

# FLORIDA DEPARTMENT OF EDUCATION

2020-2021 Request for Proposal (RFP) - Discretionary Competitive

## 2020 State Appropriation, Section 127

## Pathways to Career Opportunities Grant Program

## Phase Three ($9,400,000)

### Bureau / Office

Division of Career and Adult Education

### Program Name

Pathways to Career Opportunities

### Specific Funding Authority

2020 General Appropriations Act, Appropriation Number 127, Aid to Local Governments – Grants and Aids – **Pathways to Career Opportunities Grant** from General Revenue Fund

### Funding Purpose / Priorities

The funds may be used to establish new registered apprenticeship or preapprenticeship programs, or expand existing registered apprenticeship or preapprenticeship programs. A new program is defined as the development of a new registered apprenticeship or preapprenticeship program. A program expansion is defined as an increase in overall capacity to enroll additional apprentices in a currently registered apprenticeship program or preapprentices in a currently registered preapprenticeship program.

### Total Funding Amount

$9,400,000

### Specific Funding Requirements

* An applicant must submit a separate grant proposal for each new program or expansion program being proposed. The name of the business(es) and their industry sector that will offer the program must be identified.
* All registered apprenticeship programs or preapprentices programs must comply with Florida Department of Education (FDOE) requirements for approval of programs.
* **A MANDATORY notice of intent-to-apply is required for each grant proposal to be considered and must be submitted to FDOE by November 19, 2020. The link to submit your agency’s MANDATORY Intent to Apply form for the 2020 - 2021 Pathways to Career Opportunities Grant (PCOG) is** <https://www.surveymonkey.com/r/FRL7WDD>**.**
* Awarded grants of **new program proposals** must be prepared to submit the program standards to FDOE within 120 days of issuance of the grant award notification. Failure to meet this requirement will directly impact eligible recipients’ ability to access grant funds.
* Awarded grants of **expansion program proposals** must be prepared to employ new apprentices or train new preapprentices within 120 days of issuance of the grant award notification. Failure to meet this requirement will directly impact eligible recipients’ ability to access grant funds.
* Proposals must specify the primary apprenticeship region being served by the new program or expansion program. In an effort to maximize statewide representation, the goal is to grant at least one award in each of the nine apprenticeship regions. The Department may award that applicant out of rank order; however, the Department reserves the authority to award other higher-scoring applicants in rank order, notwithstanding this provision. See attachment section for the list of apprenticeship regions and corresponding counties.

### Type of Award

Discretionary Competitive

### Budget / Program Performance Period

July 1, 2020 - June 30, 2021

### 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.

Applicants are highly encouraged to recruit apprenitceships adversely impacted by the pandemic and from WIOA-eligible opportunity population groups.

### Eligible Applicant(s)

* Public High Schools
* School District Career Centers
* Charter Technical Career Centers
* Florida College System Institutions
* Other entities authorized to sponsor an apprenticeship or preapprenticeship program, as defined in s. 446.021, F.S.

### Application Due Date

**Due on or before Thursday, December 03, 2020 at 5PM EDT.**

**Eligible Applicant(s) must submit all application documents to FDOE Office of Grants Management via email to:** CTEGRANT@fldoe.org.

The due date refers to the date of receipt in the Office of Grants Management. Proposals **must** be received at **FDOE no later than the close of business (5pm EDT) on the due date**.

**For State programs, the project effective date will be no earlier than the effective date of the legislative appropriation, usually July 1 of the fiscal year. The ending date can be no later than June 30, of the fiscal year unless otherwise specified in Florida Statutes or proviso.**

### Notice of Intent-to-Apply

The due date to submit the **mandatory** Notice of Intent to Apply to Florida Department of Education (FDOE) is **November 19, 2020.**

The link to submit your agency’s Intent to Apply form for the 2020 - 2021 Pathways to Career Opportunities Grant is <https://www.surveymonkey.com/r/FRL7WDD>.

The Intent to Apply form will provide FDOE with the necessary information to create your agency’s Office of Grants Management cloud-based “ShareFile” account associated with this grant’s TAPS number. Each agency may list up to four (4) individuals who are authorized to access the ShareFile account associated with thePathways to Career Opportunities Grant.The FDOE recommends at least two individuals be listed.

Providing the Intent-to-Apply is **mandatory** for an application to be considered, but assists the applicant by assuring receipt of answers to Frequently Asked Questions and competition updates.

Conversely, eligible organizations which file Intent-to-Apply are not required to submit an application.

### Method of Answering Frequently Asked Questions (FAQs) or Providing Changes

If you have questions related to this request for proposal, submit your questions Charlie Feehrer, at Charles.Feehrer@fldoe.org.

To ensure that all eligible applicants have access to the questions and answers, this information will be posted.

The last date that questions will be answered is **November 19, 2020**. Answers to frequently asked questions will be posted to the Division’s website along with any revisions to the Request for Proposals (RFPs). The Division’s website at URL <http://www.fldoe.org/academics/career-adult-edu/funding-opportunities>.

### Matching Requirement

None, but applicants are strongly encouraged to collaborate with the Local Workforce Development Board in their area for employer engagement, apprentice recruitment and to seek braided funding opportunities.

### Contact Persons

**Program Contact** **Grants Management Contact**

Charlie Feehrer Felicia Williams - Taylor

Grant Manager Director

850-245-0915 850-245-0717

Charles.Feehrer@fldoe.org Felicia.Williams-Taylor@fldoe.org

### Assurances

The FDOE has developed and implemented a document entitled, **General Terms, Assurances and Conditions for Participation in Federal and State Programs**, to comply with:

Applicable regulations and laws pertaining to the expenditure of state funds.

In order to receive funding, **applicants must have on file with the Florida Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State and Federal Programs.** The complete text may be found in Section D of the Green Book.

**School Districts, Florida College System Institutions, Universities, and State Agencies**

The certification of adherence, currently on file with the FDOE Comptroller’s Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this application, unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance or condition.

 **Private Colleges, Community-Based Organizations and Other Agencies**

In order to complete requirements for funding, applicants of this type must certify adherence to the General Assurances for Participation in State and Federal Programs by submitting the certification of adherence page, signed by the agency head with each application.

### Risk Analysis

Every agency must complete a risk analysis form. The appropriate DOE 610 or DOE 620 form will be required prior to a project award being issued.

**School Districts, Florida College System Institutions, and State Universities, and State Agencies** must use the DOE 610 Form. Once submitted and approved, the risk analysis will remain in effect unless updates are required by changes in federal or state law, changes in the circumstances affecting the financial and administrative capabilities of the agency or requested by the Department. A change in the agency head or the agency’s head of financial management requires an amendment to the form. The DOE 610 form may be found at <http://www.fldoe.org/core/fileparse.php/5625/urlt/doe610.xls>.

**Governmental and Non-Governmental Entities** must use the DOE 620 form. The DOE 620 form is required to be submitted each state fiscal year (July 1-June 30) prior to a Project Award being issued for that agency. An amendment is required if significant changes in circumstances in the management and operation of the agency occurs during the state fiscal year after the form has been submitted. The appropriate Risk Analysis form may be found at <http://www.fldoe.org/core/fileparse.php/5625/urlt/doe620.xls>.

**Non-public entities** are required to take the Grants Fiscal Management Training and Assessment annually. The agency head and/or the agency’s financial manager (CFO) must complete this training within 60 days of the date of execution (Block 12) on the DOE 200, Project Award Notification. Training and assessment can be found using the following link: <https://web01.fldoe.org/TrainingAssessment/SignOn/Home.aspx>. Non-participation in the training program may result in termination of payment(s) until training is completed.

### **Funding Method**

### Other – For Non-public Entity

Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period.  To receive subsequent payments, at least 90% of the amount advanced must be reported on the DOE 399 and supported by appropriate documents, including copies of invoices, timesheets, receipts, etc.

* **For projects developing a new apprenticeship or preapprenticeship program, no more than 50% of the total award may be advanced or paid until the sponsor has submitted the standards of apprenticeship or standards of preapprenticeship to the Florida Department of Education and the Florida Department of Education has approved and registered the program.**
* **For projects to expand existing apprenticeship or preapprenticeship programs, no more than 50% 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.**

### Other - For Public Entity

For quarterly advances of non-federal funding to state agencies and local educational agencies (LEAs) made in accordance within the authority of the General Appropriations Act. Disbursements must be documented and reported to DOE at the end of the project period. The recipient must have detailed documentation supporting all requests for advances and disbursements that are reported on the final DOE financial report.

* **For projects developing a new apprenticeship or preapprenticeship program, no more than 50% of the total award may be advanced or paid until the sponsor has submitted the standards of apprenticeship or standards of preapprenticeship to the Florida Department of Education and the Florida Department of Education has approved and registered the program.**
* **For projects to expand existing apprenticeship or preapprenticeship programs, no more than 50% 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 Records Requirements and Documentation

Applicants must complete a Budget Narrative form, DOE101S. Budget pages must be completed to provide sufficient information to enable FDOE reviewers to understand the nature and reason for the line item cost.

All funded programs and any amendments are subject to the procedures outlined in the FDOE Project Application and Amendment Procedures for State Programs (Green Book) and the General Assurances for Participation in State Programs, which may be found at [www.fldoe.org/grants/greenbook/](http://www.fldoe.org/grants/greenbook/).

All accounts, records, and other supporting documentation pertaining to all costs incurred shall be maintained by the recipient for five years. Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include but are not limited to: invoices with check numbers verifying payment, and/or bank statements; time and effort logs for staff, salary/benefits schedules for staff. All must be available upon request.

Budgeted items must correlate with the narrative portion of the project application that describes the specific activities, tasks and deliverables to be implemented.

All project recipients must submit a completed DOE 399 form, Final Project Disbursement Report, by the date specified on the DOE 200 form, Project Award Notification.

### Allowable Expenses:

Grant funds may be used for instructional equipment, supplies, personnel, student services, and other expenses associated with the creation or expansion of an apprenticeship program.

Examples of allowable expenditures:

* Instructional materials
* Instructional equipment
* Curriculum development
* Supplies and consumables
* Industry certification examinations
* Recruitment and orientation activities
* Basic literacy/skills assessments
* Personnel (with the exception of recurring instructional costs) associated with student services, and other expenses associated with the creation or expansion of an apprenticeship program

### Unallowable Expenses:

Funds may not be used for **recurring instructional costs** or **indirect costs,** or costs not allowable for state programs.

Examples of unallowable expenditures:

Below is a list of items or services that are generally not allowed or authorized as expenditures. This is not an all-inclusive list of unallowable items. Grant recipients are expected to consult with the FDOE program office with questions regarding allowable costs.

* Instructor/teacher salaries (recurring instructional)
* Proposal preparation including the costs to develop, prepare or write the proposal
* Pre-award costs
* Entertainment (e.g., a field trip without the approved academic support will be considered entertainment)
* Meals, refreshments or snacks
* End-of-year celebrations, parties or socials
* Game systems and game cartridges (e.g., Wii, Nintendo, PlayStation)
* Out-of-state travel without FDOE pre-approval
* Overnight field trips (e.g., retreats)
* Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
* Gift cards
* Decorations
* Advertisement
* Promotional or marketing items (e.g., flags, banners)
* Purchase of facilities (e.g., buildings)
* Purchase of vehicles for non-instructional purposes (e.g., buses, vans, cars)
* Land acquisition
* Kitchen appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
* Tuition
* Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences)
* Dues to organizations, federations or societies for personal benefit
* Clothing or uniforms (non-instructional)
* Any cost which has been budgeted to be paid for from another grant source (example: Federal apprenticeship grant program, CareerSource grant)

### Braided Funding Opportunities

By collaborating with the Local Workforce Development Board, additional funds can be leveraged to support tuition or instructional costs, other supportive services, and a portion of the apprentice’s wages.

Please access the link below to view the Florida Department Economic Opportunity’s Work-Based Training Policy 100, which explains the use of customized training, on-the-job training and incumbent worker training, to support registered apprenticeship:

<https://floridajobs.org/docs/default-source/lwdb-resources/policy-and-guidance/guidance-papers/2020-guidance-papers/adminpolicy100_-work-basedtrng---final.pdf?sfvrsn=a88143b0_2>

### Equipment Purchases

Any equipment purchases not listed on the original budget approved by the FDOE require an amendment submission and approval prior to purchase by the agency awarded the funding.

Further guidance and instruction on property records, inventory and disposition requirements for property are outlined in the Green Book, [www.fldoe.org/grants/greenbook/](http://www.fldoe.org/grants/greenbook/).

### State Requirement

The Florida Administrative Code, Rule, 69I-72.002, Threshold for Recording Tangible Personal Property for Inventory Purposes states: All tangible personal property with a value or cost of $1,000 or more and having a projected useful life of one year or more shall be recorded in the state’s financial system as property for inventory purposes. Rule, 69I-72.003, Recording of Property, states: Maintenance of Property Records – Custodians shall maintain adequate records of property in their custody.

### Division of Career and Adult Education Requirement

To ensure that Florida adequately monitors equipment purchased with federal funds, applicants must record ALL equipment with a unit cost of $1,000 or more on the **DOE 101S Budget Narrative Form** and on the **Projected Equipment Purchases Form** (applicant may use this form or another format that contains the information appearing on this form).

All additional equipment purchases with a unit cost of $1,000 or more not listed on the original budget approved by the Florida Department of Education require an amendment submission and approval prior to purchase by the agency awarded the funding.

### Amendment Procedures

Project amendments may be proposed by the project recipient or by the DOE Program Manager. Program and budget amendments to approved project applications for all programs shall be prepared by project recipients on the Project Amendment Request Form (DOE 150) and the Budget Amendment Narrative Form (DOE 151) available in the [Green Book](http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml) and on the Division of Career and Adult Education Grants website at: <http://www.fldoe.org/academics/career-adult-edu/funding-opportunities>.

A project recipient may not begin to expend or obligate state funds under a project amendment until the latter of the following two dates: (1) the date the Department receives the amendment in substantially approvable form or (2) the date approved by the Department Program Manager.

### Compliance Monitoring

The state will evaluate the effectiveness of project activities based on established and approved performance goals. Department staff monitors recipients’ compliance with program and fiscal requirements according to applicable federal and state laws and regulations specified by: 2 C.F.R. 200 of the Uniform Guidance, Florida Department of Financial Services *Reference Guide for State Expenditures* and guidelines published in the Florida Department of Education’s *Green Book*.

The Division of Career and Adult Education, *Quality Assurance Policies, Procedures and Protocols Manual* is available at: <http://www.fldoe.org/academics/career-adult-edu/compliance>.

Financial Consequences

**The contract manager shall periodically review the progress made on the activities and deliverables listed. If the contractor fails to meet and comply with the activities/deliverables established in the contract or to make appropriate progress on the activities and/or towards the deliverables and they are not resolved within two weeks of notification, the contract manager may approve a reduced payment or request the contractor redo the work or terminate the contract.**

The awarded agency that fails to provide project deliverables and/or meet the scope of work as specified in the approved Scope of Work and Performance Based Deliverables Form will result in a partial payment and/or nonpayment, as appropriate.

Should the grantee fail to deliver the minimum requirements reflected in the scope of work, future advance payment request may be withheld from the date of noncompliance until each deliverable has met compliance. All quarterly scheduled payments must be sequential in order as identified in the deliverable payment schedule of this grant. If payment is withheld due to deliverable compliance requirement, no further payments may be paid out of sequence.

### 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. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract. In addition, pursuant to Executive Order 11-116, for all contracts providing goods or services to the state in excess of nominal value; (a) the Contractor will utilize the E-verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of all new employees hired by the contractor during the Contract term, (b) require that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. Executive Order 11-116 may be viewed at <http://www.flgov.com/wp-content/uploads/orders/2011/11-116-suspend.pdf>.

### Access and Equity

The recipient will comply with all federal statutes relating to nondiscrimination. (These include but are not limited to Title VI of the Civil Rights Act of 1964 [P.L. 88-352], which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended [20 U.S.C. 1681-1683 and 1685-1686], which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended [29 U.S.C. 794], which prohibits discrimination on the basis of handicaps; the Age Discrimination Act of 1975, as amended [42 U.S.C. 6101-6107], which prohibits discrimination on the basis of age; Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008 [P.L. 110-233], 29 CFR 635.10 (c)(1), which prohibits the use of genetic information in making employment decisions, restricts employers and other entities covered by Title II (employment agencies, labor organizations and joint labor-management training and apprenticeship programs - referred to as "covered entities") from requesting, requiring or purchasing genetic information, and strictly limits the disclosure of genetic information.)

### Intellectual Property

The awarded agency is subject to following additional provisions:

A. Anything by whatsoever designation it may be known, that is produced by, or developed in connection with this Grant/Contract shall become the exclusive property of the State of Florida and may be copyrighted, patented, or otherwise restricted as provided by Florida or federal law. Neither the Grantee/Contractor nor any individual employed under this Grant/Contract shall have any proprietary interest in the product.

B. With respect to each Deliverable that constitutes a work of authorship within the subject matter and scope of U.S. Copyright Law, 17 U.S.C. Sections 102-105, such work shall be a "work for hire" as defined in 17 U.S.C. Section 101 and all copyrights subsisting in such work for hire shall be owned exclusively by the Department pursuant to s. 1006.39, F.S., on behalf of the State of Florida.

C. In the event it is determined as a matter of law that any such work is not a "work for hire," grantee shall immediately assign to the Department all copyrights subsisting therein for the consideration set forth in the Grant/Contract and with no additional compensation.

D. The foregoing shall not apply to any pre-existing software, or other work of authorship used by Grantee/Contractor, to create a Deliverable but which exists as a work independent of the Deliverable, unless the pre-existing software or work was developed by Grantee pursuant to a previous Contract/Grant with the Department or a purchase by the Department under a State Term Contract.

E. The Department shall have full and complete ownership of all software developed pursuant to the Grant/Contract including without limitation:

1. The written source code;

2. The source code files;

3. The executable code;

4. The executable code files;

5. The data dictionary;

6. The data flow diagram;

7. The work flow diagram;

8. The entity relationship diagram; and

9. All other documentation needed to enable the Department to support, recreate, revise, repair, or otherwise make use of the software.

### Return on Investment (State funded projects only)

The recipient is required to provide quarterly return on investment program activities reports to the FDOE. Return on investment reports should describe programmatic results that are consistent with the expected outcomes, tasks, objectives and deliverables detailed in the executed grant agreement.  Beginning at the end of the first full quarter following execution of the grant agreement, the recipient shall provide these quarterly reports to the FDOE within 30 days after the end of each quarter and thereafter until notified that no further reports are necessary. This report shall document the positive return on investment to the state resulting from the funds provided under the agreement. These reports will be summarized and submitted to the Office of Policy and Budget and are requested so legislative staff can review the project results throughout the year and develop a basis for budget review in the event subsequent funding is requested for future years.

Reports should summarize the results achieved by the project for the preceding quarter and be cumulative for succeeding quarters.  Although there may be some similarity between activity reports and deliverables submitted to the FDOE as specified in the grant agreement for payment purposes, please note, that this return on investment report is separate and apart from those requirements.

All reports shall be submitted to the designated project manager for the FDOE. All questions should be directed to the project manager.

### Performance and Outcomes Reports

The awarded agency will comply with all reporting requirements, and submit required **quarterly** reports to the Florida Department of Education at such time and manner required by FDOE. , containing the specified information as the department may subsequently require.

Awarded agencies will receive under separate cover specific information containing all of the performance reporting guidelines and submission instructions.

**The awarded agencies must submit quarterly reports for each funded proposal. Agencies will be provided a quarterly report template. These reports will be due on the following dates:**

* February 26, 2021
* April 30, 2021
* July 30, 2021 (final project closeout report)

If you have any questions related the performance reporting contact Charlie Feehrer at Charles.Feehrer@fldoe.org

**Local Application Instructions**

To be considered for the Pathways to Career Opportunities Grant funds, eligible applicants must apply to the FDOE with all of the required information:

* **Mandatory Notice of Intent to Apply:**
	+ <https://www.surveymonkey.com/r/FRL7WDD>,
* **Excel Format:**
	+ Pathways to Career Opportunities Application (Excel),
* **Word Format:**
	+ DOE 100A, Project Application Form signed by the agency head or other authorized person),
	+ General Assurance, and
	+ DOE 620 or DOE 610 Form (if applicable)
1. **How to submit The Application to FDOE:**
	* Agencies must download the Pathways to Career Opportunities Grant Application and submit all documents to FDOE via email to: CTEGRANT@fldoe.org

*NOTE: Tabs in the Excel file, which require input of information, are color-coded green. All informational tabs are grey.*

* + Required Application Submission Naming Convention:
		- Excel file must be renamed using the following naming convention:
			* 2021PCOG\_Agency Name.xlsx
		- DOE100A form must be renamed using the following naming convention:
			* 2021PCOG\_Agency Name.pdf
1. **Required Narrative Components: Pathways to Career Opportunities**

Agencies must complete and submit the required information in each of the following tabs (Excel file) to this email address CTEGRANT@fldoe.org

* + - Instructions/Acknowledgment
		- Project and Program Information
		- Project Need
		- Design, Implementation and Sustainability
		- Enrollment by Occupation Table
		- Anticipated Completers by Occupation
		- Project Proposal
		- Participant Recruitment, Selection and Retention
		- Training Plan
		- DOE 101S, Budget Narrative Form
		- Projected Equipment Form

**NOTES:** For technical issues with the application, contact Charlie Feehrer at Charles.Feehrer@fldoe.org

1. **DOE 100A, Project Application Form**
	* Agency must complete the form and submit with a signature from the agency head or other authorized person.
	* Saved form with the appropriate naming convention

**Notes:** All required forms have signatures by an authorized entity. The department will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statutes.

* An “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by the person with the intent to sign the record.
* The department will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
* The department will also accept a typed signature, if the document is uploaded by the individual signing the document.

### Budget Guidelines: DOE 101S, Budget Narrative Form

Present a budget that reflects objectives and implementation plan of the project on the DOE 101S Budget Narrative Form. An example of how to complete the budget form is located in the attachments section.

* The budget should be broken into the following categories:
	+ Personnel
		- **All** costs associated with personnel positions (including but not limited to salary, social security and Medicare taxes, health benefits, worker’s compensation, etc.)
	+ Operating
		- All expenses associated with the operation of this grant (including but not limited to instructional materials, supplies and consumables, industry certification examinations, recruitment materials, basic literacy/skills assessments, etc.)
	+ Equipment
		- All large price tag equipment (over $1,000) must be listed in this section.
			* Approval of this application does not equate to approval of equipment purchases. The agency is responsible for requesting approval from DOE **prior** to the purchase of the equipment. The agency must meet all of the guidelines for equipment purchases to be considered in compliance with this section.
	+ Training
		- Instructor or apprentice training events held outside of the applying agency (including but not limited to teaching techniques and adult learning styles, etc.).
	+ Leveraged Funding
		- Write the amount of the funds secured to support the pre-apprenticeship or apprenticeship program offering.

### Contractual Service Agreements

Contractual Service Agreements must be in compliance with Florida Statutes, Sections 215.422, 215.971, 216.347, 216.3475, 287.058, and 287.133; Rule 60A-1.017, Florida Administrative Code. Applicants proposing fiscal/programmatic agreements should carefully review and follow the guidance of the *State of Florida Contract and Grant User Guide*, Chapter 3, Agreements at URL: <https://www.myfloridacfo.com/sitePages/services/flow.aspx?ut=Grant+Professionals>

All proposed contractual expenditures between the fiscal agent and subcontractors shall be accompanied by a formal, properly executed (agency head or designee’s signature, and subcontractor signature), clear and comprehensive agreement which provides the legal basis for enforcement before rendering any contractual services. Because the success of a project can be directly linked to the quality of the agreement, issuing a formal agreement including a detailed scope of work is critical.

### Conditions for Acceptance

The requirements listed below must be met for applications to be considered for review:

1. Application includes required forms: Pathways to Career Opportunities Grant Excel File, DOE 101S - Budget Narrative Form (located in the Excel file) and DOE 100A Project Application Form (located in the Word file)
2. All required forms must have the assigned TAPS Number included on the form
3. All required forms have signatures by an authorized entity. The department will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statutes.
* **NOTE: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**
	+ An “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by the person with the intent to sign the record.
	+ The department will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
	+ The department will also accept a typed signature, if the document is uploaded by the individual signing the document.
1. Application must be submitted electronically to the Office of Grants Management in the established Department Office of Grants Management designated email address: CTEGRANT@fldoe.org.

### Method of Review

The review of proposals will consist of the following process:

1. Request for Proposal (RFP) are due to the Florida Department of Education (Office of Grants Management) **no later than the close of business (5PM EDT) on the application due date** **December 03, 2020**.
* **Eligible Applicant(s) must submit all application documents to FDOE Office of Grants Management via email to:** CTEGRANT@fldoe.org.
1. A review committee process will be used to evaluate eligible proposals. Project proposals are screened by FDOE program staff to ensure conditions for acceptance in the RFP are addressed. Proposals that meet state requirements are evaluated and scored. Proposals not meeting all pre-screen requirements will not be reviewed.
2. Each proposal meeting the conditions for acceptance is reviewed and scored by a team of qualified reviewers with apprenticeship experience.
3. Each proposal that collaborates with a Local Workforce Development Board is eligible for additional points.
4. Proposals with a final score of less than 70 points are not eligible for funding consideration.
5. The proposals will be ranked in order from highest to lowest score, with a preference and goal to identify at least one proposal for award per apprenticeship region. The Department may award that applicant out of rank order; however, the Department reserves the authority to award other higher-scoring applicants in rank order, notwithstanding this provision. See attachment section for the list of apprenticeship regions and corresponding counties.
6. FDOE Staff will review recommended proposals for compliance with the programmatic and fiscal policy.
7. Awards are subject to the availability of funds.
8. **All awards are pending the Commissioner of Education’s final approval and the Commissioner may recommend an amount greater or less than the amount requested in the proposal.**

**Attachments**

* **State of Florida List of Apprenticeship Regions and Corresponding Counties**
	+ **Apprenticeship Regions (Map)**
* **Local Workforce Development Boards (Map)**
	+ **Local Workforce Development Boards (Locations)**
* **DOE 101S, Example Budget Narrative Form**
* **Application Review Criteria and Checklist**

**State of Florida**

**List of Apprenticeship Regions and Corresponding Counties**

**Effective 7-1-2020**

**Region 1**

Bay, Calhoun, Escambia, Gulf, Holmes, Jackson, Okaloosa, Santa Rosa, Walton, Washington

**Region 2**

Dixie, Franklin, Gadsden, Hamilton, Jefferson, Lafayette, Leon, Liberty, Madison, Suwannee, Taylor, Wakulla

**Region 3**

Alachua, Baker, Bradford, Clay, Columbia, Duval, Flagler, Gilchrist, Levy, Marion, Nassau, Putnam, St. Johns, Union

**Region 4**

Citrus, Hernando, Hillsborough, Pasco, Pinellas, Sumter

**Region 5**

Lake, Orange, Osceola, Polk, Seminole,

**Region 6**

Brevard, Indian River, Martin, Okeechobee, St. Lucie, Volusia

**Region 7**

Charlotte, Collier, Desoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Sarasota

**Region 8**

Broward, Palm Beach

**Region 9**

Miami-Dade, Monroe

**State of Florida**

**Map of Apprenticeship Regions and Corresponding Counties**



**CareerSource Florida Department of Education**

**Map of Local Workforce Development Boards (LWDB’s)**



**CareerSource Florida**

**List of Local Workforce Development Boards by County**

|  |
| --- |
| **1.** [**CareerSource Escarosa**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/1)ESCAMBIA, SANTA ROSA |
| **2.** [**CareerSource Okaloosa Walton**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/2)OKALOOSA, WALTON |
| **3.** [**CareerSource Chipola**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/3)CALHOUN, HOLMES, JACKSON, LIBERTY, WASHINGTON |
| **4.** [**CareerSource Gulf Coast**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/4)BAY, FRANKLIN, GULF |
| **5.** [**CareerSource Capital Region**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/5)GADSDEN, LEON, WAKULLA |
| **6.** [**CareerSource North Florida**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/6)HAMILTON, JEFFERSON, LAFAYETTE, MADISON, SUWANNEE, TAYLOR |
| **7.** [**CareerSource Florida Crown**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/7)COLUMBIA, DIXIE, GILCHRIST, UNION |
| **8.** [**CareerSource Northeast Florida**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/8)BAKER, CLAY, DUVAL, NASSAU, PUTNAM, St. JOHNS |
| **9.** [**CareerSource North Central Florida**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/9)ALACHUA, BRADFORD |
| **10.** [**CareerSource Citrus Levy Marion**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/10)CITRUS, LEVY, MARION |
| **11.** [**CareerSource Flagler Volusia**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/11)FLAGLER, VOLUSIA |
| **12.** [**CareerSource Central Florida**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/12)LAKE, ORANGE, OSCEOLA, SEMINOLE, SUMTER |
| **13.** [**CareerSource Brevard**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/13)BREVARD |
| **14.** [**CareerSource Pinellas**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/14)PINELLAS |
| **15.** [**CareerSource Tampa Bay**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/15)HILLSBOROUGH |
| **16.** [**CareerSource Pasco Hernando**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/16)HERNANDO, PASCO |
| **17.** [**CareerSource Polk**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/17)POLK |
| **18.** [**CareerSource Suncoast**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/18)MANATEE, SARASOTA |
| **19.** [**CareerSource Heartland**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/19)DeSOTO, HARDEE, HIGHLANDS, OKEECHOBEE |
| **20.** [**CareerSource Research Coast**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/20)INDIAN RIVER, MARTIN, St. LUICE |
| **21.** [**CareerSource Palm Beach County**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/21)PALM BEACH |
| **22.** [**CareerSource Broward**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/22)BROWARD |
| **23.** [**CareerSource South Florida**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/23)MIAMI-DADE, MONROE |
| **24.** [**CareerSource Southwest Florida**](http://lcd.floridajobs.org/CareerSource/GetCareerSourceByRegion/24)CHARLOTTE, COLLIER, GLADES, HENDRY, LEE |

**Florida Department of Education**

**Project Application**

|  |  |  |
| --- | --- | --- |
| **Please return to:**Florida Department of EducationOffice of Grants Management via email to CTEGRANT@fldoe.org. | **A) Program Name:****2020 State Appropriation 127****Pathways to Career Opportunities****Fiscal Year 2020-2021****Phase Three****TAPS NUMBER: 21B019** | ***DOE USE ONLY***Date Received  |
| **B) Name and Address of Eligible Applicant:****C) Total Funds Requested:****DOE USE ONLY** **Total Approved Project:** $ |
| **Project Number (DOE Assigned)** |
|
|
|  | **D)** Applicant Contact & Business Information |
| Contact Name:Fiscal Contact Name: |  Telephone Numbers:  |
| Mailing Address: | E-mail Addresses:  |
|  Physical/Facility Address: | DUNS number:FEIN number: |
| **CERTIFICATION** |
|  |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (*Please Type Name)* as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application. |
| **E) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**Signature of Agency Head Title Date |
|  |

DOE100A 

Revised July 2015 Page 1 of 2 Richard Corcoran, Commissioner

|  |
| --- |
| **Instructions for Completion of DOE 100A** |
| 1. If not pre-populated, enter name and TAPS number of the program for which funds are requested.
2. Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
3. Enter the total amount of funds requested for this project.
4. Enter requested information for the applicant’s program and fiscal contact person(s). These individuals are the people responsible for responding to all questions, programmatic or budgetary regarding information included in this application. The Data Universal Numbering System (DUNS), or unique agency identifier number, requirements are explained on page A-2 of the Green Book. The Applicant name must match the name associated with their DUNS registration. The Physical/Facility address and Federal Employer Identification Number/Tax Identification Number (FEIN/FEID or TIN) (also known as) Employer Identification Number (EIN) are collected for department reporting
5. **The original signature of the appropriate agency head is required.** The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the chairperson of the Board for other eligible applicants.
* **Note:** **Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**
 |
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|  |



DOE 100A

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**EXAMPLE**

**Budget Narrative Form (DOE 101S Form)**

Please visit our website at <http://www.fldoe.org/academics/career-adult-edu/funding-opportunities/index.stml>. See the **Program Management Resources** section to access the DOE 101S Budget Form and the instructions for completing the form. **Show all amounts in whole dollars only**.

| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** |
| --- | --- | --- | --- | --- | --- |
| **FUNCTION** | **OBJECT** | **ACCOUNT TITLE, NARRATIVE, AND EXPLANATION** | **FTE POSITION** | **AMOUNT** | **% ALLOCATED to this PROJECT** |
| ##### | ##### | **Instructional Equipment:** Computer-based training (CBT), and Desk-top trainer (workstation) to be used by apprentices in the program.  |  | **$100,000** | **100%** |
| ##### | ##### | **Supplies:** instructional materials, consumables, and apprentice occupational supplies |  | **$200,000** | **100%** |
| ##### | ##### | **Salaries:** Full-time hourly salary for (1) apprenticeship coordinator to provide direct support to apprentices. The calculation: 40 hours per week. |  | **$40,000** | **100%** |
|  |  | **Employee Benefits, Retirement:** Contributions to retirement plan for (1) apprenticeship coordinator at \*9.85% |  | **$3,940** |  |
|  |  | **Employee Benefits, Social Security:** Contributions to retirement plan for 6 (1) apprenticeship coordinator at \*7.65% |  | **$3,060** |  |
| ##### | ##### | **Employee Benefits, Worker’s Compensation**: Contributions to retirement plan for (1) apprenticeship coordinator at \*1.01% |  | **$404** | **100%** |
| ##### | ##### | **Computer Hardware:** Purchase of computer equipment to be used by students for instructional purposes. The equipment items will include monitors, CPU’s peripheral devices memory, and 3 laptop computers. The required equipment form is attached to the application. |  | **$5,000** | **100%** |
| ##### | ##### | **Travel:** Travel will support (1) apprenticeship coordinator to attend the meeting and conference. Expenditures for costs of transportation, conference registration, lodging, and meals (state rate).  |  | **$10,000** | **100%** |
| ##### | ##### | **Contractual Service Agreements:** Contractual service with XYZ Company to develop outreach and recruitment materials. \*\*Note: outreach and recruitment materials are enabled and provided through Apprentice Florida. All executed contract(s) related to this must be submitted to the Department. |  | **$50,000** | **100%** |
| ##### | ##### | **Leveraged Funding $12,000 (if applicable):** Name of Agency, what services are being provided, and funding source (state, local, federal, provate).Example: CareerSource (name), funds used to support RTI costs, private grant. |  |  |  |
|  |  |  | **Total** | **$412,404**  |  |

**NOTE:** When completing the **Budget Narrative** **Form** located on the website, under Column (3), **Account Title and Narrative**, for each line item specify the budgetary expenditures such as salaries, equipment and supplies. Expenditures should focus on performance objectives, as noted in the application. Place **TAPS** number **21B019** on the Budget Narrative DOE 101S form. \*Percentages for benefits are optional.

FY 2020-2021 Pathways to Career Opportunities

2020 State Appropriation 127

**Phase Three**

APPLICATION REVIEW CRITERIA AND CHECKLIST

* **Place all items requested in the order indicated below.**
* Include this form in the application package and only the items requested.
* Place page numbers on every page consecutively, at the bottom, beginning with the DOE 100A as page 1. Page numbers written by hand are permissible if electronic numbering is a problem.
* Eligible agencies must download the **Pathways to Career Opportunities Grants** Application and submit all documents to FDOE via email to: **CTEGRANT@fldoe.org****.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Place in the following order** | **Item** | **Indicate Page Numbers** | **DOE STAFF****Check appropriate box** |
|  |  |  | **Complete** | **Incomplete** |
|  | **Information located in the RFP –** **Word Document (save as one Pdf. file)** |  |  |  |
| 1 | DOE 100A, Project Application – with original signature |  |  |  |
| 2 | General Terms and Assurances,(if applicable)  |  |  |  |
| 3 | DOE 610 or 620 Risk Analysis Form, (if applicable) |  |  |  |
|  | **Information located in the RFP –****Excel Document (complete each tab)** |  |  |  |
| 4 | 1. Project & Program Information
 |  |  |  |
|  | 1. Project Need
 |  |  |  |
|  | 1. Design, Implement, & Sustainability
 |  |  |  |
|  | 1. Enrollment by Occupation Table
 |  |  |  |
|  | 1. Anticipated Completers Table
 |  |  |  |
|  | 1. Project Proposal
 |  |  |  |
|  | 1. Recruitment, Selection and Retention
 |  |  |  |
|  | 1. Training Plan
 |  |  |  |
|  | 1. DOE 101S, Budget Narrative Form
 |  |  |  |
|  | 1. Project Equipment Form
 |  |  |  |
|  | 1. Projected Equipment Purchase Form
 |  |  |  |
| 5 | Application Checklist |  |  |  |

I:\RFA - RFP's\20-21\SAA\Pathways to Career Opportunities.doc 10-27-20