

House District
8,9,10,11,12,13

Senate District 5,6,7 _____

THE TWENTY-EIGHTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: _____

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Recipient" means any organization or person receiving a grant.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): DEPARTMENT OF HEALTH

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Db/a: J. Walter Cameron Center, Inc.

Street Address: 95 Mahalani Street, Wailuku, HI 96793

Mailing Address: 95 Mahalani Street, Wailuku, HI 96793

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CESAR GAXIOLA OR TOM BLACKBURN-RODRIGUEZ

Title Executive Director OR Associate

Phone #808-244-5546 or 808-283-4570

Fax # 808-242-1857

E-mail Cesar@jwcameroncenter.org OR tominmaui@icloud.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- OTHER
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

THIS PROJECT IS THE FINAL PHASE OF A FIVE-YEAR PROGRAM TO ADDRESS SERIOUS HEALTH AND SAFETY ISSUES DUE TO THE 40-YEAR AGE OF THE JWCC BUILDINGS AND THE CRITICAL NEED TO INCORPORATE TECHNOLOGICAL IMPROVEMENTS IN WATER AND ENERGY EFFICIENCY.

THIS IS A FIVE-YEAR \$7.3 MILLION PROJECT. TWO YEARS AGO THE LEGISLATURE AUTHORIZED \$2.225 MILLION TOWARD THE PROJECT AND NOW WE ARE ASKING FOR THE REMAINING \$627,000 TO COMPLETE THE WORK. ALL OTHER FUNDS HAVE BEEN RAISED THROUGH FOUNDATIONS, PRIVATE DONATIONS AND SUPPORT FROM MAUI COUNTY. WE ARE ASKING FOR A GIA-CIP TO COVER THE FINAL \$627,000.

4. FEDERAL TAX ID # _____

5. STATE TAX ID # _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 627,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$2,225,000
 FEDERAL \$ 0
 COUNTY \$640,000
 PRIVATE/OTHER \$ _____

AUTHORIZ
TYPE NA

CESAR GAXIOLA, EXECUTIVE DIRECTOR

JANUARY 22, 2016



RECEIVED
1/22/16 *dyz*

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED

Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

I. 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;

The mission of the J. Walter Cameron Center (JWCC) is "Serves to incubate, support and accelerate social good in our community."

The J. Walter Cameron Center—is a 501 (c) (3) non-profit organization, governed by a volunteer community-based Board of Directors, which provides oversight, direction and supervision to a full-time Executive Director. The Center provides over 43,000 square feet of office space under 6 individual buildings to 15 Resident Agencies that provide health and human services to over 30,000 Maui community clients annually.

The Cameron Center provides 15 social and human service agencies with affordable below market office and program space—allowing more money from the agencies limited budgets to be spent on direct services and reducing the cost to the State of Hawaii and other funding sources that support the individual agencies. These agencies DO NOT pay rent to the Cameron Center but only a Common Area Maintenance (CAM) fee.

The services from the resident agencies located at the Cameron Center reach out to the entirety of Maui County: Lana`i, Moloka`i, East Maui, including Hana, West Maui, Central Maui and South Maui) and function as a "one stop shop," with 15 resident agencies providing close to 100 different social services.

More than 250 community groups, ethnic clubs, government agencies, non-profit organizations and private businesses use the Center's meeting rooms during the year. In 2015, the Cameron Center provided a location for an estimated 950 meetings and seminars.

The Center operates one of only two therapy pools in the entire County of Maui. The therapy includes running water at 92 degrees at all times. This is

done at great expense due to the electrical cost. Two licensed trainers operate the pool five days per week.

Current Resident Agencies at the Cameron Center include:

1. American Cancer Society
2. American Red Cross
3. ARC of Maui
4. Best Buddies International
5. Consumer Credit Counseling Service
6. Heritage Hall
7. Hui No Ke Ola Pono
8. Ka Lima O Maui
9. Maui Chamber of Commerce
10. Maui Community Mental Health
11. Maui County Office on Aging
12. Maui Mediation Services
13. Mental Health Association of America
14. MEO Kahi Kamalii
15. Pacific Cancer Foundation

2. The goals and objectives related to the request;

This project is the final phase of a five-year program whose goal is to address serious health and safety issues due to the 40-year age of the JWCC buildings and the critical need to incorporate technological improvements in energy efficiency and building cooling and ventilation.

This is a five-year \$7.3 million project, last year the legislature budgeted \$2.225 million toward the project and now we are asking for the remaining \$627,000 million to complete the work. All other funds have been raised through foundations, private donations and support Maui County.

State GIA-CIP support will assist the Center to:

- Continue to provide below market rates for Maui health and human services organizations;
- Improve energy efficiency;
- Provide for additional water conservation;
- Eliminate hazards caused by disrepair;
- Provide a safe campus for the community to access;
- Stop collateral damage caused by plumbing leaks.

3. The public purpose and need to be served;

The Cameron Center provides 15 vital social and human service agencies with affordable office and program space—agencies do not pay rent to the Cameron Center but only a Common Area Maintenance (CAM) fee.

The services from the resident agencies located at the Cameron Center reach out to all the islands of Maui County, functioning as a “one stop shop,” with 15 resident agencies providing close to 100 different social services.

In 2015, the Cameron Center provided an affordable location for an estimated 950 meetings and seminars. If all of the renovations and repairs detailed are not completed it will have a detrimental effect on the resident agencies and on the 30,000 persons who are annually touched by the services they offer, plus the additional 30,000 that attend the workshops and seminars held in the Center’s meeting rooms and auditorium.

The Center operates one of only two therapy pools in the entire County of Maui. The therapy includes running water at 92 degrees at all times. This is done at great expense due to the electrical cost. Two licensed trainers operate the pool five days per week.

4. Describe the target population to be served; and

The J. Walter Cameron center serves very low, low and moderate-income individuals and families. Of the more than 30,000 residents served annually by programs operated by its resident agencies, 33% are equal to or below 30% of Maui’s median household income, 25% are at or below 50% of the median household income and 25% are at or below 80% of the median household income. This means 83% of persons with access to the Center’s resident agencies are considered very low, low and or moderate-income persons.

5. Describe the geographic coverage.

The services from the 15 resident agencies located at the Cameron Center (with the exception of the MEO Kamali`i Infant Care program) reach out to the entirety of Maui County: Lana`i, Moloka`i, East Maui, including Hana, West Maui, Central Maui and South Maui) providing close to 100 different social services.

II. 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;

This project is the final phase of a five-year program to address serious health and safety issues due to the 43-year age of the JWCC buildings and the critical need to incorporate technological improvements in energy efficiency and building cooling

and ventilation. When this project is completed the Center— as it has for the past 43 years—will be able to continue to provide its resident agencies with below market space costs, office support, and hundreds of Maui community groups with affordable and handicapped accessible space for meetings, seminars and workshops.

Funding requested in this \$627,000 GIA-CIP would complete the following:

1. **Lighting Retrofitting for energy conservation by upgrading interior lighting to LED's. Cameron Center lighting is due for an upgrade since some of the lamps are running on an old ballast system that consumes lots of power to light up the offices. This will help the Cameron Center to upgrade and save funds in electricity. Energy efficiency is estimated at up to 40,000 KW's per year or about \$15,000 annually.**
2. **Ceiling Tiles and T-Bars for safety of the facility as well as savings in maintenance. 70 percent of the ceiling tiles are over 40 years old and are no longer made by the factory. This makes things difficult for maintenance when accessing electrical wires or maintenance of air conditioner system since some of tiles become easy to fall apart because of their aging status. Also the new ceiling tiles are in a different shape so the T-bar system needs to be re-adjusted to fit the new sizes and is all rusted out and it brakes by the handling. Maintenance savings estimated at \$370,000 over 10-years.**
3. **Exterior Painting for all buildings. The facility was last painted 15 years ago and is due for repair of exterior plaster, coating for rain and wet weather and primer and paint for protection and cooling with increased solar reflection. Estimated maintenance savings at \$144,000.**
4. **Kahi Kamalii playground repairs and replacement of floor covering, handrails, patch work and painting of the lanai for safety and protection for the Infant and Toddler (0-3 aged children that use the center throughout the year. Estimated maintenance and repair savings at \$43,000.**

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

First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Fifth Quarter:
Initiation work with State agency is set and State contract is executed. Funds timeline withdrawal process is established. Contract with general contractor is executed and	Demolition work begins, material arrives and construction work is in full swing. First quarter report is submitted to State agency.	Construction work continues and monthly site inspections are observed to keep timeline in progress. Second quarter report is submitted to State agency.	Construction work is completed. Inspections are conducted. Third quarter report is completed	Timeline is set for final adjustments on construction work (30 days) Final inspection is conducted. Final report is submitted to State agency

sub-contractors work is aligned.				
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The cost of not doing repairs and renovations:

It is estimated that the cost of not doing these important repairs and renovations will add \$12 million in operation costs to the Cameron Center over the next ten years. Every year that mechanical, electrical, plumbing, lighting, air conditioner maintenance and repairs are deferred the cost of the work will increase. These increases include the cost of re-drafting proposals to revisiting figures on shipment, warranties, codes, permits and labor.

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

Quality assurance regarding the design, rehabilitation, repair and construction of the project will monitored by the Executive Director through on-going review of contractual production and time requirements by vendors and contractors.

The Executive Director reports to the Board of Directors and prepares monitoring and evaluation results reports to the board on a monthly Basis.

In addition, monitoring by various government agencies responsible for signing-off on various elements of the project will provide proof that project completion was finished in a safe and legal manner.

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.

Regular reports to the state agency that will ultimately be managing the grant will be provided to that agency by the contractors and/or the Center to assess the successful progress and achievements of the project.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2016.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
150,000	150,000	160,000	167,000	627,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2017.

This extensive repair and renovation project has been ongoing since 2009. It has received \$5.5 million in Maui County, Federal and private funding. The JWCC is the requesting the County of Maui to provide \$640,000 in FY 2017 (CDBG and County Dept. of Housing and Human Concerns) and requesting the State to provide \$627,000 for this final phase of the project.

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.

No state and federal tax credits have been applied for or received.

5. The applicant shall provide a listing of all government contracts and grants it has been and will be receiving for program funding.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2015. Total assets: 7, 194,405.98 includes buildings value.

IV. Experience and Capability

A. 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.

Since 2008, the Center has managed multiple renovations projects. These involved multiple contractors, permits and approvals. The projects included:

- **Installation of an air conditioning chiller;**
- **Installation of a photovoltaic system, including 480 high efficiency solar modules covering nearly 12,140 square feet on a sustainable Energy Star Rate cool roof. The 110.400 kW DC PV system will**

provide one-fourth of the building's annual electricity needs by utilizing renewable solar energy;

- **Remodeling of ten restrooms. Relocation and extension of existing walls for ADA compliance; replacement of 12 toilets for new water saving toilets and two sinks for ADA compliance and energy efficiency; removal and upgrading of all inside plumbing;**
- **Refurbished 9,500 square feet of interior ceilings;**
- **Accomplished fire safety/electrical system improvements for energy efficiency;**
- **Remodeling of three kitchens including: hood, stove, microwaves and refrigerators; installation of cabinets, dishwasher, trash disposal and a sink for ADA compliance and energy efficiency; removal and upgraded interior plumbing and electrical;**
- **Replacement of four air handler units to new electronic systems, air vents, and air ducts and redesign access panels for easy access to long-term maintenance and update of air systems;**
- **Replacement of 38 windows to double pane and tinted glass for energy efficiency and safety;**
- **Replacement of all vinyl tile, baseboards and interior painting;**
- **Paving of lower parking lot;**
- **Well/landscape refurbishment project;**
- **Therapeutic pool rehabilitation;**
- **Sewer and plumbing improvements.**

B. 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.

The facilities of the Cameron Center currently consist of over 43,000 square feet of office space in six individual buildings to 15 Resident Agencies that provide Health and Human Services to over 30,000 Maui community clients annually. The facilities are ADA compliant due to the initial building design for those with disabilities and improvements and repairs over the years. Including common areas, meeting rooms and administrative offices, the total size of the Cameron Center's square footage is 48,000 square feet.

This project is the final phase of a five-year program to address serious health and safety issues due to the 42-year age of the JWCC buildings and the critical need to incorporate technological improvements in energy and water efficiency and building cooling and ventilation.

It is estimated that the cost of not doing these important repairs and renovations will add \$12 million in operation costs to the Cameron Center over the next ten years.

It is estimated that the cost of not doing these important repairs and renovations will add \$12 million in operation costs to the Cameron Center over the next ten years.

V. Personnel: Project Organization and Staffing

A. 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 staff management and reporting requirements for all contracts. The executive director will be the supervisor of the contracts and the chief of operations will be in charge of day-to-day-project coordination.

Qualifications and Experience of Personnel for the Request

Cesar Gaxiola has been the executive director of the Cameron Center since October 2006 and has utilized his management skills and experience to develop long-term planning strategies, establish cooperative partnerships and implement projects to help ensure the long-term viability of the Cameron Center as a vital, comprehensive community service facility. Mr. Gaxiola has played a key role in the development of a long-term strategic Plan for the Cameron Center and worked closely with key staff and board members to update and improve all organizational systems (i.e., computerization of records, accounting/bookkeeping procedures and day-to-day operational plans. Mr. Gaxiola has also been responsible for coordinating all assessments and inspections of the Cameron Center to determine maintenance and improvement priorities, and worked closely with the chief of operations to secure proposals and estimates for the Cameron Center Rehabilitation/Improvement Project.

Velma Becraft has been chief of operations for the Cameron Center since April 2005. In addition to managing daily operations of building maintenance and facility repairs, Ms. Becraft is responsible for overseeing maintenance service contracts, ensuring compliance with all applicable building and/or funding requirements and performing the duties of safety officer. She has been actively involved in assisting the Facilities and Risk Management committee of the Board of Directors with the development and implementation of preventative maintenance plans, procedures and policies. Ms. Becraft is the lead contact to coordinate work schedules, handle trouble calls and assist outside contractors with large-scale projects, such as the Cameron Center Rehabilitation and Improvement Project. As chief of operations, Ms. Becraft will be responsible for the management and coordination of the capital improvement project.

B. 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.

See attached.

C. Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

Cesar E. Gaxiola, Executive Director	Annual Salary \$74,675
Velma U. Becraft, Operations Director	Annual Salary \$45,046
Candy Sakugawa-Baisa, Executive Assistant	Annual Salary \$43,004

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgments. If applicable, please explain.

The applicant, the J. Walter Cameron Center, Inc., is not a defendant or a plaintiff in any pending litigation and has no outstanding judgments.

B. 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.

For the past 43 years—over two generations—the J. Walter Cameron Center has provided Maui’s social and human service agencies with safe, clean, affordable office and program space—allowing more money from limited agency budgets to be spent on direct services, reducing the cost to the State of Hawaii and other funding sources that support the individual Cameron Center resident agencies.

The services from the resident agencies located at the Cameron Center reach out to the entire Maui County (all islands and all geographic areas),

functioning as a “one stop shop,” with 15 resident agencies providing close to 100 different social services.

This unique agency, started in 1973 when only two other such agencies existed on the mainland, was a radical and innovative idea in its time and has proven to be a successful model for scores of similar mainland projects and two others in Hawaii.

With this GIA-CIP the Cameron Center can continue to provide generations of years of service to the people of Maui County.

C. 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.

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

D. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2016-17 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2016-17, but
- (2) Not received by the applicant thereafter.

The J. Walter Cameron Center has developed a process for an on-going building repair and maintenance capital campaign. Our first fundraiser in 2014 raised \$80,000 net. We are also establishing a reserve fund to pay for future repair and maintenance so that CIP request such as this one will not be needed in the future as the center’s needs in this area will be self-financed from this point on.

F. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2014.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

App

J. Walter Cameron Center

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
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				
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TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	627,000			
TOTAL (A+B+C+D+E)	627,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	627,000	Cesar E. Gaxiola	808 244-5546	
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested			JAN 22 2016	
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	627,000	Cesar E. Gaxiola Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

J. Walter Cameron Center

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 Form Not Applicable				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2016 to June 30, 2017

J. Walter Cameorn Center

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2014-2015	FY: 2015-2016			FY:2016-2017	FY:2017-2018
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION	2225000		627000	640000		
EQUIPMENT						
TOTAL:	2225000		627,000	640,000		
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS AND / OR GRANTS

Apt J. Walter Cameron Center

Contracts Total:

2,725,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Replacement of windows, AC air handler units,	July 1 2015	Dept of Health	State of Hawaii	2,225,000
2	Transformer Replacement	July 1 2015	Dept of Human Concer	County of Maui	500,000
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**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.

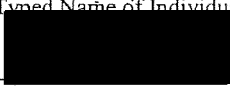
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

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.

J. Walter Cameron Center

(Typed Name of Individual or Organization)



(Signature)

JAN 22 2016

(Date)

Cesar E. Gaxiola

(Typed Name)

Executive Director

(Title)

J. WALTER CAMERON CENTER, INC.
HAWAII STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES

TABLE OF ATTACHMENTS

- Attachment A – IRS DETERMINATION LETTER
STATE TAX CERTIFICATION**
- Attachment B – DETAILED PROJECT BREAKDOWN WITH TOTAL COSTS**
- Attachment C - VERIFIABLE LIST OF COMPLETED PROJECTS TO DATE**
- Attachment D- ORGANIZATIONS CHART**
- Attachment E - STAFF RESUMES & JOB DESCRIPTIONS**
- Attachment F- LIST OF BOARD OF DIRECTORS AND OFFICERS**

Attachment A -

**IRS DETERMINATION LETTER
STATE TAX CERTIFICATION**

Address any reply to: P.O. Box 45 Honolulu, Hawaii 96803

US Treasury Department

District Director Internal Revenue Service

Date: August 22, 1969

In reply refer to:



J. Walter Cameron Center
P.O. Box 45
Wailuku, Hawaii 96793

Purpose: Charitable
 Address Inquiries and File Returns with District
 Director of Internal Revenue: Honolulu, Hawaii
 Form 990-A Required: Yes No
 Accounting Period Ending: December 31

Gentlemen:

On the basis of your stated purposes and the understanding that your operations will continue as evidenced to date or will conform to those proposed in your ruling application, we have concluded that you are exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code. Any changes in operation from those described, or in your character or purposes, must be reported immediately to your District Director for consideration of their effect upon your exempt status. You must also report any change in your name or address.


You are not required to file Federal income tax returns so long as you retain an exempt status, unless you are subject to the tax on unrelated business income imposed by section 511 of the Code, in which event you are required to file Form 990-T. Our determination as to your liability for filing the annual information return, Form 990-A, is set forth above. That return, if required, must be filed on or before the 15th day of the fifth month after the close of your annual accounting period indicated above.

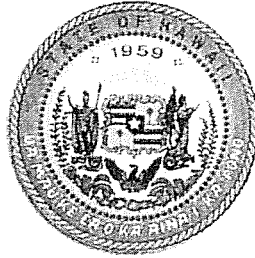
Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of section 2055, 2106 and 2522 of the Code.

You are not liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless you file a waiver of exemption certificate as provided in such act. You are not liable for the tax imposed under the Federal Unemployment Tax Act. Inquiries about the waiver of exemption certificate for social security taxes should be addressed to this office, as should any questions concerning excise, employment or other Federal taxes.

This is a determination letter.

Very truly yours,


Evan S. Lloyd
District Director



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: **J. WALTER CAMERON CENTER**

DBA/Trade Name: **J. Walter Cameron Center**

Issue Date: **01/20/2016**

Status: **Compliant**

Hawaii Tax#: [REDACTED]
FEIN/SSN#: [REDACTED]
UI#: No record
DCCA FILE#: [REDACTED]

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	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	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
	The entity is not in compliance with the requirement and should contact the issuing agency for more information

Not
Compliant

**Attachment B -
DETAILED PROJECT BREAKDOWN
WITH TOTAL COSTS**

1. State GIA/CIP Detailed Project Breakdown: \$627,000

ITEM	AMOUNT	NOTES
Lighting Retrofitting	\$70,000	All buildings
Ceiling Tiles and T-Bars	\$370,000	All buildings
Exterior Painting	\$144,000	All buildings
Kahi Kamalii Playground	\$43,000	
TOTAL	\$627,000	

**Attachment C -
VERIFIABLE LIST OF COMPLETED
PROJECTS TO DATE**

JWCC Listing of Contracts & Projects

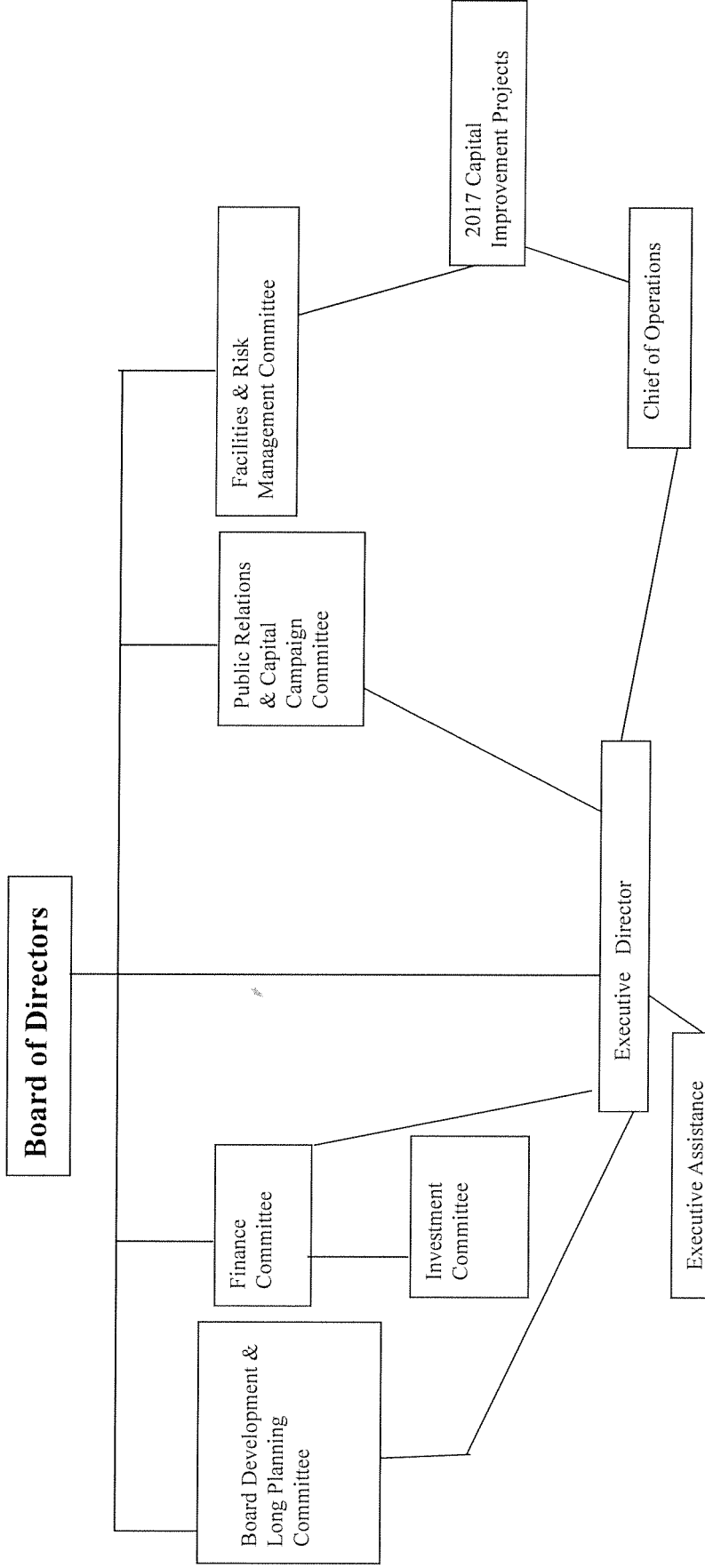
JAN 22 2016

SIGNATORIES	WORK	AMOUNT
JWCC-Energy Industries	Purchase and installation of 125 ton Smardturbo cord AC Chiller	250,000
JWCC-Maui County	Building #2: Balcony repairs	90,000
JWCC-GREENPATH	Installation of 100 KW (486 panels) and 15.3 KW (66 panels) Photovoltaic systems.	1.4 Million
JWCC-CDBG ARRA	BUILDING #6: 4 Restrooms, kitchen, ceiling, plumbing, electrical, drywall & tile improvements.	253,000
JWCC-CDBG	BUILDING #4: Kitchen & grease trap, 2 restrooms, tile, ceiling, 2 air handler units and 37 double pane glass windows.	358,300
JWCC-Weinberg Foundation	Paving of lower parking lot, hydro-coating roof for buildings #1, 3, & 6. Work on 4 restrooms, 1 kitchen and replacing 14 double pane glass windows.	710,000
JWCC-Maui County	Building #5: Installation of 4 air handler units, electrical upgrade and drywall work.	130,000
JWCC-Maui County	Repairs of cracks to exterior walls on the entire JWCC complex	55,000
JWCC-Architectural work	Planning, design and permitting process	255,000
JWCC-Maui County	Electrical Transformer Replacement	500,000
JWCC-State Dept. of Health	Windows, AC, doors, etc....	2,225,000
		6,136,300

Attachment D-
ORGANIZATIONAL CHART

B. 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 organizational chart that illustrates the placement of this request.

**J. Walter Cameron Center Organizational Chart
January 22, 2016**



Attachment E -
STAFF RESUMES AND
JOB DESCRIPTIONS

J. WALTER CAMERON CENTER EXECUTIVE DIRECTOR POSITION DESCRIPTION

The Center may be named for one man" but that man represented a concept that included caring for everyone in the entire community, from children to adults, whether they are ill, disabled, seeking relief or recovery. It was in the late '50s when J. Walter Cameron" a successful businessman with a big heart dream of building a large facility that would house many different public and private agencies. It was a unique concept, not only to Hawaii, but to the Mainland as well. Under one roof old-fashioned community care would be provided as it was done traditionally in the plantation camps during the late 40s and early '50s.

The mission of the J. Walter Cameron Center: to assist people with special needs by providing a home for Maui's social service agencies.

- Providing the vision and enterprise to assess evolving needs of the community in these areas.
- Incorporating progressive methods for responding to current and future demands.

THE CAMPUS: Today the J. Walter Cameron Center occupies 8.2 acres of land in Wailuku" Maui at 95 Mahalani Street. Buildings occupy 48,000 square feet of floor area and include 15 public and private social service organizations calling Cameron Center home. Over 200 clients are cared for daily at the facility with more than 250 community groups, ethnic clubs, government agencies, nonprofit organizations and private businesses using the Center's meeting rooms during the year.

POSITION SUMMARY & MAYOR RESPONSIBILITIES

-The Executive Director is directly responsible to the Board of Directors for carrying out and implementing policies established by the Board.

Specific responsibilities are:

- Manages the Cameron Center on a day-to-day basis in accordance with policies established by the Board of Directors.
- Plans, develop, coordinate and direct the overall activities of the Cameron Center including the fiscal management of all its resources.
- Performs liaison activities among the resident agencies. Interacts with other nonprofit organizations in the fields of health education and human services to assist in improving services, building's longer programs or combining efforts to meet community needs and reduce duplication of services.
- Responsible for routine physical maintenance by staff and fulfillment of maintenance contracts by outside firms; for positive communications with the community at large; for leadership and assistance in new program development as directed by the Board and for implementing the Board's directives relative to the development and expansion of the physical facilities.
- In cooperation with the Long Range Planning and Facilities and Maintenance Committees, identifies and prioritizes capital improvements and major repairs; recognizes emerging community needs to determine the appropriateness of creating new facilities that address those needs; and develops a maintenance plan to protect new facilities.

J. WALTER CAMERON CENTER
EXECUTIVE DIRECTOR POSITION DESCRIPTION

- Responsible for identifying funding sources for expansion and, with Board approval, for pursuing funds necessary to carry out the Board's intent. Also responsible for meeting the reporting requirements of finding sources in a timely manner.
- Responsible for signing all notes, contracts, resolutions, and agreements approved by the Board of Directors.
- Acts as the chief spokesperson for the agency and directs a continuing public relations program for Center activities to promote the social and health needs of its clients and to help motivate community support.
- Responsible for public relations, including personal appearances before community groups and supplying public information to the media through news releases generated in-house or by the contract firm.
- Provides a tangible link to the community to assure feedback regard health and social needs and provides advocacy for JWCC clients.

Performs the following activities in consultation with appropriate Board committees:

- Hires, conduct orientation and supervise necessary staff.
- Conducts regular maintenance inspections of the physical complex.
- Develops and implements a plan for preventive maintenance. Contracts for maintenance service where needed from outside firms, supervises staff in routine maintenance and gardening and assures compliance with contracts

RELATIONSHIPS: Reports to: J. Walter Cameron Center Board of Directors and Manages Chief of Operations, Executive Assistant, Secretary and Receptionist and additional staff may need to be hired from time to time.

QUALIFICATIONS:

- A valid Hawaii driver's license is required.
- Knowledgeable of nonprofit industry professional who keeps up with new trends/techniques.
- Knowledgeable of grant and fundraising sources along with ability to coordinate application to such sources.
- Coordinates the preparation of budgets and fiscal reports and to analyzing such budgets and fiscal reports.

Style and Interpersonal Capabilities:

- Builds consensus among a divergent set of lessees and agencies, both internal and external. - Strong internal manager and consensus builder. Ability to work with individuals at all levels of an organization with respect, appreciation, and willingness to listen and learn.
- Effective internal and external communicator and a person that will act as a key spokesperson in a highly visible aspect of JWCC' activities.

Job Description

Job Title: Chief of Operations **Department:** Facilities & Maintenance **Date:** Nov 2010
Reports To: Executive Director **Fair Labor Standard Act Status:** Non-Exempt

Accepted by: _____ Supervisor: _____

SUMMARY: Manages the Cameron Center facilities on a day-to-day basis in accordance with policies established by the Board of Directors. Ensures proper maintenance and care is provided to all facilities (seven buildings, four parking lots and three court yards). Plans utilization of storage space and facilities are consistent with requirements of the JWCC Policies. Directs, coordinates and supervises special projects as assigned by the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Works with Resident Agencies Directors to facilitate and promote the JWCC's security system at all levels. Continually inspects sites and facilities to evaluate suitability for occupancy and to ensure safety at all times. Provides support with Special Events for JWCC'S, such as: Mercedes Benz, Bazaar and Special Fair. Oversees building maintenance ensuring that proper safety, and housekeeping and maintenance standards are met and maintained and all concerns are addressed in a timely manner. Assists the Facilities & Maintenance Committee to identifying and prioritize repairs to the JWCC Facilities'. Solicits proposals from service providers; reviews and recommends the awarding of contracts. Contracts outside vendors to perform special maintenance projects as needed. Orders, monitors and maintains the agency's key systems. Promotes and supports the agency's mission. Attendance regular (40 hours per week).

NONESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform other duties as needed.

SUPERVISORY RESPONSIBILITIES:

Responsible for the overall direction, coordination, and evaluation of directly supervises the Maintenance Person and Gardener. Carry out supervisory responsibilities in accordance with the JWCC's organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Demonstrated skills and abilities in management capacity relevant to nonprofit facility operations. Working knowledge of management reporting, financial planning and reporting. Working knowledge of computer operation including desktop applications and data entry. Excellent interpersonal skills, which include, written, verbal and listening. Ability to work varied shifts, which may include nights, weekends and holidays. General knowledge of health and safety regulations. Ability to supervise, instruct and motivate others. Ability to provide training and work direction. Organized, detail and tasks oriented. Maintain a high level of confidentiality. Ability to travel off island on occasions.

J. Walter Cameron Center
...where Maui cares

EDUCATION and/or EXPERIENCE:

Bachelor's degree from an accredited four-year college or university and (3) three years working experience and/or training in a related field, or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyzes, and interprets common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to public groups, and the board of directors.

MATHEMATICAL SKILLS:

Ability to read and analyze financial and statistical reports. Ability to calculate figures and amounts such as percentages, and volume.

REASONING ABILITY:

Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical information including, but not limited to: grant proposals, contracts, financial reports and policy and procedure manuals. Ability to deal with several abstract and concrete variables. Ability to defuse agitated clients and/or employees in stressful situations. Ability to interact and have compassion for persons with mental or physical disabilities. Ability to manage many projects at a given time. Ability to perform well under pressure.

CERTIFICATES, LICENSES, REGISTRATIONS: Access to an insured vehicle and a valid driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is: Frequently required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. Occasionally required to reach with hands and arms. Most frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.

FACILITIES & MAINTENANCE INCLUDES THE FOLLOWING:

Air Condition System, Auditorium & Classrooms, Custodial, Grounds, Parking Lots, Pest Control, Roof maintenance, Security & Fire Alarm and Intercom Systems, Sewer line maintenance, Storage and shop rooms, site water well and promotes safety overall.

Attachment F-
BOARD OF DIRECTORS

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**J. Walter Cameron Center, Inc.
Board of Directors
2016-2017**

Company

Araki and Associates Law Firm Consultant	Lynn Effie	Araki-Regan Cameron
Munekiyo & Hiraga	Karlynn	Fukuda
KEAN Properties Attorney at Law	Cindy Paul	Greenwell Horikawa
First Hawaiian Bank Owner Veterinarian	Leland Alan	Kahawai Kaufman D.V.M.
A & B Properties	Hideo	Kawahara
Kawahara CPA	Robert	Kawahara
Kapalaea Consultant	Anders	Lyons
Maui Oil	Alec	McBarnet, Jr. President
Fukumoto Engineering, Inc. Consultant	Mike Warren	Silva Suzuki