

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:

Ronald McDonald's House Charities of Hawaii

Amount of State Funds Requested: \$ 1,057,480

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:

\$ 0

Unrestricted Assets:

\$ 17,945,000

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:

1970 Judd Hillside Road

City:

Honolulu

State:

HI

Zip:

96822

Contact Person for Matters Involving this Application

Name:

Edward Nishioka

Title:

President

Email:

ed@rmhchawaii.org

Phone:

(808) 973-3577

Edward Nishioka

Edward Nishioka (Jan 16, 2025 19:56 HST)

Authorized Signature

Edward Nishioka, President

Name and Title

1/16/2025

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

Edward Nishioka
Edward Nishioka (Jan 16, 2025 19:56 HST)
AUTHORIZED SIGNATURE

Edward Nishioka, President
PRINT NAME AND TITLE

1/16/2025
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: **RONALD MCDONALD HOUSE CHARITIES OF HAWAII, INC.**

Issue Date: **01/16/2025**

Status: **Compliant**

Hawaii Tax#: 40417876-01
New Hawaii Tax#: GE-1198012416-01
FEIN/SSN#: XX-XXX2124
UI#: XXXXXX1174
DCCA FILE#: 53265

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.

Ronald McDonald's House Charities of Hawaii

(Typed Name of Individual or Organization)

Edward Nishioka
Edward Nishioka (Jan 16, 2025 19:56 HST)

1/16/2025

(Signature)

(Date)

Edward Nishioka

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)

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 GIA will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. It directly supports the public by: improving access to essential services; facilitating community development; ensuring inclusivity and equity; and strengthening local nonprofit organizations' capacity to serve. These outcomes align with the broader goal of enhancing the well-being, quality of life, and sustainability of Hawaii's communities.

II. Background and Summary

1. **Briefly describe applicant's background:** Founded in 1982, RMHC-HI was established by a group of parents, medical professionals, and community leaders to provide a “home-away-from-home” for families of children hospitalized with serious illnesses. RMHC-HI's mission is to provide affordable, temporary housing and support services for families in need, fostering comfort and community during challenging times.

RMHC-HI offers essential support to families with sick children who require medical care on Oahu, ensuring they can stay together during challenging times. The organization runs two houses in Honolulu, both located in lower Manoa Valley, which operate year-round to provide a “home-away-from-home” for families seeking specialized medical treatments for their children's serious illnesses. These houses provide a warm and supportive environment, welcoming families from various cultures across the Pacific Basin, including those from the Neighbor Islands, Guam, and other Pacific Rim areas.

The original Ronald McDonald House, located on Judd Hillside, opened in 1987 and has since been renovated to include additional guestrooms and bathrooms. This House is designed for families with children receiving outpatient treatments or siblings of the patient. It features a Family Recreation Center with various amenities like gathering areas, a gaming wall, and children's play areas, offering comfort and opportunities for relaxation and fun.

The second location, RMH-Oahu Avenue, opened in 2006 and caters to adult family members of

children receiving in-patient care, as well as neighbor island women experiencing high-risk pregnancies. This facility provides a calm, adult-friendly environment with seven guest rooms, spacious community areas, a library, and an exercise room.

RMHC Hawaii also extends its services with Hospitality Carts hosted in hospital NICU waiting rooms, stocked with refreshments and activity items to help visitors focus on their children's recovery. These carts, operated by volunteers, are available at Kaiser Permanente Moanalua Medical Center and Kapi'olani Medical Center for Women and Children, marking the first time RMHC has launched such carts in Hawaii hospitals.

Both Houses support families dealing with a wide range of medical conditions, including birth-related issues, cancer, heart problems, organ failure, and major trauma, with approximately 60% of families having children receiving outpatient treatment. The organization emphasizes creating a community of hope and healing for all families involved, aiming to provide a nurturing space where families can focus on their children's health and well-being.

2. Project's goals and objectives;

Project 1: Oahu House Indoor:

Goal: Enhance comfort and functionality of indoor spaces for residents and staff.

Objective: Replace carpets throughout the house, new fixtures, and paint the interior to create a refreshed environment. Purchase new office and individual room furniture, and workout room equipment.

Project 2: Oahu Ave House Outdoor:

Goal: Improve exterior appearance and functionality of outdoor spaces.

Objective: Redo gutters and downspouts, paint the exterior, redo the sidewalk, and upgrade outdoor landscaping and common areas to create a welcoming and functional outdoor space. Replace outdoor furniture.

Project 3: Judd House Indoor:

Goal: Create functional and comfortable workspace for staff.

Objective: Renovate and enclose patio, adding roof, walls, door, and flooring. Purchase new office furniture and furnishings to accommodate four staff members.

Project 4: Judd House Outdoor:

Goal: Provide comfortable outdoor area for families.

Objective: Renovate outdoor BBQ area to enhance its usability and comfort. Create a space that would encourage outdoor eating, cooking, and a communal gathering area.

Project 5: Office Pods/Meeting Bubbles:

Goal: Ensure privacy and dedicated space for staff meetings and family therapy sessions.

Objective: Purchase four-person office pods/meeting bubbles to provide private meeting spaces for staff and family therapy sessions.

Project 6: Renovation Cottage:

Goal: Renovate: cottage interior flooring; bathroom; and support system for flooring and paint. Exterior repair siding and paint. Replace washer and dryer.

Objective: Create updated and safe cottage used by house manager.

Project 7: Replace exterior railing around Judd Hillside

Goal: Replace rusty exterior railing.

Objective: Create safe security railings around the property.

3. Public Purpose And Need served: RMHC-HI serves the public by providing essential support to families with sick children who need medical care on Oahu. Their primary service is to offer lodging and vital services to families, allowing them to stay together while focusing on their child's health. This is particularly crucial for families traveling from neighbor islands, Guam, and other Pacific Rim areas to access specialized medical treatments for their children's serious illnesses.

By providing a "home-away-from-home" environment, RMHC Hawaii addresses the need for affordable, supportive housing during medical crises, which can be emotionally and financially taxing for families. The organization also extends its support through "Hospitality Carts" in hospitals, offering free refreshments and activities to ease the stress of families waiting in NICU and pediatric areas.

4. Target population: RMHC-HI serves the public by providing essential support to families – from the Neighbor Islands (75%); Guam; Oahu; and other Pacific Rim areas -- with sick children who need medical care on Oahu.
5. Geographic coverage: Hawaii, Guam, and other Pacific Rim areas.

III. Service Summary and Outcomes

1. Scope Of Work; Tasks; and Responsibilities:

Project 1: Oahu House Indoor:

- Scope of Work: Enhance indoor comfort and functionality for residents and staff.
- Tasks: Replace carpets, install new fixtures, paint the interior, purchase new office and room furniture, and acquire workout room equipment.
- Responsibilities: RMHC-HI will engage a contractor for carpet replacement and painting, source vendors for furniture and equipment, and coordinate installations with minimal disruption to residents.
- Outcome: The indoor spaces will be more comfortable and functional, with fresh carpets, modern fixtures, and a newly painted interior. The new furniture and workout equipment will enhance both the aesthetic and utility for residents and staff, promoting a positive living and working environment.

Project 2: Oahu Ave House Outdoor:

- Scope of Work: Improve exterior aesthetics and functionality.
- Tasks: Redo gutters and downspouts, paint the exterior, redo the sidewalk, upgrade landscaping and common areas, and replace outdoor furniture.
- Responsibilities: RMHC-HI will hire contractors for exterior renovations, landscaping, and sidewalk work, and procure new outdoor furniture.
- Outcome: The exterior will have improved aesthetics and functionality, with new gutters, downspouts, and a freshly painted exterior. The enhanced sidewalk and upgraded landscaping

will create a welcoming atmosphere. New outdoor furniture will provide a comfortable space for relaxation and gatherings.

Project 3: Judd House Indoor:

- Scope of Work: Create a functional workspace for staff.
- Tasks: Renovate and enclose the patio, adding a roof, walls, door, and flooring, and purchase new office furniture.
- Responsibilities: RMHC-HI will oversee construction work, select and purchase appropriate office furniture, and ensure compliance with building codes.
- Outcome: The enclosed and renovated patio will offer a functional workspace for staff, complete with new furniture and adequate facilities to accommodate four staff members, thereby increasing productivity and comfort.

Project 4: Judd House Outdoor:

- Scope of Work: Provide a comfortable outdoor area for families.
- Tasks: Renovate the BBQ area to enhance usability and comfort.
- Responsibilities: RMHC-HI will: design a functional layout for the BBQ area; manage renovations; and ensure the space encourages communal gatherings.
- Outcome: The renovated BBQ area will provide a comfortable and inviting outdoor space for families. This enhancement will encourage outdoor dining, cooking, and communal gatherings, fostering a sense of community among residents.

Project 5: Office Pods/Meeting Bubbles:

- Scope of Work: Ensure privacy for meetings and therapy sessions.
- Tasks: Purchase and install four-person office pods/meeting bubbles.
- Responsibilities: RMHC-HI will: identify suppliers for office pods; coordinate delivery and installation; and configure spaces to meet privacy needs.
- Outcome: The installation of office pods will ensure privacy and dedicated spaces for staff meetings and family therapy sessions, enhancing confidentiality and focus during these activities.

Project 6: Renovate Judd House Manager' Cottage:

- Scope of Work: Update and secure the cottage used by the house manager.
- Tasks: Renovate flooring, bathroom, support system, and paint interior; repair siding and paint exterior; replace washer and dryer.
- Responsibilities: RMHC-HI will contract professionals for: interior and exterior renovations; sourcing and installing new appliances; and ensuring safety standards.
- Outcome: The cottage will be updated and safe, with renovated flooring, bathroom, and exterior repairs, providing a comfortable living space for the house manager. New appliances will ensure efficiency and convenience.

Project 7: Replace Exterior Railing Around Judd House Hillside:

- Scope of Work: Replace rusty exterior railings for safety.
- Tasks: Remove old railings and install new, secure railings around the property.
- Responsibilities: Hire a contractor to: replace the railings.

- Outcome: New, secure railings will: enhance the safety and security around the property; reduce risks associated with rusted and unstable railings; and ensure compliance with safety standards.

For each of the projects above, RMHC-HI will: ensure compliance with safety regulations; conduct regular inspections to monitor progress; coordinate with local authorities for any necessary permits; keep clear communication with the RMHC-HI Board regarding project updates; and ensure all work is completed within the outlined timeline and budget.

2. Project Timeline:

July 2025:

- Begin planning and designing all projects.
- Start procurement process for materials and furniture for Projects 1, 2, 3, and 4.

August 2025:

- Commence carpet replacement and interior painting for Project 1.
- Start gutter and downspout replacement and exterior painting for Project 2.

September 2025:

- Continue with carpet and fixture installation for Project 1.
- Begin sidewalk renovation and landscaping upgrades for Project 2.
- Start patio enclosure construction for Project 3.

October 2025:

- Complete furniture installation for Project 1.
- Finish outdoor furniture replacement for Project 2.
- Continue patio construction and start setting up new office furniture for Project 3.

November 2025:

- Begin BBQ area renovation for Project 4.
- Start installation of office pods/meeting bubbles for Project 5.

December 2025:

- Complete patio construction and office setup for Project 3.
- Continue BBQ area renovation for Project 4.
- Finish installation of office pods/meeting bubbles for Project 5.

January 2026:

- Start cottage renovations for Project 6.
- Begin railing replacement for Project 7.

February 2026:

- Continue with cottage interior and exterior renovations for Project 6.
- Continue with railing replacement for Project 7.

March 2026:

- Complete all renovations and installations for Project 6.
- Finish railing replacement for Project 7.

April to June 2026:

- Conduct inspections and make final adjustments.
- Allow buffer time for any unforeseen delays or additional tasks.

3. Quality Assurance & Evaluation Plan:

Monitor:

- Develop a Monitoring and Evaluation (M&E) Plan: PHAM will create an M&E plan at the project's outset. This will include defining: indicators of success; determining how to collect data; setting a timeline for review; and identifying who will be responsible for the monitoring tasks.
- Regular Reviews and Check-Ins: PHAM will hold regular meetings to: review progress on tasks; address challenges; and make necessary adjustments to ensure project remains on track.

Surveys and Feedback: Regular feedback will be collected from staff, volunteers, and project beneficiaries, using methods such as: questionnaires; focus group discussions; and one-on-one interviews.

Documentation and Reporting: To maintain accountability and transparency, PHAM will document all project aspects.

Evaluate:

- Internal Audits: PHAM will conduct regular internal audits to: ensure all operations are compliant with agreed standards; identify areas for improvement; and monitor the project's financial management.
- Risk Management: PHAM will continuously assess and manage project risks by identifying potential issues and developing strategies to mitigate them.

Professional Development and Training: PHAM will provide staff ongoing professional development and training opportunities to ensure their skills and knowledge remain relevant to effectively manage the project.

Improve:

- Continuous Improvement: PHAM's Board of Directors will review the M&E data and audit results to identify trends, issues, and areas of improvement. They will use these insights to update strategies, approaches, and activities for the project's continuous improvement.

Partner Collaboration: PHAM will collaborate on external project evaluation with partners and stakeholders to gather a broader perspective on the project's performance and identify potential improvements.

Reporting to Funders: Regular reports will be prepared for the State GIA's funding agency – and other stakeholders -- providing updates on: progress; spending; and challenges. Feedback from funders will help guide improvements and adaptations to the project.

4. Measures of Effectiveness:

1. Completion Timeframe:

- o Measure: Compare actual completion dates of each project against the planned timeline.
- o Objective: Ensure projects are completed within the designated timeframe, indicating effective project management.

2. Budget Adherence:

- o Measure: Compare actual expenditures to the budgeted amounts for each project.
- o Objective: Maintain financial discipline by staying within or under budget.

3. Quality of Work:
 - Measure: Conduct inspections and obtain certifications where necessary to ensure all work meets safety and quality standards.
 - Objective: Confirm that renovations and installations comply with industry standards and enhance property functionality.
4. Resident and Staff Satisfaction:
 - Measure: Conduct surveys before and after project completion to assess satisfaction levels.
 - Objective: Improve comfort and satisfaction among residents and staff, reflecting the success of the enhancements.
5. Usage Increase:
 - Measure: Monitor the usage of newly renovated areas and equipment.
 - Objective: Ensure that the enhancements lead to increased utilization of spaces and facilities.
6. Safety Improvements:
 - Measure: Conduct safety audits post-completion to assess reduction in potential hazards.
 - Objective: Enhance the overall safety of the premises, particularly in areas with new railings or structural improvements.

IV. Financial

Budget

1. Submit a budget, using enclosed budget forms, to detail request costs.
 - 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. Provide anticipated quarterly funding requests for the fiscal year 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$264,370	\$264,370	\$264,370	264,370	\$1,057,480

3. List all other sources of funding applicant will seek in FY 26.
4. List all state and federal tax credits granted within the prior three years. List all state and federal tax credits applicant has applied for or anticipates applying for pertaining to any capital project.
5. List all federal, state, and county government contracts, grants, and GIAs applicant:
 - a) was awarded in 2022, 2023, and 2024; and
 - b) will be receiving program funding in FY 26.
6. Provide balance of its unrestricted current assets as of December 31, 2024.

\$17,945,000

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Ronald McDonald's House Charities of Hawaii

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	27,900			
2. Payroll Taxes & Assessments	5,580			
3. Fringe Benefits				
TOTAL PERSONNEL COST	33,480			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Contractor - Project Manager	100,000			
10. Grant Management	24,000			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	124,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	900,000			
TOTAL (A+B+C+D+E)	1,057,480			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,057,480	Ed Nishioka (808) 382-1045		
(b) Total Federal Funds Requested		Name (Please type or print) <u>Edward Nishioka</u> Phone		
(c) Total County Funds Requested		<u>Edward Nishioka (Jan 16, 2025 19:56 HST)</u> 1/16/2025		
(d) Total Private/Other Funds Requested		Signature of Authorized Official _____ Date		
TOTAL BUDGET	1,057,480	Ed Nishioka, CEO Name and Title (Please type or print) _____		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: Ronald McDonald's House Charities of Hawaii

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Director Of Operations	1	\$93,000.00	30.00%	\$ 27,900.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				27,900.00
JUSTIFICATION/COMMENTS: Director of Operations will oversee the project and work with the Project Manager.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: ___Ronald McDonald's House Charitie

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: Ronald McDonald's House Charities of Hawaii

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			25,000			
LAND ACQUISITION						
DESIGN			50,000			
CONSTRUCTION			825,000			
EQUIPMENT						
TOTAL:			900,000			
JUSTIFICATION/COMMENTS: A. Construction & Equipment (7 Projects) \$825,000, B. Design & Planning (All Projects) \$75,000 (External)						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: ___Ronald McDonald's House Charities of Hawaii_____

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	N/A				
2					
3					
4					
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V. Experience and Capability

1. RMHC-HI Skills, Abilities, and Experience and Appropriateness for Proposed Services:

Ronald McDonald House Charities – Hawaii (RMHC-HI) possesses the necessary skills, abilities, and extensive experience to successfully undertake the proposed seven-project initiative aimed at enhancing both indoor and outdoor facilities. With over 35 years of dedicated service to families facing critical illnesses, RMHC-HI has honed its operational and program management capabilities, ensuring an impactful approach to supporting families in need.

Key Areas of Expertise:

1. **Facility Management:** RMHC-HI has consistently maintained and improved housing facilities over the years, demonstrating the ability to manage renovation and enhancement projects efficiently. The organization's track record includes maintaining two Ronald McDonald Houses and successfully launching the Hospitality Cart program, which reflects their capability to execute similar projects.
2. **Community Engagement and Support:** RMHC-HI has established strong relationships with local hospitals, donors, and community organizations, helping to foster collaboration that enhances service delivery. Their programs have been well-integrated into hospital environments, reflecting the organization's ability to respond to the unique needs of families within critical healthcare settings.
3. **Financial Management:** With sustainable funding derived from community donations, grants, and corporate sponsorships, RMHC-HI has effectively managed financial resources to support its operational needs, ensuring that all projects are equipped with necessary fiscal backing.
4. **Volunteer Management:** The successful deployment of the Hospitality Cart program has been supported by a well-trained volunteer base, showcasing RMHC-HI's capability to recruit, train, and manage volunteers for various initiatives, an essential aspect of many of the proposed projects.

Recent Relevant Projects (Last Three Years):

1. **Hospitality Cart Program (2024):** RMHC-HI launched two Hospitality Carts at Kaiser Permanente Moanalua Medical Center and Kapi'olani Medical Center for Women & Children. This involved logistics management, community partnership engagement, and resource procurement, resulting in positive family feedback and demonstrating program success.
2. **Ronald McDonald House Renovations (2021-2023):** Ongoing renovations and improvements to the two Ronald McDonald Houses have included upgrades to kitchens, common areas, and outdoor spaces to enhance family comfort and readiness, showcasing project execution skills.
3. **Training and Development Programs (2022):** RMHC-HI developed training protocols for volunteers, ensuring program efficiency and consistency in service delivery. This included

curriculum on family engagement, logistics, and operational standards relevant to the Hospitality Cart Program.

4. Emergency Support Initiatives (2023): In response to urgent community needs, RMHC-HI swiftly organized support initiatives for families, demonstrating flexibility and responsiveness to changing circumstances, which is crucial for executing the proposed projects under varying conditions.

The proposed expansion and renovation projects are aligned with RMHC-HI's mission to enhance comfort and support for families with critically ill children. The organization's extensive experience in facility management, proven track record in program implementation, strong community partnerships, and efficient financial oversight collectively affirm that RMHC-HI is uniquely positioned to not only manage but excel in delivering the proposed services outlined in this project proposal.

2. Facilities: RMHC-HI operates two Ronald McDonald Houses in the Manoa section of Honolulu, providing free infrastructure and logistical support for its patient families. The organization has established relationships with Hawaii's leading hospitals, including: Kaiser Permanente: Moanalua Medical Center; and Kapi'olani Medical Center for Women & Children, which host its Hospitality Cart. These partnerships ensure access to facilities and enhance program delivery.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

Describe proposed staffing pattern and appropriate proposed service capacity. Provide qualifications and experience of personnel and describe ability to supervise, train and provide administrative direction for project.

The Director of Operations will be a critical leader within the Ronald McDonald House Charities of Hawaii (RMHC-HI), responsible for overseeing the daily operations of the organization and ensuring the effective management of its two houses. This position also involves spearheading capital improvement projects to enhance the infrastructure and overall experience for families. The Director of Operations will work closely with the Executive Director, staff, volunteers, and external partners to fulfill the organization's mission of providing a "home away from home" for families with seriously ill children.

Operational Leadership

- Ensure the smooth day-to-day operations of the two Ronald McDonald Houses, maintaining a safe, clean, and welcoming environment for families.
- Supervise, mentor, and support operations staff and volunteers to ensure alignment with organizational values and standards.
- Develop and monitor operational policies, procedures, and standards to optimize service delivery.
- Oversee facility maintenance, vendor management, and security protocols for both houses.

Capital Improvements

- Plan, manage, and execute capital improvement projects, including renovations, upgrades, and expansions.
- Collaborate with architects, contractors, and other stakeholders to ensure projects are completed

on time, within budget, and in compliance with regulations.

- Conduct needs assessments and recommend infrastructure investments to improve family accommodations and operational efficiency.
- Ensure that projects align with the organization's strategic goals and uphold its brand image and mission.

Budget and Financial Oversight

- Prepare and manage operational and capital project budgets in collaboration with the finance team.
- Monitor expenditures and provide regular financial reports to the Executive Director and Board of Directors.
- Seek and manage grants, donations, and partnerships to support capital improvement initiatives.

Stakeholder Collaboration

- Build and maintain strong relationships with families, donors, vendors, and community partners.
- Serve as the primary liaison for operational matters with stakeholders, including contractors and government agencies.
- Represent RMHC-HI at community events and meetings, as needed.

Compliance and Risk Management

- Ensure compliance with local, state, and federal regulations, including building codes and safety standards.
- Develop and implement risk management strategies to safeguard the organization, its assets, and the families it serves.

The Project Manager for Capital Improvements will oversee the planning, execution, and completion of all capital improvement projects for Ronald McDonald House Charities of Hawaii (RMHC-HI). This role is critical in ensuring that upgrades and renovations to the organization's two houses are completed on time, within budget, and to the highest standards of quality. The Project Manager will coordinate with contractors, vendors, and stakeholders to deliver projects that align with the organization's mission of providing a "home away from home" for families with seriously ill children.

Project Planning and Management

- Develop detailed project plans, timelines, and budgets for all capital improvement initiatives.
- Coordinate with architects, engineers, contractors, and other professionals to define project scope and deliverables.
- Establish clear goals and milestones, ensuring alignment with RMHC-HI's strategic objectives.
- Conduct regular progress meetings and provide updates to the Director of Operations and President.

Construction Oversight

- Monitor day-to-day activities at project sites to ensure compliance with plans, schedules, and safety standards.
- Address and resolve issues that arise during construction or renovation.
- Review contractor performance and ensure all work meets quality and safety requirements.
- Conduct regular site inspections to ensure project alignment with design specifications and organizational goals.

Budget and Cost Management

- Develop and manage project budgets, track expenditures and identifying cost-saving opportunities.
- Ensure that all projects remain financially sustainable without compromising quality.
- Review invoices, change orders, and other financial documents related to the projects.

2. Organization Chart

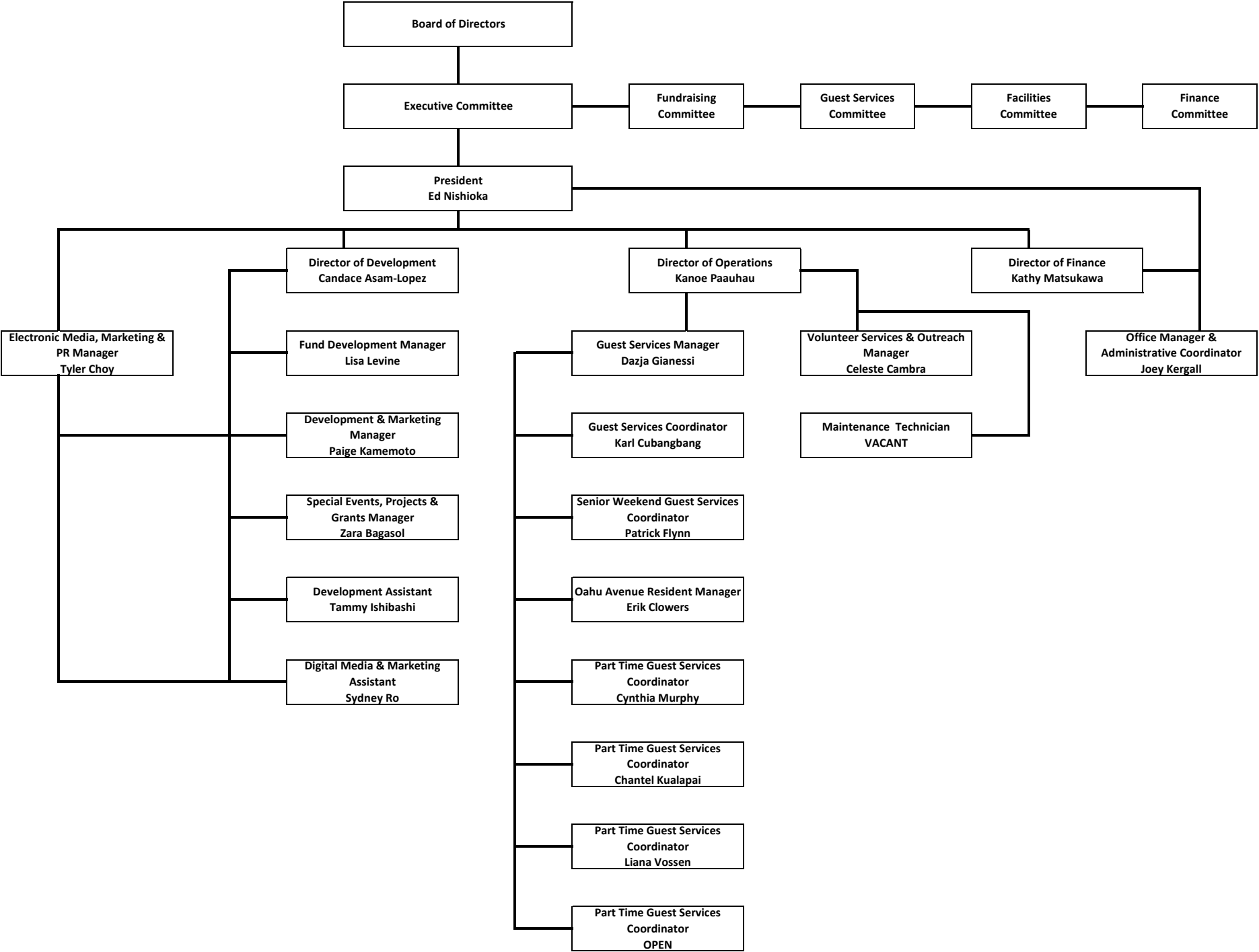
Show position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request. – See attachment

3. Compensation

Provide annual salary range paid to three highest paid org officers, directors, or employees by position title, not employee name.

President and CEO \$140,000
Director of Development \$100,000
Director of Operations \$93,891.20

Ronald McDonald House Charities® of Hawaii
Organizational Chart 2024



VII. Other

1. Litigation: Not Applicable
2. Licensure or Accreditation: Not Applicable
3. Private Educational Institutions: Not Applicable
4. Future Sustainability Plan: The RMHC-HI leadership team is keenly aware of the importance of long-term sustainability and is actively working on plans to diversify our funding sources. Over the past year, we have reached out to several grant makers to gain financial support.

Should we be awarded this year's State GIA, we will achieve the proposed results. However, should we not receive it in the future, we are confident in our ability to enhance our sustainability through various continuing strategies:

- Strengthening fundraising skills among board and staff through professional development
- Building and maintaining strong relationships with local and mainland foundations
- Developing deeper connections with local corporations and small businesses
- Expanding activities to attract individual donors

To support these efforts, we have enlisted grant writing professionals to develop a strategic fundraising plan. We believe that these combined efforts will result in a successful grant-seeking program, securing our financial future beyond the current GIA funding.

With a comprehensive fundraising strategy and a strong culture of philanthropy, we aim to sustain, expand, and scale our programs. Our goal is to continue providing a "home-away-from-home" for families of children with serious illnesses in Hawaii hospitals well into the future, long after this GIA grant period concludes.


Ronald McDonald House Charities of Hawaii, Inc._1057480_CIP

Final Audit Report

2025-01-17

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By:	Marie Villa (marivia7@gmail.com)
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