

2019-2020 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. If additional space is needed, attach a word document with your entire answer.

Entity Information

Name of Entity: _____ Mura Milo Corp.

Federal Employer Identification Number (if applicable): _____

Primary Contact Name: _____ Jannett Puzey

Title: _____ Cordinating Director

Mailing Address: _____ P.O. Box 22943

_____ Miami, FL 33002

Phone Number: _____ 305-793-8650

Email: _____ help@muramilocorp.com

Secondary Contact Name: _____ Garrie Ryan

Title: _____ Enrollment Specialist

Phone Number: _____ 305-362-3100 Extension 3172

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:

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

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.

This course intent is to facilitate the participants to develop awareness of the principles, policies, procedures and technological competencies involved in office administration in the modern office environment. The course is a twelve-month course with 540 contact hours to meet state colleges and technical centers six (6) credit units of a combination of class/instructional time and independent time.

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

This Proposal supports programs at state colleges or state technical centers nical centers that provide Financial/Technical Services Programs, as the programs lay the foundation for career development and further studies in the business field.

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

This proposal provides participants transferable, sustainable workforce skills applicable to more than a single employer, as participant will develop proper work ethics, social responsibility, and integrity that contribute in promoting a positive image of the organization in which they are employed.

D. Describe how this proposal supports a program(s) that is offered to the public?

Programs offered to the public: affording the participants to develop technical, planning, organizing, management and problem-solving skills necessary for functioning in a modern office environment. Also, the Proposal courses lay the foundation for career development and further studies in the business field that are offered to the public.

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

This proposal is based on criteria established by the state colleges and state technical centers based on the the six (6) credit units anticipated for 540 hours of the period of 12 months.

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 program completers 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 through acquisition of the knowledge and skills of office administration to function effectively in a modern office environment; whereby, maximizing the output of the office. Proposer anticipates there will be 85 percent program completers from the proposed training.

2. Additional Information:

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

- 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.

N/A

- B.** Does the proposal align with Florida’s Targeted Industries?
 ([View Florida’s Targeted Industries here.](#)) Yes No

If yes, please indicate the specific targeted industries with which the proposal aligns.
 If no, with which industries does the proposal align?

The specific targeted industries with which the proposal aligns are the Financial and Professional Services 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 Occupations Lists here.](#)) Yes No

If yes, please indicate the specific occupation(s) with which the proposal aligns.
 If no, with which occupation does the proposal align?

The Demand Occupations Lists: Sales Rep, Advertising Sales Agent, General and Operations Managers, Business Operations Specialists, First-Line Supervisors of Non-Retail Sales Workers, Office and Administrative Support Workers, Personal Services Workers, Transportation and Material-Moving Machines and Vehicle Operators, Production and Operating Workers, Retail Sales Workers.

- 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, etc.) where the training will be available.

The training will be delivered in a blended-learning environment. That is classroom-based, computer-based and one-and-one based. The targeted location is Miami-Dade County.

- E.** Indicate the number of anticipated annual enrolled students and completers in the proposed program.

It is anticipated that an annual enrolled of 100 students and 85 percent completers in this proposed program.

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

June 8, 2020

June 7, 2021

Begin Date: _____

End Date: _____

The length of the program is for 12 months

- G.** Describe the plan to support the sustainability of the program after grant completion.

After the grant completion, Proposer plans to support the sustainability of the program by fostering the relationship with the facility key personnel to adopt the program into the facility's current careers and technical training funded on-site programs by Department of Labor.

- H.** Identify any certifications, degrees, etc. that will result from the completion of the program.

Please include the Classification of Instructional Programs (CIP) code and the percent of completers in each code, corresponding with Section E.

Upon completion of the proposed program, students will receive a certificate of completion, and can be qualified for 6 units of college credits and/or technical center credits.

- I.** Does this project have a local match amount?

Yes

No

If yes, please describe the entity providing the match and the amount. (Do not include in-kind.)

N/A

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

Attached is a the Proposed Program Training Course Outline.

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 workforce training costs and other funding sources available to support the proposal.

1.) **Total Amount Requested** \$519,000.00
 Florida Job Growth Grant Fund

A. Other Workforce Training Project Funding: Sources:

City/County	\$ _____
Private Sources	\$ _____
Other (grants, etc.)	\$ <u>17,000.00</u>
Total Other Funding	\$ <u>0.00</u>

N/A

Please Specify: _____

B. Workforce Training Project Costs:

Equipment	\$ <u>0.00</u>
Personnel	\$ <u>94,000.00</u>
Facilities	\$ <u>12,000.00</u>
Tuition	\$ <u>360,000.00</u>
Training Materials	\$ <u>36,000.00</u>
Other	\$ <u>17,000.00</u>
Total Project Costs	\$ <u>519,000.00</u>

Administrative Fees, Expenses, and Misc. Costs

Please Specify: _____

Note: The total amount requested must be calculated by subtracting the total other workforce training project funding sources in A. from the total workforce training project costs in 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.

Proposer anticipates starting the Office Administrative Training Program in the summer, on or about June 8, 2020. The Program Budget is a total of \$519,000.00. Personnel Cost is \$94,000.00 full time for the 12 months: (Training Instructor: \$42,000.00 - includes taxes and fringe benefits; Program Manager: \$52,000.00 - includes taxes and fringe benefits). The responsibilities will include, but not limited to coordinating of the program activities, enrolling participants, training participants, evaluating participants, preparing reports, collaborating with training center personnel. Facilities total cost is \$12,000.00 for the 12 months. Tuition is \$360,000.00 for 100 participants for 12 months at \$3,600.00 per participant. This total Tuition Cost includes online learning seats, online programs seats. The total cost for Training Materials is \$36,000.00 for the 12 months for 100 participants, which includes software, supplemental materials, textbooks, workbooks, and note-taking supplies. Other is a total cost of \$17,000 for the 12 months. This cost includes administrative program fees, costs, expenses; physical space operations expenses; miscellaneous and unforeseen/incidental costs.

4. Approvals and Authority

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

- 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)?

If this entity is awarded grant funds based on this proposal, the approval of the Board must be obtained before the proposal grant agreement with the Florida Department of Economic Opportunity can execute the agreement.

- 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.
 - ii. State whether entity is willing and able to hold special meetings, and if so, upon how many days' notice.
 - i. At this time, there is no schedule of upcoming meetings for Mura Milo Corp. for a period of at least six months.
 - ii. Entity is willing and able to hold special meetings, upon three (3) days' notice.
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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.

Attached is a Notice of Meeting and Minutes which represents the evidence that the undersigned has all necessary authority to execute this proposal on behalf of the entity.

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 Entity: Mura Milo Corp.

Name and Title of Authorized Representative: Jannett Puzey

Representative Signature: 

Signature Date: 3/30/2020

Mura Milo Corp. - Notice & Minutes of Annual Meeting

Jannett P <jannettp@hotmail.com>

Mon 3/30/2020 4:41 PM

To: Jannett P <jannettp@hotmail.com>

Spiegel & Utrera, P.A. Counselors & Attorneys at Law

SANDY A. ADELSTEIN	LAWRENCE J. SPIEGEL	Offices located in:	Headquarters
JOEL BECK	NICOLAS W. SPIGNER	Chicago, Dover, DE,	Fourth Floor
WILLIAM T. BROWN	NATALIA UTRERA	Las Vegas,	1840 Building
MICHAEL A. BUSTOS	MICHAEL C. WELCHKO	Los Angeles, Miami,	1840 Coral Way
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COURTNEY RIORDAN		Jersey.	Telephone (305) 854-6000
			Facsimile (305) 857-3700
			Please reply to
SENIOR PARALEGALS			Post Office Box 450605
GRACIELA BATTAGLIA	CLAUDIA FERNANDEZ		Miami, FL 33245-0605

Dear Jannett Puzey,

As you are the authorized decision maker on file, we are reminding you that it is s now time to complete your Corporation's Annual Board Meeting of Board Members, Directors, and Officers.

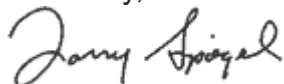
ATTORNEY-CLIENT PRIVILEGE

Our firm will comply with all statutes and applicable laws relating to your entity's Registered Agent & Registered Office. Be aware that when Spiegel & Utrera, P.A. serves as your General Counsel, Registered Agent and Registered Office, **the Attorney-Client Privilege is in effect.**

As an added bonus, along with the required Registered Agent Service for your business, our service also includes FREE Unlimited Legal Advice (both Business and Personal) and Unlimited Strategic Business Advice and Credit Advice. The more you call our General Counsel Club at (800) 734-9900, the more valuable our service will become to you.

Just like your automobile, your business needs yearly maintenance! Allow us to maintain and help you grow your non-profit business.

Sincerely,



Larry Spiegel
Attorney at Law
Larry Spiegel
Attorney at Law

Office Administration Program Training Course Outline

Course Summary

This course intent is to facilitate the participants to develop awareness of the principles, policies, procedures and technological competencies involved in office administration in the modern office environment. The course is a twelve-month course with 540 contact hours to meet state colleges and technical centers six (6) credit units of a combination of class/instructional time and independent time.

Course Objectives

The objectives of this course are to equip the participants with the required, basic foundation for career development and further studies in the business field.

Course Goals

At the end of the course, participants will develop technical, planning, organizing, management and problem-solving skills necessary for functioning in a modern office environment.

Office Administration Program Syllabus

Section 1	Office Orientation
Section 2	Communication
Section 3	Recruitment and Orientation
Section 4	Records and Information Management
Section 5	Reception and Hospitality
Section 6	Meetings
Section 7	Travel Arrangements
Section 8	Human Resources Management
Section 9	Accounts and Financial Services
Section 10	Procurement and Inventory Management
Section 11	Sales, Marketing, and Customer Service
Section 12	Operations, Dispatch, and Transport Services