

**State Grant-Aid 2024  
Operating Application**

**Prepared by:**

**Makaha Community  
Center**

## 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) Hawaii Compliance Express Certificate (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

  
AUTHORIZED SIGNATURE

ABIGAIL R. ELI,  
PRESIDENT/EXECUTIVE DIRECTOR  
PRINT NAME AND TITLE

01/14/2024

DATE

**THE THIRTIETH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual:    Db:

Makaha Community Center

Makaha Community Center

Amount of State Funds Requested: \$ 181,435

Brief Description of Request (Please attach word document to back of page if extra space is needed):

We are seeking financial assistance through this grant to acquire a forklift and a flatbed for the smooth operation of our non-profit business. The forklift is crucial for efficient material handling within our facility, while the flatbed will enhance our logistical capabilities. Our organization plays a vital role in serving 7,500 families island-wide, distributing essential donations that meet their felt needs. The grant will greatly alleviate operational costs, ensuring the sustainability and effectiveness of our outreach efforts. Your support will contribute significantly to the success of our mission in serving ..

Amount of Other Funds Available:

State:                      \$ 0

Federal:                      \$ 0

County:                      \$ 0

Private/Other: \$ 0

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 0

Unrestricted Assets:

\$ 25,071.55

New Service (Presently Does Not Exist):     Existing Service (Presently in Operation):

Type of Business Entity:

- 501(C)(3) Non Profit Corporation
- Other Non Profit
- Other

Mailing Address:

84-123 Makaha Valley Rd

City:                                      State:                                      Zip:

Waianae                                      HI                                      96792

Contact Person for Matters Involving this Application

Name:  
Abigail Eli

Title:  
Executive Director/President

Email:  
BeTheChange@MakahaCommunityCenter.org

Phone:  
808 429-9486

Federal Tax ID#:

██████████

State Tax ID#

██████████

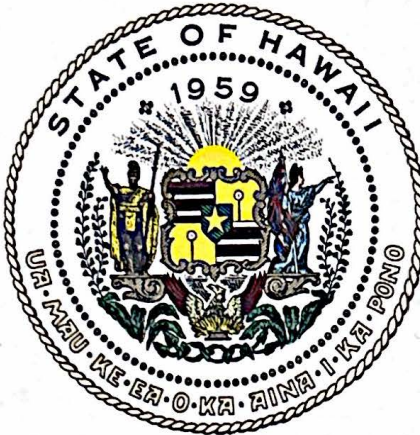
  
\_\_\_\_\_  
Authorized Signature

Abigail Eli / Executive Director / President

\_\_\_\_\_  
Name and Title

01/04/2023

\_\_\_\_\_  
Date Signed



**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

**MAKAHA COMMUNITY CENTER**

was incorporated under the laws of Hawaii on 12/04/2008 ; 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: November 02, 2023

Director of Commerce and Consumer Affairs



**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; and
- 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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.

MAKAHA COMMUNITY CENTER

\_\_\_\_\_  
(Typed Name of Individual or Organization)

*Abigail R. Eli*

1/14/2024

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Abigail R. Eli

Executive Director/President

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)

## SECTION 42-F: PUBLIC PURPOSE

(1) **The name of the requesting or individual**

Makaha Community Center (MCC)

(2) **The Public Purpose for the Grant**

The purpose of this grant is to acquire a flatbed and forklift vehicle for the Makaha Community Center's distribution site. This will enhance our capacity to distribute monthly donations, including essential items like food, furniture, appliances, toiletries, and clothing, to homeless and low-income families. The forklift will assist in unloading heavy crates from donated pallets, facilitating efficient operations. Additionally, the grant will support our tutoring program, specifically designed for homeless and at-risk children, providing valuable one-to-one assistance in their learning skills. For the first time, part-time staff will be hired, and the grant will contribute to funding their positions, enabling more efficient operation of the community center.

**Breakdown of Services Provided and Supported Through the Grant**

(a) Distribution Center

- Regular distributions of essential items including furniture, appliances, clothing, shoes, housewares, toiletries, hygiene products, and food throughout the week.
- Ensuring individuals and families have access to necessities, fostering a sense of security and comfort.
- Service our community through special events such as the Back-2-School, Christmas-4-Keiki, and various other special events throughout the year.
- Provides services through our distribution center through referrals by transitional and low-income housing representatives, program managers and social workers.

(b) Tutoring Services

- Providing tutoring services to support the educational needs of community members, focusing on academic growth and empowerment.
- Tailored assistance for homeless and at-risk children, promoting a conducive learning environment.

(c) Collaborating with community partners to bring vital resources onsite.

- HiEHIE providing weekly hot showers, promoting hygiene and well-being.
- Catholic Charities and Kealahou West Oahu offering housing assistance and vital document retrieval, addressing critical needs.
- Ko Olina's Thanksgiving Outreach that provides meals for 200+ through our organization.
- R3 Restore, Reconnect, Revive program provided various programs to our homeless or at-risk of homeless individuals and families onsite.

(d) Opportunities for Community

- Facilitating job opportunities through strategic partnerships, contributing to economic empowerment.
- Provide a platform for community members to repurpose items they no longer require which maintains a healthier environment for our landfills and State of Hawaii.

**(3) The Target Group**

- a. Sheltered & Unsheltered Homeless
- b. Low-Income Families
- c. Families with Native-Hawaiian Descent or Indigenous Background
- d. Children Under the Age of 18 Years Old Needing Quality Education
- e. Underserved Communities on the Island of Oahu, especially in the Waianae District

**The cost of the grant and budget**

The total requested for the State Grant in Aid is \$ 181,435.00 in Operating.

## **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.**

Makaha Community Center has been an established 501(c)3 non-profit since September 18, 2020, although operating since August 2016 before their non-profit status was officially established. The Makaha Community Center's distribution service is a vital response to the high poverty rate of 21.2% in Waianae, HI, exceeding the national average. Operating in the district, our center addresses economic hardships, serving as a crucial lifeline, especially considering transportation challenges faced by many families. Amid Hawaii's ongoing struggles with homelessness and rising living costs, the distribution center plays a pivotal role in providing essential resources, contributing to the well-being and resilience of residents. Additionally, the center fosters sustainability by repurposing and reusing unwanted items, preventing landfills from filling up and benefiting low-income families.

Tutoring services at Makaha Community Center are essential for students in transitional, low-income, or homeless encampments in Waianae. Aligned with stability, these services aim to break the cycle of generational poverty. Catering to diverse needs, the center provides individualized support in mathematics, typing, and homework, fostering relationships that impact the lives of students. With a focus on reading and typing skills, the tutoring services enhance literacy and communication, addressing struggles observed in Waianae district graduates. By reducing educational disparities, the center ensures access to quality support, creating a more inclusive educational environment. Moreover, foundational skills in math, reading, and typing prepare individuals for diverse educational and professional paths, acknowledging the significance of these skills in modern workplaces. The center's community partnerships further enhance its impact by bringing vital resources onsite, offering hot showers, housing assistance, and job opportunities through collaborations with other non-profit and resourced organizations.

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

- **Goal 1: Expand Donation Pick-Up and Distribution Services**

- Objective 1.1: Increase the frequency of donation pick-ups by 25% within the next six months.
- Objective 1.2: Enhance the efficiency of distribution processes to reach 20% more individuals and families in need.
- Objective 1.3: Establish partnerships with local businesses and organizations to secure additional resources for donation collection.

- **Goal 2: Increase Staff Capacity for Donation Management**

- ◆ Objective 2.1: Hire and train two additional staff members dedicated to coordinating and managing donation pick-ups.
- ◆ Objective 2.2: Provide ongoing training and professional development opportunities for existing staff to improve operational efficiency.



- ◆ Objective 2.3: Implement a volunteer recruitment program to support donation pick-up activities during peak times.
- ◆ Objective 2.4: Have one team member focus on creating a plan for self-sustainability of our programs and distribution center.
- **Goal 3: Strengthen Tutoring Services and Beneficiaries**
  - Objective 3.1: Develop a more effective and comprehensive tutoring program that includes one-on-one sessions and group activities tailored to the diverse needs of beneficiaries.
  - ◆ Objective 3.3: Collaborate with local educational institutions and professionals to ensure the quality and effectiveness of tutoring services.
- **Goal 4: Measure and Evaluate Impact**
  - ◆ Objective 4.1: Implement a robust data collection and tracking system to monitor the number of donation pick-ups, distributions, and tutoring sessions.
  - ◆ Objective 4.2: Conduct regular assessments to measure the impact of the expanded services on the community, including academic achievements for beneficiaries.
  - ◆ Objective 4.3: Use gathered data to make informed decisions, improve processes, and demonstrate the effectiveness of the grant-funded initiatives.
- **Goal 5: Purchase of Equipment**
  - ◆ Objective 5.1: Purchase a new forklift to alleviate unloading the many donations received by hand. This will increase safety, efficiency, and intake capacity.

3. The Public purpose. The need to serve:

a. Distribution Services

- i. The Makaha Community Center's distribution service serves a crucial public purpose in addressing the pressing issue of poverty in Waianae, HI. With a poverty rate of 21.2%, which is significantly higher than the national average of 12.6%, it is evident that a substantial portion of the community is facing economic hardships. This is part of the reason that we believe that having a distribution center established in the Waianae district is crucial. Many of the families we service struggle to obtain dependable transportation, so a community center that is accessible is necessary.

The state of Hawaii has had an ongoing struggle with homelessness and with price inflations many families struggle to meet basic felt needs, and the island of Oahu is not exempt. The distribution center plays a vital role in providing essential resources to those in need, offering a lifeline for individuals and families struggling to meet basic needs. By addressing the heightened poverty levels in our community, this service contributes to the overall well-being and resilience of our residents, fostering a more equitable and supportive environment.

Makaha Community Center provides a place for communities on Oahu to repurpose and reuse unwanted items. These donated items keep our landfills from being filled with items that low-income families are happy to receive. Without providing stability through meeting the felt needs of families in need, academic progress will remain difficult to attain.

b. Tutoring Services

- i. Mathematics, typing, and homework assistance is necessary for students who are from transitional, low-income, or homeless encampments. Partnering education and stability is necessary for generational poverty to end in the lives of the students we are servicing in Waianae. Our target audience are students living in transitional, low-income, or homeless encampments and communities. Tutoring services offer individualized support tailored to the unique needs and learning styles of each student. MCC also desires to foster relationships that can personally speak into the lives of students in need.
- ii. Tutoring services offer individualized support for the unique needs and learning styles of each student. This personalized attention can be particularly beneficial for students who may struggle with certain subjects or need additional challenges to reach their full potential.
- iii. Reading and typing are essential skills in the modern world. Tutoring services focused on these areas help enhance literacy and communication skills, which are crucial for academic, professional, and personal success. This tutoring service was implemented after witnessing students in college that graduated from schools from the Waianae district, struggle immensely.
- iv. Tutoring services can play a role in reducing educational disparities by ensuring that all students, regardless of background or socio-economic status, have access to quality educational support. This helps in creating a more equitable and inclusive educational environment on Oahu.
- v. Strong foundational skills in math, reading, and typing are essential for future academic and career opportunities. Tutoring services contribute to preparing individuals for a wide range of educational and professional paths. Writing things by hand can deter students from completing college or professional assignments, but students who are able to type 40+ wpm are more likely to succeed.

4. Describe the target population to be served; and

- Sheltered & Unsheltered Homeless:
  - Individuals and families experiencing homelessness, whether residing in shelters or living unsheltered. The program aims to address their immediate needs and provide support to transition out of homelessness.
- Low-Income Families:
  - Families with limited financial resources and facing economic hardships. The program seeks to alleviate the financial burden on these families by offering

essential resources such as food, furniture, appliances, and educational support.

- Families with Native-Hawaiian Descent or Indigenous Background:
  - Families with Native-Hawaiian descent or indigenous backgrounds form a significant part of the target population. The program recognizes and addresses the unique challenges faced by these families, aiming to provide culturally sensitive and relevant assistance.
- Children Under the Age of 18 Years Old Needing Quality Education:
  - Children under the age of 18 who require educational support. The program focuses on bridging educational disparities by offering tutoring services in subjects like mathematics, reading, and typing. This targeted assistance aims to enhance the academic outcomes of children facing transitional, low-income, or homeless circumstances.
- Underserved Communities on the Island of Oahu, especially in the Waianae District:
  - Underserved communities, particularly those in the Waianae district on the island of Oahu. The program recognizes the unique challenges faced by residents in this region, including high poverty rates and limited access to resources. By targeting these communities, the program aims to address specific needs and contribute to the overall well-being of the Waianae district.

**5. List the measure(s) of effectiveness reported to the State. The measure(s) will provide a standard and objective way for the State to assess a program's achievement or accomplishments.**

- Educational Programs:
  - Typing Programs: Regular assessments track students' typing progress, measuring words per minute (wpm) as an objective indicator of improvement.
  - Math & Reading Programs: Academic progress is measured through assessments integrated into math and reading programs, providing quantifiable data on students' educational advancements.
  - Attendance Records: Attendance is systematically recorded, offering a measurable metric for program engagement and consistency.
- Distribution Center Operations:
  - The distribution center maintains records of daily registrations, allowing for the assessment of the program's reach and impact. Notably, in 2023, 60% of registered individuals had Native Hawaiian Ancestry.
  - Public Assistance Metrics: Data on public assistance recipients is recorded, showing that 65.3% collected SNAP, 5.5% received SSI, 4.2% received SSDI, and 2.9% received TANF among the registered individuals.
  - Donation Volume: The program is exploring the establishment of a measuring system to record the annual volume of donations. In 2023, over 1,000 beds were distributed, and the program aims to implement accurate recording mechanisms with the assistance of paid staff to track furniture and appliance items' collection and distribution. This system will provide a standardized

measure of the program's capacity and impact in supporting the community through donations.

6. Describe the geographic coverage.

- a. Waianae has a higher poverty rate compared to other areas in Oahu, with a significant percentage of its population experiencing economic hardships. Unemployment rate 86% higher than the national average
- 48.43% of Waianae, as of 2024, are identified as Native Hawaiian or Pacific Islander. Waianae is known to have twice the amount of Native Hawaiians than any other ethnicity. Waianae has largest Native Hawaiian homelands for (4) Hawaiian homestead with over 1,890.00 native Hawaiians
- The region of Waianae struggles with homelessness, an issue that has persisted over the years state-wide. Waianae is known to have one of the largest homeless encampments on Oahu, Pu'uhonua o Waianae, with 250 unhoused. The high cost of living in Hawaii, combined with limited affordable housing options, contributes to homelessness challenges in Waianae. Job opportunities in Waianae can be limited, contributing to economic challenges for residents. This limitation can impact the overall well-being of the community.
- The area may face educational disparities, with students encountering difficulties in accessing quality education and resources. This can impact academic outcomes and opportunities for local youth.
- Many families in Waianae encounter challenges in obtaining reliable transportation. This can affect their ability to access essential services, employment opportunities, and educational resources.
- Despite these challenges, Waianae is also known for its resilient community spirit and efforts by local organizations, such as our non-profit, Makaha Community Center, to address these issues and enhance the overall quality of life for residents. Community-driven initiatives and collaborations aim to provide support and solutions to the challenges faced by the Waianae community.

### **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:

1. Describe the scope of work, tasks and responsibilities.
  - a. Driver
    - i. work maximum of 20 hrs. a week
    - ii. Drive to donation various pick-ups.
    - iii. Keep accurate records of number of pick-ups, drop-offs, and mileage.
    - iv. Help with loading, offloading, stacking, and delivery of donations in a timely manner.
  - b. Donation handler
    - i. Assists on donation pick-ups.
    - ii. "Donation pick-up driver" or a "donation pick-up service." These individuals or services are responsible for collecting donated items, such as clothing, furniture, or other goods, from donors' locations and transporting them to the designated donation centers or organizations.
  - c. Distribution manager
    - i. Work a maximum of 20 hrs. a week
    - ii. Understand how to plan, implement, and control the efficient flow and storage of goods, services, and information is crucial.
    - iii. Leading and managing a team of volunteers or other staff members. Being able to motivate, delegate, and guide the team.
    - iv. Managing the logistics of distributing goods requires meticulous organization. This includes scheduling, tracking, and ensuring that resources are allocated efficiently.
    - v. Keep accurate records by registering every individual recipient who receives goods or services.
    - vi. Be versatile. Distribution often involves unexpected challenges. The ability to think on feet, their feet, troubleshoot issues that arise, and find creative solutions in a firm, consistent, respectful, and professional manner.
    - vii. Communicate clearly and being able to articulate the needs of the organization and coordinate logistics effectively.
    - viii. Open and close distribution center on-time.
    - ix. Maintain cleanliness and order throughout the distribution center site.
  - d. Distribution Center Assistant
    - i. Work maximum of 20 hrs.
    - ii. Collect recipient identification.
    - iii. Sort donations and assist with inventory.
    - iv. Maintain cleanliness and order throughout the distribution center site.
  - e. Tutors
    - i. Register students online.
    - ii. Keep records of student scores and progress.

- iii. Math tutors will assist students through group projects, individual learning, and create and teach lesson plans using conceptual math whenever applicable.
    - iv. Homework tutors will assist students in completing their homework assignments.
    - v. Typing tutors will assist in making sure students are typing with their fingers in the right place.
  - f. Admin
    - i. Admin will work 20 hrs. a week.
    - ii. Filing MCC paperwork
    - iii. Creating and sending out donation receipts by the end of each month.
    - iv. Make sure gas mileage is collected and reimbursement is sent out.
    - v. Oversee records of inventory management and disbursements
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service.
  - Hire one part-time driver/donation pick up handler in the first quarter of receiving grant.
  - Hire one part-time extra donation pick up handler in the first quarter of receiving grant.
  - Hire part-time distribution manager in the first quarter of receiving the grant.
  - Hire part-time donation center assistant within two months of receiving grant.
  - Hire one part-time admin within the first quarter of receiving the grant.
  - Hire an accountant or finance company to manage finances and hire part-time employees within the first quarter of receiving grant.
  - Purchase forklift to increase efficiency of distribution center operations no later than the second quarter of receiving grant.
  - Increase the frequency of donation pick-ups by 25% within the next six months.
  - Enhance the efficiency of distribution processes to reach 20% more individuals and families in need semi-annually.
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
  - Drivers will implement a mandatory form to be signed by passengers during pick-ups, establishing the frequency of pick-ups annually. This data will be used to assess whether there is an increase in pick-ups semi-annually.
  - Tutors will utilize online programs to monitor students' academic progress, and they can print out progress reports semi-annually. Assessments are administered semi-annually, with scores systematically recorded.
  - Registration records of individuals receiving donations will be used to monitor any increase in registrations compared to the previous year (2023). Each registered individual is allocated a specific number of items weekly, providing a basis for evaluation.

- A dedicated form will be created for individuals receiving furniture, documenting the types of furniture they acquire. This documentation will enhance understanding and evaluation of the types and quantities of furniture distributed.
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.
- a. Adherence to the stated financial budget
  - b. All data will be recorded in our data management system. Statistics are reporting will be generated semi-annually, or if need be it can be generated on a quarterly basis, which will enable the organization to track performance, measure program outcomes and effectiveness.
  - c. Makaha Community Center will provide progress reports to the State on a semi-annual basis.

**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 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$75358.75	\$35358.75	\$35358.75	\$35358.75	\$181,435

3. The applicant shall provide a listing of all other sources of funding that they are seeking for the fiscal year 2025.
  - None at this time or that we are aware of
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.
  - Not applicable
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 2025 for program funding.
  - Not applicable
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.
  - \$ 25,071.55 Total Unrestricted Assets



# BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

App

Makaha Community 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	119,900			
2. Payroll Taxes & Assessments				
3. Fringe Benefits	0			
<b>TOTAL PERSONNEL COST</b>	<b>119,900</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0			
2. Insurance	7,600			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	13,935			
7. Telecommunication	0			
8. Utilities	0			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>21,535</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>40,000</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>181,435</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	181,435	Abigail R. Eli	808 429-9486	
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested		<i>Abigail R. Eli</i>	1/16/24	45,306
(d) Total Private/Other Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>181,435</b>	Executive Director Name and Title (Please type or print)		

**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2024 to June 30, 2025

Applicant:   Makaha Community Center  

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Lead Driver/Handler	0.5	\$26,000.00	100.00%	\$ 26,000.00
Assistant Driver/Handler	0.5	\$20,800.00	100.00%	\$ 20,800.00
Distribution Manager	0.5	\$26,000.00	100.00%	\$ 26,000.00
Distribution Assistant	0.5	\$15,600.00	100.00%	\$ 15,600.00
Administration Director	0.5	\$26,000.00	100.00%	\$ 26,000.00
Accountant	0.5	\$5,500.00	100.00%	\$ 5,500.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>119,900.00</b>

**JUSTIFICATION/COMMENTS:**

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: Makaha Community Center

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
	1.00		\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	1			

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Toyota 8FGU18 Forklift through SERVCO	1.00	\$38,995.00	\$ 38,995.00	40000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	1		\$ 38,995.00	40,000

JUSTIFICATION/COMMENTS: A forklift would help secure safe handling and increase production for our distribution center.

The Flatbed would help to replace the boxtruck that we own but is no longer in service due to mechanical failure.

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant:   Makaha Community 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: 2022-2023	FY: 2023-2024	FY: 2024-2025	FY: 2024-2025	FY: 2025-2026	FY: 2026-2027
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
JUSTIFICATION/COMMENTS:						

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: \_\_\_\_\_

Contracts Total: -

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1					
2					
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**V. 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.

Makaha Community Center has a successful track record of seven years in operation, achieving remarkable growth and impact without relying on government grants or funding. Under the leadership of Executive Director Abigail Eli, who holds a B.S. in Secondary Education with a licensure in Mathematics, the organization has expanded its reach from serving hundreds to thousands of family's island wide. Her degree enhances the ability for MCC to offer quality educational programs and mentoring. Abigail Eli's dual role as the Community Homeless Concerns Liaison for the Department of Education also enhances her expertise in addressing the needs of the sheltered and unsheltered homeless community.

Additionally, Abigail Eli's experience as a pastor at Waianae Assembly of God and her role as the board president have equipped her with valuable organizational and leadership skills. Her ability to run board meetings, follow policies and procedures, and adhere to guidelines further strengthens Makaha Community Center's overall management. The organization's success is evident in its capability to secure substantial donations, exceeding hundreds of dollars in value, from both local and off-island companies. These donations, ranging from brand new goods to essential resources, underscore Makaha Community Center's commitment to meeting the diverse needs of the community and contributing to its upliftment.

**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.

- Location: 84-123 Makaha Valley Rd. Waianae, Hawaii 96792
- Two 40' Matson containers.
- A 40 x 40 area dedicated to the operation of our distribution center.
- Tutoring is often done at various transitional shelters, homeless encampments, public schools or online currently. We do have access to the Waianae Assembly of God church facilities for group projects.

**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.

- See Attached Resumes

**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 Attached Organization Chart

**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.

- Administration Director - \$20,000-\$26,000
- Distribution Manager - \$20,000, \$26,000
- Lead Driver/Handler - \$20,000-\$26,000

**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.

- There is no pending litigation for which Makaha Community center is a party to.

**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.

- Project staff possess certifications in Leadership Development, Homeless Community Liaison – Planning and Development Capacity Development.

**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.

- This grant will not be used in support or benefit a sectarian or non-sectarian private educational institute.

#### **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2024-25 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2024-25, but
- (b) Not received by the applicant thereafter.

Makaha Community Center (MCC) is committed to its sustainability plan, aligning with stakeholders' values of providing donated items to families without charge, fostering a more sustainable environment by repurposing and reusing items instead of contributing to landfill waste. The organization aims to maintain its practice of allowing families to volunteer their time in exchange for receiving items, emphasizing community engagement and support.

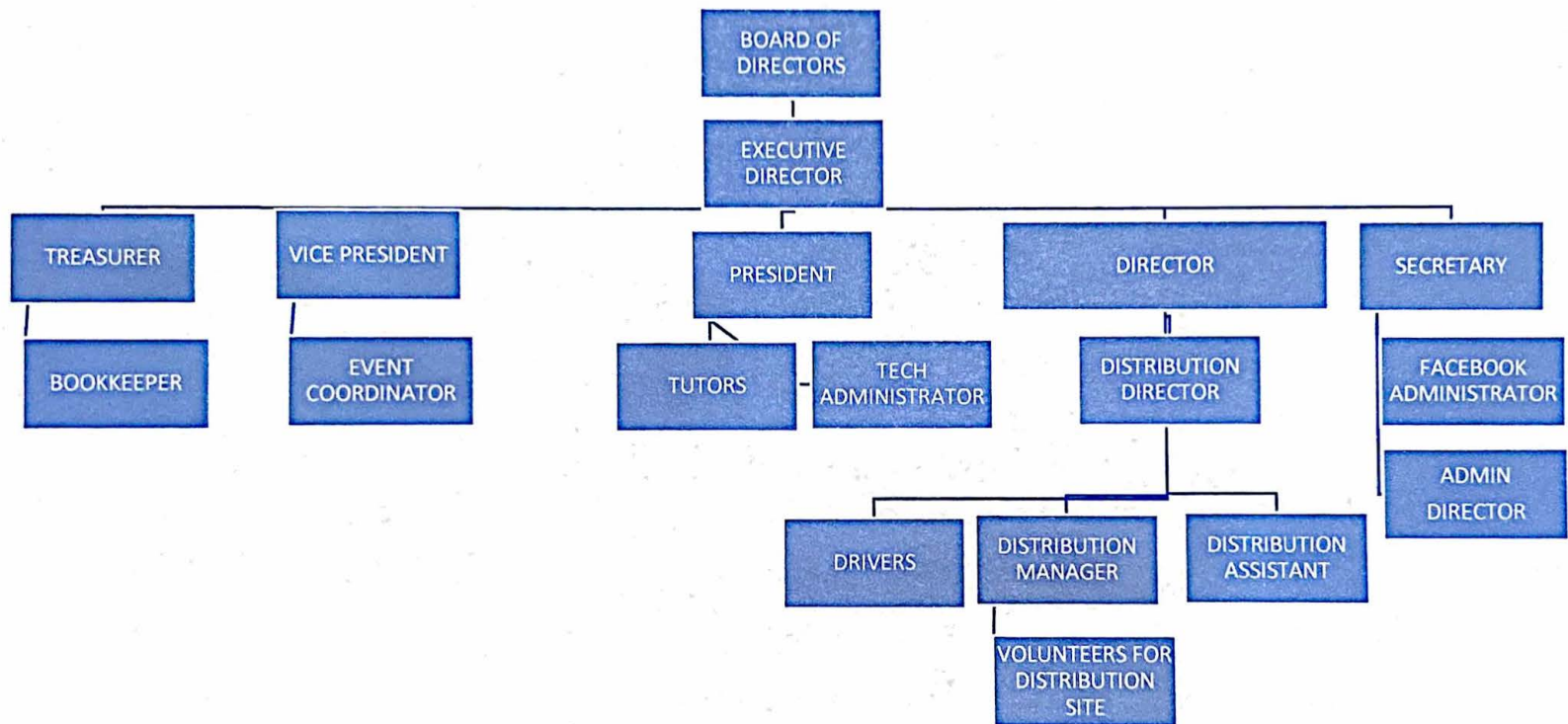
To enhance its sustainability further, MCC is actively collaborating with a consultant to develop a comprehensive fundraising strategy. MCC is also utilizing a funding strategy in which additional funding sources will be identified, whether public and private. While donors have been steadfast in their annual support, the organization seeks creative avenues to become more self-sustaining. This proactive approach is reflected in MCC's dedication to expanding its impact and ensuring its long-term viability.





# MAKAHA COMMUNITY CENTER

## ORGANIZATIONAL CHART



# ABIGAIL ELI

## Executive Director/President

(808) 429-9486

| BeTheChange@MakahaCommunity Center.org

| Waianae, HI

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### SUMMARY

A strong advocate for Hawaii's families living in poverty. I remove educational barriers through program development for homeless students and families, advocating for their rights, and collaborating with community resources. Being self-motivated, efficient, and creative, I have strengths in applying a personalized learning approach, utilizing technology, administration, facilitating, having open communication, and striving to maintain a relational and professional atmosphere in every position that I am in.

### EDUCATION & CERTIFICATIONS

- ❖ **B.A. in Secondary Education in Mathematics** | Chaminade University of Honolulu | Honolulu, HI | December 2022
- ❖ **State of Hawaii Teaching License - Secondary Mathematics** | Honolulu, HI | January 2023
- ❖ **CNA, PCT, Basic Medical Terminology & First Aid Certificate** | Health Care Training & Career Consultants, Inc. | Waipahu, HI | September 2017
- ❖ **2020 Outstanding Graduate Associate of Arts** | Leeward Community College | Pearl City, HI | May 2020

### PROFESSIONAL EXPERIENCE

Community Homeless Concerns Liaison | Waianae, HI | August 2023 – Present

Removing educational barriers through developing and implementing programs to support homeless students, advocating for their educational rights, and collaborating with community resources to create a positive impact.

- Advocated for homeless student' educational rights and collaborated with community organizations to provide resources and support.
- Spearheaded the development and implementation of outreach programs to identify and assist homeless students within the district.
- Conduct regular training sessions for school personnel and community members to help in recognizing and addressing the needs of homeless students.
- Coordinated educational programs for students facing housing instability, ensuring access to resources such as tutoring, school supplies, household items, and transportation.
- Restore vital documents, update medical records, refer to early educational learning programs, childcare, youth outreaches, apply for financial programs, file for colleges, FAFSA, and scholarships.
- Maintained accurate records of homeless students and collaborated with district personnel to track and report student progress.
- Collaborated with school administrators, teachers, and support staff to create a supportive and inclusive environment for homeless students.
- Facilitated workshops for parents and guardians to enhance their understanding of available educational resources and support services.

### TEACHING EXPERIENCE

**Student Teaching** | Kapolei School | Kapolei, HI | August 2022 - December 2022

*Teach Common Core curriculum to a self-contained classroom of 300+ 9th grade students.*

# ABIGAIL ELI

## Executive Director/President

(808) 429-9486

| BeTheChange@MakahaCommunity Center.org

| Waianae, HI

- 
- Design interactive, learner-focused lesson plans around Common Core math, in compliance with state standards
  - Assign relevant assignments, homework, and class projects to reflect daily lessons.
  - Utilize classroom data analysis to give effective and beneficial student feedback.
  - Cultivate inclusive classroom environment by fostering sensitivity and awareness of different cultural, racial, ethnic, religious, and socioeconomic backgrounds.
  - Effectively cooperate with co-educators to create an interactive classroom while daily applying effective classroom management strategies.

**Substitute Teacher** | Waianae District | Waianae, HI | August 2016 - June 2021

*Managed K-12 classrooms with students in general and blended settings of various special needs, ELL, IEP's, GT, and 504's.*

- Adapted lessons to teach various subjects, including reading, writing, and math; focused on basic literacy and communication skills for students with severe disabilities.
- Design interactive, learner-focused lesson plans around Common Core subjects, develop lesson plans and adjust as needed to present materials in succinct and coherent style.
- Followed and taught lesson plans assigned, by the permanent teacher for students in grades Kindergarten through the 12th grade.
- Maintained effective classroom management strategies and applied advanced teaching capabilities in all subject areas.
- Consistently commended for exemplary classroom management.
- Managed teacher's assistant and classroom volunteers

### VOLUNTEER/COMMUNITY SERVICE

**Executive Director/President** | Makaha Community Center | Waianae, HI | Aug 2016 - Present

*Manage Non-Profit Distribution & Tutoring Center for students K-College.*

- Manage all board meetings, special community events, finances, tutoring and distribution center.
- Encourage a unified community and collaboration through diligently partnering with various organizations to effectively assist low-socioeconomic status families through counseling, housing, food and clothing programs.
- Create state core-standard academic goals, design comprehensive student driven lessons for various age groups for the subjects of math, reading, and typing.
- Create resumes, assist families with filling out various applications and obtain vital documents.
- One-to-one counselling

**Senior Pastor/President** | Waianae Assembly of God | Waianae, HI | June 2021 – Present

*Manage Religious Organization*

- Board member duties require church activity planning, financial distributions, and ministry projects.

# ABIGAIL ELI

Executive Director/President

(808) 429-9486

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BeTheChange@MakahaCommunity Center.org

|

Waianae, HI

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- Manage and oversee every church department.
- Diligently and efficiently working with families in need through counseling, food and clothing programs, and housing
- Design and maintain various digital and social media platforms.
- Acquired collaboration, team building, public speaking, oral and print communication, and time management skills.
- One-to-one guidance and counselling

## **SKILLS**

- Advocacy and Outreach
- Program Development and Implementation
- Collaboration and Team Building
- Crisis Intervention and Support
- Community Resource Networking
- Record Keeping and Reporting
- Sensitivity to Cultural and Socioeconomic Diversity
- Excellent Communication and Interpersonal Skills

## **TECHNICAL SKILLS**

MS Office Suite, Google Suite, Mac/PC, Tablet, Web Design, Dropbox, Social Media, 80wpm

## **REFERENCE LIST**

Available Upon Request

## **STACEY MONDEREN**

**PreK- 6 Educational Assistant**

(808) 723-9428 [smonderen67@gmail.com](mailto:smonderen67@gmail.com) Waianae, HI

### **EDUCATION & CERTIFICATIONS**

- ❖ **2021 Honors Graduate Associate in Science in Teaching** Leeward Community College Pearl City, HI May 2021
- ❖ **2021 Honors Graduate Associate in Liberal Arts** Leeward Community College Pearl City, HI May 2021
- ❖ **Substitute Teacher Certificate** Waipahu Community School for Adults Kapolei, HI July 2023

### **TEACHING EXPERIENCE**

**Substitute PPT/EA (PreK-6)** Maili Elementary School Waianae, HI

September 2023- present

- Assist and support students one on one
- Assist and support students during instruction time and independent work encouraging students to stay on task.
- Communicate clear goals and rewards to encourage student focus and regulate behaviours.
- Initiate interaction with students to enhance student learning through conversation and prompts
- Assist students with writing skills, alphabet and number recognition, and other subject areas
- Teach small group reading fluency
- Teach small group decoding skills
- Supervise students in the mornings, recess, and lunch to ensure student safety.
- Assist teachers with push-ins and push-outs for specific students.

**Substitute Teachers Aide (PreK)** Kamehameha Pre-schools Waianae District Waianae, HI

May 2019-May 2021

- Assisted teachers in monitoring students who need help with assignments and activities.
- Initiated interaction with students to enhance student learning through conversation and prompts during activities and free play.

- Gathered data on student progress through meaningful conversations and prompts during activities and free play.
- Chaperoned school-approved field trips.
- Supervise children on the playground
- Assist teachers by prepping activity material by printing, copying, laminating, and cutting.

**Children's Ministry Leader Volunteer ages 6-11** Waianae Assembly of God Waianae, HI  
April 2014-January 2017

- Created weekly lessons and activities relevant to the main focus of that week
- Taught all lessons and activities
- Provided materials for all lessons and activities

**Homeschool** Waianae, HI August 2010-August 2013

- I homeschooled two of my eldest children
- For the first year, I used a Christian program having to assign school work in different subject areas, keep record of progress, graded work, and tutored.
- For the other two years, they attended Hawaii Technology Academy. This was a hybrid school that required skills such as organization, scheduling, effective communication, and time management.

**VOLUNTEER/COMMUNITY SERVICE**

**Vice President** Makaha Community Center Waianae, HI September 2020-Present

- Participate and assist in organizing community donation distributions and special events.
- Tutor students from the community in all subject areas

**Secretary** Waianae Assembly of God Waianae, HI January 2021-present

- Take notes, type, and file all board Minutes and annual membership meetings.
- Organize and file important paperwork and documents
- Create and send meeting letters to members
- Keep record of relevant data using google docs

**Treasurer** Waianae Assembly of God Waianae, HI October 2022-Present

- Keep organized files of all expenses
- Keep organized files of all donations and deposits
- Check Signer
- Approve or deny check requests
- Categorize monthly credit card expenses through excel worksheet
- Mail committed givings on time
- Send donation letters annually

**TECHNICAL SKILLS**

MS Office Suite, Google Suite, Mac/PC, Tablet, Social Media, 50wpm

**REFERENCE LIST**

Available Upon Request

# ALISA NAKAMOTO

Honolulu, HI 96822 | [aanakamoto@aol.com](mailto:aanakamoto@aol.com) | mobile 808-554-4532

## OBJECTIVE

Dedicated and detail-oriented bookkeeper with 4 years of experience in maintaining accurate financial records and ensuring compliance with accounting standards. Adept at managing accounts payable and receivable, reconciling accounts, and producing financial reports. Seeking a challenging bookkeeping position to contribute my skills and expertise in supporting the financial health of a dynamic organization.

## BANKING & FINANCE

25+ years' proven experience in providing excellent customer service to meet their financial needs.

## STRENGTHS

Planning & Operations | Organizational Skills | Continuous Learner | Strategic Thinker

## EXPERIENCE & ACCOMPLISHMENTS

- Provided excellent customer service by building relationships and meeting their financial needs.
- Effectively developed, lead teams of 5 or larger to become leaders of their own team.
- Maintained accurate records according to Federal Regulations.
- Grew revenue 30% annually for 10 years
- Staff and managed offices to run efficiently in the daily operations.

## PROFESSIONAL HISTORY

Alisa Nakamoto, Honolulu, HI, Bookkeeper, July 2019 – Present

- Manage the full cycle of accounting processes, including accounts payable, accounts receivable, and general ledger entries.
- Reconcile bank statements, credit card statements, and other financial records to ensure accuracy.
- Prepare and process invoices, receipts, and purchase orders in a timely and efficient manner.
- Maintain accurate and organized financial records, both electronically and in hard copy.
- Collaborate with the finance team to generate financial reports and summaries for management review.
- Proficient in using accounting software such as QuickBooks and Microsoft Excel.
- Ability to work independently and collaboratively in a team environment.

Office Manager, Hawaii Cardiology Inc., Honolulu, HI, July 2019 – January 2022

- Oversee and manage daily operations of the cardiology office, ensuring efficient workflow and high-quality patient care.



- Supervise administrative staff, providing training and support to ensure a cohesive and effective team.
- Collaborate with physicians and medical staff to implement and maintain quality assurance protocols.

Teller Lead | American Savings Bank | Manoa Branch | April 2010 – July 2019

- Led a team of 5 banking professionals in providing excellent customer service and achieving branch sales targets.
- Monitored and ensured compliance with banking policies, procedures, and regulatory requirements.
- Conducted regular team meetings to discuss performance goals, address challenges, and provide ongoing training and development opportunities.
- Collaborated with other departments to streamline processes and enhance overall branch efficiency.

Assistant Branch Manager | American Savings Branch | Kaimuki Branch | [July 2007 – July 2010

- Managed daily branch operations, including cash management, customer transactions, and account services.
- Developed and maintained strong relationships with clients, addressing their financial needs and concerns.
- Coordinated with the regional manager to implement marketing initiatives and promotional campaigns.
- Conducted regular audits to ensure accuracy and compliance with internal and external regulations.
- Communication and Interpersonal Skills
- Time Management
- Proficient in [Banking Software and Systems]

Bank Teller | American Savings Bank | Manoa Branch | 1998 - 2007

- Processed customer transactions, including deposits, withdrawals, loan payments, and fund transfers with high accuracy.
- Assisted customers in opening and closing accounts, explaining products and services, and resolving account-related issues.
- Maintained a balanced cash drawer and ensured compliance with bank policies and procedures.
- Promoted bank products and services to customers, achieving [mention any specific targets or accomplishments].

- Collaborated with team members to achieve branch goals and participated in regular training sessions to stay updated on banking regulations.
- Provided exceptional customer service by addressing inquiries, resolving issues, and ensuring customer satisfaction.
  - [List any relevant certifications, such as Certified Bank Teller (CBT) or similar]

## **EDUCATION & TRAINING**

*Honolulu Community College, Cosmetology 2003*

## **VOLUNTEER & BOARD SERVICE**

- Makaha Community Center, Treasurer Sept 2020 - Present
  - Clearly articulate the mission, goals, and impact of the non-profit to potential donors.
  - Build and maintain strong relationships with potential donors, supporters, and key stakeholders.
  - Understand budgeting, financial reporting, and financial management within the non-profit sector.
  - Ability to explain financial information to potential donors and supporters.
  - Coordinate logistics, marketing, and participant engagement.
  - Build trust with donors by being transparent about how funds are used.
  - Work collaboratively with other team members, volunteers, and board members to ensure a unified approach to fundraising.
- Streams of Life Fellowship, Treasurer

## **TECHNOLOGY**

MS Office 365 | QuickBooks

## **REFERENCES**

Available upon request.

# Emi Ayau

84-643 Manuku St. #A

Waianae, HI 96792

(808) 728-5174

eblessing02@gmail.com

## WORK EXPERIENCE

### US Renal Care, Waianae, HI - *Unit Secretary*

March 2021 - PRESENT

- Answer incoming calls and route them to the proper department or take messages as needed
- Greet staff, delivery personnel, and visitors
- Sort and distribute mail
- Prepare and send/deliver written or e-mail correspondence to residents or their representatives
- Make copies, Send faxes, Prepare reports, & Create documents
- Perform Covid-19 temperature screening and questionnaire
- Update resident profile in the EHR system.
- Scan and attach pdf copies of paper documents into resident's electronic health record.
- Audit records to ensure they are accurate and up-to-date
- Minimize old records in accordance with retention policy
- Receive deliveries and put everything away, ensuring proper rotation
- Maintain inventory supplies and order supplies as needed
- Efficiently answer incoming calls, direct them to the appropriate department, or take messages as necessary.
- Greet staff, delivery personnel, and visitors, fostering a welcoming and professional environment.
- Sort and distribute mail promptly, ensuring timely delivery to relevant recipients.
- Prepare and send/deliver written or email correspondence to residents or their representatives with attention to detail.
- Perform various administrative tasks, including making copies, sending faxes, preparing reports, and creating documents.
- Conduct Covid-19 temperature screening and questionnaire to ensure a safe environment for patients and staff.
- Update resident profiles in the EHR system to maintain accurate and current health information.
- Scan and attach PDF copies of paper documents into residents' electronic health records, contributing to efficient record-keeping.
- Audit records to ensure accuracy and completeness, adhering to established standards.
- Minimize old records in accordance with retention policy, maintaining a streamlined and organized record-keeping system.
- Receive deliveries, organize items, and ensure proper rotation of supplies.
- Maintain inventory supplies and proactively order supplies as needed, contributing to smooth

operational flow.

**Pu'uwai O' Makaha, Waianae, HI - *Administrative Assistant/Receptionist***

November 2018 - PRESENT

- Answer incoming calls, efficiently routing them to the appropriate department or taking messages as necessary.
- Greet staff, delivery personnel, and visitors, creating a positive and welcoming atmosphere.
- Sort and distribute mail promptly, ensuring accurate delivery to intended recipients.
- Prepare and send/deliver written or email correspondence to residents or their representatives with attention to detail.
- Call patient representatives to communicate changes in meeting times or gather necessary information, ensuring effective patient engagement.
- Perform various administrative tasks, including making copies, sending faxes, preparing reports, and creating documents.
- Conduct Covid-19 temperature screening and questionnaire, contributing to a safe environment for residents and staff.
- Distribute payroll and essential documents to employees, ensuring timely and accurate dissemination.
- Process admission paperwork and create/update patient profiles in the EHR system, contributing to efficient record-keeping.
- Scan and attach PDF copies of paper documents into patients' electronic health records, ensuring records are accurate and up-to-date.
- Coordinate transportation for residents, facilitating their mobility and accessibility.
- Minimize old records in accordance with retention policy, contributing to an organized record-keeping system.
- Receive deliveries and ensure they are delivered to the proper person or department.

**First Hawaiian Bank Call Center, Honolulu, HI - *Call Center Representative***

October 2004 - July 2006

- Provided basic account information, addressing client inquiries and concerns promptly and professionally.
- Connected calls to colleagues with expertise in specific account types, ensuring clients received accurate and specialized assistance.
- Offered guidance to clients on navigating phone or online banking systems, enhancing their experience with the bank's services.
- Demonstrated effective communication skills in handling a diverse range of client inquiries with clarity and professionalism.
- Assisted clients in resolving basic issues related to their accounts, providing efficient and satisfactory solutions.
- Maintained up-to-date knowledge of banking and loan products to provide accurate information to clients.

**Bank of Hawaii, Honolulu, HI - *Customer Information Specialist***

April 2001 - April 2002

- Input customer information accurately to create new accounts or update existing accounts, ensuring data integrity.

- Performed typical office duties such as filing, ensuring organized and efficient record-keeping.
- Answered phones promptly, addressing inquiries and providing assistance to customers.
- Managed various administrative tasks, including making copies and sending/receiving faxes.
- Assisted customers with account-related inquiries, enhancing their overall banking experience.
- Ensured accuracy in maintaining and updating customer information, contributing to reliable records.

## **VOLUNTEER WORK EXPERIENCE**

### **Waianae Assembly of God, Waianae, HI - *Offering Teller***

January 2004 - June 2017

- Worked collaboratively with a partner to accurately record personal and general donations during church offerings.
- Conducted thorough counting and cross-checking of donations to ensure accuracy in recording and reporting.
- Prepared and organized bank deposits based on the recorded contributions, maintaining precision in financial transactions.
- Worked effectively with a partner to streamline the process of collecting, counting, and recording offerings.
- Handled sensitive financial information with the utmost confidentiality and maintained a high level of trust within the church community.
- Contributed to maintaining the financial integrity of the church by adhering to established procedures and ethical standards.

### **Makaha Community Center, Waianae, HI - *Moderator of Facebook Group***

January 2021 - Present

- Approve or decline requests to join the Facebook group in accordance with established group standards.
- Take necessary actions, such as removing inappropriate content or addressing violations, to maintain a positive and respectful online community.
- Assist in administrative tasks related to group management, such as updating group settings, guidelines, and other relevant information.
- Monitor and assess membership requests to ensure alignment with the group's purpose and guidelines.
- Collaborate with other moderators and administrators when needed to address more complex or ambiguous situations.
- Handle conflicts or disputes within the group with diplomacy and professionalism.

## **EDUCATION**

**Leeward Community College, Pearl City, HI - A.S. in Health Information Technology**

August 2018 - May 2020

**Kapiolani Community College, Honolulu, HI - Studied Business & Accounting - No Degree**

August 1996 - May 1999

**Waianae High School, Waianae, HI - Diploma**

January 1993 - May 1996

## **SKILLS**

Great customer service

Proficient in Microsoft Word, Excel, PowerPoint

Type 55wpm

## **References**

**Dodie Rivera - RN at WCCHC & Pu'uwai O' Makaha - (808) 220-9415**

**Antoinette Freitas - Human Resources & Business Office Assistant @ Pu'uwai O' Makaha -  
(808) 392-1403**

**Neal Wong - Owner of One Drop Heals - (808) 561-6151**

# CHEYANNE KAPOLOLU-AYAU

chey96792@gmail.com

1 (808) 219-5819

84-643 A Manuku St, Waianae, HI, 96792

## Objective

Serving Oahu's island wide poverty filled communities, by organizing and partnering with other institutions providing proper resources, household needs and other essentials.

## Skills

- Organizer
- Hardworker
- Team Player
- Problem Solver
- Leader

## Education

High School Diploma

Waianae High School

2006 - 2010

## Work Experience

**Hawaiian Electric Company (HECO) - Welder/ Painter (Student Intern)**

June 2009

- Responsible for fabricating and welding custom parts out of metal, using heavy machinery that emits high temperatures.
- Painter skills include prepping and painting, finishing work, and knowledge of painting tools, along with soft skills like attention to detail, collaboration, aesthetic sensitivity

**Bekins Hawaiian Movers - Packer**

Feb 2011 - Feb 2012

- Responsible for packing, moving, loading, unloading and set-up of furniture and household goods during client deliveries and pick-ups of furniture.
- Preventing damage while moving, disassembling and assembling furniture, using lifting machinery, and handling customer complaints.

**Walmart - Overnight Stocker/ Sales Associate**

Feb 2012 - April 2012

- Downstacked and stocked pallets from truck to shelf, while helping any associates or customers in need.
- Stocked shelves in a timely matter, became knowledgeable of my department quickly. Kept my area clean and organized so the customer can quickly locate each item.

**Securitas - Security Guard**

Feb 2013 - Oct 2014

- Protecting a person, organization or asset in the case of an incident.
- Monitoring a specific area, evicting trespassers and writing reports detailing any occurrences during every shift.

**Makaha Valley Plantation - Security Supervisor**

Oct 2014 - June 2018

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry. Maintain environment by monitoring and setting building and equipment controls. Contributing team effort by accomplishing related results as needed.
- Protecting a person, organization or asset in the case of an incident. Monitoring a specific area, evicting trespassers and writing reports detailing any occurrences during every shift.

# CHEYANNE KAPOLOLU-AYAU

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chey96792@gmail.com

| 1 (808) 219-5819

| 84-643 A Manuku St, Waianae, HI, 96792

## Work Experience

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### **Self Employed - Carpenter/ Woodworker & Custodian**

2021 - Present

- Creating, designing, handling and repairing wood and wood items.
- Setting up and operating a variety of different saws; making any necessary repairs to tools and machines.
- Keeps building property in clean and orderly condition, perform routine maintenance activities, heavy cleaning duties, sweeps, mops, scrubs, or vacuums floors, gathers and empties trash. Scrubs, sanitizes, and supplies restroom facilities, cleans windows, mirrors, and partitions with cleansers.
- Manages inventory of cleaning supplies, and notifies building manager regarding the need for repairs or additions to building operating systems.

## VOLUNTEER/COMMUNITY SERVICE

### **Makaha Community Center- Director**

2020 - Present

- Managed Non-Profit Distribution & Tutoring Center for students K-College.
- Manage all board meetings, special community events, finances, tutoring and distribution center.
- Encourage a unified community and collaboration through diligently partnering with various organizations to effectively assist low-socioeconomic status families through counseling, housing, food and clothing programs.

## Reference List

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Available Upon Request





**COLDWELL  
BANKER  
REALTY**

**CARES FOUNDATION**

1/15/2024

To Whom It May Concern,

I am affiliated with Pastor Abigail Eli through our non-profit work with the Makaha Community Center. She is the Executive Director there and I am the Chair of Coldwell Banker Realty's philanthropy group, called the CARES Foundation. The CARES Foundation has been running yearly drives to donate Back to School supplies and other items to the Makaha Community Center. It is through this partnership that I met Pastor Abbi a few years ago.

When I first met her, she explained a little bit of what her organization did, and I was impressed at her passion to do whatever she could to help the people living in poverty on the Waianae coast. I later read an article about her, as she was featured in the Star Advertiser, and also by watching the video on the Makaha Community Center's website. I must say that she is probably the most giving person that I have the privilege of knowing, and I know a lot of people on this island, having lived here on Oahu all of my life.

Sure, I know a lot of people who give money, time or goods. But what sets her apart from the rest is that she lives every day and aspect of her life to help the people of the Waianae coast, most of them children. She actually has adopted a bunch of kids and opened up her house to have tutoring sessions for other kids. She took her family to live among the houseless at the Pu'uho'oua O Waianae encampment at the Waianae Boat Harbor for a couple of months so that they could experience the living conditions firsthand. I don't know any other person who has done or would do, such a thing.

Pastor Abbi described the need of the people and children on the Waianae Coast to us. There is more need than any of us have imagined, and most are living in deplorable conditions. She is doing what she can to help break the cycle of systemic poverty there, because in her words "doing nothing is not an option." She is also helping to educate the kids in both religion and academics, all on her own time.

Whenever we give her donations, it brings tears to her eyes. She truly appreciates whatever we are able to give and has such a big heart. The Makaha Community Center has serviced over 7000 families on the island of Oahu. She and her organization are making a big difference in the betterment of people's lives.

I don't know of anyone more deserving of this grant than her. She is like an angel walking around on this earth among us mortals. If everyone were like Pastor Abbi, this world would be a great and peaceful place. I truly hope that she gets this grant, and know that she would put it to good use.

DocuSigned by:

*Colette Nishimura*

Colette Nishimura RB-23061, Chair, CARES Foundation Coldwell Banker Realty 808 780-1685

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Shane Kalani Arthur  
*Director of Teen Challenge of the Hawaiian Islands*  
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01/14/2024

To Whom it May Concern,

I hope this letter finds you well. I am writing to express my sincere support for the incredible work being carried out by the Makaha Community Center. In my capacity as the Director of Teen Challenge of the Hawaiian Islands Oahu's Christian Life School (TC), I have had the privilege of closely observing the positive impact and invaluable contributions that Makaha Community Center brings to the Waianae community.

Under the exceptional leadership of Executive Director Pastor Abigail Eli and her dedicated team, Makaha Community Center has become a beacon of hope and assistance for families in need. Their commitment to addressing generational poverty, providing educational support, and meeting the immediate needs of the community is truly commendable.

Makaha Community Center has been a steadfast supporter of our men's home for three years, demonstrating unwavering commitment through the donation of furniture, beds, clothing, and essential hygiene products. Their support extends beyond material contributions, as they actively engage in assisting our men with vital record retrieval, job applications, resume creation, and referrals to programs facilitating a smooth transition into housing. The holistic support provided by Makaha Community Center has significantly contributed to the well-being and successful reintegration of the men in our program.

Teen Challenge has formed a strong partnership with Makaha Community Center over the past two years, during which I've had the privilege of volunteering alongside their team. The integrity and fortitude displayed by their volunteers and management team have been consistently remarkable. It's evident that every donated item, regardless of its value, is handled with utmost care and distributed precisely as the donor intended. Pastor Abigail Eli leads with unwavering honesty, integrity, love, and kindness, fostering an environment where everyone is treated with aloha.

[www.TeenChallengeUSA.com](http://www.TeenChallengeUSA.com)

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Mailing Address: Teen Challenge Oahu, Attn: Kalani Arthur, 1146A Elm Street, Honolulu, HI 96814,  
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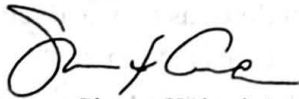
Makaha Community Center's inclusive approach is noteworthy. Whether an individual is experiencing homelessness, dealing with addiction, or facing mental health challenges, they are welcomed with open arms to receive care and support through the center's various services. Our Teen Challenge team personally witnessed this inclusive spirit during their special events and distributions. Notably, one event served 1,800 people in a single day, and another reached 5,000 people in a two-week span. Despite the countless hours devoted by the Makaha Community Center's volunteer staff, their non-judgmental character and kindness consistently shine through.

I have also had the opportunity to see the transformative impact on students tutored by MCC, through observing several children graduate through their guidance and the sacrifices made for their education. The dedication, passion, and innovative approach of Makaha Community Center have earned the respect and support of the community. It is not hard to decipher that they operate out of sheer passion and commitment to see lives changed for the better.

As a proud supporter, I wholeheartedly endorse Makaha Community Center's mission and vision to make this world a better place. I believe that their ongoing efforts will continue to uplift and empower the Waianae community, fostering a more equitable and supportive environment. In the inspiring words of Pastor Abigail Eli, "This work can only be accomplished when there is a Community in Unity." I encourage you to join hands with Makaha Community Center in making a meaningful difference in the lives of thousands around the island.

If you require any further information or if there is any way I can assist in supporting Makaha Community Center's endeavors, please do not hesitate to reach out. Thank you for your dedication to creating positive change in our community.

Sincerely,



Pastor Shane Kalani Arthur,

*Director of Teen Challenge of the Hawaiian Islands Oahu's Christian Life School*

[www.TeenChallengeUSA.com](http://www.TeenChallengeUSA.com)

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January 18, 2024

Rev. Abigail Eli  
Executive Director  
Makaha Community Center

To Whom it May Concern,

This is a letter in support and appreciation of the collaborative efforts Hawaiian Hope Org and the Makaha Community Center (MCC) have engaged in to make computers available to families in need at very low or no cost. We share a belief that all children need a computer not just for homework, but to access experiences and interactions beyond their family and community. It provides a small measure of equity and hope for the future, something so needed by the families MCC serves.

I serve as the main Hawaiian Hope volunteer for the Apple computers and have enjoyed working closely with MCC. Marketing through MCC's large Facebook community and facilitation of several computer sales at the Center over the last three years allowed close to 300 families to bring an Apple or PC computer into their homes. It clearly excited the children and made it possible for them to access their Google Drive assignments and communicate online. The demand is still so high, and this kind of response needs to continue.

The benefit of this relationship goes further. Almost all of these computers were picked up from an e-waste event or school, updated, and put back into service. It was a win for both the child and the environment. For some adults, the computer helped them get and perform their job.

It was also our pleasure to provide PCs and iMacs to MCC's Learning Center. MCC's provision of tutoring and study space throughout the pandemic was commendable. MCC made it very clear to the kids and youth that education is a way out of poverty and a path to a different future.

The other collaboration we strongly support is the work of MCC's donation center. Through Pastor Abigail Eli's stories of the families and actions she informed us of a need and have become an integral part of our Church of the Crossroads Cycle of Caring initiative. Crossroads gathers donations once a month for pickup or delivery to the donation center. The church also provides workspace to refurbish the Hawaiian Hope Apple computers and the Hawaii Macintosh & Apple Users Society provides the volunteer labor. So the church, Hawaiian Hope and MCC have a great working relationship.

I personally know MCC's distribution volunteers have come to town numerous times to pick up loads of household goods, clothing and furniture. At Crossroads we're always amazed at MCC's ability to come with the huge rented truck which is filled to the ceiling. MCC's own truck with a hydraulic lift would be awesome and save lots of rental money!

Pastor Abigail's own children and volunteers serve so gratefully and efficiently. Pastor Abigail knows the community so well that she often will earmark a bed or dresser for a particular family and it's in their home within a day or two. Pastor Abigail told me once that sometimes families move off the beach into a unit, with nothing in it. My brother-in-law's mattress went to a young girl who for the first time slept in her own bed on the floor. It was the day her mother with whom she had been sleeping started chemotherapy.

People choose MCC to donate to because MCC has a reputation as a direct path into the hands of someone who needs it now. It gives the donated goods an extension of usefulness rather than sitting in storage or landing in the landfill or incinerator.

MCC's Keiki Christmas program is another example of incredible outreach to hundreds of children who would have nothing for Christmas otherwise. The large bag of wrapped toys and clothes gifts both child and parent at the same time. The program also assists the donors who want to help because they get to see the child's wish list and know what they specifically want. These children know their parents are struggling but want the things all children want and should have. This provides them an opportunity to have a wonderful Christmas.

I've seen the growth of the donation center and know of MCC's work and the work of everyone at the Center. I have supported them long before MCC received their 501c(3). I strongly support legislative funds for a part-time staff person, a forklift for the heavy furniture to help support mattresses and furniture that regularly come in, and other donations that pass through the center. The benefit is not limited to these families and children. The wider community and state benefit from their success and breaking the cycle of poverty through efforts like this. So much has been done with so little, and it affects so many every day.

Sincerely,

A handwritten signature in cursive script that reads "Joan Matsukawa".

Joan Matsukawa  
Hawaiian Hope Org Volunteer  
Church of the Crossroads member

Letter of Support for Makaha Community Center

1/18/2024

To Whom it May Concern,

I am writing this letter to express my wholehearted support for the Makaha Community Center and its invaluable efforts in assisting McKinney Vento Sheltered and Unsheltered Homeless families. As one of the Community Homeless Concerns Liaison's for the Department of Education in the Nanakuli-Waianae district, I have had the privilege of working closely with Makaha Community Center for several years.

Makaha Community Center, has consistently demonstrated an unwavering commitment to addressing the immediate needs of homeless families in the Waianae community. Their dedication to providing essential resources such as beds, furniture, and other necessities has made a significant impact on the lives of the families I serve. It is not unusual for me to assist families and other liaisons around the island to obtain the furniture that many of our families desperately need.

I have personally witnessed Makaha Community Center's responsiveness and efficiency in meeting the unique needs of McKinney Vento families. The center's ability to distribute donated items and connect families with crucial resources has been instrumental in creating a supportive and empowering environment for those facing homelessness. The collaborative efforts between my role as the Homeless Liaison and Makaha Community Center have resulted in improved living conditions and increased stability for many families in need.

The Waianae district really needed a resource for families to access furniture and essential items. I am of the opinion that endorsing Makaha Community Center is consistent with the objectives and principles of our department in tackling the difficulties encountered by homeless families. Their dedication to nurturing a more just and supportive environment directly enhances the welfare of the Waianae community.

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If I can further aid in supporting Makaha Community Center's initiatives, please feel free to contact me. I am confident that their ongoing endeavors will make a substantial positive impact on McKinney Vento Sheltered and Unsheltered Homeless families. It is my privilege to write a letter of support on their behalf. Thank you for considering Makaha Community Center for this grant. It is guaranteed to be used to make a positive impact especially for those on the Waianae Coast where it's needed the most.

Thank you for your attention to this matter.

Sincerely,



Jeanna Hurt

Department of Education

Community Homeless Concerns Liaison

[Jeanna.Hurt@k12.hi.us](mailto:Jeanna.Hurt@k12.hi.us)

808 286-8754