

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:

Amount of State Funds Requested: \$ _____

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

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ _____

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

\$ _____

Unrestricted Assets:

\$ _____

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:

City:

State:

Zip:

Contact Person for Matters Involving this Application

Name:

Title:

Email:

Phone:



Authorized Signature

Name and Title

Date Signed

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

KRISTINE ALTWIES, LMFT, EXECUTIVE DIRECTOR & CEO

PRINT NAME AND TITLE

JANUARY 14, 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: HAWAII INTERNATIONAL CHILD PLACEMENT & FAMILY SERVICES, INC.

Issue Date: 12/19/2024

Status: Compliant

Hawaii Tax#:

New Hawaii Tax#: GE-0403912704-01

FEIN/SSN#: XX-XXX4045

UI#: No record

DCCA FILE#: 28832

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 REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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.

(Typed Name of Individual or Organization)



(Signature)

(Date)

(Typed Name)

(Title)

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.

See attached Certificate of Vendor Compliance.

2. Declaration Statement

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

See attached Declaration Statement.

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](#).

If awarded State Grant-in-Aid, Hawaii International Child Placement and Family Services, Inc. dba A Family Tree/PonoRoots Counseling Center will use funds for a public purpose as outlined in **Section II. Background and Summary** below.

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;

Hawaii International Child Placement and Family Services, Inc., doing business as A Family Tree and PonoRoots Counseling Center, was established in 1975 as a nonprofit adoption and family services agency with the mission of supporting family permanency through culturally aware adoption and foster care services, and family and parenting counseling and support. Its mission also includes increasing equity and welfare by offering supportive, mother-lead family planning options for women and providing compassionate mental health assessment and treatment for all members of the 'ohana.

Recognizing the evolving needs of the adults, families and children we serve, A Family Tree expanded its services to include counseling under the name **PonoRoots Counseling**. This addition reflected a broader commitment to holistic support for individuals, children and families, addressing mental health, trauma, and adjustment challenges beyond adoption. The name "PonoRoots" signifies a connection to Hawaii's values of balance, righteousness, and connection to one's roots. By integrating counseling services, A Family Tree evolved into a more comprehensive resource, offering therapeutic services that empower families and individuals to navigate life's challenges with resilience and cultural sensitivity. This expansion marked a significant enhancement of A Family Tree's mission, reinforcing our dedication to nurturing healthy, thriving families in Hawaii and beyond.

2. The goals and objectives related to the request;

Goal

- To build Hawaii's behavioral health capacity by offering students a preceptorship program that provides training and hands-on experiences essential to becoming licensed mental health therapists.
- To support the future of Hawaii's mental health landscape by supporting future local mental health specialists, providing increased opportunity for work in and for Hawaii.
- To reduce barriers to mental health by providing lower cost options for mental health treatment, provided by trained specialists, under the supervision of licensed, local experts.
- To increase access to parent support in the form of parent training, using systems created by someone who has been working with local families for more than 30 years.

Objectives over 12 months

1. PonoRoots Counseling will train a minimum of 15 students.
2. Students will receive 10 hands-on training hours per week during the preceptorship program, including practical skills and knowledge under supervision of an experienced practitioner in the field.
3. An estimated 200 children will receive pro bono or reduced-rate mental health treatment, or their families will receive parental training.
4. An estimated 100 individuals will receive support for trauma and or domestic violence.
5. An estimated 100 couples will receive parenting support directed towards reducing child harm.
6. PonoRoots Counseling will hire two (2) licensed and/or doctoral level mental health professionals (preceptors) (LMFT, LCSW, LMHT, or PhD) to support the supervision and training of the 15 mental health graduate students.

3. The public purpose and need to be served;

Many children and families in Hawaii face unique challenges that require culturally competent, specialized care. Hawaii's diverse population, including individuals from various ethnic backgrounds, often experiences mental health issues intertwined with cultural factors. The prolonged impact of the COVID-19 pandemic has exacerbated feelings of isolation, anxiety, and stress among youth, contributing to academic and emotional struggles. Hawaii also has one of the highest youth suicide rates in the nation, underscoring the urgent need for readily available therapeutic services to address these crises. Expanding the pool of trained therapists ensures Hawaii can provide personalized, culturally sensitive care to support children and families, particularly those affected by trauma and collective grief.

The statewide shortage of mental health professionals further compounds these challenges. Hawaii's high youth suicide rates, along with the emotional toll of recent events like the Maui wildfires, have created an urgent need for expanded services. Many families affected by the fires have experienced significant loss, requiring specialized therapeutic care. In addition, the ongoing effects of the pandemic have left many children in need of timely intervention for their mental health struggles. With a limited number of trained therapists statewide, Hawaii's ability to respond to the needs of at-risk populations is constrained. Unfortunately, PonoRoots is forced to turn away a few dozen interns each semester who desperately need preceptor-guided learning experiences to become licensed mental health therapists. Currently, interns are trained by the lead clinician, which limits the number of interns being served each semester as training in the field of mental health necessitates 1-to-1 supervision. Increasing the capacity to train licensed therapists will enable PonoRoots to meet the growing demand for mental health services, providing consistent care and ensuring that children and families across the state receive the support they need to heal and build resilience.

PonoRoots receives referrals from pediatricians, family law attorneys, crisis centers, school counselors, pastors, domestic violence shelters and the Veteran's Administration, seeking mental health support for the children and families they serve. Callers regularly state that they have been seeking support often for months, and that rather than receiving appointments, they are put on wait lists or offered telehealth at best. While telehealth may suffice for many things, children do best with face to face support. PonoRoots has the physical space and ability to treat more waiting children and families.

4. Describe the target population to be served:

This program would target current graduate students and pre-licensed staff with a degree in psychology, social work, marriage and family therapy, and related fields, as well as individuals who are in the process of obtaining their licensure in the same, but need supervised clinical experience. This program would also attract individuals looking to specialize in areas such as trauma, adoption, foster care, fetal alcohol spectrum

disorder, domestic violence, LGBTQIA, or culturally competent therapy, particularly those interested in working to address the mental health needs of children and families.

5. Describe the geographic coverage:

PonoRoots serves children and families across the state of Hawaii offering telehealth for those clients residing on Kauai, Molokai, the Big Island, Maui, or Lanai and offers face to face as well as telehealth for clients living on Oahu. Historically the organization has served communities on all islands with face to face programs, and we plan to increase face to face work to all islands in the future.

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;

Staff will work with current university partners offering advanced mental health degree programs to recruit student interns for the preceptorship program, including University of Hawaii at Manoa, Hawaii Pacific University, Chaminade University, National University and Touro University.

Student Interns

Staff will review CVs and interview interns expressing interest in the program, selecting up to six (6) student interns per semester. Once selected, interns will receive the rare opportunity to gain valuable hands-on experiences and practical skills, such as:

- Shadowing with licensed therapists, learning the intricacies of a therapy practice
- Receiving hands-on training from a practicing therapist, including client intake and documentation, developing and conceptualizing therapeutic cases, and gaining in-depth knowledge of a wide range of mental health conditions and diagnoses.
- Guided clinical training with mainland experts in a variety of treatment-relevant topics.
- Engaging in opportunities to conduct client sessions under supervision, receiving the critical training essential to complete graduate degrees
- Participating in weekly group and individual supervision provided by the clinical director, who will oversee the intern's client caseload and offer guidance on therapeutic interventions.
- Referring a client out and procedures for reporting a case for suspected abuse or neglect
- Coding for insurance purposes
- Managing challenging cases and when to terminate a client

- Conducting child play therapy and when to consider a client for fetal alcohol spectrum disorder treatment
- Working with diverse populations, including transgender awareness and LGBTQIA populations

Pre-licensed Staff

PonoRoots will work with pre-licensed staff, primarily consisting of former interns who select to remain with PonoRoots Counseling Center (PRCC) under the continued direct supervision of the clinical supervisor, as well as other PRCC licensed staff. These individuals will continue to receive the same access to training as the interns (stated above) as well as the ability to conduct therapy under supervision but often independently, providing them with extensive opportunities to gain experience. They will also participate in weekly group and regular one-on-one supervision sessions with the clinical supervisor.

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

If awarded State Grant-in-Aid, PonoRoots will immediately draw down on funds to hire additional key personnel essential to expanding the preceptorship program, with 100% of funds fully expended within 12 months of receiving the Notice to Proceed.

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

PonoRoots will assess student performance through supervisor evaluations, client feedback when applicable and self-reflection, ensuring alignment with professional competency standards. Regularly scheduled supervision sessions, both individual and group-based, will incorporate case reviews, progress tracking, and constructive feedback to support skill development. Staff will evaluate the preceptorship program through surveys and/or focus groups with students, supervisors and stakeholders to identify strengths and areas for improvement. This data will be summarized and discussed with preceptors to ensure the Goal and Objectives of this project are met on time and with fidelity.

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.

PonoRoots will report the following on a quarterly basis to the State:

1. Total number of students trained over 12 months

2. Total number of hands on training hours per student
3. Total number of children and families served through pro bono/reduced-rate mental health treatment or parental training

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](#))

See attached Budget Forms.

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
\$229,215	\$229,215	\$229,215	\$229,215	\$916,860

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026.

This one-time request for State GIA will enable PonoRoots to build capacity to serve a greater number of students interns and pre-licensed staff through the preceptorship program, providing critical training essential to grow the number of licensed mental health therapists serving in Hawaii. No further funding would be required for this project.

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.

This does not apply.

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.

This does not apply.

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

The balance of unrestricted current assets as of December 31, 2024 is \$20,000.

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.

A Family Tree and PonoRoots Counseling Center are well-positioned to expand the preceptorship program, leveraging decades of experience and a strong commitment to cultivating Hawaii's next generation of licensed mental health therapists. Since 1975, A Hawaii International Child/A Family Tree has been dedicated to supporting families and children, building a legacy of trust and service in the community. CEO Kristine Altwies, with over 30 years of experience in family-centered care, established PonoRoots Counseling Center to address the growing need for mental health services, inspired by her deep understanding of the challenges and resilience she has witnessed in families across Hawaii.

PonoRoots Counseling Center is a group practice rooted in family systems theory and enriched by evidence-based, supportive therapeutic approaches tailored to meet diverse client needs. The center's multidisciplinary team provides comprehensive mental health care, ensuring interns are exposed to a wide variety of cases and therapeutic modalities, including work with individuals, couples, families, and groups. The center's existing preceptorship program offers structured, hands-on training, emphasizing client documentation, case formulation, therapeutic interventions, and a nuanced understanding of mental health diagnoses. Interns also benefit from weekly group and individual supervision with the clinical director, fostering professional growth and ensuring high standards of care.

By expanding its preceptorship program, PonoRoots Counseling Center aims to address Hawaii's critical shortage of licensed mental health professionals. The organization's established infrastructure, experienced leadership, and commitment to professional development provide a strong foundation for this growth. The expanded program will focus on increasing training opportunities, enhancing supervision capacity, and incorporating advanced topics such as cultural competency and the unique mental health needs of Hawaii's diverse populations. Through this expansion, PonoRoots will play a vital role in building a sustainable pipeline of skilled therapists equipped to serve Hawaii's communities with compassion, cultural sensitivity, and clinical excellence.

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.

PonoRoots rents a three-story building at 1632 S. King Street, which serves as the organization's main headquarters, providing ample space for a range of services, including counseling through PonoRoots Counseling Center. The facility is centrally located within the urban core of Honolulu and is accessible by public transportation. The facility is only a few miles away from Downtown Honolulu and the University of Hawaii at Manoa.

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.

Kristine Altwies, MA/LMFT (PhD candidate in marriage and family therapy) – Ms. Altwies was born and raised in Detroit and has spent the last 35 years in Hawaii. She holds a Bachelor of Arts degree from Kalamazoo College, a Master of Arts degree in Marriage and Family Therapy from Argosy University, and is completing a Ph.D. in general systems theory, marriage and family therapy at University of Louisiana, Monroe. She holds certifications in play therapy, trauma-informed treatments, eye-movement, desensitization reprocessing (EMDR), fetal alcohol spectrum disorders (FASD), and couples therapy among others. For 30 years Ms. Altwies lead Hawaii International Child Placement and Family Services, Inc. (HIC), a local nonprofit organization dedicated to serving Hawaii's families and children. In 2019 Ms. Altwies founded PonoRoots after noting a need for more trauma-informed, child-centered, family therapy in Hawaii. Regarding her desire to build a vibrant therapy community in which hands-on supervision is a key component Kristine credits her time at Catholic Charities, Hawaii. As a student therapist Kristine was given the opportunity to work directly with felons who had committed sexual offenses and this opened her eyes to the idea of forgiveness and community.

Kristine is a mother of six children, three of whom she adopted. She serves on the board of Holt International Children's Services in Oregon and was appointed by Governor Lingle to the Committee to Protect Reproductive Rights. Her accomplishments include being named a "30 Under 30" awardee by *Pacific Business News* and being recognized as a Pacific Century Fellow. She was also honored as an Angel of Adoption by the Congressional Caucus on International Adoption and received the Honolulu OWL NP Woman Leader of the Year award. Kristine hosts a podcast

called *A Really Good Enough Parent* and is widely regarded as the most frequently cited expert in local media for print and television adoption stories. Kristine will oversee this capacity building preceptorship program.

Kapi'i DeMello, Ph.D., MSCP, MFT-I – Ms. DeMello was born and raised in Hawaii and graduated from Iolani School. She holds a Bachelor of Science Degree in Psychology with a minor in Hawaiian Studies, and a Master of Science Degree in Counseling Psychology with an emphasis in Marriage and Family Therapy from Chaminade University of Honolulu. She received her doctorate degree (Ph.D) in Organizational Leadership with an emphasis in Indigenous Peoples from Chaminade University. Ms. DeMello has 10 years of experience working with children in a variety of settings. She holds a certificate of training in Brain Development in Children: Neuropsychology and the Therapeutic Power of Play. She has experience working with people of Native Hawaiian descent, utilizing culturally sensitive practices and approaches along with Hawaiian values and understanding. Her clinical work has emphasized cultural awareness and has been with individuals and family members of those who have been diagnosed with ADHD and anxiety. She has conducted parent workshops on the effects of Covid on children, teens, and young adults, and the importance of social competency for school age children.

Charles "Chuck" Kamai, MA/LMFT, CSAC – Mr. Kamai was born and raised in Hawaii and graduated from Kamehameha Schools. He holds a Bachelor of Arts degree in Psychology from Argosy University; a Master of Arts degree in Marriage and Family Therapy from Argosy University with Licensure in the State of Hawaii and is a Certified Substance Abuse Counselor through the State of Hawaii, Department of Health, Alcohol and Drug Abuse Division. Mr. Kamai spent ten years employed in various roles within the substance use disorder field in various local mental health organizations. He holds numerous certifications in a variety of mental health theories and interventions. At PonoRoots Mr. Kamai provides direct client work to couples and individuals dealing with trauma, substance abuse, domestic violence and childhood trauma-related issues.

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.

Position	Salary
CEO	\$90,000
Licensed Therapist	\$70,000
Office Manager	\$50,000

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.

This does not apply.

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.

Hawaii International Child/A Family Tree is licensed by the Department of Human Services as a Child-Placing Organization to provide Adoption and Foster Care Services. PonoRoots Counseling Center, as a whole, is not required to provide licensure. The center currently has two (2) licensed MFTs who hold other various certifications.

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 does not apply.

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.

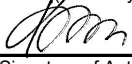
To ensure the sustainability of the PonoRoots Counseling Center preceptorship program beyond grant funding, PonoRoots will implement a diversified revenue strategy that includes fee-for-service, as well as donations from foundations, corporations and individuals. Continued partnerships with local universities and healthcare organizations will provide cost-sharing opportunities and potential funding through collaborative

agreements. Interns completing the preceptorship program will have options to remain on staff under the continued direct supervision of the clinical supervisor, building a school-to-workforce pipeline that builds capacity for PonoRoots to serve a greater number of at-risk children and families. Alumni will be engaged through a professional network, encouraging donations and mentorship to support future cohorts. By leveraging these strategies, PonoRoots Counseling Center will maintain and expand its preceptorship program while continuing to build capacity for Hawaii's mental health workforce.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Hawaii International Child Placement and Family Services, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	675,000	\$0	\$0	\$0
2. Payroll Taxes & Assessments	\$62,000	\$0	\$0	\$0
3. Fringe Benefits	\$22,000	\$0	\$0	\$0
TOTAL PERSONNEL COST	\$759,000	\$0	\$0	\$0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	\$6,500	\$0	\$0	\$0
2. Insurance	\$5,200	\$0	\$0	\$0
3. Lease/Rental of Equipment	\$2,700	\$0	\$0	\$0
4. Lease/Rental of Space	\$96,960	\$0	\$0	\$0
5. Staff Training	\$1,000	\$0	\$0	\$0
6. Supplies	\$4,500	\$0	\$0	\$0
7. Telecommunication	\$16,000	\$0	\$0	\$0
8. Utilities	\$25,000	\$0	\$0	\$0
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	\$157,860	\$0	\$0	\$0
C. EQUIPMENT PURCHASES	\$0	\$0	\$0	\$0
D. MOTOR VEHICLE PURCHASES	\$0	\$0	\$0	\$0
E. CAPITAL	\$0	\$0	\$0	\$0
TOTAL (A+B+C+D+E)	\$916,860	\$0	\$0	\$0
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	\$916,860	Andee Lau (808) 589-2367		
(b) Total Federal Funds Requested	\$0	Name (Please type or print) Phone		
(c) Total County Funds Requested	\$0			
(d) Total Private/Other Funds Requested	\$0	1/14/2025		
		Signature of Authorized Official Date		
TOTAL BUDGET	\$916,860	Kristine Altwies, CEO Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: Hawaii International Child Placement and Family Services, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
CEO/Clinical Director	FTE	\$90,000.00	100.00%	\$ 90,000.00
Office Administrator (HR, Billing, Accounting, etc)	FTE	\$50,000.00	100.00%	\$ 50,000.00
Client Services Coordinator	FTE	\$45,000.00	100.00%	\$ 45,000.00
Licensed Therapist	PTE	\$70,000.00	100.00%	\$ 70,000.00
Licensed Therapist	PTE	\$70,000.00	100.00%	\$ 70,000.00
Licensed Therapist	PTE	\$70,000.00	100.00%	\$ 70,000.00
Pre-licensed Counselor	PTE	\$40,000.00	100.00%	\$ 40,000.00
Pre-licensed Counselor	PTE	\$40,000.00	100.00%	\$ 40,000.00
Pre-licensed Counselor	PTE	\$40,000.00	100.00%	\$ 40,000.00
Pre-licensed Counselor	PTE	\$40,000.00	100.00%	\$ 40,000.00
Pre-licensed Counselor	PTE	\$40,000.00	100.00%	\$ 40,000.00
Pre-licensed Counselor	PTE	\$40,000.00	100.00%	\$ 40,000.00
Pre-licensed Counselor	PTE	\$40,000.00	100.00%	\$ 40,000.00
Pre-licensed Counselor	PTE	\$40,000.00	100.00%	\$ 40,000.00
Pre-licensed Counselor	PTE	\$40,000.00	100.00%	\$ 40,000.00
Pre-licensed Counselor	PTE	\$40,000.00	100.00%	\$ 40,000.00
TOTAL:				675,000.00
JUSTIFICATION/COMMENTS: State GIA funding would support the salary/wages and all related costs of key personnel essential to building capacity for a preceptorship program in the critical behavioral health field.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: Hawaii International Child Placement
and Family Services, Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: Hawaii International Child Placement and Family Services, Inc.

FUNDING AMOUNT REQUESTED - NOT APPLICABLE						
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:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hawaii International Child Placement and Family Services, Inc.

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Not Applicable				
2					
3					
4					
5					
6					
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8					
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24					
25					
26					

ORGANIZATIONAL CHART

