

APPRENTICE FLORIDA



Pathways to Career Opportunities Grant

Funding Opportunities Webinar



Webinar Agenda:

1. Webinar Agenda and Purpose
2. The Future of Florida's Workforce
3. Registered Apprenticeship 101
4. Funding Purpose and General Information
5. Overview of Project Concept Requirements
6. Submission and Review of the Project Concept
7. Questions

Purpose:

- To inform potential Pathways to Career Opportunities Grant (PCOG) applicants about the PCOG requirements, timelines and expectations and to answer questions about the PCOG Request for Application (RFA) posed by attendees.

The Future of Florida's Workforce

Kathleen Taylor
Bureau Chief,
Standards, Benchmarks
and Frameworks



Executive Order 19-31

**Charting a Course
for Florida to be
#1 in the Nation in
Workforce
Education by 2030**

SB 2500-2023 General Appropriations Act

- **\$20 million** appropriation maintained for the Florida Pathways to Career Opportunities Grant!
- The funds may be used to establish new apprenticeship or preapprenticeship programs, expand existing programs, and operate existing programs (operation of existing programs is a new category this year).
- Of the \$20 million, a minimum of **\$5 million** is provided for a specific sub-initiative for a Grow Your Own Teacher Registered Apprenticeship Program Expansion, to be released and discussed at a later date.

Registered Apprenticeship 101

Kathryn Wheeler
State Director
for Apprenticeship

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Overview

- Federal and State Laws
- Purpose of Apprenticeship/Components
- Common Terminology
- Registered Apprenticeship Sponsorship
- Apprenticeship Models
- Structure of Registered Apprenticeships in Florida

Federal Laws

- **Title 29 CFR part 29** – Labor Standards for the Registration of Apprenticeship Programs.
 - Commonly referred to as “29.29”
- **Title 29 CFR part 30** – Equal Employment Opportunity In Apprenticeship.
 - Commonly referred to as “29.30”

State Laws

- **Chapter 446** – Job Training
 - Section 446.011-092, Florida Statutes (F.S.)
- **Chapter 6A-23**
 - Rule 6A-23.001-011, Florida Administrative Code (F.A.C.)

Purpose of Apprenticeship

- To enable **employers** to develop and apply industry recognized standards to training programs with the intention of:
 - increasing productivity;
 - improving quality of the workforce;
 - retaining company knowledge; and
 - reducing turnover.
- Registered Apprenticeship is an **employer-driven** process.

Components of Registered Apprenticeship



BUSINESS INVOLVEMENT

Employers are the foundation of every Registered Apprenticeship Program.



STRUCTURED ON-THE-JOB TRAINING

Apprentices receive on-the-job training from an experienced mentor for typically not less than a year.



RELATED TECHNICAL INSTRUCTION (RTI)

Apprenticeships combine on-the-job learning with technical education at community colleges, technical schools, apprenticeship training schools, the jobsite, or provided online.



REWARDS FOR SKILL GAINS

Apprentices receive increases in wages as they gain higher level skills.



OCCUPATIONAL CREDENTIAL

Registered Apprenticeship Programs result in a nationally-recognized credential – a 100% guarantee to employers that apprentices are fully qualified for the job.

Registered Apprentices

- At least 16 years of age.
- Engaged in learning a recognized occupation through work experience under the supervision of journey-workers/mentors.
- Training is combined with related technical instruction.
- Individual has entered into a written agreement, known as an apprentice agreement, with a registered apprenticeship sponsor (employer, association of employers, local education agency or a local joint apprenticeship committee).

Common Terms

- **Registered Apprenticeship Program** – a plan containing all terms and conditions for the qualification, recruitment, selection, employment and training of apprentices, including the requirement for a written apprenticeship agreement.
- **Standards of Apprenticeship** – the minimum requirements established for each apprenticeable occupation under which an apprenticeship program is administered.

Common Terms

- **Registered Preapprentice** – any person 16 years of age or over engaged in a course registered as a preapprenticeship program with the Department; this instruction may take place in the public school system or elsewhere, as permitted by state law and rule.
- **Registered Preapprenticeship Program** – an organized course of instruction in the public school system or elsewhere, which is designed to prepare a person 16 years of age or older to become an apprentice and is approved by and registered with the Department and sponsored by a registered apprenticeship program.

Common Terms

- **Registration Agency** – a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; and conducting reviews for compliance and quality assurance assessments for federal purposes. The Florida Department of Education is the United States Department of Labor (USDOL) approved registration agency.

Common Terms

- **Related Technical Instruction (RTI)** – An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical subjects related to a specific occupation. (Minimum of 144 hours per year recommended)

Common Terms

- **Related Technical Instruction (RTI) (Continued):**
 - It can be spread out over the course of the apprenticeship, front-loaded, segmented or articulated (prior experience credit).
 - It can be delivered by an educational institution, in-house, on-line, correspondence or any combination.
 - Apprentices can be enrolled in either clock hour or credit hour courses, when appropriate.

Common Terms

- **National Program Standards (NPS)** – Standards of Apprenticeship registered, managed and serviced by the USDOL, Office of Apprenticeship, Division of Standards and National Industry Promotion. The USDOL, Office of Apprenticeship is the Registration Agency for these programs, not the Florida Department of Education.
- Sponsors of NPS who have registered in Florida for reciprocity purposes as per 29 CFR part 29.13(b)(7), are eligible to apply for the Pathways to Career Opportunity Grant Program in the expansion category only.

Registered Apprenticeship Sponsors

Sponsors are responsible for the administration of all aspects of a Registered Apprenticeship program.

- **Who can sponsor?**

- A single employer;
- A trade association;
- A group of employers;
- Local workforce board;
- An educational institution;
- Community or faith-based organization; or
- Other approved entity.

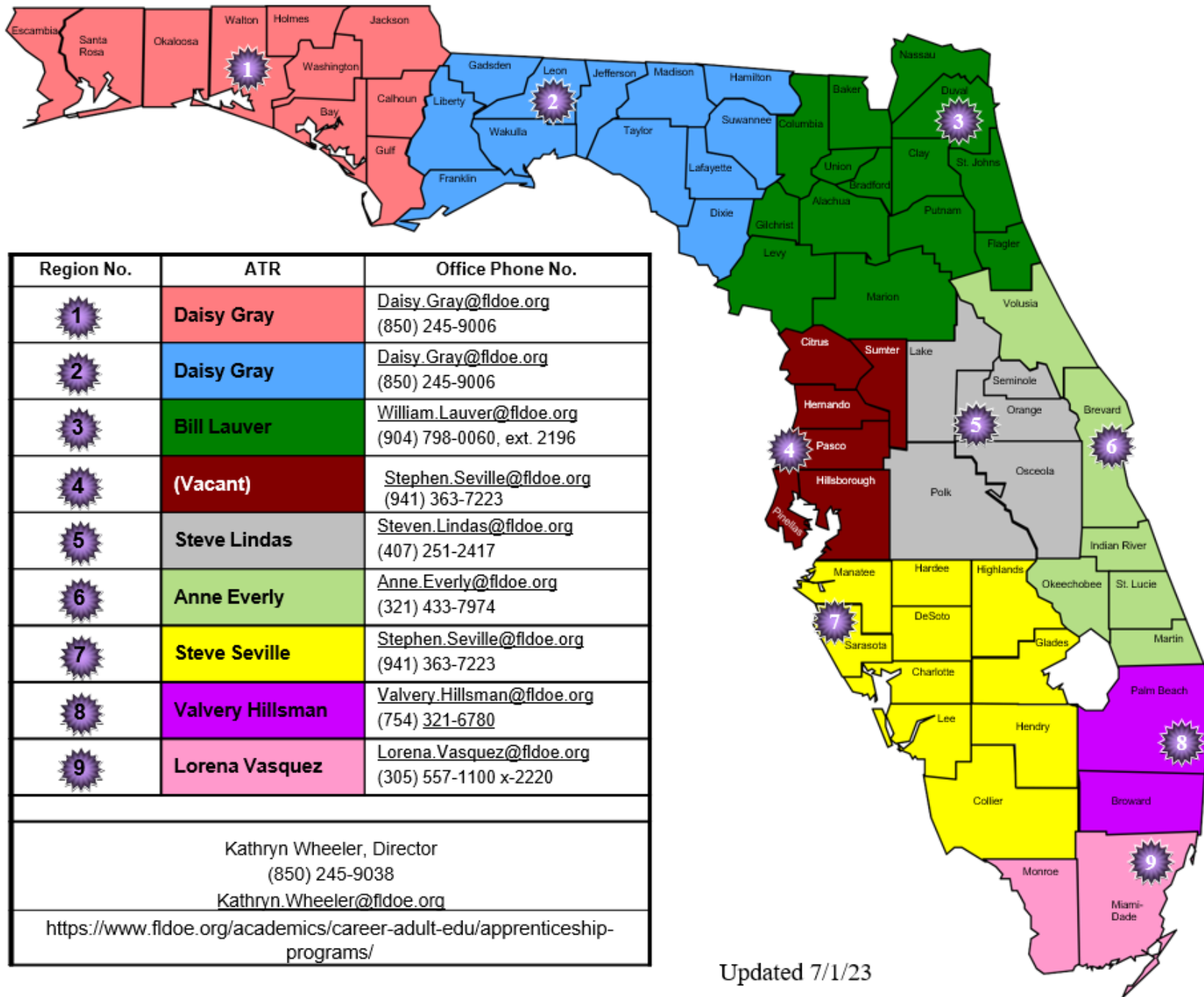
Criteria for Apprenticeable Occupations

Per 29 CFR 29.2, an apprenticeable occupation is one which is specified by industry and which must:

- (a) Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the-job supervised learning;
- (b) Be clearly identified and commonly recognized throughout an industry;
- (c) Involve the progressive attainment of manual, mechanical or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of on-the-job learning to attain; and
- (d) Require related instruction to supplement the on-the-job learning.

Registered Apprenticeship Models

- **Time-Based:** Apprentices complete a required number of hours in on-the-job training.
- **Competency-Based:** Apprentices progress at their own pace, demonstrating competency in skills and knowledge through proficiency assessments.
- **Hybrid-Based:** Using minimum and maximum range of hours and the successful demonstration of identified and measured competencies.



Funding Purpose and General Information

Julie Nichols
Grant Manager,
Pathways to Career
Opportunities Grant

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Specific Fund Source:

2023 State of Florida General Appropriations Act

- Appropriation Item 115, Aid to Local Governments - **\$20 million**
- Pathways to Career Opportunities Grant from General Revenue Fund
 - \$15 million for general release
 - A minimum of \$5 million for teacher apprenticeships only (at a later date)

Funding Allocation:

Total Funding Amount

- **\$15,000,000**
 - This amount represents the current round of project concepts for PCOG funds. These funds may also be utilized for the teacher apprenticeship program sub-initiative release.
 - The next **\$5,000,000** (minimum) round of project concepts for PCOG funding, will be released at a later date (dedicated funding for teacher apprenticeship programs ONLY).

Funding Purpose:

The funds may be used to establish new, operate existing or expand existing registered apprenticeship or preapprenticeship programs.

- **A new program:**
 - New funding concept pitches seek to establish brand new apprenticeship or preapprenticeship programs as evidenced by a training plan for the program that meets the requirements for registration under Rules [6A-23, F.A.C.](#), or [6A-23.010, F.A.C.](#), and which must be registered with the Florida Department of Education within 120 days of the grant award. Upon registration, the program will be issued a unique program number.

Funding Purpose (Continued):

- **A program expansion:**
 - Expansion concept pitches seek to increase capacity of apprentices and/or occupations of an existing program that is registered with the Florida Department of Education (state apprenticeship agency) to do the following:
 - Add a new occupation(s) to the existing registered standards for the program (within 120 days of grant award).
 - Add new training seats to an existing occupation(s) contained in the registered standards for the program. For example, if a program trains a cohort of 30 welder apprentices in a single year, an example of expansion would be the program intends to add an additional 8 seats (in the funding year) to the cohort to train a total of 38 welder apprentices.

Funding Purpose (Continued):

- **An Operating Program:**
- A program that is registered with the Florida SAA, with an existing certificate of registration awarded under [6A-23.004, F.A.C.](#) or [6A-23.010, F.A.C.](#), and has the intention of utilizing this funding opportunity to operate an existing program.
- Concept pitches for operation funds for existing registered apprenticeship or preapprenticeship programs are limited to those programs that do not partner during the funding year with a public Local Educational Agency (LEA) for related technical instruction. The project concept must be submitted by the registered sponsor.

Funding Purpose (Continued):

- **An Operating Program (Continued):**
 - Funds awarded may only be used to help cover the cost of conducting and maintaining an apprenticeship training program.
 - Operating costs will consist of up to \$2,000 per apprentice or up to \$1,000 per preapprentice, disbursed in quarterly increments and subject to the availability of funds. Quarterly reports submitted must show the ongoing participation of the apprentice or preapprentice to qualify for the funds.

Proposals Requirements:

- **New project** proposals must have their program registered with FDOE within 120 days of issuance of the grant award notification.
- **Expansion project** proposals must be prepared to employ new apprentices or train new preapprentices within 120 days of issuance of the grant award notification.
- **Operating Project** proposals must be prepared to submit backup documentation showing currently enrolled and participating apprentices or preapprentices.
- Failure to meet these requirements will directly impact awarded agencies' ability to access grant funds.

Proposals Requirements (Continued):

- All registered apprenticeship programs or preapprenticeship programs must comply with FDOE requirements for approval of programs.
- Grant funds may be used for instructional equipment, supplies, instructional personnel, student services and some expenses associated with the creation or expansion of an apprenticeship or preapprenticeship program.
- Grant funds may not be used for ***indirect costs***.

Program Performance Period

- July 1, 2023 to June 30, 2024
- Recipients awarded for the 2023-24 program period are **NOT** guaranteed any additional funds beyond the 2023-24 grant year.
- Programs should anticipate operating within the grant period ending June 30, 2024; an extension is **NOT** guaranteed.

Target Population(s):

- Apprentices or preapprentices registered in an FDOE approved apprenticeship or preapprenticeship program.
- Potential apprentices or preapprentices that will be registered in an FDOE approved apprenticeship or preapprenticeship program.

Targeted Groups Include:

- Veterans
- Economically Disadvantaged Residents and Youth
- People with Disabilities
- Those Experiencing Chronic Homelessness
- Youth Experiencing Homelessness
- Those Experiencing Current or Past Substance Abuse

Eligible Applicants:

1. Public High Schools
2. School District Career Centers
3. Charter Technical Career Centers
4. Florida College System Institutions
5. Other entities authorized to sponsor an apprenticeship or preapprenticeship program, as defined in sections 446.011 – 446.92, F.S.

Payment Methods:

- Up to 25 percent of the total award may be advanced for the first payment.
- In order to receive subsequent payments:
 - At least 90 percent of the previous award amount disbursed must be reported on the DOE 399 and supported by appropriate documentation including copies of invoices, timesheets and/or receipts as required by FDOE, and
 - Making provable gains on the approved deliverables and milestones determined by the applicant within the PCOG Excel Application.

Payment Methods (Continued):

- For projects developing a **new** apprenticeship or preapprenticeship program, no more than 50 percent of the total award may be advanced or paid until the sponsor has submitted the standards of apprenticeship or standards of preapprenticeship to the FDOE and the FDOE has approved and registered the program.
- For projects to **expand existing** apprenticeship or preapprenticeship programs, no more than 50 percent of the total award may be advanced or paid until the expanded program, including classes or training for the additional apprentices or preapprentices, has begun.

Fiscal Requirements:

- Must submit a completed DOE-101S Budget Narrative form.
- All programs must adhere to the “[Green Book](#)” and the [General Assurances for Participation in State Programs](#).

General Information:

Assurances

- General Terms, Assurance and Conditions for Participation in State Programs.
- Must be signed by current agency head.

Risk Analysis

- DOE 610 - School Districts, State Colleges, State Universities and State Agencies (must be current on file with FDOE).
- DOE 620 - Governmental and Non-Governmental Entities (must be submitted to FDOE with grant application).

General Information (Continued):

Equipment Purchases

- FDOE Projected Equipment Purchases Form.
 - Follow the FDOE guidance on this form.

State of Florida, Executive Order 11-116

- The employment of unauthorized aliens by any contractor is considered a violation of section 274A(e) of the Immigration and Nationality Act.
 - Utilize the [e-verify](#) system to verify the employment eligibility of all new employees.

General Information (Continued):

Allowable Expenses (Examples):

- Instructional materials
- Instructional equipment
- Curriculum development
- Student services
- Industry certification examinations
- Recruitment and orientation activities
- Basic literacy/skills assessments
- Personnel (including instructional)

General Information (Continued):

Unallowable Expenses

- Funds may not be used for *indirect or administrative costs*.

Examples (this is not an exhaustive list):

- Building Construction
- Pre-Award Costs
- Proposal Preparation (cost to develop, prepare or write the proposal)
- Clothing or Uniforms (non-instructional)

General Information (Continued):

Reporting Requirements

- Reports will summarize the results achieved by the awarded agency for the preceding quarter
- Quarterly Reports include the following:
 - Grant Activity Report
 - ***Progress on the approved deliverables.***
 - DOE-399 Financial Report
 - ***Supporting documentation for all reported Expenditures which for some programs will include the DOE-300 and DOE-301 forms.***
 - PCOG Performance Outcomes Form
 - ***Signed and redacted apprentice/preapprentice agreements.***

General Information (Continued):

Financial Consequences

- FDOE staff will review progress and approve all activities and deliverables in the Grant Activity Report.
- Failure to meet and comply with the agreed upon activities and deliverables established in the grant may result in partial payment or non-payment, as appropriate.
- Future advance payment requests may be withheld until the recipient meets the approved activities identified in the application.

Overview of Project Concept Requirements

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Project Concept:

Instructions for Submitting Excel Workbook Documents

- Calibri – Font (Size – 14)
 - Excel Workbook only
- Written responses should be brief, clear and concise.
 - The maximum cell size in Excel equates to a maximum of **4,000** characters per narrative box.
 - Do not use excessive spaces or bullet points.

Project Concept (Continued):

Key Terms and Provisions

- Carefully read over the definitions and provisions provided on this tab.
- Programs may only apply to PCOG for one type of application, both operating and expansion cannot be applied for in the same grant cycle.

Project Concept (Continued):

Key Terms and Provisions (continued)

- Notably new to this PCOG year are the operating category and the opportunity to apply for shared budgetary resources.

Project Concept (Continued):

Key Terms and Provisions (continued)

- **Operation of Existing Program:** Project Concepts for operation funds for existing registered apprenticeship or preapprenticeship programs are limited to those programs that are fully registered with the Florida Department of Education (State Apprenticeship Agency) that do not partner during the funding year with a public Local Educational Agency (LEA) for related technical instruction. The project concept must be submitted by the registered sponsor.

Project Concept (Continued):

Key Terms and Provisions (continued)

- **Operation of Existing Program:** Operating costs will consist of up to \$2,000 per apprentice or up to \$1,000 per preapprentice, disbursed in quarterly increments and subject to the availability of funds. Quarterly reports submitted must show the ongoing participation of the apprentice or preapprentice to qualify for the funds.
- Funds may not be used for non allowable administrative functions or indirect costs.

Project Concept (Continued):

Key Terms and Provisions (continued)

- **A Project Concept that includes shared budgetary resources:** A project concept that includes shared budgetary resources must be submitted by one applicant who will be considered the fiscal agent. Shared resources are limited to two or more registered sponsors, such as an apprenticeship program and a preapprenticeship program.

Project Concept (Continued):

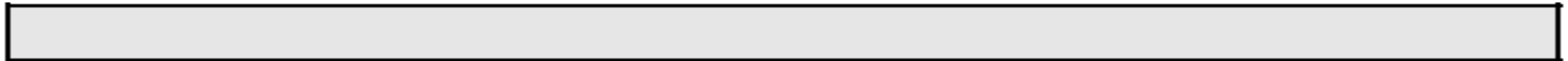
Key Terms and Provisions (continued)

- **A Project Concept that includes shared budgetary resources:** Some examples of resources that might be shared include equipment, space, instructional personnel, outreach, and wrap around services. Because of the nature of “new” programs, and the unique funding model for “operating” programs, project concepts including shared budgetary resources are limited to those applying for an “expansion program.” A project concept that includes shared budgetary resources may be given additional weight during the review and awarding process.

Project Concept (Continued):

General Program Information

- Complete the summary for the proposed project.
 - Be sure to include information in all of the provided narrative boxes.
 - Any cell that requires the input of information is color-coded gray like below.



Project Concept (Continued):

PCOG Project Concept

- Dependent upon the type of PCOG grant selected on the general program information tab (New, Expansion or Operating), the corresponding tab should be filled in. The questions will relate to the type selected.
- All questions should be filled in appropriately, including as much detail as possible. Do not to use excessive spaces, mind the character limit.

Project Concept (Continued):

Enrollment by Occupation

- Describe the expected enrollment and performance outcomes, using the Enrollment by Occupation chart.
- There is a separate enrollment chart for those applying for the Operating category, which asks for the number that will be enrolled instead of new enrollees.
- Fill in the chart that corresponds to the type of program selected on the General Program Information tab (New, Expansion or Operating.)

Project Concept (Continued):

Budget

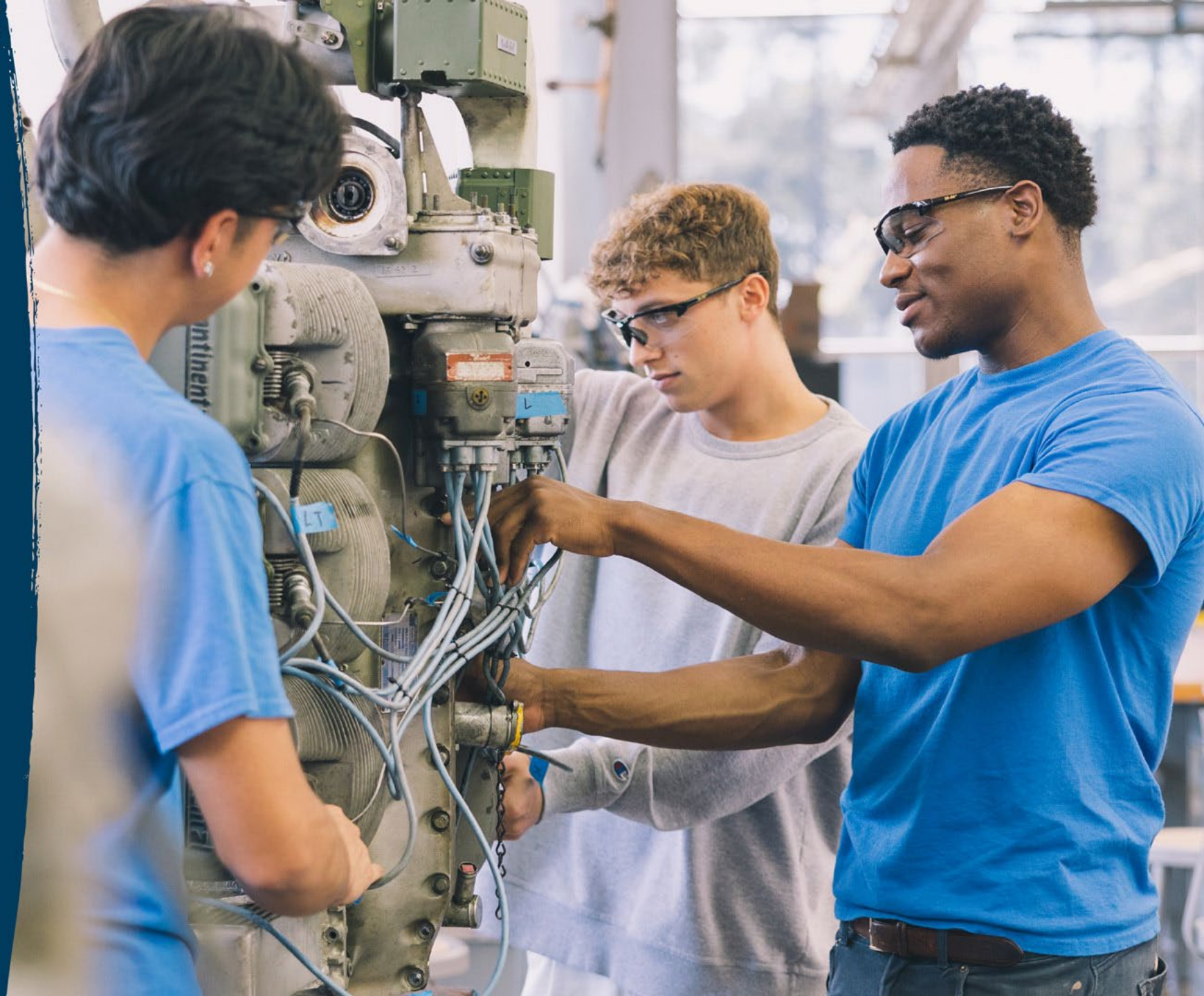
- Present a budget that reflects the objectives and proposed costs of the program.
 - ***Separate salary from fringe.***
 - Be detailed and specific in the narrative.
 - The cells will expand to accommodate text length (no character limit here).
 - If you need additional space, contact the grant manager.
 - No ***Indirect*** or ***Administrative Costs***.

Project Concept (Continued):

Budget (continued)

- Proposed expenditures must meet the following criteria to be considered for approval.
 - The proposed expenditures must be reasonable, necessary and allocable.
 - The proposed expenditures follow the allowable/unallowable guidance.

Submission and Review of the Project Concept



Submitting the Project Concept:

- Review the entire Project Concept including the instructions and definitions tab prior to submitting. Correct submission of the PCOG Excel Workbook Application will consist of:
 - All narrative boxes are completed.
 - All drop-down lists are completed.
- If there are technical difficulties with the form, reach out to the Grant Manager at Julie.Nichols@fldoe.org.

Submitting the Project Concept (Continued):

The completed project concept must be emailed to:

PCOG@fldoe.org by close of business

5PM (EDT) Tuesday, August 11, 2023

Method of Review:

- Pre-screening will be done by FDOE staff to ensure conditions for acceptance are addressed and determine eligibility.
- Proposals that meet the conditions for acceptance will be evaluated and the programs which are selected will be invited to submit an application.
- Awards are subject to the availability of funds.

Frequently Asked Questions:

•Q: If our Project Concept is chosen, will we have to submit a formal grant application?

•A: Yes. A formal grant application will need to be completed by those Project Concepts selected to move forward.

•Q: What is the start and end date of this grant opportunity?

•A: Regardless of the award date, the grant period for this funding opportunity is 7/1/2023-6/30/2024.

Frequently Asked Questions (Continued):

•Q: What is the maximum dollar amount that can be requested per applicant?

•A: An applicant may not receive more than 10% of the total amount appropriated.

•Q: If our program is not registered yet, what is the best way to go about that? What is required?

•A: Contact the Apprenticeship Training Representative (ATR) in your area for more information on registration, refer to the ATR map earlier in this presentation or the following link: <https://www.fldoe.org/academics/career-adult-edu/apprenticeship-programs/>

Frequently Asked Questions (Continued):

•Q: What type of funding can our program apply for?

- A: The chart below is a visual guide to outline the different types of applicants and the type of project concept they may submit.

Types of Applicants	Concept Type Pitch		
	Expansion	Operating	New
Entity authorized to sponsor a program not already registered	No	No	Yes
Existing program sponsors without an LEA partnership for RTI	Yes	Yes	No
Existing program sponsor who partners with an LEA for RTI	Yes	No	No
LEAs who are not program sponsors	Yes (attestation required)	No	Yes (attestation required)
LEAs who are existing program sponsors	Yes (attestation required)	No	No
Applicant of 2 or more sponsors with shared budgetary resources	Yes	No	No

Questions?

