

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 Cho
AUTHORIZED SIGNATURE

Cassandra Lokelani Cho, I-O Psychologist
PRINT NAME AND TITLE

01-13-2025
DATE

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db:

Cassandra Lokelani Cho

Amount of State Funds Requested: \$ 233514

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

Establish open communication with the governor, lieutenant governor, state senate, state house of representatives, and county mayors to introduce the field of industrial-organizational psychology. The goal is to develop the necessary knowledge, skills, and abilities to support the creation of a limited-liability industrial design consulting firm.

See the attached document.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ 0

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

\$ 0

Unrestricted Assets:

\$ 0

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:

P.O. Box 10515

City:

Hilo

State:

HI

Zip:

96721

Contact Person for Matters Involving this Application

Name:
Cassandra Lokelani Cho

Title:
Industrial Organizational Psychologist

Email:
c.cho2103@o365.ncu.edu

Phone:
8083338120

Cassandra Cho
Authorized Signature

Cassandra Lokelani Cho, I-O Psychologist
Name and Title

01-13-2025
Date Signed

Applicant : **Cassandra Lokelani Cho**

**The Thirtieth Legislature
Application for Grants
CHAPTER 42F, HAWAII REVISED STATUTES**

Cover Page

Brief Description of Request (continued).

Industrial-organizational psychology examines and evaluates workforce dynamics, management practices, organizational culture, business objectives, and challenges through psychological principles and research methods. This method will aid in designing customized programs and tools to meet organizations' specific needs, thereby helping employees and management achieve their goals more effectively.

The role of an industrial-organizational psychologist involves using various methods like employee surveys, focus groups, skills assessments, performance appraisals, and other feedback mechanisms. These tools help management identify issues and drive improvements within the organization. The psychologist will develop solutions and programs focused on employee selection, job training, leadership development, workplace and family issues, and change management. This position will report to the heads of departments or units and will involve independent work. Goals will generally be communicated as "solutions" or project objectives. This role may also include providing leadership to the workgroup based on specialized knowledge. The industrial-organizational psychologist will engage in complex technical projects or business challenges requiring advanced expertise or industry insights.

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;
2. The goals and objectives related to the request;
3. The public purpose and need to be served;
4. Describe the target population to be served; and
5. Describe the geographic coverage.

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;
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; 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.

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

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

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

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.

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.

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.

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.

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.

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.

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.

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.

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.

Application for Grants

I. Certification

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.

Not applicable.

2. Declaration Statement

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

See the attached document.

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.

§42F-102 Applications for grants. Requests for grants shall be submitted to the appropriate standing committees of the legislature at the start of each regular session of the legislature. Each request shall state:

- (1) The name of the requesting organization or individual: Cassandra Lokelani Cho;
- (2) The public purpose for the grant: A specialty emphasizes the importance of effective methods for evaluating a psychologist's knowledge, skills, and abilities to ensure they meet the qualifications for competent practice. This is beneficial for the public as it enhances the quality of services provided. A competent psychologist can initially be identified by completing a structured education and training program. As the specialty evolves, we can expect the development of more formal systems for recognizing professional competency;
- (3) The services to be supported by the grant: Decisions regarding special services and their delivery to the public are guided by psychological methods that employ an online learning approach. This includes human communication through instant messaging (such as email, text, and telephone), video conferencing for interviews, and conducting job analyses when necessary. This process enhances scientific inquiry and the application of consultation in business, education, and health.

(4) The target group: governor, lieutenant governor, state senate, state house of representatives, and county mayors;

(5) The cost of the grant and the budget: \$233,514. [L 1997, c 190, pt of §3; am L 2014, c 96, §6]

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.

1. A brief description of the applicant's background.

I am interested in leadership and management strategies that promote positive psychology in the workplace. I earned my Associate Degree in Liberal Arts from Hawaii Community College in 2002. In 2008, I obtained a Bachelor of Arts Degree in Psychology from the University of Hawaii - Hilo. I continued my education and received an Associate of Science Degree in Agriculture from Hawaii Community College in 2013. In 2017, I completed a Master of Arts Degree in Psychology, specializing in Industrial-Organizational Psychology, from Northcentral University. Most recently, in 2020, I earned a Post-Master's Certificate in Psychology, again specializing in Industrial-Organizational Psychology. This coursework is essential because it examines how populations may enhance their psychology and behavior in the work environment. Currently, I am pursuing a Doctor of Philosophy in Psychology, again focusing on Industrial-Organizational Psychology at the National University, with an expected graduation date at the end of 2029. I plan to continue my work on succession planning that incorporates a socioeconomic perspective alongside knowledge transfer to support public research organizations, all within the context of global workforce development.

2. The goals and objectives related to the request.

The primary goal is to establish open communication with the governor, lieutenant governor, state senate, state house of representatives, and county mayors to introduce the field of industrial-organizational psychology. I look forward to adding the grant and professional references to my curriculum vitae. The main learning objective is to develop the necessary knowledge, skills, and abilities to support the establishment of a limited-liability industrial design consulting firm. Additionally, I aim to create a reliable contact list and human resource directory to ensure the long-term success of a large-scale enterprise.

3. The public purpose and need to be served.

The decision to apply for licensure to practice in the State of Hawaii requires a professional reference list, along with a directory of human resources to address complex, high-tech new venture challenges and business issues that require advanced expertise. The specialization in industrial-organizational psychology focuses on enhancing psychology and behavior by providing valuable information for organizing public research and client work

projects. This unique field emphasizes behavior modification and innovative techniques that address critical issues in business and industry.

4. Describe the target population to be served.

This position will report to the governor, lieutenant governor, state senate, state house of representatives, and county mayors, generally communicating about "solutions" or projects while working independently. The role of the industrial-organizational psychologist is to facilitate communication within this group using their expert knowledge. The engagement will focus on both the physical and psychological aspects of consultation in business, education, and health. It will also involve using instant messaging and online interviews to develop teleworking policies with the intent of opening communications with other agencies soon.

5. Describe the geographic coverage.

The geographic coverage includes all counties in the State of Hawaii: Hawaii, Maui, Kalawao, Honolulu, and Kauai.

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.

I will apply psychological principles to human resources, administration, and management. The employment will include policy development using an organizational assessment. The primary scope of work involves collecting information from individuals through observations, interviews, and surveys. I will prepare technical reports and deliver a visual presentation. Additionally, I will meet with team members to share information and exchange ideas while reviewing professional literature to stay current in the field.

My main tasks will involve analyzing data and using statistical methods to evaluate the outcomes and effectiveness of this workplace approach. I look forward to developing interviewing techniques, rating scales, and psychological tests to assess skills, abilities, and interests for employee selection, placement, and promotion. I plan to gather information regarding the physical, mental, and educational requirements of positions and factors related to job satisfaction. I will also facilitate organizational development and change by communicating with members, supervisors, peers, and subordinates to provide information through various channels, including telephone, written communication, email, text, and video conferencing.

My primary responsibilities include gathering information from all relevant sources, establishing and maintaining interpersonal relationships, and fostering a constructive and cooperative working environment. Communication with organizational

representatives, such as supervisors, peers, or subordinates, is essential for acquiring information through multiple channels. This process will involve compiling, coding, categorizing, calculating, tabulating, auditing, and verifying data. I will organize, plan, and prioritize my work by setting specific goals and developing effective strategies to manage and complete all tasks.

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

Y2025-26

Q1: Create a contact list of the governor, lieutenant governor, state senate, state house of representatives, and county mayors. Conduct a job analysis for the legislators' occupations. Establish services for Zoom Pro and business insurance.

Q2: Use instant messaging to establish rapport and schedule online interviews with the organizational representatives who want to participate. Send a memorandum, consent form, and a copy of the American Psychological Association's Ethical Principles for Psychologists and Code of Conduct for the audio, video recordings, and transcripts. Confirm receipt of the consent forms and start interviewing to establish human communication and learn more about the duties and responsibilities of each title position.

Q3: Complete interviewing.

Q4: Conduct a comprehensive evaluation to finalize the assessment. Share the PowerPoint presentation on "Systematic Training Design: Time Management Skills Training" and report the findings from the job analysis to team members for their feedback and suggestions. Additionally, I will request permission to include these individuals as references on my curriculum vitae.

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

Industrial-organizational psychology aims to improve the quality and effectiveness of knowledge, skills, and services through careful evaluation and established procedures. Professionals in this field must engage the public by providing the highest standard of services. This support often stems from advancements in scientific research, which lead to new applications that benefit everyone. As a result, policymakers can continually seek ways to enhance the quality and relevance of these services beyond initial value assessments. Regular reviews of ongoing development initiatives related to knowledge, skills, and services are essential, as is effectively communicating this

information to the public. Evaluations can take various forms, including specialized education and training.

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 proposed psychology position seeks to enhance participant learning through the following methods:

- a) Reviewing psychological theories and models relevant to critical issues in business and industry.
- b) Implementing a method to assess participants' perceptions of the effectiveness of program-based learning in improving psychological practices and other aspects of professional development.
- c) Maintaining, developing, and advancing competencies to enhance public service and contribute to the field.

This approach will enable the State to compare the specialty of industrial-organizational psychology with current practices.

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.
- b. Personnel salaries and wages.
- c. Equipment and motor vehicles.
- d. Capital project details.
- e. Government contracts, grants, and grants in aid. See the attached documents.

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
58378.50	58378.50	58378.50	58378.50	233514

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

There are no other sources of funding at this time.

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.

There have been no federal, state, and county government contracts, grants, and grants-in-aid granted within the prior three years, nor will they be received for fiscal year 2026 for program funding.

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

There are no unrestricted current assets as of December 31, 2024.

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.

Educational Background

Doctoral Degree of Philosophy in Psychology Specializing in Industrial and Organizational Psychology National University, California - Online	2023 - present
Postgraduate Degree in Psychology Specializing in Industrial and Organizational Psychology Northcentral University, California - Online	2017 - 2018
Master of Arts in Psychology Specializing in Industrial and Organizational Psychology Northcentral University, California - Online	2015 - 2017
Associate in Applied Science, Agriculture University of Hawaii, Hawaii Community College	2011 - 2013

Bachelor of Arts in Psychology University of Hawaii at Hilo	2002 - 2008
Associate in Arts, Liberal Arts with Highest Honors University of Hawaii, Hawaii Community College	1998 - 2002
High School Diploma State of Hawaii, Department of Education Aiea Community School for Adults	1990
Continuing Education Experience	
Foundations of Leadership National Society of Leadership and Success National University Graduate Membership	2020
Business Plan Development Training for Farmers University of Hawaii at Hilo, Hawaii Community College Office of Continuing Education and Training Agriculture Education Center	2013
Gear Up for Agricultural Tourism Training II How to Operate a Successful Agritourism Business University of Hawaii at Hilo, Hawaii Community College Office of Continuing Education and Training	2011
A to Z Grant Writing University of Hawaii at Hilo, Hawaii Community College Education To Go	2010
Bachelor of Science in Performance Arts Dance Concentration, Junior Status University of Hawaii at Hilo	2008 – incomplete
Creating Your Own Non-Profit University of Hawaii at Hilo, Hawaii Community College Office of Continuing Education and Training	2006
Infant and Adult CPR & First Aid Certification American Red Cross Hilo, Hawaii	2000
Mothers of Preschoolers (MOPS) New Hope Church Hilo, Hawaii	2000 - 2001
Orphan Peer Group Queen Lili'uokalani Children's Center Hilo, Hawaii	2000
Expanded Food and Nutrition Education Program College of Tropical Agriculture and Human Resources University of Hawaii, Cooperative Extension Service United States Department of Agriculture Cooperating	1999
PADI Certified Scuba Diver Aaron's Dive Shop Kailua, Hawaii	1992
PSI Basic Seminar	1991

PSI World Personal Development and Leadership Training
 Honolulu, Hawaii

Exploring Word Perfect 5.1 1990
 Fujio Masuda Technology Training and Education Center
 University of Hawaii, Honolulu Community College

How to be a Better Receptionist 1990
 Keye Productivity Center Seminar
 Honolulu, Hawaii

How to Give Exceptional Customer Service 1990
 Career Track Seminars for Successful People
 Honolulu, Hawaii

Classic for High School 1987
 Outward Bound
 Santa Clara University, California

Infant and Adult CPR & First Aid Water Safety Certification 1983
 American Red Cross
 Kailua Parks and Recreation, Aquatic Division

Swimmer 1979 - 1983
 AULEA Swim Club, Adolescent Division
 Kailua Parks and Recreation, Aquatic Division

Professional/Academic Work Experience

Chapter President 2001 - 2002
 Phi Theta Kappa, Alpha Psi Epsilon Chapter Honor Society
 University of Hawaii, Hawaii Community College
 Duties: co-planning and heading executive committee and general member meetings, appointing committees and ensuring their function, representing the chapter at events, and inducting new members

Medical Office Assistant 1998 - 2002
 David John, MD (Rheumatology)
 Queen's Medical Center
 Duties: greeting patients, answering phone calls, scheduling appointments, recording blood pressure, pulse, discomfort, pain, and any other concern or issues in patient charts

Waitress 1993 - 1994
 Nancy's Kitchen (Hawaiian/American Food)
 Waipio Gentry, Hawaii
 Duties: greeting and serving customers food and beverages, answering phone calls, preparing takeout orders, and operating cash register

General Office Clerk / Secretary 1992 - 1993
 Lum Yip Kee, LLC (Real Estate Investment)
 Honolulu, Hawaii
 Duties: greeting visitors, answering phone calls, sorting mail, filing correspondence, walking errands

General Office Clerk / Transcriber 1992
 National Mortgage Insurance Company (Fire Hazard Inspection)

Honolulu, Hawaii
 Duties: answering phone calls, managing the administrative and clerical tasks, transcribing fire inspector hazard reports
 Receptionist / General Office Clerk 1990 - 1992
 American Technologies, LLC (Electrical Contractor)
 Tripler Army Medical Center & Campbell Industrial Park
 Duties: greeting visitors, answering phone calls, managing the administrative and clerical tasks, filing correspondence, running errands
 Prep Cook 1986 - 1990
 Nancy's Kitchen (Hawaiian/American Food)
 Waipahu, Hawaii
 Duties: workstation preparation for the hostess, waitress, and chef positions, setting up and cleaning the salad bar

Publications/Presentations

None.

Grants/Awards

AmeriCorps Representative 2000 - 2002
 Education Tuition Grants
 University of Hawaii at Hilo

Professional Affiliations

American Psychological Association 2023
 Graduate Student Membership
 Society of Industrial Organizational Psychology 2023
 Student Membership
 National Society of Leadership and Success 2020
 Graduate Membership

Volunteer Experience

Adopt-A-Highway 2002
 Phi Theta Kappa, Alpha Psi Epsilon Chapter Honor Society
 University of Hawaii, Hawaii Community College
 Members spent the entire day picking up rubbish on the Kau highway.
 Hawaii National Park & Hakalau Reserve 2000 - 2001
 US Wildlife and Fish Reserve
 University of Hawaii, Hawaii Community College – Biology 101
 Hawaii National Park participants spent the first half of the day scattering tree seeds in an area recovering from a brush fire. Participants spent the second half of the day cleaning and preparing seeds to scatter and grow in the greenhouse. Next, the Hakalau Reserve volunteers spent a couple of days out on three tracts to aid in the rehabilitation of native rainforest birds, plants, and trees. We also spent time caring for seedlings and cleaning up in the greenhouse.
 Executive Committee Chairperson 1998 – 2000

- Pu'ueo Head Start Preschool
Hilo, Hawaii
I held the parent committee head chair position, which allowed me to work with family members using parliamentary procedures. The primary responsibilities involved conducting monthly meetings and prompting participants to keep up with tasks and committee membership.
- Classroom Parent Volunteer 1998 - 2000
Pu'ueo Elua Head Start Preschool
Hilo, Hawaii
I worked in the classroom with preschoolers and helped the teachers and assistants with lesson plan activities.
- Parent Participant 1995 – 2000
YWCA – Healthy Start Parenting Program
Hilo, Hawaii
I spent quality time learning how to take responsibility as a parent for my three children using daily living skills and caregiving techniques with the help of a social worker.
- Teacher's Aide 1983
Kindergarten Summer Fun Program
Kailua Elementary School, Hawaii
I worked with a teacher to help kindergarteners with lesson plan activities and routine hygiene practices.
- Teacher's Aide 1982
Kindergarten Swim Program
Kailua Parks and Recreation, Aquatic Division
I worked with a coach to introduce kindergarten-age students to the beginner swim program.

There are no related projects or contract experiences that are pertinent to this request to date.

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.

There are no suitable facilities presently available in Hilo, Hawaii. I will work from home using internet services to communicate with participants. Near-future plans involve purchasing a commercial building to develop as a high-tech new venture business location.

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.

There will be no proposed staffing, staff qualifications, supervision, or training at this time.

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.

Not applicable.

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.

Not applicable.

VII. Other Applicant

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.

Not applicable.

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.

There are no special qualifications, such as licensure or accreditation to practice in the State of Hawaii to date.

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.

Not applicable.

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.

The plan for sustaining after fiscal year 2026 the activity funded by the grant if the applicant receives the grant of this application for fiscal year 2026 involves applying for another grant in fiscal year 2027. I want to continue my search to establish an open communication plan with the government and grow in the field of industrial-organizational psychology. The near-future goal is to apply for licensure to practice in the State as a professional psychologist. I want to develop the necessary human resources to fund and support the creation of a limited-liability industrial design consulting firm with a high-tech data processing center. Consequently, if funding is not received by the applicant thereafter, I will search for and apply for another grant from other funding sources and may also consider pro bono work. In the meantime, I will continue to work on the Doctor of Philosophy in Psychology to specialize in Industrial and Organizational Psychology.

**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, Hawai'i 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, Hawai'i 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, Hawai'i 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, Hawai'i 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.

Cassandra Lokelani Cho

(Typed Name of Individual or Organization)

Cassandra Cho 

01/13/2025

(Signature)

(Date)

Cassandra Lokelani Cho

I-O Psychologist

(Typed Name)

(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

App

Cassandra Lokelani Cho

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	175,945			
2. Payroll Taxes & Assessments	6,862			
3. Fringe Benefits	47,857			
TOTAL PERSONNEL COST	230,664			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	2,390			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	0			
7. Telecommunication	0			
8. Utilities	0			
9. Zoom Pro	160			
10. Survey Monkey (Starter Annual)	300			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	2,850			
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	233,514			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	0	Cassandra Cho	808-333-8120	
(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	Signature of Authorized Official		Date
TOTAL BUDGET	233,514	Cassandra Lokelani Cho, IOP		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: Cassandra Lokelani Cho

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

JUSTIFICATION/COMMENTS:

None.

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

JUSTIFICATION/COMMENTS:

None.

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: Cassandra Lokelani Cho

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: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:						
None.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Cassandra Lokelani Cho

Contracts Total: 233,514

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Industrial-Organizational Psychology	07/01/2025 - 06/30/2026	Cho Industrial Design Consulting Firm - Hawaii, LLC	State	233,514
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