

House District \_\_\_\_\_  
Senate District \_\_\_\_\_

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

Log No: \_\_\_\_\_

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

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

"Recipient" means any organization or person receiving a grant

Pacific Gateway Center

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dbn: Pacific Gateway Center

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

Mailing Address:

PO Box 402 Kamuela, HI 96743

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name S. DEACON RITTERBUSH, PH.D.

Title PGC Program Coordinator, Big Island

Phone # 4439955566

Fax # \_\_\_\_\_

E-mail deacon@pacificgatewaycenter.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- OTHER
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

*IT'S GREAT TO BE BACK ON THE FARM AGAIN:*

THE BIG ISLAND SUSTAINABLE AGRICULTURE PROJECT  
(BISA - OR "CAN DO")

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 158,780

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

NAME & TITLE

EXECUTIVE DIRECTOR

DATE SIGNED

1/30/15



RECEIVED

1-30-15 ✓

## Application for Grants

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

### I. Background and Summary

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

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

Pacific Gateway Center (PGC), formerly known as the Immigrant Center ([www.pacificgatewaycenter.org](http://www.pacificgatewaycenter.org)) was founded in 1973 with a mission to empower marginalized sectors of Hawai'i's community, especially immigrants, refugees and low-income peoples. It does this by helping them build the skills necessary to access opportunities that can lead them to economically self-sufficient lives. For over 40 years, PGC's staff of qualified, experienced bilingual professionals have successfully trained and/or implemented projects for their clients in social services (affordable housing, language access, English-as-a-Second language); economic empowerment (by providing microloans to the traditionally underserved and training programs on entrepreneurship, financial literacy, business development); and sustainability (innovative cultural arts education programs, and micro-farm development for disadvantaged farmers).

PGC has clearly demonstrated its commitment to both immigrants and the agricultural community in Hawai'i through its small farm programs in Kunia, Oahu and on Kaua'i. The Kunia program, in particular, which began in 2013 on 60 acres of farmland with 12 farmers, produced over 500,000 tons of fresh produce in 2014. Farmers are now successfully venturing into value-added products as well, such as banana, sweet potato and 'ulu chips.

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

The Big Island Sustainable Agriculture Project (BISA, which means "Can Do" in Indonesian) is a "soup-to-nuts" one year intensive small farm development project whose goals are to: (1) put skilled but landless farmers back on the land again and provide them with the technical, organizational and business know-how to forge thriving micro-farming businesses for themselves and their families; and (2) increase the Big island's local food production capabilities through the development of thriving, viable small farm enterprises.

BISA farmers will be provided with farmland, beginning infrastructure and inputs, and technical assistance. PGC has already secured 40 acres of leased farmland on the Hamakua Coast and has vetted and selected the first cohort of immigrant

farmers, all of whom are skilled, focused agriculturalists hungry for success.

The project objectives

By the end of the project cycle:

- (i) At least 12 farmers and their extended families will have secured land and commenced farming;
- (ii) At least 7 group training and/or field workshops will have been offered to the farmers on the following topics: business finance; planning and management; farm products and niche commodities; marketing; farming techniques and technical assistance; and cross-cultural training;
- (iii) BISA participants will have produced at least 4 crop harvests; and
- (iv) BISA participants will have sold products to the public and/or local businesses at least 8 times.

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

BISA will support the achievement of both county and state goals by increasing the current level of sustainable agricultural development in Hawai'i. Growing local produce to meet public demand will decrease the importation of such goods, provide local residents with increased and easier access to affordable, fresh, organic produce; and foster greater food self-sufficiency. BISA will also create 'livable wage' work alternatives for a population sector that are struggling economically and are often also socially marginalized from mainstream society.

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

BISA is targeted toward immigrant farmers with previous farm experience who currently lack the economic wherewithal to purchase farmland and/or the acumen to know how to find leased land arrangements. Often the latter is due to cross-cultural misunderstandings, language barriers, and/or a lack of social networks in their adopted homeland. Many of these farmers are enterprising, hard working and ambitious, often holding down two full-time (though low-paying) jobs such as dishwashing or working as lawn crews to support their families. But most would prefer to return to farming, a profession they know and love. Some extended families and/or husband and wife teams tell us how much they'd like to get back on the land, to grow food for sale and perhaps establish small farm-to-table restaurants or create and sell food products from crops grown.

5. **Describe the geographic coverage**

BISA will be situated on the Hamakua Coast of the Big Island between Kukuihaele and Paauilo. This region has good farmland, inexpensive water resources, a year-round growing season, and fairly stable weather patterns. It is centrally located between thriving farmers markets in Waimea and Hilo and is a short drive to area five-star, farm-to-table restaurants and Gold Coast resorts. The

leased land is former sugar plantation land that has not been farmed in over 30 years. The upside of this is that farmers will be able to farm organically if they choose to do so. The economic downside is that getting the land 'farm ready' for them will entail two mowing sessions to eradicate the six-foot-high elephant grass and then a soil till. The land is situated in what can be a potentially very windy place, thus necessitating windbreaks. There are also wild pigs in the area, so to protect crops (and also deter thieving), fencing is critical.

## 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*

Within a 12-month period, PGC will create an infrastructure on the leased 40 acres of farmland to enable farmers to hit the ground running to plant, harvest and market crops. Tasks include:

- Preparing the land for farming. This includes mowing the six-foot-high grass; tilling; installing perimeter fencing; and connecting each farm to the water supplied by the Hamakua ditch. (PGC)
- Vet and select farm applicants, determine skills level, and demarcate the land resources. (PGC)
- Identify consultants and arrange workshops on composting, organic farm techniques, niche commodities, business planning, and produce marketing techniques and market options, both locally and state-wide. (PGC and Consultants)
- Meet with restaurants, hotel chefs, and local grocery and health food stores to learn what produce and spices they want more of and/or cannot obtain locally. (PGC)
- Installing windbreaks, select crops and obtaining seeds and cuttings. (PGC and Farmers)
- Plant crops. (Farmers)
- Identify and secure market outlets, obtain licenses and sell produce. (PGC and Farmers)
- Monitor and evaluate farm progress. (PGC)
- Pay land lease fees and water bills. (Farmers)
- Pay licenses and market fees. (Farmers)
- Secure basic equipment and tent(s) to be used at farmer's markets. (PGC and farmers)
- Harvest and prepare produce for sale. (Farmers)
- Sell produce. (Farmers and PGC)
- Conduct Year One Evaluations and Productivity Assessments to identify individual strengths and weaknesses of each farmer vis-a-vis meeting project goals. (PGC and farmers)

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

MONTHS 1-4

- Set up Honoka'a field office.
- Undertake initial mowing and tilling.
- Pay lease rents.
- Identify and recruit project participants.
- Assess their business and farm skills levels.
- Divide land parcels.
- Put irrigation pipes and perimeter fencing in place.
- Prepare soil with lime and fertilizer.
- Meet with restaurants, hotel chefs, and area grocery and health food stores to learn what produce and spices they would like to be able to obtain locally but cannot.
- Determine crops to be grown.
- Obtain seed stock and cuttings.
- Commence training workshops.
- Commence planting.

MONTHS 5-9

- Provide on-going supervision, support services, workshops and on-site visits to area farms.
- Secure contracts with hotels, restaurants, CSA's, farmer markets for produce sales.
- Register and pay fees for business licenses and farmer markets.
- Buy equipment if necessary to set up farm booths.
- Design and print produce fliers and price lists.
- Commence produce sales and deliveries.
- Target a percentage of produce sales to PGC administrative support.

MONTHS 10-12

- Produce sales on going.
- Continue to keep an eye out for new market outlets and/or more marketable crops.
- Hold classes on tax and business plan preparation.
- Conduct Year One Evaluations and Productivity Assessments to identify individual strengths and weaknesses of each farmer vis a vis meeting project goals.
- PGC will meet with those farmers interested in establishing their own micro-farm enterprise to assist them in business planning and budgeting.
- Contingent on interest and demand PGC may secure more farmland to expand the program.

3. ***Quality assurance and evaluation plans (Specify how the applicant plans to monitor, evaluate, and improve their results)***

BISA is a business skills training project as much as it is an opportunity for landless farmers to establish viable farm businesses. Thus, every effort will be made to ensure that farmers have the organizational, technical, marketing and business skills necessary

to succeed. From past experience, we know that focused monitoring and solid support services will help them do so.

At the outset of BISA, the Project Director, Farmer Supervisor and Farm Advisor will draw up farm contracts detailing the roles and responsibilities of staff and farmers. Included in the contract will be specific criteria each farmer must meet if he/she is to continue as a BISA farmer. Criteria can include a percentage of acreage under active farming within a given time period; farm organization and up-keep; workshop attendance; and timely bill payments. Each farmer will review the contract with staff before signing so that they are clear about their responsibilities, performance expectations, and consequences.

On-site monitoring of farm progress will be the domain of the Farmer Supervisor, who will be actively engaged in working with the farmers on a weekly basis. Criteria he will evaluate could include a farmer's ability to efficiently and responsibly clear and work a plot of land; grow quality produce to be sold commercially; weed and harvest in a timely fashion; successfully market produce to the general public and/or businesses; and/or maintain good farm and business records for tax preparation.

Monthly performance reviews will take place between each farmer and BISA staff to evaluate their progress, review problems, offer suggestions to counteract these problems, and discuss new ideas they may have. For instance, if a farmer is not keeping good financial records, the Farmer Supervisor will review with him/her the record keeping as discussed in the business workshops. Another financial support strategy built into the BISA project will be the monthly collection of pro-rated, land lease and bond payments, to insure that no farmer will get so far behind with his bills that he cannot meet his financial responsibilities to the Hamakua Farmer's Cooperative. This also ensures that there will be sufficient funds available in the BISA account for staff to pay bills on their due date.

Farmers will be given two months to improve and rectify their problems. If there is no change or effort exerted during this time period, they will be moved off their farm plot and replaced with another farmer.

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.***

Factors to rate measures of effectiveness of BSA:

- If farmland is adequately prepared for farming to commence. Task success includes the timely completion of mowing, tilling, water hook-ups, perimeter fencing, and windbreaks;
- If the farmers vetted and selected are successful at preparing, planting, weeding and properly harvesting their farms plots;
- Tonnage of produce harvested by the end of the year;
- The number of stable market relationships developed;
- Increasing produce sales and income earnings; and
- The timely payment of leases and water bills.

### III. Financial

#### Budget

1. *The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.*
2. *The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2016.*

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
101,290	19,550	19,310	18,630	158,780

3. *The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2016.*

PGC is hoping to obtain funding from the (Federally funded) Refugee Agricultural Partnership Program (RAPP) as well as through local Big Island "impact investors."

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.*

PGC has received no tax credits.

5. *The applicant shall provide a listing of all government contracts and grants it has been and will be receiving for program funding.*

Federal funding of \$45,000 was awarded through the Refugee Agricultural Partnership Program (RAPP) in FY 2014, but in Fall 2014, the Federal government halved and diverted all RAPP funding nationally to fund refugee programs in south Texas. We intend to apply for RAPP funds for funding cycle 2015.

5. *The applicant shall provide the balance of its unrestricted current assets as of December 31, 2014.*  
Please see Attachment 1.

#### IV. Experience and Capability

##### A. Necessary Skills and Experience

*The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.*

##### PGC Skills Capacity

PGC possesses the capacity to administer, implement, and promote development programs to support the local prospective farmers. PGC has an excellent organizational structure with a multi-cultural and multi-lingual staff and volunteers with the necessary skills and experience to provide bilingual and bicultural assistance, including but not limited to Tongan, Thai, Korean, Ilocano, Tagalong, Burmese and Chinese.

##### PGC Financial Capacity

PGC revenues are generated and funded by contracts, grants, loans, private donors, and fee for services. In addition, as an Aloha United Way agency, PGC receives funding from the Aloha United Way's allocations. The agency has established and maintained an excellent track record of finance and a positive cash flow. Certified Public Accounts (CPA) audit the financial statements for conformity with generally accepted accounting principles. These audits are conducted in accordance with Government Auditing Standards and show that PGC has been financially sound. To raise funds to match with the Federal and State grants, the agency mobilizes its own assets, resources, and rich network and support from the state government agencies, resource partners, trade associations, business groups, institutions of higher education, private organizations, and volunteers.

PGC has clearly demonstrated its commitment to both immigrant and the agricultural community in Hawai'i through the following projects:

Pacific Gateway Center, Business Assistance to Farmers: Since 1991, PGC has provided on-going business assistance to small farm farmers through loans and access to a commercial kitchen since 2003. Through its small business loan program, PCG has assisted more than 120 farmers accounting for approximately 60% of the PGC loan portfolio, with financing for equipment, supplies, seed/fertilizer and working capital. These farmers are primarily Laotian, Thai, Filipino and Chinese immigrants, most of whom speak little English.

The Green Machine: this project promoted recycling on Oahu by transforming bio waste into an organic, environmental friendly fertilizer that was utilized by local farmers.

Organic Sustainability Workshops: PGC, in partnership with CTAHR and HDOA, conducted workshops to introduce immigrant and beginning farmers to organic farming. The workshop attracted 50 Lao farmers and 56 beginning farmers to attend on April 29, 2013 and June 29, 2013 on and to discuss the use of pesticide and the advantages of organic farming.

Targeted Assistance to Disadvantaged Farmer (TADF) Project: The TADF Project was completed in July of 2008. The project provided 270 farmers with information on the different avenues of farming, and a demonstration in farm training sessions. Project staff supported individual farmers and worked in partnership with Farm Service Agency of the USDA, in conjunction with other agencies, providing information such as financial record keeping with opportunity for hands-on exercises.

The Hawaii Risk Management Education (HRME) Project with the U.S. Department of Agriculture included provision of technical assistance to small farmers in increasing security, preventing theft, crop security, and organic certification training and support. PGC was awarded \$ 50,000 in 2006, and the project was successfully completed within the 12-month period.

The Rural Business Enterprise Grant (RBEG) Project with the U.S. Department of Agriculture, managed since 2009, provides increased access to credit and technical assistance for business activities in rural areas. PGC expanded rural loan fund with the USDA under the Rural Microenterprise Assistance Program (RMAP) in 2011. The new project started in Fiscal year 2011 and will be completed in 2014.

USDA-NIFA (National Institute for Food and Agriculture) Success for Beginning Farmers Program (2012-2013). This program was designed to increase success and sustainability of beginning farmers through education, training, mentoring and outreach that raises chances of self-employment. The project empowered local farming production and stimulated entrepreneurial activity of the socially disadvantaged farmer through innovative agricultural producer training and outreach. This program produced 2 cohorts (total 56 graduates) each with 2 months of weekly farming and business training, field trips to exemplary farms, dialogue with practicing farmers and agricultural experts. We produced curricula that covered a self introspection on farming, what is successful farming in Hawaii, introduction to family farms and agricultural partnerships, basic concepts in soil fertility and nutrient management, pesticides, food safety, organic and niche farming, diversified agriculture as well as curricula in business literacies to include how to write a business plan, financial record-keeping, land leases, land acquisition and licensing.

We translated the Hawaii New Farmer's Guide: How to Make your First Farm a Success, produced by Go Farm Hawaii into 6 languages: Burmese, Chinese, Lao, Spanish, Thai, and Tongan that is published on the PGC website, with soft copies provided to Go Farm and the Oahu Resource Conservation and Development Council for full dissemination.

The Kunia Farm Program, federally funded by the Refugee Agriculture Partnership Program (RAPP), put 12 immigrant farmers on 60 acres of land in 2013. Farmers were provided with technical and support services, as well as workshops in ESL, agriculture and business. By the end of 2014, over 500,000 tons of fresh produce was produced with farmers successfully venturing into value-added products as well, such as banana, sweet potato and 'ulu chips.

**B. Facilities**

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

PGC will secure a small rental space in Honoka'a town, approximately five miles from the farm site. This space will serve as a venue for meetings, interviews, discussions, and monthly evaluations and assessments. The BISA HQ can also serve as a workshop space, a storage place for equipment for farmer's markets (tent, tables, chairs), and offer a sheltered area for farmers to wash and bag produce for sale. Space permitting, we can even sell produce there.

Classroom workshops can also be held at the North Hawai'i Education and Research Center (NHERC) in Honoka'a, the Hamakua Farmer's Cooperative in Paauhau (about five minutes from the farm site) and/or the Kohala Center in Waimea (approximately 20 minutes away).

On-site field workshops will take place at Hawai'i Preparatory Academy's lower school organic garden and composting site in Waimea as well as on area farms. PGC has established relationships with a network of successful farmers in Waimea-Honoka'a area who have graciously agreed to share their experiences and expertise with our prospective participants.

**V. Personnel: Project Organization and Staffing**

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

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

PGC will have in place three staff working directly with the farmers in different capacities: Project Director, Farm Supervisor, and Farm Development Advisor.

A. The Project Director oversees the project, including staff, farmers, project timeline and budget; designs and coordinates workshops; identifies and secures produce market venues; strategizes and develops project expansion and marketing possibilities; secures additional farmland if necessary; and interfaces between government officials, Hamakua Farmer's Cooperative, consultants and PGC headquarters.

S. Deacon Ritterbush, Ph.D., is a development strategist with a specialty in small commercial farm development in Polynesia. She has a Ph.D. in Political Economy, a Master's Degree in Pacific Island Studies and a certificate in Marketing Fundamentals. During her tenure as an East-West Center Fellow in the Pacific Islands Development Program, Dr. Ritterbush specialized in entrepreneurship, business and commercial farm development in the Pacific Island region. She has been affiliated with PGC for nearly ten years and has had extensive experience in designing and implementing projects with immigrants, refugees and the economically disadvantaged. Currently, she serves as the PGC Big Island Program Coordinator and will oversee BISA as Project Director.

B. The Farm Supervisor works with the farmers on an on going, one-on-one, as needed basis including: assisting in the set up of windbreaks and crop selection; devising task outlines; advising when necessary on soil preparation, planting, fertilizing and harvesting techniques; and assisting in marketing produce through farmer's markets, CSA's and direct sales. The Farm Supervisor will ensure that fees and land leases are paid on time, and oversee and evaluate farm maintenance and efficacy in terms of organization and oversight, including weeding, planting capacity, and quality of produce grown.

Tevita Maka, a native of Tonga, has had over 30 years of farming experience in Hawai'i, Tonga and Alaska. With a degree in forestry, he has owned several successful commercial farm operations (kava and sweet potato). Mr. Maka is organized, helpful, insightful, and skilled at interfacing with people from different cultures and socio-economic backgrounds.

C. The Farm Advisor, who is already overseeing similar farm projects on Oahu and Kaua'i, will periodically evaluate project progress via on-site reviews and one-on-one meetings with the farmers and PGC Big Island staff.

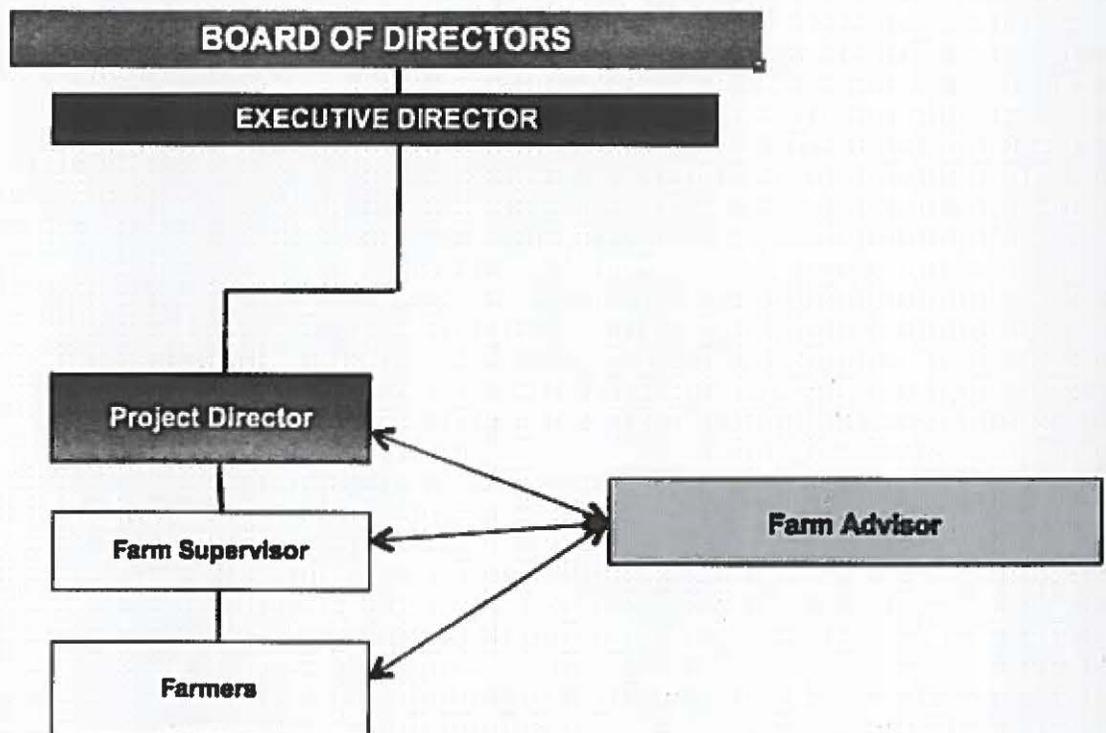
Nora Sisounthone, a native of Laos, is the director of PGC's Kunia and Kauai farm initiatives. A successful small farmer with over 25 years experience, Ms. Sisounthone is extremely knowledgeable regarding the challenges faced by immigrant and refugee farmers when establishing viable farm enterprises. Given

her experience, she will be an invaluable asset in assisting Big Island PGC BIFI staff in implementing and managing the Farm Initiative.

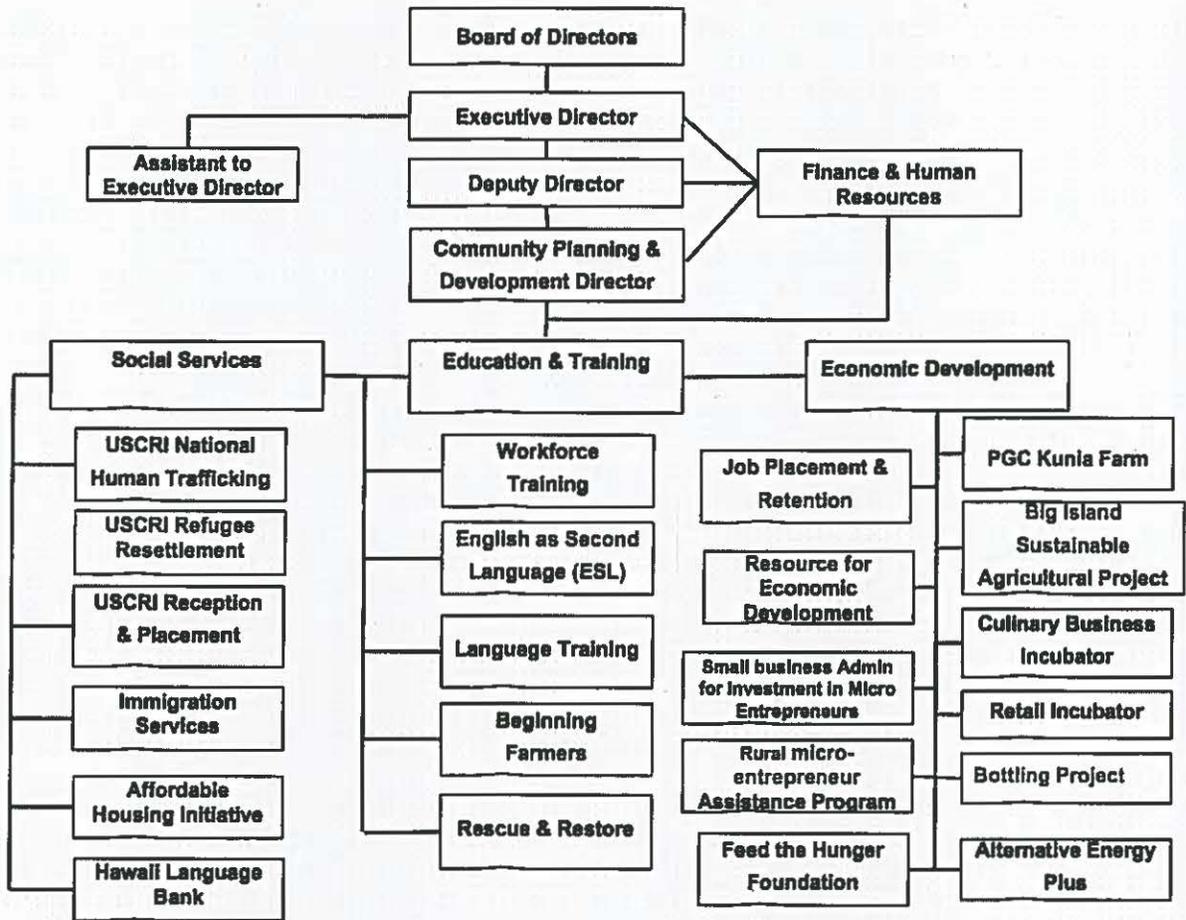
**B. Organization Chart**

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

**BISA PROJECT ORGANIZATIONAL CHART**



*Pacific Gateway Center Organization Chart*



**C. Compensation**

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

- Dr. Tin Myaing Thien, Executive Director, PGC - \$75,000
- Terrina Wong, Deputy Director, PGC - \$60,000
- Soo Sun Choe, Program Coordinator - \$60,000

**VI. Other**

**A. Litigation**

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

PGC has no pending litigation with the State.

**B. Licensure or Accreditation**

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

Not applicable.

**C. Federal and County Grants**

*The applicant shall separately specify the amount of federal and county grants awarded since July 1, 2014.*

Not applicable.

**D. 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.

**E. Future Sustainability Plan**

*The applicant shall provide a plan for sustaining after fiscal year 2015-16 the activity funded by the grant if the grant of this application is:*

*(1) Received by the applicant for fiscal year 2015-16, but*

*(2) Not received by the applicant thereafter.*

BISA is set up to provide top-heavy technical and financial support via infrastructure development and land lease payments at project outset. By month six, however, along with general input, water and farm-related expenses, farmers will also assume land lease and bond bills. Once produce begins to sell, a small percentage of each farmer's produce sales will be targeted for PGC administrative support beginning by the end Year 1. We anticipate that by the end of FY 2016, most farmers will be self-supporting and fiscally solvent, independent of PGC assistance. If further community interest is shown, PGC may expand the project by securing funding from various government and non-governmental sources in order to obtain more land via the Hamakua Farmer's Cooperative.

**F. 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, 2014.*

Please see a copy of Good Standing attached.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

App

Pacific Gateway Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	58,600			
2. Payroll Taxes & Assessments	5,537			
3. Fringe Benefits	6,153			
<b>TOTAL PERSONNEL COST</b>	<b>68,490</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	960			
2. Insurance	180			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	5,200			
5. Staff Training				
6. Supplies	2,350			
7. Telecommunication	1,200			
8. Utilities	3,600			
irrigation system	8,500			
seeds/cuttings	1,400			
land lease first/last due at outset - HFC	8,000			
bond fund Hamakua Farmer's Co-op	4,000			
fencing, perimeter only	18,500			
mowing 2ce x \$12,000	24,000			
tilling acreage	8,000			
wind breaks	2,000			
consultants	900			
misc	1,500			
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>90,290</b>			
<b>C. EQUIPMENT PURCHASES</b>	N/A			
<b>D. MOTOR VEHICLE PURCHASES</b>	N/A			
<b>E. CAPITAL</b>	N/A			
<b>TOTAL (A+B+C+D+E)</b>	<b>158,780</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	158,780	S. Deacon Ritterbush, Ph.D. <span style="float: right;">443-995-5566</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested		<div style="background-color: black; width: 150px; height: 20px; margin: 0 auto;"></div>		
(d) Total Private/Other Funds Requested		<div style="background-color: black; width: 150px; height: 20px; margin: 0 auto;"></div>		
		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>158,780</b>	<i>Tin Myiang Thein, Executive Director</i> Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

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)
PGC Program Coordinator, Big Island	FTE 100%	\$58,000.00	70.00%	\$ 40,600.00
BISA Farmer Supervisor	FTE 40%	\$40,000.00	40.00%	\$ 16,000.00
BISA Farm Advisor	FTE 100%	\$40,000.00	5.00%	\$ 2,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>58,600.00</b>

JUSTIFICATION/COMMENTS:

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Pacific Gateway Center

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST
None			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>TOTAL:</b>			

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

TOTAL BUDGETED

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TOTAL BUDGETED

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## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

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: 2013-2014	FY: 2014-2015	FY:2015-2016	FY:2015-2016	FY:2016-2017	FY:2017-2018
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>						

# GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: \_\_\_\_\_ Pacific Gateway Center \_\_\_\_\_

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau )	CONTRACT VALUE
1.	NONE				
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
				TOTAL	

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAI'I REVISED 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, Hawai'i 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, Hawai'i 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, Hawai'i 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, Hawai'i 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)

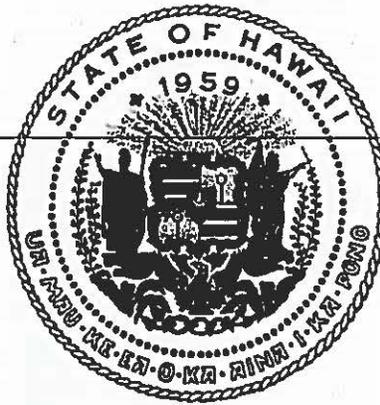
1/30/15  
(Date)

Tin Myaing Thein  
(Typed Name)

Executive Director  
(Title)

**PACIFIC GATEWAY CENTER**  
**Balance Sheet**  
As of December 31, 2014

	<b>UNRESTRICTED</b>	<b>RESTRICTED</b>
	<b>TOTAL</b>	<b>TOTAL</b>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1050-00 CPB - SBA 5 - 0181		94,664
1050-01 CPB -SBA5 Loan loss res -0203		30,000
1050-02 CPB -RMAP LLR - 7497		20,156
1050-03 CPB - RMAP - RMLF - 7489		87,480
1050-04 Endowment Fund	6,500	
200 cash & cash equivalents	270,468	
2001000 Petty Cash	734	
<b>Total Bank Accounts</b>	<b>277,703</b>	<b>232,300</b>
<b>Accounts Receivable</b>		
1200-00 Accounts Receivable	278,805	
1200-01 Accounts revelvable - HLB	43,414	
1200-02 Accounts receivable - KIT	5,589	
1200-03 Accounts receivable - others	21,159	
1295-51 RMAP Microloans KDL	-56,299	
2075-10 Subscription Receivable	-10	
<b>Total Accounts Receivable</b>	<b>292,658</b>	
<b>Other current assets</b>		
1250-00 Undeposited Funds	-5,030	
1400-00 Prepaid Expenses	37,213	
210-01 Grant Receivable	262,798	
215-02 Interest Receivable	11,798	
215-03 Loans Receivable	498,724	
270 Other Asset	4,770,705	
<b>Total Other current assets</b>	<b>5,576,208</b>	
<b>Total Current Assets</b>	<b>6,146,569</b>	
<b>Fixed Assets</b>		
250-01 Property and Equipment	10,776,965	
250-02 Accumulated Depreciation	-2,264,162	
<b>Total Fixed Assets</b>	<b>8,512,803</b>	
<b>Other Assets</b>		
1300-11 KKDLY WinWin	725	
<b>Total Other Assets</b>	<b>725</b>	
<b>TOTAL UNRESTRICTED ASSETS</b>	<b>14,660,097</b>	



**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: December 08, 2014



Director of Commerce and Consumer Affairs