



## 2019-2020 Florida Job Growth Grant Fund Public Infrastructure Grant Proposal

Proposal Instructions: The Florida Job Growth Grant Fund Proposal (this document) must be completed by the governmental entity applying for the grant and signed by either the chief elected official, the administrator for the governmental entity or their designee. Please read the proposal carefully as some questions may require a separate narrative to be completed. If additional space is needed, attach a word document with your entire answer.

### Governmental Entity Information

Name of Governmental Entity: CareerSource Palm Beach County

Government Federal Employer Identification Number: [REDACTED]

Primary Contact Name: Steve Craig

Title: President and CEO

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

Phone Number: 561.340.1061 x2221

Email: scraig@careersourcepbc.com

Secondary Contact Name: Mary Mullen Butler

Title: Sr. Executive Assistant

Phone Number: 561.340.1061 x2205

### Public Infrastructure Grant Eligibility

Pursuant to section 288.101, F.S., the Florida Job Growth Grant Fund was created to promote economic opportunity by improving public infrastructure and enhancing workforce training. Eligible entities that wish to access this grant fund must submit public infrastructure proposals that:

- Promote economic recovery in specific regions of the state, economic diversification or economic enhancement in a targeted industry ([View Florida's Targeted Industries here](#)).
- Are not for the exclusive benefit of any single company, corporation or business entity.
- Are for infrastructure that is owned by the public and is for public use or predominately benefits the public.

**1. Program Requirements:**

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

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

**A. Provide a detailed description of the public infrastructure improvements.**  
Please see attached document "Program Requirements A and G"

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**B. Provide location of public infrastructure, including physical address and county of project.**  
125 North Main Street, Belle Glade, FL in Palm Beach County

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**C. Is this infrastructure currently owned by the public?**  Yes  No

If no, is there a current option to purchase or right of way provided to the County?  
CareerSource Palm Beach County is negotiating to purchase the building.

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**D. Provide current property owner.**  
Howard Hill Foundation

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**E. Is this infrastructure for public use or does it predominately benefit the public?**  Yes  No

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**F. Will the public infrastructure improvements be for the exclusive benefit of any single company, corporation or business entity?**  Yes  No

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**G. Provide a detailed description of, and quantitative evidence demonstrating, how the proposed public infrastructure project will promote:**

- Economic recovery in specific regions of the state;
  - Economic diversification; or
  - Economic enhancement of a Targeted Industry ([View Florida's Targeted Industries here](#)).
- Describe how the project will promote specific job growth. Include the number of jobs that will be retained or created, and in which industry(ies) the new net jobs will be created using the North American Industry Classification System ([NAICS](#)) codes. Where applicable, you may list specific businesses that will retain or create jobs or make capital investment.
  - Provide a detailed explanation of how the public infrastructure improvements will connect to a broader economic development vision for the community and benefit additional current or future businesses.

Please see attached document "Program Requirements A and G"

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## **2. Additional Information:**

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

**A. Provide the proposed commencement date and number of days required to complete construction of the public infrastructure project.**

Commencement is anticipated to begin on or about April 2020 with construction expected to take approximately 6-8 months to complete.

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**B. What permits are necessary for the public infrastructure project?**

Construction permits from Palm Beach County.

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- C. Detail whether required permits have been secured, and if not, detail the timeline for securing these permits. Additionally, if any required permits are local permits, will these permits be prioritized?

Process to procure permits for remodeling of the building interior will begin following approval of the design/engineering phase of the project.

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- D. What is the future land use and zoning designation on the proposed site of the infrastructure improvements, and will the improvements conform to those uses?

Zoning is current for the building and its proposed improvements/use conform to those requirements.

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- E. Will an amendment to the local comprehensive plan or a development order be required on the site of the proposed project or on adjacent property to accommodate the infrastructure and potential current or future job creation opportunities? If yes, please detail the timeline.

Yes       No

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- F. Is the project ready to commence upon grant fund approval and contract execution? If no, please explain.

Yes       No

The design/engineering phase of the project will commence immediately upon purchase followed by renovation.

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- G. Does this project have a local match amount?  Yes       No

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

\$100,000 in facility equipment, furniture and supplies from CareerSource Palm Beach County.

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- H. Provide any additional information or attachments to be considered for this proposal. Maps and other supporting documents are encouraged.

Please see attached document "Additional Information H"

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### 3. Program Budget

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

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

1.) **Total Amount Requested**      \$ 750,000 (purchase price)  
 Florida Job Growth Grant Fund

**A. Other Workforce Training Project Funding Sources:**

City/County                      \$ \_\_\_\_\_

Private Sources                      \$ \_\_\_\_\_

Other (grants, etc.)                      \$ \_\_\_\_\_

Please Specify: \_\_\_\_\_

**Total Other Funding**                      \$ \_\_\_\_\_

**B. Public Infrastructure Project Funding Sources:**

Construction                      \$ \_\_\_\_\_

Reconstruction                      \$ 150,000

Design & Engineering                      \$ \_\_\_\_\_

Land Acquisition                      \$ \_\_\_\_\_

Land Improvement                      \$ \_\_\_\_\_

Other                      \$ \_\_\_\_\_

Please Specify: CSPBC

**Total Project Costs**                      \$ 900,000

**Note:** The total amount requested must equal the difference between the workforce training project costs in 3. and the other Public infrastructure project funding sources in 2.

- C. Provide a detailed budget narrative, including the timing and steps necessary to obtain the funding and any other pertinent budget-related information.

Please see attached document "Program Budget C"

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#### 4. Approvals and Authority

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

- A. If the governmental 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)?

None

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If board authorization is not required, who is authorized to sign?

CareerSource Palm Beach County President and CEO

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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 governmental 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.
- ii. State whether entity is willing and able to hold special meetings, and if so, upon how many days' notice.

The CareerSource Palm Beach County board of directors meets approximately quarterly (meeting dates are posted at [www.careersourcepbc.com](http://www.careersourcepbc.com)) and is willing and able to hold special meetings with 30 days notice.

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- C. Attach evidence that the undersigned has all necessary authority to execute this proposal on behalf of the governmental 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.

Please see attached document "CSPBC policies"

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I, the undersigned, do hereby certify that I have express authority to sign this proposal on behalf of the above-described entity and to the best of my knowledge, that all data and information submitted in proposal is truthful and accurate and no material fact has been omitted.

Name of Governmental Entity: CareerSource Palm Beach County

Name and Title of Authorized Representative: Steve Craig, President and CEO

Representative Signature: *Steve Craig*

Signature Date: 9-24-19

## 1. Program Requirements

A. Purchase and renovate approximately 9,000 square feet of the interior of a bank building to create a one-stop career center for job placement services and training grants for area employers and job seekers in Belle Glade, FL, one of the most impoverished areas of the state and nation. The center would be staffed by CareerSource Palm Beach County, the non-profit organization chartered by the state to lead workforce development in the county, the Florida Division of Vocational Rehabilitation, and the Business Development Board of Palm Beach County. The one-stop center will provide job placement and training grants that support clear, articulated career pathways to fill high-demand direct and ancillary jobs in key industries as identified by the Glades Regional Master Plan, including construction trade skills, vehicle repair/maintenance, manufacturing, logistics/distribution and more. CareerSource will administer adult and dislocated worker, young adult and veteran employment and training programs and grants such as On-the-Job training, Employed Worker Training, paid work experience, customized training, internships and pre-apprenticeship programs to meet the needs of employers.

The center's interior will be designed to accommodate:

- Resource room containing 16 computer stations for clients and 3 computer stations for staff to support job search activities;
- 1 computer lab to serve RESEA clients (12 computers);
- 1 computer lab for youth/young adult program services (20 seats and 16 computers);
- Cubicle space for 16 staff;
- 2 offices for employer interviews;
- 3 offices for staff;
- Space for office equipment (file cabinets, copiers, printers, etc.);
- Space for internet servers, telecom and data equipment;
- Common areas such as a conference room, lobby/check-in area, and breakroom.
- Note: ADA compliant restrooms and an elevator already are in place, in good condition and will not require renovation.

G. The Glades communities (Belle Glade, Pahokee, South Bay) located in western Palm Beach County have one of the nation's highest poverty and unemployment rates. Belle Glade, the most populous city in the Glades, has a poverty level more than twice the state average. The unemployment rate for the Glades communities is 4 to 5 times higher than for the county at large. The area is geographically and economically disconnected from the thriving business communities located 50 miles east along the Palm Beach County coast.

CareerSource Palm Beach County plays a leading role in collaborative efforts to increase employment and economic development here. While the population of the Glades communities is less than 3 percent of Palm Beach County, about 20 percent of CareerSource's total budget, including 12 percent of training funds, goes to serving the Glades communities. During the past 5 program years, CareerSource has helped place 9,100 Glades area residents into jobs and provided \$935,000 in training funds to local employers and residents.



This proposal is supported by the School District of Palm Beach County, Palm Beach State College, the Business Development Board of Palm Beach County with participation by Palm Beach County government as a combined effort to increase employment and economic development in the Glades communities. The proposed project will strengthen the collaboration of the partnering institutions and engage students, employers and job seekers in workforce training to meet employer needs for qualified talent.

The Glades Regional Master Plan, a 2-year economic development and planning effort funded by the U.S. Dept. of Housing and Urban Development, conducted an economic development analysis of market trends and emerging industries. The plan identified workforce training needs in construction trade skills, vehicle repair/maintenance, manufacturing, logistics/distribution, healthcare and hospitality. Even as the demand for skilled workers to fill these jobs in the Glades is clear, employers struggle to find qualified, credentialed candidates, ultimately diminishing the area's economic base by impeding its ability to attract and retains employees in these industries.

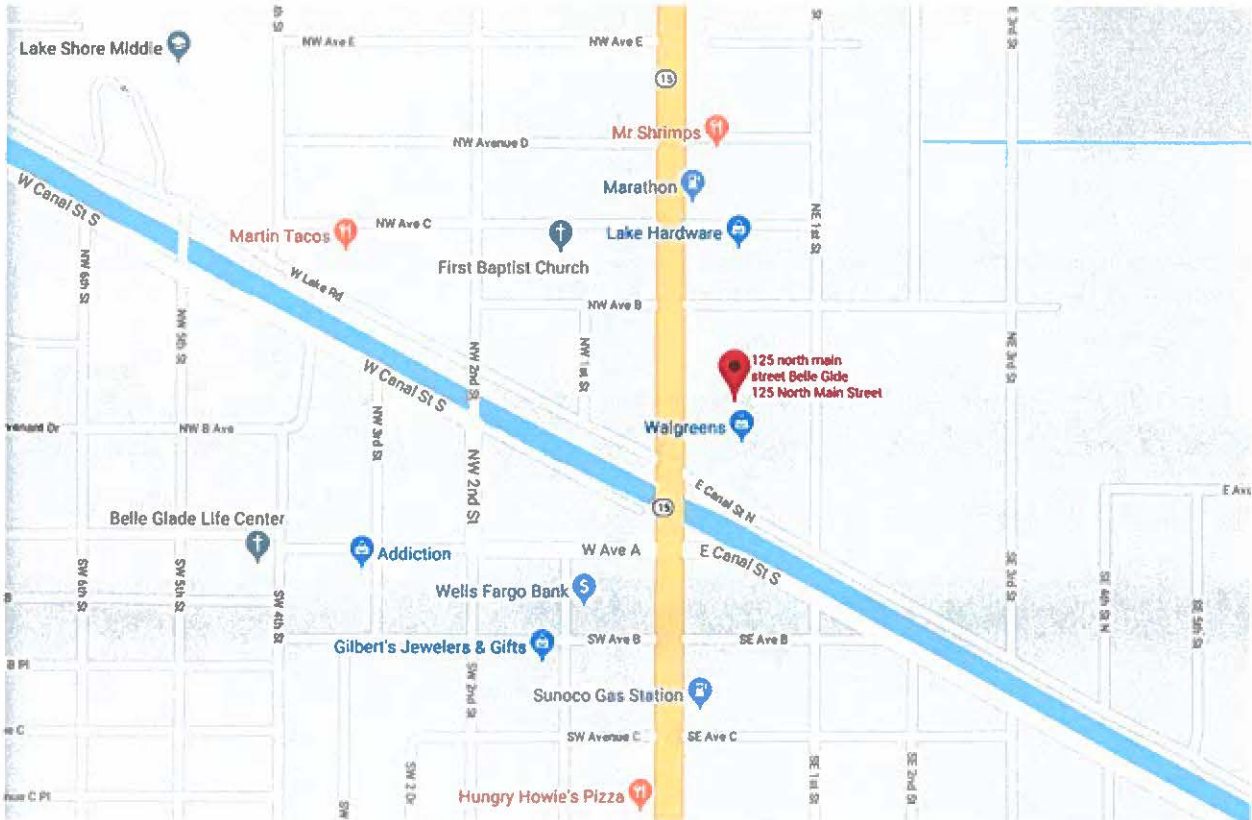
Besides meeting the training needs of high-demand jobs identified by the Glades Regional Master Plan, nearly all of the workforce training pathways are identified in the Florida Enterprise Qualified Targeted Industries for Incentives list. Local, regional and state demand for workers in these sectors is strong and the number of students enrolled in workforce training is below needed levels. This proposal seeks to expand the capacity to train workers within the sectors and create clear, articulated career pathways along which workers can progress and employers can expect skills to grow.

The federal Workforce Innovation and Opportunity Act (WIOA) mandates that workforce boards such as CareerSource Palm Beach County convene and facilitate programs between employers and educational institutions, such as the school district and Palm Beach State College. The proposal supports state and county public education vocational and technical training programs, training grants for qualified applicants and job placement services for job seekers and employers – all at a single location in the Glades communities.

Area workforce job training and placement services will include:

- Training in construction trade skills, including the development of the Glades Construction Academy Youth Build program, a construction pre-apprenticeship program that helps out-of-school, unemployed young adults gain their GED, earn industry-recognized credential and gain hands-on experience. Training also is available for vehicle repair/maintenance, along with associated skills in manufacturing and logistics/distribution, all of which would support the development of an anticipated 850-acre Intermodal Logistic Center (ILC) in western Palm Beach County
- Training in healthcare and hospitality at Palm Beach State College West Campus, including accelerated Certified Nursing Assistant training program for Glades area residents only (health care is frequently the highest demand occupation in the county)
- Full service on-site adult and dislocated worker, young adult and veteran employment and training programs and grants for On-the-Job training, Employed Worker Training, paid work experience, customized training, internships and apprenticeship programs.

**Additional services will include career consulting, recruiting and job placement assistance.**



## **Program Budget**

- C. The budget will establish a 9,000 square-foot center for job placement services and training grants for area employers and job seekers in Belle Glade, FL, one of the most impoverished areas of the state and nation. The center would be staffed by CareerSource Palm Beach County, the non-profit organization chartered by the state to lead workforce development in the county, the Florida Division of Vocational Rehabilitation, and the Business Development Board of Palm Beach County. The one-stop center will provide job placement services and training grants that support clear, articulated career pathways to fill high-demand direct and ancillary jobs in key industries as identified by the Glades Regional Master Plan. CareerSource will administer adult and dislocated worker, young adult and veteran employment and training programs and grants such as On-the-Job training, Employed Worker Training, paid work experience, customized training, internships and pre-apprenticeship programs to meet the needs of employers and job seekers.

Of the \$900,000 total budget, approximately \$150,000 will be used for demolition, construction permits, interior redesign/renovation, high and low voltage infrastructure, cubicles, and parking lot refurbishment. CareerSource Palm Beach County will provide \$100,000 for facility equipment, furniture, telephones, computers, copiers, printers, and supplies. In addition, CareerSource Palm Beach County will pay for utilities and maintenance.



## II.B. PROCUREMENT STAFF

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**Purpose:** To summarize CareerSource staff property and procurement responsibilities

CareerSource property and procurement responsibilities are decentralized. The IT Department is responsible for procurement functions relating to data processing equipment. The Facilities Manager is responsible for procurement functions relating to furniture, equipment and vehicles. All other purchases are made by the department needing the item on an as needed basis. If the item is included in the budget and is \$5,000 or less, no additional approval is required. However, purchases of items not included in the budget, and budgeted items over \$5,000 require prior approval from the President/CEO.

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CareerSource Palm Beach County Procurement Policies & Procedures (rev. 10-4-18)

member who could benefit financially from the transaction must abstain from all discussion and voting on the contract. A Board member must disclose any such conflict of interest in a manner consistent with the procedures outlined in the Florida Statutes. CareerSource must submit all contracts equal to or greater than \$25,000 with board members or other persons or entities who could benefit financially from the contract to the Department of Economic Opportunity (DEO) along with documentation demonstrating compliance with F.S. 445.007. A contract under \$25,000 between CareerSource and a member of that board or between a relative of a board member or of an employee of the board is not required to have the prior approval of CareerSource Florida, Inc. (CSF) but must be approved by a two-thirds vote of the board, a quorum having been established, after full disclosure with the member's abstention and must be reported to DEO and CSF within 30 days after approval. If the work/services or product provided in the quote requires prior approval of the CareerSource Board of Directors and impacts the CareerSource's ability to perform its duties/tasks in a timely manner or in the event of an emergency as determined by the CareerSource President/CEO, the quote/proposal submitted by the vendor/CareerSource Board member who has a conflict of interest relationship will not be considered by CareerSource. A Local Board member or a Youth Council member must neither cast a vote on, nor participate in any decision-making capacity, on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member or a member of his immediate family. Neither membership on the State Board, the Local Board, the Youth Council nor the receipt of WIOA funds to provide training and related services, by itself, violates these conflict of interest provision. 20 CFR 667.200(a) (4)

The Board reviews, approves, and establishes the authority levels for property and procurement processes and procedures. Effective March 5, 2009 all checks over \$20,000 require a board signature. Those authority levels are as follows:

Position	Check Signers	Check Requests/ Purchase Orders	Issue RFP	Approve Selection of Contractors	Negotiate Contracts	Sign/ Terminate Contracts & Amendments
CEO/President	Unlimited	250,000	Unlimited	250,000	Unlimited	250,000
CFO	None	5,000	None	None	Unlimited	None
COO/VP/Sr. Directors	Unlimited	5,000	None	None	Unlimited	None
Board	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Staff, Managers, Directors	None	None	None	None	Unlimited	None

- The VP Director of Programs are the CEO's onsite backup for signing checks.
- NOTE: Effective 3/8/17 in the President/CEO's absence, the Executive Vice President is designated to act on her/his behalf. This includes selection of a contractor and negotiating, signing, terminating contracts and amendments. In the President/CEO and Executive Vice President's absence the Chief Operating Officer is designated to act on her/his behalf. This includes selection of a contractor and negotiating, signing, terminating contracts and amendments.