

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 23, 2026 10:15:18 HST)

AUTHORIZED SIGNATURE

Edward Nishioka, President & CEO

PRINT NAME AND TITLE

January 18, 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: **RONALD MCDONALD HOUSE CHARITIES OF HAWAII, INC.**

Issue Date: **12/11/2025**

Status: **Compliant**

Hawaii Tax#: 40417876-01
New Hawaii Tax#: GE-1198012416-01
FEIN/SSN#: XX-XXX2124
UI#: XXXXXXX1174
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 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.

Ronald McDonald House Charities of Hawaii

(Typed Name of Individual or Organization)

Edward Nishioka
Edward Nishioka (Jan 23, 2026 10:15:18 HST)

(Signature)

Edward Nishioka

(Typed Name)

1/18/2026

(Date)

President/CEO

(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, 2025.

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.

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

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;

"Double Trauma" of Medical Displacement: Medical displacement for a family on Moloka'i, Lāna'i, or rural Big Island. A child's catastrophic diagnosis brings two distinct traumas: the medical emergency itself, and the terrifying reality of displacement.

When a child requires specialized treatment for cancer, organ failure, or major trauma, the only option for these folks is often an emergency flight to O'ahu.

Suddenly, parents are separated from their support networks, jobs, and homes, facing the "financial toxicity" of prolonged hotel stays in Honolulu while navigating their child's fight for life.

Our Mission: Since 1982, Ronald McDonald House Charities of Hawaii (RMHC-HI) has served not just as a housing provider, but as a critical safety net for families experiencing this medical exile.

Our mission is to preserve the family unit when it is most at risk of fracturing. We provide a "home-away-from-home" that removes the crushing burden of housing logistics, allowing parents to focus entirely on the one thing that matters: their child's recovery.

Population Served: We serve families facing the unimaginable: birth defects; childhood cancer; and major trauma. With approximately 60% of our families managing outpatient care, RMHC-HI bridges the gap between hospital discharge and the ability to return home. We transform a clinical medical journey into a human one, ensuring that no family fights their child's illness alone, unhoused, or unsupported.

Our Facilities: RMHC-HI operates two sanctuaries in the lower Mānoa Valley, operating 24/7/365 because medical crises do not take holidays. These Houses serve families from across the Pacific Basin -- including Oahu and the Neighbor Islands -- creating a unique community of shared resilience.

- **The Judd Hillside House (The Family Hub):** Opened in 1987, this 10-bedroom facility restores a sense of normalcy for families whose lives have been upended. It specifically supports families with outpatient children or healthy siblings who have been displaced along with their parents.

The renovated Family Recreation Center -- featuring gathering areas and a gaming wall -- is not merely an amenity. It is a therapeutic space where siblings can just be kids again, escaping the stress of the hospital environment.

- **The RMH-O'ahu Avenue House (The Quiet Retreat):** Opened in 2006, this facility addresses a specific, often overlooked need -- a calm, supportive environment for high-risk pregnant women and adult family members of children in critical inpatient care.

With seven guest rooms, a library, and quiet reflection spaces, it provides respite for parents who spend 12+ hours a day at a bedside in the NICU (Neonatal Intensive Care Unit) or PICU (Pediatric Intensive Care Unit).

Extending Care into the Hospital: Recognizing that some parents are too reluctant to leave their child's bedside even for a meal, RMHC-HI launched the "Hospitality Station" program. Operated by volunteers at Kaiser Permanente Moanalua and Kapi'olani Medical Center for Women & Children, these carts deliver refreshments and activity items directly to NICU waiting rooms.

This service ensures that parents keeping vigil over critically ill infants receive the sustenance and care they need to remain strong for their children.

2. The goals and objectives related to the request;

Goal 1: Restore Caregiver Resilience through Furnishings' Upgrade

- Objective: Transform seventeen (17) guest rooms from simple sleeping quarters into therapeutic sanctuaries designed to combat caregiver exhaustion.
- Why: Parents making critical medical decisions for their children often suffer from acute sleep deprivation and trauma. By upgrading bedroom furnishings (part of the Bedroom Refresh), we provide the physiological necessity of quality rest, ensuring parents have the physical and mental stamina to advocate for their child's daily medical needs.

Goal 2: Combat Bedside Isolation via Expanded Hospitality Mobile Support

- Objective: Bridge the service gap for families who are unable or too terrified to leave their child's bedside.
- Why: While our physical houses have the capacity to service 17 families at a time, the need is far greater. By expanding our Hospitality Mobile Carts and Hospitality Station services, we will deliver essential nourishment and respite directly to the NICU and PICU waiting areas.

This will ensure that hundreds of additional families, -- including O'ahu residents, who may not need overnight housing but desperately need support -- receive a "lifeline" of care without having to step away from their critically ill child.

Goal 3: Erase Geographic Barriers to Access

- Objective: Ensure access equity for rural and Neighbor Island families through targeted provider education and community outreach.
- Why: A family on Lāna'i or in rural Ka'ū often does not know RMHC-HI exists until they are already on the emergency flight. By deploying RMHC staff to conduct direct outreach with Neighbor Island hospital social workers and rural clinics, we ensure that every provider knows how to immediately connect a displaced family to our services *before* they land in Honolulu. This initiative minimizes the terrifying gap between diagnosis and support.

3. The public purpose and need to be served;

The Public Necessity: The State of Hawaii faces a unique geographic challenge: while advanced life-saving pediatric care is centralized in Honolulu, the families who need it live across an archipelago. For a family on Kaua'i, Maui, or Hawai'i Island, a diagnosis of pediatric cancer or extreme prematurity creates an immediate crisis of medical displacement.

Without RMHC-HI, these families face a terrifying choice: separate the family during a life-threatening crisis or face financial ruin trying to sustain temporary housing in one of the most expensive cities in the nation.

RMHC-HI serves a vital public purpose by acting as the essential bridge to healthcare access for rural and Pacific Rim families. We ensure that a child's zip code does not determine their ability to have their parents by their side during treatment.

The Human Need: The need we serve extends far beyond "affordable lodging." We address the acute trauma and "financial toxicity" that accompanies a medical crisis.

- **Combatting Displacement:** We provide a sanctuary for families who have been uprooted from their support systems, jobs, and homes.
- **Preserving the Family Unit:** Research confirms that children heal faster when their parents are present. By removing the logistical burden of housing, we empower parents to focus 100% of their energy on advocating for their child's recovery.
- **Supporting the "Invisible Patient":** The parents and siblings of sick children often suffer in silence. Through our "Hospitality Stations" in NICU and pediatric wards, we provide sustenance and respite to parents who are often too paralyzed to leave their child's bedside even for a meal.

RMHC-HI is not merely a charity; it is a critical component of Hawai'i's healthcare infrastructure. We provide the safety net that prevents a medical emergency from becoming a catastrophic socio-economic event for Hawai'i's families.

4. Describe the target population to be served; and

Primary Population: Our core constituency (approx. 75%) consists of families from the Neighbor Islands (Hawai'i Island, Maui, Kaua'i, Moloka'i, Lāna'i); -- and some from the Pacific Rim -- who have been forced to travel to O'ahu for life-saving pediatric care.

- **Geographic Disadvantage:** These families do not have access to pediatric oncology (cancer), cardiology, or high-risk neonatal care in their home communities. Their presence in Honolulu is not a choice; it is a medical necessity.
- **"Double Trauma":** These families face a dual crisis: the terrifying diagnosis of a child, coupled with immediate displacement. They arrive in Honolulu often with little more than the clothes on their backs, separated from their support networks, employment, and homes.
- **Socio-Economic Vulnerability:** Without RMHC-HI, these families would be forced to pay market rates for hotels in Honolulu -- a financial impossibility for the vast majority of Hawai'i's working families. We serve the population for whom a medical crisis would otherwise lead to bankruptcy or homelessness.

Secondary Population: While O'ahu families (approx. 25%) have homes on the island, they face a different kind of displacement: "Hospital Homelessness."

- **Bedside Caregiver:** These are parents of critically ill infants or children undergoing intensive trauma care who are gripped by a visceral fear of leaving their child's side. They sleep in waiting room chairs and eat from vending machines to remain seconds away from their child.
- **The Service:** Through our in-hospital "Hospitality Stations" and day-use services, we serve this population by bringing sustenance, hygiene kits, and emotional respite directly to the clinical floor, ensuring they have the stamina to continue their vigil.

Patients: Ultimately, we serve the most vulnerable citizens of our state -- children fighting: cancer; extreme prematurity; organ failure; and major trauma. By caring for their caregivers, we ensure these children have the unwavering parental advocacy required for survival.

5. Describe the geographic coverage.

Statewide Safety Net: RMHC-HI is the centralized support hub for the entire State of Hawai'i. Because specialized pediatric trauma, oncology, and neonatal care are concentrated in Honolulu, our geographic coverage effectively encompasses

- **Neighbor Island Impact:** We provide a critical safety net for families from Hawai'i Island, Maui, Kaua'i, Moloka'i, and Lāna'i who are medically evacuated to O'ahu. For these rural communities, we are the only alternative to sleeping in hospital waiting rooms or facing financial ruin from extended hotel stays.
- **O'ahu Reach:** We serve families from all O'ahu districts -- from Wai'anae to Windward -- who face "bedside displacement" and require our in-hospital support services to remain close to their critically ill children.

Regional Center of Excellence: Beyond the state, RMHC-HI supports the state's role as the healthcare capital of the Pacific Basin.

- **Guam & The Pacific Rim:** We occasionally serve families from Guam, Saipan, American Samoa, and the broader Pacific Rim who are referred to Hawai'i for life-saving treatments unavailable in their home territories.
- **Strategic Connection:** By supporting these families, RMHC-HI strengthens Hawai'i's position as the primary medical referral center for the Pacific, ensuring that our state remains a beacon of hope and healing for the entire region.

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;

Project 1: Furnishings' Upgrade (The Bedroom Refresh):

- **Scope:** Complete refurbishment and furnishing of seventeen (17) guest rooms across the Judd Hillside (10 rooms) and O'ahu Avenue (7 rooms) facilities.
- **Tasks:**
 - **Procurement:** Sourcing commercial-grade, infection-control compliant mattresses and furniture.
 - **Sanctuary Elements:** Installation of "restorative sanctuary" features -- such as blackout curtains and sound-dampening materials -- to support circadian rhythm recovery for sleep-deprived parents.
 - **Functional Design:** Integration of functional furniture, including designated desk space, to meet the needs of caregivers navigating sudden relocation and remote work requirements.
 - **Disposal:** Removal and disposal of existing 15-year-old furnishings.
- **Responsibility:** The Chief Operating Officer and the Director of Programs will oversee vendor contracts and installation schedules to ensure minimal downtime for family occupancy.
- **Impact:** Ensures the capacity to service up to 17 families simultaneously across both houses. Whether we are navigating periods of variable occupancy or managing a waitlist for admission, we provide the physiological rest families require to make critical medical decisions.

Project 2: Hospitality Program Services (Mobile Cart Expansion & Hospitality Station)

- **Scope:** Expansion of in-hospital support services to bridge the gap for "bedside-bound" families who cannot leave the hospital. Both service streams for the Hospitality Program are volunteer-driven, with staff support provided to ensure reliability.
- **Tasks:**
 - **Build-Out:** Custom fabrication of one (1) new Hospitality Mobile Cart and the reopening of the Hospitality Station at Kapi'olani Medical Center for Women & Children (KMCWC).
 - **Stocking:** Procurement of "dignity essentials" often forgotten during emergency evacuations, including: hygiene kits; laundry supplies; activity kits; and culturally relevant comfort items (e.g., warm tea). This includes the provision of snacks and beverages across all service streams, as well as technology access via: WiFi hotspots; iPads; earphones; and charging equipment.

Three (3) laptops and three (3) iPads will be purchased to allow program staff to manage volunteer scheduling, track "people served" data in real-time, and provide families with connectivity.

- Service Delivery: The Hospitality Mobile Cart operates five days a week, Monday through Friday, for a total of 160 hours per month. Combined staffing for the Hospitality Station and Hospitality Mobile Carts is projected to serve an estimated 12,480 individuals annually (projected upon full program implementation).

Responsibility: The Hospitality Program Coordinator (partially funded by this grant) will manage daily inventory, volunteer scheduling, and hospital partner relations, operating under supervision of the Director of Programs.

Impact: The Hospitality Program Services reduces stress and financial and emotional burden on families so that they can focus on their child's recovery. It reduces "financial toxicity" by providing free quality snacks and hygiene products, while mitigating trauma by offering emotional support at the bedside.

Project 3: Statewide Equity Outreach (Neighbor Islands & O'ahu)

- **Scope**: A targeted educational campaign to ensure rural and local providers understand how to access RMHC-HI services before a crisis occurs.
- **Tasks**:
 - Neighbor Island Provider Education Tours: A team of 2-3 RMHC staff will conduct site visits to hospitals and clinics on Hawai'i Island, Maui, Kaua'i, Moloka'i, and Lāna'i. Continuous training on the online referral process will be provided both onsite and post-tour.
 - O'ahu Coordination: Execution of onsite and virtual outreach to local hospitals and referral centers on O'ahu to educate staff on available services and streamline the referral intake process.
 - Resource Distribution: Distribution of "Immediate Intake" kits and flyers to social workers, enabling them to provide families with critical information at the moment of diagnosis or evacuation.
- **Responsibility**: The Director of Programs and the Guest Services Manager will lead the travel teams and track referral data pre- and post-visit.
- **Impact**: Eliminates geographic barriers to access, ensuring that families relocating to O'ahu for necessary medical treatment -- as well as local families in need -- have immediate access to fulfill their basic needs (housing and food) while they focus on their child's recovery.

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

- **Q1 (July – Sept 2026):**
 - Vendor selection and procurement of furniture
 - Design finalization for Hospitality Mobile Carts and the Hospitality Station.
 - Initial outreach planning and launch of monthly "people served" data collection.
- **Q2 (Oct – Dec 2026):**
 - Shipping, delivery, and phased installation of Bedroom Refresh (executed room-by-room).
 - Fabrication of Hospitality Mobile Cart and procurement of Hospitality Mobile Cart and Hospitality Station inventory ready to be fully stocked and ready for launch.
 - Ongoing monthly compilation of "people served" data.
 - Disposal of old furnishings.
 - Create and assemble Resource Distribution packets.
- **Q3 (Jan – Mar 2027):**
 - Launch of the expanded Hospitality Mobile Cart and Hospitality Station schedule (20 days/month).
 - Completion of the Bedroom Refresh project.
 - First round of Neighbor Island Provider Education Tours and Oahu Coordination outreach.
 - Continuation of data collection on "people served" and "stress reduction" metrics.
- **Q4 (Apr – June 2027):**
 - Final Neighbor Island visits (as needed).
 - Full program evaluation.
 - Final compilation of "people served" data for GIA reporting.

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

- Supervision: The COO provides high-level strategic oversight. Direct program execution is managed by the Director of Programs, who supervises the Hospitality Program Coordinator.
- Training: All staff and volunteers interacting with families will undergo "Trauma-Informed Care" training to ensure psychological safety for vulnerable parents.
- Metric Tracking:
 - Quantitative: Staff logs will track daily utilization (individuals served).
 - Qualitative: Anonymous surveys will measure impact (specifically stress reduction), aiming for over 85% positive family feedback.

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.

A. Quantitative Measures (Project Outputs)

1. Renovation Completion: Successful renovation and furnishing of 17 guest rooms (10 at Judd Hillside, 7 at O‘ahu Avenue) by the end of Q3.
2. Hospitality Program Expansion: Implementation of a 20-day/120-hour per month service schedule for the Mobile Cart and Hospitality Station.
3. Individuals Served: Provision of services to an estimated 12,480 individuals annually through the Hospitality Program (Mobile Cart and Hospitality Station).
 - o (Note: Target may be pro-rated for FY2027 based on the Q3 launch date).
4. Outreach Engagement: Completion of Neighbor Island provider education tours to five islands (Hawai‘i Island, Maui, Kaua‘i, Moloka‘i, and Lāna‘i) and execution of the O‘ahu coordination campaign.
5. Resource Distribution: Number of "Immediate Intake" kits and information flyers distributed to social workers and medical providers.

B. Qualitative Measures (Project Outcomes)

1. Stress Reduction: At least 85% of surveyed families will report that RMHC-HI services helped reduce their stress levels during their child’s medical crisis.
2. Resource Accessibility: At least 85% of hospital social workers surveyed and providers will report improved understanding of the referral process and RMHC-HI eligibility requirements following outreach education.
3. Family Stability: Positive qualitative feedback from families indicating that the "Bedroom Refresh" elements (blackout curtains, sound dampening, new mattresses) improved their quality of rest and ability to cope with medical decision-making.

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 2027.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$63,246	\$33,246	\$33,246	\$33,246	\$162,984

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2027. City of County of Honolulu GIA, Other foundations grants
- 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. N/A
- 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 2027 for program funding.
N/A
- 6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2025. \$507,673.99

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.

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

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.

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2022 to June 30, 2023

Applicant: __Ronald McDonald's House Charities of Hawaii, Inc.__

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Guest Services Manager		\$65,000.00	38.46%	\$ 25,000.00
Director of Programs		\$83,500.00	29.94%	\$ 25,000.00
Chief Operating Officer		\$114,400.00	21.85%	\$ 25,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				75,000.00

JUSTIFICATION/COMMENTS: The Guest Services Manager is responsible for the daily operations of our two houses, which include a total of seventeen (17) guest rooms. This role oversees all aspects of the guest experience—from check-in to check-out—ensuring that families are welcomed and supported with safe and comfortable lodging, nutritious meals, family-friendly amenities, and transportation to and from the hospital. These services allow families to focus on their child’s medical care and recovery during an extremely stressful time.

The Director of Programs provides direct oversight of the Guest Services Manager to ensure program operations remain compliant with all organizational policies and procedures. In addition, the Director of Programs oversees the Hospitality Cart Program, which serves approximately 5,970 families annually from O’ahu, the Neighbor Islands, and the Pacific Rim. Funding support will allow for the expansion of this program to increase reach and frequency of services, as well as support the opening of a new Family Room, which will provide families with a dedicated space for rest and respite within the hospital setting.

The Chief Operating Officer oversees both the Director of Programs and the Guest Services Manager and is responsible for ensuring the organization operates efficiently, sustainably, and in alignment with its mission. This role supports program growth, operational compliance, and strategic initiatives, including planned facility enhancements. As part of this effort, the organization will refresh the furniture in all seventeen (17) guest rooms to enhance comfort and improve the quality of care provided to families staying at the Ronald McDonald House.

Collectively, these positions ensure operational compliance, maintain strong relationships with families and hospital partners, and conduct outreach to increase awareness of the Ronald McDonald House as a vital lodging and support option for families whose children must travel to O’ahu for critical medical treatment. Together, this staffing structure supports the expansion of program services through the Hospitality Cart and Family Room initiatives, enabling the organization to serve more families locally and from the Neighbor Islands and Pacific Rim.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: Ronald McDonald House Charities of Hawaii, Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
(3) Laptops	3	\$2,000.00	\$ 6,000.00	\$ -
(3) iPads	3	\$1,333.33	\$ 4,000.00	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	6		\$ 10,000.00	

JUSTIFICATION/COMMENTS:

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

Justification / Comments:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

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:2024-2025	FY:2025-2026	FY:2026-2027	FY:2026-2027	FY:2027-2028	FY:2028-2029
PLANS	N/A					
LAND ACQUISITION	N/A					
DESIGN	N/A					
CONSTRUCTION	N/A					
EQUIPMENT	N/A					
TOTAL:						
JUSTIFICATION/COMMENTS:						

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					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
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28					
29					
30					

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 Station 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 Station 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 Station Program (2024): RMHC-HI launched two Hospitality Stations 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 a Hospitality Station Program curriculum on: family engagement; logistics; and operational standards.
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. Our 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

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.

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

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.

To ensure the successful execution of the FY2027 projects—ranging from facility upgrades to statewide outreach—RMHC-HI will utilize a cross-functional team comprising executive leadership, program management, and coordination staff.

- Chief Operating Officer (COO) / Director of Operations: Will serve as the primary lead for Project 1 (Bedroom Refresh), overseeing procurement, vendor contracts, and installation schedules to ensure minimal disruption to family occupancy.
- Director of Programs: Will provide strategic oversight across all projects, specifically leading Project 3 (Statewide Equity Outreach) and co-managing the vendor relations for the facility upgrades.
- **Hospitality Program Coordinator:** Will be the direct supervisor for Project 2 (Hospitality Program Services), managing the daily operations of the Hospitality Mobile Cart and Hospitality Station, including inventory and volunteer coordination.

Staff Qualifications and Experience

- **Chief Operating Officer (COO) / Director of Operations:** The COO is a critical leader within RMHC-HI, responsible for overseeing daily operations and ensuring the effective management of the organization's facilities. This individual possesses extensive experience in facility maintenance, vendor management, and capital project execution.
 - **Relevant Experience:** Proven ability to plan, manage, and execute improvement projects, ensuring they are completed on time, within budget, and in compliance with safety regulations.
 - **Project Role:** For the Bedroom Refresh, the COO will conduct needs assessments, source commercial-grade infection-control furnishings, and manage the logistics of removal and installation.

- **Director of Programs:** This position holds responsibility for the strategic delivery of RMHC-HI's mission-critical services. The Director of Programs has a strong background in stakeholder collaboration, community outreach, and service delivery optimization.
 - **Relevant Experience:** Expertise in building strong relationships with medical partners and community stakeholders, as well as experience in developing operational policies to optimize service delivery.
 - **Project Role:** Leading the Statewide Equity Outreach, this Director will serve as the primary liaison for hospital partners on neighbor islands, ensuring that the "Immediate Intake" process is streamlined and effectively communicated.

Hospitality Program Coordinator: This coordinator will be the direct supervisor for Project 2 (Hospitality Program Services).

- **Relevant Experience:** Experience in inventory management, volunteer supervision, and "dignity-centered" service delivery.
- **Project Role:** For the Hospitality Program, this coordinator will manage the fabrication of the new Mobile Cart, procure "dignity essentials," and oversee the 20-day/120-hour monthly service schedule.

Guest Services Manager: A key leadership role supporting the execution of Project 3 (Statewide Equity Outreach).

- **Relevant Experience:** Strong background in guest relations, intake coordination, and data tracking.

- **Project Role:** The Guest Services Manager will co-lead the travel teams for the Neighbor Island Provider Education Tours and track referral data pre- and post-visit to measure outreach effectiveness.

Supervision and Training: RMHC-HI employs a structured supervision model to ensure all projects align with organizational values and standards.

- **Operational & Vendor Supervision:** The COO will monitor all external contractors and vendors involved in the Bedroom Refresh. This includes reviewing invoices, tracking expenditures against the budget, and conducting onsite inspections to ensure "sanctuary elements" (e.g., blackout curtains, sound-dampening) meet quality specifications.
- **Volunteer & Staff Training:** The Guest Services Manager and Director of Programs will supervise and mentor the volunteer workforce essential to Project 2. Training will focus on:
 - **Infection Control:** Ensuring all volunteers traversing hospital environments adhere to strict hygiene protocols.
 - **Compassionate Care:** Training on interacting with families in crisis to ensure culturally relevant and empathetic support.

Administrative Direction: Regular progress meetings will be conducted between the President & CEO, COO, and Director of Programs to track "people served" data, monitor outreach effectiveness, and ensure financial sustainability across all three projects.

2. Organization Chart

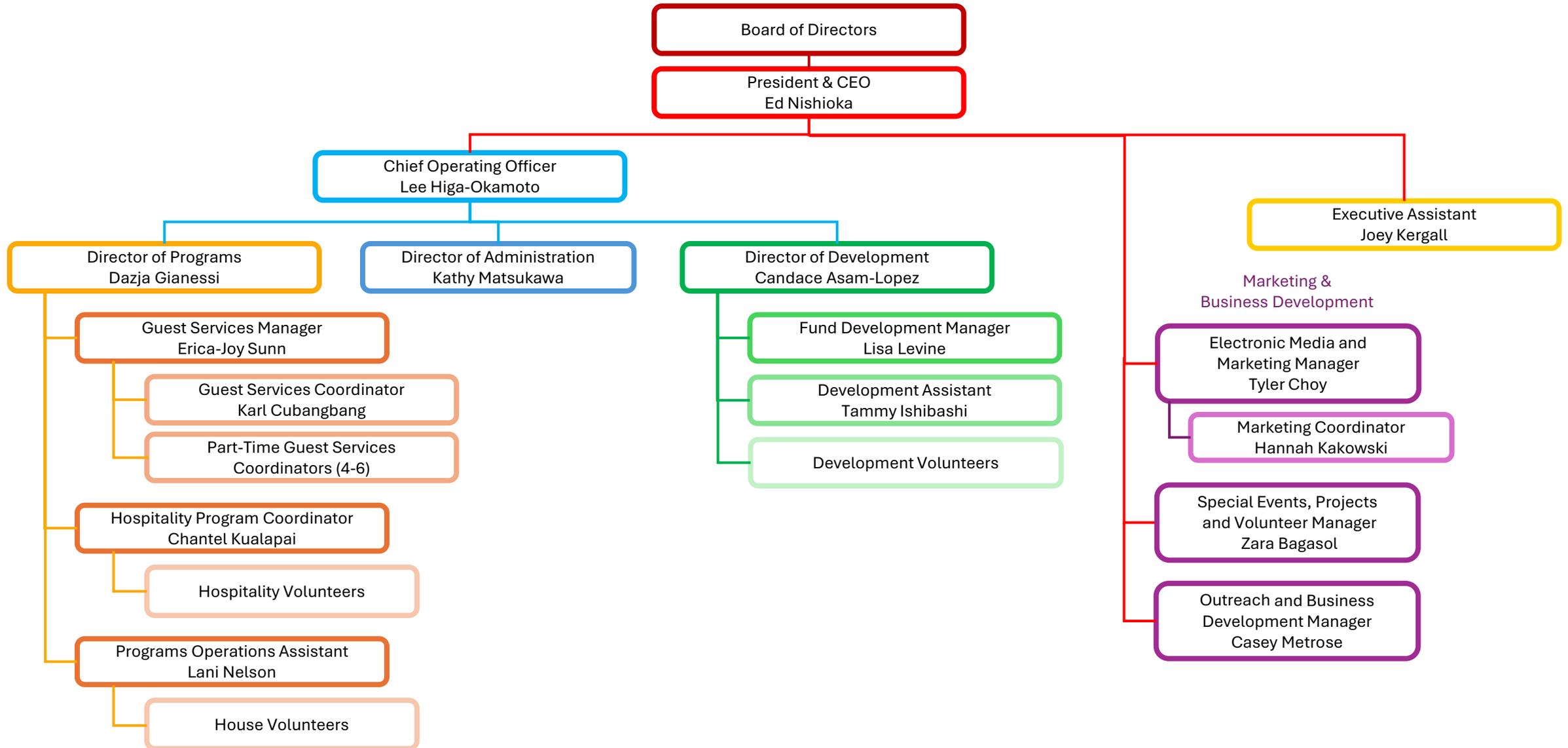
The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

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.

- President & CEO \$144,200 / year
- Chief Operating Officer \$114,400 / year
- Director of Development \$104,000 / year

RMH Organizational Chart



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.

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.

Not Applicable

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 2027 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2027, but
- (b) Not received by the applicant thereafter.

Sustainability Strategy: RMHC-HI views this Grant-In-Aid request as a catalytic investment -- specifically designed to upgrade aging infrastructure and launch expanded service lines -- rather than a request for permanent operational subsidy. Our sustainability plan relies on a diversified funding model and the specific nature of the proposed projects:

- A. Sustainability of Furnishings Upgrade (The Bedroom Refresh): The request for the "Furnishings Upgrade" (Project 1) represents a one-time investment in durable goods with a long-term lifespan.
 - Long-Term Asset Utility: The commercial-grade furniture and infection-control mattresses selected for this project (budgeted under Other Current Expenses) have an estimated lifecycle of 12–15 years.

- Maintenance Budget: Routine maintenance and cleaning of these assets will be absorbed into RMHC-HI's existing annual facilities operating budget, which is supported by our general fundraising efforts. Consequently, the termination of GIA funds after FY2027 will not impact the continued utility of these renovated rooms.
- B. Sustainability of Program Services (Mobile Carts & Outreach): For the ongoing operational costs associated with the expanded Mobile Cart schedule and Neighbor Island Outreach (Projects 2 & 3), RMHC-HI has structured these programs to be financially resilient through the following mechanisms:
1. Volunteer-Driven Service Model: The primary cost driver for most service expansions is labor. However, the Hospitality Station program is designed as a volunteer-driven initiative. By utilizing trained volunteers to staff the increased cart hours (20 days/month), we significantly reduce the recurring financial burden. The GIA funding provides the "seed capital" to build the carts and establish the training protocols; once established, the ongoing labor cost is minimal.
 2. Corporate Sponsorship Program: The Hospitality Mobile Carts offer unique "adoption" opportunities for corporate donors. RMHC-HI plans to secure annual corporate sponsorships for the carts to cover the cost of supplies (snacks, hygiene kits) and maintenance post-FY2027.
 3. Diversified Revenue Streams: RMHC-HI maintains a robust fundraising engine, including signature events (e.g., Annual Gala, Golf Classic), individual giving, and third-party fundraisers. We are committed to absorbing the modest ongoing costs of the outreach travel and cart supplies into our general operating budget should State funding cease.
- C. Contingency Plan: In the event that State funding is not available after FY2027, RMHC-HI is prepared to:
- Absorb the "Guest Services Manager" role into the existing program staffing structure or seek private foundation grants specifically dedicated to workforce development.
 - Leverage the data collected during the FY2027 outreach tours to apply for specialized rural health grants to fund future travel costs.

By using FY2027 GIA funds to build the infrastructure (rooms and carts) and establish the networks (outreach), RMHC-HI ensures that the impact of the grant remains permanent, even if the funding is one-time.

Ronald McDonald's House Charities of Hawaii_OP

Final Audit Report

2026-01-23

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By:	Marie Villa (marivia7@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA09HVANuzZ67xtjJyDeQIt9UY9zuVjiqq

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2026-01-23 - 7:53:14 PM GMT- IP address: 75.85.38.178
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2026-01-23 - 7:54:11 PM GMT
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2026-01-23 - 8:14:38 PM GMT- IP address: 72.253.93.102
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