

# North Miami Target Industry Workforce Development Scholarship Application Package

*Community Development Block Grant Program*

*U.S. Department of Housing & Urban Development*



*Sam Blatt*

*Economic Development Manager*

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# **2017 North Miami Target Industry Workforce Development Scholarship**

## *Policies & Guidelines*

### **Purpose**

North Miami has a need for attainable workforce training programs. Many jobs require marketable skills, but if an individual cannot afford to attain those marketable skills, he or she cannot find a good paying job. This creates a cycle of poverty. A targeted industry workforce development scholarship that funds skills training will help reduce the gap between a North Miami resident's desire to gain marketable skills and their lack of ability to afford the training. Funds have been made available through the CDBG 2016-2017 Action Plan that was approved by the City Council. This application is for educational institutions and workforce organizations to fill out on behalf of North Miami residents seeking job training and vocational skills.

*Objective: To Provide Funding to Support Targeted Industry Workforce Development in order to promote skill development and resource training*

### **Eligibility Criteria**

An educational or workforce training organization may qualify for consideration if it meets all of the following criteria:

1. Applicant must be legitimate business with Business Tax Receipt and Proof of Incorporation
2. Applicant must be a legitimate educational institution with Commission for Independent Education certification

### **Use of Funds**

1. Funds must only be used for funding the cost of enrollment/tuition that is required for class completion for low to moderate income North Miami residents
2. Applicant must provide proper documentation for proof of student residency/income
3. Funds must only be used for those occupational classes/programs listed in the Department of Economic Opportunity's 2017-2018 Regional Demand Occupations List for Miami-Dade County
4. Applicant may not receive funds in excess of \$7,500 per student's cost of class completion
5. Applicant may not receive funds in excess of \$15,000 per thirty (30) day period

## **Program Rules & Requirements**

1. Applicant must complete separate application for funds for each student
2. Submission of an application shall constitute acknowledgement and acceptance of all terms and conditions contained in the guidelines and the application
3. Applicant must provide course syllabus, description, and schedule for each student and provide detailed explanation of how scholarship money is being spent
4. When requested by City, Applicant must complete periodic reports on student performance/evaluations including, but not limited to: attendance records, performance evaluations, and certificate of completion or graduation degree
5. Submission of an application constitutes acknowledgement that all students are willfully and knowingly participating in the scholarship program
6. Applicant must be willing to comply with all regulations, guidelines and policies as they relate to the program. Applications that are incomplete, illegible, lack required documents, or have other content errors or deficiencies may be rejected.
7. Submission of a complete and satisfactory application does not guarantee an awarding of funds nor does it obligate the City in any way
8. If recommended for funding, Applicant will be required to sign a written legal agreement with the City (Letter of Agreement, Provided by the City)
9. Applicant may not apply for funds that cover a student's program that begins before the date listed on an executed legal agreement
10. The program is subject to funding availability. Applications are accepted and reviewed on a first come, first serve basis.

## **Checklist for Required Documents for Application Completion**

- Completed Target Industry Workforce Development Scholarship Application
- Business Tax Receipt (County or City)
- Certificate of Incorporation
- Commission for Independent Education Certification
- Documentation for proof of job placement ability/employer connections (optional)
- Budget and breakdown of cost (optional)
- Student Course Syllabus/Schedule
- Student Proof of Residency (2 proofs, see page 5)
- Student Proof of Income (1 proof, see page 5)

***\*\*The City reserves the right to request additional information about the applicant and/or student(s) being funded to process the application.\*\****

## **Application Submission**

The application must be filled out entirely and may be emailed, faxed, mailed, or dropped off in person.

### **In-person/Mail Delivery to:**

Attn: Sam Blatt, Economic Development Manager

City of North Miami

Community Planning & Development Department

12400 NE 8<sup>th</sup> Ave North Miami, FL 33161

**Phone Number:** (305) 893-6511 ext. 12164

**Email:** [sblatt@northmiamifl.gov](mailto:sblatt@northmiamifl.gov)

**Fax Number:** (305) 895-4074

**For more information:** [www.NorthMiamiFL.gov/CPD](http://www.NorthMiamiFL.gov/CPD)



# **Target Industry Workforce Development** **Scholarship Application**

## **Contact Information**

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Organization Name

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Address

City

State

Zip

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Phone Number

Email

Briefly describe type of organization and what kinds of programs are offered:

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## ***Contact Person***

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Name

Title

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Direct Number

Email

## **Student Information**

### ***Contact Information***

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First Name

Last Name

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Address

City

State

Zip

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Phone Number

Email

Cell

### ***Documentation***

Proof of Address Provided (2):

Gov. Issued Photo ID       Utility Bill       Lease/Mortgage

Bank Statement       US Postage from Government Entity

Property Appraiser Information       Other

Does student classify as low to moderate income based on HUD Income Limits Documentation?

Yes       No

Proof of Income Provided (1):

Most Recent Tax Return       Benefits Document       Alimony

Most Recent W2       Other

Are you a dependent for tax purposes?

Yes       No

## **Scholarship Information**

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Student's Program/Major of Study

Dept. of Economic Opportunity Regional Demand Occupation Program?

Yes

No

Describe Program:

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Explain how student will be assisted with future job placement (may attach additional documentation):

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***Breakdown of Expense (May attach budget)***

Item/Expense	Description	\$ Amount
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL REQUESTED: \$ \_\_\_\_\_

TOTAL PROGRAM COST: \$ \_\_\_\_\_

**\*\*Applicant will be required to submit course description/syllabus and schedule of classes\*\***



## Applicants Certification

By my signature, I certify that I have read and understand the application, criteria and program requirements. I further certify that all the information I (we) supplied is correct and accurate. My (our) signature(s) represent my (our) agreement to comply with the City of North Miami and the Department of Housing and Urban Development, as it relates to this grant request.

\_\_\_\_\_  
Organization Name

By:

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Print Name

Date \_\_\_\_\_

