



**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.

PLEASE SEE ATTACHED NARRATIVE FOR COMPLETE RESPONSES.

**Entity Information**

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

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

Contact Information:

Primary Contact Name: Ms. Nyce Daniel, Lindsey Hopkins Technical

Title: Principal

Mailing Address: 750 NW 20 Street

Miami, FL 33127

Phone Number: 305-324-6070

Email: ndaniel@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.

Surgical Technology-The program has three Occupational Completion Points (OCP's), and prepares students for employment as a Surgical Technologist or a

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

This proposal supports state technical centers by providing them with an opportunity to offer a program that will provide students with employability skills

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

This proposal will provide participants with transferable, sustainable workforce skills in the proposed program of Surgical Technology. The content of the program includes but is not limited to critical thinking skills, communication and

- 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.

This proposal is based on the criteria established by the state technical colleges. The criteria for state technical centers provide students with the technical knowledge and skills, academic rigor, and real-world experience for high-skill,

- 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.

This proposal will promote economic opportunity by enhancing workforce training. Based on the Florida Bureau of Labor Market, by the year 2024 the state of Florida will need 8,231 Surgical Technologists. There are 209 job openings for Surgical Technologists every year in Florida; and the annual growth rate is 1.88%. The success of the proposed training is based on successful program completion and job placement. Increasing the number of surgical technologists will address the demand for workers in

**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?

Life 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?

Surgical Technologist SOC Code-292055





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 embedded with clinical rotations.

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

Twenty (20) students will be enrolled in the program with at least 17 completers.

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

Begin Date: 2/12/2018 End Date: 3/30/2019

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

- Recruit/Interview students who are interested in pursuing a career as Surgical Technologists
-Complete the necessary paperwork for program entry
Conduct mandatory program orientation

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.

At the completion of the program, the student will receive a certificate of completion. The Classification of Instructional Program (CIP) code is Certified Surgical Technologist CIP Code - 51.0909



I. Does this project have a local match amount?

Yes  No

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

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

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### 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	\$ 35,000.00		
Personnel	<u>\$ 84,671.00</u>		
Facilities	<u>\$ 0.00</u>		
Tuition	<u>\$ 76,000.00</u>		
Training Materials	<u>\$ 28,000.00</u>		
Other	<u>\$ 700.00</u>	Please Specify:	<u>Recruiting</u>
<b>Total Project Costs</b>	<u><u>\$ 224,371.00</u></u>		

B. Other Workforce Training Project Funding Sources:

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

**Total Amount Requested** \$ 224,371.00

**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.

Personnel - (1) full-time teacher \$50,000 plus fringes Retirement 8.58%, FICA 6.20%, Medicare 1.45%; WC/Lia/Unemployment 2.85% 9,540 = \$54,900 and one (1) part-time hourly teacher \$25,000 plus fringes (Retirement \$2,145, FICA \$1,550; Medicare \$363; WC/Lia/Unemployment \$713.00)= \$29,771.00 = Total \$84,671. The full-time instructor will be responsible for direct instruction and clinical, while the part-time instructor will assist in clinical rotation.

Equipment - Electrical Stimulating Unit, Operating Room Lighting, Surgical

**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.

The Miami-Dade County Public Schools Board Meeting dates are: 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.

A special meeting must be requested five days prior to the requested 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 / Sue

Signature Date: 8/10/17



# 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  
Pera Tabares Hantman  
Dr. Martin Karp  
Lubby Navarro  
Mari Tere Rojas

June 22, 2017

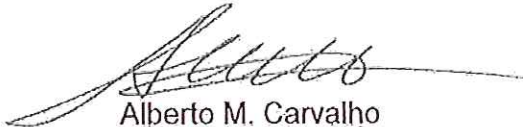
Ms. Martha K. Asbury  
Assistant Deputy Commissioner  
Division of Finance and Operations  
Florida Department of Education  
325 West Gaines Street  
Room 344, Turlington Building  
Tallahassee, Florida 32399-0400

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](mailto: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



Ms. Nyce Daniel, Lindsey Hopkins Technical College

Principal

750 NW 20 Street

Miami, FL 33127

305-324-6070

[ndaniel@dadeschools.net](mailto:ndaniel@dadeschools.net)

Program Title: Surgical Technology

Program Type: Career Preparatory

Career Cluster: Life Sciences

**1A.** Surgical Technology-The program has three Occupational Completion Points (OCP's), and prepares students for employment as a Surgical Technologist or a Central Supply Technician. Under the supervision of a surgeon, the surgical technologist sets up the operating room for surgical procedures; passes instruments and other supplies to surgeons or surgeon assistants; holds retractors; cuts sutures; and helps count sponges, needles, supplies, and instruments.

**1B.** This proposal supports state technical centers by providing them with an opportunity to offer a program that will provide students with employability skills and potential employment in hospital operating rooms, surgical centers, or central sterile processing.

**1C.** This proposal will provide participants with transferable, sustainable workforce skills in the proposed program of Surgical Technology. The content of the program includes but is not limited to critical thinking skills, communication and interpersonal skills, legal and ethical responsibilities, anatomy, physiology, pathophysiology, microbiology, aseptic techniques, patient care procedures, surgical technology procedures, patient safety, use and care of equipment and supplies, CPR, employability skills, and basic computer literacy. With these workforce skills, the participants are employable at any facility that employs surgical technologists.

**1E.** This proposal is based on the criteria established by the state technical colleges. The criteria for state technical centers provide students with the technical knowledge and skills, academic rigor, and real-world experience for high-skill, high-demand, and highly successful careers.

**1G.** This proposal will promote economic opportunity by enhancing workforce training. Based on the Florida Bureau of Labor Market, by the year 2024 the state of Florida will need 8,231 Surgical Technologists. There are 209 job openings for Surgical Technologists every year in Florida; and the annual growth rate is 1.88%. The success of the proposed training is based on successful program

completion and job placement. Increasing the number of surgical technologists will address the demand for workers in the field, strengthen the workforce, and consequently the community.

**2A.** No

**2B.** Life Sciences

**2C.** Surgical Technologist SOC Code-292055

**2D.** The training will be classroom-based in person at Lindsey Hopkins Technical College located at 750 NW 20 Street, Miami, FL 33127

**2E.** Twenty (20) students will be enrolled with 17 completers.

**2G.** -Recruit/Interview students who are interested in pursuing a career as Surgical Technologists

-Complete the necessary paperwork for program entry

-Conduct mandatory program orientation

- Monitor students' progress through meetings with instructor and counselor

-Collaborate with instructor, counselor, department chair, and administrator to handle issues to support students, and make necessary adjustments if needed.

**2H.** At the completion of the program, the student will receive a certificate of completion. The Classification of Instructional Program (CIP) code is Certified Surgical Technologist CIP Code - 51. 0909

**3C.** Twenty students to attend a twelve month, Surgical Technian offered at Lindsey Hopkins Technical College starting September 25, 2017 till October 1, 2018.

Personnel - (1) full-time teacher \$50,000 plus fringes Retirement 8.58%, FICA 6.20%, Medicare 1.45%; WC/Lia/Unemployment 2.85% 9,540 = \$54,900 and one (1) part-time hourly teacher \$25,000 plus fringes (Retirement \$2,145, FICA \$1,550; Medicare \$363; WC/Lia/Unemployment \$713.00)= \$29,771.00 = Total \$84,671. The full-time instructor will be responsible for direct instruction and clinical, while the part-time instructor will assist in clinical rotation.

Equipment - Electrical Stimulating Unit, Operating Room Lighting, Surgical Instrument Kits-cardiology, orthopedic, laparoscopic = \$35,000

Tuition - \$3,800 x 20 students = \$76,000

Training Materials - books \$425 x 20 = \$8,500; Professional Development \$10,000; Supplemental Materials \$10,000; total \$28,000

Other - Student ID \$20 x 20 = \$400; Application Fee \$15 x 20 = \$300; total = \$700; Total \$224,371

**4A.** The School Board of Miami-Dade County

**4B. i.** The Miami-Dade County Public Schools Board meeting dates are: Sept 6, 2017; Oct 11, 2017; November 15, 2017; and Dec 6, 2017.

ii. A special meeting must be requested five days prior to the requested meeting date.