



## **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: CareerSource Palm Beach County

Federal Employer Identification Number (if applicable): \_\_\_\_\_

#### Contact Information:

Primary Contact Name: Holly Carson

Title: Director, Youth and Young Adult Program

Mailing Address: 3400 Belvedere Road  
West Palm Beach, FL 33406

Phone Number: 561-340-1060 ext 2335

Email: hcarson@careersourcepbc.com

### **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.

"Career and College Readiness for Palm Beach County's Foster Care Youth" - see Word attachment for description

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

This proposal will support foster care young adults coming to the College for job training, skill enhancement and professional certification.

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

see word attachment

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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.

see word document

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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.

see Word attachment

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**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.

see word doc

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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?

If additional space is needed, attach a word document with your entire answer.

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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?

see DOL attachment

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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.

Classroom based training will be offered at CSPBC (West Palm Beach) or at Palm Beach State College (Lake Worth campus).

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

100 young adults; 75% completion rate for work readiness/industry certification training; 50% job placement and 25% entering into college.

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

Begin Date: Jan 1, 2018                      End Date: July 1, 2019

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

We have several key partners supporting this grant and we plan to pursue local funding sources in an effort to sustain the project. WIOA funding will also support these foster care youth with employment and training.

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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.

see word attachment.

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I. Does this project have a local match amount?

Yes  No

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

yes, Vita Nova local county funds

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

Employer list is attached; and letter of support from Palm Beach State college (will be emailed this after submission)

### 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	<u>\$ 10,000</u>	
Personnel	<u>\$ 200,000</u>	
Facilities	<u>\$ 20,000</u>	
Tuition	<u>\$ 150,000</u>	
Training Materials	<u>\$ 20,000</u>	
Other	<u>\$ 50,000</u>	Please Specify: _____
<b>Total Project Costs</b>	<u><u>\$ 450,000</u></u>	

B. Other Workforce Training Project Funding Sources:

City/County	<u>\$ Vita Nova tbd</u>	
Private Sources	<u>\$</u>	
Other (grants, etc.)	<u>\$</u>	Please Specify: _____
<b>Total Other Funding</b>	<u><u>\$</u></u>	

**Total Amount Requested** \$ 450,000

**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.

See word doc

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#### 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)?

n/a

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- 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.

If additional space is needed, attach a word document with your entire answer.

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

If additional space is needed, attach a word document with your entire answer.

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- 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: CareerSource Palm Beach County

Name and Title of Authorized Representative: Steve Craig

Representative Signature: see attached form

Signature Date: 9/22/17

## **Florida Job Growth Workforce Training Grant attachment**

**1.A.** CareerSource Palm Beach County (CSPBC), Vita Nova Inc., Palm Beach State College, and local industry leaders are partnering to train our county's most underserved young adults. Vita Nova helps young adults transition to independence by providing wrap around case management services to ensure that underserved and disconnected young adults achieve outcomes leading to successful adulthood. This includes housing, counseling, and education. CSPBC will offer valuable short term certification training (described in 1C.) in an effort to better prepare them for entry into college and into the workplace. This includes a 5 week work readiness course, Microsoft Specialist training (Word, Excel and PowerPoint), and Hospitality training offered by the Hotel and Lodging Association (AHLE). CSPBC will also provide paid college scholarships, paid internships, and On-the-Job Training (OJT) opportunities. CSPBC will partner with Palm Beach State College who will offer top notch career program options (see section H). Local Palm Beach county businesses are also invested in hiring our young adults. We have over 50 employers who are committed to offering our program participants a valuable work experience.

**1 B.** This program supports college programs in three essential ways: Improved outcomes for completion of educational programs, grant partnerships will improve life circumstances for young adults, and will strengthen more partnerships with collaborative systems.

**1 C.** CSPBC's *Career Prep* (work readiness) program serves Palm Beach County youth, ages 17 to 24. This five-week intensive class enables youth to explore careers, develop leadership skills, receive financial literacy training, participate in college tours and community service, and engage in mock interviews and resume building. During the final phase of the program, graduates move to one-on-one coaching to prepare them for enrolling in higher education or seeking employment in a chosen area of interest. This program year 94% of our WIOA youth completed the Career Prep course. The ultimate goal of this training is to enable foster care young adults to enroll into Palm Beach State College and better prepare them for the workforce.

Some foster care youth will receive hospitality certification training and complete valuable job shadowing at local hotels. There are three hospitality certifications offered by the Hotel and Lodging Association (AHLE): Guest Service Gold, Restaurant Server and Guestroom Attendant. Participants are cross-trained in all three areas so they can become more versatile in their skills and more qualified for employment. Besides giving them a competitive edge to stand out from other applicants, it helps meet the need for qualified hospitality industry employees. This training also prepares them for the Hospitality degree programs at the college.

Other program participants will be trained in Microsoft Word, Excel, and PowerPoint and be certified as 2016 Microsoft Office Specialists. We plan to market this to local employers who have expressed a demand for qualified applicants with Microsoft skills. These skills will also prepare these young adults to enroll in computer technology classes at Palm Beach State College.

**1. E.** The intensive case management and workforce training through CareerSource will assist the young adults with meeting the entrance and academic criteria at Palm Beach State College. The ultimate goal of the training is to enable foster care young adults to enroll into Palm Beach State College and better prepare them for the workforce.

The targeted young adults in this proposal will have ongoing needs related to challenges with income, health care and past trauma that may prevent them from completing or excelling in coursework. Case management and workforce training will not only prepare young adults for the enrollment process but will also provide the ongoing support through connections with advising, campus supports such as tutoring, career centers and learning labs.

Fortunately, Palm Beach State College and other institutions offer young adults opportunities to thrive during their areas of study. The homelessness exemption, federal financial aid and on campus supports offer these supports but often go underutilized by young adults presented with challenging circumstances. This proposal will strengthen the connection between young adults and the educational institution by establishing frequent face to face case conferencing, individualized case planning and connection to workshops and groups to gain exposure to fields of study prior to completion.

**1. G.** The proposal will promote economic opportunity by increasing employment amongst the targeted population through workforce training and access to educational opportunities. The intensive case management and workforce training will lessen barriers that have affected post-secondary completion rate in the past. The proposed economic impact on Palm Beach County is significant. Studies have found that financial difficulties, needing to work, and concerns about housing are among the barriers that prevent former foster care and disconnected young adults from pursuing postsecondary education. Overcoming these barriers is important because increasing postsecondary educational attainment among former foster and disconnected young adults would increase their average work-life earnings. With a four year degree, former foster care and disconnected young adults could expect to earn approximately \$481,000 more, on average, over the course of their work-life than if they had only a high school diploma. Even if

they did not graduate with a degree, completing any college would increase their work-life earnings, on average, by \$129,000. There are several repercussions to individuals, society, and universities that result from former foster care and disconnected young adults being underserved in higher education.

The number of jobs anticipated will be 50 local jobs. The economic impact for the community, region or state includes lessening the use and reliance of social welfare programs from young adults living below the poverty line. Further implications include addressing the basic needs for young adults so they can improve educational opportunities and have access to fields that generate higher incomes thus ending cycles of generational poverty. It is important to address the implications this disparity has on county residents to understand the urgency of addressing the inequalities. Due to their earnings often being below the poverty line, many former foster care and disconnected young adults are unable to meet living expenses, lack health care, become homeless, encounter unemployment, or experience incarceration. Research shows that individuals who complete and have access to higher education are more likely to find gainful employment, have stable families, and be active and productive citizens. They are also less likely to commit serious crimes, place high demands on public health care systems and be enrolled in welfare assistance programs.

**2 A.** Currently CSPBC serves foster care youth with WIOA formula funds. This grant will allow CSPBC to expand their partnership with Vita Nova, expand existing certification training programs, and also fund more paid college scholarships.

**2 C. see attachment (highlighted occupations)**

**2. H.** CareerSource Programs will offer three *nationally recognized* hospitality certifications offered by the Hotel and Lodging Association (AHLE): Guest Service Gold, Restaurant Server and Guestroom Attendant. They will offer also Microsoft Word, Excel, and PowerPoint training that certify young adults as 2016 *nationally recognized* Microsoft Office Specialists. Career Prep, the 5 week career readiness certificate that has been recognized by DEO, will also be offered to program participants. These training programs will prepare the young adults to pursue programs at Palm Beach State College.

With a choice of more than 130 programs of study, Palm Beach State College is the county's leading educator of skilled professionals. Career program options span fields such as health care, computer science, business, biotechnology, creative arts and communications, child care, human services, teacher education, environmental science, landscape management, a wide variety of skilled trades, engineering, industrial technology and public safety. Students may

choose to earn either a certificate or Associate in Science degree, preparing them for a competitive job market or the next level of their education.

Palm Beach State also offers more than 30 different A.S. degrees. Palm Beach State College's Associate in Arts (A.A.) transfer degree is designed for the student who plans to transfer to a Florida public university or state college as a junior to complete a bachelor's degree. Students spend the first two years at Palm Beach State, where they prepare for hundreds of possible transfer majors, then their last two years at a university or state college.

### **3 C.**

6 months preparation; 1 year program duration

- Recruitment of 100 youth
- Hire instructors and career coaches
- Purchase training materials
- Secure classroom space
- Coordinate college tours and secure academic advising for participants
- Establish what Support services are needed for successful outcomes (transportation, housing, childcare, etc.)

Vita Nova will use a coordinated entry system to identify young adults eligible for career employment training. Young adults will receive an assessment that will highlight areas of strengths and challenges leading to the creation of an individualized treatment plan. 100% of those young adults completing the youth assessment will have an active plan that will be monitored every 30, 90, and 180 days, and ongoing thereafter by Vita Nova.

- Career Source will offer training to 100 young adults identified by Vita Nova. 75% of those youth will complete work readiness or certification training.
- 50% of those young adults who complete the employment/certification training will secure employment.
- 25% will be identified for State College or technical school training and be provided paid scholarships by CSPBC.