



# Pathways to Career Opportunities Phase Two

Funding Opportunities Webinar

December 13, 2019

**Division of Career and Adult Education**



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

[www.FLDOE.org](http://www.FLDOE.org)

# Pathways to Career Opportunities Funding Webinar

## Competitive Proposals

**Mandatory Notice of Intent Due December 16, 2019**  
**Due January 17, 2020**

[www.fldoe.org/pathwaysgrant](http://www.fldoe.org/pathwaysgrant)

Division of Career and Adult Education (DCAE)

# Funding Webinar Conference Calls

10:00 AM - 12:00 PM (EDT)

2:00 PM – 4:00 PM (EDT)

Call number: 1-415-655-0060

Conference room: 268-510-484 then #



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# Welcome and Introduction

**Gloria Spradley-Brown**

**Bureau Chief, Grants Administration and Compliance**

## Please help minimize background noise during the webinar.

- Please keep your phone on mute while listening to the conference call. This prevents background noise and in-office discussions from disrupting the call.
- If you do not have a mute button on your phone, press \*6 to mute and \*6 to un-mute.

## Webinar Agenda

1. Webinar Overview
2. The Future of Florida's Workforce
3. Registered Apprenticeship 101
4. Funding Purpose and General Information
5. Overview of the Narrative Requirements
6. Submitting a Grant Proposal
7. Recommended Awards Process
6. Participants' Questions



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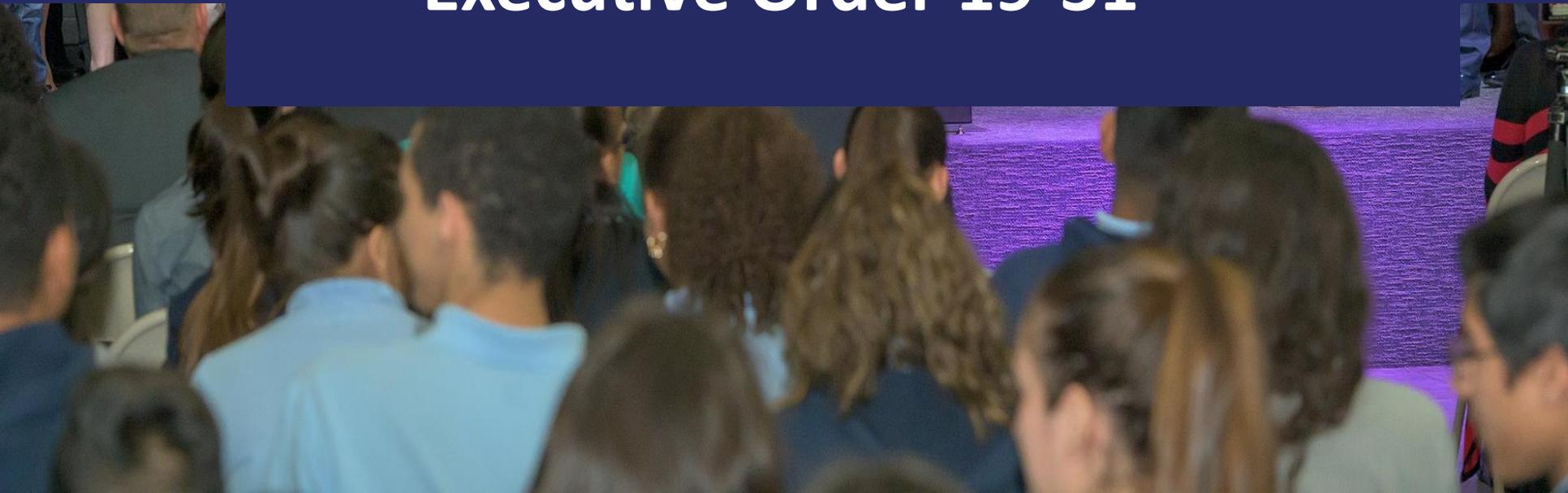
# The Future of Florida's Workforce

**Kathleen Taylor**

**Bureau Chief, Standards, Benchmarks and Frameworks**



# Executive Order 19-31

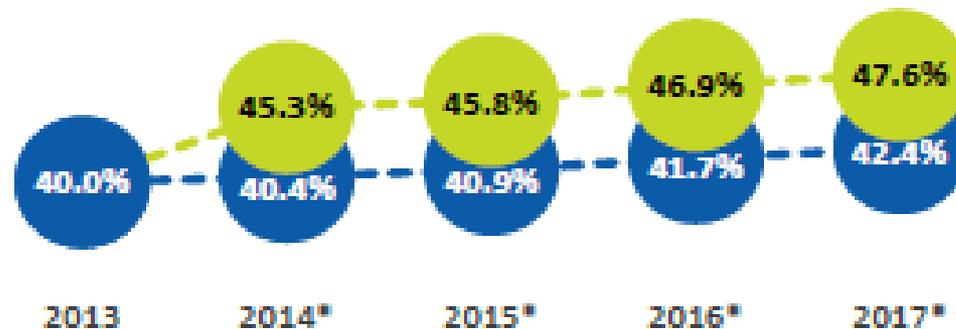


# **Charting a Course for Florida to be #1 in the Nation in Workforce Education by 2030**

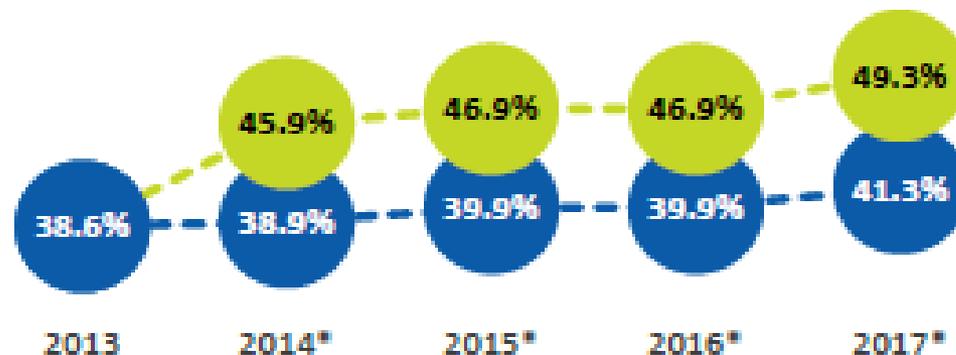
# Attainment Progress

Residents with a high-quality degree or credential

**UNITED STATES**  
**47.6%** ↑ 7.6%  
since 2013



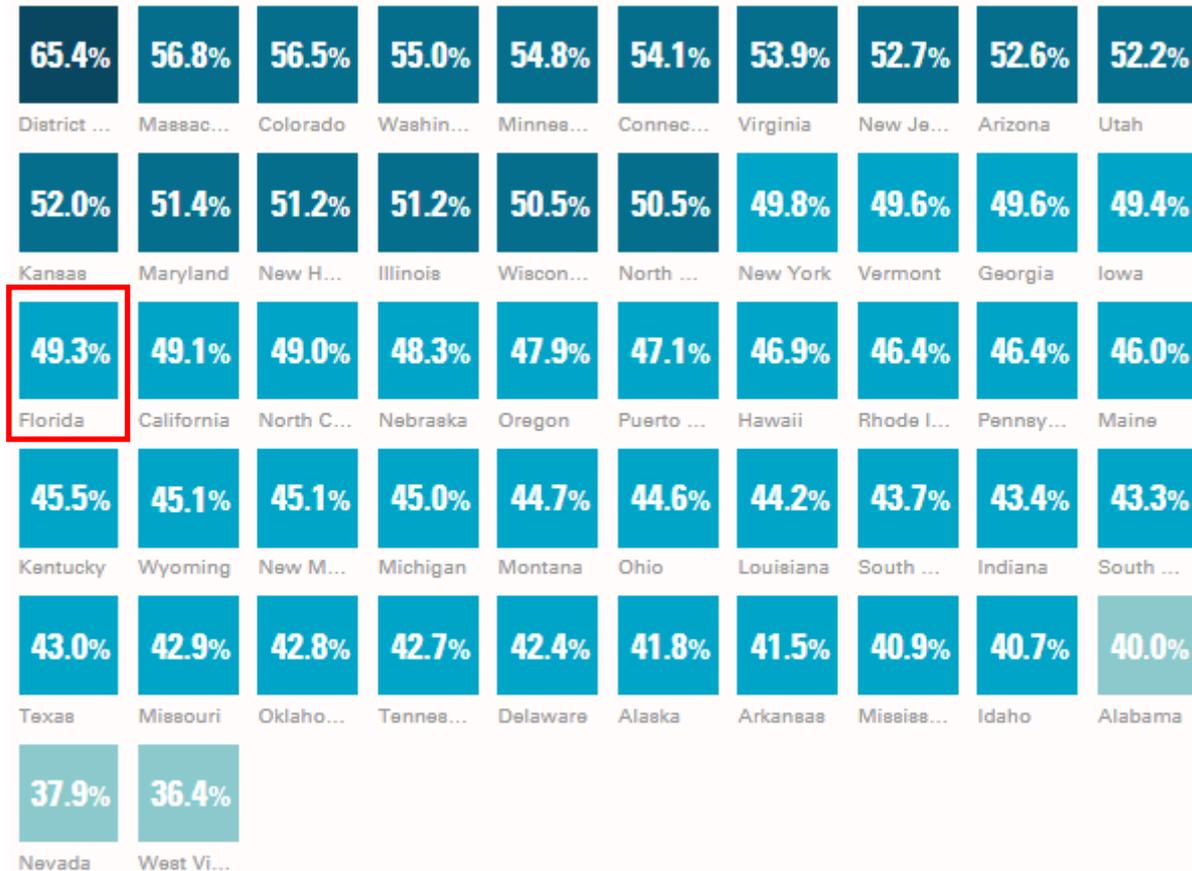
**FLORIDA**  
**49.3%** ↑ 10.7%  
since 2013  
ranks 20<sup>th</sup> among all states in the U.S.



■ 2-year degree or higher    ■ Includes workforce-relevant certificates

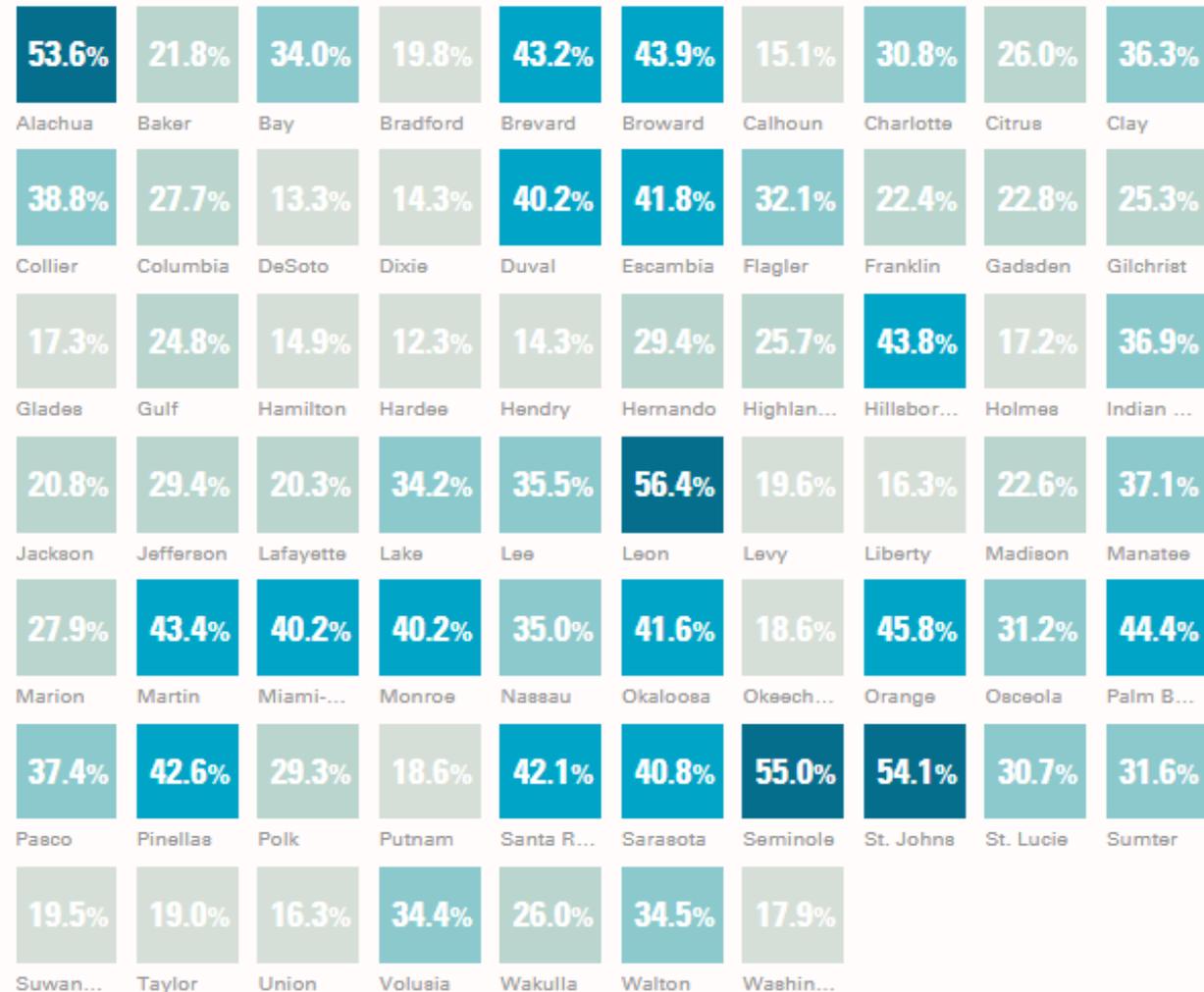
\*An estimated 8% of Florida residents and 5.2% of U.S. residents hold a workforce-relevant certificate, according to Lumina Foundation. These data are not yet available at the county level.

# Florida Ranks #20 Among States in Educational Attainment Beyond High School



Source: Lumina Foundation's "A Stronger Nation" <http://strongernation.luminafoundation.org/report/2019/#nation>

# Degree Attainment by County (at least AA) – 2019



Source: Lumina Foundation's "A Stronger Nation" <http://strongernation.luminafoundation.org/report/2019/#nation>

## Executive Order 19-31

- Annually audit course offerings in state CTE system.
- Utilize expertise of stakeholders to ensure CTE course offerings are aligned with market demands.
- Develop CTE best practices for partnerships between high schools, postsecondary institutions, and businesses.
- Recommend to the Governor annually which course offerings to eliminate, create and strengthen.
- Ensure 2019 legislative priorities, which were passed and codified in HB 7071.



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## 2019 Legislative Wins



## SB 2500 – General Appropriations Act

- ✓ **\$10 million** appropriation for the newly created Florida Pathways to Career Opportunities Grant Program which will enable high schools, career centers and colleges to partner with business and industry and offer high quality preapprenticeship and apprenticeship opportunities.

SPACE FLORIDA

A group of people, including Governor Ron DeSantis, are gathered around a wooden table. Governor DeSantis is seated at the table, holding a large document. Several other people are standing around him, some looking at the document. In the background, there is a large banner with the text "SPACE FLORIDA" and a map of Florida. There are also American and Florida state flags visible.

**Governor DeSantis Signs HB 7071**

## HB 7071

- ✓ Requiring an annual audit of Florida's career and technical education programs and apprenticeship programs, including directives to ensure that those programs are aligned with in-demand workforce opportunities. Codifies the Executive Order in statute.

## HB 7071

- ✓ New Registered Apprenticeship Provisions:
  - ✓ Annual report on the status of apprenticeship and preapprenticeship programs throughout the state.
  - ✓ Providing assistance in notifying students, parents, and the community of the availability of apprenticeship and preapprenticeship opportunities, including economic data.
  - ✓ Removal of the restriction of apprenticeship in the fields of sales, retail, management and distribution, as well as professional and scientific occupations that typically require a four-year degree.
  - ✓ See SB 2500 for funds to support expansion of apprenticeship opportunities.



## Additional Wins

# Apprenticeship Wins

- ✓ Apprenticeship diversified into healthcare occupations
  - Approval of the 1<sup>st</sup> Health Apprenticeship Program with CVS for Pharmacy Tech
  - 1<sup>st</sup> of its kind in Florida
  
- ✓ Dedicated state funds for new and expanded apprenticeship opportunities (\$10 million in the GAA)
  
- ✓ Receipt Federal Grant for Expansion Efforts for Registered Apprenticeship - \$3,080,000



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# Registered Apprenticeship 101

**Richard “Ted” E. Norman**  
**State Director for Apprenticeship**

# Registered Apprenticeship



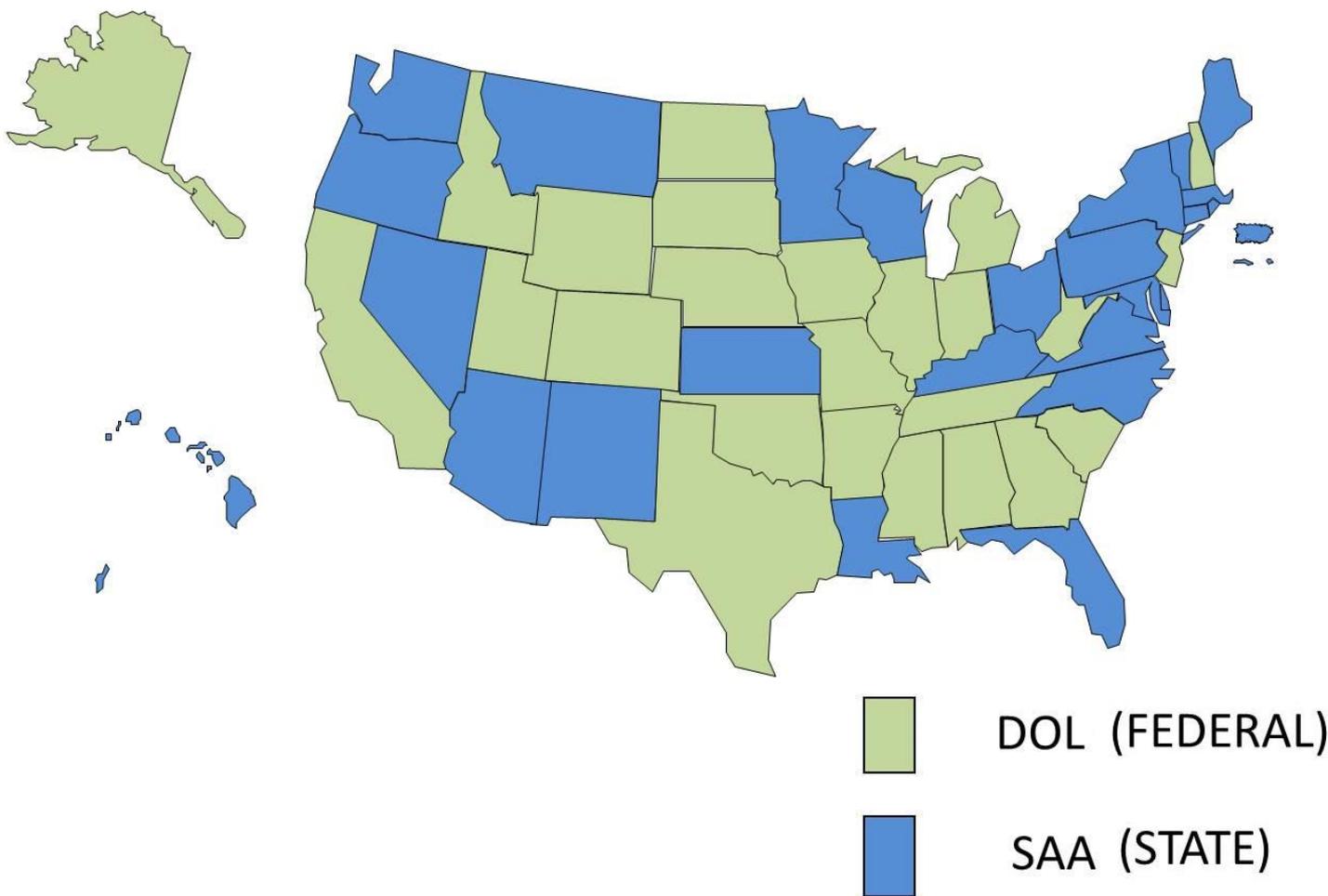
Richard E. Norman III, Ed.S  
Apprenticeship Program Director  
Florida Department of Education  
Division of Career and Adult Education

# Overview

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

# National Structure of Apprenticeship

- **Office of Apprenticeship (OA States)** – State apprenticeship programs are run and managed by the USDOL. (ex. Georgia, South Carolina, Indiana)
- **State Apprenticeship Agency (SAA States)** – An agency of a State government that has responsibility and accountability for apprenticeship within the State recognized by the USDOL to register and oversee apprenticeship programs and agreements for Federal purposes. (ex. **Florida**, Washington, Kentucky)



# Federal Laws

- **Title 29 CFR part 29** – Labor Standards for the Registration of Apprenticeship Programs.
  - Commonly referred to as “2929”
- **Title 29 CFR part 30** – Equal Employment Opportunity In Apprenticeship.
  - Commonly referred to as “2930”

# State Laws

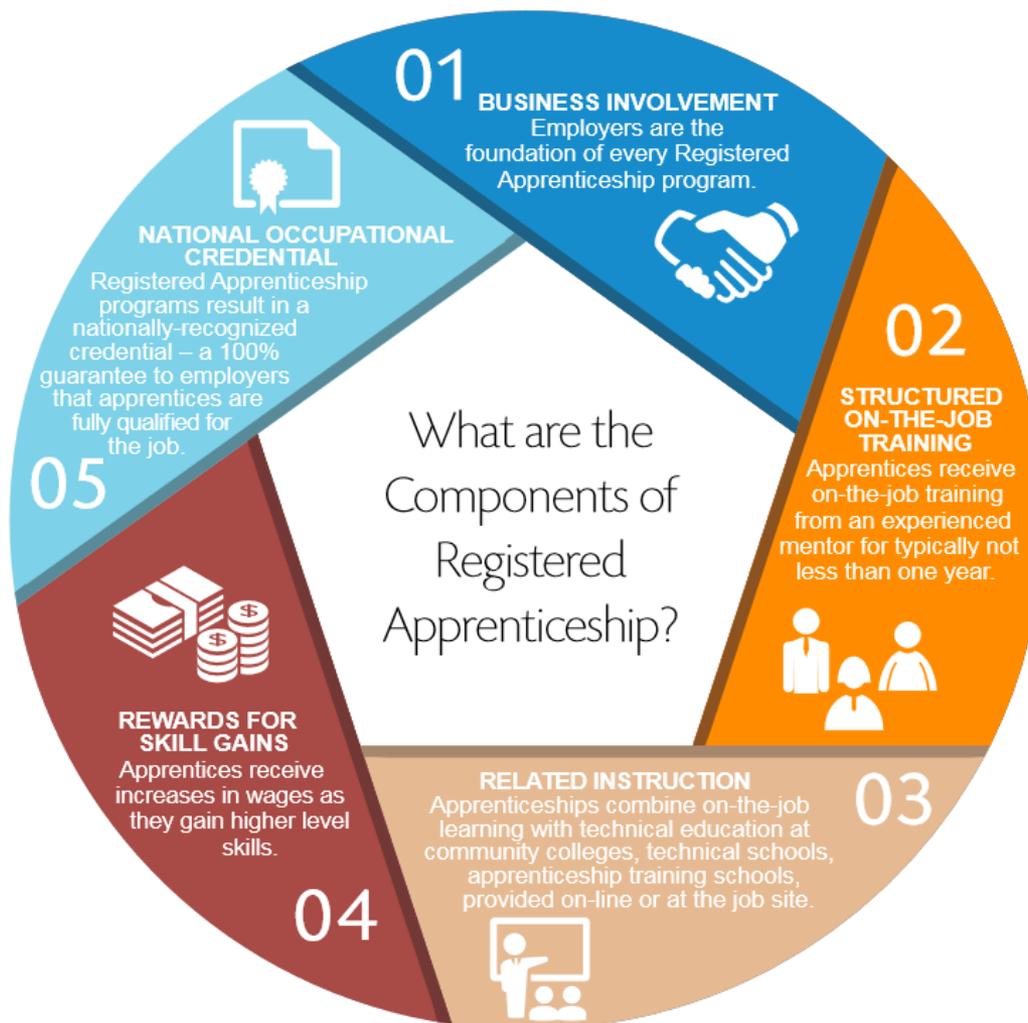
- **Chapter 446 – Job Training**
  - Florida Statutes 446.011-092
  
- **Chapter 6A-23**
  - Florida Administrative Code 6A-23.001-011

# What is the Purpose of Apprenticeship?

- To enable **employers** to develop and apply industry recognized standards to training programs with the intention of:
  - increasing productivity;
  - improving quality of the workforce;
  - retaining company knowledge; and
  - reducing turnover.
- **REMEMBER**: Registered Apprenticeship is an **employer-driven** process, not education or government.



# Components of Registered Apprenticeship



# Common Terms

- **Registered Apprentice**

- At least 16 years of age
- Engaged in learning a recognized skilled trade through work experience under the supervision of journeymen/craftsmen.
- Training should be combined with properly coordinated studies of related technical and supplementary subjects.
- Individual has entered into a written agreement, known as an apprentice agreement, with a registered apprenticeship sponsor (employer, association of employers, or a local joint apprenticeship committee).

## Common Terms

- **Apprenticeship and Training Representative (ATR)** – an individual representative of the Department authorized to act on behalf of the Department in matters concerning registered apprenticeship and preapprenticeship.

## Common Terms

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

## Common Terms

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

## Common Terms

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

## Common Terms

- **Related Technical Instruction (RTI)** – An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical subjects related to a specific trade or occupation. (Minimum of 144 hours per year recommended)
  - It can be spread out over the course of the apprenticeship, front-loaded, segmented, or articulated (prior experience credit).
  - It can be delivered by an educational institution, in-house, on-line, correspondence, or any combination.
  - Apprentices can be enrolled in either Clock Hour or Credit Hour courses, when appropriate.

## Common Terms

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

- **National Program Standards (NPS) (continued)**

- **Apprenticeship Section: Administrative Procedures**

- Pre-Apprenticeship programs may not be registered with the Florida Department of Education for program sponsors or employers utilizing their National Program Standards registered with the U.S. Department of Labor, Office of Apprenticeship. Title 29 CFR part 29.13(b)(7) does not apply to pre-apprenticeship.

## Common Terms

- **National Guideline Standards (NGS)** – standards of apprenticeship developed by national committees or organizations, joint or unilateral, and are “Certified” by the USDOL, Office of Apprenticeship, Division of Standards and National Industry Promotion and are considered a template for registration processes in individual states.

# Registered Apprenticeship Sponsorship

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

- **Who can sponsor?**

- a single employer;
- a trade association;
- a group of employers;
- local workforce board;
- an educational institution;
- community or faith-based organization; or
- other approved entity.

## Registered Apprenticeship Models

\*\* The length of an apprenticeship program varies from one to five years depending on the occupation training requirements. Irrespective of the training model, all apprenticeship programs **MUST** be no less than 2,000 hours of OJT.

- **Time-Based:** Apprentices complete a required number of hours in on-the-job training.
- **Competency-Based:** Apprentices progress at their own pace, demonstrating competency in skills and knowledge through proficiency assessments.

## Registered Apprenticeship Models

- **Hybrid-Based:** Using minimum and maximum range of hours and the successful demonstration of identified and measured competencies.
- **\*\*Career Lattice:** The use of an interim credential to validate progression of an apprentice through a registered apprenticeship program within competency or hybrid-based models ONLY (industry certification, career certificate, company certificate).

# Staffing

## Central Office Staff

**Program Director**

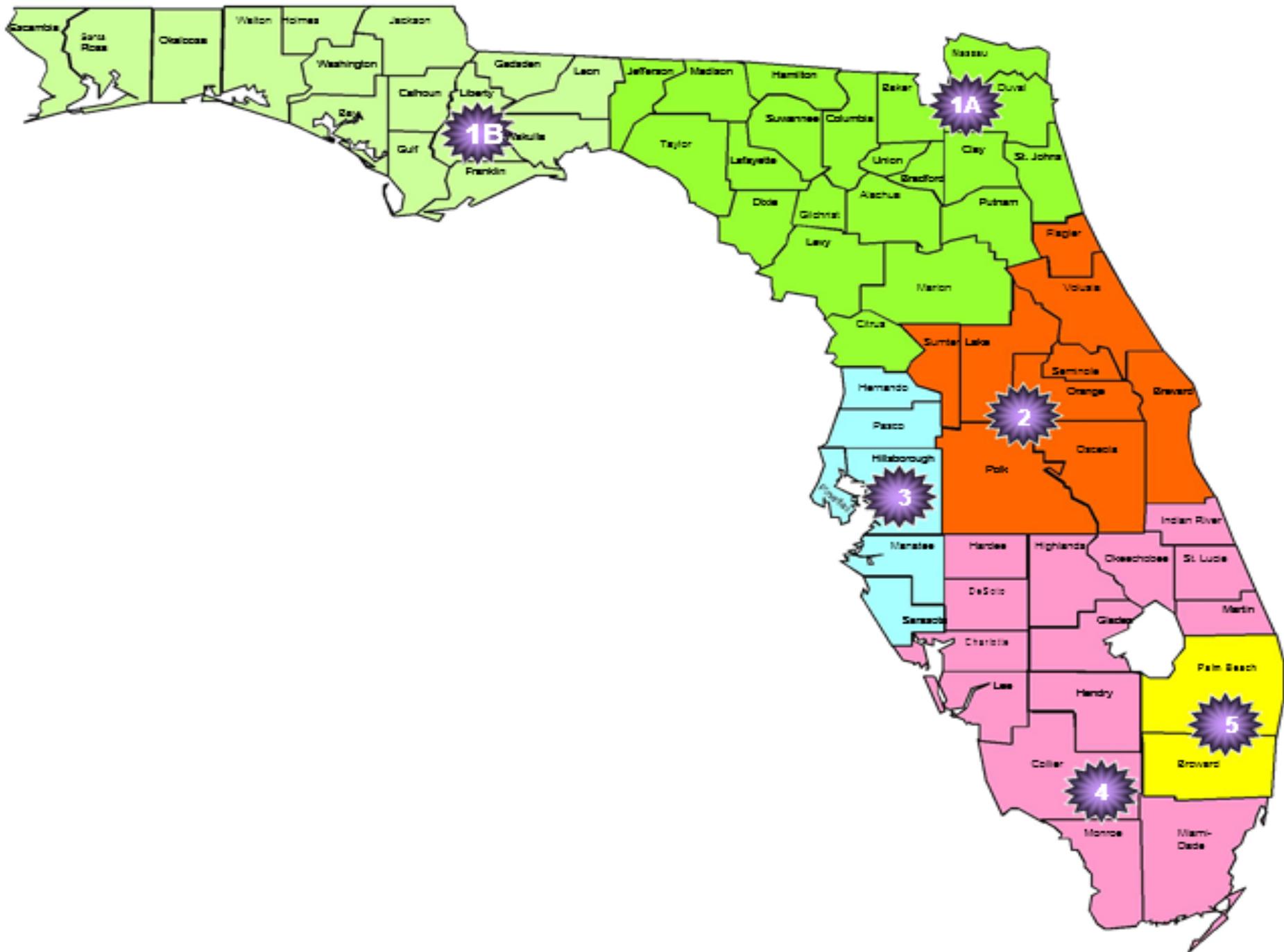
**Government Operations Consultant I**

**Program Specialist IV – Apprenticeship Training  
Representative (Region 1B)**

## Field Staff

**Program Specialist IV**

**Apprenticeship Training Representative (ATR)  
(Regions 1A, 2, 3, 4, 5)**



# Apprenticeship and Training Representatives (ATR) Region 1A

## Districts Covered:

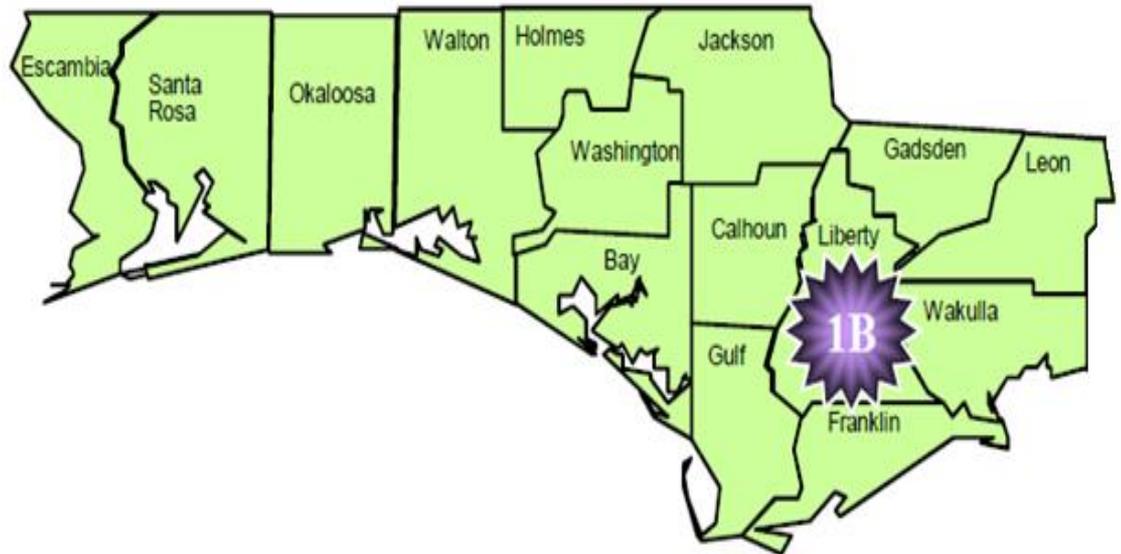
- Alachua
- Baker
- Bradford
- Citrus
- Clay
- Columbia
- Dixie
- Duval
- Gilchrist
- Hamilton
- Jefferson
- Lafayette
- Levy
- Madison
- Marion
- Nassau
- Putnam
- St. Johns
- Suwannee
- Taylor
- Union



# Apprenticeship and Training Representatives (ATR) Region 1B

## Districts Covered:

- Bay
- Calhoun
- Escambia
- Franklin
- Gadsden
- Gulf
- Holmes
- Jackson
- Leon
- Liberty
- Okaloosa
- Santa Rosa
- Wakulla
- Walton
- Washington



# Apprenticeship and Training Representatives (ATR) Region 2

## Districts Covered:

- Brevard
- Flagler
- Lake
- Orange
- Osceola
- Polk
- Seminole
- Sumter
- Volusia



# Apprenticeship and Training Representatives (ATR)

## Region 3

### Districts Covered:

- Hernando
- Hillsborough
- Manatee
- Pasco
- Pinellas
- Sarasota

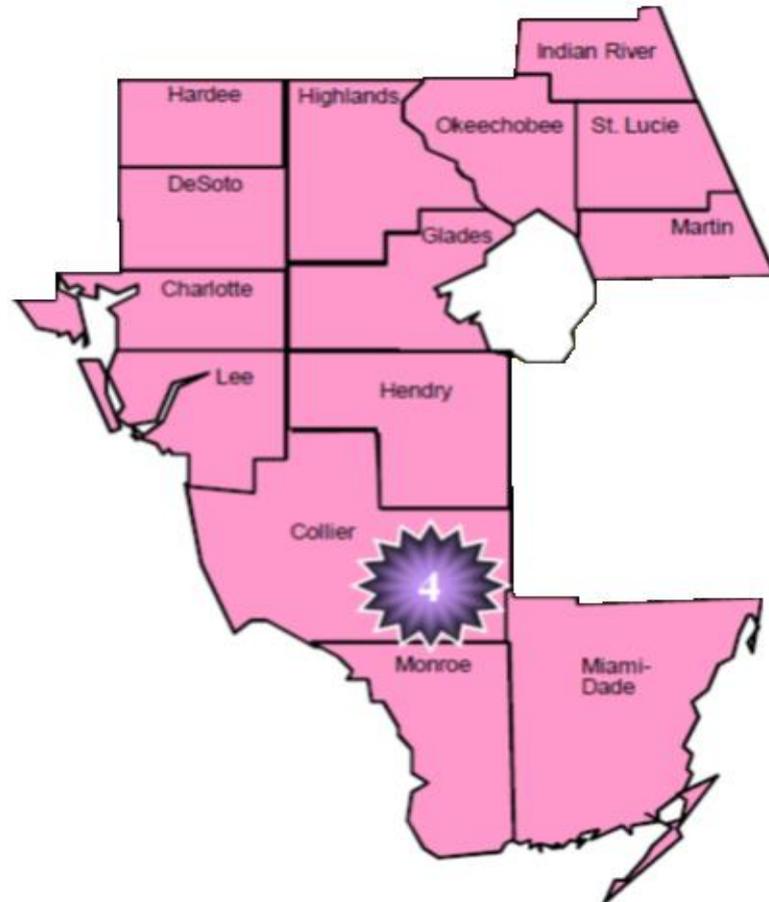


# Apprenticeship and Training Representatives (ATR)

## Region 4

### Districts Covered:

- Charlotte
- Collier
- Dade
- DeSoto
- Glades
- Hardee
- Hendry
- Highlands
- Indian River
- Lee
- Martin
- Monroe
- Okeechobee
- St. Lucie



# Apprenticeship and Training Representatives (ATR) Region 5

## Districts Covered:

- Palm Beach
- Broward





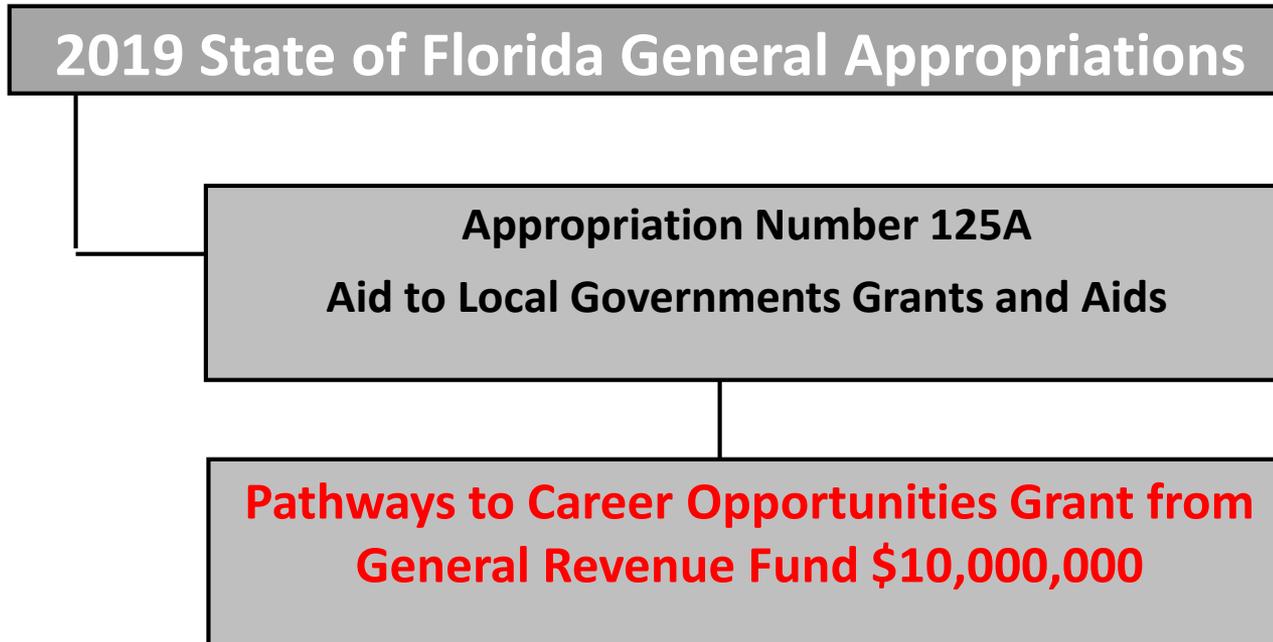
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## **Funding Purpose and General Information**

**Gloria Spradley-Brown**

**Bureau Chief, Grants Administration and Compliance**

# Specific Fund Source



## Funding Purpose

- 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 or preapprenticeship program.
- An applicant must submit a separate grant application for each apprenticeship and/or preapprenticeship program for which funds are being requested.

## Proposals Requirements:

- **New program** proposals must be prepared to submit program standards to FDOE within 120 days of issuance of the grant award notification.
  - Failure to meet this requirement will directly impact awarded agencies' ability to access grant funds.
- **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 awarded agencies' ability to access grant funds.

# Proposals Requirements:

- All registered apprenticeship programs or preapprenticeship programs must comply with Florida Department of Education (FDOE) requirements for approval of programs.
- Proposals must specify the primary apprenticeship region being served by the new or expansion program.
- 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.
- Grant funds may not be used for **recurring instructional costs** or for **indirect costs**.

# Proposals Requirements:

## Mandatory:

- A Notice of Intent-to-Apply for each grant proposal to be considered must be submitted to **FDOE by December 16, 2019** (by 5pm EDT).
  - Send the notification by email to [Judieth.Taylor@fldoe.org](mailto:Judieth.Taylor@fldoe.org)
- Application **Due Date: January 17, 2020**, proposals must be received within the FDOE not later than the close of business (5pm EDT) on the due date.

# Funding Allocations

- **Total Funding Amount**
- \$2,777,608
- This is the second of two competition periods.
- In an effort to maximize statewide representation, the goal is to award proposals in each of the six apprenticeship regions.
  - If the best applicant in a region meets a minimum score of 80 points, the Department may award that applicant out of rank order.

## Budget/Program Performance Period

- July 1, 2019 to June 30, 2020
- Grantees awarded for the 2019-2020 program period are **NOT** guaranteed any additional funds beyond the 2019-2020 year.

## Target Population(s)

- Apprentices or preapprentices registered in a Florida Department of Education-approved apprenticeship or preapprenticeship program.
- Potential apprentices or preapprentices that will be registered in a Florida Department of Education-approved apprenticeship or preapprenticeship program.

## Eligible Applicants

- 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

## Application Due Date

**January 17, 2020**

Application must be received within the Florida Department of Education no later than the close of business (5pm EDT) on the due date.

# General Information

- **Assurances**

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

- **Risk Analysis**

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

# General Information Cont.

## Payment Methods

- **Other For Non-Public Entity:**

- Up to 25 % of the total award may be advanced for the first payment.
- To receive subsequent payments, at least 90% of the amount advanced must be reported on the DOE 399 and supported by appropriate documentation, 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.

# General Information Cont.

## Payment Methods

- **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 FDOE 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 FDOE 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.

# General Information Cont.

## Payment Methods

- **Other For Public Entity:**
  - 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 Requirements

- Must submit a completed DOE 101S, Budget Narrative form
- Budgeted items must correlate with the narrative portion of the proposal that describes the specific tasks and deliverables
- Adhere to the “Green Book” and the General Assurances for Participation in State Programs
- All project grantees must submit a completed DOE 399 form, Final Project Disbursement Report Form to the Florida Department of Education, Comptroller’s Office, by August 20, 2020.

# General Information Cont.

## Records Retention

- Maintained for **five years** from the last day of the program or longer, if there is an ongoing investigation or audit.

## Equipment Purchases

- FLDOE Projected Equipment Purchases Form, and
- Florida Administrative Code, Rule, 691-72.002.

## State of Florida, Executive Order 11-116

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

# General Information Cont.

## Allowable Expenses

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

### Examples:

- Instructional materials
- Instructional equipment
- Curriculum development
- Industry certification examinations
- Recruitment and orientation activities
- Basic literacy/skills assessments
- Personnel (exception of recurring costs associated with instruction)

# General Information Cont.

## Unallowable Expenses

- Funds may not be used for recurring instructional costs or indirect cost

### **Examples (not an all – inclusive list):**

- Building Construction
- Land Acquisition, Purchase of Facilities (e.g. buildings)
- Meals, Refreshment or Snacks
- Pre-Award cost
- Proposal Preparation (cost to develop, prepare or write the proposal)
- Dues to Organization
- Clothing or Uniforms (non-instructional)
- Advertisement
- Tuition (for LEAs per f.s. 1009.25(b))
- See a more detailed list of Unallowable Expenses in the RFP

# General Information Cont.

## Reporting Requirements

- FDOE staff will manage the quarterly reporting process with the awarded agencies.
- Reports will summarize the results achieved by the awarded agency for the preceding quarter
- Proposed reporting dates are listed in the RFP
- Quarterly Reports include the following:
  - Return on Investment Summary
  - Scope of Work Summary
  - Deliverables documentation
  - DOE 399 Financial Report

# General Information Cont.

## Financial Consequences

- FDOE staff will review progress and approve all activities and deliverables as outlined in the Performance Accountability Form.
- Failure to meet and comply with the agreed upon activities and deliverables established in the grant may result in partial payment and/or non-payment, as appropriate.
- Future advance payment request may be withheld.



# Overview of Narrative Requirements

**Gloria Spradley-Brown**

**Bureau Chief, Grants Administration and Compliance**

# Narrative Section response format

- Number of application documents to be submitted:
  - One application with original signatures (Blue ink is preferred)
  - Nine (9) identical copies of the original application
  - MAXIMUM PAGE LIMIT (20) PAGES
- Place all application items in the order specified (see Application Checklist)
- Font - Arial/Size – 12
- Margin size - 1” – both sides and top/bottom margins
- Double spaced (this does not include charts)
- Single-sided pages
- Complete the narrative using the same sequence presented in the Narrative Components Sections
- Do not staple or spiral bind
- **Applications that are late, faxed or emailed will not be reviewed or scored.**

# Narrative Component

## 1. Project Abstract or Summary (No Points)

- Complete the summary for the proposed project.
- Provide a narrative description of the providers' experience, qualifications and demonstrated effectiveness with registered apprenticeship or preapprenticeship training.

## 2. Project Need (30 Points)

- Provide a narrative description of the workforce need in the region for additional skilled employees in the occupation(s) identified in the project. Include statewide or regional employment projections.
  - Compelling evidence
  - Need is evident and link to outcomes
  - Justified through supportive local data

## Narrative Component Cont.

### 3. Project Design and Implementation (20 Points)

A. Describe the expected enrollment and performance outcomes, using the Enrollment and Completers Occupation charts provided.

- Complete both tables
- Program Completers Table will be used to calculate **Bonus Points**

B. Describe the design and implementation plan. Include measurable objectives, activities and the timeline for the project.

- Use the WORK PLAN TABLE form and provide an overview of activities
- Goals aligned with purpose
- Milestones, timelines, measurable objectives

### 4. Participant Recruitment, Selection and Retention (10 points)

- Describe how apprentices or preapprentices will be recruited, selected and retained. Include affirmative methods for reaching women, minorities, veterans and individuals with disabilities.

## Narrative Component Cont.

- 5. Apprenticeship or Preapprenticeship Training Plan (20 Points)**
- A. Describe the projects approach to structure and deliver training
- Time-based approach
  - Competency approach
  - Hybrid approach

# Narrative Component Cont.

## 5. Apprenticeship or Preapprenticeship Training Plan Cont.

B. Describe the core components of the project training plan

- **Employer(s) Participation:**
  - description of the employer(s) and roles and responsibilities
- **Related Technical Instruction:**
  - design of technical instruction
  - Instructional delivery method
  - entity providing the instruction
  - minimum certification requirement for faculty/instructors
- **Structured On the Job Training (OJT) (if applicable)**
  - who will provide OJT; ratio of apprentices to journey worker/mentor; location of OJT; monitoring of OJT
- **Rewards for Skill Gains (if applicable)**
  - progressive wage structure and schedule utilized by the program

## Narrative Component Cont.

### 6. Budget (10 Points)

- Present a budget that reflects the objectives and proposed costs of the project.
  - Must be submitted using the Excel version of the DOE 101S Budget Narrative Form, found in the Supporting Documents section of the Division Funding Opportunity webpage at:  
<http://fldoe.org/core/fileparse.php/5625/urlt/0076847-doe101s.xls>
  - See the Budget Narrative Example in the RFP
  - Reasonable, necessary and allocable

### 7. Sustainability (10 Points)

Describe how the project intends to ensure sustainability or expansion of the program after the grant period ends

## General Information

- Notice of Intent-to-Apply - Mandatory
  - Email [Judieth.Taylor@fldoe.org](mailto:Judieth.Taylor@fldoe.org)
  - Date: **December 16, 2019**
- Method of Answering frequently Asked Questions
  - Email [Judieth.Taylor@fldoe.org](mailto:Judieth.Taylor@fldoe.org)
  - Last Date: **December 13, 2019**
  - Response Posted on Division website
    - [www.fldoe.org/pathwaysgrant](http://www.fldoe.org/pathwaysgrant)



# Submitting the Grant Proposal

**Gloria Spradley-Brown**

**Bureau Chief, Grants Administration and Compliance**

# Submitting the Proposal

- Conditions for Acceptance
  - Request for Proposal must submitted to FLDOE by the due date, **January 17, 2020 by 5:00 p.m. (EDT)**
  - DOE 100A and DOE101S – Budget Narrative form
  - Required Forms must have original signatures by an authorized entity
    - Applications signed by officials other than agency head must have a letter signed granting authorization

## Submitting the Proposal Cont.

- Submit one application with the original Agency Head signature and nine identical copies of the original proposal.
- Place all application items in the order specified in the **Application Checklist** (see the last page of the RFP document).
- It is the submitting agency's responsibility to ensure that all copies are identical to the original.

Submit to:

Office of Grants Management

Florida Department of Education

325 West Gaines Street, Room 332, Unit B

Tallahassee, FL 32399-0400

# Application Forms

- **Forms**

- All required forms to complete this application are found in the RFP and in the Resources section on the Division's website located at: [www.fldoe.org/pathwaysgrant](http://www.fldoe.org/pathwaysgrant)



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

# Recommended Awards Process

**Gloria Spradley-Brown**

**Bureau Chief, Grants Administration and Compliance**

## Bonus Points: Cost per Completer

- FLDOE will calculate a cost per completer and will assign up to 6 points to the proposal.
- This score will be added to the reviewer score to derive total points.
- Cost per Completer = Total Funds Requested divided by the Sum of Completers from the Anticipated Completers by Occupation Table.
  - Bonus points will be determined as follows:
    - 6 points for projects in the top quartile (lowest cost per completer)
    - 4 points for projects in the second quartile
    - 2 points for projects in the third quartile
    - 0 points for projects in the fourth quartile (highest cost per completer)

## Method of Review and Process for Award

- Screened by FDOE staff to ensure conditions for acceptance in the RFP are addressed.
- Proposals that meet the conditions for acceptance will be reviewed and scored by a team of qualified professionals and stakeholders with education and/or apprenticeship experience.
- Five independent reviewers and scores will be averaged
- 100 –point scale, with minimum score of 70 points required for an application to be considered, and the potential to earn up to 6 bonus points.
- Bonus points will be added to reviewer score to derive total points.

## Method of Review and Process for Award

- The proposals will be ranked in order from highest to lowest score.
- Preference and goal to identify at least one proposal for award per apprenticeship region.
- If the best applicant in a region meets a minimum score of 80 points, the Department may award that applicant out of rank order.
- See attachment section for the list of apprenticeship regions and corresponding counties.
- FDOE staff will review recommended proposals for compliance with programmatic and fiscal policy.

## Method of Review and Process for Award

- The Florida Department of Education is seeking volunteer reviewers to evaluate the competitive grant proposals
- Volunteer reviewers must have knowledge, experiences and conceptual understanding of registered apprenticeship or preapprenticeship programs
- Interested volunteers may access the Request for Volunteer Reviewers Memorandum on our Pathways webpage at: <http://fldoe.org/pathwaysgrant/index.shtml> for more information
- Volunteers must register online at: <https://www.surveymonkey.com/r/PathwaysPhase2Reviewer>

## Method of Review and Process for Award

- Awards are subject to the availability of funds.
- Proposals approved by the Commissioner for funding will receive notification from FDOE staff.
- **Commissioner of Education has final approval and may recommend an amount greater or less than the amount requested in the proposal.**

# Proposal Attachments

- State of Florida List of Apprenticeship Regions and corresponding counties
- Work Plan Table
- Project Performance Accountability Form
- DOE 100A, Project Application Form
- DOE 101S, Example Budget Narrative Form
- Projected Equipment Purchases Form
- Application Review Criteria and Checklist

# Participants' Questions



[www.FLDOE.org](http://www.FLDOE.org)

