

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:

HISTORIC 653 ALA MOANA PUMP STATION: IMPROVE THE BUILDING FOR PUBLIC PURPOSE

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$250,000.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
 EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$0 _____

FEDERAL \$0 _____

COUNTY \$0 _____

PRIVATE/OTHER \$0 _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE

AUTHORIZED SIGNATURE

TIN MYAING THEIN, EXECUTIVE DIRECTOR
NAME & TITLE

01/19/2018
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;***
 Since its inception in 1973, Pacific Gateway Center (PGC), a community-based non-profit, has been devoted to empowering immigrants, refugees, (includes human trafficking victims) and low-income residents. Innovative strategies and commitment to providing programs and delivery of social services, economic development and education and training initiatives have helped us achieve our mission of leading these disadvantaged groups to self-sufficiency. Founded by 3 churches in Kalihi (St. Elizabeth's Church, Kaumakapili Church and Aldersgate Church) in response to the influx of Vietnamese refugees to Hawaii after the Vietnam War, PGC's greatest strength has been its adherence to a strong, clear mission.

PGC is Hawaii's Refugee Resettlement Agency, partner agency in Hawaii to USCRI (United States Committee for Refugees and Immigrants) in Washington DC for past 20 years. PGC administers federal programs such as Reception and Placement, Matching Grant, and Per Capita Programs to refugees (includes human trafficking victims). In general, these programs provide comprehensive case management with a goal of achieving early self-sufficiency. Programs provide basic and core services, cash assistance, enrollment in public benefits, community and cultural orientations, medical, legal, immigration services. 808HALT.com, an outcome of PGC's award as a Rescue & Restore awardee, has online educational outreach videos translated in several languages related to human trafficking. We also provide immigration and notary services and are now attempting to renew its BIA (Board of Immigration Appeals) recognition and having on staff a BIA accredited representative.

Special PGC programs (social enterprises) include its Hawaii Language Bank (interpreters and translators in 30 languages) to ensure language access to the limited-English proficient; Culinary Business Incubator with 11 certified prep and baking kitchens to support small food start-ups that help about 100 entrepreneurs per year of which over 50% are low income; 83 No. King historic Chinatown building for business incubation of The Pig & the Lady, whose owners are a refugee Vietnamese family, and to create jobs; fully-funded ESL and citizenship programs; Nā Kūpuna Makamae, an education and resource center for the elderly, located at the restored, historic Pumping Station in Kaka'ako.

PGC operations are primarily based in Kalihi at 723-C Umi Street, Honolulu but services are also offered at its historic 83 No. King Street building where The Pig & the Lady Restaurant is housed at Lemongrass Café on the ground floor; a culinary educational incubator on the 2nd floor, and English-as-a Second Language and Citizenship classes on the 3rd floor; at Nā Kūpuna Makamae, an education and resource center for the community's kūpuna located at the historic pump station at 653 Ala Moana Boulevard.

All of our programs collectively service over 10,000 clients per year. Since 1/1/2010, we have served close to 700 refugees and their families.

2. ***The goals and objectives related to the request;***

The requested funding for \$250,000 is for capital improvement to the architecturally historic 240 Keawe Street in Honolulu, Hawaii 96813 (the address is now changed to 653 Ala Moana Boulevard in Honolulu, Hawaii 96813), identified by Oahu Tax Map Key (1) 2-1-015:063.

The goals of this request are to:

- (i) Ensure proper stewardship of this historically significant building where maintenance and attentive conservation are needed to protect and uphold the exterior and interior of building; and
- (ii) Uphold the intent of the building and of funders of the building to advance PGC's mission to provide immigration services and job creation to immigrants, refugees, low-income, and other disadvantaged and vulnerable populations in the State of Hawaii.

The objective of this request is to:

correct and stabilize on-going issues with severe water leakage throughout the building from the roof. Most recently, the torrential rains of December 26, 2017 created *waterfalls* and flooding the floor. The building's brick walls illustrate water marks along the brick walls as evidence of the severe seepage. With the rainy season, each occurrence of leakage continues to incur damage to the building as well as disruption to the center's service provision for our clients.

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

The current condition of the building is such in which severe water seepage has occurred whenever it rains heavily (See Appendix, "Water Damage.") This will undeniably continue occurring with future rains. Enclosed please see some images and damages caused by the leak.

Repair and corrective work to the roof and gutter system will:

- alleviate hazardous public safety issues for both employees who work in this building as well as seniors who participate in daily activities at the center. PGC has 16 class sessions per month that serve up to 100 elderly participants, many of whom are susceptible to fall if safe conditions are not present:
- create direct access to critically-needed services by PGC constituents to services. Currently, this site has been known as the place for our beloved kūpuna to gather and participate in various activities that promote active aging and healthy life style, i.e. walking, Tai Chi, hula dancing, lauhala making, ukulele, and arts and crafts.

Stewardship of This Historic, Iconic Property

PGC is committed to careful stewardship of the landmark property located at 653 Ala Moana Boulevard in Kaka'ako (the Ala Moana Historic Pump Station). The specific area of intervention in the mentioned property is currently a 250 square foot area, identified by Oahu Tax Map Key (1) 2-1-015:063 (see Appendix, photo of building; copy of the "Revocable Right Of Entry (ROE23-16)"). Improvement to this building is continually being made to sustain its historical significance, preserving and maintaining both its interior and exterior. The daily activities at the building have rendered the building to become lively.

4. ***Describe the target population to be served; and***

The population of the State of Hawaii in 2015 is 1,431,603 with the vast majority residing (998,714) residing in the City and County of Honolulu.¹ Hawai'i has the third largest immigrant population per capita in the United States, representing 18% of the total state population (2012 stats).

The target population to be served by this proposal is situated mainly on the island of Oahu. Many of them come from the Kalihi-Palama-Iwilei-Chinatown. It is ethnically diverse with the majority being Hawaiian/part Hawaiian, Samoan, Micronesian, Chinese and Vietnamese. The Hawaii Statewide GIS Program (Hawaii Statewide Office of Planning, 2012 American Community Survey).

5. ***Describe the geographic coverage***

The 653 Ala Moana Boulevard building will most directly impact all residents who need service provided at PGC's Nā Kūpuna Makamae Resource and Training Center for the local elderly population.

¹ U.S. Census Bureau, Population Division, compiled by the Hawaii State Department of Business, Economic Development and Tourism, Research and Economic Analysis Division. 2015 Population Estimate Summary Data

II. Service Summary and Outcomes

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

1. **Describe the scope of work, tasks and responsibilities;**

All work, tasks and responsibilities related to roof repair will be performed by a licensed building contractor which will be carefully reviewed and selected with advice and counsel of the Hawaii Development Authority Agency (HCDA) – the Administrator of the 653 Ala Moana Boulevard building.

PGC has communicated with licensed vendors specializing in roof repairs, i.e., JC Building Group, Inc., Tory's Roofing & Waterproofing, Inc about the situation. PGC is familiar with the quality of services of those vendors. Their observation indicated that the roof investigation and a water test implementation must be done first, then roof repairs, i.e., enlarge drain openings, extend the gutter to a higher elevation and seal it with mastic/waterproofing, and other work that might be quite extensive requiring high labor and cost, will be followed on a time and material cost and time basis.

PGC's leadership oversight will be provided by the Executive Director; daily monitoring during the construction period will be handled by Project Manager, with support from the accounting staff to ensure proper fiscal management of the project (please see the resume attached)

PGC has direct access to HCDA for advice and counsel as needed.

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

Month	Activity	Output
1-3	- Work with a designated state agency on the contract - Complete vendor solicitation with plan and cost estimate -Consult with HCDA on the selection	- Contract with the state agency signed - Vendor solicited and selected - Permit application (Planning and Historical preservation review)
4-6	-Roof investigation and water testing -Contract finalization -repair implementation	-Identify and localize leaks -Contract signed with the sub-contractor -Progress report
7-9	-Repair implementation	- Progress report(s)
10-12	-Finalization, Closing up	-Leak repaired

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and quality assurance and evaluation plans will be based upon the successful completion of all construction. Included in the estimate is a warranty for services provided.

PGC will keep data to include dates, times, and specific issues, if any, on outcomes on rainy days and advise our sub-contractor accordingly. We will consult with HCDA for their advice.

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.)

Repaired roof that alleviates water leakage throughout the building.
One-year warranty of the repair by the contractor as required by the State of Hawaii

III. 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](#))

Please see Grant Form pages 5-9 attached

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$60,000	\$65,000	\$75,000	\$50,000	\$250,000

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

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.

None

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.

Please see grant form, page 9

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

See Appendix, "*Balance of Unrestricted Current Net Assets as of December 31, 2017*"

IV. Experience and Capability

1. 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.)

PGC is a member of the InterAgency Council that serves people of low-income, immigrants, refugees, including seniors. The center has extensive experience in the implementation and management of capital improvement projects, geared to serve and benefit the disadvantaged and vulnerable communities in Hawaii, that include:

- the operation, maintenance, and preservation of 83 North King historic building in Chinatown;
- the construction, operation, and maintenance of 723C Umi Street, Honolulu 96819 that includes a cluster of 11 commercial kitchens, a conference room and offices;
- the construction of 8 container-based commercial kitchen in Kunia;
- the construction and maintenance of 808 Laula Way – PGC’s Affordable Housing Initiative that includes a cluster of six (06) affordable apartments provided housing for those in need since 2005.

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. **Facilities**

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

PGC's home base is located at its Culinary Business Incubator located at 723-C Umi Street, Honolulu, HI 96819. It has fully-equipped 2nd floor with offices for the Executive Director and accounting personnel responsible for the oversight and management of this request. All needed equipment and supplies are available to implement this project.

Other PGC sites include 83 North King Street, Honolulu Hawaii 96817

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.)

The implementers of this proposal include oversight by the **Executive Director**, daily project management by the **Project Manager** and fiscal management by our **accounting staff** (See Appendix. "Resumes"). No training is required by these staff members as they have extensive backgrounds in project management and leadership.

PGC's prospective independent contractor is responsible for his own staff, supervision and training.

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.)

See Appendix. "Organization Chart"

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: \$50,000
Accountant: \$40,000

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.

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 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 Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A PERSONNEL COST				
1. Salaries	52,300			
2. Payroll Taxes & Assessments	7,181			
3. Fringe Benefits	8,802			
TOTAL PERSONNEL COST	68,283			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	700			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	300			
7. Telecommunication	300			
8. Utilities	300			
9.				
10.				
11.				
12.				
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14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	1,600			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	180,117			
TOTAL (A+B+C+D+E)	250,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	250,000	Quan Nguyen 851-7010		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		[REDACTED]		
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	250,000	Tin Myaing Thein, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: PACIFIC GATEWAY CENTER

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	0.02	\$75,000.00	2.00%	\$ 1,500.00
Project Supervisor	1	\$50,000.00	100.00%	\$ 50,000.00
Accountant	0.02	\$40,000.00	2.00%	\$ 800.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				52,300.00
JUSTIFICATION/COMMENTS:				

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
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:		\$0.00		0
JUSTIFICATION/COMMENTS:				

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: PACIFIC GATEWAY CENTER

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			180117			
EQUIPMENT						
TOTAL:			180,117			
JUSTIFICATION/COMMENTS:						
Please see attached detail on construction						

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
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**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)

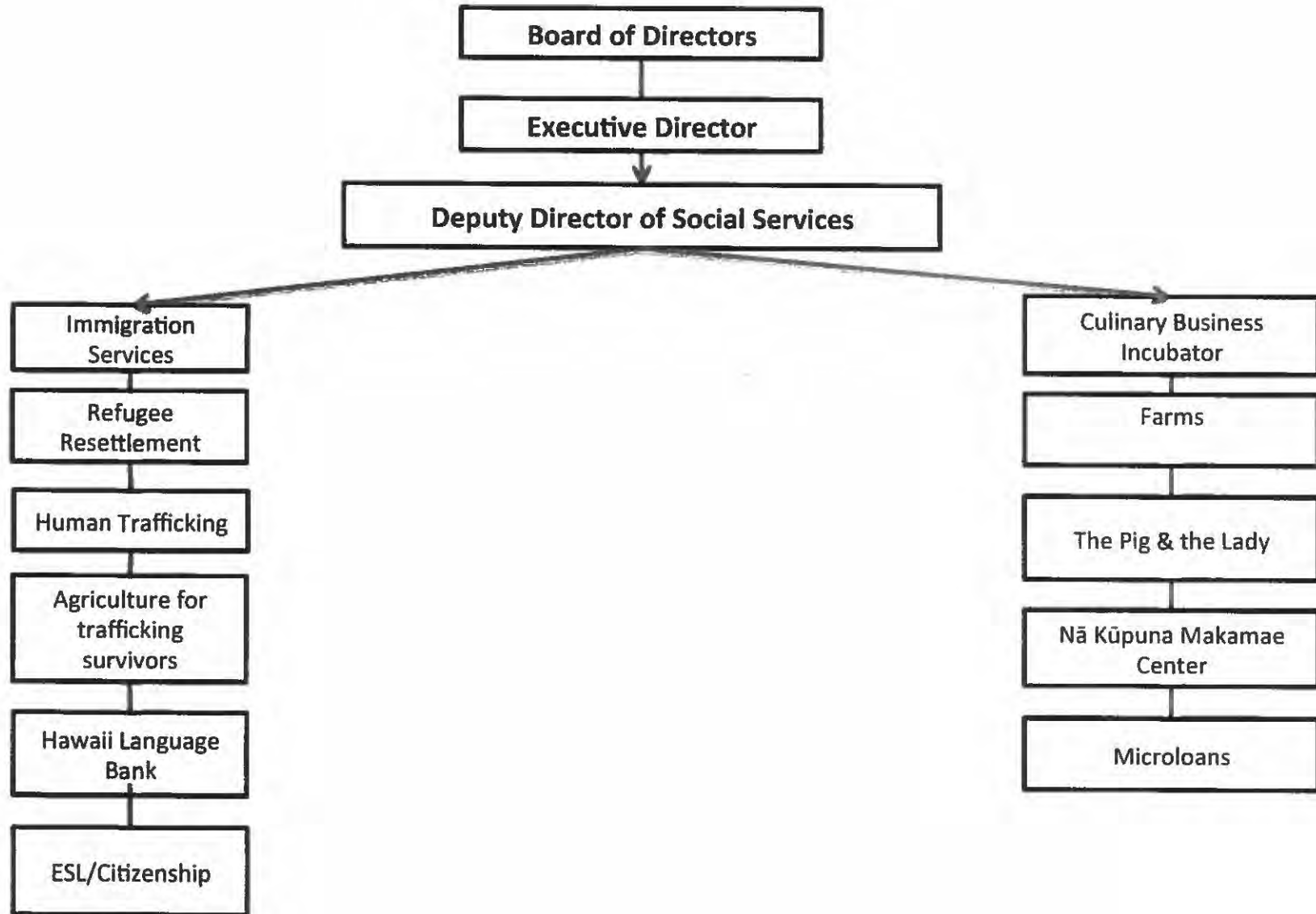


PACIFIC GATEWAY CENTER

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
- 6) Photos of Water Damage
- 7) Evidence of the Award from HCDA
 - a. Letter addressed to PGC dated June 30, 2014
 - b. Kakaako Pumping Station Improvements (exhibit A – cover page)

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	
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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

Tin Myaing Thein, Ph.D.
723-C Umi St Honolulu HI 96819 USA

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 (1995-1997)

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

HAO NGUYEN, PH.D.

Pacific Gateway Center

723-C Umi Street, Honolulu, Hawaii 96819

808-851-521-7045 | hao@pacificgatewaycenter.org

Hao Nguyen has an extensive experience and expertise in the fields of community planning and economic development in Vietnam, the U.S., and the Asia Pacific region. He has in-depth understanding of pressing issues facing low-income residents and other socially, economically, and politically disadvantaged and vulnerable population segments and manages projects geared to support these populations. He is aware of theory of change and result based management approach, urban growth, tourism development, land use and practices across multiple sectors. He has received training in Urban Planning and Sociology disciplines.

EDUCATION

Ph.D./Urban and Regional Planning/University of Hawaii, 2012

MA/Sociology/University of Hawaii, 2012

MURP/Urban and Regional Planning/University of Hawaii, 2004

BA/Sociology/Hanoi National University/1998

SELECTED PROFESSIONAL EXPERIENCE

Pacific Gateway Center, Honolulu, HI, June 2014 – present

Jan. 2015 – present: Community Planning and Economic Development Director

Major responsibilities:

- Advise and provide support to the Executive Director in the selected areas of research, planning, program management, implementation and evaluation, and resource development:

June – Dec. 2014: Program Development and Evaluation (Volunteer)

Major responsibilities:

- Conduct research in specific or general project areas, including community economic development, social, and economic issues facing disadvantaged and vulnerable population segments
- Identify community issues affecting low-income and immigrant population segments that could be mitigated through better community planning and development activities
- Assist in research and data gathering on client needs from the immigrant and low-income communities interested in entrepreneurship, technical support for business development and performance, micro-loan, job placement and retention,

Freelance International Consultant, Aug. 2013 to Aug. 2014

International Labor Organization- Vietnam-based Office, Nov. – Dec. 2013/Apr. – Aug. 2014

Independent Consultant

Major responsibilities:

- Develop project for "Sustainable Tourism program in Vietnam" project and "Responsible Tourism Development in Central Vietnam."
- Provide technical support to the ILO Country Office in Hanoi and to the Senior Enterprise Development Specialist in Decent Work Team in Bangkok on preparation of a Project Document on "Developing and Promoting Sustainable Tourism Activities in Emerging Destinations" and "Responsible Tourism Development in Central Vietnam" projects.

Consultant, 2006 – 2011

Provide technical support for project development, resource development, collaborative facilitation, and implementation of joint programs on community planning and development, local socio-economic development, urban planning and governance, branding and marketing Quy Nhon City, Binh Dinh province between Globalization Research Center, University of Hawai'i at Manoa and the Ministry of Construction (Vietnam Institute of Architecture Urban and Rural Planning, Hanoi Architectural University), Hanoi People's Committee, Binh Dinh Provincial People's Committee, Quy Nhon People's Committee, Vietnam Association of Architectures). Provide technical support in the implementation, monitoring, and evaluation of Quy Nhon's Economic Development Strategies, Community Development Strategies, and Land Use and Physical Development Strategies.

Consultant, 1999 – 2002

United Nations Population Fund, UNICEF, Population Council, Ford Foundation, CARE International, Family Health International, the World Bank and Cities Alliance, National Center for Population and Family Planning, CECI Canada, Ministry of Labor, Invalid, and Social Affairs,

Provide technical support, monitoring, and services and write prepare technical reports for evaluation projects on an array of topics, including poverty reduction (urban and mountainous areas), gender empowerment, housing and infrastructure improvement for urban poor communities, city upgrading and urban poverty, and domestic and international migration, HIV/AIDS, Population and Reproductive Health.

Assistive Technology Resource Centers of Hawaii, Honolulu, HI, Aug. 2012 – May 2014

Development Director

Major responsibilities:

- Research public and private agencies, foundations, and corporations to identify and develop resources for the development of various programs in the area of assistive technology for the resource center of the State of Hawaii, USA to serve people with different disabilities and public institutions;
- Write and secure large-scale grants to initiate new programs for the agency with the budget of a million of US dollars, e.g. Job Placement and Retention, Computer Training, and Retention Technology Services for people with disabilities;
- Consult clientele and their family members regarding loans for assistive technology devices
- Prepare, edit, and produce brochures, public announcements, articles, news releases, annual reports, and other written materials;
- Assist the Executive Director/CEO with preparing policy briefs, advocacy and advisory services to the State of Hawaii and Federal governments on disability rights, assistive technology, and healthcare programs;
- Plan, organize, and direct ongoing outreach, information, special events, and public relations programs to enhance awareness and use of technology. Particular emphasis is placed on outreach activities directed toward children and their families, rural and underserved populations;
- Plan, promote, organize, and coordinate conferences and other regional and local workshops collaboratively with other staff, agencies, and organizations;
- Strengthen collaboration with other institutions and state agencies that are also serving people with disabilities and vulnerability to respond to changes in healthcare and other aspects affecting the well-being of people with disabilities.

University of Hawaii Globalization Research Center, Honolulu, Hawaii, USA, 2004 – 2012

2010-2012: Associate Director

Major responsibilities:

- Manage and coordinate project activities with various international partners (non-governmental organizations, governmental officers and institutions, research institutions, and universities);
- Participate in training and conducting planning research projects in East and Southeast Asia;
- Budget and monitor budget for all projects;

- Prepare narrative and financial reports to funding agencies and foundations;
- Prepare and monitor sub-contracts with international agencies/institutions;
- Build partnerships and collaboration on planning research, training, and education with institutions and government agencies in Vietnam, Cambodia, Thailand, Indonesia, Taiwan, Singapore, China, and the U.S.

6/2004 – 12/2009: Graduate Research Specialist

Major responsibilities:

- Be responsible for designing and implementing research projects, i.e., baseline research, literature review, questionnaire design, field research conduction and monitoring, report writing, compilation, production, and distribution;
- Organize, coordinate, and conduct international training courses, meetings, workshops, conferences and other administrative activities.

Vietnam Academy of Social Sciences, Institute of Sociology, Hanoi, Vietnam, 1/2001 – 8/2002

Research Specialist

Major responsibilities:

- Design and implement research projects, assigned by the Vietnamese government;
- Collect data, conduct field study, analyze data and write technical reports;
- Organize seminars and workshops.

Population Research Consultants, Hanoi, Vietnam, 1/1999 – 12/2000.

Research Division Head

Major responsibilities:

- Design and implement evaluation research projects for UNFPA, the Women's Union, Marie Stopes International, The Canadian Center for International Studies and Cooperation on micro-loan for economic development reproductive health, healthcare provision, and poverty reduction in rural and mountainous areas;
- Analyze data and write reports;
- Organize seminars and workshops;
- Produce a monthly newsletter on public health and community outreach with Pathfinders organization and the Vietnamese Ministry of Health.

TECHNICAL SKILLS

Mediation and Facilitation

NVivo (qualitative data analysis software)

SPSS (statistical data analysis software)

Geographic Information Systems

Project development and management

Grant writing/resource development

Documentary movie production

LANGUAGES

Vietnamese (Native)

English (Proficiency)

MEMBERSHIPS/AFFILIATIONS

American Planning Association, Hawaii Chapter (Affiliated)

Vietnam Urban Planning and Development Association

EMPLOYMENT HISTORY

Pacific Gateway Center June 2014-present

International Freelance Consultant, Aug. 2013 – Aug. 2014

Assistive Technology Resource Centers of Hawaii, Honolulu, HI, Aug. 2012-May 2014

Globalization Research Center, University of Hawaii, Honolulu, HI, 2004-2012

Vietnam Academy of Social Sciences, Hanoi, Vietnam, 2001-2002

Population Research Consultants, Hanoi, Vietnam, 1999-2001

COMMUNITY SERVICES

Contributing to policy formulation by participating in National Issues Forum Deliberative Dialogue on "Income Inequality and How We Can Make Ends Meet in Today's Economy and Political Climate," Hawaii, 2016 (March 2nd) (Event) Coordinator and member of the resource development team, hosting a series of presentations on "The Future of Aging in Age Friendly City," presented by Eric Dishman, Intel Fellow & General Manager of Health & Life Sciences, Intel Corporation, Honolulu, HI, 2014

Interpreter, Translator (English – Vietnamese and vice versa), The US Census, Hawaii, 2014

Facilitator, Community Input Meeting on the 2011 Oahu General Plan Revision, Honolulu, HI, 2011

REFERENCES

References will be provided upon request

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.

Leaks left trace on walls inside the building



WATER DAMAGE





HAWAII COMMUNITY
DEVELOPMENT AUTHORITY



KAKA'IKO
KALAELOA

Neil Abercrombie
Governor

Brian Lee
Chairperson

Anthony J. H. Ching
Executive Director

461 Cooke Street
Honolulu, Hawaii
96813

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E-Mail
contact@hcdaweb.org

Web site
www.hcdaweb.org

June 30, 2014

JUL - 1 2014

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

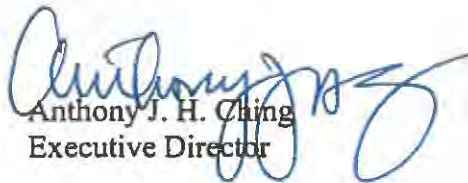
Dear Dr. Thein:

Re: Contract for the Rehabilitation of the Historic Ala
Moana Pump Station Site to be used as a central
Community Resource Center, Honolulu, Hawaii

The Hawaii Community Development Authority ("HCDA") hereby awards Pacific Gateway Center the planning, design and construction Contract for Goods and Services for Exemption under Chapter 42F, HRS for the subject project in the amount of ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) as of the date of this letter. The encumbered copy of contract #63034 will be sent to you shortly.

If there are any questions regarding this matter, please contact Lindsey Doi, Compliance Assurance and Community Outreach Officer at 594-0328.

Sincerely,


Anthony J. H. Ching
Executive Director

AJHC/LD:wtr

c: HCDA Accounting

