspectives into the curriculum by supporting teachers with text, online, community resources, and primary sources as well as creating cross-curricular programs with global themes

#### Programs for students:

- Supervise and coordinate the annual Pan Pacific Program (four-week summer English language immersion program) for approximately 40 international students at Punahou School that includes working with faculty, staff, host families and community organizations
- Oversee annual middle school student exchange program with partner school in Japan
- Develop and implement classroom activities and programs with global themes that support and enrich curriculum
- Design and install student and Wo International Center art exhibitions related to world cultures
- Co-advise student club, Student World Leaders (also known as Model U.N.)

Assist in the coordination of the Language and Culture in the Elementary School (LACES) involving about over 100 students in second language learning enrichment program after school

**1993 – 2001 Associate Director of Programs, Hawai'i Association of Independent Schools, Honolulu, Hawai'i**

- Directed the Pacific Basin Consortium of 200 member schools throughout the Asia-Pacific region that included leadership and implementation of three biennial three-day Pacific Basin Conferences (1996, 1998, and 2000) focusing on teacher professional development on global education, networking and collaboration
- Created and implemented statewide professional development programs for teachers in independent schools.

**1986 – 1993 Diverse roles, Hanahau'oli School, Honolulu, Hawai'i**

- Engaged as parent volunteer or part-time employee responsible for creating and implementing special events and programs related to development, fundraising, alumni relations and communications

**COMMUNITY LEADERSHIP**

• **Hanahau'oli School (1994 to present)**

Current Trustee of the school and served as Co-Chair of the Endowment Initiative (2012-2013) overseeing a Endowment campaign yielding \$3.5 million and as Board Secretary, Chair of the Committee on Trustees, and Chair of the Mission and Governance Committee for 2010 WASC (Western Accreditation of Schools and Colleges) Accreditation, Co-Director of the 70<sup>th</sup>, 75<sup>th</sup>, and 80<sup>th</sup> school anniversary galas; served as Secretary of the Board of the parent group, Hui Hanahau'oli

• **Friends of the East-West Center (2004 to present)**

Current member of the Board of the Friends of the East-West Center. Served as Vice-President of the Board and Chair of the 'Ohana Committee that provides hosting experiences to students at the East-West Center

• **Alliance Française of Hawai'i (1985 to present)**

Current Board Member and Secretary of the Board. Served as bilingual secretary and director of its biannual French Immersion Days, chaired fundraisers for scholarships and created programs for the community promoting French language and culture.

**SELECT COMMUNITY VOLUNTEER ACTIVITIES**

• **Punahou School**

Advisor and chaperone, National Academic WorldQuest Competition in Washington DC, 2005, 2008, 2010 - 2012

• **East West Center**

Coordinator, International Education Week: Elementary Program for public and private schools, 2002-2004; hosted East-West Center students from China, Egypt, India, Japan, Nepal

• **Independent Schools Associations**

Presenter, National Association of Independent Schools in 1996 and 2002  
Featured speaker, Independent Schools Association of the Southwest in 2001

**AWARD**

Small Business Administration 2014 Home-Based Business Champion, State of Hawai'i, for work with small entrepreneurs

**INTERESTS**

- **Interests** in cross-cultural experiences, languages, ballet and dance, music, calligraphy, museums, cooking and baking, gardening
- **Travels** to Asia (China, Japan, Malaysia, Philippines, Singapore, Vietnam); Europe (France, England, Germany, Switzerland, Austria, Italy, Belgium); Oceania (Australia, New Zealand).

**MARLENE M. SAI**

1550 Kaminaka Drive  
Honolulu, HI 96816

marlene.sai@me.com  
(808) 381-1941

**Summary of Qualifications**

Experience in alumni, community, government and public relations.  
Volunteer development, event planning, event logistic coordination, communication and community relations.  
Manage multiple projects from conception to completion.  
Effective team builder with leadership qualities  
Organized, attention to details, loyal and dedicated

**Accomplishments**

Established the Alumni Department at Kamehameha Schools; researched, designed, maintained and updated the alumni database for Kamehameha Schools Bishop Estate mailings; published Kamehameha Schools *first & second* Alumni Directories in 1991 & 2001; created, designed, and organized the Kamehameha Schools annual "Alumni Week" reunion programs which started in 1990.

**Work History**

**Program Coordinator**

Pacific Gateway Center - (October 2015 to present)

Coordinate and implement programs for the Na Kupuna Makamae Center. Variety of programs to enrich the mind, body and spirit of Hawai'i's seniors.

**Legislative Aide**

State of Hawaii Senate - (2010 - present/part time)

Legislative Aide in Senator Brickwood Galuteria's office during the State of Hawaii Legislative Session season from January to May.

**Administrative Assistant**

Zep Manufacturing Co - (2002-2005)

Office duties: Sold manufacturing & cleaning products, assisted salesmen with customer orders statewide, completed daily manifests to land & ocean transporters, faxed daily manifests to neighbor island transportation companies detailing deliveries of products purchased, made bi-weekly bank deposits, answered all phone calls, re-ordered items/products for the warehouse and office, and assisted the branch manager as needed.

**Medical Transcribing**

Transcription, Stat - (2001-2002)

Medical transcribing: techniques and procedures, medical terminology, documentation and formatting, addressing medical records. Transcribe medical doctor's audio dictation of patient's pre/post medical procedures, as well as transcriptions from hospitals, health clinics, etc. Received medical terminology certification in 2001.

**Legal Intern**

Law Offices of Edwin A. Ebisui, Jr. - (2001)

Assisted with various secretarial duties, processed legal documents, document filing with courts, duplicated documents for required parties; registered, certified daily office mailings, transcribed notes of attorney/client meetings. Regularly reviewed office case load with attorney, and performed other duties as assigned. Fulfilled Internship requirement for Kapiolani Community College Legal Secretary Program in 2001 and received certification.

#### **Interim Director of Alumni Development**

Kamehameha Schools Bishop Estate - (2000 – 2001)

Set-up new & functioning Alumni Development Office for Kamehameha Schools fundraising operational arm. Met administrators regularly on basic operational planning needs, i.e., entity's name and logo; initiating effective communication/public relation programs, enlighten alumni on financial giving/ fundraising, etc. Interviewed, hired and trained new staff; prepared operational office budget, and coordinated meetings with alumni leaders as needed. Performed other duties as assigned by the CEO.

#### **Director, Alumni & Parents Advancement Center**

Kamehameha Schools Bishop Estate - (1995 – 2000)

Managed/directed staff and all comprehensive programs such as alumni/parent relations, donations, communications and public relations; regularly met with alumni & parent association boards; systems administrator for alumni database; developed and implemented policies and procedures for constituent programs ensuring consistency to KSBE requirements; prepared annual operational budget; staff evaluations annually, traveled extensively. Performed other duties as assigned by the President.

#### **Alumni Coordinator**

Kamehameha Schools Bishop Estate - (1988 – 1995)

Set-up and established new Alumni Relations Office. Created programs/events embracing alumni, facilitated communication between KSBE and the alumni; continuous communication with the alumni association organization, facilitated with expansion of the Alumni Association membership; prepared annual budgets and maintained approved budget; traveled extensively. Hired, trained and supervised staff in accordance with the growth of the office responsibilities; evaluated staff annually. Performed other duties as assigned by the President.

#### **Centennial Co-Coordinator**

Kamehameha School Bishop Estate - (1986 – 1988)

Developed, planned and organized KSBE centennial projects and events, oversaw operational and financial responsibilities, regularly reported information on status/progress, schedule, budget, implementation plans and outcomes of all events and projects to supervisor. Performed other duties as assigned by the supervisor.

#### **Consultant**

Mikihala, LLC – (1975 – present)

Event planner, concert and stage show producer/coordinator/entertainer.

#### **Entertainer** (1960 to present/selectively)

Recording artist, featured headliner stage performer, concerts/stage shows (Hawaii, Japan, Europe, domestic USA).

### **Education**

St. Francis Educational Center – Medical Terminology/  
Certified Leeward Community College – Universal Tran-

scribing Course Kapi'olani Community College – Legal  
Secretary/Certified Windward Community College – Expository Writing  
Honolulu Business College – Court Reporting Program  
Kamehameha Schools – Graduate

### **Community Affiliations**

Prince Kuhi'o Hawaiian Civic Club                      Hawaii Book & Music Festival  
Lili'uokalani Haw'n Civic Club of So. California    Hawaii Academy of Recording Arts Hui Hanai (Queen Lili'uokalani Children Center) Association of  
Hawaiian Civic Clubs

### **Computer Skills**

PC, MAC, Microsoft Windows XP, Microsoft Word, Excel, Internet Explorer, Outlook Express

### **Interest/Hobbies**

Singing/dancing/performing, reading, going to stage productions, golfing, traveling, visiting and being with family and close friends.

*References available upon  
request*



# ***Renie Wong Lindley***

*P.O. Box 765, Haleiwa, Hi 96712*

*(808) 783-7577*

*[renie.lindley@yahoo.com](mailto: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--ORGANIZATION AND ADVOCACY:**

- 2014- Clerk, Honolulu Friends Meeting (Quaker Center)
- 2012-2013 Executive Director, Hawai'i Peace & Justice (a non-profit 501(c) 3 corporation; successor to American Friends Service Committee (AFSC)-Hawai'i Area Program)
- 2010-2012 Member, AFSC Area Program Committee / Board of Directors, Hawai'i Peace & Justice
- 2008-2014 Editor, "*Ka Makamaka*," the monthly newsletter of Honolulu Friends Meeting. Member of Peace and Social Concerns, Peace Action Hawai'i, Worship & Ministry, Earthcare & Publications Cmtes.  
Organizer of Annual Gatherings of Friends in Hawai'i

## **EXPERIENCE--MUSIC TEACHING AND PERFORMANCE**

- 2003-2014 Private Violin Studio, The New Suzuki Approach in Hawai'i
- 2001-2003 Teacher, Suzuki violin and viola, Punahou School (Hawai'i)
- 1985-2001 Director, The New Suzuki Approach (California)  
(private and group violin, viola, and conduct ensembles)
- 1980-2000 Assistant Principal Second Violin, Marin Symphony, CA  
(During this period I also performed and recorded in numerous Bay Area Symphony Orchestra and Chamber Music venues and at weddings, conventions, and parties.)
- 1981 Associate Director, Seventh American Suzuki Institute West

## **EXPERIENCE--ACCOUNTING\* (\*see detail attached)**

- 2012-2014 Quickbooks Accounting, tax returns and payroll reporting:  
Hawai'i Peace and Justice, Gay Men's Chorus of Honolulu,  
Treasurer of The Interfaith Alliance of Hawai'i, SATBQ: The Women's Chorus of Honolulu
- 1972-1984 Freelance accountant for small businesses payroll and corporate income taxes in AccountTemps workforce

## **EXPERIENCE--OTHER**

- 1969-1972 Elementary School Teacher, Oakland, CA
- 1967-1969 Assistant Librarian, U.C. Berkeley
- 1965-1967 Peace Corps Volunteer, (TEFL) Thailand

# ***Renie Wong Lindley***

*P.O. Box 765, Haleiwa, Hi 96712*

*(808) 783-7577*

*renie.lindley@yahoo.com*

## **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, I learned QuickBooks for nonprofits and electronic 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, 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

## **REFERENCES:**

Rev. Kyle Lovett <RevKyle@hawaiiintel.net> <revkyle@hawaii.rr.com>

Bishop Stephen Randolph Sykes <randolphsykes@hawaii.rr.com>

Butch DePonte-Merideth <bthstv@gmail.com>

Midi Cox <midicox@gmail.com>

Lt. Col. (Ret.) Ann Freed <annsfreed@gmail.com>;

## **DELTA R. REPUNTE**

1927 Eluwene Street  
Honolulu, HI 96819  
Phone: (808) 847-1456  
Email: delta@pacificgatewaycenter.org

<b>Experience</b>	<b>1989 - Present</b>	<b>Pacific Gateway Center</b>	<b>Honolulu, Hawaii</b>
	<b>Front Office Manager</b>		
			<ul style="list-style-type: none"><li>• Primary greeter to walk-in clients, answers telephone and directs clients to appropriate staff for service</li><li>• Assists clients in filling out forms for immigration and naturalization welfare benefits purposes</li><li>• Serves as translator and interpreter for Hawaii Language Bank program</li><li>• Serves as Center's main Notary Public</li><li>• Maintains contracts and office files</li><li>• Was a proctor for ETS Citizenship Exams for PGC, and was a photography and fingerprint clerk for PGC in 1990s.</li><li>• Coordinates projects as assigned</li><li>• Prepares/records deposits for all cash and checks received</li><li>• Provides clerical back-up support for ED, Fiscal Officer and other co workers</li><li>• Performs other duties as assigned</li></ul>
	<b>1988 – 1989</b>	<b>Brandy Signs</b>	<b>Honolulu, Hawaii</b>
	<b>Office Clerk</b>		<ul style="list-style-type: none"><li>• Typing, Filing, preparing and balancing purchase requisitions and bids; ordering and receiving merchandises, telephone contact</li></ul>
	<b>1979 – 1987</b>	<b>Dona Carmen National High School</b>	<b>Davao City, Philippines</b>
	<b>Secondary Classroom Teacher</b>		<ul style="list-style-type: none"><li>• Classroom Advisor, taught Mathematics subjects</li><li>• Accomplished and submitted school forms and reports on time</li><li>• Supervised students and parents in community projects and fundraising activities</li></ul>
<b>Education</b>	<b>1968</b>	<b>St. Peter's College</b>	<b>Davao City, Philippines</b>
			<ul style="list-style-type: none"><li>• Graduated with a degree in Education</li></ul>
	<b>1964</b>	<b>Davao Central College</b>	<b>Davao City, Philippines</b>
			<ul style="list-style-type: none"><li>• Finished the four-year high school course</li></ul>
<b>Certification</b>	<b>1969</b>		<ul style="list-style-type: none"><li>• Passed the Philippine National Teachers Board Examination</li></ul>
<b>Honors and Awards</b>			<ul style="list-style-type: none"><li>• Experimental Teacher in the Nationwide Try-Out Teacher for Curriculum Materials for High School Mathematics (1975)</li><li>• Science Scholar for National Science Development Board (NSDB), Ateneo de Davao University (Summer 1976)</li><li>• Awarded Certificate of Recognition for encouraging student participants in the improvement of statistical data in development planning</li></ul>
<b>Language spoken</b>			English, Tagalog and Visayan (Cebuano)