

Applicant *Maximed Foundation*
for Island Healthcare Training

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) Certificate of Good Standing (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



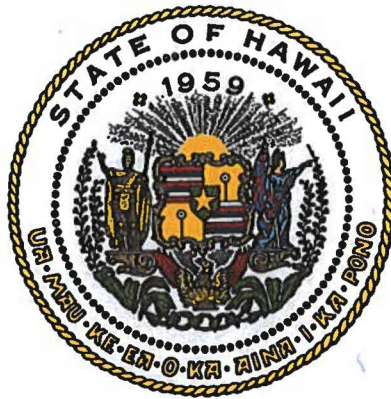
AUTHORIZED SIGNATURE

MATTHEW A CLAYBAUGH PRESIDENT & CEO

PRINT NAME AND TITLE

1/18/19

DATE



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

MARIMED FOUNDATION FOR ISLAND HEALTH CARE TRAINING

was incorporated under the laws of Hawaii on 06/26/1984 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 03, 2019

Director of Commerce and Consumer Affairs



**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**

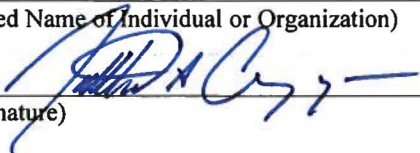
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Marimed Foundation for Island Healthcare Training
(Typed Name of Individual or Organization)


(Signature) 1.18.19
(Date)

Matthew A Claybaugh President & CEO
(Typed Name) (Title)

Application for Grants

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

I. Certification – Please attach immediately after cover page

1. 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, 2018.

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

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. ([Link](#))

Marimed is requesting \$187,446 from the State of Hawaii Legislature to provide maritime training, education and job placement services for unemployed and underemployed men and women in Hawaii.

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;

Marimed Foundation for Island Health Care Training (Marimed) is proposing to continue to provide its Maritime Careers Exploration and Placement Program for unemployed and underemployed men and women in Hawaii. This proven effective career exploration and job placement program has been in operation for the past five years and has served over 250 participants helping provide education, career guidance, and job placement for more than half of participants. Program improvements include strong relationships across the maritime industry locally and nationally that have provided immediate apprenticeship and hiring opportunities, expedited access to national maritime training centers (Tongue Point Seamanship Program in Astoria, Oregon, and the Paul Hall Center for Maritime Training and Education in Piney Point, Maryland [A.K.A. Lundeberg Maryland Seamanship School, Inc.]). Industry leaders are regularly scheduled class speakers and support students throughout their educational, credentialing, and hiring processes. Another program improvement is an increased emphasis on personal development and leadership skills to make participants more job ready, these include daily journaling on

leadership topics, resume writing, mock interviewing and the development of individualized Professional Development Plans. Finally, MCEP staff expertise has been enhanced over the years of service delivery by regular attendance and presentations at local and national conferences including the Association of Experiential Education's Annual International Conference, Tall Ships America's Annual International Conference, and active participation in the National Career Pathways Network and conferences.

Marimed has developed, operated, and continues to operate successful education, training and therapy programs in and the Pacific since its founding in 1984, including State of Hawai'i (SOH) Department of Education credit classes. It has been working with at-risk (predominantly Native Hawaiian participants) individuals since 1990. Funding has come from more than twenty successful competition-based contracts with national and state agencies, foundations and individuals. Funders include the Substance Abuse and Mental Health Services Administration (SAMHSA), US Department of Education Office of Vocational and Adult Education, US Department of Labor, SOH Department of Education, and most recently (2013 -2018) through the US Department of Education Native Hawaiian Career and Technical Education Program (NHCTEP).

Marimed is a qualified member of Tall Ships America (formerly American Sail Training Association), the National Career Pathways Network, and accredited by the Association for Experiential Education. It has published research and evaluation studies in prestigious journals. Our Captain, crew and ocean-skills instructors have extensive experience and training and are required federal and state licenses and certifications (described elsewhere). Our Sailing School Vessel is Coast Guard certified and has operated without incident for its entire time in use.

Marimed is a nonprofit corporation exempt from federal tax under Section 501(c)(3) of the Internal Revenue Service Code. It operates in a manner that meets and/or exceeds federal non-profit standards, Better Business practices, and accepted ethical and operating guidelines.

2. The goals and objectives related to the request;

There are four primary goals for the Program (MCEP): For each of these Goals the Program will identify specific objectives to clearly direct curriculum design and implementation as well as overall programmatic evaluation and feedback.

Goal 1: To Expand Career Opportunities in the Maritime Industry

Objectives:

- Recruit 2 cohorts of 15 participants each cohort
- Retain 85% of enrolled participants
- Provide two 4 -week Maritime careers and training curriculum and practicum sessions during each program year
- Provide participants a minimum of 120 hours of classroom and 8 hours of shipboard practicum prior to 5-day voyage.
- Evaluate participant progress through the use of demonstration, verbal and written test taking and/or skills review.
- Expose participants to the various career opportunities in the Maritime trades in the four major domains of shore operations, deck, steward's and engineering departments.

Goal 2: To Provide Certificates of Industry Standard Job Readiness

Objectives:

- All participants will possess valid CPR and First Aid Certificate from the American Red Cross at the time of Program completion, required for all sea-based and most shore-based Maritime Industry employment.
- All participants will be awarded an official Certificate of Sea Time for documented proof of time served at sea aboard the SSV Makani Olu, which can be applied to later USCG licensing as AB (Able Bodied Seaman), Master (Captain), or QMED (Qualified member of the engineering Dept.) Engineer.
- Participants will complete BoatUS Foundation Boating Safety Course, required for operation of recreational vessels in Hawai'i.
- Participants targeting sea-based career tracks will have applied for their US Coast Guard MMC (Merchant Mariner Credential) and TWIC (Transportation Workers Identification Credential) required of all employees aboard U.S. flagged vessels.
- Participants targeting attending Voc. Ed. School or Maritime Union will have applied for their US Passport (required for US flagged vessels)
- Maritime Careers and Technical Training Program Certificate of completion in basic Deck Management & Watchstanding that will reflect learned skills and competencies in helmsmanship, navigation, industry standard ship's safety protocols/drills (MOB, Fire, Abandon ship), anchoring, mooring alongside and offshore, sail handling, and watchstanding.
- Maritime Careers and Technical Training Program Certificate of completion in basic Ship Board Engineering that will reflect learned skills and competencies in diesel engine operation and maintenance, and fresh and salt water systems, electrical systems (AC and DC), small engine maintenance, and hydraulic systems operation and maintenance.
- Maritime Careers and Technical Training Program Certificate of completion in basic Shore-Based Operations that will reflect participants understanding of dry-dock repairs and management, roles and responsibilities of ship's agents, freight forwarding, tug and towing, and port operations companies.

Goal 3: To Provide Career and Future Education Pathways and Placement

Objectives:

- Maritime Careers and Technical Training Program participants will be assessed for job readiness, areas of interest (e.g. Deck, Shore, Engineering, Steward, University/Academy, Voc. Ed. Program, or Military), and aptitude for career pathways and placement in the Maritime field.
- Participants will graduate Program with a Professional Development Plan in hand, it will contain items to enhance and expedite their employability and job readiness including: all coursework completed while enrolled in the Program, updated resume, their physical, social security card/number, copies of items required for legal identification cards (State or Federal) and other documentation required to complete the I-9.
- Participants will be exposed to Maritime career options in the various US military services (Army, Navy, and Coast Guard) and the respective application processes.
- Participants will be exposed to various shore-based Maritime careers and their respective recruitment and hiring practices and processes.

- Participants will be exposed to the numerous Maritime academies (Cal Maritime, Kings Point, Texas A & M) and military academies (Army: West Point, Navy: Annapolis, Coast Guard: New London) their respective application requirements and application/admission processes.
- Participants will be introduced to advanced training options including Vocational Educational Schools, USCG licensing (ABs, Masters, and QMED etc.), Hawai'i's Maritime Licensing Center training options and classes, and industry internships as available.
- Participants will be introduced and matched to entry-level Maritime Industry jobs and assisted through the application and interview process.

Goal 4: To Implement Continuous Quality Improvement for Program Excellence and Growth

Objectives:

- MCEP staff and administrators will be among the best qualified in Hawai'i; with documents validating expertise in their respective fields; they will continuously seek to improve the quality of programming, curriculum, delivery, and outcome through a thoughtful and integrated process of Program delivery, review, and adjustment, which will be repeated at least annually.
- Direct service staff will consist of a Project Coordinator, Lead Ocean Skills Instructor/Captain, and Second Ocean Skills Instructor/Relief Captain.
- All new supervisors will complete the Hawai'i Employers Council New Supervisor Series Certification series of eight workshops.
- Administrative and instructional staff will participate in bi-weekly staff meetings and trainings dedicated to Program Review (of participant strengths and needs, curriculum, scheduling, conflicts, barriers, accommodations, support etc.) and training that will include internal and external experts in the fields of education, vocational education, student assessment and planning strategies, the Maritime trades, Program evaluation and design, placement and pathway options, among others.
- Administrators will seek out and provide staff trainers who are experts in applying evidence-based models and practices across vocational education, regular education, and other fields where instructional strategies are employed.
- All staff will be evaluated annually following Marimed's procedure. Evaluations will include individualized professional development plans that are cooperatively created with their direct supervisor, plans address personal and professional goals that increase instructor's knowledge base and enhance classroom/practicum curriculum and delivery.
- Observation and evaluation of Program instructors' strengths and weaknesses, curriculum, and overall Program will be completed by participants at the conclusion of each cohort. This information will be utilized to review Program, inform change and adjustment, to be implemented with the following cohort.

3. The public purpose and need to be served;

Marimed Foundation is the only organization in the State of Hawaii offering this type of program.

A 2013 report by The Navy League of the U.S. Honolulu Council stated, "Hawaii has an extensive Maritime related industry. As an Island State, we are dependent on the industry for our day-to-day existence. All aspects combine to form the largest industrial sector in Hawai'i. Key sectors include transportation and shipping all the supplies needed for a state of over a million people. The Pearl Harbor Navy Base and

support facilities exist alongside the modern port facilities of Honolulu. The ship repair and maintenance facilities are among the highest quality in the world, with numerous support and repair companies acting as powerhouses in the local economy. Commercial fishing fleets, recreational boating, scenic cruises and large cruise liners are all abundantly present in Hawaii." Hawaii is home to one of the world's busiest ports. Every island in our state has harbors and relies on public and commercial marine transportation, military, visitor industry, fishing and research for a major portion of their security, safety, income and employment. On the Windward side of O`ahu alone (where Marimed is located), there is a military station, the University of Hawaii's major ocean research center, four boat harbors and a booming visitor industry. Additionally, global events and the U.S. governments shift to an Asia/Pacific focus means business at Hawaii ports and related support services is expected to increase substantially. The need for more skilled workers, coupled with the retirement of an aging workforce is more apparent than ever. Based on a 2017 report by the University of Hawaii Economic Research Organization, Hawaii's economy appears strong and there is a projected continued growth in numerous sectors (UHERO, 2017).

Multiple sources site Maritime careers as one of the highest job growth options in Hawaii, the nation and throughout the world, including the Bureau of Labor Statistics for the U.S. Department of Labor. The Water Transportation Occupations page indicates that national, overall employment in water transportation occupations is projected to grow 8 percent from 2016 to 2026, faster than the average for all occupations. Median wage earnings are 33 percent higher than the median wage total of all occupations, and 43 percent higher than other transportation and material moving occupations. Moreover, the U.S. Maritime Administration reports that American mariners now have more opportunities worldwide than in more than a generation. Maritime academies reported nearly 100% job placement for their graduates at sea and ashore.

In a March 2016 speech to the US House Armed Services Seapower and Projection Forces Subcommittee, Paul Jaenichen Sr., the head of the U.S. Maritime Administration (MARAD) said that by 2022, the United States will need "70,000 new people" for the nation's maritime fleet. (Grady, 2016).

4. Describe the target population to be served; and

Under- and unemployed residents of the State of Hawaii.

5. Describe the geographic coverage.

In 2019, Marimed will expand operations to provide training statewide. Previously participants from across the islands participate in this training at Marimed's facilities in Windward Oahu.

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;

Building on a five-year track record of successful training and career placement the Maritime Careers Exploration and Placement Program (MCEP) is designed to provide participants industry standard preparation and immediate job readiness for existing and rewarding careers in the Maritime field -- from deck hands and captains to engineers and harbor agents. Participants will receive basic instruction and practical skills in three ocean-based ship's departments: deck, steward, and engineering. In addition, shore operation careers are explored that include logistics, freight forwarding, maintenance, and ship yards. The primary goal of the program is to ready future mariners for the industry and assist them in navigating the complex regulatory demands of the field.

The program is implemented in two phases, Phase One is classroom and industry field trip intensive, introducing participants to various occupations and their respective requirements and career pathways. Phase Two is focused on job placement and continuing education, it includes working individually with the Program Coordinator who helps participants assemble all required industry specific documents (discussed later), prepare job applications, set physical appointments, dental appointments, drug testing, flight arrangements, and uniform and equipment purchases.

Instruction will include both classroom and practicum or experiential learning (field trips and hands on activities) to engage the learner from various learning styles. Industry leaders from Maritime Companies, Unions, the USCG, and the Hawai'i Maritime Licensing Center will provide guest instruction. Phase One of programming will be 4 weeks in length, 3 weeks of classroom and practical application (120 hours) followed by a 5-day voyage through the Hawaiian Islands (48 hours of apprenticeship time). It will introduce participants to the various types of ship and shore-based careers and will allow them to explore and practice the core competencies of each and align their individualized professional goals with the best career fit.

During Phase One each participant will meet individually with the Program Coordinator (PC) to begin building their individualized Professional Development Plan laying out the requirements, expectations, and pathway towards their chosen maritime career. The PC will work with participants and invite guest instructors to focus on resume writing, interviewing do's and don'ts, and mock interviews. In addition, the Career Coach will provide placement services for 12 months after completion of Phase One.

Following their voyage and graduation ceremony, participants begin the real work of walking their own career pathway. Marimed's Career Coach helps participants identify preferred maritime career options including immediate employment on the waterfront in entry level jobs, military enlistment, additional certification courses (necessary for many maritime jobs), enrollment in one of the maritime training centers (Tongue Point Seamanship Program or Paul Hall Center for Maritime Training and Education). Marimed has designed its course content and curriculum to meet the core requirements of employment in the field and to mirror course content designed and recommended by the US Department of Transportation for Maritime High Schools. The Maritime Careers Exploration and Placement Program's Program Activities Schedule in this section demonstrates the unique instructional delivery which blends classroom lecture, professional guest speakers, field trips to operations sites, and hands on practicum.

Participants will be introduced to a new theme each day that will be explored in the classroom setting, discussed with industry professionals (often at their respective work sites), and applied during 2 half-day (4 hour) day-sail sessions aboard Marimed's United States Coast Guard (USCG) Certified Sailing School Vessel, Makani Olu. As a certified Sailing School Vessel Makani Olu meets or exceeds all USCG

regulations for taking trainees to sea including construction and design, safety gear, and USCG licensed crew (minimum of 2 100-ton Masters/Captains). SSV Makani Olu is the only certified sail training ship home ported in Hawai'i, the vessel and her crew are inspected by the USCG annually to assure her safe operation as a sailing school platform. The final week of Program will include a five-day sail around the Hawaiian Islands visiting active ports and harbors. Participant stipends may be awarded for voyage time and other internship/apprenticeship hours if applied for and approved based upon economic hardship. On this final ocean-based practicum, participants will put their skills as deck hands, engineers, stewards and shore operations trainees to the test by operating and navigating the vessel safely through deep-water channels with their instructors by their sides. Ports of call will include conversations/presentations with working professionals throughout the neighbor islands. Participants will engage in all ships operations such as helmsmanship, navigation, docking, anchoring, engine room maintenance, cooking, and watchstanding while living aboard the active 96 foot training staysail schooner.

Instruction is designed to be applied across four domains: deck, steward, engineering, and shore operations. Deck positions refer to those careers that are responsible for boat and ship operations – on deck. Entry-level deck positions include deck hand (OS – Ordinary Seaman) and AB (able-bodied seaman) and are employed on vessels of all sizes and shapes. These positions can be applied for with very little (AB) or no (deck hand) sea time. Beginning pay for these positions is very competitive and time at sea prepares these individuals for advancement into mates (3rd, 2nd, and chief) and possibly captains where salaries on large vessels range from \$71,000 to more than \$200,000 annually.

The Engineering Department refers to those maritime responsibilities that have anything to do with the machinery aboard a vessel from the engine room, to plumbing and hydraulics, to a ship's electrical system. Again, entry-level jobs (wiper/oiler) can be garnered with little or no sea time and progress towards a QMED (Qualified Member of the Engineering Department), further moves up to engineer assistants and chief engineer are made by gaining sea time and taking additional USCG exams. These are highly sought after and well-paying jobs.

The steward's department is responsible for the menu preparation, purchasing and stowage of ship board food and supplies. On cruise ships the Stewards department is also responsible for cleaning and preparing all staterooms. These jobs are currently in high demand and MCEP graduates who chose this career track can complete an expedited training program with Seaman's International Union (SIU) at the Paul Hall Center for Maritime Training and Education in Piney Point MD in half the time of the other departments (7 weeks instead of 15). SIU guarantees graduates their first ship board job, and all training at the center is free of charge.

Finally, for those who enjoy waterfront employment but would prefer to be home every night, the MCEP Program can prepare participants for shore-operations careers. Shore operations instruction will explore careers like shipyard workers who build and repair vessels of all types and materials. Harbor agents who welcome ships to port and take care of foreign and domestic crews and vessel needs while visiting our ports and harbors. Freight forwarding, reservations and barge loading positions are also in demand and well-paying shore operations careers that will be explored. Instructors will cover various career options in each of these domains to best align participant strengths and preferences with job type.

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

In this application, Marimed is proposing two 4-week (consecutive weeks) cohorts. If appropriated and depending on the release of funding, Marimed proposes holding its cohort programs during the winter of 2019 and spring of 2020.

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

Project success is measured by the number of maritime certifications received by MCEP graduates which has steadily increased in the first four years of operation. Even more exciting are the number of MCEP graduates attending additional maritime training schools. The number continues to rise from 1 participant in 2013 to 12 participants in 2018 (YTD). Marimed is committed to increasing neighbor island enrollment in 2019.

Because Marimed has operated MCEP for the past five years there is strong community awareness of the program, its offerings and opportunities. Because of this the strongest recruitment tool in the past has been word of mouth. Marimed also works closely with many Native Hawaiian organizations and Charter Schools to collaboratively recruit future mariners. Marimed's staff have deep connections with these entities, and often provide sail training charters to younger participants that builds upon cultural connections to voyaging and plants the seeds for future enrollment in MCEP. MCEP provides two cohorts during the summer, after public and private high school graduations and between the University of Hawai'i's regularly scheduled classes. This option creates greater program access to a larger cross-section of the Native Hawaiian community.

Recruitment methods utilized are shown below and will include: A-Presentations, B-Career Fairs, C-Industry Meetings/ Conventions/Staff Events, D-Marketing (Website, Facebook, Instagram, Push e-flyers), E-Public Service Announcements, Ads, etc., F-Campus & Ship Tours. Recruitment strategies will be evaluated regularly and adjusted as needed.

The Quality Assurance and Improvement Program (QAIP) guides the quality assurance processes in place that support the mission of Marimed Foundation. It also guides management to ensure that programs offered meet and exceed the standards as set by Federal and State authorities, by funding sources, licensing/accrediting/certifying agencies, and supports its vision and mission statements. Furthermore, it ensures that services offered follow best practices standards. The QAIP is reviewed and updated to ensure the needs of the participants served are met.

Quality assurance activities measure the objectives developed in direct relationship to the goals of the QAIP and ensure that all services provided meet Federal, State, Association for Experiential Education Accreditation standards, and contract requirements. The objectives are monitored regularly using professionals and tools to evaluate the efficiency and effectiveness of all aspects of service provision. These objectives are to:

- Ensure that the rights of participants served are maintained;
- Ensure the Program and facilities are of the quality and expectation of the participants and funding sources;
- Ensure the provision of effective educational services;

- Ensure the use of qualified professionals in the provision of instruction;
- Ensure that the process focuses on targeted and priority areas of improvement and monitoring of corrective actions taken;
- Provide regular evaluations of the Program and use the findings to improve the Program; and,
- Ensure that the QAIP has a system of oversight for all delegated activities.

The QAIP is overseen by Marimed's Board of Trustees Educational Standards and Practices Committee chaired by Dr. Charles Giuli, PhD, who has spent 30+ years in the education programs evaluation field. This committee is responsible for leading the development of quality monitoring methods and tools to be implemented throughout Marimed Foundation and the services it provides. Input into the development of procedures is received from all standing committees. Methods and tools will be developed to monitor all aspects of service provisions.

The quality of service provision is systematically reviewed through monitoring of performance activities established by the QAIP. Methodologies for conducting audits are provided in written procedures adopted by Marimed. The frequency of monitoring is established at a level that will detect the need for any programmatic improvements. Currently, Marimed is nationally accredited by the Association for Experiential Education.

Maritime Industry standards are used to develop performance standards and measurements to be used in Program evaluation. Through multiple feedback loops Marimed follows a general continuous quality improvement procedure that focuses on taking the following steps needed to improve overall Program performance:

- Step 1: Collect data using monitoring tools;
- Step 2: Analyze data;
- Step 3: Action or implementation of corrective action
- Step 4: Collect data and analyze to determine if the corrective action achieved the desired results;
- Step 5: If the corrective action did not achieve the desired results, begin again with Step 2.

Findings of the evaluation will be presented to the advisory committee for any necessary actions.

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.

OUTCOME TARGETS			
	Raw #	Ratio	%
Ann/ Perf. Measures/Type: Native Hawaiians Students who...			
1. Participants served	30		
2. Passed all gen. ed. course w/ grade of greater than or equal to a "C" (GPRA) =		n/a	n/a
3. Passed all Voc. Ed. courses with a grade of greater than or equal to a "C" (GPRA)	26	26/30	88
4. Continued & enrolled in the following semester/cycle (GPRA	15	15/30	50
5. Successfully completed a service learning, work-experience, co-op, or internship (PROGRAM)	26	26/30	88
6. Receive a diploma, industry certification, certificate or degree (GPRA)	26	26/30	88
7. Continue in further ed. & advanced training, military or employed w/in 3 mos. after graduation & still employed/in school after 6 mos., or promoted after placement in employment (GPRA)	15	15/30	50

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](#))

*See in Attachments

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2020.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
	\$93,723		\$93,723	\$187,446

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2020.
 - The State of Hawaii, Judiciary, RFP NO. J19100- JC15IC- Ho'oma'a Program
 - Office of Hawaiian Affairs, Community Grant

- Office of Hawaiian Affairs, Kulia Grant
- Atherton Family Foundation

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

Not applicable. Marimed Foundation is a 501(c)(3) not-for-profit organization, and as such, has not been granted any state and/or federal tax credits.

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 2020 for program funding.

- US Department of Education, partnership with ALU LIKE, Inc.; Contract: VE-Mar1819.08
- US Department of Labor, partnership with ALU LIKE, Inc.; Contract: VE-BOOST1718

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.

Marimed's unrestricted assets are valued at \$ 3,199,386

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.

Marimed's extensive community linkages and partners, as well as 20+ years of sailing in and out of Hawai'i's large and small ports ensures the support and collaboration that will enhance the educational and vocational opportunities of Program participants. Four primary positions will be associated with this project, Project Director, Program Coordinator, and two Ocean Skills Instructors/Captains.

The Project Director will be Marimed's President and CEO, Captain Matthew Claybaugh, PhD. He will mobilize stakeholders to build support for the project's goals, and supervise the Program Coordinator. He

will be responsible for the delivery Program goals and oversee the financial operations and Quality Assurance and Improvement Plan.

The Project Coordinator (PC), Melissa Hebert, has been coordinating programs with Marimed for 12+ years. She will oversee all program operations, curriculum delivery, reporting to stakeholders, and maintain and enhance industry/partner relationships to enhance recruitment, retention and job placement opportunities for participants. The PC supervises program staff including all instructors. She and is responsible for coordinating industry speakers/instructors and field trips. The PC is also responsible for recruitment, admissions, attendance, retention, graduation, future planning and placements, and related documentation. The PC will also function as Career Coach in job placement efforts and works closely with other Marimed staff on reporting, budget, data collection, evaluation and feedback. To help ensure retention after graduation the PC regularly visits post enrollment training centers on the continent to support student morale, reinforce personal commitments, and provide program continuity and emotional support for those far from home.

Ocean Skills Instructors (OSI) (2) will be USCG Licensed Captains with sail endorsements. The instructional backgrounds of the OSI will include documented experience in Maritime curriculum and course content, with at least one specialty area in deck, steward, engineering, or shore operations. The OSI will be responsible for all curriculum development related to deck and engineering, coordinating with the USCG for participant licensing and testing. OSI will be responsible for instruction of CPR, First Aid, and all on water instruction.

Marimed's CFO and accountant will be responsible for the budget, billing, and portions of reporting.

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.

Marimed owns two campuses - Kaneohe and Kahaluu Campus, Oahu. The 6.5-acre campus includes residential group homes, classrooms, family activity spaces, farm plots and a boat repair shop. Our Ocean Activities campus is located on Kaneohe Bay with two classroom spaces, teacher offices, administrative and support facilities. It also has mechanical and boat-related building and repair areas. Storage areas contain a fleet of small sailing boats, canoes, transportation boats, and a safety boat, as well as ocean-activities equipment and repair items. Marimed also owns two 15 passenger vans.

Off-shore is SSV Makani Olu. She has overnight berthing for up to 25 trainees/crew, sophisticated navigation, steering and general systems, a galley, inside and outside wheelhouses, and all the features needed to meet stringent U.S. Coast Guard requirements for sailing school vessels, including redundant safety and communications equipment, and a 100% safe-sailing record.

A portion of the Ocean Activities campus is used for a three-day a week after-school tutoring program when the students are not at other sites. When not supporting MCEP SSV Makani Olu provides charters that support other Native Hawaiian Programs and agencies including the University of Hawai'i Hawaiian Studies Department, Kānehūnāmoku Voyaging Academy, Halau Ku Mana Charter School , and annual

voyages with the Office of Hawaiian Affairs to the Papahānumokuākea National Marine Monument in the Northwestern Hawaiian islands.

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.

Marimed will hire only the most competent and qualified participants as instructors and support personnel for the project without any discrimination or bias on the basis of religion, age, sex, gender, sexual orientation, race, nationality or ethnicity or any other designation that a prospective applicant may choose to identify themselves. Marimed will also encourage applications for employment from members of groups that have been traditionally unrepresented based on race, color, national origin, gender, race or disability by posting job announcements in-house, and at outreach sites that are part of Marimed's network.

The Program Director, Matt Claybaugh, PH.D., is Marimed's Pres./CEO (since 2002) who has served in a number of coordinator and director positions at Marimed since 1993. He has taught at the University of HI and Hawai'i high schools. He has played a key role in published studies on Marimed's experiential programming, presented at national evaluation conferences, and holds a 100 to merchant Mariner's license.

The Project Coordinator (PC), Melissa Hebert, has been coordinating educational programs with Marimed for 12+ years. Ms. Hebert has served as the Program Coordinator and Career Coach of MCEP for the past year and has excellent working relationships with maritime companies and unions. In addition, she works closely with the two seamanship program's admissions offices (Tongue Point and the Paul Hall Center) as well as their local representatives.

Captain Harry Sprague, IV, serves as Captain of the SSV Makani Olu and lead instructor. He has more than 30 years of sailing and teaching experience and in 2018 upgraded his license to a 200-ton Master Near Coastal Merchant Mariner Credential. As an employee of Marimed since 2007, he has successfully completed 70+ sail training voyages throughout the Hawaiian Island chain with both NH and non-NH adults and teenagers, including many with behavioral and addiction disorders.

The project's other administrative and instructional staff, are from a variety of Maritime positions/industries bringing with them a wealth of knowledge and experience that comes from extensive work experience. All instructors will be licensed by the appropriate authority to teach the coursework, such as, but not limited to, US Coast Guard, US Sailing, and Am. Red Cross.

Consultants/Advisory Boards

This Project has not utilized any paid consultants. The Advisory Board serves as consultants and guest speakers/instructors. Several of them, Leighton Tseu and Capt. Kaipo Pomaikai in particular, provided the inspiration to build the MCEP program, as both are proud Native Hawaiian Merchant Mariners who wished

to see more opportunities on our working waterfront for Native Hawaiian women and men. The Advisory Board is composed of professionals with vast experience and deep connections in the Maritime, Program Development, Research and Evaluation, and Employment fields.

<p>William F. Anonsen, Principal AMERGENT TECHS, LLC and The Maritime Group, LLC (International businesses involved in Marketing for Ports, Ocean Freight Planning & Analysis, New Maritime Business Development)</p> <p>Chuck Giuli, PhD Director of Evaluation for the Pacific Resources for Education and Learning (RET.), including US Dept. of Ed. Mathematics & Science Partnership, Dir. of External Eval. (Previously) Curriculum & Research Development, Kamehameha Schools</p> <p>Tim Guard, Owner and President McCabe, Hamilton & Renny Co. (Hawai'i's only independent stevedore company) President, Outrigger Duke Kahanamoku Foundation.</p>	<p>Laura Iaea, HR Manager Human Resources Manager: Par Hawai'i, LLC – The leading supplier of transportation fuels in Hawai'i.</p> <p>Paul Kaipo Pomakai, Captain Asst. Port Captain: Sause Brothers Marine Transportation Services (serving Hawaii and the Continental U.S.)</p> <p>William M. Tam, Esq., Deputy State Dept. of Land & Natural Resources (RET) Polynesian Voyaging Society, Board member</p> <p>Leighton Tseu, Regional Sr. Port Engineer/ U.S. Merchant Marine Engineering Officer: Matson Navigation (RET)</p>
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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.

*See Attachments

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: \$125,000
 Captain SSV MAKANI OLU: \$55,000
 Director of Programs: \$50,500

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.

Marimed Foundation has no pending litigation or outstanding judgments

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.

Marimed is a qualified member of Tall Ships America (formerly American Sail Training Association), the National Career Pathways Network, and accredited by the Association for Experiential Education. *Makani Olu* is certified by the US Coast Guard as a Sailing School Vessel, with capacity for 25 crew and sail trainees. Marimed's facilities are similarly licensed and accredited by the appropriate federal, state and professional agencies to ensure that its operations will continue to conform to high administrative, fiscal and program standards.

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2019-20 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2019-20, but

Funding for 5 O`ahu cohorts of the MCEP Program will be provided through above mentioned USDOE grant in partnership with Alu Like Inc. which has been awarded for federal fiscal years 2019, 2020, and 2021. Marimed also has secured MCEP scholarship funds from the Harold KL Castle Foundation through fiscal 2019.

- (b) Not received by the applicant thereafter.


Marimed is currently seeking GIA and OHA (Office of Hawaiian Affairs) funding to expand programing to four (4) neighbor islands over the next two years (FY20 & 21). Proposals have also been submitted to Atherton Family Foundation to support these efforts. Marimed will reapply for its existing USDOL "Boost" Grant in partnership with Alu Like Inc. in the next 6 months. This grant supports post

enrollment costs for students entering the labor force. Long term sustainability will be determined by the success and demand of these four neighbor island pilot projects. Grant funding will be sought to sustain the project statewide including USDOE, NSF (National Science Foundation), and private foundations.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: Marimed Foundation

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	64,499	134,506		
2. Payroll Taxes & Assessments	12,125	18,226		
3. Fringe Benefits	9,836	21,924		
TOTAL PERSONNEL COST	86,460	174,656		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	4,160			
2. Insurance	7,882	5,700		
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	40,528	70,585		
7. Telecommunication	1,334	1,500		
8. Utilities	2,500	6,500		
9. Rent	1,408			
10. Building Maintenance	666	1,250		
11. Postage	168			
12. Equipment Maintenance	426			
13. Printing & Copying	2,090	3,431		
14. Conferences & Training	1,000			
15. Fuel/Oil Products	2,000			
16. SSV Makani Olu Rental	27,000	72,500		
17. Travel Expenses	2,024			
18. Participant Work Experience	7,500	18,750		
19. Miscellaneous	300			
20. Administrative Overhead		26,128		
TOTAL OTHER CURRENT EXPENSES	100,986	206,344		
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	187,446	381,000		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		Frank E Shivers	808.381.6323	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			1.18.19	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
TOTAL BUDGET		Matthew A Claybaugh President; CEO		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: Marimed Foundation

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Coordinator	1	\$52,250.00	16.67%	\$ 8,708.33
Captain	1	\$57,475.00	25.00%	\$ 14,368.75
1st Mate	1	\$37,500.00	25.00%	\$ 9,375.00
2nd Mate	1	\$29,121.00	25.00%	\$ 7,280.25
Clerical Assistant	1	\$42,250.00	13.33%	\$ 5,633.33
Career Coach	1	\$40,000.00	33.33%	\$ 13,333.33
CEO	1	\$120,000.00	4.83%	\$ 5,800.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				64,499.00

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Marimed Foundation

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: Marimed Foundation

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: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:	-	-	-	-	-	-
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Marimed Foundation

Contracts Total:

4,885,071

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Residential Treatment Program	07/2016 - 06/2017	CAMHD	State	2,457,413
2	After School Program	07/2016 - 06/2018	Judiciary	State	257,299
3	Maritime Careers Exploration Program	07/2016 - 06/2018	Alu Like, Inc	U.S.	949,119
4	School Lunch Program	07/2016 - 06/2017	State Dept of Education	State	29,630
5	Cultural Education Program	07/2016 - 06/2018	US Dept of Education	U.S.	1,151,610
6	Vocational Training Program	07-2017 - 12/2018	Office of Community Sv	State	40,000
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Marimed Foundation Organizational Chart

HAWAII Youth, Adults & Communities

