



**Florida Job Growth Grant Fund
Workforce Training Grant Proposal**

Proposal Instructions: The Florida Job Growth Grant Fund Proposal (this document) must be completed and signed by an authorized representative of the entity applying for the grant. Please read the proposal carefully as some questions may require a separate narrative to be completed.

Entity Information

Name of Entity: The School Board of Miami-Dade County

Federal Employer Identification Number (if applicable) ██████████

Contact Information:

Primary Contact Name: Dr. Angela Thomas-Dupree, DA Dorsey Technical

Title: Principal

Mailing Address: 7100 NW 17th Avenue, Miami FL 33147
Miami, FL 33147

Phone Number: 305-693-2490

Email: Thomas-DupreeA@dadeschools.net

Workforce Training Grant Eligibility

Pursuant to 288.101, F.S., The Florida Job Growth Grant Fund was created to promote economic opportunity by improving public infrastructure and enhancing workforce training. This includes workforce training grants to support programs offered at state colleges and state technical centers.

Eligible entities must submit proposals that:

- Support programs and associated equipment at state colleges and state technical centers.
- Provide participants with transferable and sustainable workforce skills applicable to more than a single employer.
- Are offered to the public.
- Are based on criteria established by the state colleges and state technical centers.
- Prohibit the exclusion of applicants who are unemployed or underemployed.



1. Program Requirements:

Each proposal must include the following information describing how the program satisfies the eligibility requirements listed on page 1.

- A. Provide the title and a detailed description of the proposed workforce training.

Program Title: Medical Assistant
Career Cluster: Health Science



- B. Describe how this proposal supports programs at state colleges or state technical centers.

The Medical Assistant program offers a sequence of courses that provide coherent and rigorous content aligned with challenging academic standards and



- C. Describe how this proposal provides participants transferable, sustainable workforce skills applicable to more than a single employer.

The program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in



- D. Does this proposal support a program(s) that is offered to the public?

Yes No

- E. Describe how this proposal is based on criteria established by the state colleges and state technical centers.

The program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the



- F. Does this proposal support a program(s) that will not exclude unemployed or underemployed individuals?

Yes No

- G. Describe how this proposal will promote economic opportunity by enhancing workforce training. Please include the number of jobs anticipated to be created from the proposed training. Further, please include the economic impact on the community, region, or state and the associated metrics used to measure the success of the proposed training.

The program is designed to prepare students for employment as medical assistants (SOC31-9092)

The employment of 50 skilled Medical Assistant's would enhance the quality of life in the community by affording them to have the ability to purchase homes, support their families, businesses in the community, and participate in community growth and development. It is anticipated that fifty participants in the Medical Assistant program will

2. Additional Information:

- A. Is this an expansion of an existing training program? Yes No

If yes, please provide an explanation for how the funds from this grant will be used to enhance the existing program.

- B. Does the proposal align with Florida's Targeted Industries? (View Florida's Targeted Industries [here.](#))

Yes No

If yes, please indicate the targeted industries with which the proposal aligns.

If no, with which industries does the proposal align?

Medical and Health Sciences

- C. Does the proposal align with an occupation(s) on the Statewide Demand Occupations List and/or the Regional Demand Occupations List? (View Florida's Demand Occupation Lists [here.](#))

Yes No

If yes, please indicate the occupation(s) with which the proposal aligns.

If no, with which occupation does the proposal align?

The proposal is aligned with Health Science Health Care Occupations.

- D. Indicate how the training will be delivered (e.g., classroom-based, computer-based, other).

If in-person, identify the location(s) (e.g., city, campus, etc.) where the training will be available.

If computer-based, identify the targeted location(s) (e.g. city, county, statewide) where the training will be available.

The training will be classroom-based in person at D.A. Dorsey Technical College located at 7100 NW 17th Ave, Miami, FL 33147



- E. Indicate the number of anticipated enrolled students and completers.

Anticipated enrollment of 50 students in which 100% will have successful completion of the program.

- F. Indicate the length of program (e.g., quarters, semesters, weeks, etc.), including anticipated beginning and ending dates.

Begin Date: 8/21/2017 End Date: 8/01/2018

- G. Describe the plan to support the sustainability of the proposal.

The Medical Assisting is a standard 1300 length hours course.

A concerted effort will be made to recruit and maintain student in the program.

Students will receive one-on-one counseling, contact will be made with community leaders and partners for support and assistance in job placement and hiring



- H. Identify any certifications, degrees, etc. that will result from the completion of the program. Please include the Classification of Instructional Programs (CIP) code if applicable.

Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

The CIP code is 0351080102





I. Does this project have a local match amount?

Yes No

If yes, please describe the entity providing the match and the amount.

J. Provide any additional information or attachments to be considered for the proposal.

Upon completion of the program, participants are encouraged through counseling services to further their studies in the Health Care Sciences. +

3. Program Budget

Estimated Costs and Sources of Funding: Include all applicable workforce training costs and other funding sources available to support the proposal.

A. Workforce Training Project Costs:

Equipment	\$ 0.00		
Personnel	\$ 59,540.00		
Facilities	\$ 0.00		
Tuition	\$ 166,400.00		
Training Materials	\$ 31,637.50		
Other	\$ 32,075.00	Please Specify:	<u>Books</u>
Total Project Costs	\$ 289,652.50		<u>Exam</u>

B. Other Workforce Training Project Funding Sources:

City/County	\$ 0.00		
Private Sources	\$ 0.00		
Other (grants, etc.)	\$ 0.00	Please Specify:	_____
Total Other Funding	\$ 0.00		

Total Amount Requested \$ 289,652.50

Note: The total amount requested must equal the difference between the workforce training project costs in 3.A. and the other workforce training project funding sources in 3.B.

- C. Provide a detailed budget narrative, including the timing and steps necessary to obtain the funding, how equipment purchases will be associated with the training program, if applicable, and any other pertinent budget-related information.

Fifty students to attend the Medical Assisting Program which is a 1300 hour program starting August 21, 2017 till August 1, 2018.

Personnel- Salary \$50,00.00 plus fringes Retirement 8.58% FICA 6.20%, Medicare 1.45% WC/Lia/Unem 2.85% \$9,540, total Salary \$59,540.00; Tuition \$4,190 x 50 = \$166,400; Books \$450 x 50 = \$22,500; Materials \$182.75 x 50 = \$9,137.50; Student ID \$20.00 x 50 = \$1,000; Application Fee \$15.00 x 50 = \$750; State Exam \$129 x 50 = \$6,450; Uniform \$125.00 x 50 = \$6,250; Shoes \$20.00 x 50 = \$1,000; Stethoscope \$15.00 x 50 = \$750.00

4. Approvals and Authority

- A. If entity is awarded grant funds based on this proposal, what approvals must be obtained before it can execute a grant agreement with the Florida Department of Economic Opportunity (e.g., approval of a board, commission or council)?

The School Board of Miami-Dade County

- B. If approval of a board, commission, council or other group is needed prior to execution of an agreement between the entity and the Florida Department of Economic Opportunity:

- i. Provide the schedule of upcoming meetings for the group for a period of at least six months.

Miami-Dade County Schools Regular Board Meeting dates: August 9, 2017;
September 6, 2017; October 11, 2017; November 15, 2017; and December 6, 2017.

- ii. State whether that group can hold special meetings, and if so, upon how many days' notice.

Request for special meetings must be submitted five (5) days in advance to meeting date.

- C. Attach evidence that the undersigned has all necessary authority to execute this proposal on behalf of the entity. This evidence may take a variety of forms, including but not limited to: a delegation of authority, citation to relevant laws or codes, policy documents, etc.



I, the undersigned, do hereby certify that I have express authority to sign this proposal on behalf of the above-described entity.

Name of Entity: The School Board of Miami-Dade
County

Name and Title of Authorized Representative: Alberto M. Carvalho, Superintendent of
Schools

Representative Signature: Alberto M. Carvalho / [Signature]

Signature Date: 8/7/17



Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools
Alberto M. Carvalho

Miami-Dade County School Board
Dr. Lawrence S. Feldman, Chair
Dr. Marta Pérez, Vice Chair
Dr. Dorothy Bendross-Mindingall
Susie V. Castillo
Dr. Steve Gallon III
Perla Tabares Hantman
Dr. Martin Karp
Lubby Navarro
Mari Tere Rojas

June 22, 2017

Ms. Martha K. Asbury
Assistant Deputy Commissioner
Division of Finance and Operations
Florida Department of Education
325 West Gaines Street
Room 344, Turlington Building
Tallahassee, Florida 32399-0400

Dear Ms. Asbury:

This letter is to confirm that Ms. Iraida R. Mendez-Cartaya, Associate Superintendent, Office of Intergovernmental Affairs, Grants Administration, and Community Engagement, is authorized to sign grant-related documents on my behalf.

If you have any questions or need further assistance, please contact Ms. Mendez-Cartaya at 305 995-1497 or imendez@dadeschools.net.

Sincerely,

Alberto M. Carvalho
Superintendent of Schools

AMC:mlp
L1136

cc: Ms. Iraida R. Mendez-Cartaya
Mr. Ron Y. Steiger

Additional Narrative

The School Board of Miami-Dade County

██████████
Dr. Angela Thomas-Dupree, D A Dorsey Technical College

Principal

7100 NW 17th Avenue, Miami, FL 33147

Miami, FL 33147

305-693-2490

Thomas-DupreeA@dadeschools.net

Program Title: Medical Assistant

Career Cluster: Health Science

The program is designed to prepare students for employment as medical assistants SOC 31-9092. The contents include but not limited to communication, transcultural communication in healthcare, interpersonal skills, legal and ethical responsibilities, health-illness concepts, administrative and clinical duties, emergency procedures including CPR and first aid, emergency preparedness, safety and security procedures, medical terminology, anatomy and physiology, and employability skills.

1B. The Medical Assistant program offers a sequence of courses that provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

1C. The program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in Health Science career cluster; provides technical skill proficiency, and includes competency-base applied learning that contributes to the academic knowledge, higher-order reasoning and problem solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

1E. The program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with section 1001.44(3)(b), F.S.

1G. The program is designed to prepare students for employment as medical assistants SOC31-9092)

The employment of 50 skilled Medical Assistant's would enhance the quality of life in the community by affording them to have the ability to purchase homes, support their families, businesses in the

community, and participate in community growth and development. It is anticipated that fifty participants in the Medical Assistant program will successfully complete the program and become employed in the Health Science industry. The matrix used to measure the success of the program is the Annual Report prepared for the Council Occupational Education accreditation.

2G. The Medical Assisting is a standard 1300 length hour's course.

The Medical Assisting is a standard 1300 length hour's course.

A concerted effort will be made to recruit and maintain student in the program. Students will receive one-on-one counseling, contact will be made with community leaders and partners for support and assistance in job placement and hiring. Additionally, students will be referred to various community resources to assist the student with successful completion of the program.

2H. At the completion of the program, the student will receive an Occupation of Completion Point certificate as a certified Pharmacy Technician.

Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S. The CIP code is 0351080102

3C. Fifty students to attend the Medical Assisting Program which is a 1300 hour program starting August 21, 2017 till August 1, 2018.

Personnel- Salary \$50,00.00 plus fringes Retirement 8.58% FICA 6.20%, Medicare 1.45% WC/Lia/Unem 2.85% \$9,540, total Salary \$59,540.00; Tuition \$4,190 x 50 = \$166,400; Books \$450 x 50 = \$22,500; Materials \$182.75 x 50 = \$9,137.50; Student ID \$20.00 x 50 = \$1,000; Application Fee \$15.00 x 50 = \$750; State Exam \$129 x 50 = \$6,450; Uniform \$125.00 x 50 = \$6,250; Shoes \$20.00 x 50 = \$1,000; Stethoscope \$15.00 x 50 = \$750.00; Council Occupational Licensure (COE) \$105.00 x 50 = \$5,250; Clinical Insurance \$75.00 x 50 = \$3,750; Liability Insurance \$15.00 x 50 = \$750; Fingerprints \$15.00 x 50 = \$750; Background Check \$64.50 x 50 = \$3,225; Drug Test \$43.00 x 50 = \$2,150; TOTAL \$289,652.50

4B. i. Miami-Dade County Schools Regular Board Meeting dates: August 9, 2017; September 6, 2017; October 11, 2017; November 15, 2017; and December 6, 2017.

ii. Request for special meetings must be submitted five (5) days in advance to meeting date.