



FLORIDA DEPARTMENT OF EDUCATION
Request for Application (RFA Discretionary)

Bureau / Office

Division of Career and Adult Education

TAPS Number

24B019

Program Name

Pathways to Career Opportunities Grant (PCOG) Program

Specific Funding Authority(ies)

2023-24 General Appropriations Act, Appropriation Item 115, Aid to Local Governments – Grants and Aids – PCOG from General Revenue Fund.

1. The recurring general revenue funds in Specific Appropriation Item 115 are provided for the PCOG Program.
2. The recurring funds from the General Revenue Fund in Specific Appropriation 115 are provided for the PCOG Program. The Florida Department of Education (FDOE) shall administer the grant, identify projects, solicit proposals, and make funding recommendations to the Commissioner of Education, who is authorized to approve grant awards. 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](#).
 - a. The funds may be used to establish new apprenticeship or preapprenticeship programs, operate existing apprenticeship or preapprenticeship programs, or expand existing, apprenticeship or preapprenticeship programs.
 - b. Applicants must provide projected enrollment and projected costs for the new, operating, or expanded apprenticeship program.
 - c. The department shall give priority to apprenticeship programs with demonstrated regional demand.
 - d. Grant funds may be used for funding the cost of providing related technical instruction, instructional equipment, supplies, personnel, student services, and other expenses associated with the creation, operation, or expansion of an apprenticeship or preapprenticeship program.
 - e. Grant funds may not be used for administrative or indirect costs.
 - f. Grant recipients must submit quarterly reports in a format prescribed by the department.

3. [Rule 6A-20.046](#) PCOG Program

4. Catalog for State Assistance (CFSA) number [CFSA 48.190](#).

Funding Purpose / Priorities

The funds may be used to establish new, operate existing, 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, F.A.C.](#) or [6A-23.010, F.A.C.](#)
- A **program expansion** is defined as:
A program with an existing certificate of registration awarded under [6A-23.004, F.A.C.](#) or [6A-23.010, F.A.C.](#), with the intention of utilizing this funding opportunity to expand the capacity of, or add an occupation to, an existing program.
- An **Operating Program** is defined as:
A program that is registered with the Florida SAA, is not and has no partnership with an LEA, has an existing certificate of registration awarded under [6A-23.004, F.A.C.](#) or [6A-23.010, F.A.C.](#), and has the intention of utilizing this funding opportunity to operate an existing program.

Total Funding Amount

\$15,000,000

Type of Award

Discretionary Non-Competitive

Budget / Program Performance Period

July 1, 2023 – June 30, 2024

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 and Youth
 - People with Disabilities
 - Those Experiencing Chronic Homelessness
 - Those Experiencing Current or Past Substance Abuse

Applicants are highly encouraged to recruit apprentices 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 Applicant(s)

- 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 [446.021, F.S.](#)

Application Due Date

Project Proposals are due on or before August 11, 2023 at 5PM EDT.

Proposals must be received at FDOE inbox PCOG@fldoe.org no later than the close of business (5PM EDT) on the due date.

Those selected to submit an application following the project proposal will be notified of the submission due date for applications.

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.

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

Julie Nichols
850-245-9460
Julie.Nichols@fldoe.org

Grants Management Contacts

Phyllis White
850-245-0715
Phyllis.White@fldoe.org

Assurances

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

2 C.F.R. 200, Uniform Grant Guidance (UGG) requiring agencies to submit a common assurance for participation in federal programs funded by the United States Education Department (USED); Applicable regulations of other Federal agencies; and State 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, Community Colleges, 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.

Note: The UGG combines and codifies the requirements of eight Office of Management and Budget (OMB) Circulars: A-89, A-102 (former 34 CFR part 80), A-110 (former 34 CFR part 74), A-21, A-87, A-122, A-133, A-50. For the FDOE this means that the requirements in EDGAR Parts 74 and 80 have also been subsumed under the UGG. The final rule implementing the UGG was published in the Federal Register on December 19, 2014, and became effective for new and continuation awards issued on or after December 26, 2014.

Technical assistance documents and other materials related to the UGG, including frequently asked questions and webinar recordings, are available at The Chief Financial Officers Council web site: <https://cfo.gov/cofar>.

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. The Risk Analysis must be submitted with the application. If an agency is submitting applications for multiple programs, only one Risk Analysis is required. DOE 610/620 forms should be emailed to fdoeriskanalysis@fldoe.org.

School Districts, State Colleges, and State Universities, and State Agencies must use the DOE 610 form. Once submitted and approved, the risk analysis will remain in effect unless changes 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 <https://www.fldoe.org/core/fileparse.php/5625/urlt/doe620.xlsx>

Grants Management Training

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://portal.fldoesso.org/PORTAL/Sign-On/SSO-Home.aspx>

Non-participation in the training program may result in termination of payment(s) until training is completed.

Funding Method:

Advance Payment

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 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 or operate existing apprenticeship or preapprenticeship programs, no more than 50 percent of the total award may be advanced or paid until the program, including classes or training has begun.

Quarterly Advance to 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 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 or operate existing apprenticeship or preapprenticeship programs, no more than 50 percent of the total award may be advanced or paid until the program, including classes or training has begun.

Reimbursement with Performance

Payment will be made upon quarterly submission of the appropriate reporting form, with an original signature of the official who is authorized to legally bind the entity and supported by appropriate documentation, including but not limited to deliverables as stated in the approved project, activity reports that tie directly to the tasks performed or deliverables, copies of invoices, timesheets, receipts, and paid checks or bank statements.

- All Programs awarded in the operating program category will utilize the funding method reimbursement with performance and funds will be disbursed based on the number of enrollees reported in the quarterly report and supported with appropriate documentation.

Fiscal Records Requirements and Documentation

DOE 900D May 2022

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 accounts, records, and other supporting documentation pertaining to 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.

Funded programs and any amendments are subject to the procedures outlined in the FDOE Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs, which may be found at:

<http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedure.stml>.

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 dates specified on the DOE 200 form, Project Award Notification.

Allowable Expenses:

Program funds must be used solely for activities that directly support the accomplishment of the program purpose, priorities and expected outcomes during the program period. All expenditures must be consistent with the approved application, as well as applicable state and federal laws, regulations, and guidance.

Grant funds may be used for funding the cost of providing related technical instruction, 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 Julie.Nichols@fldoe.org or by phone at (850) 245-9460.

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.

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. Subrecipients are expected to consult the FDOE program office with questions regarding allowable costs.

- Administrative Costs
- Indirect Costs
- Tuition/User Fees of Any Kind
- Office Supplies
- Proposal Preparation (including the costs to develop, prepare or write the proposal)
- 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)
- 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 allowable expenses by email at Julie.Nichols@fldoe.org or by phone at (850) 245-9460.

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 purchased under this program must follow the Uniform Grants Guidance found at http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl or the Reference Guide for DOE 900D May 2022

State Expenditures, <https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf>.

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 at:

<http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml>.

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>.

State of Florida, Executive Order 20-44

In accordance with Executive Order 20-44, each grantee 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 grantee 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 grantee 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 obtained via this link:

https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-44.pdf

Narrative Section

Scope of Work/Narrative

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. An incomplete application may be disqualified; the application consists of:

- Instructions
- General Program Information
- Program components
- Recruitment, selection, and retention
- Enrollment Table

- Completers Table
- DOE-101S Proposed Budget Narrative Form
- Projected Equipment Purchase Form
- Letters of support or Attestation (if applicable)

Return on Investment (State funded projects only)

The recipient is required to provide quarterly return on investment program activities reports to the Department. 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 Department 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 Department 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 Department. All questions should be directed to the project manager.

Support for Strategic Plan

Describe how the project will incorporate one or more of the Goals included in the State Board of Education's K-20 Strategic Plan, outlined at: <http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.stml>.

Conditions for Acceptance

The requirements listed below should 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: DOE 100A Project Application Form and DOE 101S Budget Narrative Form.
 - 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.
 - 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.
- 5) Application must be submitted electronically to the Office of Grants Management via ShareFile.

Project Performance Accountability Information, Instructions, and Form

NOTE: Programs who are awarded in the operating program category will follow the predetermined deliverables attached to this RFA (DOE 900D). Programs who are awarded in the new or expanding program category will use a blank template and the instructions below to fill in their own deliverables in the application.

The Florida Department of Education has a standardized process for preparing applications for discretionary funds. This section of the RFA, Project Performance Accountability, is to assure proper accountability and compliance with applicable state and federal requirements.

The Department's project managers will:

- track each project's performance based on the information provided and the stated criteria for successful performance
- verify the receipt of required deliverables prior to payment

For projects funded via Cash Advance, the Department's project managers will verify that the project activities/deliverables are progressing in a satisfactory manner, consistent with the Scope of Work/Project Narrative and Performance Expectations, on a quarterly basis.

The Scope of Work/ Project Narrative must include the specific tasks that the grantee is required to perform.

Deliverables must:

- be directly linked to a specific line item/cost item that in turn links to the specific task/activity/service
- identify the minimum level of service to be performed
- be quantifiable, measureable, and verifiable. (*how many, how often, duration*). Effectiveness (*a method demonstrating the success such as a scale goals to be attained is necessary*). Evidence or proof that the activity took place (*Examples of deliverables: documents, manuals, training materials and other tangible product to be developed by the project, training & technical assistance and the method of provision, number of clients or individuals served, the method of providing the service and frequency*). Criteria for acceptance may vary based on the services being provided. Specific criteria will need to be developed by the program office, communicated to the provider, articulated in the deliverable form and will become part of the project award.

The applicant must complete the information related to the required tasks to be performed and timelines/due dates for the respective tasks/deliverables consistent with the provided instructions. Per Chapter 215.971 F.S. financial consequences will be applied if the subrecipient fails to perform the minimum level of services required by the agreement. Unit cost is not necessary for each item but can be used to establish a methodology for reduction in the event minimum performance is not met.

Project Performance Accountability Form for Operating Programs

Definitions

- **Scope of Work-** The major tasks that the grantee is required to perform
- **Tasks-** The specific activities performed to complete the Scope of Work
- **Deliverables-** The products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable
- **Evidence-** The tangible proof
- **Due Date-** Date for completion of tasks
- **Unit Cost-** Dollar value of deliverables

Scope of Work Tasks/Activities	Deliverables (product or service)	Evidence (verification)	Due Date (completion)	Unit Cost
Operate an existing apprenticeship/preapprenticeship program.	Utilize Pathways to Career Opportunities Grant (PCOG) funds to maintain and operate an apprenticeship/preapprenticeship program in the state of Florida.	Documentation to confirm the number current enrollees in the program for the reporting quarter to include signed apprenticeship agreements and/or RAPIDS enrollment confirmation.	End of the first quarter. October 20,2023	Up to \$2,000 per apprentice currently enrolled or up to \$1,000 per preapprentice currently enrolled, disbursed in quarterly increments and subject to the availability of funds.
Operate an existing apprenticeship/preapprenticeship program.	Utilize Pathways to Career Opportunities Grant (PCOG) funds to maintain and operate an apprenticeship/preapprenticeship program in the state of Florida.	Documentation to confirm the number current enrollees in the program for the reporting quarter to include signed apprenticeship agreements and/or RAPIDS enrollment confirmation.	End of the second quarter. January 20, 2024	Up to \$2,000 per apprentice currently enrolled or up to \$1,000 per preapprentice currently enrolled, disbursed in quarterly increments and subject to the availability of funds.

Project Performance Accountability Form for Operating Programs

Definitions

- **Scope of Work-** The major tasks that the grantee is required to perform
- **Tasks-** The specific activities performed to complete the Scope of Work
- **Deliverables-** The products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable
- **Evidence-** The tangible proof
- **Due Date-** Date for completion of tasks
- **Unit Cost-** Dollar value of deliverables

Operate an existing apprenticeship/preapprenticeship program.	Utilize Pathways to Career Opportunities Grant (PCOG) funds to maintain and operate an apprenticeship/preapprenticeship program in the state of Florida.	Documentation to confirm the number current enrollees in the program for the reporting quarter to include signed apprenticeship agreements and/or RAPIDS enrollment confirmation.	End of the third quarter. April 20, 2024	Up to \$2,000 per apprentice currently enrolled or up to \$1,000 per preapprentice currently enrolled, disbursed in quarterly increments and subject to the availability of funds.
Operate an existing apprenticeship/preapprenticeship program.	Utilize Pathways to Career Opportunities Grant (PCOG) funds to maintain and operate an apprenticeship/preapprenticeship program in the state of Florida.	Documentation to confirm the number current enrollees in the program for the reporting quarter to include signed apprenticeship agreements and/or RAPIDS enrollment confirmation.	End of the fourth quarter. July 20, 2024	Up to \$2,000 per apprentice currently enrolled or up to \$1,000 per preapprentice currently enrolled, disbursed in quarterly increments and subject to the availability of funds.

Project Performance Accountability Form for Operating Programs

Definitions

- **Scope of Work-** The major tasks that the grantee is required to perform
- **Tasks-** The specific activities performed to complete the Scope of Work
- **Deliverables-** The products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable
- **Evidence-** The tangible proof
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- **Unit Cost-** Dollar value of deliverables