

House District(s) _____

Senate District(s) _____

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:

PACIFIC GATEWAY CENTER
Db/a:

Street Address: 723C Umi Street, Hon, HI 96819

Mailing Address: 723C Umi Street, Hon, HI 96819

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:

HEALTH IS WEALTH

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$180,000

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

[REDACTED SIGNATURE]

AUTHORIZED SIGNATURE

TIN MYAING THEIN, EXECUTIVE DIRECTOR

NAME & TITLE

01/19/2018

DATE SIGNED

JAN 19 2018 3:50 PM [Signature]

Application for Grants

Please check the box when item/section has been completed. 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 registered in the State of Hawaii, has over 40 years of extensive experience in community programs. It was established by three churches in the State, Kaumakapili Church, Alder Gate Church and St Elizabeth's Church. Since it was established, it has maintained an 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 Hawaii's diverse population with various social services, training and collaboration with various partners. While PGC's community outreach extends to all islands in the State of Hawaii, this request for funding targets the population residing on the island of Oahu, where 80 % of the population of Hawaii resides.

In its continuing commitment to the community, PGC seeks to meet the needs of the elderly population, an important part of the State's population whose size is growing rapidly. The increase in the elderly population has serious implications on the already stretched set of programs and long term care systems in Hawaii. Since 2000, Hawaii has been aging about 2-3 times faster than the national average. This proposed project, "Health is Wealth" is geared to benefit the Kupuna (elderly) through provision of services, for mind, body and spirit at the Na Kupuna Makamae location (NKM) in Kaka'ako.

Management

PGC is led by a highly-respected management team, with oversight by a Board of Directors and an advisory committee which includes Maya Soetoro-Ng and Carol Costa among others. The Executive Director has had over 35 years of extensive management experience, while the Deputy Director has comprehensive experience in education and training venerable populations. This project will be supervised by the Program Coordinator along with a team of motivated and experienced staff. This core team will be assisted by consultants from career networks, and cultural establishments.

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 records of finance according to the Generally Accepted Accounting Principles (GAAP). The net assets at the

end of 2017 Fiscal year were \$8,203,570 million dollars. The agency has been maintaining a positive cash flow. Certified Public Accountants (CPA) audit the financial statements for conformity with generally accepted accounting principles conducted in accordance with Government Auditing Standards. These statements show that PGC has been financially sound.

Governance

PGC's Board of Directors is comprised of fifteen (15) 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.

2. The goals and objectives related to the request;

The goals of this Project are derived from the first two goals of the Hawaii State Plan on Aging 2015 – 2017, namely:

- to assist in maximizing opportunities for seniors to age well, remain active, and enjoy quality lives in their communities,
- forging strategic partnerships and alliances to meet the challenges of the aging population.

PGC's Project approach to these goals focuses on promoting the physical and mental well-being and longevity of seniors, by collaborating to create opportunities and provide access for them to enjoy the following:

- appropriate exercise and physical activities, and
- engaged participation in community events that emphasize inclusiveness and harmony amidst cultural diversity.

PGC implements this approach through the following Project modalities, to which the subsequently stated objectives will be tied.

We are focusing on health issues through exercise using the model promoting health and wellness activities, especially in exercise and walking along with Mindfulness and Arts and Crafts. In addition, we are also addressing the "Active Aging" or Encore population, ages 61-80, through additional features at Kupuna Power VII Day in addressing their interests and needs. This Active Aging cohort interest includes second career choices, new skills in music, language and dance among others.

Project Modalities

The project plans an addition to the Kupuna Power VII day to focus on "Active Aging activities to celebrate enjoying these active years through the components of games, music, art and career opportunities. The Kupuna Power VII day will be a day to gather seniors from diverse parts of the Hawaii community, for communal participation in a range of events that are healthy, active, engaging, and fun – to encourage a feeling of wellbeing and belonging in an inclusive community that values harmony amidst cultural diversity. The activities will be repeated throughout year although highlighted at Kupuna Day.

The main Activity Areas of focus to be offered will be:

Physical Activities

- activities with slow / gentle movement such as dancing (hula, cha-cha, noho hula);
- A Walk and Run for Health will help to promote many health benefits.

Creative Activities

- introduction to arts such as lei-making, ikebana flower-arranging, calligraphy

Interactive Games & Entertainment

- bingo, word games, chess, bridge, canasta, hanafuda, mahjong
- movies, musicals, ukulele, sing-along music – as popular with generation range of participants;

Language studies:

- Language studies in Hawaiian, Chinese, and Japanese as well as computer language including coding will be offered.

Career changers:

- Opportunities for careers in other fields, for those who still want to work.

Objectives:

Objective 1:

Conduct a series of intergenerational activities, which involve interactions between our seniors, younger generations and visitors reaching up to 500 in population by the end of the project. This objective will be achieved between two major events; “Kupuna Power Day VII,” and the “Run Walk for Seniors as well as classes throughout the year. Specifically, activities that emphasize healthy mind and body, will be organized during the grant period. For example: cultural sharing through ikebana flower arrangement, permaculture gardening, arts and crafts. In addition to walking, NKM will offer other related exercises such as Qigong, Tai Chi, hula, yoga and mindful movement, along with mind games of majong, word games, language studies in Hawaiian, Chinese, and Japanese, intercultural exchanges reflecting the diverse populations of Hawaii, education through entertainment and community speakers on elder abuse, the latest scams, the latest news on Medicare, and engagements around topics such as dance, cooking, and other intergenerational activities.

Objective 2:

In collaboration with expert partners, train 50 seniors to participate in the Walk/Run event. Before the actual Kupuna Walk and Run Event, there will be a training offered to up to 50 seniors. PGC’s initiative in training is part of the Kupuna Walk and Run Event. The training itself will provide exercise for the Kupuna with qualified trainers.

Objective 3:

In collaboration with expert partners and volunteers, provide assembly point for event registration, start and finish, refreshments, route guidance safety oversight for at least 100

seniors to participate in the event. This will be a timed event, allowing participants to track their progress and ability for the scheduled event.

Objective 4:

Organize and direct a Kupuna Power VII Day by 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 with a special focus on Active Aging activities. 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 event will be video taped by Career Changes which is a monthly half hour show that airs daily on Spectrum OC16. It's about people who have changes jobs to pursue their dreams and businesses that help others find their calling. Those seniors who are interested in another career will have the opportunity to have them participate in the video series. Career Changers will air the stories over the course of three months.

3. The public purpose and need to be served;

Hawaii's population is currently about 1.4 million people and our state is the most ethnically diverse state in the nation. Seventy percent of the State's population, approximately 900,000 people, lives on the island of Oahu (City and County of Honolulu) with ethnic group 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 Hawaii's total population, among them are those that arrived 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. Health is however the paramount priority for the senior population. As proven by multiple reliable research facilities, including the Harvard School of Public Health (Boston) and University of California (San Francisco), walking and running provide the following health benefits; lowers the risk of blood clots, decrease in body fat, improves circulation, increase in life-expectancy, aides in mood stability, improves sleep, enhances joint and respiratory health, slows mental decline, and lowers the risk of Alzheimer's Disease. Activities that relate to the use of the mind further keeps the seniors alert and assist in longevity.

4. Describe the target population to be served

The ultimate target population of this project will be those residents of The State of Hawaii, particularly with a concentration of activities on Oahu, who are 60 years and older,

including those of the immigrant and ethnic groups given the multiethnic diversity of our island.

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, and are required to navigate their day-to-day needs by themselves. Twenty five percent of the population in Hawaii will be 60 years or older in two years. There are pockets of seniors presently living in Downtown, Chinatown, Kalihi, Aiea, Waikiki, Kaka'ako, Ala Moana, McCully and Moiliili. However, the AARP has even designated persons of 50 years and older to be in the senior category.

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. Thus this is the target population of the project titled Health is Wealth.

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.

Easing the Resource Burden by Maximizing Culturally-Sensitive Opportunities for Elderly Independence

In order to advance the public purpose of easing this burden on long-term care resources and serve the stated Hawaii State Plan on Aging goals, it is logical for PGC to apply its core competence - of empowerment towards self-sufficiency - to the aging population, in an interdisciplinary way that is sensitive to the diverse cultural preferences of Hawaii's multi-ethnic senior society. The notion of self-sufficiency for seniors primarily connotes maximizing opportunities for independence, which in turn rests on the core attributes of physical and mental wellbeing, as targeted and served by this Project's stated goals, approach, modalities and objectives.

5. Describe the geographic coverage. The geographic coverage will be the State of Hawaii and the specifically the island of Oahu where 70% of the population of the State lives targeting the neighborhoods of Kunia, Aiea, Mapunapuna, Pearl City, Kalihi, Palama, Chinatown, Ala Moana, Kakaako, Moiliili, McCully, and Kapahulu among others that house the elder population.

II. Service Summary and Outcomes

1. Scope of work, tasks and responsibilities;

A. Educate Seniors via Kūpuna¹ Power (KP) Activities focusing on Active Aging:

This activity is implemented on Oahu 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, alternative career choices, entertainment, healthcare, Medicare, Medicaid related topics, elder abuse, healthy living, meaningful life, avoiding identity theft, beware of scams, etc.
- Entertaining our kūpuna with well-known local artists, such as, Nina Kealiwahamana, Danny Kaleikini, Frank Delima.
- Providing information to different career choices.

The KP show is planned for this project on the island of Oahu while the rest of the State will be accessed through the TV and radio spots through Career Changers.

The KP activities will be televised live statewide rendered available on *Youtube* to benefit many other seniors and community residents who might miss seeing the show(s) live. Career Changers.TV will also air the program.

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 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

¹ 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.

how to use technology to access information and resources rendered available at the city, state, federal and within the community.

B. 'Walk and Run for Health' event

- PGC will work with experienced trainers to provide training to seniors for the event.
- Training shall include but not be limited to the following aspects: marking out the proposed 5-mile event route and refreshment points on a map; providing advice on appropriate footwear and clothing, accounting for possible inclement weather; highlighting injury risks (such as blisters, muscle and joint strain, heat exhaustion, dehydration) and corresponding prevention, mitigation and treatment strategies; emphasizing regular incremental practice prior to the event, awareness of individual fitness levels and remaining within the limits of one's capacity. There will be several opportunities for physical training and demonstration of walking, running, and breathing techniques in nearby parks such as Kaka'ako Waterfront and/or Ala Moana Beach Parks.
- PGC program staff and volunteers will maintain appropriate participant records (including assent to legal terms and conditions of participation), accompany participants at various stages to divide and maintain manageable group sizes, as well as marking key way-points on the route and directing orderly crossing of roads, etc. PGC shall also assemble a small team of first aid-trained event staff to render prompt assistance as may be necessary, in addition to ensuring immediate contact with medical personnel in the event of more serious injury.

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

Please see the table attached prior to the forms paged 5 to 10.

3. Quality assurance and evaluation plans

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, using objectives as the standard of measure.

Evaluation methods that have been employed for the purpose of quality assurance of PGC programs include quantitative tools, e.g., pre/post quality surveys from clientele and other key stakeholder groups, 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 this project is to empower all those in Hawaii to enjoy a high quality of life through the latter stages of aging, by collaborating and building capacity to maximize

opportunities and access for seniors' enjoyment of healthy nutrition, physical activity and culturally-rich community participation particularly that of the Hawaiian culture, thereby promoting the core characteristics of their physical and mental well-being and longevity.

By using an approach to achieve this vision via distinct but mutually reinforcing project modalities, PGC has formulated goals and objectives that are specific, measurable, attainable, relevant and time-bound – such that each objective on its face expresses the respective measurements and standards by which success is to be monitored and evaluated for quality assurance purposes.

4. List the measure(s) of effectiveness.:

Kupuna Power Day with Active Aging Activities

- Number of people attending the Festival;
- Percentage of people providing feedback whose feedback is positive;
- Number of Activity Areas represented with at least one opportunity for new activities;
- Learning something new that will benefit their life in the near future.

'Walk and Run for Life and Health' event

- Number of seniors trained to participate in the event;
- Number of seniors starting and finishing the event without injury;

Inter-Generational Exchange

- Number of exchange events hosted by PGC per month;
- Ratio of senior to junior generation participants;
- Number of event participations over the course of the project.
- Number of events including addressing a theme of traditional Hawaiian cultural significance.

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 2019. [This will be revised]

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$45,000	\$45,000	\$45,000	\$45,000	\$180,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.

GIA-CIP to Repair Roof of the Old Pump Station.

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.

No State or Federal Tax Credits have been granted within the prior three years.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2019 for program funding.

GIA 2017 for GIA – Empowering Kupuna ,Connecting Generations. The amount of 180,000 dollars

GIA 2018 for Senior Moments. The amount of 150,000 dollars.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

The balance of its unrestricted current assets of the Pacific Gateway Center is \$329,143.

IV. Experience and Capability

1. **Necessary Skills and Experience**

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 2014) 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 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. PGC has assisted in the Kupuna Power Day for the past two years.

Participating veteran entertainers include Danny Kaleikini, Melveen Leed, Frank Delima, 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.

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.

PGC's programs include social service, employment and training, economic development and community building. The Executive Director Dr. Tin Myaing Thein has over 30 years experience in community and economic development, administering and implementing programs for both national and international organizations.

Project Director along with the Program Assistant has had experience in the organizing senior events for the last two years. The PGC staff member overseeing intergenerational training and exchange has a master's in education and over 25 years of experience in the private school sector with many meaningful contacts with schools, teachers, and student clubs.

2. Facilities

"Old Pump Station" located at 653 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

1. Proposed Staffing, Staff Qualifications, Supervision and Training

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

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. (.20 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 Director, Rhonda Burk (1.0 FTE)

Known as a veteran in the entertainment industry, Rhonda has headlined major showrooms in Hawaii. She is also an excellent project manager from conception to completion, effective team builder with leadership qualities, organizing major concerts for Gabby Pahinui. Adopting her excellent skills and experience in community, alumni, and public relations, as well as her gifted talents in the entertainment industry Rhonda is Program Director for this program. Her responsibilities include planning and coordination the implementation of the program activities and report to the Program Supervisor on the program performance.

Program 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 Director in the implementation of activities.

Office Manager, Brandon Guderian (0.05 FTE)

The Office Manager's responsibilities are: prepare financial reports and other document by collecting, analyzing, and summarizing account information and trends; establish and assure maintenance of the project files and documentation system; assist the Project Coordinator in training scheduling; and perform general office functions and other duties as assigned.

Accountant, Quan Nguyen (0.05 FTE)

The Accountant responsibilities are: maintain records filing document; prepare and/or assure the accurate preparation of purchase orders, travel reimbursement, expense claims, and timesheets; assist in coordinating overall workflow; 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.

2. **Organization Chart**

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

Please see the Organization Chart in the Appendix

3. **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
Project Manager: \$45,000
Accountant: \$40,000
Office Manager: \$45,000

VI. Other

1. **Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

None

2. **Licensure or Accreditation**

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

Not applicable

3. **Private Educational Institutions**

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

Not applicable

4. **Future Sustainability Plan**

(The applicant shall provide a plan for sustaining after fiscal year 2018-19 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2018-19, but
- (b) Not received by the applicant thereafter.)

Not applicable. Once the repair work and construction are completed, PGC will have the responsibility for ongoing care and maintenance.

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 2018-2019, 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

5. **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, 2017.)

See Appendix, "Certificate of Good Standing"

6. **Declaration Statement**

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

See the form, Page 10 attached

7. **Public Purpose**

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

The grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes./.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: PACIFIC GATEWAY CENTER

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Fund requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	92,250			
2. Payroll Taxes & Assessments	12,666			
3. Fringe Benefits	15,526			
TOTAL PERSONNEL COST	120,442			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Marketing/Outreach	9,000			
6. Supplies	7,200			
7. Telecommunication				
8. Utilities	15,600			
9. Maintenance and Repair	10,200			
10. PGC Walk and run event	6,500			
11. Kupuna Power	5,800			
12. Indirect cost	5,258			
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	59,558			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	180,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		Quan Nguyen	808-792-1191	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested				1/19/2018
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
TOTAL BUDGET	180,000	Tin Myaing Thein, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: PACIFIC GATEWAY CENTER

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None	0.00	\$0.00	\$ -	0
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None	0.00	\$0.00	\$ -	0
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS:				

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: PACIFIC GATEWAY CENTER

Contracts Total: 1,335,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Nakupuna Makamae Center Renovation	2015-2016	Hawaii Community Development Agency	State of Hawaii	1,000,000
2	Empowering Kupuna, Connecting Generation	10/2016-10/2017	Executive Office on Aging	State of Hawaii	185,000
3	Senior Moments	10/2017-10/2018	Executive Office on Aging	State of Hawaii	150,000
4					
5					
6					
7					
8					
9					
10					
11					
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27					

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

The undersigned authorized representative of the applicant certifies the following:

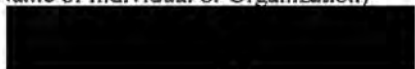
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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.

PACIFIC GATEWAY CENTER

(Typed Name of Individual or Organization)



(Signature)

01/19/2018

(Date)

Tin Myaing Thein, Ph.D
(Typed Name)

Executive Director
(Title)

PROJECTED ANNUAL TIMELINE

	Kapuna Power and Active Aging Event	“Walk and Run” Event
Month 1	<ol style="list-style-type: none"> 1. Receive Signed Contract 2. Form committee 	<ol style="list-style-type: none"> 1. Receive Signed Contract 2. Form committee
Month 2	<ol style="list-style-type: none"> 1. Committee to decide location and date 	<ol style="list-style-type: none"> 1. Committee to decide location and date 2. Proposed route is finalized 3. Application for any required city/county permits are filed 4. Contact vendors and collaborators
Month 3	<ol style="list-style-type: none"> 1. Application for any required city/county permits are filled 2. Finalize the event details 	<ol style="list-style-type: none"> 1. Committee meets to refine details 2. Media outreach to community 3. Release Facebook campaign 4. Sign up applicants 5. Training sessions held 6. Press release for other NKM classes
Month 4	<ol style="list-style-type: none"> 1. Quarterly Report 2. Press release to media 3. Committee meets to continue to refine details 4. Contact vendors and collaborators 5. Press release to media 	<ol style="list-style-type: none"> 1. Press release to media 2. Release Facebook campaign 3. Event takes place 4. Clean-up/break down 5. Complete financial resolutions 6. Quarterly Report
Month 5	<ol style="list-style-type: none"> 1. Committee meets to refine details 2. Media outreach to community 3. Contact vendors and collaborators 	<ol style="list-style-type: none"> 1. Monitor all NKM classes 2. Release Facebook campaign
Month 6	<ol style="list-style-type: none"> 1. Secure commitment of all collaborators and vendors 2. Secure contract for event supplies 3. Open ticket sales 	<ol style="list-style-type: none"> 1. Monitor all NKM classes 2. Release Facebook campaign
Month 7	<ol style="list-style-type: none"> 1. Secure commitment of speakers and vendors 2. Secure contract for event supplies 3. Committee meets to continue to refine details 4. Design flyer and local disbursement plan 5. Quarterly Report 6. Media release 7. Promote ticket sales for the Walk and Run 8. Request submittal of nominees for award 	<ol style="list-style-type: none"> 1. Monitor all NKM classes 2. Release Facebook campaign 3. Quarterly Report

Month 8	<ol style="list-style-type: none"> 1. Purchase awards 2. Choose award recipients 3. Press release 4. Committee meets to continue to refine details 5. Disburse flyers 6. Release Facebook campaign 7. Promote ticket sales 8. Media release 	<ol style="list-style-type: none"> 1. Monitor all NKM classes 2. Release Facebook campaign
Month 9	<ol style="list-style-type: none"> 1. Inform selected award recipients 2. Refine all event details 3. Confirm vendors, collaborators, and speakers 4. Press release 5. Committee meets to continue to refine details 6. Disburse flyers 3. Release Facebook campaign 4. Promote ticket sales 5. Media release 	<ol style="list-style-type: none"> 1. Monitor all NKM classes 2. Release Facebook campaign 3. Distribute all flyers to classes re: Kupuna Power –Active Aging Event.
Month 10	<ol style="list-style-type: none"> 1. Confirm with selected award recipients 2. Refine all event details 3. Confirm vendors, collaborators, and speakers 4. Press release 5. Disburse flyers 6. Release Facebook campaign 	Hold Kupuna Power Day
Month 11	<ol style="list-style-type: none"> 1. Check inventory 2. Check evaluation sheets 3. Thank letters to participating vendors 3. Follow up on Active 4. Aging activities 5. Sign up for the work with career changers 	Clean up after Kupuna Day
Month 12	<ol style="list-style-type: none"> 1. Check the impact and evaluations 2. Follow up with suggestions. 3. Payables reviewed and payments approved. 4. Submit Final Report. 	Begin Final Report

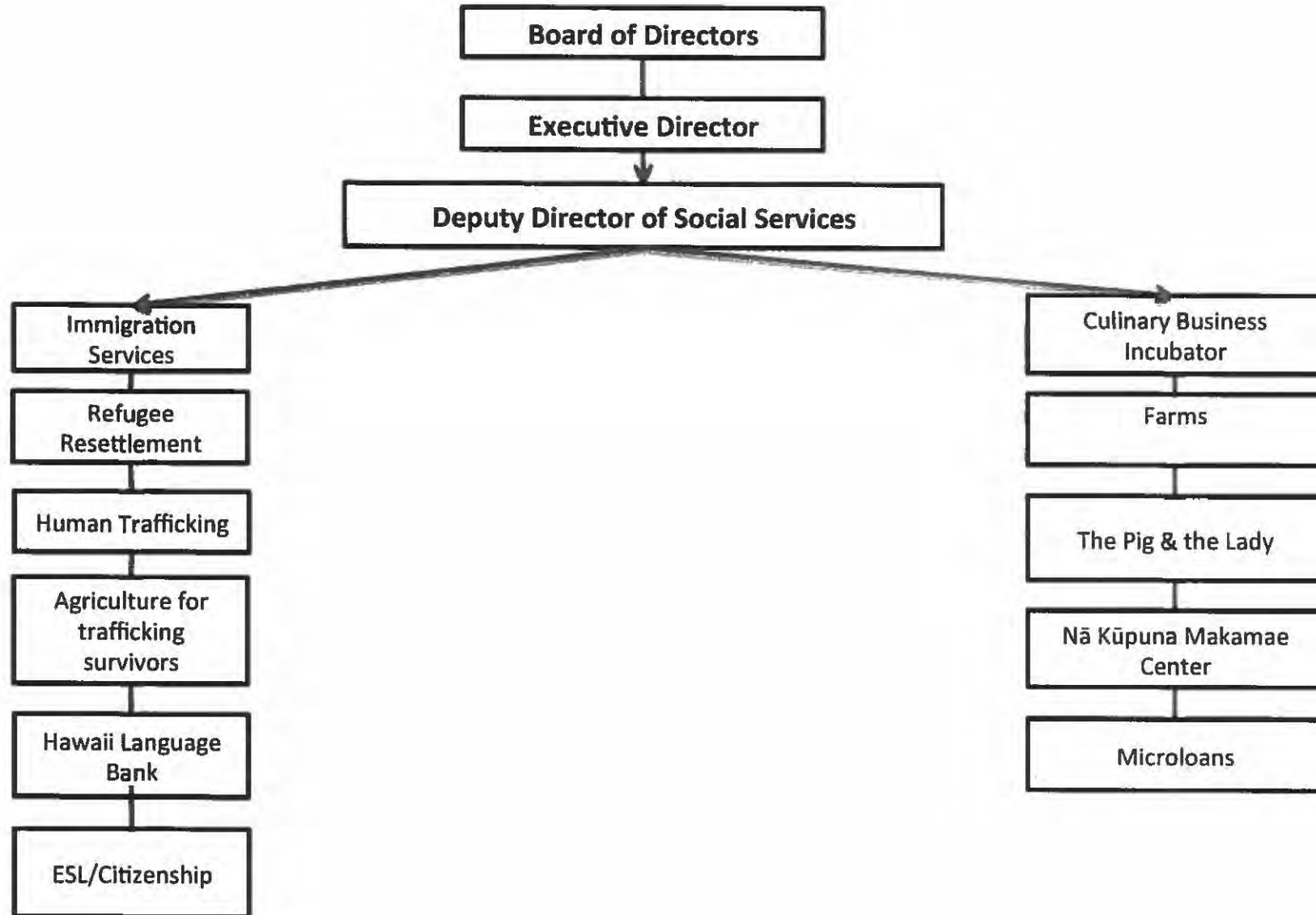


PACIFIC GATEWAY CENTER

APPENDIX

- 1) Organizational Chart
- 2) Certificate of Good Standing
- 3) Balance of Unrestricted Current Net Assets
- 4) Letters of Support
- 5) Resume of Key Staff

PACIFIC GATEWAY CENTER





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 19, 2018

Director of Commerce and Consumer Affairs

Pacific Gateway Center

Current Assets

December 31, 2017

Assets	
--------	--

Current assets	
----------------	--

Cash and cash equivalents	\$ 79,557
Restricted cash	100,504
Account receivable, net	96,793
Grant receivable	2,000
Current portion of microloan receivable, net	21,799
Prepaid expenses	28,490
Total current assets	329,143

January 17, 2018

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

Re: Letter of Support


Dear Dr. Myaing,

It has been my pleasure to have collaborated with Pacific Gateway Center in providing hula dancing lessons and activities at your Nā Kūpuna Makamae program over the past year. I have enjoyed very much working with many seniors who found joy and leisure through learning and dancing hula.

As PGC is proposing to continue your initiative and multiple activities for seniors to promote active aging and enhancement of their quality of life through health and wellness, I will be very pleased to sustain the collaboration with PGC in sharing the love of hula dancing and inspiring the kūpuna to remain active in their mind, body, and spirit while enjoying quality lives.

I wish you the very best on this meaningful program and look forward to having many hula sessions with seniors in your program.

Sincerely,


'Aukai Reynolds,
Kumu Hula



"Bringing generations a little closer"

HANAFUDA HAWAII LLC

P.O. Box 61623
Honolulu, HI 86839

Tel: 808-927-0993
Email: nakano@hawaiiantel.net

www.HanafudaHawaii.com

To: Dr. Tin Myaing Thein, President, Na Kupuna Makamae Senior Center

From: Helen T. Nakano, President, Hanafuda Hawaii

January 17, 2018

Dear Dr. Tin Myaing Thein:

Please know that our Hanafuda Po'ai (friendship circle) has thrived under the support and encouragement we have received here at the Na Kupuna Makamae Senior Center. We are very grateful for the guidance we have received from Rhonda Burk, your program director, and to the staff who go out of their way to see that our participants feel welcome and have a good time.

Since our inception over eight years ago, Hanafuda Hawaii has been teaching the ancient game of hanafuda to thousands of seniors and children, and those in between, at senior centers, care homes, schools, libraries, colleges, but this is the first time that we can offer participants a place where they can learn and play the game every week. Many of the participants come for about three times and then, having mastered the game, no longer join us. But, we have a core group who come weekly for fun and fellowship. Often, these are people who live alone. They feel they have found an ohana. Thank you for making this possible by allowing us to use your facilities without charge.

The mission of Hanafuda Hawaii is "to bring generations a little closer." Tomorrow morning, my sensei and I will be teaching all the 3rd graders of Wilson Elementary School. Following that, we will be teaching seniors at Na Kupuna Makamae Senior Center. At their homes, more families are playing this simple game together, continuing a tradition over 100 years old in Hawaii.

Sincerely,

Helen T. Nakano



Rich Figel
801 Kainui Drive • Kailua, HI 96734
Phone: 808-262-5073 Email: richfigel@gmail.com

Jan. 15, 2018

To: Dr. Tin Myaing Thein, Pacific Gateway Center

Re: Active Aging Festival/Career Change Video Project

Career Changers TV would be happy to produce videos to promote the Active Aging Festival and Changing Careers After Retirement program for Pacific Gateway Center. In addition to posting these videos on the PGC website, social media and the Career Changers YouTube Channel (over 2.3 million total views at present), we would air these segments daily on my Spectrum OC16 television show in Hawaii.

Our monthly half-hour episodes air daily at different times for an entire month, and are available on demand for an additional five months after the initial run on Spectrum OC16, which is available to over 300,000 cable subscribers statewide. Our television show and YouTube videos reach 50,000 to 100,000 viewers each month. You can watch sample segments from past and present episodes by clicking here:

<https://www.youtube.com/user/CareerChangersTV>

We propose doing three 5-minute videos. The first would promote the Active Aging and explain the purpose of the event. The second would cover the event and promote the Changing Careers After Retirement program to follow. The third would focus on the Changing Careers workshops and profile participants as examples of Active Aging. To learn more about the Career Changers TV show, please visit our website: www.CareerChangers.tv

The cost to film, edit and air each 5-minute segment daily for an entire month would be just \$1,000 per segment. That includes posting the videos on social media, as well as PGC's website and the Career Changers YouTube Channel. Total cost for all three segments would be \$3,000 to produce and air them over the course of three months.

If you have any questions or need additional information, feel free to call or email me. We think we'd be an ideal match for this project!

Aloha,
Rich Figel

Executive Producer

Tin Myaing Thein, Ph.D.
723-C Umi St Honolulu HI 96819 USA
myaing2@pacificgatewaycenter.org
1-808-851-7010

Summary of Experience

- 30+ years of experience in community and economic development, administering and implementing programs for both national and international organizations.
- Pursued global issues concerning the economic predicament of poverty alleviation.
- As an accomplished community organizer, researcher, and leader, designed, implemented, monitored and supervised community programs and conducted numerous projects dealing with rural education, women's issues, poverty alleviation, economic development, and labor and human trafficking.
- A proven success in raising awareness for community-based issues and solution searching for such issues while working collaboratively and maintaining great partnership with various stakeholders, including public, private, and civil society governance actors.
- Extremely knowledgeable in organization, program development and the administration of both small and large-scale community-based presentations and campaigns.

Professional Experience

Executive Director

Pacific Gateway Center, Honolulu, HI (1997 – present)

- Oversee community-based programs (social service, employment and training, economic development and community building) assisting immigrants, refugees, and low-income individuals succeed in their efforts to become economically and socially self-sufficient.

Myanmar Participatory Rural Assessment Lead Trainer

UNDP (1993-1997)

PVO Officer

USAID Private Voluntary Organizations (1991-1993)

Executive Director

Mutual Assistance Associations Center, Honolulu, HI (1988-1991)

Consultant

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

Project Director

Hawaiian Committee for Humanities, Honolulu, HI (1998)

Director/Evaluator

Child and Family Services, Honolulu, HI (1986-1987)

Director

American Association of University Women, Washington D.C. (1982-1984)

Project Director

Asian/Pacific Women's Employment Project, San Diego, CA (1979-1980)

University Research Corporation (1976-1979)

Education

Ph.D. in Medical Sociology at Columbia University, 1974

M.S. in Public Health at University of Pittsburgh, 1967

B.S. in Microbiology at University of Hawaii in Manoa 1966

B.A. in Psychology at University of Rangoon, 1963

Awards and Community Services

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, 2013

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

President Carter's Advisory Committee for Women, 1978

Rhonda L. Osurman

324C Kalama St., Kailua 96734 ◊ (808) 392-0048 ◊ Rhonda@pacificgatewaycenter.org

PROFESSIONAL EXPERIENCE

- *Pacific Gateway Center / Na Kupuna Makamae Center – 8/2017 – Current*
Program Director
 - ◊ *Bringing in various teachers and classes to engage Kupuna with multi-generational and multi-ethnic programs to enrich and build various connections and opportunities.*
 - ◊ *Marketing and promotion of the center's venue rental and other income-earning capabilities*
 - ◊ *Foundational support for various schools to bring in students to exchange programs with Kupuna*
 - ◊ *Event planning for Kupuna Power and new organizational structuring for Active Aging events.*
 - ◊ *Collaborating with the Kupuna Caucus members and committees and various Senior Center Organizations*

- *Burk Parameds, Inc., dba APPS Pacific & Accupro Screening (1996 -) – Founder/CEO*
 - ◊ *APPS Pacific – A Hawai'i-based company serving the insurance industry performing paramedical exams and health appraisals on Life, Disability and Long-term care applicants.*
Responsibilities:
 - *Executive and H.R. Duties*
 - *Director of Training and Quality*
 - *Overseeing management of Paramedical & Medical Personnel Technicians on all major Hawaiian Islands including Guam & Saipan*
 - *Sales and Marketing*
 - *Paramedical/Underwriting Consultant*
 - *HIPPA & DHHS Compliance Manager*

 - ◊ *Accupro Screening – Company serving the Transportation, Construction and other industries performing Complete Drug Free Workplace Services.*
Responsibilities:
 - *Executive & H.R. duties*
 - *Drug Free Workplace Consultant, Policy & Program Designer*
 - *Director of Training and Quality*
 - *Sales and Marketing*
 - *Drug Free Workplace Consultant*

EDUCATION

- *University of Hawaii, Honolulu, HI. – B.A., Medical Technician; 1985*
- *Certificates – Medical Didactics & Diagnostics – Harvard University Extension School, Analyzing Global Trends for Business and Society – PennX/Penn State Online, Health & Society – HarvardX Online, Entrepreneurship and Healthcare in Emerging Economies – HarvardX Online & ContractsX – HarvardX Online.*

PROFESSIONAL PROFILE

- *Paramedical Trainer*
- *EKG Technician*
- *State of Hawaii Provider for Continuing Education, Dept. of Commerce & Consumer Affairs – Insurance Division*
- *Trained in Insurance Medicine Underwriting under Hank George, FALU, CLU, FLMI – Independent Underwriting Educator*
- *Certified Professional Drug Test Collector Trainer*

- *Certified Breath Alcohol Technician*
- *Regional Collector – U.S. Dept. of Homeland Security – U.S. Customs & Border Patrol*
- *Drug & Alcohol Program Coordinator – Disney Corporation, Burbank, CA. & Celebration, FL.*

- *Certified Drug & Alcohol Testing Industry Association (DATIA) Program Management Designer*
- *U.S. Dept. of Transportation Drug & Alcohol Safety Program & Compliance Trainer*
- *Designated Employer Representative Trainer – DOT Drug & Alcohol Program Compliance for DOT Employers*
- *Conductor of DOT Supervisor Substance Abuse & Alcohol Training Certification*

PROFESSIONAL ORGANIZATIONS

- *Director, NAIFA Honolulu*
- *Vice-President, IFAPAC Hawaii*
- *BIA Hawai'i*
- *DATIA (Drug & Alcohol Testing Industry Association)*
- *Hawaii Transportation Association*

NON-PROFESSIONAL ORGANIZATIONS

- *Board of Director & Co-Producer – Pahinui Productions, Various Concert Venues & Productions in Hawai'i & Seattle*
- *Vice President – Na'alehu Theater*
- *Co-Administrator – Celebrate Recovery Waimanalo – Family Division*
- *Board of Director – Waimanalo SDA Church*

INTERESTS

- *Masters Swimmer – U.S. Masters – U.H. Athletics – Open Water*
- *Professional Hula Dancer – Cyril Pahinui Band & Dancing Cat Records*

Swe Swe
Pacific Gateway Center
723-C Umi St Honolulu HI 96819
sweswe@pacificgatewaycenter.org

Education

- Bachelor of Science in Computer Science (Hons)
University of Computer Studies, Magway, Myanmar

Work Experience

Program Associate

Pacific Gateway Center, Honolulu, HI, USA (Jan 2017 – Present)

- Maintain and ensure database is up to date
- Maintain website and monitor web inquiries
- Assist in special events such as Farmer's Markets and Fundraising Dinners

Logistics Assistant

Oxfam International, Yangon, Myanmar (Sep 2015 – Jan 2016)

- Manage warehouse inventory
- Liaise and troubleshoot with field based logistical teams
- Contact suppliers for day-to-day procurements and update suppliers' info and price lists

Community Organizer

Network of Nations, DeKalb, IL, USA (Jan 2014 – Aug 2015)

- Organize bi-monthly spousal meetings and donation drives for homeless and single mothers
- Participate in Reading Summer Program for children from low-income families
- Work on Community Garden Program

Technology Trainer and Specialist

Myanmar Egress, Yangon, Myanmar (May 2012 – Oct 2013)

- Manage Internet and Intranet (cable and Wi-Fi) network for more than 100+ users
- Provide tech support and training to Members of Parliament and other government staff
- Maintain computer lab of more than 50 computers and provide training to graduate scholars

Awards

- Scholarship from Government of the Czech Republic to study MSc in Informatics
- Full tuition scholarship from Capacity Building Institute
- Full tuition scholarship from Myanmar Egress

Skills

- Qualitative Research, Teaching, Translation, Office Management, Administrative and Secretarial Skills, Hardware and Software Training (MS Office, Adobe Suite), Financing (MYOB Computerized Accounting) and Data Management (SQL and Access)

Languages

- Burmese (native)
- English

QUAN B. NGUYEN

E-mail: quan@pacificgatewaycenter.org | Phone: (808) 851-7010
[linkedin.com/in/quanbnguyen](https://www.linkedin.com/in/quanbnguyen)

EDUCATION:

SHIDLER COLLEGE OF BUSINESS, UNIVERSITY OF HAWAII AT MANOA, Honolulu, Hawaii
Master of Accounting, May 2015

SHIDLER COLLEGE OF BUSINESS, UNIVERSITY OF HAWAII AT MANOA, Honolulu, Hawaii
Bachelor of Business Administration in Accounting and International Business, May 2013

EXPERIENCE:

PACIFIC GATEWAY CENTER, Honolulu, HI

Hawaii community-based non-profit organization whose mission is to empower immigrants, refugees and low-income in building skills so they may access opportunities to achieve self-sufficiency.

Accountant, December 2017 – Present

- Manage and oversee the accounting process of various programs at PGC
- Assist CFO with budgeting and indirect cost model
- Assist Executive Director and Program Coordinator with budgeting for Grants application

NERVES INCORPORATED, Dallas, TX

Research Company focused on peripheral nerve repair technologies with the mission of improving the life of people suffering from devastating peripheral nerve injury.

Accounting Associate, July 2016 – December 2016

Accountant, January 2017 – November 2017

- Responsible for managing all Accounts Payable and Accounts Receivable transactions
- Prepare monthly closing and year-end closing financial reports
- Reconcile bank account, credit cards, and other money accounts
- Assist with creating and customizing company accounting manual
- Establish and reinforce an accounting system with policies and procedures in accordance with GAAP and government accounting in preparation for DCAA audit
- Approve employee timesheets for payroll
- Keep track of equipment inventory by location; assure all records are filed and kept according to standards
- Communicate effectively with company's CPA; discuss tax saving options with managers and CEO
- Keep track, compare, analyze, and report all financial data and recommend actions to the CEO
- Research to provide insights and ideas for solution to problems arise in the company
- Special Project: Migration of QuickBooks to PROCAS; successfully implemented on November 1st, 2016

GOURMET EVENTS HAWAII, Honolulu, HI

Hawaii based event planners with more than ten years of creating exceptional event experiences in various areas of production, planning, and catering.

Accounting Intern, August 2014 – December 2014

Accounting Assistant, January 2015 – November 2015

- Management of Accounts Receivable: synced between event management software (CaterEase) and accounting software (QuickBooks) for daily collection reports and weekly sales reports using spreadsheet
- Management of Accounts Payable: assisted with reviewing and evaluating event profitability; processed vendor invoices
- Project 1: Worked on interface between CaterEase and QuickBooks under supervision of Controller
- Project 2: Assisted firm's outsourcing phase by training oversea employees and auditing their progress
- Side Assistant: Provided emergency help for Controller at Kina 'Ole Estate when needed

WIKI WIKI FLIX, Honolulu, HI

High volume Hawaii based DVDs store, providing sale and rental services for movie

Accounting Assistant/Clerk, November 2013 – February 2014

- Assisted customers with their inquiries; Maintained integrity while handling cash
- Analyzed and prepared closing sale report; Organized receipts, billings, and bank statements
- Prepared pretax statement (Schedule C)

SOFTWARE APPLICATIONS

- Accounting Software – IDEA, QuickBooks, and PROCAS
- Microsoft Office: Microsoft Word, Excel, Access, Outlook and PowerPoint
- Industry Specific: CaterEase (Event Planning)

ACTIVITIES AND INTERESTS

- Enjoy marketing, travel, cooking, soccer, technologies, IT, and music.
- Shidler Accounting Club member from Jan 2014 to May 2015.