

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



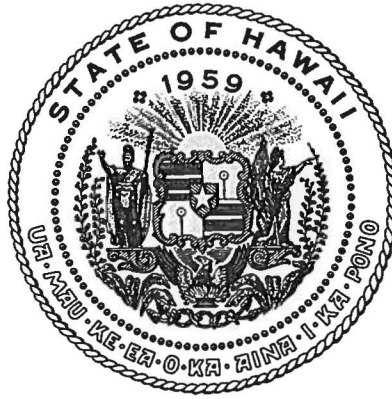
Tin Myaing Thein, Executive Director

01/16/2020

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE



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 16, 2020

Director of Commerce and Consumer Affairs

§42F-102 Applications for Grants

Requests for grants shall be submitted to the appropriate standing committees of the legislature at the start of each regular session of the legislature.

Each request shall state:

- (1) The name of the requesting organization or individual
Pacific Gateway Center
- (2) The public purpose for the grant
The public purpose of the grant application is to support socially disadvantaged and low-income populations residents of Oahu and to serve the rest of the community by providing increased food production.
- (3) The services to be supported by the grant
Providing access to land, capital, education to general agricultural practices, building distribution systems, and connecting them to outlets.
- (4) The target group:
The target group consists of stakeholders in the food value chain; from growers to food processors and other value-added producers, to aggregators, to the end-users such as restaurants and other food outlets.
- (5) The cost of the grant and the budget. [L 1997, c 190, pt of §3; am L 2014, c 96, §6]
The budget requested in this application \$490,367.

Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Certification – Please attach immediately after cover page

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

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2019.

2. Declaration Statement

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

3. Public Purpose

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

II. Background and Summary

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

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

Pacific Gateway Center (PGC) is a 45 year old non-profit organization based in the State of Hawaii and has served over 10,000 socially disadvantaged residents and over 800 entrepreneurial businesses. Founded by three churches in the Kalihi Palama and Chinatown area, PGC's mission is : "To empower Hawaii's low-income residents, immigrants, refugees and other vulnerable populations to achieve self-sufficiency through skill-building and access to opportunities while respecting cultural heritages."

PGC's Programs include the 1) Culinary Business Incubator (CBI) which currently serves 99 food entrepreneurs and flagship restaurant, The Pig & The Lady and their expansion to 3 locations on Oahu and Japan. 2) 200+ acre PGC Kunia Farm with 50+ farms yielding more than 2 million pounds of produce since 2017. 3) Na Kupuna Makamae Center, a historic heritage site in Kaka'ako servicing senior citizens with 8 classes ranging from Hula and Tai-Chi to crafts and other social activities. 4) Affordable housing to support PGC families at two locations, 818 Laula Way and at the HARC housing in Kunia and 5) Job placement and training for Human Trafficking Victims, Refugees and Immigrants through resettlement and naturalization services.

2. The goals and objectives related to the request;

The goal of the Agricultural Value Chain Project (AVC), a community economic development program, is to scale the current PGC framework through a hub and spoke model. Utilizing centrally located facilities, it will support the aggregation, storage, processing, distribution and marketing of locally produced food products with the help of culturally appropriate service providers offering wrap around social services.

The objectives are:

- 1) outreach to at least 500 food growers and producers by the end of 2021 fiscal year;
- 2) connect and enroll at least 50 food producers, food processors and distribution facilities into the program by the end of the project;
- 3) collaborate with existing Department of Agriculture programs (market development, speciality crop, pest, farmer's markets, community supported ag programs into the program) with aggregated data and training, within the time frame of the project;
- 4) organize and conduct at least 3 job training programs related to food handling and distribution, by the end of the project year;
- 5) collaborate with at least 3 business development/expansion programs (Central corridor - Kunia & Whitmore, Waimanalo, Waianae) within the project year; and
- 6) enroll at least 2 financing resources (community development financial institutions) into the program within the life of the project year.

3. The public purpose and need to be served;

Food security is a top priority for the State of Hawaii, with 85% of its food imported from the continental U.S. (DBEDT 2012)¹; with very strong public and local government support for expanding the local agricultural industry, a comprehensive statewide plan is necessary to more effectively and cooperatively link the more than 7000 farmers throughout the state. Public purpose of this project is to serve the residents of the State of Hawaii through improving food resiliency via a proven and scalable framework that supports the Hawaii State Constitution's mission of "developing programs that promote agricultural viability." The PGC Agricultural Value Chain Program primarily focuses on the organization of farmers and value added producers in food production, storage, value added processors and distribution facilities.

- a. Describe the target population to be served; and

The project will serve the residents of the island of Oahu, in particular low income farming communities and consumers of food products.

4. Describe the geographic coverage.

The geographic areas of the PGC Agricultural Value Chain will maximize PGC's incubators in the neighborhoods of Kalihi-Palama-Iwilei-Chinatown (urban Honolulu), and central Oahu 200+ acre PGC Kunia Farm. The proposed project area encompasses most of the oldest and poorest communities on Oahu, Hawaii. The target urban communities include 7 census tracts with a population of 25,255 people (Tracts 52, 53, 55, 57, 58, 59, and 60). An additional census tract is a rural area, the community of

¹http://files.hawaii.gov/dbedt/op/spb/INCREASED_FOOD_SECURITY_AND_FOOD_SELF_SUFFICIENCY_STRATEGY.pdf

Leilehua and collaborative expansion to at least 3 partner foodhubs (including but not limited to: Whitmore Village, Waianae, North Shore, and Waimanalo).

- b. Creation of an Agricultural Value Chain in Oahu to become a wholesale distribution hub for the region's agricultural products. This will strengthen the existing food distribution network to better manage sales of farming products from local sources (farm growth on).

III. Service Summary and Outcomes

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

Describe the scope of work, tasks and responsibilities;

1. PGCs integrated scope of work includes:

- a. **Healthy Food Access:** Healthy food initiatives in disadvantaged communities are being developed throughout the country but are typically focused on specific aspects of the industry: Community and non-profits are involved in certain activities, however PGC bridges all aspects from farming to retail outlets. The overall focus is a combination of connecting the gaps between the farmers and food processors and vertically integrating the distribution and marketing. PGC's proven track record and methodology will be leveraged to facilitate contract growing and coordination, storage, processing in the food industry in Hawaii targeting low-income communities. Specifically the activity points are:
 - i. **Farming** (urban, rural, organic, hydroponic and aquaponic): Creating farm business enterprises.
 - ii. **Value-added production** (provider of facilities and technical assistance): Creating new enterprises and growing farm enterprises to higher margin business opportunities (Example: banana chips).
 - iii. **Distribution** (to local restaurants, retailers): PGC will open new markets to help the above businesses grow. Retail and Restaurants: Help start businesses and help them grow (incubators). Leveraging PGC's flagship restaurant, The Pig & The Lady with 2 locations in Hawaii and their recent international location in Japan and Keiki Lunchbox (serving several public schools from Waianae to Hawaii Kai) currently over 20 restaurants and food entrepreneurs have expressed interest in partnering.
 - iv. **Marketing** (direct to consumers, retailers): building a distribution network of new and expanding businesses in the food industry by creating and assisting food enterprises.
 - v. **Direct Sales:** through for-profit, non-profit or direct (social enterprises).
 - vi. **Business Start Up/Expansion support:** Technical assistance to businesses and entrepreneurs.
 - vii. **Financial Assistance** (to business start-up and expansion): PGC can work to support access of loans through the USDA, Hawaii State Department of Agriculture.

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

C. WORK PLAN

PGC Agricultural Value Chain Work plan QUARTER 1	
Planned Activities for Quarter 1	
Activity	Month
Complete contract negotiations	June
Obtain Notice to Proceed	June
Notify and connect with Partners including USDA and HDOA	July
Planning (including curriculum, revisions, intake and assessment, activity and logistic arrangements)	August, September,
Design and plan marketing	August, September
Design Logistics of distribution	August, September
Design Training Sessions with USDA and HDOA	August, September
Budget Assessment (projected to actual)	September
Staff Training	August, September
Complete Farm management design	August, September
Begin Outreach	August, September
Connect and Collaborate with business development partners	August, September
Screening, Intake and Assessment	August, September
Connect with Value-added Producers	August, September
Ongoing Support Services	August, September
Other Social Services	August, September
Connect to Financial Assistance Providers	August, September
Connecting Farmers to Value added Producers and Retail Outlets	August, September
Anticipated Outcomes for Quarter 1	

Outreach to 75, Marketing Plan Launched, Farmers on board and connected to distributors and buyers	2 Informational Sessions Quarterly Progress Report
--	---

PGC Agricultural Value Chain Work plan	
<u>QUARTER 2</u>	
Planned Activities for Quarter 2	
Activity	Month
Continue Outreach, Screening, Intake, Assessment	October November
Marketing Ongoing	October, November, December
Ongoing Support Services continue	October, November, December
Distribution of agricultural goods to value added producers	November December
Distribution of agri-products to direct retail outlets	November December
Connect to Financial Assistance Providers	October, November, December
GAP Training	October, November, December
Anticipated Outcomes for Quarter 2	
Outreach to 125, 20 persons enrolled	2 Informational Sessions, 3 educational sessions
Quarterly report	Progress Report

PGC Agricultural Value Chain Work Plan	
<u>QUARTER 3</u>	
Planned Activities for Quarter 3	
Activity	Month
Internal Program Assessment	January
Continue Outreach, Screening, Intake, Assessment	January, February, March
Ongoing Support Services	January, February, March
Continue Marketing activities	January, February, March

GAP Classes Continue	January, February, March	
Other Social Services	January, February, March	
Assessing connections	March	
Assessing pricing, quality of products	January	
Evaluate distribution logistics	January	
Anticipated Outcomes for Quarter 3		
Outreach to 150, 30 Persons Enrolled	Completed 50 assessments	4 Training Sessions
Progress Report		Quarterly Report

PGC Agricultural Value Chain Work Plan		
<u>QUARTER 4</u>		
Planned Activities for Quarter 4		
Activity	Month	
Continue Outreach, Screening, Intake, Assessment	April, May June	
Ongoing Support Services	April, May June	
Assess the impact of value added sales	April May June	
Assess the impact of direct sales	April May June	
GAP Classes Continue	April, May, June	
Other Social Services	April, May, June	
Training Sessions	April, May, June	
Anticipated Outcomes for Quarter 4		
Outreach to 150 persons/entities, 50 Persons Enrolled	Completed All Training Sessions	Impact assessment and Final Report

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

C. QUALITY ASSURANCE AND EVALUATION

Pacific Gateway Center's Quality Assurance Plan (QAP): The Pacific Gateway Center is dedicated to effectively and responsibly providing essential services to its clients to build their lives and reach self-sufficiency. PGC holds its staff to the highest levels of professionalism, and itself accountable to

those who fund the services. In order to successfully achieve these high standards, PGC has established the Quality Assurance Plan (QAP) for the evaluation and improvement of its services.

QAP is designed to ensure that quality products and services are being provided to our target population. This is done by ensuring that the products and services meet established quality assurance standards and procedures, consisting of the following:

1. Adherence to requirements for project case records and financial files.
2. Adherence to standard operating procedures, including personnel policies and practices.
3. Adherence to contractual requirements in programming, finance and administration.
4. Adherence to PGC financial and management practices.
5. Adherence to all applicable state and county requirements.

Data for measuring QA adherence will come largely from documents and reports, supplemented by on-site visits and client interviews.

Quality assurance will encompass both program and administrative objectives. Several methods will be used to measure the degree to which planned objectives have been achieved by reviewing benchmark activities and tasks. Process activities will be measured by reviewing client files, reports and other recorded accomplishments on a bimonthly basis. The review will use an agreed upon checklist to determine whether or not the documentation is complete and accurate. Any problems of deficiencies will be recorded and corrected immediately. Since education and training is an important component of the project, PGC will also conduct pre and post-tests of skills so that the impact of case workers on clients can be measured. Additionally, support services will be tracked regularly to determine client progress. Activity reports will be compiled into a written report on a quarterly basis.

Our project evaluation plan is designed to assess performance, in particular the achievement of project goals, objectives and activities. It will, in effect, measure the success of the project in meeting project output and outcome milestones. Data on these indicators will come from monthly and quarterly reports that PGC collects routinely. These reports will be supplemented with on-site visits and client interviews. PGC will prepare quarterly reports on output and outcome performance, including the identification of any shortcomings and the development of strategies for assessing them. In addition to these evaluation indicators, PGC will also collect performance data on selected outreach and training indicators in order to determine how well these core interventions are doing. This will include client surveys and pre-post training assessment tests.

Since QA will be directed at both program and administrative objectives, several methods will be used to measure the degree to which planned objectives have been achieved by reviewing benchmark activities and tasks. Process activities will be measured by reviewing client files, reports and other recorded accomplishments on a bimonthly basis. The review will use a previously agreed upon checklist to determine whether or not the documentation is complete and accurate. Any problems or deficiencies will be recorded and corrected immediately. To determine evaluation of outcomes, i.e. assessment of the effectiveness of the services provided, key statistics will be included in the monitoring effort. They will include, but not be limited to, the number of clients graduating from employment related and English language classes as well as the number of clients entering part-time and full-time employment. The formal evaluation will also examine the degree to which PGC meets administrative requirements. This procedure will test the adherence of all parties to standard operating procedures, fiscal rules and practices. PGC will compare accomplishments against planned outcomes.

The PGC has established procedures for the monitoring of grant management and program management. Procedures will be in conformance with state and county requirements. The project's process, activities and services will include:

1. Outreach, recruitment, eligibility screening, intake and enrollment,
2. Assessment of goals and needs,
3. Delivery of training, counseling and contacts to develop business relationships of parallel producers and reduce barriers to expansion of market outlets, and
4. Assistance in the development of agricultural products sold to consumers.

These activities will be monitored to ensure quality assurance in service delivery and will be ongoing throughout the term of the Program. They will include on-site and desk reviews assessing the following:

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.

OUTPUT AND PERFORMANCE/ OUTCOME MEASUREMENTS TABLE (2021-2022)		
	FY 2021	FY2022
Outputs		
Total number persons enrolled in the program	25	50
Enrolled and provided basic family support and social adjustment services	10	12
Enrolled in Farming Activities	20	25
Enrolled in Food Processing Activities	10	25
Received medical screening services	30	30
Provided English language instruction	12	25
Enrolled and provided food processors, vice versa to farmers	20	40
Enrolled in educational or GAP programs	20	50
Outcomes		at least 500 reached

		at least 50 entities enrolled
Number of families meeting their basic needs	20	30
Number of farmers	20	50
Completed connections to food processors and buyers	20	50
Completed Pesticide and/or GAP training	20	50

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds ([Link](#)):
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#)):
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$197,456	\$176,467	\$58,582	\$57,862	\$490,366

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.

None

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.

Neither State nor Federal Tax Credits have been applied nor 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 2021 for program funding.Hao
- **GIA 2017:** “Empowering Kupuna, Connecting Generations” - \$185,000
 - **GIA 2018:** “Senior Moment” - \$150,000
 - **GIA CIP 2019:** “Historic 653 Ala Moana Pump Station: Improve the Building for Public Purpose” \$125,000
 - **Federal DHHS, Administration for Children and Families, Office of Refugee Resettlement:** “Agriculture for Trafficked Survivors” 2016-2019: \$100,000 for each year
 - **Federal DHHS Administration for Children and Families: Community Economic Development: PGC Social Enterprises Program: 2019-2024: \$400,000.**
 - **Federal DHHS Administration for Children and Families: Community Economic Development: Job Creation Through Agriculture 2016-2019: \$492,762.**
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.
- \$7,845,782.76 ending 09/30/2019

V. Experience and Capability

1. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge, 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.

A sampling of projects and outcomes related to the proposed project from PGC includes: **a) Pacific Gateway Center, Business Assistance to Farmers:** Since 1991 till present, on-going business assistance to small farm low-income farmers through loans and technical assistance. Through its small business loan program, PCG has assisted more than 360 farmers, or approximately 60% of the PGC loan portfolio. **b) Refugee Agricultural Partnership Project or RAPP - U.S. Department of Health and Human Services Grant # 90ZR002702 (2013-2019)** entitled *Trafficking Survivors Farm Project* and provides training and land to 32 human trafficking survivors on the neighbor islands providing information about resources of USDA programs to the trafficked survivors; **c) PGC’s Agricultural Incubator Project** funded by the City and County of Honolulu opened in 2014-2018. This incubator program that includes a poultry farm and aquaponics as a demonstration project, selling free range eggs to the community and was a vital vocational job training center for agriculture and food. **d) Farmer Resource Workshops Ongoing:** PGC assists the Hawaii Farm Services Agency, Cooperative Extension, and the Hawaii Department of Agriculture in organizing bi-annual free community workshops for farmers for information programs, services, and resources to support farmers. **e) Hawaii Risk Management Education (HRME) Project (2016-2018)** food security, preventing theft, crop security, and organic certification training and support. **f) Rural Business Enterprise Grant (RBEG) On-going Project** since 2009 with the USDA provides increased access to credit and technical assistance for business activities in rural areas. PGC began in 2011 an expanded rural loan fund with the USDA under the **Rural Microenterprise Assistance Program** and will be completed in 2040. **g) Outreach to the Underserved (OTTUS)** was completed in

2013. The project worked in partnership with two partners, HDOA and CTAHR reaching 502 farmers who did not have knowledge of resources provided by USDA. All terminated projects received the favorable status as “complete” satisfactorily meeting goals. The agencies that are providing support and assistance to PGC are experienced in the field of agriculture: **The College of Tropical Agriculture and Human Resources (CTAHR)**, a long-time partner and supporter of PGC, is a prime educational establishment in tropical agriculture, food science and human nutrition, and human resources. The University of Hawaii originated with this College over 100 years ago. Extension agents are well known for their expertise in cutting edge innovation methods. The **Farm Service Agency (FSA)** serves as a direct link between USDA and the communities. Established in 1930s through the merger of several USDA programs, FSA provides multiple services for the agricultural communities from loans to disaster assistance. It is a well-known arm of the USDA with an entry point for the farmers well equipped to provide specialized services for the farmers. **Hawaii Department of Agriculture (HDOA)** is the State’s Department that oversees all matters pertaining to agriculture in the State. The **ethnic associations** have been in existence for at least two decades and have deep networks within their communities. The **Filipino Association of Farmers** represents the largest farming community after the Lao farmers. The **Thai Association** has a large number of farmers who now own their own their farming lots and would mentor other farmers in the process of farming enterprises. The **Myanmar Association of Hawaii** has a few members in farming and recruiting more members.

2. Facilities

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

Facilities. PGC has FIVE key sites on Oahu that can accommodate the full range of program activities. The main office is located at PGC’s 2-story Culinary Business Incubator (CBI) at 723-C Umi Street in Kalihi. The ground floor houses 11 certified professional kitchens for the production of value-added products. The second floor is designed with a large office spaces for more than 30 staff. This office space will be a base work-station for the Project Team and the accountant. The second key site is 83 North King Street in downtown Honolulu. It is a three-story facility of over 10,200 sq. ft. on a major public transportation arterial. It is fully equipped with wireless Internet connectivity and business machines for duplication, scanning, color reproduction, LCD projector and screen, etc. The ground floor and the second floor house the Pig and the Lady restaurant. All facilities are American with Disabilities Act (ADA) compliant. The King Street and Umi Street sites had both professional and licensed architectural and engineering oversight to ensure ADA compliance. The third location, PGC leases 206 acres of farmland in the rural area of Kunia with 41 five acre plots for small plot agricultural farmers. The fourth location is a small apartment complex at 818 Lauola which holds 6 apartments servicing socially disadvantaged families. Lastly, the Na Kupuna Makamae Community Center ("NKMC") is centrally located in Kaka'ako, a historic landmark (old water pump station) and is intended to be a gathering space to host events and programs directed at kupuna, their families, and the community at large. The programs at NKMM work to empower, educate, enlighten seniors and connect them to other members of the community.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

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

Direct Staff: The following are key positions for PGC-AVC.

Business Incubator Manager will be filled by Vincent Kimura, as the overall full-time manager for the project. Vincent will double as the manager of the program and can connect the farmers to the food processors and direct consumers as well as teach some of the business sessions and provide direct business technical assistance to the program clients. As a business consultant, Vincent Kimura has project management experience, monitoring project milestones, implementing tasks, managing staff and ensuring the clients' revenue centers operated efficiently by industry standards. Mr. Kimura obtained an MBA at ASU's Thunderbird School of Global Management and has worked in the food value chain and Agricultural Technology space for the last 13 years. He is fluent in Mandarin.

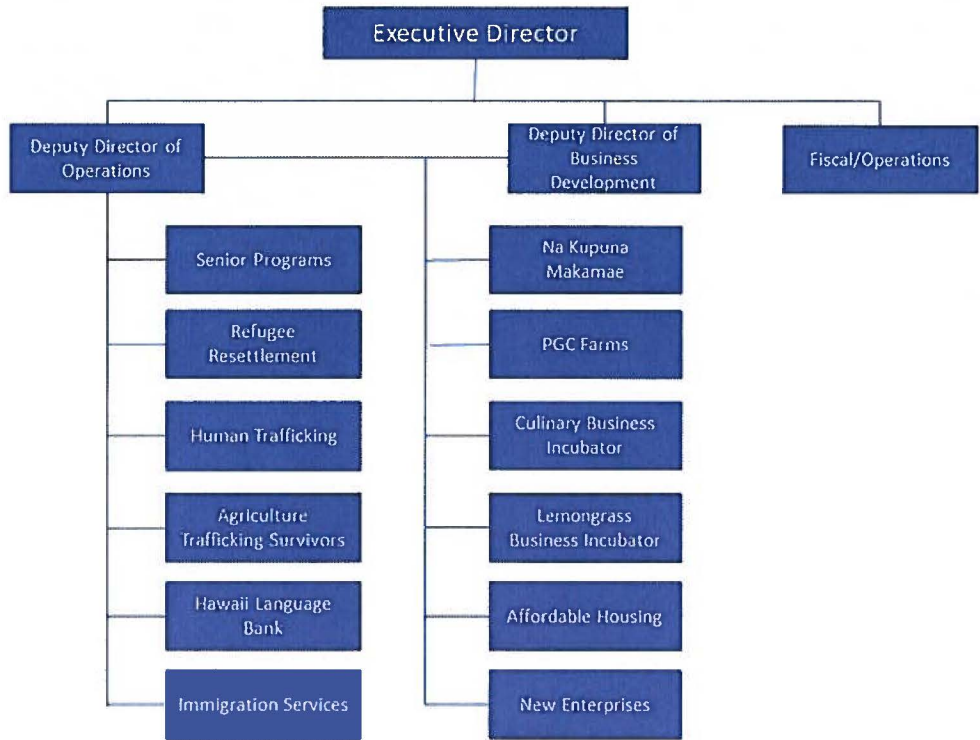
Business Case Manager is a full-time position and will be filled by Yixiao "Michael" Yang, who assist the Manager in all aspects of business service provided by the PGC-SEP program. Under the case management system, all clients will be reviewed to determine specific business needs and will be made aware of the project's goals and the commitments they will need to make if accepted to the program (and complete the program). Mr. Yang has a BBA in Accounting from the Shidler School of Business at UH-Manoa and 2 years of experience in bookkeeping for non-profit organizations. An MBA candidate at UH-Manoa, Mr. Yang is expected to graduate in 2021, and he is fluent in Mandarin.

Services Case Manager is a full-time position and will be Skyler Smela. Under PGC's case management system, the clients will all be screened to determine if social services support is needed, and if so, will be directed accordingly. Skyler has been a career professional in case management, providing services to underserved individuals and communities. She is fluent in Japanese.

Administrative Assistant (25%) will be filled by Carmen Lee, and in this position Ms. Lee will be shared with other PGC programs and will assist with office related tasks and scheduling. Ms. Lee has over 2 years of experience in support services related to scheduling, client customer service, tracking merchandise, and other administrative needs. She has worked in the wholesale merchandise industry and nonprofit sector. Ms. Lee speaks Cantonese.

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.



3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

- Executive Director: \$75,000
- Business Incubation Manager: \$55,000
- Deputy Director of Operations: \$55,000

VII. Other

1. Litigation

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

Pacific Gateway Center has no pending litigation with any party.

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 2020-21 the activity funded by the grant if the grant of this application is:

PGC's future sustainability plan is based on PGC's experiences in entrepreneurial startups and expansion of businesses which has helped them to identify major challenges to the financial viability of the clientele. These challenges are identified as follows. Through PGC's 19 year history of operating three incubators, PGC has become aware that many new business enterprises, especially startups with new entrepreneurs, have a difficult time with many hurdles to surpass and only a certain percentage remain in business. Generally only 80% make it to the second year, 70% went on to the third year and 62% to the fourth year and 56% to the fifth year. After five years, the business survival rate in Hawaii is only 47%. The plan then is to provide incubator services in the areas of need to these businesses to get them beyond the first three years at least.

Sustainability would be achieved through two levels. One of the keys to improving success is to find the right business niche for entrepreneurs which in PGC's cases was agricultural (farming) and food production (value added production and food retail outlets). Part of the sustainability is ensuring that the organization is to establish solid connections to the community and local government. The plan's first step would be to build up the networks to the local government and to the community. Secondly, the connections to the industry points such as the distribution systems and the end users such as the food processors as well as the food outlets would be established on the first year's activities. This places the AVC on solid grounds for sustainability. The plan includes an important step that would analyze the needs of the businesses through their case history and recognize a hierarchy of needs for their businesses, either in the farming, the value added processing or retail outlets. The third step would be to provide individual consultancies on the particular issue at hand and when possible in a group with similar issues. Each business will then be followed by a case manager to evaluate the progress.

At second level the clients will be dependant on the AVC project to continue to provide services to them, This requires financing for personnel and activities. . Thus the issue is related to the ability to generate income. Having access to multiple sources of finances and technical assistance, PGC will request financial support for the project. The second level of the plan then is to have them reach out to funding sources such as private foundations, local government, and federal grant agencies as well as private investors. The project will build on the resources of the first year and capital expenses will be used to leverage the activities of the following year. Another component of the sustainability plan is to derive income by charging a fee for the activities of technical assistance, in the distribution of agricultural products, processing value added products and deriving income from this activity as well as adding the cost of delivery to retail outlets. This plan for income generation would allow the AVC to sustain itself beyond the funding of the first year.

- (a) Received by the applicant for fiscal year 2020-21, but

- (b) Not received by the applicant thereafter.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: PACIFIC GATEWAY CENTER

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	117,500			
2. Payroll Taxes & Assessments	13,360			
3. Fringe Benefits	22,619			
TOTAL PERSONNEL COST	153,479			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	16,052			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	300			
5. Staff Training	200			
6. Supplies	6,680			
7. Telecommunication	4,055			
8. Utilities	53,841			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	81,128			
C. EQUIPMENT PURCHASES	255,760			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	490,367			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		Carmencita P. Centeno		808-851-7010
(b) Total Federal Funds Requested		Name (Please type or print)		Phone
(c) Total County Funds Requested		Signature of Authorized Official		01/16/2020
(d) Total Private/Other Funds Requested		Date		
TOTAL BUDGET		Tin Myaing Thein - Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES Period: July 1, 2020 to June 30, 2021

Applicant: _____PACIFIC GATEWAY CENTER_

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Business Incubator Manager	1	\$55,000.00	100.00%	\$ 55,000.00
Service Case Manager	1	\$40,000.00	100.00%	\$ 40,000.00
Admin Assistant	0.25	\$24,000.00	25.00%	\$ 6,000.00
Executive Director	0.08	\$75,000.00	8.00%	\$ 6,000.00
Deputy Director Operations	0.1	\$55,000.00	10.00%	\$ 5,500.00
Fiscal	0.1	\$50,000.00	10.00%	\$ 5,000.00
				\$ -
				\$ -
				\$ -
TOTAL:				117,500.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES Period: July 1, 2020 to June 30, 2021

Applicant: ____PACIFIC GATEWAY CENTER__

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Prepared foods trailer (2)	2.00	\$32,985.00	\$ 65,970.00	\$65,970.00
Sanitation trailer (1)	1	\$35,000.00	\$ 35,000.00	\$35,000.00
Produce Stand (15)	15	\$433.33	\$ 6,500.00	\$6,500.00
Solar dehydrator dryer	1	\$85,000.00	\$ 85,000.00	\$85,000.00
Generators	1	\$4,300.00	\$ 4,300.00	\$4,300.00
Cold Storage trailer	1	\$58,990.00	\$ 58,990.00	\$58,990.00
TOTAL:	21		\$ 255,760.00	\$255,760.00

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS Period: July 1, 2020 to June 30, 2021

Applicant: PACIFIC GATEWAY CENTER

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES FUNDS	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS			0	0		
LAND ACQUISITION			0	0		
DESIGN			0	0		
CONSTRUCTION			0	0		
EQUIPMENT			255,760	0		
TOTAL:			255,760	0		
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: PACIFIC GATEWAY CENTER

Contracts Total: 2,552,762

	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	Historic 653 Ala Moana Pump Station: Improve the Building for public purpose"		Undetermined	State of Hawaii	25,000
5	Agriculture for Trafficked Survivors	2016-2019	Office of Refugee Resettlement	Federal	300,000
6	Job Creation Through Agriculture	2016-2019	Office of Economic Development	Federal	492,762
7	Social Enterprise Project	2019-2020	Office of Economic Development	Federal	400,000
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
25					
26					
27					