



**Florida Department of Education**  
**2022-23 Request for Proposal (RFP) - Discretionary Competitive**  
**2022 General Appropriation Act, Item 119**  
**Pathways to Career Opportunities Grant Program**

**Bureau/Office:**

Division of Career and Adult Education

**TAPS Number**

**23B019**

**Program Name:**

Pathways to Career Opportunities Grant (PCOG) Program

**Specific Funding Authority:**

2022-23 General Appropriations Act, Appropriation Item 119, Aid to Local Governments – Grants and Aids – PCOG from General Revenue Fund.

1. The recurring general revenue funds in Specific Appropriation Item 119 are provided for the PCOG Program.
2. The recurring funds from the General Revenue Fund in Specific Appropriation 119 are provided for the PCOG Program. The Florida Department of Education (FDOE) shall administer the competitive grant program, determine eligibility, and distribute grants.
  - a. Grantees include high schools, career centers, charter technical career centers, Florida College System institutions, and other entities authorized to sponsor an apprenticeship or preapprenticeship program, as defined in section [446.021, Florida Statutes](#).
  - b. The funds may be used to establish new apprenticeship or preapprenticeship programs, or expand existing programs.
  - c. Applicants must provide projected enrollment and projected costs for the new or expanded apprenticeship program.
  - d. The department shall give priority to apprenticeship programs with demonstrated regional demand.
  - e. 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.
  - f. Grant funds may not be used for indirect costs.
  - g. Grant recipients must submit quarterly reports in a format prescribed by the department.
3. [Rule 6A-20.046](#) PCOG Program

## Funding Purpose/Priorities:

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

- A **new program** is defined as:
  - A training plan for the program that meets the requirements for registration under Rules [6A-23.005](#) or [6A-23.010, F.A.C.](#)
- A **program expansion** is defined as:
  - A certificate of registration awarded under [6A-23.003, F.A.C.](#) or [6A-23.010, F.A.C.](#)

## Total Funding Amount:

\$10,000,000 for immediate release.

\$5,000,000 for Florida's Space Coast Region at a later date.

## Type of Award

Discretionary Competitive Grant

## Specific Funding Requirements:

- Applications are **LIMITED TO ONE**, per future registered apprenticeship or preapprenticeship program.
  - Applicants must submit **a separate grant application for each new program** being proposed.
    - **NEW PROGRAM:** Creation of a new program is evidenced by the submission of a program (plan) containing all the terms and conditions of the training to be submitted within the Standards of Apprenticeship or Preapprenticeship (administration documents) to FDOE to be considered for registration, per [F.S., 446.021\(5-6\)](#) and [FAC, 6A-23.002\(5\)\(24\)\(27\)](#) – [FAC 6A-23.010\(2\)\(d\)](#).
- Applications are **LIMITED TO ONE**, per registered apprenticeship or preapprenticeship program.
  - Applicants must submit **a separate grant application for each expansion program** being proposed.
    - **EXPANSION PROGRAM:** Expansion of an existing program is evidenced by an Apprenticeship Certificate of Registration which is issued by the Florida Department of Education that would contain a unique registration number provided by the United States Department of Labor (USDOL) or Preapprenticeship Certificate of Registration which would contain a unique registration number provided and issued by the FDOE per [F.S., 446.021\(5-6\)](#) and [FAC, 6A-23.002\(5\)\(24\)\(27\)](#) – [FAC 6A-23.010\(2\)\(d\)](#).
  - The name of the participating employer(s) that will offer the program and their industry sector must be identified in the PCOG Excel Workbook (General Program Information tab).
- All registered apprenticeship or preapprenticeship programs must comply with 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 **Friday, July 15, 2022**. The link to submit your agency's **MANDATORY** Intent to Apply form for the 2022-23 PCOG is: <https://www.surveymonkey.com>
- Recipients of **new program awards** 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 to access grant funds.
- Recipients of **expansion program awards** 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 access grant funds.
- Recipients will be required to collect and submit data quarterly to FDOE to include retention, completion, employment rates, and starting and ending salaries categorized by program for participants who complete the program.
- Proposals must specify the primary apprenticeship region and county being served by the new program or expansion program. To maximize statewide representation, FDOE may award applicants out of rank order so that at least one award is made in each of the nine apprenticeship regions. See attachment section for the list of apprenticeship regions and corresponding counties.

**Program Performance Period:**

July 1, 2022 – June 30, 2023

**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.
- Specifically targeted groups also include:
  - Veterans
  - Economically Disadvantaged Residents
  - Disadvantaged Youth
  - Individuals Who Are Differently Able
  - Those Experiencing Chronic Homelessness
  - Youth Experiencing Homelessness
  - Those Experiencing Current or Past Substance Abuse

Applicants are highly encouraged to recruit apprentices adversely impacted by the COVID-19 pandemic and from Workforce Innovation and Opportunity Act (WIOA) eligible population groups such as those individuals with a barrier to employment as defined in [WIOA Section 3\(24\)\(A-N\)](#).

**Eligible Applicants:**

- High Schools
- 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, Florida Statutes](#)

**Application Due Date:**

**Due on or before Friday, July 15, 2022 at 5PM EDT.**

- 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.**

Applicants must submit all application documents to FDOE Office of Grants Management via email to:

- [CTEGRANT@fldoe.org](mailto:CTEGRANT@fldoe.org).
- Do not submit additional materials that are not expressly requested within this application.
- Excel applications from previous years will not be accepted and shall result in disqualification from the grant procurement process.

For State programs, the program 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 FDOE is **Friday, July 15, 2022**. The link to submit an applicant's Notice of Intent to Apply form for the 2022-23 Pathways to Career Opportunities Grant is <https://www.surveymonkey.com>.

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

Eligible applicants who file a Notice of Intent to Apply are not required to apply.

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

If applicants have questions related to this request for proposal, submit your questions Charlie Feehrer, at [Charles.Feehrer@fldoe.org](mailto:Charles.Feehrer@fldoe.org).

To ensure that all applicants have access to the questions and answers and updates to this funding opportunity, this information will be posted to the Bureau of Career and Adult Education website within the FDOE main website at <http://www.fldoe.org>. The last date that questions will be answered is **Friday, July 1, 2022**.

**Matching Requirement:**

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

**Contact Persons:**

Program Contact

Charlie Feehrer

850-245-0915

[Charles.Feehrer@fldoe.org](mailto:Charles.Feehrer@fldoe.org)

Grants Management Contact

Felicia Williams-Taylor

850-245-0717

[Felicia.Williams-Taylor@floe.org](mailto:Felicia.Williams-Taylor@floe.org)**Assurances:**

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.

To receive funding, **applicants must have on file with FDOE, 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**  
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 program 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 fiscal management requires an amendment to the form. The DOE 610 form may be found [HERE](#).
- **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 [HERE](#).
- **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 [HERE](#). Non-participation in the training program may result in termination of payment(s) until training is completed.

#### **Funding Method (For Non-Public Entity):**

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

- **For programs 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 FDOE and FDOE has approved and registered the program.**
- **For programs 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.**

#### **Funding Method (For Public Entity):**

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

- **For programs 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 FDOE and FDOE has approved and registered the program.**
- **For programs 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 Records Requirements and Documentation:**

Applicants must complete a Budget Narrative form, DOE-101S. 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 [HERE](#).

All accounts, records, and other supporting documentation pertaining to all costs incurred shall be maintained by the recipient for five (5) years. In the case of an audit, agencies may be required to

keep records longer than five (5) years. Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include, but are not limited to (all must be available upon request):

- Invoices with check numbers verifying payment.
- Bank statements
- Time and effort logs for staff
- Salary/benefits schedules for staff

Budgeted items must correlate with the narrative portion of the program 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, and the Projected Equipment Purchases Form to the Florida Department of Education, Comptroller's Office, by the date specified on the DOE 200 Project Award Notification form.

### **Allowable Expenses:**

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

Examples of allowable expenditures:

- Instructional materials
- Instructional equipment
- Instructional personnel
- Curriculum development
- Supplies and consumables
- Industry certification examinations
- Recruitment and orientation activities
- Basic literacy/skills assessments
- Personnel associated with student services

Please contact the Grant Manager for questions regarding allowable expenses by email at [Charles.Feehrer@fldoe.org](mailto:Charles.Feehrer@fldoe.org), or by phone at 850-245-0915.

### **Unallowable Expenses:**

Unless otherwise specifically authorized herein, sub-recipient shall not convey anything of value, including but not limited to gifts, loans, rewards, favors or services, directly to any agent, employee or representative of the Department, and shall promptly notify the Department in the event that an agent, employee or representative of the Department attempts to solicit the same.

Grant funds may not be used for **indirect costs** or other costs not allowable for state programs.

Below is a list of items or services that are not allowed or authorized as expenditures. This is **NOT** an exhaustive list of unallowable items.

Examples of unallowable expenditures:

- Administrative Costs
- Office Supplies

- Proposal Preparation (including the costs to develop, prepare or write the proposal)
- Pre-Award Costs
- Entertainment (a field trip without the approved academic support will be considered entertainment)
- Meals/Refreshments/Snacks
- End-of-Year Celebrations/Parties/Socials
- Game Systems and Game Cartridges
- Out-of-State travel without FDOE pre-approval
- Overnight Field Trips (retreats)
- Incentives (plaques, trophies, stickers, t-shirts, give-a-ways)
- Gift Cards
- Decorations
- Advertisement
- Promotional or Marketing Items (flags, banners, give-away items)
- Purchase of Facilities (buildings)
- Purchase of Vehicles
- Land Acquisition
- Kitchen Appliances (for non-instructional purposes)
- Tuition/User Fees of Any Kind
- Capital Improvements and Permanent Renovations (playgrounds, buildings, fences)
- Dues to Organizations/Federations/Societies (for personal benefit)
- Clothing or Uniforms (non-instructional)
- Any cost which has been budgeted to be paid for from another grant source (Federal Apprenticeship Grant Program, CareerSource Grant)

Please contact the Grant Manager for questions regarding unallowable expenses by email at [Charles.Feehrer@fldoe.org](mailto:Charles.Feehrer@fldoe.org), or by phone at 850-245-0915.

### **Braided Funding Opportunities:**

By collaborating with the Local Workforce Development Board (LWDB), additional funds can be leveraged to support other 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>.

### **Equipment Purchases:**

Any equipment purchases not listed on the original budget approved by 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, [HERE](#).

### **State Requirement:**

The Florida Administrative Code, [Rule, 69I-72.002](#), Threshold for Recording Tangible Personal Property for Inventory Purposes states: All tangible private 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 proper Internal Controls, regardless of cost, agencies must maintain effective control and “safeguard all assets and assure that they are used solely for authorized purposes.”

In order for FDOE to monitor effective internal controls, the Division of Career and Adult Education requires agencies to maintain adequate records of all single items \$1,000 to \$4,999. Items over \$5,000, must be inventoried, as outlined in State of Florida's Equipment purchase regulations. Each agency will be required during the Quality Assurance and Compliance monitoring review to provide this information as requested.

To ensure that Florida adequately monitors equipment purchased with state funds, applicants must record ALL equipment with a unit cost of \$5,000 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).

### **Amendment Procedures:**

Program amendments may be proposed by the recipient or by the FDOE Program Manager. Program and budget amendments to approved applications for all programs shall be prepared by recipients on the Project Amendment Request Form (DOE 150) and the Budget Amendment Narrative Form (DOE-151) available in the [Green Book](#) and on the Division of Career and Adult Education Grants website [HERE](#). All amendments must be submitted through ShareFile.

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

FDOE reserves the right to amend approved applications for compliance with department mandates and executive awards.

### **Compliance Monitoring:**

The state will evaluate the effectiveness of program activities based on established and approved performance goals. FDOE 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 FDOE's *Green Book*.

The Division of Career and Adult Education, *Quality Assurance Policies, Procedures and Protocols Manual* is available [HERE](#).

### **Financial Consequences:**

The contract manager shall periodically review the progress made on the activities and deliverables listed. If the recipient fails to meet and comply with the activities/deliverables established in the application or to make appropriate progress on the activities and/or towards the deliverables and they

are not resolved within two (2) weeks of notification, FDOE may approve a reduced payment, request the recipient redo the work, return unobligated funds in an amount determined by FDOE, and/or terminate the contract altogether.

Recipients that fail to provide deliverables and/or meet the scope of work as specified in the approved Scope of Work and Performance Based Deliverables Form may result in a partial payment, a nonpayment, or a partial/full return of funds as determined appropriate by FDOE officials.

Should the recipient fail to deliver the minimum requirements reflected in the scope of work, future advance payment requests 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 [HERE](#).

#### **State of Florida, Executive Order 20-44:**

In accordance with Executive Order 20-44, each recipient meeting the following criteria: 1) all entities named in statute with which the agency must form a sole source, public private agreement and 2) all entities that, through contract or other agreement with the State, annually receive 50% or more of their budget from the State or from a combination of State and Federal funds shall provide to the department an annual report in the format required by the department. This report shall detail the total compensation for the entities' executive leadership teams. Total compensation shall include salary, bonuses, cashed in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. In addition, the recipient shall submit with the annual report the most recent Return of Organization Exempt from Income Tax, Form 990, if applicable, or shall indicate that the recipient is not required to file such Form 990. This report shall be submitted by March 1 of each year.

Executive Order 20-44 may be viewed [HERE](#).

#### **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 based on 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 based on sex; Section 504 of

the Rehabilitation Act of 1973, as amended [\[29 U.S.C. 794\]](#), which prohibits discrimination based on handicaps; the Age Discrimination Act of 1975, as amended [\[42 U.S.C. 6101-6107\]](#), which prohibits discrimination based on age; Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008 [\[P.L. 110-233\]](#), [29 CFR \(B\)\(XIV\)\(1607.1-1607.18\)](#), 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 agency awarded is subject to the following additional provisions:

- 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 Recipient/Contractor nor any individual employed under this Grant/Contract shall have any proprietary interest in the product.
- 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 FDOE pursuant to s. [1006.39, Florida Statutes](#), on behalf of the State of Florida.
- In the event it is determined as a matter of law that any such work is not a "work for hire," the recipient shall immediately assign to FDOE all copyrights subsisting therein for the consideration set forth in the Grant/Contract and with no additional compensation.
- The foregoing shall not apply to any pre-existing software, or other work of authorship used by Recipient/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 the Recipient pursuant to a previous Contract/Grant with FDOE or a purchase by FDOE under a State Term Contract.
- FDOE shall have full and complete ownership of all software developed pursuant to the Grant/Contract including without limitation:
  - The written source codes.
  - The source code files.
  - The executable code
  - The executable code files.
  - The data dictionary.
  - The data flow diagram
  - The workflow diagram.
  - The entity relationship diagram.
  - All other documentation that is needed to enable FDOE to support, recreate, revise, repair, or otherwise make use of the software.

## **Return on Investment (state funded programs 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 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 program 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 program manager for the FDOE. All questions should be directed to the program manager.

### **Performance and Outcomes Reports:**

The awarded agency will comply with all reporting requirements and submit required quarterly reports to FDOE at such time and manner required by FDOE, containing the specified information as the department may subsequently require, to include but not limited to:

- Grant Activity Report
- DOE-399 (FDOE Project Disbursement Report)
  - All back-up documentation related to reported expenditures.
- PCOG Performance Outcomes Form
  - Signed apprenticeship/preapprenticeship agreements (redacted personal information)
- Completion, Retention, and Employment Rate data as defined by FDOE.

Recipients will receive specific information containing all the performance reporting guidelines, due dates, and submission instructions.

### **Application Instructions:**

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

- **Mandatory Notice of Intent to Apply:**
  - **Due no later than Friday, July 15, 2022**
  - <https://www.surveymonkey.com>
- **Excel Format:**
  - **Due no later than 5PM EDT Friday, July 15, 2022**
  - Pathways to Career Opportunities Application (Excel),
- **Word Format:**
  - **Due no later than 5PM EDT Friday, July 15, 2022**
  - DOE-100A, Project Application Form (**signed by the agency head or other authorized signatory**)
  - General Assurances
  - DOE-620 or DOE-610 Form (if applicable)

### **How to Submit the Application to FDOE:**

- Applicants must download the Pathways to Career Opportunities Grant Application and submit all required documents to FDOE via email to: [CTEGRANT@fldoe.org](mailto:CTEGRANT@fldoe.org)
- Do **NOT** submit additional materials that are not expressly requested for this application.

- Required Application Submission Naming Convention:
  - Excel file must be renamed using the following naming convention:
    - 2023PCOG\_Agency Name1.xlsx
    - 2023PCOG\_Agency Name2.xlsx (if submitting more than one application)
    - 2023PCOG\_Agency Name3.xlsx (if submitting more than one application)
  - DOE-100A form must be renamed using the following naming convention:
    - 2023PCOG\_Agency Name1.pdf
    - 2023PCOG\_Agency Name2.pdf (if submitting more than one application)
    - 2023PCOG\_Agency Name3.pdf (if submitting more than one application)

**Required Narrative Components:**

Excel applications from previous years will not be accepted and shall result in disqualification from the grant procurement process.

- Applicants must complete and submit the required information in each of the following tabs in the Excel Workbook to this email address [CTEGRANT@fldoe.org](mailto:CTEGRANT@fldoe.org). Incomplete applications may be disqualified, the Excel application consists of:
  - Instructions (select “yes” or “no” in the drop-down)
  - General Program Information
  - Program Need
  - Program Components
  - Program Design, Implementation and Sustainability
  - Participant Recruitment, Selection and Retention
  - Enrollment by Occupation Table
  - Anticipated Completers by Occupation Table
  - Program Proposal
  - DOE-101S Budget Narrative Form
  - Projected Equipment Purchases Form (if applicable)

**DOE-100A Project Application Form:**

The applicant must complete the form and submit it with a signature by the agency head or other authorized person and save the form with the appropriate naming convention.

- FDOE 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 program on the DOE-101S Budget Narrative Form. An example of how to complete the budget form is in the attachments section of this RFP.

- The budget should be broken-out into the following categories:
  - **Personnel**
    - All costs associated with allowable personnel positions.
    - Any associated Fringe Benefits must be broken out separately from the salary and included within their own line-item (do not combine fringe benefits).
      - Social Security
      - Medicare
      - Health benefits
      - Worker’s Compensation
      - Retirement
  - **Program Operating**
    - All expenses associated with the program operation of this grant (instructional materials, supplies and consumables, industry certification examinations, recruitment materials, basic literacy/skills assessments, travel).
    - Recruitment costs must be shared between agencies submitting multiple applications.
  - **Equipment**
    - All large price tag equipment (greater than \$1,000 apiece **or** greater than \$3,000 combined) must be listed in this section.
      - Approval of this application does not equate to approval of equipment purchases. The recipient is responsible for requesting approval from DOE **prior** to the purchase of the equipment. The recipient must meet all the guidelines for equipment purchase to be considered in compliance with this section.
  - **Training**
    - Instructor or apprentice training events held outside of the applying agency (for example: teaching techniques and adult learning styles).
  - **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 follow [Florida Statutes, Sections 215.422, 215.971, 216.347, 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: <https://www.myfloridacfo.com>. 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 program can be 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 is received in the Office of Grants Management within the timeframe specified by the RFA.

2. Application includes required forms:
  - a. Pathways to Career Opportunities Grant Workbook (Excel file)
  - b. DOE-100A Project Application Form (Word file)
  - c. General Assurances (if applicable)
  - d. DOE-620 or DOE-610 Form (if applicable)
  - e. Letters of Support (if applicable)
3. All required forms must have the assigned TAPS number included on the form.
4. 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 (do not use signature password protections).
  - FDOE will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
  - FDOE will also accept a typed signature, if the document is uploaded by the individual signing the document.
5. Application must be submitted electronically to the Office of Grants Management in the designated email inbox: [CTEGRANT@fldoe.org](mailto:CTEGRANT@fldoe.org).

**Method of Review:**

- Request for Proposals (RFP) are due to FDOE (Office of Grants Management) **no later than the close of business (5PM EDT) on the application due date Friday, July 15, 2022.**
- A review committee process will be used to evaluate applications. Applications will be screened by FDOE program staff experts in the field of apprenticeship and preapprenticeship program knowledge to ensure conditions for acceptance in the RFP are addressed. Applications not meeting all pre-screen requirements will not be reviewed.
- Each application meeting the conditions for acceptance will be reviewed and scored by a team of qualified reviewers with apprenticeship/preapprenticeship experience.
- Applications with a final score of less than 75 points **will not** be eligible for funding.
- The applications will be ranked as determined by FDOE, with a preference and goal to identify at least one proposal for award per apprenticeship region. FDOE may award applicants out of rank order; however, FDOE reserves the authority to award other higher scoring applicants in rank order, notwithstanding this provision. Awards are subject to the availability of funds.
- FDOE staff will review recommended applications for compliance with the programmatic and fiscal policies associated with this competitive grant procurement.
- 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 application.
- The **Application Review Criteria and Checklist** found in the **Attachments** section will also be used by FDOE staff to review applications.

# Attachments

- State of Florida List of Apprenticeship Regions and Corresponding Counties
  - Apprenticeship Regions (Map)
- Local Workforce Development Boards
  - <https://careersourceflorida.com/career-services/your-local-team/>
- DOE-100A
  - Project Application Form
- DOE 101S
  - Example Budget Narrative Form
- Application Review Criteria and Checklist



**State of Florida**  
**List of Apprenticeship Regions and Corresponding Counties**  
**Effective 3/23/2021**

**Region 1:**

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

**Region 2:**

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

**Region 3:**

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

**Region 4:**

Citrus, Hernando, Hillsborough, Pasco, Pinellas, and Sumter Counties

**Region 5:**

Lake, Orange, Osceola, Polk, and Seminole Counties

**Region 6:**

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

**Region 7:**

Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, and Sarasota Counties

**Region 8:**

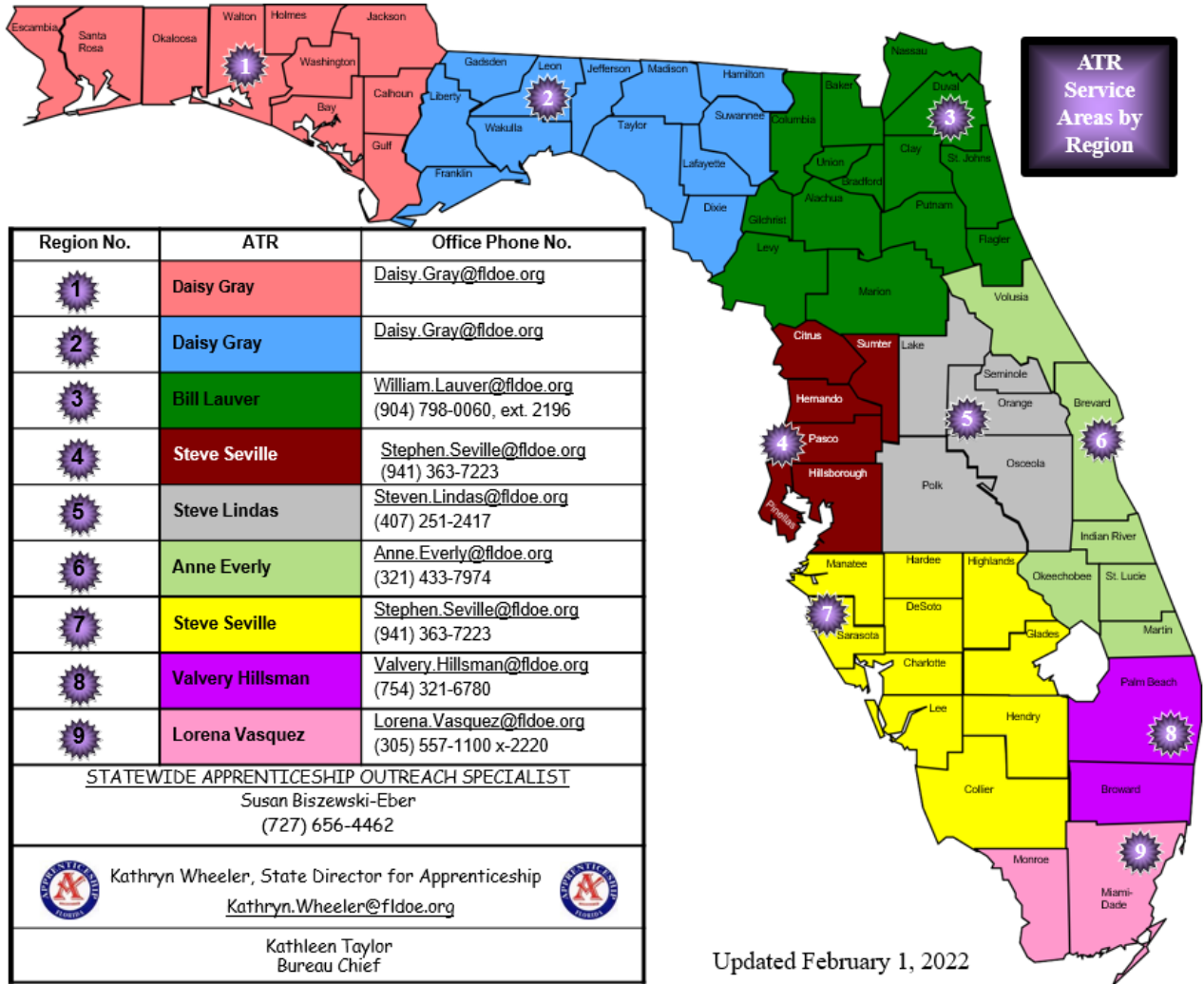
Broward and Palm Beach Counties

**Region 9:**

Miami-Dade and Monroe Counties

# State of Florida

## Map of Apprenticeship Regions, Corresponding Counties and Apprenticeship Training Representative (ATR) Contact List



Updated February 1, 2022

# FLORIDA DEPARTMENT OF EDUCATION

## PROJECT APPLICATION

<b>Please return to:</b>  Florida Department of Education Office of Grants Management via email to <a href="mailto:CTEGRANT@fldoe.org">CTEGRANT@fldoe.org</a> .	<b>A) Program Name:</b> <b style="text-align: center;">2022 State Appropriation 119                  Pathways to Career Opportunities                  Fiscal Year 2022-2023</b>  <b style="text-align: center;">TAPS NUMBER: 23B019</b>	<b>DOE USE ONLY</b>  Date Received
<b>B) Name and Address of Eligible Applicant:</b>		<b>Project Number (DOE Assigned)</b>
<b>C) Total Funds Requested:</b>  <hr style="border: 1px solid black; width: 25%; margin: 10px auto;"/> <p style="text-align: center;"><b>DOE USE ONLY</b></p> <b>Total Approved Project:</b>  \$	<b>D) Applicant Contact &amp; Business Information</b>	
	Contact Name:  Fiscal Contact Name:	Telephone Numbers:
	Mailing Address:	E-mail Addresses:
	Physical/Facility Address:	DUNS number:  FEIN number:
<b>CERTIFICATION</b>		
I, _____, ( <i>Please Type Name</i> ) 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.		
<b>E)</b> _____ Signature of Agency Head	_____ Title	_____ Date

## Instructions for Completion of DOE 100A

- A.** If not pre-populated, enter the name and TAPS number of the program for which funds are requested.
- B.** Enter the 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.
- C.** Enter the total amount of funds requested for this project.
- D.** 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
- E. 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.**

# EXAMPLE

## Budget Narrative Form (DOE-101S Form)

Please visit our website at <http://www.fldoe.org>. 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
#####	#####	<b>Instructional Equipment:</b> Computer-based training (CBT), and Desk-top trainer (workstation) to be used by apprentices in the program.		\$100,000	100%
#####	#####	<b>Supplies:</b> instructional materials, consumables, and apprentice occupational supplies		\$200,000	100%
#####	#####	<b>Salaries:</b> Full-time hourly salary for (1) apprenticeship coordinator to provide direct support to apprentices. The calculation: 40 hours per week.	1.0FTE	\$40,000	100%
		<b>Employee Benefits, Retirement:</b> Contributions to retirement plan for (1) apprenticeship coordinator at *9.85%	1.0FTE	\$3,940	100%
		<b>Employee Benefits, Social Security:</b> Contributions to retirement plan for 6 (1) apprenticeship coordinator at *7.65%	1.0FTE	\$3,060	100%
#####	#####	<b>Employee Benefits, Worker's Compensation:</b> Contributions to retirement plan for (1) apprenticeship coordinator at *1.01%	1.0FTE	\$404	100%
#####	#####	<b>Computer Hardware:</b> 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%
#####	#####	<b>Travel:</b> 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%
#####	#####	<b>Contractual Service Agreements:</b> 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%
#####	#####	<b>Leveraged Funding (if applicable):</b> Name of Agency, what services are being provided, and funding source (state, local, federal, private). Example: CareerSource (name), funds (\$00,000) 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 **23B019** on the Budget Narrative DOE 101S form. \*Percentages for benefits are optional.

**2022-23 Pathways to Career Opportunities Grant  
2022 State Appropriation 119**

**APPLICATION REVIEW CRITERIA AND CHECKLIST**

- Include this form in the application package and **only the items requested**.
- Eligible applicants must download the Pathways to Career Opportunities Grants Application and submit all documents to FDOE via email to: [CTEGRANT@fldoe.org](mailto:CTEGRANT@fldoe.org).
- Do not submit additional materials that are not expressly requested for this application.

Item	Included in Submission	<u>DOE STAFF ONLY</u>	
		<u>Complete</u>	<u>Incomplete</u>
<b>Information located in the RFP – Word Document(s) Submit the documents below as one “.PDF” file</b>			
• DOE 100A Project Application with signature			
• General Terms and Assurances, <i>if applicable</i>			
• DOE 610 or 620 Risk Analysis Form, <i>if applicable</i>			
• Letter(s) of Support (if applicable)			
• Application Review Criteria and Checklist (this form)			
<b>Information located in the RFP – Excel Workbook Submit the documents below as one “.xlsx” file</b>			
• General Program Information			
• Program Need			
• Program Components			
• Program Design, Implementation and Sustainability			
• Participant Recruitment, Selection and Retention			
• Enrollment by Occupations Table			
• Anticipated Completers Table			
• Program Proposal			
• DOE 101S Budget Narrative Form			
• Projected Equipment Purchase Form, <i>if applicable</i>			