



## **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: North Florida Community College

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

#### Contact Information:

Primary Contact Name: David Dunkle

Title: Associate Dean of Economic Development and Technical Programs

Mailing Address: 325 NW Turner Davis Drive  
Madison, Florida 32340

Phone Number: 850 973-9440

Email: DunkleD@nfcc.edu

### **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.

The North Florida Community College (NFCC) Commercial Driver Career Training Center - This new program will provide a foundational Commercial Driver's License (CDL) 320 Clock Hour, 12-Week Program (SIP: COMMERCIAL VEHICLE DRIVING). This career training program has been initiated as a partnership with CareerSource North Florida. Current industry partners include Gilman Building Products, Suwannee Timber Management, Genesis Timber, M.A. Rigoni, Gray Logging, and Johnson & Johnson. The program's first class is anticipated to begin in September 2017; additional add-on endorsement courses as well as serving as a CDL license facility will phase-in during the first year of operation.

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

The NFCC Commercial Driver Career Training Center supports the NFCC six county rural, sparsely populated region including Hamilton, Madison, Lafayette, Taylor, Jefferson, and Suwannee Counties. The Center supports identified Regional Workforce training needs as well as economic opportunities for area residents.

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

The Center will provide participants with the opportunity to acquire the knowledge and skills required to become a safe, successful member of the trucking industry. Classroom, practice course, and on-the-road training provides valuable concepts, safety awareness, commercial driver transferable knowledge, skills, and specialized abilities needed earn a Commercial Driver's License-Class A certification and become a successful employee in the trucking industry. The foundational program teaches and provides practice in basic driving skills, material handling, equipment handling, basic maneuvers such as backing, docking and handling many different road conditions and unexpected hazards, and emphasizes safety measures, rules of the road, and situational problem-solving. The program will test participants on various terrains - city and country roads - and provide practice driving hours during both day and night time.



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 NFCC Commercial Driver Career Training Center's foundational CDL course, add-on endorsement trainings, and testing follows the state college curriculum and outcome expectations, state commercial driver legislation, exacting trucking industry standards, and NFCC's high standards of training excellence.

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.

CareerSource North Florida and NFCC are working together to provide the CDL training program in response to regional industry need for drivers. NFCC Commercial Driver's License (CDL) Career Training Center anticipates that the initial 2017-2018 classes will prepare 30 workforce-ready employees for the industry by the end of their 12-week program upon earning their CDL License. As regional employees are ready to hire, it is estimated that even at an entry-level wage of \$13 per hour with no overtime or benefits included, the 30 completers will earn a combined income of over \$750,000.00 during their first year of employment.

The estimated average hourly wage in LWDA 6 is \$15.65 per hour (3rd quarter 2015) or \$626 weekly. Typically, for the same area the mean hourly wage is \$17.95 (2016 estimate), making Truck Driving a higher than average wage occupation. Employers in the field provide better than average benefits, including medical and paid time off, for their personnel.

Currently, there is not a local Truck Driving training program in LWDA 5 or 6. The nearest program to LWDA-6 is just over 90 miles from the center point of LWDA-6. This poses a serious barrier in local job seekers attending this occupational skills training. Having a local program would allow accessibility for many job seekers who would otherwise have to find a different course of employment, and ultimately leaves the businesses with unfilled vacancies or other unmet needs.

Metrics used to measure training success to include participant CDL license earnings, secured employment, maintained employment over a 3-month period. In addition for all Commercial Driver's Training Center trainings (CDL program, refresher training offerings, and add-on endorsement trainings) the employer's satisfaction with the training outcomes as demonstrated by the completer's job performance will be tracked as a metric of success.

Employers do not see a pipeline of talent on which they can rely to keep their businesses productive and operational at full capacity for the years to come. These employers have articulated grave concern over not having the supply of labor they need in order to keep up with contracts, regulations, and demand their industries place on them. While Help Wanted Online (HWOL) in May 2016 showed 19 job openings for Tractor-Trailer Truck Drivers (SOC 53-3032) for LWDA-6, LWDA-5 132, and LWDA-7 it was 35, it is estimated this number may be several percentage points higher, as often these employers do not post their positions online. To compound the situation, statewide this occupation is expected to grow 1.56% by 2023 and, businesses foresee many retiring "baby-boomers", who they have relied on heavily to keep them afloat, leaving the workforce. Employers have been adapting to doing more with less because of the shortage of adequate labor, and indeed some have trucks parked and idle simply



because they don't have enough drivers to operate them all. (Note attached letters from industry)

In addition to the demand stated above, other occupations in the area and adjacent areas require Commercial Driving Training. The demand in related occupational groups based on current job openings: Protective Service Occupations (Police Officers, Sheriffs and Deputy Sheriffs, Municipal Firefighters); Construction and Extraction Occupations (Hazardous Materials Removal Workers, Rail-Track Laying and Maintenance Equipment Operator); Production Occupations (First-Line Supervisors of Production and Operating Workers, Chemical Equipment Operators and Tenders, Mixing and Blending Machine Setters, Operators, and Tenders); Transportation and Material Moving Occupations (Bus Driver, Industrial Truck and Tractor Operators).

**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.

The program is in the planning and preparation stages for launch in September 2017. The need for funding will allow the program to be initiated. Primary needs are for the cost of a full-time program staff member, the paving of a 1-mile practice roadway, and a vehicle for student training use.

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?

The proposal aligns with Manufacturing logistics and transportation needs within the Targeted Industries.

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?

Both statewide and regional demand is identified. Florida Demand Occupation List: SOC Code 533032 Heavy and Tractor-Trailer Truck Drivers, annual openings 2,471.



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.

Training will be delivered on the campus of NFCC in Madison, Florida, through classroom-based instruction, practice course instruction, and in the county of Madison and neighboring counties for on-road training including city and country roads as well as highways, with instruction taking place during both daylight and night-time hours. The 1-mile practice course to be located on the NFCC campus in Madison, Florida, will provide a varied terrain for basic maneuvers, shifting, turns, backing, vehicle shouldering, traffic reentry, turns, and a full loop for early stage drivers-in-training. Instruction will include 450 hours over a 12-week period.

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

Thirty students will be enrolled (15 per section; 2 sections) during the first year of the program, 2017-2018. It is anticipated that all enrollee's will be completers through the provision of a comprehensive participant training support and reinforcement of training components and as a result of a rigorous admission process and screening which includes: at least 18-years-old as applicants; attend a mandatory orientation session at NFCC campus; complete CareerSource North Florida program/scholarship application; provide copy of complete Florida DMV-Authorized Driving Record (fees apply to obtain record); complete and pass 10 panel drug screen before application submittal (fees apply); meet Department of Transportation (D.O.T.) requirements to drive in Florida; be able to pass D.O.T. physical requirements to be employable; hold a Class "A" CDL training permit; submit an application for admission with payment of the \$20 non-refundable fee to the North Florida Community College Office of Admissions.

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

Begin Date: 09/05/17 End Date: 04/10/18

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

Industry partners and CareerSource North Florida are eager and committed to this program through a tuition support program. The first 30 students who are eligible may have their tuition fully funded by CareerSource North Florida. NFCC is currently interviewing instructors and has secured the use of two semi-tractor trailer



commercial trucks for training. Gray Logging, Genesis Timber, M.A. Rigoni, Suwannee Timber Management, Gilman Building Products, and Johnson & Johnson all are in need of drivers and are committed to establishing NFCC's CDL Center as their source for new employees and for additional truck driver employee training. Student tuition as well as industry support will serve to sustain the program after the funding period. It is expected that any incentives for performance outcomes, such as job placement in field, wages documented and retention of jobs, will contribute to the financial sustainability of the program. Local businesses expect a continued growth of need for drivers, which will help to sustain the program in the future as well.

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.

FLDOE Training Code 3, (PSAV Certificate); Commercial Driver's License (CDL);  
Classification of Instructional Programs (CIP) Code: 0649020500  
Federal CIP Code: 490205 VPC: I490205 COMMERCIAL VEHICLE DRIVING PSAV (SOC  
533032 Truck Drivers, Heavy and Tractor-Trailer DOE 3)  
NOTE: Attached Florida DOE Frameworks

---





I. Does this project have a local match amount?

Yes  No

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

CareerSource has available tuition scholarships for 30 participants @ \$3,000 each (\$90,000). Industry partners have promised to support the costs associated with CareerSource has available tuition scholarships for 30 participants @ \$3,000 each (\$90,000). Industry partners have promised to support the costs associated with obtaining practice tractor-trailer rigs as well as the loan of cargo for training purposes. NFCC is preparing to hire a part-time instructors without benefits at approximately \$35,000 per year. NFCC has invested in used truck and trailers. See attached budget summary page.

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

Attached: Itemized Costs associated with the funding requested for facility funding requested for the Practice Course for the CDL Program are located on the budget sheet. Attachments include a budget spreadsheet, documents depicting the location for the proposed 1-mile practice range on the campus of NFCC. Attached are letters of commitment from industry also expressing their need for the CDL program at the NFCC Campus.

NFCC web site provides program information and an overview:

<https://www.nfcc.edu/academics/career-and-technical/cdl-class-a-training/index>

Orientation sessions have already begun: two were completed in June, one in July, and two orientation sessions are planned for August.

### 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	\$ 215100	
Personnel	<u>\$ 98929</u>	
Facilities	<u>\$ 354875</u>	
Tuition	<u>\$ 90000</u>	
Training Materials	<u>\$ 0</u>	
Other	<u>\$ 61007</u>	Please Specify:
<b>Total Project Costs</b>	<u>\$ 819911</u>	general operating expenses

B. Other Workforce Training Project Funding Sources:





City/County	<u>\$ 0</u>		es see
Private Sources	<u>\$ 0</u>		attache d
Other (grants, etc.)	<u>\$ 462219</u>	Please Specify:	
<b>Total Other Funding</b>	<u><b>\$ 462219</b></u>		CareerSource , NFCC
<b>Total Amount Requested</b>	<u><b>\$ 373692</b></u>		

**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.

Current expenditures and funding for the program include the purchase of tractor-trailers (semi trucks and trailers) required for training, NFCC commitment to hire part-time instructors, North Florida CareerSource commitment to provide 30 participant tuition scholarships (\$3,000 each for total of \$90,000) and the NFCC commitment to contribute the cost of .376 miles of roadway as a portion of the 1-mile CDL Program driving course-way (\$133,433). Although not quantified as a program expense, in addition, NFCC has contributed personnel time and effort for program development, student orientation sessions, and industry partnership development.

**FACILITY:** In order to provide the training program, there is a need for facility investment in the amount of \$221,442 to add .624 miles to a truck driving training course (see attached budget and photos) to provide a full 1-mile training course with a loop, varied terrain, road signs, pavement markings, and of highway grade material and measurements. The training course construction would begin as soon as funds are available to be completed no later than January 2018.

**PERSONNEL:** NFCC has committed to provide part-time instructors. Due to the nature of this workforce training program a full-time program coordinator/instructor is required for program coordination, student recruitment, functions as a career coach, advisor, and mentor for students, job placement, industry partner outreach, safety compliance, scheduling program offerings, developing the center as a testing site, scheduling truck maintenance, collecting program evaluation data, tracking student employment and student follow-up, scheduling and hosting career fair events with industry, as well as coordinating CDL instruction, refresher training, and add-on endorsement training. For salary and benefits, \$72,250 (year one start up funding). This position would be secured and working as soon as possible and no later than by November 2017

**TUITION:** Program start up incentive tuition scholarships (\$90,000) provided by North Florida CareerSource.

**EQUIPMENT:** The college has purchased tractor-trailers, the program has secured loan equipment from city governments, and contributions have been made from partners (see attached budget narrative sheet). The requested funds will secure an additional used semi truck (\$45,000) and used box trailer (\$8,000); and also will support designation of the fleet of four trucks with sign-age wrap to both advertise the program and as a safety tool designating the trucks as CDL Program trainers. The purchase of the truck and trailer as well as the sign-age wrap for the fleet would occur as soon as possible and no later than October 1, 2017.



#### 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)?

Approval for funding request has been secured; no further approvals must be obtained prior to the execution of a grant agreement with the Florida Department of Economic Opportunity.

---

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.

n/a

---

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

n/a

---

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: North Florida Community College

Name and Title of Authorized Representative: John Grosskopf, President

Representative Signature: See Attached Signature Page (original signature available upon

Signature Date: August 2, 2017