

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

Cassandra Lokelani Cho

AUTHORIZED SIGNATURE

Cassandra Lokelani Cho

PRINT NAME AND TITLE

January 23, 2026

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: KITA WARE

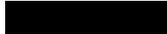
Issue Date: 01/21/2026

Status: **Compliant**

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#:



UI#: No record

DCCA FILE#: 352785

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 REVISÉD 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.

KITA WARE

(Typed Name of Individual or Organization)

Cassandra Lokelani Cho

(Signature)

January 23, 2026

(Date)

Cassandra Lokelani Cho

(Typed Name)

President

(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)

✓ **Attached** (dated no earlier than December 1, 2025).

2. Declaration Statement

✓ **Attached** (executed by Authorized Representative).

3. Public Purpose

YES — The grant will be used for a public purpose pursuant to Section 42F-102, HRS.

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:

KITA WARE is a Hawai'i-based nonprofit organization established to advance human and community well-being through professional, scientific, and technical services grounded in industrial-organizational psychology, workforce development, and culturally responsive systems design. The organization focuses on strengthening workforce stability, organizational resilience, and community capacity in rural and underserved regions of Hawai'i County, particularly East Hawai'i.

KITA WARE integrates applied research, training, prevention education, and community-based service delivery to address workforce disruption, economic instability, and social stressors affecting individuals, families, and organization;

2. The goals and objectives related to the request:

The primary goal of this Capital Improvement Project is to **establish a permanent Workplaces Respond Resource Center – Hawai'i** that serves as a centralized, accessible, and resilient public facility supporting workforce development, prevention, applied research, and community-based services.

Key objectives include:

- Developing a compliant, accessible facility to support long-term service delivery;
- Expanding capacity for workforce training, prevention education, and technical assistance;
- Providing a stable hub for public-private partnerships and coordinated services;
- Strengthening regional resilience through durable infrastructure investment.

3. The public purpose and need to be served:

This request serves a **clear public purpose** by expanding physical infrastructure necessary to deliver workforce, education, prevention, and human services in geographically isolated and underserved areas of Hawai'i County. East Hawai'i faces compounded challenges related to workforce instability, housing insecurity, disaster vulnerability, and limited access to centralized services.

The proposed facility will create a long-term public asset that improves service coordination, increases access to evidence-based programming, and supports statewide priorities related to workforce development, public safety, education, and community resilience, consistent with **Chapter 42F, Hawai'i Revised Statutes**.

4. Describe the target population to be served:

The project will serve:

- Working adults and displaced workers;
- Youth and families experiencing economic or social instability;
- Survivors and at-risk populations requiring trauma-informed services;
- Employers, nonprofits, and public agencies seeking workforce and organizational support;
- Rural and underserved residents of East Hawai'i; and

5. Describe the geographic coverage.

Primary service coverage includes **Hilo, Puna, and Ka'ū**, with regional impact across **Hawai'i County**.

- **House Districts:** 3 and 4
- **Senate District:** 2

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:

The Capital Improvement Project will support the **development, establishment, and activation of a permanent Workplaces Respond Resource Center – Hawai'i**, operated by **KITA WARE**, to serve East Hawai'i and Hawai'i County.

The scope of work includes the following **capital-eligible activities**:

- Site acquisition or long-term leasehold improvements suitable for public service delivery;
- Architectural and engineering planning, design, and permitting;
- Construction, renovation, and code compliance upgrades;
- Americans with Disabilities Act (ADA) accessibility improvements;
- Installation of essential furnishings, fixtures, and equipment;
- Development of training rooms, offices, confidential consultation spaces, and community meeting areas;
- Infrastructure improvements necessary for safety, technology, and operational readiness.

KITA WARE will serve as the **responsible entity** for project oversight, coordination with licensed professionals and contractors, compliance with state requirements, and alignment with the approved capital budget. All work will be conducted in accordance with applicable federal, state, and county laws, regulations, and procurement standards.

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

The CIP will be implemented over a **multi-phase timeline** designed to ensure fiscal accountability, regulatory compliance, and long-term sustainability:

Phase 1 – Planning & Acquisition (Months 1–6):

Site selection, acquisition or lease execution, architectural and engineering assessments, and permitting.

Phase 2 – Design & Construction (Months 7–18):

Renovation, construction, accessibility upgrades, and infrastructure improvements.

Phase 3 – Facility Activation (Months 19–24):

Installation of furnishings and equipment, safety inspections, final approvals, and readiness for occupancy.

Upon completion, the facility will be fully operational and capable of supporting long-term public service delivery.

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

KITA WARE will implement a structured **quality assurance and oversight framework** to ensure the project meets approved specifications, timelines, and public purpose requirements. This includes:

- Regular project monitoring against approved scope and budget;
- Contractor oversight and documentation of completed work;

- Compliance verification with building codes, ADA standards, and safety requirements;
 - Financial tracking and reporting consistent with Chapter 42F, Hawai'i Revised Statutes;
 - Maintenance of records for legislative, agency, and audit review.
Any material changes to scope or budget will be documented and coordinated with the appropriate expending agency; and
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:

The effectiveness of this Capital Improvement Project will be evaluated using **objective, capital-appropriate measures**, including:

- Completion of construction or renovation within the approved scope and budget;
- Successful issuance of certificates of occupancy and compliance approvals;
- Square footage of accessible, service-ready space created or improved;
- Number and type of functional program spaces established;
- Readiness of the facility to support workforce development, prevention, and community services.

These measures provide a clear and objective basis for the State to assess the successful completion and public benefit of the project.

IV. Financial

1. Budget

The applicant has submitted a detailed Capital Improvement Project budget utilizing the required GIA budget forms (Pages 6–10), including capital project details and funding sources. The budget reflects reasonable and necessary costs associated with site acquisition or leasehold improvements, architectural and engineering services, construction or renovation, accessibility upgrades, and essential furnishings, fixtures, and equipment required to render the facility operational.

All costs are directly attributable to eligible capital activities and are aligned with the approved project scope.

2. Anticipated Quarterly Funding Requests (FY 2027)

Quarterly funding requests will be coordinated with the assigned expending agency and aligned with the project implementation schedule, contractor milestones, and invoicing requirements. Disbursements will be requested only as costs are incurred and verified.

3. Other Sources of Funding

The applicant will continue to pursue complementary public and private funding sources to support capital development and long-term sustainability. Any additional funds secured will supplement, and not supplant, the State's investment.

4. Tax Credits

Not applicable at this time.

5. Government Contracts, Grants, and Grants-in-Aid

Any current or anticipated government funding relevant to this project is disclosed in the accompanying budget forms. No duplication of funding is requested.

6. Unrestricted Current Assets

Unrestricted current assets are maintained by the organization and are available upon request.

V. Experience and Capability

1. Necessary Skills and Experience

KITA WARE possesses the necessary skills, governance structure, and administrative capacity to successfully implement and oversee the proposed Capital Improvement Project.

The organization's leadership and governing board bring experience in **project coordination, compliance-driven administration, workforce development, and community-based service planning**, with a strong emphasis on accountability, documentation, and public-purpose alignment. KITA WARE operates under formally adopted bylaws, conflict-of-interest policies, and financial oversight procedures designed to ensure transparency, ethical governance, and responsible stewardship of public funds.

KITA WARE has demonstrated experience managing **complex, multi-stakeholder initiatives** that require coordination with public agencies, contractors, community partners, and compliance frameworks. This includes planning and oversight of workforce development activities, prevention and education initiatives, applied research projects, and compliance-aligned program administration within Hawai'i County.

For this Capital Improvement Project, KITA WARE will utilize licensed and qualified professionals—including architects, engineers, contractors, and inspectors—as required, to execute all design, construction, and code-compliance activities. The

organization's role will focus on **project oversight, fiscal management, documentation, and reporting**, rather than direct construction execution, ensuring that all capital activities are completed in accordance with approved scope, budget, and statutory requirements.

Collectively, these skills and experiences demonstrate KITA WARE's ability to responsibly manage a capital investment, safeguard public resources, and deliver a durable public asset that advances workforce development, prevention, and community resilience objectives for Hawai'i County.

2. Facilities

KITA WARE currently operates through administrative and programmatic coordination based in Hawai'i County and is seeking Capital Improvement Project funding to **secure, develop, and establish a permanent facility** to support long-term public service delivery.

At present, KITA WARE utilizes temporary and decentralized spaces for planning, coordination, and program development. These arrangements limit service capacity, confidentiality, accessibility, and the ability to deliver integrated workforce, prevention, and community-based services at scale. The proposed Capital Improvement Project directly addresses this gap by creating a **dedicated, centralized, and accessible public facility**.

The proposed **Workplaces Respond Resource Center – Hawai'i** will be designed and developed to support multi-functional public use and will include, at minimum:

- Administrative offices for program coordination and oversight;
- Training and classroom spaces for workforce development and prevention education;
- Confidential consultation rooms suitable for trauma-informed and sensitive services;
- Community meeting and collaboration areas to support public-private partnerships;
- Secure records storage and technology infrastructure;
- ADA-compliant entrances, restrooms, and interior circulation.

If awarded, CIP funds will be used for **site acquisition or long-term leasehold improvements**, architectural and engineering services, renovation or construction, accessibility upgrades, and essential furnishings, fixtures, and equipment necessary to render the facility operational and compliant with applicable laws and regulations.

KITA WARE will ensure that the facility is:

- Compliant with all applicable federal, state, and county building and safety codes;
- Accessible in accordance with the Americans with Disabilities Act (ADA);
- Suitable for long-term public use and service delivery;
- Maintained and operated in alignment with the approved public purpose.

The organization has demonstrated the **administrative, fiscal, and governance capacity** necessary to oversee capital development projects through its established board structure, financial controls, and compliance policies. Upon completion, the facility will serve as a durable public asset that strengthens service coordination, expands workforce and prevention capacity, and improves access to evidence-based services for residents of East Hawai'i and Hawai'i County.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

KITA WARE will oversee the proposed Capital Improvement Project through its existing governance and administrative structure. Because this request is for a **capital project**, no new permanent program staff are being requested or funded under this application. Project oversight will be led by the organization's Executive Director, under the direction of the Board of Directors, with responsibility for coordination, fiscal oversight, compliance monitoring, and reporting to the State. **KITA WARE** will retain **licensed and qualified professionals**—including architects, engineers, contractors, and inspectors—as required to complete all design, construction, renovation, and compliance activities associated with the project.

Supervision of capital activities will include:

- Contract management and scope verification;
- Review of invoices and payment approvals consistent with the approved budget;
- Monitoring project timelines and deliverables;
- Ensuring compliance with applicable federal, state, and county laws, regulations, and building codes.

All contracted professionals will meet applicable licensure and insurance requirements. **KITA WARE** will maintain documentation to support audit, legislative review, and expending agency oversight.

2. Organization Chart

The Capital Improvement Project will be implemented using the following **project oversight structure**:

- **Board of Directors**
Governance oversight, fiscal accountability, and policy compliance.
- **Executive Director**
Project oversight, contract coordination, compliance monitoring, and reporting.
- **Licensed Capital Professionals (Contracted)**
Architects, engineers, contractors, inspectors, and other specialists as required.

This structure ensures clear lines of authority, separation of duties, and accountability appropriate for a publicly funded capital project.

3. Compensation

No salaries or wages are requested or paid under this Capital Improvement Project application. Compensation for licensed professionals will be provided through procurement and professional service contracts and will be limited to reasonable and allowable costs necessary to complete approved capital activities.

VII. Other

1. Litigation

The applicant has **no pending litigation** or outstanding judgments.

2. Licensure or Accreditation

The applicant will engage **licensed and qualified professionals** (including architects, engineers, contractors, and inspectors) as required for all design, construction, renovation, and compliance activities. All work will comply with applicable federal, state, and county laws and regulations.

3. Private Educational Institutions

This grant will **not** be used to support or benefit any sectarian or non-sectarian private educational institution.

4. Future Sustainability Plan

Following completion, the facility will be sustained through diversified non-capital funding sources, including operating grants, service contracts, partnerships, and philanthropy. The State's investment will establish a durable public asset intended for long-term use without reliance on recurring State capital appropriations.

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2026 to June 30, 2027

Applicant: **KITA WARE**

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				\$ -

Not Applicable.

JUSTIFICATION/COMMENTS: This Capital Improvement Project request does not include funding for personnel salaries or wages.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: **KITA WARE**

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0.00

JUSTIFICATION/COMMENTS Not Applicable.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0.00

JUSTIFICATION/COMMENTS Not Applicable.

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant: **KITA WARE**

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:2024-2025	FY:2025-2026	FY:2026-2027	FY:2026-2027	FY:2027-2028	FY:2028-2029
Architectural & Engineering Services			350000			
Construction / Renovation / Improvements			2450000			
ADA Accessibility & Code Compliance			350000			
Fixtures, Furnishings, and Equipment			250000			
Permits, Inspections, and Compliance Costs			100000			
TOTAL:	0	0	3,500,000	0	0	0
JUSTIFICATION/COMMENTS: No additional State capital funding is requested at this time beyond the current Grant-in-Aid request. Any future capital needs related to expansion, additional build-out, or enhancements would be evaluated separately and may be supported through a combination of non-State funding sources, partnerships, or future capital requests, if necessary.						

Following completion of this Capital Improvement Project, **KITA WARE** intends to sustain and operate the facility through operating grants, service contracts, partnerships, and other non-capital funding sources. The State's investment through this request is intended to establish a durable public asset capable of long-term use without reliance on recurring State capital appropriations.

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: **KITA WARE**

Contracts Total: None.

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Not Applicable.				
2					
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