

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 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.

KITA WARE

(Typed Name of Individual or Organization)

Cassandra Lokelani Cho

January 23, 2026

(Signature)

(Date)

Cassandra Lokelani Cho

President

(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)

The applicant certifies that the requested grant-in-aid funds will be used solely for a **public purpose** as defined under Chapter 42F, Hawai'i Revised Statutes, and that all information provided in this application and accompanying attachments is true and correct to the best of the applicant's knowledge.

The applicant further certifies compliance with all applicable state and federal laws, rules, and regulations governing the use of grant funds and acknowledges that grant funds may be subject to audit, monitoring, and reporting requirements.

2. Declaration Statement

See the attached **Declaration Statement**.

3. Public Purpose

Grant-in-aid funds requested through this application will be used exclusively for a **public purpose** pursuant to Section 42F-102, Hawai'i Revised Statutes. Funds will support workforce stability, violence prevention, organizational readiness, and coordinated community response services delivered through the **Workplaces Respond Resource Center – Hawai'i**. No grant funds will be used for sectarian purposes, private benefit, entertainment, or lobbying activities.

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. Applicant Background

KITA WARE is a Hawai'i-based nonprofit organization established to strengthen workforce stability, organizational resilience, and community safety through evidence-informed workforce development, prevention education, and systems coordination. The organization applies principles from industrial-organizational psychology, trauma-informed practice, and culturally responsive program design to address workforce

disruption, family instability, and service fragmentation in rural and disaster-impacted communities.

KITA WARE primarily serves Hawai'i County, where geographic isolation, limited infrastructure, and recurring environmental and social stressors create disproportionate barriers to workforce participation and community well-being.

2. Goals and Objectives

The primary goal of this **Operating Grant-in-Aid request** is to support the ongoing operation of the **Workplaces Respond Resource Center – Hawai'i**, a coordinated service hub that strengthens workforce readiness, prevention capacity, and cross-sector collaboration.

Key objectives include:

- Operating a stable organizational infrastructure to deliver workforce training, prevention education, and technical assistance;
- Supporting individuals and families impacted by violence, instability, or workforce disruption;
- Strengthening employer and community response capacity through training and coordination;
- Establishing sustainable operational systems that support long-term public benefit.

3. Public Purpose and Need

Hawai'i County faces persistent workforce challenges driven by rural geography, economic vulnerability, disaster exposure, and limited access to coordinated support services. These conditions contribute to workforce instability, reduced productivity, and increased strain on families, employers, and public systems.

This operating request serves a clear **public purpose** by supporting services that stabilize workforce participation, improve organizational readiness, and strengthen community response infrastructure. Grant-in-aid funding will enable KITA WARE to deliver integrated services that reduce downstream social and economic costs while advancing statewide priorities related to workforce development, public safety, and community resilience.

4. Target Population

The Workplaces Respond Resource Center – Hawai'i will serve residents of Hawai'i County, including:

- Working adults and displaced workers;
- Youth and families experiencing economic or social instability;
- Employers and employees in rural and underserved industries;
- Community-based organizations and service providers engaged in coordinated response efforts.

5. Geographic Coverage

Primary service coverage includes **Hilo, Puna, and Ka'ū**, with broader 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:

KITA WARE will operate the Workplaces Respond Resource Center – Hawai'i through structured program administration, service delivery, and coordination activities. Core responsibilities include:

- Managing daily program operations, fiscal oversight, and compliance requirements;
- Delivering workforce training, prevention education, and technical assistance;
- Coordinating partnerships among employers, advocates, and public agencies;
- Providing referral, stabilization, and workforce re-entry supports;
- Maintaining reporting, evaluation, and continuous improvement systems.

These activities are designed to produce measurable public benefit while ensuring accountability for state funds.

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

Operating activities will occur throughout the fiscal year:

- **Quarter 1:** Staffing stabilization, systems setup, outreach, and partner engagement;
- **Quarter 2:** Full service implementation and workforce training delivery;
- **Quarter 3:** Continued service delivery, monitoring, and mid-year adjustments;
- **Quarter 4:** Evaluation, reporting, and sustainability planning.

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 employs a structured quality assurance framework grounded in evidence-informed practice and continuous improvement. Program performance will be monitored through service utilization data, training completion records, participant feedback, and quarterly internal reviews. Findings will inform corrective action, service refinement, and formal reporting to the expending agency.

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:

Measures reported to the expending agency will include:

- Number of individuals served;
- Number of employers and organizations trained;
- Number of workforce and prevention sessions delivered;
- Workforce stabilization and referral outcomes;
- Level of partner engagement and coordination achieved.

IV. Financial

1. Budget

The applicant has submitted the required **GIA operating budget forms (Pages 6–10)** detailing personnel, operating expenses, and funding sources. All requested funds are limited to **eligible operating activities**. No capital construction, acquisition, or renovation costs are included in this operating request.

2. Anticipated Quarterly Funding Requests (FY 2027)

Quarterly funding requests will be evenly distributed and coordinated with the expending agency:

- **Quarter 1:** 25%
- **Quarter 2:** 25%
- **Quarter 3:** 25%
- **Quarter 4:** 25%

3. Other Sources of Funding

KITA WARE is pursuing diversified funding, including federal grant applications, private donations, in-kind contributions, and service-based contracts to support program sustainability. Any additional funds secured will supplement, and not supplant, the State's investment.

4. Unrestricted Current Assets

The balance of unrestricted current assets as of December 31, 2025, is disclosed in the financial attachments.

V. Experience and Capability

1. Necessary Skills and Experience

KITA WARE demonstrates the organizational capacity, professional expertise, and governance structure necessary to implement the proposed operating activities. Leadership possesses advanced training in workforce development, program evaluation, organizational systems, and compliance. The organization has experience supporting community-based initiatives aligned with workforce stability, safety, and coordinated service delivery.

2. Facilities

KITA WARE currently utilizes temporary and decentralized facilities appropriate for operating activities. This operating request supports service delivery and coordination independent of capital development, which is addressed through a separate Capital Improvement Project application.

VI. Personnel: Project Organization and Staffing

This operating request funds key personnel positions necessary to deliver services, manage partnerships, and ensure compliance. Staffing details, qualifications, and compensation are fully documented in **Page 7 (Personnel Salaries and Wages)**. All staff receive appropriate supervision, training, and administrative oversight.

VII. Other

1. Litigation

The applicant is not a party to any pending litigation.

2. Licensure or Accreditation

No special licensure or accreditation is required for the services proposed. The organization adheres to professional and ethical standards applicable to workforce development and community services.

3. Private Educational Institutions

Grant funds will not be used to support or benefit any sectarian or non-sectarian private educational institution.

4. Future Sustainability Plan

If grant funding is received for fiscal year 2027 but not thereafter, KITA WARE will sustain program activities through diversified funding strategies. These include federal and private grants, earned revenue from training and technical assistance, strategic partnerships, and integration with future capital investments that reduce long-term operating costs. This approach ensures continuity of services while minimizing reliance on future state appropriations.

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 – No vehicles purchased with OP funds

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

JUSTIFICATION/COMMENTS Not Applicable – No vehicles purchased with OP funds

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
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:	0	0	760,000	0		
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: **KITA WARE**

Contracts Total: -

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