

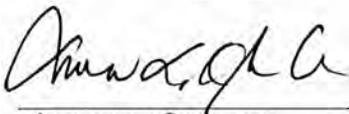
**2025 State of Hawaii GIA  
CIP  
Grant Application**

**Prepared by:  
Adult Friends for Youth**

## 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

DEBORAH L.K. SPENCER-CHUN, PRESIDENT  
& CEO

PRINT NAME AND TITLE

January 6, 2025

DATE





STATE OF HAWAII  
STATE PROCUREMENT OFFICE

**CERTIFICATE OF VENDOR COMPLIANCE**

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

**Vendor Name:** ADULT FRIENDS FOR YOUTH

**DBA/Trade Name:** ADULT FRIENDS FOR YOUTH

**Issue Date:** 12/19/2024

**Status:** **Compliant**

Hawaii Tax#: 20388218-01  
New Hawaii Tax#: GE-0311570432-01  
FEIN/SSN#: XX-XXX4581  
UI#: XXXXXX5913  
DCCA FILE#: 65860

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

**Status Legend:**

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

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

The undersigned authorized representative of the applicant certifies the following:

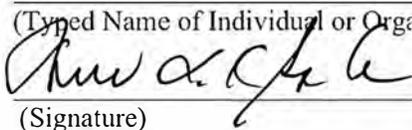
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide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

**Adult Friends for Youth**

(Typed Name of Individual or Organization)



(Signature)

January 6, 2025

(Date)

Deborah L.K. Spencer-Chun

President & CEO

(Typed Name)

(Title)

## **SECTION 42F-102: PUBLIC PURPOSE**

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

Adult Friends for Youth

### **(2) The public purpose for the grant**

This grant will be used to acquire a building that will be used to provide target youth with Redirectional Therapy (RT) services. The building will provide youth with a safe space to reduce/terminate their violent tendencies and support their academic achievement. The building would ultimately help to create safer communities for everyone.

### **(3) The services to be supported by the grant**

In addition to the purchase and renovation of the proposed building, services that would be conducted at the building include but are not limited to community outreach and engagement, assessment, group and individual counseling, referrals, case planning, educational support (i.e. tutoring), connections to other service providers, and case closure. A special focus would be providing youth with experiential learning opportunities involving community partners and providing complementary services at the location.

### **(4) The target group**

AFY's target population consists of disadvantaged youth, male and female, who come from low-income backgrounds, are prone to violence and criminal activity, and are at a high risk for academic failure. AFY's MAC program targets status-offending youth on the Leeward Coast, HPD District 8.

### **(5) The cost of the grant and the budget**

The overall project cost will be \$3,500,000. The total budget requested for the State Grant in Aid is \$1,000,000.

## Application for Grants

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

### **I. Certification – Please attach immediately after cover page**

#### **1. Hawaii Compliance Express Certificate (If the Applicant is an Organization)**

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2024.

#### **2. Declaration Statement**

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes.

#### **3. Public Purpose**

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

### **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;

AFY began as a federal grant and was incorporated in 1986 to redirect the destructive behavior of high-risk youth. We are a leading agency in Hawaii that eliminates violence and creates peace in schools and communities. Through our programs, we break the cycle of incarceration, poverty, and hopelessness in disadvantaged communities in Oahu. We accomplish this by providing outreach services to the highest-risk youth, addressing their violent/criminal behavior, and providing them with educational support and experiential learning opportunities to help them achieve a healthy, happy, and meaningful life.

Redirectional Therapy (RT) is the foundation for all services and programs that AFY provides. AFY's therapeutic approach is a field-tested, evidence-informed, replicable model adapted from Carl Rogers' Person-Centered Therapy. It involves trauma-informed care and helps develop social-emotional learning and coping skills. It also

emphasizes academics as a path to avoid violence and crime. RT utilizes philosophical and practice principles such as:

- People have the capacity to change
- AFY provides an environment that is genuine, caring, and nurturing
- Self-determination
- RT is non-judgmental
- The Redirectionalist communicates care and love
- The youth is always first

AFY provides high-risk youth from Kaimuki to Waianae with the following programs:

**Counseling** – Group and individual-level counseling is provided to high-risk youth through In-school Counseling Groups (on campus during school hours) and Neighborhood Counseling Groups (in the community during out-of-school time). The program is designed and customized to target and stop violence and increase academic performance in different age groups and age levels while encouraging prosocial and activity experiences.

**Mobile Education Center (MEC)** – Reconnects truant/chronically absent youth ages 10-25 to educational pathways to increase personal well-being while decreasing the propensity for youth violence in our communities. Educational pathways include traditional school and alternative learning programs, tutoring, credit recovery, and other educational and employment/career support.

**Mobile Assessment Center (MAC)** – A diversion program for status-offending youth on the Leeward Coast that prevents them from entering the juvenile justice system and provides/connects youth with services that help them heal the root cause(s) for their offense. The program is conducted in partnership with HPD District 8 (Ewa/Makaha) and stops the school-to-prison pipeline.

**PEARL Convention (Promoting Peace, Empathy, Acceptance, Love, and Respect)** – AFY also holds an annual PEARL Convention that promotes the message of peace, empathy, acceptance, respect, and love in a hybrid event conducted over one week. The convention is a fun and engaging way to present content that prevents violence and makes schools and communities safer for everyone. Teachers receive resources and tools to continue the discussion about preventing bullying and promoting the message of PEARL. Evaluations are conducted, and results allow AFY to continuously evaluate and assess the program content to improve the convention. Planning for the event is done by the PEARL committee and occurs year-round. All participants are free of charge to attend the event.

2. The goals and objectives related to the request;

AFY is requesting funding for the purchase of a property that will be used to provide services to redirect the violence/criminal activity of high-risk youth and prevent them from academic failure.

Our agency is seeking funding to secure a property that provides a safe space for youth to receive Redirectional Therapy (RT) services.

This building would allow AFY to 1) expand existing services in a secure and private location and 2) mitigate the impact of COVID – when the pandemic shut down social gatherings, our services were impacted because we were limited by the size of our current office space to conduct gatherings safely; this building would provide more capacity should similar shutdowns occur in the future, and 3) the space would provide an area where youth can build social capital and develop networking skills.

A strategic plan will support the procurement of the building/property location. While it must be conveniently located for youth and family access, it cannot be a “storefront” property that is prone to “drive-by” shootings or crimes by different gangs/factions. It must be on “neutral” grounds where gang members are not threatened by their opposition.

It will allow more square footage to conduct Redirectional Therapy (RT) activities to provide youth with experiential learning opportunities (AFY’s Six-Point Plan) to help them enter the mainstream and lead happy and successful lives. AFY’ Six Point Plan provides learning opportunities in real-life settings that expose youth to experiences they can apply to real life. The activities include education, employment/career readiness, recreation and sports, social experiences, culture/spirituality, and community service. This proposal aims to build a permanent minimum three-story building to help target youth build a pathway to future success through engaging in Six Point Plan activities.

Small office spaces for AFY staff will allow the agency to conduct individual counseling/RT sessions with youth in private settings. Due to their past experiences, high-risk/target youth do not trust adults and most service providers, especially if they have been through multiple systems. The judgment and mistrust that they have encountered over the years often create an emotional wall. It then magnifies as they are also not trusted by the mainstream. Having a location specifically for their enjoyment and development will break down those emotional walls and provide them with a safe space to be themselves. Trust and mistrust must be reciprocated. When they see that AFY staff exudes trust and respect, youth also begin to mirror it.

This safe space would allow us to invite youth into our private space as if we were inviting them into our homes. It would make them feel trusted and valued and help develop their confidence with others. At AFY, we view staff and youth, etc., as an extended family. We view our office as our second home, where we can do work and feel comfortable. We also want youth to feel as though they have a safe and second home with AFY.

One of AFY’s principles is mutual respect for youth and staff. There is an open-door policy, from the president to the grant coordinator to outreach staff, which allows youth

to sit with any staff member whom they feel comfortable with and ask for individualized support. All youth are welcome in our office spaces.

Private office spaces also allow field staff to decompress from the stressors they encounter during their work, where they often serve over 20 youth per day. The deep issues and stories that they listen to and encounter can cause mental and emotional fatigue. AFY's programs thrive on the foundation of RT, but most importantly, the staff who provide it. To carry out AFY's mission and prevent secondary degree trauma, a private safe space for the staff is imperative to collect their thoughts and process their emotions.

Another area of the building would be a shared working space for AFY programs and our partners, who help to conduct the Six-Point experiential learning plan. Showers, as well as washers and dryers, would be available for youth to use to meet their hygienic needs, as many youths couch surf from day to day. There would also be a storage unit to hold essential items. We currently rent three units at Hawaii Self-Storage. Having storage space within our building would provide cost savings that we could utilize for our youth.

The educational and employment/career readiness room will consist of a computer lab that could support activities such as tutoring, credit recovery, job applications, resume creation, presentations, and college/FAFSA applications. It will also serve as a space where partner organizations such as Purple Mai'a and Kinai'eha can conduct coding and GED classes, respectively. In this room, youth can move toward accomplishing their goals.

The Spiritual/Cultural and Community Service room will consist of a space allowing participants to sit comfortably on the floor, where a space for healing would take place. Activities such as 'reflection painting', Restorative Justice 'Circles,' and other therapeutic activities will be conducted to heal past trauma and build positive coping skills for youths' development. This is a space where peace, empathy, acceptance, respect, and love (PEARL) toward themselves and others can be enriched. We also envision a space for Kupuna and youth to interact and build a bridge between generations. Too often, we have witnessed a disconnect between the generations: 1) Great/grandparents are raising their mokopuna (grandchildren), and 2) There has been much violence (robberies, purse snatchings) of Kupuna in our communities, with our youth often the perpetrators of the violence. We want to break those acts of violence between youth and their elders so that both sides can learn to appreciate each other.

The social and recreational room will provide amenities to make youth feel comfortable, such as lounge chairs, tables, and a TV. AFY youth have limited exposure to prosocial activities and interaction. Being a part of school clubs/sports, playing a musical instrument, or learning a hobby are often activities they would not explore. This room will serve as a space for the youth to build individuality and nurture their creative talents. It will be a space where they can be introduced to experiences and opportunities. This is

where our youth can think about their actions and connect with others. It would allow a place for social capital and network building.

The area would also have an interactive conference room for in-person, online, or hybrid meetings. This conference room will also serve as AFY's Crisis Response Center, where meetings will be held for families and other service providers to connect and heal trauma. AFY will serve as the coordinator for the families to ensure that they are healing and receiving the proper help during a time of trauma and crisis.

3. The public purpose and need to be served;

Programs such as Boys and Girls Club, YMCA, and Bobby Benson serve adjudicated youth. However, a permanent and private facility that would be a safe space for the highest-risk youth on Oahu to engage in prosocial and constructive activities is needed. Our youth tend to cause havoc in schools, communities, and even their homes. The AFY facility would be a safe space for youth and families to have respite.

This space would provide a time-out from the anger and violence they are experiencing. This would also allow families a short break in stressful situations involving their child. The COVID-19 pandemic and related shutdowns impacted the ability of many providers to conduct direct services. We were able to bring youth into our office for small gatherings safely. A larger building like the one we are proposing to purchase would allow us to safely provide services to a larger number of youth and de-escalate volatile situations. During the pandemic, most community spaces were not available due to closures. It limited our staff's capacity to connect youth to other safe spaces. AFY's current office allows only one counseling group to meet at a time. However, that does not allow us to meet the needs of all the youth we serve.

Our target population consists of youth who get suspended from school. The short- or long-term suspensions only cause them to fall further behind in their studies and lesson plans. They miss class time and are not engaged to do their homework. Youth have shared that they do not even bother attending certain classes because they do not understand the material. Suspensions only widen that gap of knowledge and confidence. Once youth fail courses, they often become discouraged and seek alternative programs or drop out altogether. This building will provide us a facility to serve youth during their suspension. They will be brought to the facility to complete assignments and receive the extra support they need to comprehend the material and continue to move forward in their education. Their mental/emotional health and educational needs will be met. But most importantly, it will be a "safe space". "They will be safe, not engaging in destructive or criminal behavior.

The proposed building will also facilitate mediation between rival groups, individuals, and families. Mediation is an essential component of creating safe schools and communities. It is an important service for our youth to solve issues peacefully and without further violence. Often, when an issue arises between groups, AFY staff will meet with multiple individuals, small groups, and whole groups to ensure they are ready

for mediation. A bigger space would allow for multiple sessions (a larger capacity) where youth can honestly share their thoughts and feelings. A building would allow for a safe space to conduct this service. Furthermore, AFY envisions a Crisis Response Team to be the lead team that responds to youth who have encountered a homicidal crime/act within the family. AFY's goal is to reach the families alongside HPD and provide immediate services so they can begin to deal with/heal their anger from the crime. Research from the Centers for Disease Control and Prevention has shown that risk factors for violence include being exposed to violence and conflict in their environment, and those factors increase if they are not addressed. We would only retain youth who need our service, typically between 12 and 18. However, we would be the liaison/coordinator for families/organizations to connect and communicate, especially for children ages 5-11.

4. Describe the target population to be served; and

AFY targets Oahu's highest-risk youth from Kaimuki to Waianae. They come from poverty-stricken, disadvantaged communities where violence, crime, and drugs are not only normalized but glorified in their community. Many of them are involved with gangs. They are predisposed to violence, crime, incarceration, and academic failure. AFY primarily works with male and female middle and high school youth between the ages of 11 and 17. However, AFY has no termination policy and will work with youth beyond high school, depending on their needs.

Most of the youth we work with report being both victims and offenders of violent crime and suffer from past trauma. People who have experienced some form of victimization are significantly more likely to become offenders. The victim-offender overlap is consistently identified in research on crime and criminal behavior (Gebo, 2019, p. 376-380). AFY's experience working with youth has supported those findings. Youth who have been harassed and were victims of violence retaliate with violence and often form gangs for protection against continued victimization. Services that target youth who are both victims and perpetrators of violent crime are a gap in services that exist. This is mainly because many agencies do not specifically serve the victim-offender population and are therefore unable to identify that underserved demographic (Pickens et. al., 2016).

To heal youth and break the cycle of victimization and re-victimization, it is crucial to work with them on a long-term basis and provide the consistency and stability they may not receive anywhere else. The PEARL Convention targets a slightly younger elementary and middle school demographic to prevent them from becoming high-risk youth.

As defined by U.S. Federal Government standards, most of the youth served by AFY's counseling program, MAC, and MEC are from historically marginalized populations. Approximately 35% are Native Hawaiian, 30% Micronesian/Chuukese, 13% other Pacific Islander, and 14% Asian/Filipino. The remaining percentage comprises African

American, Hispanic, and White youth. Notably, 50% of MAC youth are Hawaiian or PT. Hawaiian ancestry.

AFY serves communities across Oahu, from Kaimuki to Waianae. Many of those communities possess large concentrations of public housing projects. According to the Hawaii Public Housing Authority (HPHA), there are 43 HPHA housing project locations on Oahu. Of the 43, AFY currently provides counseling services to youth from 79% (34/43) of those communities. A significant number of our youths reside in those projects, including homeless encampments and transitional shelters. Examples include but are not limited to:

- Pupu`ole streets in Waipahu
- Lahaina St. in Waianae
- Cedar Farms in Waianae Valley.
- Kealahou Shelter in Kalaeloa.
- Mayor Wright Homes
- Palolo Valley Homes
- Kuhio Park Terrace
- Kamehameha Homes
- Kalihi Valley Homes
- Salt Lake Apartments
- Ka'ahumanu Homes

5. Describe the geographic coverage.

AFY will provide services, including crisis response services, to youth across Oahu. While this proposal is for a property/building, AFY understands that transportation is one of the biggest barriers to youth receiving the desperately needed services. To meet that need, AFY has six company vans to connect our youth with the services that the proposed building will provide.

AFY provides services to communities ranging from Kaimuki to Waianae. The MAC program specifically works in HPD District 8, Ewa/Makaha. Information from the University of Hawaii's Center on the Family is provided on seven major school areas we serve: Farrington, McKinley, Kapolei, Campbell, Waianae, Waipahu, and Kaimuki.

The Farrington area consists of over 56,000 residents and includes 'Alewa Heights 'Iwilei, Kalihi Kai, Kalihi Uka, Kalihi Valley, Kalihi Waena and parts of Kamehameha Heights, Kapālāma and Palāma.

- There is a larger proportion of adults who are co-residing with their grandchildren
- The proportion of residents who are new immigrants is at least twice the state average
- Filipinos, Hawaiians/pt. Hawaiians and other Pacific Islanders comprise over 70% of the population
- Residents rank below state averages in economic well-being

- The proportions of public school students who meet language arts and math grade-level standards are below the state average
- Lower rate of high school students that graduate on time

The McKinley area comprises over 77,000 residents and contains 'A'ala, 'Ālewa, Chinatown, Lanakila, Liliha, Lower Makiki, Lower Nu'uuanu, Makiki, Mayor Wright Housing, Pālama and parts of Ala Moana, Bingham Tract, Iwilei, Kaka'ako, Kamehameha Heights, Pāwa'a and Queen Emma Gardens.

- A smaller proportion of children have both parents and their single parent in the labor force
- A higher percentage of families with children in poverty
- Three times the state's percentage of English language learners
- A smaller proportion of high school students graduate on time than the state average
- Rates are double the state average for both violent and property crimes
- Almost double the rate of students who feel unsafe at school than the state average

The Kapolei area comprises over 46,000 residents from the City of Kapolei, East Kapolei, Honokai Hale, Kahe, Kalaeloa, Kapolei Knolls, Ko 'Olina, Makakilo City, Makakilo Heights, Pālehua, Pālehua East, Pu'u O Kapolei, and Villages of Kapolei.

- A lower percentage of adults have post-graduate education
- Adults are more likely to live with grandchildren
- Higher rate of property crime than the state average
- Students who feel unsafe at school are roughly the state average

The Campbell area comprises 72,000 residents and includes the neighborhoods of Ewa, East Kapolei, Honouliuli, Ocean Pointe, West Loch, and parts of Iroquois Point and Waipahu.

- A larger proportion of children who live in immigrant families than the state average
- A lower percentage of students meet math standards than the state average
- Close to the state average for students who report feeling unsafe at school
- A smaller proportion of adults have a bachelor's degree or post-graduate education

The Waianae area comprises over 36,000 residents and includes the neighborhoods of Ma'ili, Makaha, Makua, Ka'ena, and Ulu Wehi.

- A larger proportion of children in families receiving public assistance and who live in poverty than the state average
- The unemployment rate is over twice the state average

- Students who meet language arts and math standards are half of the state's average
- The number of students who graduate on time is lower than the state's average
- Violent crime is more than double the state average; Property crime is also higher than the state average

The Waipahu area comprises 61,000 residents from Waipahu to parts of Village Park.

- Lower than average per-capita income
- Twice the amount of English language learners than the state average
- A lower percentage of adults have a bachelor's degree or postgraduate education
- Violent crime incidents are close to the state average

The Kaimuki/Palolo area comprises 77,000 residents.

- Lower than average seniors graduating with a diploma
- Higher than average students in special education
- Lower than average students who feel safe at school
- Higher than average adults with a depressive disorder
- Double the state's average for both violent crime incidents and property crime incidents

### **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;

AFY currently has an office near the Honolulu International Airport. That office is predominantly used for administrative purposes, with a conference room that can facilitate direct services to youth. However, it is not sufficient to serve the number of youths we work with. The proposed property/building will contain the essential areas to conduct developmental activities to heal their past trauma and build them a pathway to future success.

The proposed property/building will allow AFY to provide experiential learning opportunities under our Six-Point Plan, which aims to help youth develop the skills and tools they need to re-enter the mainstream and become productive members of society.

AFY has experts and partners who are versed in property acquisition, building development, renovations, and improvement. We also have access to volunteer labor and in-kind support, which will help minimize the overall cost of the project.

AFY has coordinated a property/building acquisition working group. Individuals from AFY staff include:

Deborah L.K. Spencer-Chun – Project Coordinator.

Lisa Tamashiro – Project Program working group member.

Siutiti Takai – Project Program working group member.

The individuals below are on a volunteer basis:

Mr. Kevin Ko – Consultant to help locate and acquire the property best aligned with the real estate needs of AFY.

Mr. Ernest “Ernie” Martin – Consultant to handle the legal matters of the acquisition.

Mr. Bradford Harrison – Consultant of the financial capacity affairs of the project.

Mr. Damien Kim – Consultant of building capacity, design, and renovation improvements

Our team will identify the property/building to purchase and design it to meet the needs of AFY’s programs.

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

Quarter 1: Acquisition of property

Quarter 2: Design

Quarters 3-4: Construction and Equipment

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

The building committee/acquisition team will monitor all aspects of the building’s procurement and development. All members possess unique expertise to make this project successful. Regular meetings will be conducted to monitor the timeline and budget presented in this application.

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 the measure(s)

of effectiveness will need to be updated and transmitted to the expending agency.

- a. Adherence to the project timeline.
- b. Adherence to the stated financial budget.

**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 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$0	\$0	\$500,000	\$500,000	\$1,000,000

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026.
  - 1. City & County GIA
  - 2. Office of Juvenile Justice Delinquency Prevention
  - 3. New York Life Foundation
  - 4. Hawaii Community Foundation
  - 5. W.K. Kellogg Foundation
  - 6. Hawaiian Electric Industries Charitable Foundation
  - 7. Cooke Foundation
  - 8. First Hawaiian Bank Foundation
  - 9. Alexander & Baldwin
  - 10. Other private foundations
- 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 2026 for program funding.

Please see the table of Government Contracts, Grants, and/or Grants in Aid in attachments.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.

\$2,384,921.07

## **V. Experience and Capability**

### **1. Necessary Skills and Experience**

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

Since 1986, AFY has provided RT services to Oahu's highest-risk youth. In 2008, Mental Health America of Hawaii presented AFY with the Outstanding Community Mental Health Agency Award for its "pioneering therapeutic approach in the field." AFY also has a history of providing or connecting youth with educational programming.

AFY has a significant amount of experience providing RT services to target youth. President & CEO Deborah L.K. Spencer-Chun, Vice President McKay Schwenke, Director of Operations & Special Programs Lisa Tamashiro, Director of Redirectional Services Siutiti Takai, and Assistant Director of Redirectional Services Solomona Levi make up the administrative team at AFY. They possess over 90 years of social work experience targeting high-risk youth with the agency. AFY's administration is responsible for hiring and training all staff, specialists, and support. They have established a standard of performance which all staff must reach and maintain. This ensures the quality of AFY's services remains consistent across youth and time.

AFY's administrative team members have gained recognition for their work with high-risk youth. The President Emeritus and the current President & CEO, Deborah L.K. Spencer-Chun, have co-authored two books that examine RT and its real-world application to therapeutic prevention/intervention with high-risk youth. Spencer-Chun has received multiple awards for her work with at-risk and high-risk youth. In 2015, she made Hawaii Business Magazine's 20 for the Next 20 list for her past contributions to Hawaii and her expected impact over the next two decades. In 2017, she was recognized as a Honolulu Community College Distinguished Alumni for her dedicated work to youth services and stopping violence in the community. In 2019, she was

awarded HPD's Citizen of the Year honor. In 2015, AFY's Director of Redirectional Services made Pacific Business News' 40 under 40 List for his dedication to working with violent and high-risk youth.

Please see Section VI—Personnel: Proposed Staffing and Organization for further details on the individuals who will be part of AFY's Building Acquisition Working Group and help accomplish the project.

## **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.

We have not located the facility but envision it as a neutral area between Kalihi and Pearl City that allows easy access to a freeway to service youth from Kaimuki to Waianae. It must be "off the beaten path" compared to a storefront or roadside to prevent rival groups from easily accessing the building. This is important to protect the youth we serve from drive-by shootings and other acts of targeted violence. Those threats present huge safety issues to youth and staff.

Decades ago, territories were specifically crip or blood neighborhoods (e.g. KPT and Kam IV). However, over time, as families are immigrating to other communities, we are seeing mixed gangs within housing projects. They can co-exist, but when one fight breaks out between them, gang members have to figure out who to align with. This complicates the situation. One fight can lead to weeks of altercations. Agencies need the skills and knowledge of the gang and community structure to prevent situations from escalating into the community. There is also a need for a safe, designated building to work with rival gangs to prevent and intervene in violence. In the past, AFY has taken groups as far as Hawaii Kai and other areas they are unfamiliar with to prevent retaliation as we conduct mediations, underscoring the need for a safe space.

## **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. Individuals from AFY staff on the Building Acquisition Working Group include:

Deborah L.K. Spencer Chun

Deborah Spencer-Chun has been with AFY since its inception, and has been it's President & CEO since 2007. She is involved in all aspects of the agency, both financial

and operational, and understands the needs of AFY, the youth we serve, and the property/building being purchased.

#### Lisa Tamashiro

Lisa Tamashiro is AFY's Director of Operations & Special Programs. She is intimately involved in all aspects of AFY's operations and will provide valuable insight into the needs of the youth we serve, and the physical (building/renovation) requirements necessary to meet those needs.

#### Siutiti Takai

Siutiti Takai is AFY's Director of Redirectional Services. She specializes in community outreach and providing direct services to youth. She has extensive knowledge and awareness of the gangs in Oahu and how they operate. Her community outreach has created relationships with youths and family members across Oahu, creating a network of information and support that allows AFY to fulfill its mission better.

The individuals below are working in a volunteer capacity for this project.

#### Kevin Ko

Kevin Ko is a real estate agent for Commercial Asset Advisors, where he is on a team that specializes in industrial leasing and investment sales. He represents both local and institutional landlords and tenants.

#### Ernest "Ernie" Martin

Ernie Martin has had an extensive career with the City and County of Honolulu, serving as a council member and chair. He has an in-depth knowledge of government and will be involved in the project's legal matters. He is an attorney at Sullivan Meheula Lee specializing in real property law and community engagement.

#### Bradford Harrison

Bradford Harrison recently retired as the senior vice president of First Hawaiian Bank's wealth management division. He has over thirty years of experience managing financial assets and formulating investment and business strategies, which gives him the acumen and experience required to oversee the financial components of this project. He is an instructor at Hawaii Pacific University and Chaminade University in Marketing and Business Management and was a past chair of AFY's board of directors.

#### Damien Kim

Damien Kim works at the International Brotherhood of Electrical Workers Local 1186, where he is the business manager and has served as its past president. His additional past experience as a Foreman has provided him with vast experience with construction projects, which he will apply to this grant project. Damien is also the President of the Hawaii Building and Construction Trades Council, AFL-CIO. He is also currently AFY's Vice Chair of the Board.

AFY's Board of Directors and Advisory Committee also possess skills and have access to resources in the following areas:

- Architecture
- Plumbing
- Sheet Metal
- Electricians
- Iron Workers

Please see the attached list of AFY's Board of Directors and Staff Resumes for the experience and capabilities of other individuals associated with AFY.

#### Supervision

The Project Coordinator and AFY President & CEO will supervise all aspects of this project. The Building Acquisition Working Group will monitor the building acquisition process (including timeline), financing, and development/renovation.

## **2. Organization Chart**

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

Please see the attachments.

## **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.

President & CEO - \$125,000

Director of Operations & Special Programs - \$70,000

Director of Redirectional Services - \$61,000

## **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.

AFY has no pending litigation.

## **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.

Ernie Martin – Member of the Hawaii State Bar Association

Damien Kim – State of Hawaii Electricians License

## **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 support or benefit a sectarian or non-sectarian private educational institution.

## **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2026 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2026, but
- (b) Not received by the applicant thereafter.

In addition to funding that would be received through this grant-in-aid award, AFY possesses a diversified board of directors and partner organizations that could provide support in identifying funding for building maintenance, etc. AFY also utilizes a funding strategy through which we identify additional funding sources, both public and private, should the need arise. Fundraisers throughout the year could also be used for support. This grant award, in combination with a previous State CIP GIA award, would be utilized to purchase the proposed property/building; other options, including obtaining a loan, will be explored. One significant challenge that has caused the delay in the building acquisition process is that most properties that fit AFY's specifications were leasehold when we were looking for something fee-simple. The project working group members continue to search for buildings and/or properties that meet the project's needs.

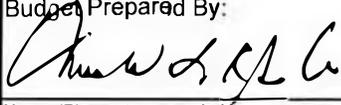
# **Attachments**

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

App

Adult Friends for Youth

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	1,000,000			
<b>TOTAL (A+B+C+D+E)</b>				
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,000,000	 Name (Please type or print) _____ Phone (808) 833-8775		
(b) Total Federal Funds Requested		Signature of Authorized Official _____ Date January 6, 2025		
(c) Total County Funds Requested		Deborah L.K. spencer-Chun _____		
(d) Total Private/Other Funds Requested		Signature of Authorized Official _____ Date _____		
<b>TOTAL BUDGET</b>	<b>1,000,000</b>	President and CEO _____ Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: Adult Friends for Youth

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
JUSTIFICATION/COMMENTS: Not applicable.				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: Adult Friends for Youth

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

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
JUSTIFICATION/COMMENTS: Not applicable.				

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: Adult Friends for Youth

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:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS						
LAND ACQUISITION	750000		1000000			
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:	<b>750000</b>		1,000,000			
JUSTIFICATION/COMMENTS:						

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

Applicant: Adult Friends for Youth

Contracts Total: 7,895,894

	<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	Community-Based Violence Intervention and Prevention Initiative	10/1/2024-9/30/2027	Bureau of Justice Administration	U.S.	2,000,000
2	VOCA Victim Assistance Grant Program	7/1/2024-6/30/2026	Dept. of AG	State	263,322
3	Hawaii State GIA	10/1/2024-9/30/2025	OYS	State	200,000
4	City & County GIA	10/1/2024-9/30/2025	DCS	Honolulu	74,556
5	Enhancing School Capacity to Address Youth Violence		OJJDP	U.S.	1,000,000
6	Hawaii State GIA	7/1/23-6/30/24	OYS	State	300,000
7	Hawaii State GIA - Operating	5/1/23-4/30/24	OCS	State	300,000
8	Hawaii State GIA - CIP	6/1/23-5/31/24	OCS	State	750,000
9	OYS PAL - Positive Alternative Learning	7/1/23-6/30/25	OYS	State	276,000
10	Girls in the Juvenile Justice System	10/1/22-9/30/25	OJJDP	U.S.	500,000
11	Girls in the Juvenile Justice System	10/1/22-9/30/25	OJJDP	U.S.	500,000
12	City & County GIA	11/1/21-10/31/22	DCS	Honolulu	200,000
13	City & County Gang Diversion	5/1/21-4/30/22	DCS	Honolulu	150,000
14	City & County GIA	11/1/20-10/31/21	DCS	Honolulu	125,000
15	Comprehensive Anti-Gang Programs for Youth	10/1/20-9/30/23	OJJDP	US	481,795
16	VOCA Victims Assistance Grant Program	7/1/20-6/30/22	Dept of AG	State	185,221
17	Outreach & Advocacy Project	7/1/19-6/30/21	OYS	State	70,000
18	Outreach & Advocacy Project Supplemental 1	7/1/21-6/30/23	OYS	State	70,000
19	Outreach & Advocacy Project Supplemental 2	7/1/23-6/30/25	OYS	State	70,000
20	HI State GIA	7/1/19-5/31/21	OYS	State	380,000
21					
22					
23					
24					
25					
26					
27					
28					
29					



# **Staff Resumes**

# Deborah L.K. Spencer-Chun

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## Education

- 1990-1993: Masters of Social Work (MSW), University of Hawaii, Manoa, Honolulu, HI  
1987-1990: Bachelors of Social Work (BSW), University of Hawaii, Manoa, Honolulu, HI  
1983-1985: Associates of Arts (AA), Honolulu Community College, University of Hawaii, Honolulu, HI  
1981: Graduate of Farrington High School, Honolulu, HI

## Professional Experience

July 2007-Present: President and C.E.O., Adult Friends for Youth, Honolulu HI

- Directly supervises directors and administrative staff
- Oversees clinical supervision for clinicians
- Manages fiscal matters
- Implements board policies
- Serves on all official committees
- Supervises C-BASE instructor
- Oversees the C-BASE program
- Maintains communication with clinical staff and board of directors
- Over 20 years of experience providing direct services to clients served by agency

## Other Professional Experience

- 1988-2007: Senior Master Practitioner (Group counseling services for male youth gangs as whole entities which included mediation between individuals, rival gang members and other violent youth)
- 2002-2009: Clinical Competency Based (CBASE) Alternative Education Director and Teacher (Supervised and taught the alternative education program for high-risk youth) Adult Friends for Youth, Honolulu, HI
- 1996: Part-time Graduate Instructor-SW 707 Methods of Group Psychotherapy University of Hawaii, Honolulu, HI Spring
- 1995-Present: Practicum Instructor Adult Friends for Youth conjunction with the University of Hawaii, Hawaii Pacific University and Chaminade University, Honolulu, HI

## Professional Presentation Experiences

- March 2017: Morning co-keynote speaker ECET2 (Elevating and Celebrating Effective Teaching and Teachers)

- July 2015: Hawaii State Department of Education (DOE) Safety, Security and Emergency Preparedness conference (Building relationships with high-risk reach students)
- May 2013: Youth Violence and Gang Prevention: Creating Safer Communities by the Coalition for Drug-Free Hawaii and Department of the Attorney General, Honolulu, HI
- March 2012: Forum on Human Services and Juvenile Justice, Honolulu, HI
- March 2012: Institute on Violence, Abuse and Trauma, Honolulu, HI
- September 2011: Institute on Violence, Abuse and Trauma, San Diego, CA
- March 2010: Institute on Violence, Abuse and Trauma, Honolulu, HI

### **Volunteer Experience**

- 1987-1988: Adult Friends for Youth Honolulu, HI
- 1987: Children and Family Services Group Home Honolulu, HI (Intern Student)
- 1986-1987: Big Brothers and Sisters of Hawaii Honolulu, HI (Big Sister)

### **Member Affiliations**

- 2021-Present: Women's Prison Project
- 2017-Present: Status Offense Reform Working Group
- 2014-Present: Juvenile Justice Oversight Advisory Council
- 2013-Present: Family Reunification Working Group
- 2012-Present: Co-Leader of Collective Impact At-Risk Youth Group (A Private/Public sector venture of Kui Kupa'a)
- 2012-Present: Hui Kupa'a Leaders Work Group
- 2012-Present: Kuhio Park Choice Neighborhood Initiative

### **Publications**

- 2011: Co-authored: Turning it Around: Redirectional Therapy, Vantage Press
- 1996: Co-authored: Toward a Gang Solution: The Redirectional Method, National Resource Center for Youth Service

### **Awards**

- 2022 and 2023: The National Gang Crime Research Center Spirit Award
- 2019: Honolulu Police Department Citizenship Award
- 2015: 20 for the Next 20 Hawaii Business Magazine
- 1999: Awardee of Three Outstanding Young Persons Award, Hawaii Business Jaycees

### **Training**

TIC Certified, RJ trained

# McKay Max Schwenke

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## Education

June 1989: Bachelors of Science (BS), Brigham Young University, Hawaii Campus

## Professional Experience

2007-Present: Vice President, Adult Friends for Youth, Honolulu HI

- Supervises administrative staff
- Trained in the Redirectional Therapy as a Program Specialist and Master Practitioner for over 16 years before being promoted to Vice President
- Provides staff instructions
- Serves as a Liaison to the community
- Works directly with clients
- Establishes and maintains relationships with organizations that are relevant to addressing gang violence, victimization, and bullying
- Provides direct training and support to C-BASE Instructor
- Oversees C-Base program

1991-2007: Master Practitioner, Adult Friends for Youth, Honolulu, HI

- March 2005: Developed the first Adult Friends for Youth Aloha Youth Rugby “7-aside Rugby Tournament” to help unify communities and youth through rugby
- 1997-Present: Field Instructor for Adult Friends for Youth in conjunction with the University of Hawaii, Honolulu, HI

1983: Recreational Coordinator for the Polynesian Cultural Center’s Employee Recreation Division

- Organized and Coordinated Departmental sporting competitions for the center’s 1,200 employees

1982: Head Coach for Western Samoa’s National Women’s basketball team at the South Pacific Games

- Competed against national teams from Guam, Tahiti, Fiji, American Samoa, New Caledonia, Papua New Guinea, Tonga, and New Hebrides

## Other Professional Experience

- 1996: Contributor to the book, “Toward a Gang Solution” The Redirectional Therapy (National Resource Center for Youth Services, University of Oklahoma, Tulsa)
- 1989-1990: Health and Physical Education Teacher at Kayanta HS, Arizona

- 1988: First International Rugby Board Trainer of Referees from Hawaii
- 1988-1989: Head Rugby coach at BYU- Hawaii
- 1986-1989: Dance performer at world famous Polynesian Cultural Center. Performing in Samoa, Maori, Fijian, and Tongan sections of the show
- 1984-1986: Strength and weight training coordinator for BYU-Hawaii rugby team.  
Three-year letterman

### **Professional Presentation Experience**

- February 2009: Models for Change, Tacoma, WA
- April 2008: National Associate of Pediatric Nurse Associates and Practitioners, Honolulu, HI
- April 2008: Preventing, Assessing and Treating Childhood and Adult Trauma, Honolulu, HI
- 2001: Highway Traffic Safety Forum, Adolescent and young Adult High Risk Drivers, Honolulu, HI
- 1998: Child Welfare League of America, Troubled Youth Conference, Snowbird, UT

### **Hobbies**

- Teaching
- Coaching and training youth in all aspects of life
- Spending time with family, wife Angie and six children

# Lisa Tamashiro

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## Education

2005-2011: Bachelors of Social Work (BSW), University of Hawaii, Manoa, Honolulu, HI

2001-2005: Kaimuki High School, Honolulu, HI (HS Diploma obtained)

1992-2000: Rainbow Gakuen (Japanese Language School)

## Professional Experience

2016-Present: Director of Operations and Special Programs, Adult Friends for Youth, Honolulu, HI

- Coordinates fundraising programs
- Manages the day-to-day operations of program to ensure agency goal to reduce violence and crime is being addressed
- Supervises and provides support to the C-BASE program and C-BASE Instructor

February 2010-April 2013: Redirectional Specialist, Adult Friends for Youth, Honolulu, HI

- Co-facilitated group counseling
- Applied agency model of Redirectional Therapy
- Assisted clients in areas of tutoring, job searching, and applying for college
- Participated in agency events
- Assisted staff with needs such as correcting homework for C-BASE class or inputting data for master client list
- Became C-BASE Instructor and taught children in program from April 2013- May 2016.

December 2008-September 2009: Helpline Representative, Domestic Violence Action Center

- Conducted intake/assessment on possible clients
- Provided referrals to other services

December 2008- December 2009: Assistant, Japanese Cultural Center of Hawaii, Honolulu, HI

- Assisting PR Manager by logging media data
- Creating survey spreadsheets
- Conducting research for ongoing projects
- Attend events

September 2008-December 2011: Server, The Shack, Honolulu, HI

- Take orders

- Serve food and drinks to customers
- Responsible for carrying and calculating own bank

March 2008-September 2008: Server, Benihana of Tokyo Inc., Honolulu, HI

- Attended to drink orders and food orders
- Assisted chefs
- Calculated and distributed tips

September 2006-April 2008: Hall Staff, Yakiniku Toraji, Honolulu, HI

- Served food and drinks
- Bused tables
- Helped management with Japanese translations

July 2004-July 2007: Waitress, Yamagen, Honolulu, HI

- Took food orders for takeout by phone or by walk-ins
- Cleared tables

## **Volunteer Experience**

2004-2005: Tutor at Kuhio Elementary, Honolulu, HI

- Assisted with the after school tutoring program for students referred by teachers
- Escorted younger students home if pick was unavailable

2003: Military Police assistant, Tripler Medical Hospital

- Learned the roles of the military police at the hospital
- Conducted data filing
- Made rounds around the hospital

## **Past Member Affiliations**

- Juvenile Detention Alternative Initiative (JDAI)
- Liliuokalani Trust - Youth Service Center (LT-YSC)

## **Training**

- YASI Certified
- TIC Certified
- RJ Trained

## **Presenter**

- National Gang Conference, Chicago, IL (2023, 2024)
- Institute on Violence, Abuse, and Trauma, Honolulu, HI (2024)

# Siutiti Telesiaongo Takai

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## Education

August 2013: Bachelor of Science in Human Services, Montreat College, Montreat, North Carolina

## Skills and Abilities

- Experience with assessments
- Experience with conducting analysis
- Organizational skills
- Positive attitude
- Experience in filing and monitoring client progress
- Strong writing skills

## Professional Experience

April 2021-present: Director of Redirectional Services, Adult Friends for Youth, Honolulu, HI

- Practicum Instructor in conjunction with the University of Hawaii, Honolulu, HI
- Trains Redirectional Specialists
- Supervises clinical staff
- Provides individual and group counseling to clients
- Provides mediation for clients as needed
- Completes intake documentation for new clients
- Provides outreach to homeless youth
- Provides advocacy services for clients

April 2019-March 2021: Assistant Director of Redirectional Services

- Please see Position Descriptions

September 2015-April 2019: Redirectional Specialist, Adult Friends for Youth, Honolulu, HI

- Lead instructor for C-BASE program
- Provides direct counseling services to clients
- Plans and documents therapy sessions conducted
- Conducts outreach and advocacy services
- Provides on-call support for clients
- Collaborates with outside professionals working with clients
- Provides client tutoring as needed

March 2019: Youth Assessment and Screening Instrument (YASI) Certified

March 2019: Trauma-Informed Care Certified

February 2014-September 2015: Paraprofessional, Hawaii Behavioral Health, Honolulu HI

- Provided 1-on-1 adult supervision to students who have behavioral health challenges to help them function in school, home, and in community settings
- Followed each student's Individualized Educational Plan (IEP) of goals and objects in order to address certain skills

April 2012-September 2013: Front Desk Associate, Montreat Conference Center, Montreat, NC

- Hospitality: Provided friendly and professional customer service at all times
- Answered phone calls and responded to inquires of residents and the general public
- Submitted IT and Housing work order requests
- Signed guests in and out of the halls
- Completed and maintained paperwork as it relates to guest records and front desk responsibilities
- Arranged and reserved reservations for guests
- Provided child care for guest who brought their children

2010-2012: Assistant Manager, Vtakai Masonry, Honolulu, HI

- Financed: Monitored and handled funds
- Supervised and managed
- Coordinated what workers should do
- Maintained time sheet of hours worked each day
- Contracted: set up agreements to work on construction

## **Hobbies**

- 2010-2011: Captain, Women's College Basketball Team
- 2000-present: Volunteer, St. Augustine Church
  - Assist in soup kitchen
  - Assist with church clean up
- Assist with youth activities

## **Training**

- YASI Certified
- TIC Certified
- RJ trained

# Solomona Daren Levi

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## Education

December 2016: Bachelor of Arts in Political Science, University of Hawaii at Manoa, Honolulu, HI

December 2013: Associates of Arts in Liberal Arts, American Samoa Community College, Mapusaga, AS

## Skills and Abilities

- Proficient in Microsoft Office (work, PowerPoint, and Excel)
- Strong typing skills, 50WPM
- Fluent in Samoan

## Professional Experience

August 2020-Present: Assistant Director of Redirectional Services

- Please see position descriptions

August 2017-August 2020: Redirectional Specialist, Adult Friends for Youth, Honolulu, HI

- Provides direct counseling services to clients
- Plans and documents therapy sessions conducted
- Conducts outreach and advocacy services
- Provides on-call support for clients
- Collaborates with outside professionals working with clients
- Provides client tutoring as needed

May 2014-August 2017: Student Intern, Department of Criminal Justice, Executive Office Building, Utulei, AS

- Managed front desk reception area to accommodate customers' needs
- Filed and organized budget documentation, and assembled session court cases
- Assisted in planning and division of budget funds to each facility supervised by the Department of Criminal Justice
- Assisted associated facility inspections for the juvenile facility, correctional facility, police department and more
- Monitored use of items purchased by funds approved and distributed to each facility and delivered documentation to prospective recipients

- Complete observations and note taking during public defender meetings with clients and in court sessions

January-December 2012: Office Assistant for Federal Work Study, American Samoa Community College Music Department, Mapusaga, AS

- Managed office reception to accommodate students' needs
- Filed and organized Professors' files
- Graded student assignments
- Cleaned and organized office area
- Assisted Professors in class session during exams, class activities, and choir practice
- Assisted in planning and implementing choir and a cappella performance for church functions, banquets, and graduations
- Organized and conducted errands for professors

### **Volunteer Experience**

- February-December 2010: Village Cleanup volunteered through National Honor Society
- March 2014: Manoa Experience volunteer through the Office of Multicultural Student Services
- April 2014: Samoan Language Program volunteer, Pacific Islanders in the Arts, University of Hawaii at Manoa
- April 2014: Traditional Umu Demonstrator with Samoan Language Program
- October 2014: Ala Mai Conference volunteer through Office of Multicultural Student Services
- October 2014: Data Auction Fundraiser volunteer, Rugby Club with University of Hawaii at Manoa

### **Awards**

- 2014: Internship Completion with Department of Criminal Justice
- 2011: Most Improved Academic Award in English and calculus
- 2011: Excellent Academic Performance Award in Physics, History, and Physical Science
- February-December 2010: Member of the National Honor Society

### **Training**

- Cardiopulmonary resuscitation (CPR) – Daren is capable of providing life-saving support to those who are experiencing heart-related crises
- Trauma-informed Care Certified
- Restorative-Justice trained

# Jacqueline L. Espejo

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## Education

2019: Bachelor of Arts in Public Health, University of Hawaii at Manoa, Honolulu, HI

2016: Associate of Arts in Liberal Arts, Kapiolani Community College, Honolulu, HI

2013: High School Diploma, Farrington High School, Honolulu, HI

## Skills and Abilities

- Able to type 61 wpm
- Highly organized and task-oriented
- Proficient in Microsoft Office and PC systems
- Efficient written communication

## Professional Experience

February 2024-Present: Senior Redirectional Specialist, Adult Friends for Youth, Honolulu, HI

- Provides direct counseling services to clients
- Plans and documents therapy sessions conducted
- Conducts outreach and advocacy services
- Provides on-call support for clients
- Collaborates with outside professionals working with clients
- Provide client tutoring as needed
- Assists in the creation and tracking of fiscal reports for grant awards
- Sits on AFY's Administrative Team

January 2020-January 2024: Redirectional Specialist, Adult Friends for Youth, Honolulu, HI

- Provides direct counseling services to clients
- Plans and documents therapy sessions conducted
- Conducts outreach and advocacy services
- Provides on-call support for clients
- Collaborates with outside professionals working with clients
- Provides client tutoring as needed
- Assists in the creation and tracking of fiscal reports for grant awards

August 2019-December 2019: Special Programs Assistant, Adult Friends for Youth, Honolulu, HI

- Assist grant coordinator with writing, research, and compiling attachments for grant proposals and reports
- Provide outreach and tutoring services to high-risk youth
- Keep records of assessments and services provided
- File documents concerning sensitive information

June 2019-August 2019: Intern, Adult Friends for Youth, Honolulu, HI

- Provide supervised outreach and tutoring services to high-risk youth
- Assist grant coordinator with research, supporting documents, and reports

September 2017-August 2019: Sales Clerk Ladies/Handbags Department, The Navy Exchange Mall at Pearl Harbor, Honolulu, HI

- Greeted and assisted customers in a friendly and professional manner
- Responsible for up-to-date ticketing of merchandise
- Maintained stock of products
- Performed quick and accurate inventory

July-August 2016: Seasonal Sales Clerk Stationary Department, The Navy Exchange Mall at Pearl Harbor, Honolulu, HI

June 2014: Professional Healthcare Educators, Honolulu, HI

- Clinical training at Palolo Chinese Home
- HIPAA and blood borne pathogen training

### **Professional Presentation Experience**

April 2019: Poster Presentation at Office of Public Health Studies Undergraduate Summit, University of Hawaii at Manoa, Honolulu, HI

- Poster title: *Preventing Youth Violence in Hawaii through Community-Based Interventions*

### **Volunteer Experience**

2016: Volunteer, Hawaiian Humane Society, Honolulu, HI

- Assist customers with animal adoptions and services
- Maintain clean, safe, and comfortable living environment for animals

### **Training**

- TIC Certified
- RJ trained

# Isiah K.G. Graham

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## Education

2021: Bachelor of Social Work (Cum Laude), Colorado Mesa University, Grand Junction, CO

2017: High School Diploma, Punahou School, Honolulu, HI

## Professional Experience

August-Present: Redirectional Associate, Adult Friends for Youth, Honolulu, HI

- Co-facilitates Redirectional services with Redirectional Specialists
- Conducts intake and completes other necessary documents for clients

2021-Present: CARE.COM

- Provides home care to my 95 year-old Papa
- Provide child care which includes tutoring, swimming lessons, pickups from school, going on adventures

August 2020-May 2021: Intern, The Pro Bono Project of Mesa County, Grand Junction, CO

- Conducted biopsychosocial assessments
- Advocacy
- Assisted in filing Orders of Protection
- Conducted case management coordination
- Referred clients to community partner agencies

2018-Present: Camp Counselor, Camp Anuenue Hawaii: A Childhood Cancer Program, Waialua, HI

- Facilitated team building and social-emotional activities
- Promoted an atmosphere of safety and support
- Facilitated “lots of fun”
- Provided social-emotional counseling

# Maria Fian

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## Education

2024: Bachelor of Arts in Psychology, University of Hawaii at Manoa, Honolulu, HI

## Professional Experience

August 2024-Present: Redirectional Specialist, Adult Friends for Youth, Honolulu, HI

- Outreach services and youth engagement
  - Conducting group and individual counseling sessions
  - Communicating with youth and families regarding the detailed purpose of the intervention
  - Obtaining consent for services
  - Conducting assessments and evaluations
  - Developing action plans in partnership with the youth
  - Writing reports for each counseling session
  - Determining appropriate referrals to other supportive programs or activities (i.e., school sports teams)
  - Communicating with school administrators, parents, and other stakeholders on the progress of the youth, including grades, behaviors, and other related issues
  - Maintains collateral contacts in the best interest of the youth
  - Maintains all files for groups and individuals
- Provides crisis intervention and mediation as needed

August 2023-December 2023: Intern, Office of the Public Defender, Honolulu, HI

- Provided assistance to attorneys with client records, interviews, and creating and filing court motions

2022-2024: Teacher Assistant, University of Hawaii at Manoa, Honolulu, HI

- Assisted professor with record keeping, assignments, and leading discussion sections in Women, Gender, and Sexuality Studies 300 level courses

# Kristian Atuatasi

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## Education

2023: Bachelor of Science in Business Management, University of Phoenix, Honolulu, HI

## Professional Experience

August 2024-Present: Redirectional Specialist, Adult Friends for Youth, Honolulu, HI

- Outreach services and youth engagement
- Conducting group and individual counseling sessions
- Communicating with youth and families regarding the detailed purpose of the intervention
- Obtaining consent for services
- Conducting assessments and evaluations
- Developing action plans in partnership with the youth
- Writing reports for each counseling session
- Determining appropriate referrals to other supportive programs or activities (i.e., school sports teams)
- Communicating with school administrators, parents, and other stakeholders on the progress of the youth, including grades, behaviors, and other related issues
- Maintains collateral contacts in the best interest of the youth
- Maintains all files for groups and individuals
- Provides crisis intervention and mediation as needed

2017-2024: Independent Insurance Broker, Insurance Industry in the United States

- Successfully managed and grew a portfolio of clients across 14 states
- Provided expert advice on life insurance products and tailored solutions to meet clients' needs
- Developed and maintained strong client relationships, resulting in increased policy retention and referrals
- Conducted customer needs assessments to identify appropriate coverage levels and options
- Processed policy changes, renewals, cancellations, claims, and other related documents accurately
- Assisted in the development of training materials for new agents entering the field

2022-2024: Teacher Assistant, University of Hawaii at Manoa, Honolulu, HI

- Assisted professor with record keeping, assignments, and leading discussion sections in Women, Gender, and Sexuality Studies 300-level courses

# Trevor Shirai

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## Education

Current (Expected Graduation Date – 2025): Bachelor of Arts in Psychology, University of Hawaii at Manoa, Honolulu, HI

2023: Associate of Arts in Liberal Arts, Honolulu Community College, Honolulu, HI

## Professional Experience

August 2024-Present: Grant Associate, Special Programs Associate, Adult Friends for Youth, Honolulu, HI

- Assists in the creation of grant reports
- Communicates with direct service staff to gather qualitative and quantitative information/data
- Responsible for grant report budget calculations
- Inputs information into grant reports
- Supports Grant Coordinator with general grant work
- Assists the Director of Operations & Special Programs in planning and coordinating special programs/events
  - Annual fundraiser, annual student convention
- Supports staff with logistical and administrative work
- Solicits for donations
- Maintains records related to events and programs
- Ad-hoc duties including but not limited to, guest list management, silent auction set-up, event break down, etc.

October 2022-June 2023: General Office Clerk, Carlsmith Ball LLP, Honolulu, HI 96813

- Assisted and supervised the moving, construction, and renovation of the company office

## Certifications

- QPR Suicide Prevention Gatekeeper (May 2024-March 2027)

# DJ Hadley

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## **Education**

Current: Enrolled at Kapiolani Community College, Honolulu, HI

2020: Farrington High School, Honolulu, HI

## **Professional Experience**

July 2021-Present: Redirectional Associate, Adult Friends for Youth, Honolulu, HI

- Co-facilitates Redirectional services with Redirectional Specialists
- Conducts intake and completes other necessary documents for clients

March 2020-July 2021: Educational Assistant, Adult Friends for Youth

- Tutored and provided overall educational support to youth in AFY's programs

# Otto “Sa” Tua

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## **Education**

May 2000: Solon High School, Solon, IA

## **Skills**

- Office work
- Computer software
- Case managing/Working with people

## **Professional Experience**

Jan 2022-Present: Redirectional Associate, Adult Friends for Youth, Honolulu, HI

- Co-facilitates Redirectional services with Redirectional Specialists
- Conducts intake and completes other necessary documents for clients

Jun 2015-Oct 2021: Guest Services Assistant, Institute for Human Services, Honolulu, HI

- Professionally interact with, support internal HIS policies and carry out daily site-specific and organizational procedures that create a culture of hospitality, trust, and respect
- Work collaboratively with respective IHS program staff and outside partners to ensure the consistent delivery of services to guests
- Observe guest behavior as needed to recognize behavioral changes in an effort maintain a safe environment
- Keep an accurate account of all events occurring during shift in the Daily Operations Log and ensure vital information is passed on during shift changes
- Diffuse verbal and physical altercations in a non-violent manner using Crisis Prevention Intervention techniques
- Answer phones at designated sites and/or perform reception duties as necessary

## **Training**

- YASI Certified
- Suicide Prevention

# Mairwyn Forster

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## Education

Current (Expected Graduation 2025): Bachelor of Arts in Psychology, Minor in Spanish, University of Hawaii, Manoa, Honolulu, HI

## Professional Experience

August 2024-Present: Redirectional Associate, Adult Friends for Youth, Honolulu, HI

- Co-facilitates Redirectional services with Redirectional Specialists
- Conducts intake and completes other necessary documents for clients

2022-2024: Resident Assistant, Office of Residential Life at the University of Hawaii at Manoa, Honolulu, HI

- Hosted active and passive programs to engage residents and foster a sense of community within the building
- Led as a supervisory figure on an entire floor of residents
- Dealt with roommate conflicts and breaches in conduct

2024: Keiki Kicks LLC, Honolulu, HI

- Worked with kids ages 1-8 on developing gross motor function as well as soccer-specific skills
- Coordinated practices with other coaches to develop a smooth and interactive practice
- Fostered connections between coaches, parents, and players

## Volunteer Experience

2023: Volunteer, Ka Lau O Ka Lahui, Honolulu, HI

- Participated in workdays and created a community in which people could reconnect with the `aina

# Crimson Maafala

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## Education

May 2017: University Lab School, Honolulu, HI 96822

## Professional Experience

August 2022-Present: Special Programs Assistant, Adult Friends for Youth, Honolulu, HI

- Assists in planning and coordinating special programs/events
  - Annual fundraiser, annual student convention
- Supports staff with logistical and administrative work
- Solicits for donations
- Maintains records related to events and programs
- Ad-hoc duties including but not limited to guest list management, silent auction set-up, event breakdown, etc.

April 2020-Present: Home Baker, Pineapple Moons, Honolulu, HI

- Provide tasty homemade desserts for all customers
- Manage labor, maintenance and supply costs to maximize profitability
- Organize all orders for the day of sales (Friday & Saturday)
- In control of social media (Instagram page) making daily posts, updating availability/products et

January 20218-April 2020: Cleaner, Dream Team Cleaners, Honolulu, HI

- Provided excellent cleaning services as directed by homeowners, vacation rental owners and/ or construction clean-ups
- General duties included: interacting with property owners, laundry, fixing of beds, wiping down living areas, window cleaning etc.
- Developed solid relationship with staff, customers and vendors
- Kept all areas clean, organized and in line with company, professional standards
- Worked effectively with diverse team to accomplish daily objectives and meet long-term goals

August 2018-June 2019: Teacher Assistant, Grays Harbor College, Aberdeen, WA

- Created student work schedules on computer
- Compiled, maintained, and filed all reports and student work
- Troubleshoot problems and developed successful solutions
- Managed files and continuously updated and organized records

# Tiare Maafala

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## **Education**

2009: Kalani High School, Honolulu, HI

## **Skills and Abilities**

- Project coordinator experience
- Call center supervisor experience
- Dedicated to process improvement
- Devoted to data integrity
- Strong problem-solving ability
- Telecommunications knowledge
- Training manual contributor
- Proficient in Microsoft Office: Word, Excel, etc.

## **Professional Experience**

November 2023-Present: Redirectional Associate

- Co-facilitates Redirectional services with Redirectional Specialists
- Conducts intake and completes other necessary documents for clients

August 2020-Present: Executive Assistant, Adult Friends for Youth, Honolulu HI

- Conducts financial transactions
- Maintains financial records
- Serves as a liaison with the agency's accountants and auditors
- Complies and maintains agency database
- Provides administrative duties
- Assists with agency logistics

November 2015-August 2020: Contract Administrator, Johnson Controls, Honolulu, HI

- Book commercial fire alarm system projects
- Upkeep relationship and project status between customers and employer
- Organize floor plan drawings and submit for certification with the state
- Order and coordinate delivery of material to construction site
- Organize, monitor, and collect invoice payments

June 2012-November 2015: Lead Public Safety Dispatcher, Ala Moana Shopping Center Security, Honolulu, HI

- Determine between priority calls, requests, and/or complaints

- Train other Public Safety Dispatchers to properly multi task between radio transmissions, phone calls, and electronic record keeping
- Input electronic records of communications
- Answer, assist, and assess circumstances and situations with security personnel

June 2010-August 2012: Office Clerk, State of Hawaii Organization of Police Officers Union, Honolulu, HI

- Organized insurance files of past and present union members
- Created electronic record keeping system to match hard copy filing system
- Composed portfolios used in union negotiations and arbitration hearing
- Assisted office management with retrieving and distributing mail
- Answered and filtered general phone calls
- Provided training to incoming office clerks

# Aaron M. Hare

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## Education

2011: Master of Arts in I/O Psychology, The Chicago School of Professional Psychology, Chicago, IL

2008: Bachelor of Arts in History, Bachelor of Arts in Psychology, University of Hawaii at Manoa, Honolulu, HI

## Professional Experience

September 2018-Present: Grant Coordinator, Adult Friends for Youth, Honolulu, HI

- Identifies grants that enhance the short and long-term funding of the agency
- Leads the grant team in the maintenance and expansion of a diverse funding base that includes but is not limited to corporate, foundation, and public sector support
- Writes effective federal, state, local, corporate, and private foundation grant proposals to help fulfill agency goals
- Maintains up-to-date files of grant proposals and award documents, including grant reports
- Conducts proposal research aligned to the needs, specifications, and requirements of the grant application/request for proposal
- Supervises practicum/part-time grant team staff to ensure all grant proposal and report-related material is submitted before the deadline
- Analyzes agency data for grant proposal and report purposes

September 2017-June 2018: Application Assistant, Kamehameha Schools, Honolulu, HI

- Examine custody documents and accurately tag information for organization-wide retrieval
- Analyze legal documents to determine custody and identify issues relating to custody
- Received extensive training from the Kamehameha Schools legal team on how to read and interpret legal documents from Family Court
- Work with the Legal Department to analyze custody disputes that could negatively impact the organization's ability to serve its mission
- Conduct sensitive phone conversations with families applying their children to Kamehameha regarding family dynamics and history
- Trained existing Kamehameha Schools Employees on the functions and responsibilities of the position of Application Assistant

2014-2016: Front Desk Representative, Honolulu Club, Honolulu, HI

- Meet and greet members, trouble shoot conflicts
- Coordinate housekeeping duties

- Responsible for monetary transactions within facility
- Assist training of new employees

2010-2011: Patient Relations Intern, Rush University Medical Center, Chicago, IL

- Supported the management of the Press Ganey survey process
- Provided leadership in the interpretation of the Press Ganey survey information and assistance in helping clinical departments make improvements
- Assisted in the organization and in the facilitation of several standing “Patient and Family Advisory Councils”
- Provided analysis and advising on an innovative new system to provide patient feedback to Rush’s Stroke Center
- Created reports and PowerPoint presentations
- Collaborated in presenting important findings to key members throughout the organization

### **Training**

- TIC Certified
- RJ trained

# Dominique Prado

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## Education

Current (Expected Graduation Date -- 2025): Bachelor of Arts in Anthropology, University of Hawaii at Manoa, Honolulu, HI

## Professional Experience

August 2024-Present: Redirecional Associate, Grant Specialist, Adult Friends for Youth, Honolulu, HI

- Assists in the creation of grant reports
- Communicates with direct service staff to gather qualitative and quantitative information/data
- Responsible for grant report budget calculations
- Inputs information into grant reports
- Supports Grant Coordinator with general grant work
- Co-facilitates Redirecional services with Redirecional Specialists
- Conducts intake and completes other necessary documents for clients

March 2024-August 2024: Team Member, Barnes and Nobel College, Honolulu, HI

- Established personal connections with customers, exceeding customer service expectations
- Executed company policies, procedures, and safety standards to ensure the proper cleanliness and safety of the office and equipment

May 2023-August 2023: Science Instructor, Mad Science, Santa Ana California

- Developed and implemented a variety of science-based activities for children aged 7-14
- Taught classes in physics, chemistry, biology, and astronomy
- Utilized hands-on materials and experiments out of basic household items
- Coordinated group activities to build rapport between students and to provide an enjoyable educational experience

# Sean Chun

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## Education

2019: Bachelor of Science in Business – Human Resources, University of Phoenix, Honolulu, HI 96813

## Professional Experience

March 2024-Present: Grant Specialist, Adult Friends for Youth, Honolulu, HI

- Assists in the creation of grant reports
- Communicates with direct service staff to gather qualitative and quantitative information/data
- Responsible for grant report budget calculations
- Inputs information into grant reports
- Assists Grant Coordinator as needed

2003-Present: Staffing Clerk, Kuakini Hospital, Honolulu, HI 96817

- Responsible for employee scheduling
- Responsible for staffing hospital on a daily basis
- Responsible for accurate census reports
- Responsible for time entry payroll

# Jason Nakamaejo

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## Professional Experience

September 2023-Present: Data Management Specialist, Adult Friends for Youth, Honolulu, HI

- Ensures data is accurately collected and stored
- Maintaining databases
- Creates reports based on data

September 2020-May 2022: Metropolitan Police Lieutenant, Honolulu Police Department, Honolulu, HI

- Primary duties of field commander
- Experienced working all Watch Shifts
- Handled administrative duties for the entire patrol district
- Conducted and reviewed internal investigative reports
- Compiled weekly statistical reports for review by Patrol Bureau Chief

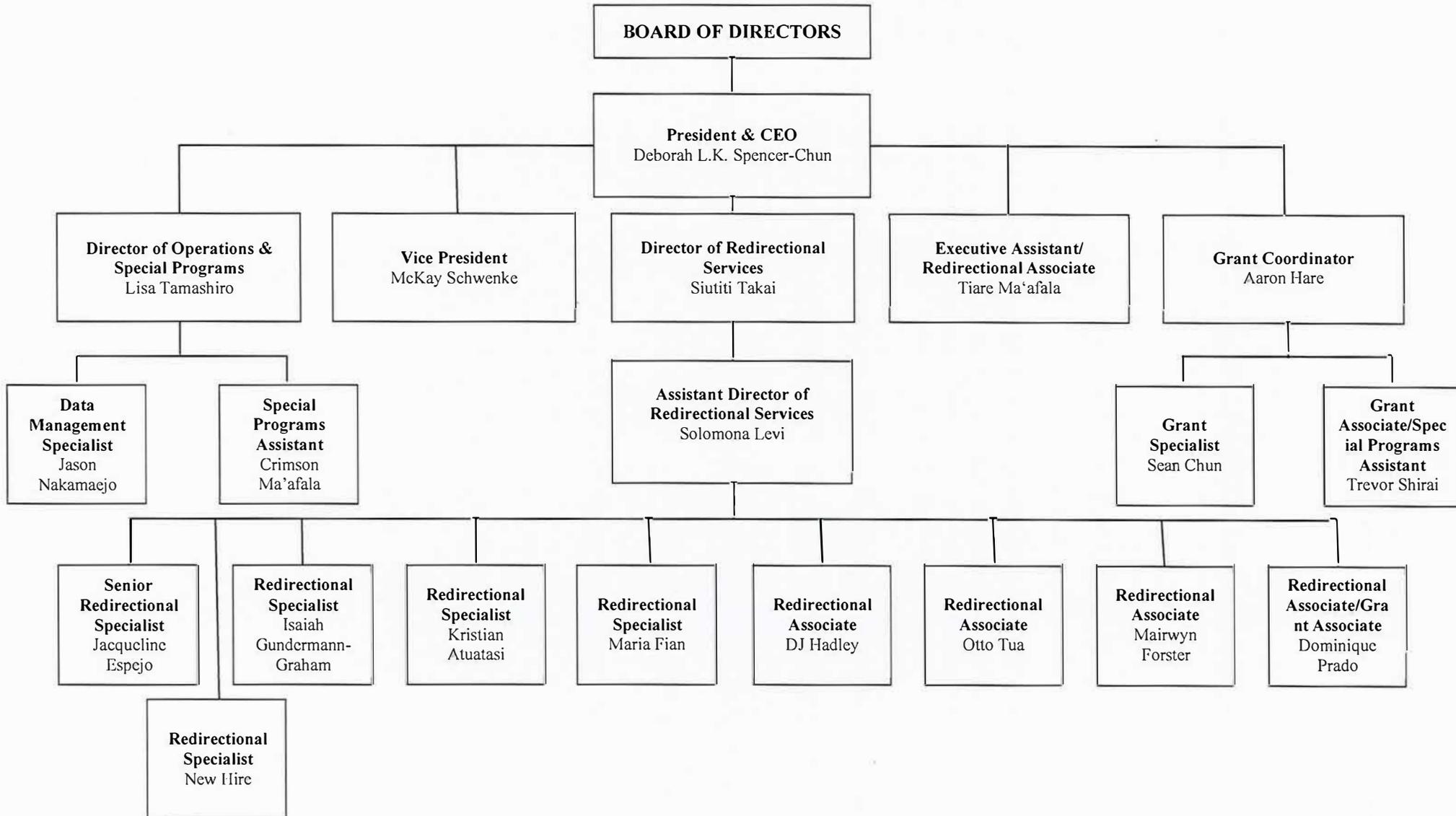
June 2012-September 2020: Metropolitan Police Sergeant, Honolulu Police Department, Honolulu, HI

- Supervised all runaway detail officers
- Reviewed and approved follow-up and arrest reports
- Created and implemented operational plans to apprehend and recover runaway juveniles
- Investigated financial and major crimes

November 1997-June 2021, Honolulu Police Department, Honolulu, HI

- Assigned to various patrol and specialized divisions

# Adult Friends for Youth Organization Chart



## Notes

- Special Programs include youth services, i.e. MAC (Mobile Assessment Center), social capital networking, community service, coding, college prep, and others except PEARL.
- President, Vice President, and Directors provide Redirectional services as needed – all have experience & training in providing direct services.