Open Door Grant Program, Frequently Asked Questions
TAPS#22A187 (Florida College System institutions) / TAPS#22A188 (Career Centers)

During the 2021 Florida Legislative Session, House Bill 1507 created section (s.) 1009.895, Florida Statutes (F.S.), to establish the Open Door Grant Program (Open Door), which will provide funds to support student completion of short-term, high-demand credit and non-credit career and technical education (CTE) programs at career centers and Florida College System (FCS) institutions. On September 15, 2021, the Florida Department of Education (FDOE) released the Request for Application (RFA). These Frequently Asked Questions are intended to supplement the RFA. Visit https://bit.ly/OpenDoorFL for more information on the program.

Request for Application (RFA)

1. **When will the RFA be available?**
   The RFA will be available no later than Wednesday, September 15, 2021. All required documents for the RFA submission will be available at www.fldoe.org/academics/career-adult-edu/funding-opportunities/.

2. **What are the application deadlines?**
   For consideration in the first review period, completed applications must be received by close of business (5:00 pm EDT) on October 15, 2021. Beginning on October 16, 2021, all remaining funds will be eligible for any agency demonstrating demand for grants.

   For consideration in the second review period, completed applications must be received by close of business (5:00 pm EDT) on November 1, 2021. Agencies that do not submit an application to FDOE by November 1, 2021, will not be considered.

3. **What opportunities will be provided for agencies to ask questions?**
   FDOE is hosting a webinar on Friday, September 17, 2021, at 10:00 a.m. EDT to review the RFA and FAQs. Register at https://attendee.gotowebinar.com/register/232937452655308304.

   FDOE will host a second webinar for question and answer on Monday, September 27, 2021, at 1:00 p.m. EDT. Register at https://attendee.gotowebinar.com/register/1967378563358915085.

   Agencies may submit questions at any time by emailing opendoor@fldoe.org.

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For questions received by September 24, 2021, FDOE will post written responses on its Open Door webpage so they are available to all agencies by September 28, 2021.

4. **Is there a formula for agencies to determine the amount of funding to request?**

No. In determining the amount to request, agencies will be asked—for each program linked to a certification on the Master Credentials List—to identify the estimated number of students receiving Open Door dollars and the estimated amount of funds available to those students. In determining the amount to request, agencies should consider that no student may receive more than $3,000 per program and no agency may receive more than one-quarter of appropriated funds. Based on the current appropriation, the maximum amount an FCS institution may request and receive is $5,000,000. The maximum amount a district may request and receive is $3,750,000.

5. **How will FDOE determine first-come, first serve?**

Applications will be reviewed in the order in which they are received based on the date a complete application was submitted to the department. Complete applications include submission of all the required forms on the Application Review Criteria and Checklist. Agencies must have completed the required components in their entirety (e.g., all narrative sections addressed, all workbook tabs filled out, etc.) for the application to be considered complete.

6. **What if my agency submitted an incomplete application?**

If an agency submits an incomplete application, the department will notify the agency of the incomplete portions. The agency will have an opportunity to amend and resubmit their completed application. In these cases, the agency's date to be considered for "first come, first serve" will reset to the date in which a completed application is received. For this reason, it is of utmost importance that complete applications are submitted.

7. **How will FDOE prioritize funding for rural institutions?**

One-quarter of the funds will be reserved for rural institutions that submit applications by the first review deadline.

8. **How does an agency determine if it is classified as "rural?"**

The rule defines "rural" as follows:
- Career centers in counties identified in s. 288.0656(1)(e)1. or 2., F.S.

- Florida College System institutions designated as subtypes 31, 32, 33, 41, 42 and 43 by the National Center for Education Statistics (NCES).

The list of rural agencies may be found under the "Agency Grant Number" tab in the Excel workbook.

9. **How will FDOE prioritize Integrated Education and Training (IET) programs?**
Once the first review period closes, FDOE will start by reviewing applications submitted by rural agencies. One-quarter of the funds will be reserved for rural agencies that submitted applications by the review deadline.

Once FDOE has made allocation decisions for rural agencies, staff will go back to the non-rural agency applications. The total amount of requested dollars will be recalculated. If there are sufficient funds to fully fund all applications and agencies' applications were approved by FDOE, the applications will be fully funded.

If there are not sufficient funds to cover all requests, FDOE will:
- Review each agency application for inclusion of IET programs. Funding will be prioritized for these programs.

- Once FDOE has made allocation decisions for IET programs, staff will allocate any remaining funds to agencies using the first-come, first-serve approach based on the date a completed application was submitted to the department.

During the second review period, the rural "set aside" will be lifted. All funds will be eligible for any institution demonstrating demand for grants. In making the allocations, FDOE will follow the same procedure for allocating funds as described above.

Eligible Programs
10. **What is considered an "eligible program" for Open Door?**
An "eligible program" means integrated education and training (IET) programs and the following short-term workforce education programs that lead to the attainment of credentials on the Master Credentials List under s. 445.004(4), F.S.:

- Clock-hour career certificate programs less than or equal to nine hundred (900) clock hours;
- For-credit career and technical education programs (college credit certificates and applied technology diplomas) less than or equal to thirty (30) credit hours; or
- Non-credit industry certification preparation less than or equal to the equivalent of nine hundred (900) clock hours or thirty (30) credit hours.

Note: All programs linked to the Master Credentials Lists are eligible for Open Door regardless of the program's Title IV eligibility.

11. **What programs are on the 2021-22 Master Credentials List?**
    For 2021-22, the CAPE Industry Certification Funding List and the CAPE Postsecondary Industry Certification Funding List comprise the Master Credentials List under s. 445.004(4), F.S.

    Agencies must link their clock, credit and non-credit Open Door programs to the postsecondary CAPE list, which is available in the "Master Credentials List" tab of the Excel workbook.
    - For short-term credit (30 hours or less) and clock programs (900 hours or less), FDOE provided a list of all programs linked to the CAPE Postsecondary Industry Certification Funding List, which is available in the "Approved Clock-Credit Linkages" tab of the Excel workbook.
    - If the agency wishes to identify a credit or clock program that is not on the "Approved Clock-Credit Linkages" list, the agency will be required to provide justification explaining how the program trains for the industry certification on the Master Credentials List.
    - For short-term non-credit or continuing workforce education courses and programs (equivalent to 30 credit hours/900 clock hours or less), the agency will be required to provide justification explaining how the program trains for the industry certification on the Master Credentials List.

    Agencies may link their IET Open Door programs to K-12 or postsecondary certifications on the Master Credentials List, which is available in the "IET Certifications" tab.
    - FDOE has provided an approved list of programs in the "Approved IET Programs" tab.

- If an agency wishes to seek approval for an IET program that is not on the list, the agency must complete an IET Program of Study form for review by FDOE.
- For each IET program requested, agencies must also provide a brief justification explaining how the IET program trains for the K-12 or postsecondary industry certification.

For 2022-23 and beyond, the Credential Review Committee will publish the Master Credentials List that indicates courses and programs that meet the framework of quality and are credentials of value.

12. **Are clock hour programs to be listed as non-credit for this application?**
No. If a program has a state-issued program framework, it is not considered non-credit. Only programs that are offered through fee-based or continuing education opportunities would be classified as non-credit.

13. **I want to offer a clock hour or credit program that is linked to a certification on "Master Credentials List" tab, but it is not on the "Approved Clock-Credit Linkages" tab. Is this allowable?**
Yes. When submitting the application, agencies may request a program that is not identified on the approved linkage list by providing a brief justification explaining how the program trains for the industry certification on the Master Credentials List.

14. **I want to offer an IET program that is not listed on the "Approved IET Programs tab." Is this allowable?**
Yes. If an agency wishes to seek approval for a new IET program that is not found in the "Approved IET Programs" tab of the workbook, the agency may apply for Open Door grants by completing application materials; however, they must receive full program approval prior to using Open Door funds. To obtain approval for a new IET program, agencies must email a completed IET Program of Study form to Rachel Ludwig (Rachel.Ludwig@fldoe.org) for review. Providers will be contacted if IET Program of Study revisions need to be made prior to approval.

15. **Will instruction that results in an Occupational Completion Point (OCP) be eligible for Open Door?**
Possibly, if the agency provides a justification explaining how the instruction, which must be 900 clock hours or less, results in an OCP that also prepares

students for an approved industry certification on the Master Credentials List. The department recognizes that numerous clock hour programs exceed the 900-clock hour threshold and embedded in those programs are OCPs associated with learning outcomes which may prepare students for industry certifications on the Master Credentials List. For example, Welding Technology is a 1050 clock hour program. OCP B of that program is generally achieved upon 600 hours of instruction at which point students may be eligible to sit for an industry certification (NCCER, American Welding Society) on the Master Credentials List. These requests should be treated as "Agency-Requested Linkages" in "Tab B1" of the Excel workbook.

16. **Can my institution add programs after the initial award period?**
Yes. During the award period, agencies may add programs after the initial application if:
- The institution has begun offering an eligible program that it did not offer at the time of application.
- Programs are added to the Master Credentials List that meet the framework of quality and are credentials of value.
- A linkage is added to the Master Credentials List between an industry certification and a program.

17. **Do I need FDOE approval before adding programs after the initial award period?**
If the non-credit, credit or clock hour program is already approved by FDOE as an approved linkage, the institution does not need FDOE approval to begin applying Open Door funds. Agencies will notify FDOE of the addition of approved programs through the quarterly reports.

If the non-credit, credit or clock hour program is not already approved by FDOE as an approved linkage, the institution does need FDOE approval to begin applying Open Door funds. Agencies should contact the grant manager to seek approval by providing a brief justification explaining how the program trains for the industry certification on the Master Credentials List.

If the IET program is not already approved by FDOE as an approved linkage, the institution does need FDOE approval to begin applying Open Door funds. Agencies should send a completed IET Program of Study form to Rachel Ludwig (rachel.ludwig@fldoe.org) for review. Providers will be contacted if IET Program of Study revisions need to be made prior to approval.

18.   Are Open Door funds for new programs or existing programs?
The funds may be spent on new or existing programs.

19.   What programs will be on the 2022-23 Master Credentials List?
For 2022-23 and beyond, the Credential Review Committee will publish the Master Credentials List that indicates courses and programs that meet the framework of quality and are credentials of value.

<u>**Award Approach**</u>

20.   Are agencies required to implement both the Last Dollar and Student Investment approach?
No. Agencies are able to implement either, or both, the Student Investment or Last Dollar approach. For each eligible program, agencies must indicate if they plan to use a Student Investment approach, a Last Dollar approach or a Student Investment and Last Dollar approach.

Figure 1 contains the decision tree if the program is offered using both approaches. Last Dollar and Student Investment.

Figure 2 contains the decision tree if the agency opts to only offer the program using the Student Investment approach. This model only applies to students who are not in receipt of state or federal financial aid.

Figure 3 contains the decision tree if the agency opts to only offer the program using the Last Dollar approach. In this model, students who are not in receipt of state or federal financial aid are ineligible for Open Door.

Figure 1. Program-level Open Door decision tree: Last Dollar <u>and</u> Student Investment
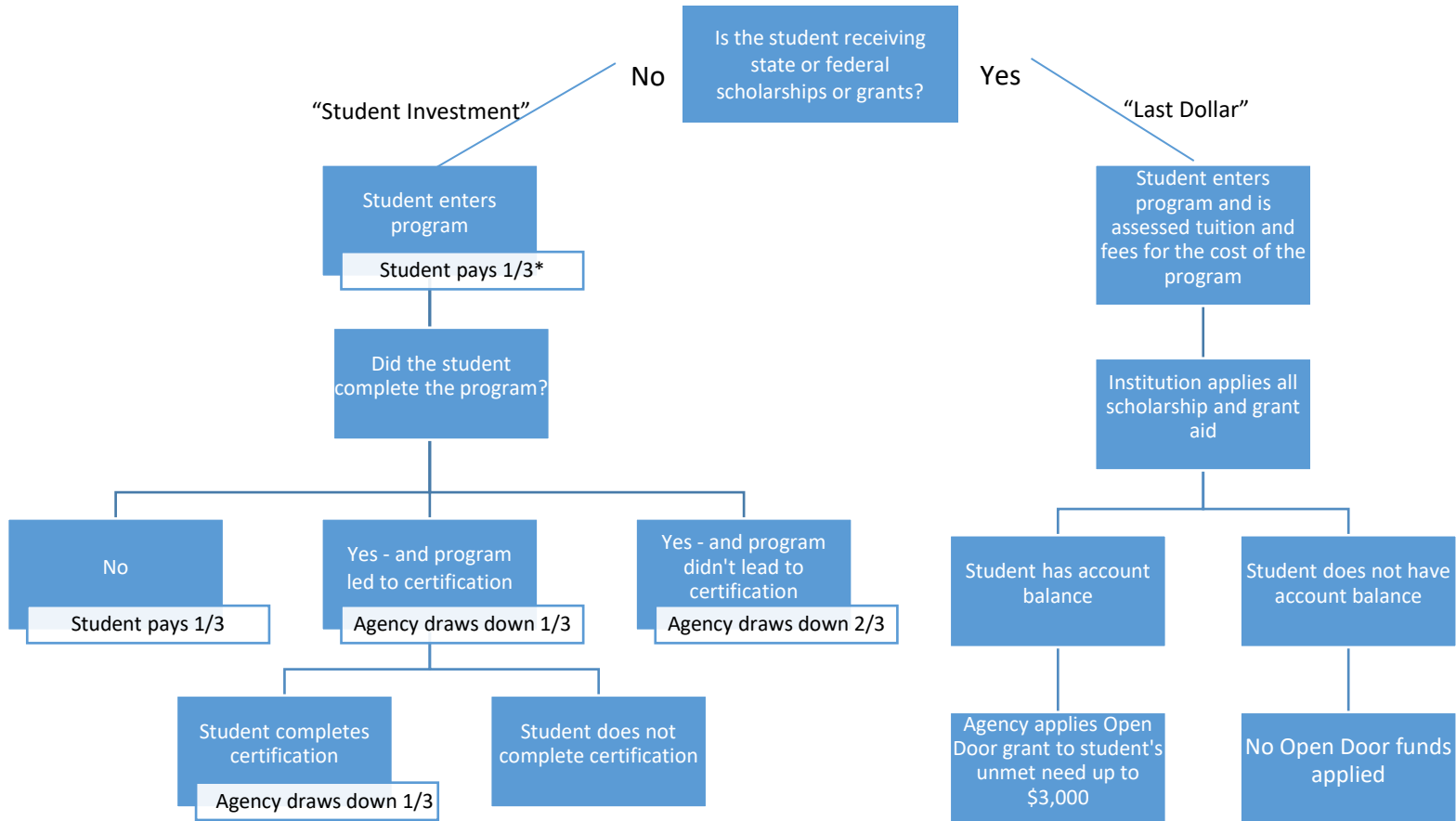
Is the student receiving state or federal scholarships or grants?

No — "Student Investment"

Yes — "Last Dollar"

Student enters program
Student pays 1/3*

Did the student complete the program?

No
Student pays 1/3

Yes - and program led to certification
Agency draws down 1/3

Yes - and program didn't lead to certification
Agency draws down 2/3

Student completes certification
Agency draws down 1/3

Student does not complete certification

Student enters program and is assessed tuition and fees for the cost of the program

Institution applies all scholarship and grant aid

Student has account balance

Student does not have account balance

Agency applies Open Door grant to student's unmet need up to $3,000

No Open Door funds applied

*IET students may use grant funds to cover this cost, if the student signs an agreement that he or she will pay this cost should the student fail to successfully complete the program.

Figure 2. Program-level Open Door decision tree: Student Investment Only

```
                          Is the student receiving
                 No       state or federal          Yes
                          scholarships or grants?

        Student enters program              Student is not eligible to
                                            receive any Open Door funds
          Student pays 1/3*

          Did the student complete the
                  program?

   No          Yes - and program       Yes - and program didn't lead
               led to certification     to certification

 Student pays 1/3   Agency draws down 1/3   Agency draws down 2/3

      Student completes      Student does not complete
        certification              certification

         Agency draws down 1/3
```
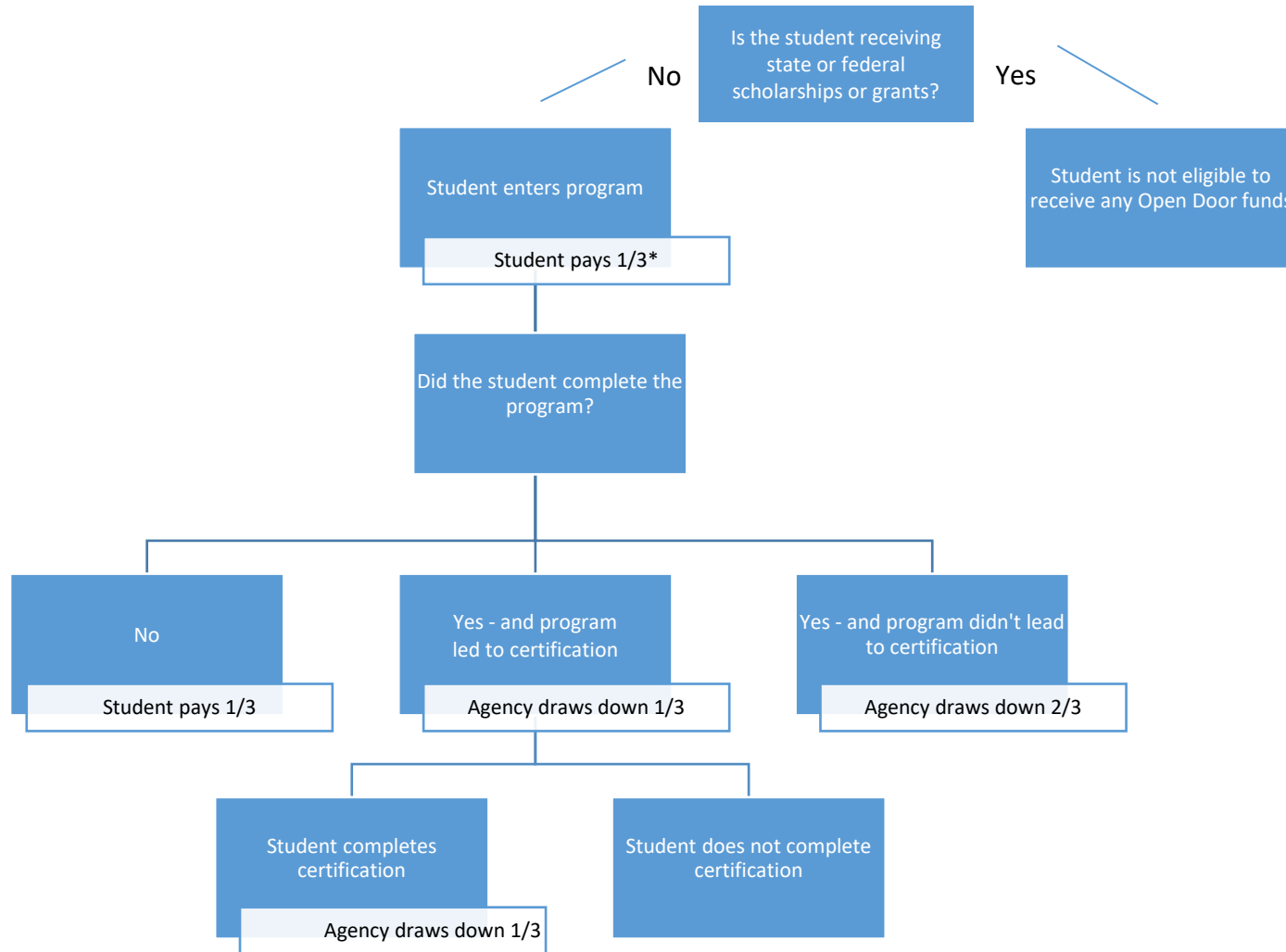
*IET students may use grant funds to cover this cost, if the student signs an agreement that he or she will pay this cost should the student fail to successfully complete the program.

Figure 3. Program-level Open Door decision tree: Last Dollar <u>Only</u>
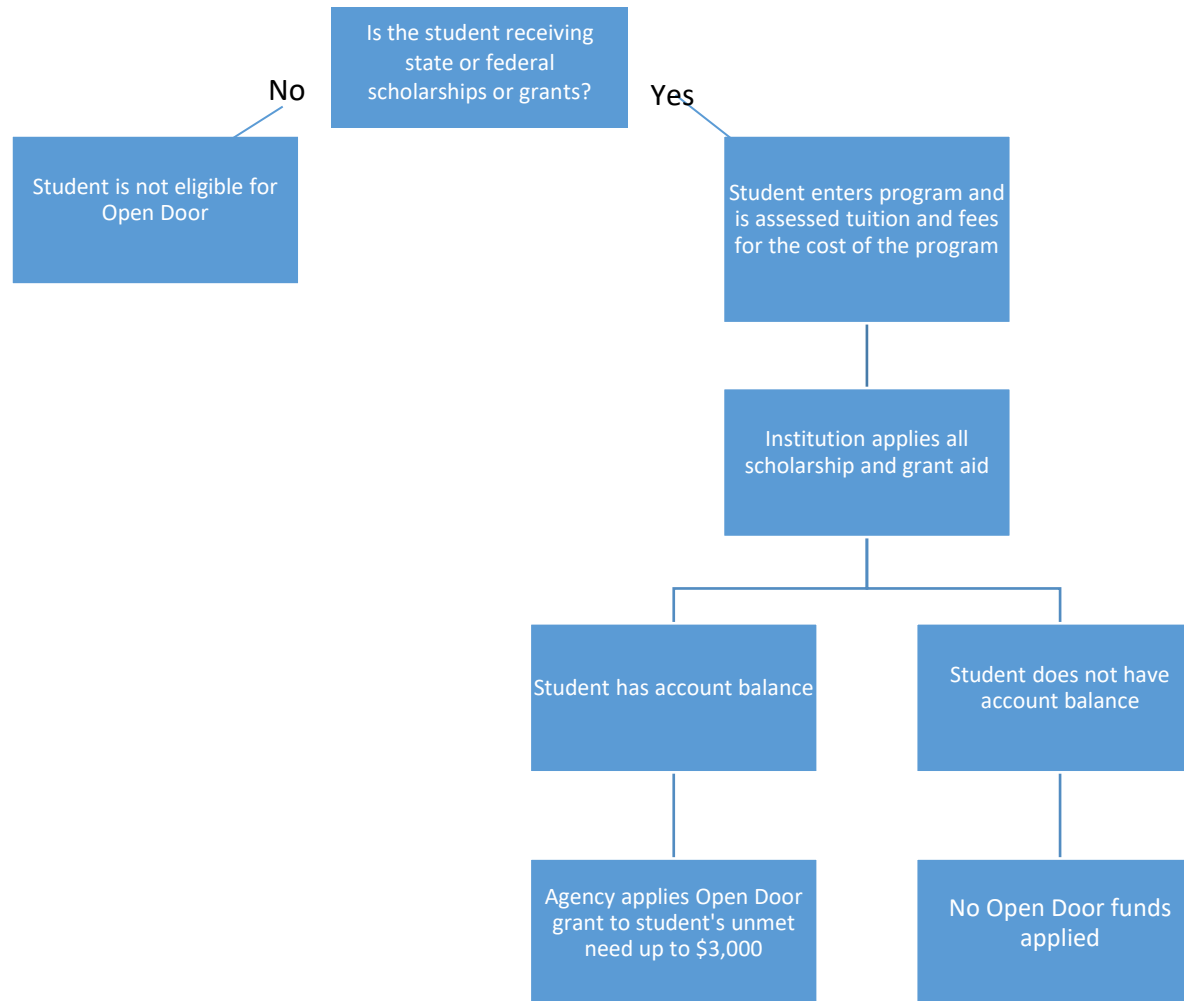
```
                    ┌─────────────────────────┐
                    │  Is the student receiving│
          No        │    state or federal      │        Yes
         ┌──────────│ scholarships or grants?  │──────────┐
         │          └─────────────────────────┘          │
┌─────────────────┐                          ┌─────────────────────────┐
│ Student is not  │                          │ Student enters program  │
│ eligible for    │                          │ and is assessed tuition │
│ Open Door       │                          │ and fees for the cost   │
│                 │                          │ of the program          │
└─────────────────┘                          └─────────────────────────┘
                                                          │
                                             ┌─────────────────────────┐
                                             │ Institution applies all │
                                             │ scholarship and grant   │
                                             │ aid                     │
                                             └─────────────────────────┘
                                              ┌──────────┴──────────┐
                                     ┌─────────────────┐  ┌─────────────────┐
                                     │ Student has     │  │ Student does    │
                                     │ account balance │  │ not have        │
                                     │                 │  │ account balance │
                                     └─────────────────┘  └─────────────────┘
                                              │                    │
                                     ┌─────────────────┐  ┌─────────────────┐
                                     │ Agency applies  │  │ No Open Door    │
                                     │ Open Door grant │  │ funds applied   │
                                     │ to student's    │  │                 │
                                     │ unmet need up   │  │                 │
                                     │ to $3,000       │  │                 │
                                     └─────────────────┘  └─────────────────┘
```

Last Dollar

21. **Are grants or scholarships funded by the financial aid fee under s. 1009.23(8), F.S., considered "state aid" for purposes of determining eligibility for Last Dollar?**

    No. The financial aid fee is not funded by the state of Florida or federal government.

22. **Are student loans considered "federal aid" for purposes of determining eligibility for Last Dollar?**

    No. For the purposes of determining eligibility for the Last Dollar program, "state or federal financial aid" means scholarships and grants whose fund sources are the state of Florida or the federal government.

23. **What considerations should be given to grants or scholarships that are not state or federally funded in determining a recipient's award amount under Last Dollar?**

    For a recipient in the Last Dollar approach, the student's grant and scholarship aid from all sources should be first applied towards the recipient's cost of the program. After all scholarships and grants are applied, Last Dollar funds would then be used for the amount of the unmet need, not to exceed $3,000.

24. **Should an agency exclude loans when determining the amount of funding to award a recipient under Last Dollar?**

    Yes.

Student Investment

25. **If an agency is unable to receive the remaining two-thirds of tuition and fees until a student completes their program, will the agency be able to collect on balances for students who withdraw from the program before they earn a degree or certificate?**

    A student who enrolls under Student Investment must pay one-third of the cost of the program and sign an agreement to either complete the program or pay an additional one-third of the cost of the program in the event of non-completion. In the event of non-completion, agencies may collect on balances for only one-third the cost of the program in accordance with the agreement students signed upon entry. Agencies are responsible for absorbing the final one-third the cost of the program. This approach is intended to incentivize institutions in promoting student completion.

26. **What are the financial obligations for an IET student who used Open Door to cover the student portion and failed to complete the program?**

    Students in an approved IET program who had their student portion paid through Open Door are required to sign an agreement indicating they will pay this cost in the event of non-completion, in addition to the one-third required of all Student Investment students.

27. **Will FDOE provide a template for the agreement required of Student Investment grant recipients?**

    No. Agencies are responsible for designing the template, giving consideration to Rule 6A-20.045(4), F.A.C. Specifically, that a student must:

    - Pay one-third of the cost of the program. This student portion may be paid by the student, the employer or a private source. For students in IET programs, the student portion may be paid by the Open Door grant if the student signs an agreement that he or she will pay this cost should the student fail to successfully complete the program.
    - Sign an agreement that requires the student to pay an additional one-third of the cost of the program in the event the student does not successfully complete the program.

28. **What considerations should be given to grants or scholarships that are not state or federally funded under Student Investment?**

    For a recipient in the Student Investment approach, aid from non-state or federal sources may be used to fund the one-third of the program cost required by the recipient ("student portion").

Student Eligibility

29. **What are the student eligibility requirements for Open Door?**

    To be eligible for funding under both the Student Investment Grant and the Last Dollar Grant, a student must:

    - Be admitted to and enrolled full-time in an eligible program at an eligible institution;
    - Be a resident of this state as determined under Section 1009.21, F.S.;
    - Be unemployed, underemployed or furloughed;
    - Complete the Free Application for Federal Student Aid (FAFSA) for each academic year in which the grant is sought; and
    - Meet all requirements set by the student's institution to document compliance with the items above

30. **How will agencies know a student's employment status?**
Agencies are responsible for determining student eligibility for Open Door, which includes establishing procedures for measuring whether applicants are "unemployed," "underemployed" or "furloughed". Agencies may wish to incorporate this determination in the student application process for the grant. The following resources may be useful.
    - [Section 443.036(44), Florida Statutes, Definition of Unemployment](#)
    - [Section 443.036(43), Florida Statutes, Definition of Temporary Layoff](#)

31. **How is "full-time enrollment" defined?**
To be eligible for Open Door, students must be enrolled in courses and training such that they will complete the program in 12 months or less.

32. **Can a student enrolled in a non-Title IV eligible program qualify for Open Door?**
Yes. A student enrolled in a program that is not eligible for federal financial is eligible for Open Door.

32 **Do all students, even those in non-Title IV eligible programs, need to complete the FAFSA?**
Yes. According to s. 1009.895(4) F.S., a student must complete the FAFSA for each academic year in which the grant is sought, regardless of the program's eligibility for Federal student aid.

33. **Would an IET student who is not eligible for federal financial aid yet receives WIOA dollars from CareerSource be eligible for Last Dollar?**
Yes. Any student receiving funds tied to federal/state aid sources is eligible for Last Dollar. This includes students who are enrolled under the Get There Faster campaign.

Budget and Finance
34. **What is the budget period for the Open Door Grant Program?**
The budget period for the Open Door Grant Program is July 1, 2021, through September 30, 2023.

35. **What are allowable expenses?**
Program funds must be used solely for cost of tuition, fees, examination, books and materials to a student enrolled in an eligible program.

36. **May funds be used to pay for student industry certification exams?**
     Yes. Examination costs can include vouchers for third-party testing vendors.

37. **May funds be used to cover the cost of marketing, promotions and advertisements to promote the grant program?**
     No.

38. **May funds be used to cover the cost of personnel to administer the grant program?**
     No.

39. **May funds be used to cover indirect or administrative costs?**
     No.

40. **When will agencies be able to draw down funds?**
     The department will make funds available to agencies through a federal cash advance. Agencies should draw down funds based on student completion of key milestones as outlined below.

     For a recipient in the Last Dollar approach, agencies should draw down state funds in the process of applying Open Door to the students' accounts to cover the difference between the costs the student incurs at the time of enrollment and the total value of all grants and scholarships received by the recipient to attend the institution that semester or term. If the student is enrolled in a program that lasts more than one semester or term, the institution may draw down funds each semester or term. The amount may not exceed $3,000 per student per program.

     For a recipient in the Student Investment approach, agencies may draw down state funds once a student completes their program and earns the associated industry certification, if applicable. The amount may not exceed $3,000 per student, per program.

     Student Portion
     - For students in an approved IET program, agencies may draw down 1/3 of the cost of the program when a student enrolls in the program. This is considered the "student portion." The ability to use Open Door to cover the student portion is limited to IET students.
     - For students in credit, clock and non-credit programs leading to a credential on the Master Credentials List, at the time of enrollment, students must pay

1/3 the cost of the program. This payment may come from the student, the employer or a private source. No Open Door funds may be drawn down for these students.

State Portion
- For students in a program with an associated industry certification, agencies may draw down:
  - 1/3 of the cost of the program when a student completes the postsecondary credential.
  - 1/3 of the cost of the program when a student completes the third-party industry certification.
- For students in a program with no associated industry certification, agencies may draw down:
  - 2/3 of the cost of the program when a student completes the postsecondary credential.

41. **May agencies allow students to pay their portion (1/3 cost of the program) over multiple terms?**
No. The student must pay 1/3 the cost of the program at the time of enrollment as the student portion reflects the full cost of the program in accordance with s. 1009.895, F.S.

42. **Will agencies be able to defer fees for eligible Open Door recipients?**
Yes.

For career centers, the DOE Information Database Requirements Volume I: Automated Student Information System, contains data element 101325 Adult Fee Status which outlines the conditions under which fees may be deferred.

Rule 6A-14.054(10), F.A.C., provides that FCS institutions may defer fees when the college has a written promise of payment from business, industry, government unit, nonprofit organization, or civic organization.

43. **What happens if a student does not complete their program/certification?**
For a recipient in the Last Dollar approach, agencies should establish local policies governing financial implications if a student withdrawals from courses, the eligible program, or the institution, or if a student is no longer eligible for the Open Door program.

For a recipient in the Student Investment approach, statute and rule specify the following: Agencies may adopt local policies to supplement these state requirements governing financial implications if a student withdrawals from courses, the eligible program, or the institution, or if a student is no longer eligible for the Open Door program.

Student Portion
For students in an approved IET program whose student portion was funded through Open Door, institutions must require the student to sign an agreement to pay this cost back in the event the student does not successfully complete the program. In the event of non-completion, the agency may recover one-third the cost of the program by enforcing the student agreement.

State Portion
Agencies must require students to sign an agreement to pay an additional one-third of the cost of the program in the event the student does not successfully complete the program. If the student does not complete the program, the agency will not be eligible to draw down any Open Door funds, as the drawing down of funds is tied to student completion. In the event of non-completion, the agency may recover one-third the cost of the program by enforcing the student agreement.

For programs that lead to industry certifications – If the student completes the program, but does not pass the certification, the agency will not be eligible to draw down Open Door funds for the certification, as the drawing down of funds is tied to student attainment of the certification. In the event of non-completion, the agency may not recover one-third the cost of the program.

44. **Can Open Door funds be retroactively applied to students enrolled in the summer or fall semester 2021?**
Yes, pre-award costs are allowed beginning on July 1, 2021, for students who met the following eligibility criteria:
- Be admitted to and enrolled full-time in an eligible program at an eligible institution;
- Be a resident of this state as determined under Section 1009.21, F.S.;
- Be unemployed, underemployed or furloughed;
- Complete the Free Application for Federal Student Aid (FAFSA) for each academic year in which the grant is sought; and

- Meet all requirements set by the student's institution to document compliance with the items above.

For the student investment approach, the agency would need to ensure the student (or the employer or private source, on the student's behalf) paid one-third of the cost of the program at the time of enrollment, unless subject to an exception listed in paragraph Rule 6A-20.045(4)(c), F.A.C. Additionally, the agency must require each eligible student to sign an agreement that requires the student to pay an additional one-third of the cost of the program in the event the student does not successfully complete the program.

Get There Faster

45. How does the Open Door Grant Program relate to the Get There Faster WIOA Competitive Grant opportunity?

Both grant opportunities promote strategic partnerships in an effort to ensure all Floridians have access to education and training that lead to career paths for in-demand, middle-to-high wage jobs. The table below shows a side by side of the two opportunities.

	Open Door Grant Program	**Get There Faster**
Eligible agencies	Career centers FCS institutions	Florida's 24 local workforce development boards (LWDB)
Funding available	Career centers: $15 million FCS institutions: $20 million	Veterans and Military Spouses: Up to $7 million Low-Income Returning Adult Learners: Up to $5 million At-Risk Floridians: Up to $5 million
Eligible students	Eligible applicants must: • Be admitted to and enrolled full-time in an eligible program at an eligible institution; • Be a resident of this state as determined under Section 1009.21, F.S.; • Be unemployed, underemployed or furloughed; • Complete the FAFSA for	Students must be determined eligible for WIOA Adult, Dislocated Worker, or Youth programs. Adult • 18 years or older • U.S. citizen or eligible to work in United States • Males registered with selective service • Priority populations include low income, recipients of public

	Open Door Grant Program	**Get There Faster**
	each academic year in which the grant is sought.	assistance, individuals who are basic skills deficient Dislocated Worker • Individual who has lost their job due through no fault of their own See TEGL 19-16 or local workforce development board for additional details. Youth • See page 8 of Get There Faster Application
Eligible programs	• Integrated education and training (IET) programs • Clock-hour career certificate programs less than or equal to nine-hundred (900) clock hours • For-credit career and technical education programs less than or equal to thirty (30) credit hours • Noncredit industry certification preparation less than or equal to the equivalent of nine-hundred (900) clock hours or thirty (30) credit hours	Eligible programs must be on the LWDB Eligible Training Provider List.
Allowable expenses	Cost of tuition, fees, examination, books and materials	Staffing, outreach/participant recruitment, direct client costs, etc.

Postsecondary institutions and local workforce development boards are encouraged to partner to maximize the education and training available to eligible students.

46. **If a student receives funds through Get There Faster, are they also eligible for Open Door? And vice versa?**
Students may receive funds from both the Open Door grant and the Get There Faster grant if they meet the eligibility criteria for both grant programs. Whereas eligibility for Open Door is determined by the postsecondary institution, eligibility for Get There Faster is determined by the workforce board. As such, the student would need to complete application documents with both agencies.

47. **Can students who receive funds through Get There Faster be eligible for Last Dollar under Open Door?**
Yes. Because the Get There Faster fund source is federal, these students would be eligible for Last Dollar.

48. **Where can agencies find out more about how to apply for Get There Faster?**
Career centers and FCS institutions are encouraged to partner with their local workforce boards in preparing a grant application. More information about the opportunity is available at https://careersourceflorida.com/wp-content/uploads/2021/08/CSF-Get-There-Faster-Grants.pdf.

<u>Other</u>
49. **Whom should an agency contact with questions about the Open Door Grant Program?**
Project Application Support:

<u>Florida College System institutions</u>
Katie Grissom, Deputy Director for Academic Affairs
katie.grissom@fldoe.org
850-245-0407

<u>Career Centers</u>
Ninafe Awong, Director, Career and Technical Education
Ninafe.Awong@fldoe.org
850-245-9020

Grants Management: Office of Grants Management, 850-245-0496

<u>Updated 9/15/2021</u>

**Questions added after 9/15/21:**

50. **Is there a timeframe or number of attempts allowed for a Student Investment recipient to earn their certification for the institution to be able to draw down 1/3 of the funds?**

    The statute and rule do not define the timeline for student completion of certifications and repeat attempts. Institutions should establish local policies, giving consideration to the fact that the agency may only draw down the final 1/3 of funds until the student successfully completes the certification.

51. **Can Open Door funds be used to pay for books, supplies and materials for students enrolled in a pre-apprenticeship program?**

    For 2021-22, the CAPE Industry Certification Funding List and the CAPE Postsecondary Industry Certification Funding List comprise the Master Credentials List under Section 445.004(4), F.S. Agencies must link their clock, credit and non-credit Open Door programs to the postsecondary CAPE list, which is available in the "Master Credentials List" tab of the Excel workbook. FDOE would need additional information from the requesting agency regarding the pre-apprenticeship program, including clarity around the delivery of instruction and the linkage to the MCL, prior to making a determination. These agencies may contact opendoor@fldoe.org to provide more information.

52. **For a Student Investment recipient enrolled in non-credit workforce certification courses, how do we include certification test voucher fees as they are not calculated in tuition?**

    In calculating the total student cost for the program, examination fees should be included. For Open Door funds, the cost to the student is not limited to tuition.

53. **Since an institution cannot draw down funds for Student Investment until specific completion points, how can they show they are utilizing the awarded funds?**

    Agencies will be required to submit quarterly reports detailing the eligibility status of each student who received a Student Investment Grant or Last Dollar Grant in the prior three months. These reports will allow the Department to track anticipated completion points and subsequently, the funds expected to be drawn down for upcoming Student Investment.

54. **Our workforce development department cannot accept Pell Grants. Does this mean that all of our participants would fall under student investment?**
Students eligible for the Last Dollar approach are those enrolled in eligible programs and who are receiving state or federal financial aid. Rule 6A-20.045, 2(j), F.A.C., defines "state or federal financial aid" as scholarships and grants whose fund sources are the state of Florida or the federal government. For the purposes of this program, institutional aid that can be sourced to the state of Florida or the federal government and other financial assistance provided under the state of Florida or federal programs for student education and training are considered state or federal aid.

55. **What if a student recipient does not complete their program within the 12-month requirement?**
The agency will be responsible for monitoring student progress toward completion. In doing so, agencies should consider the student's coursework, ensuring that students are enrolled in a course load that will facilitate completion within 12 months. Since "full time" enrollment is part of the student's eligibility, a student enrolled for more than 12 months in the same program would no longer be eligible for the grant. For this reason, it is of utmost importance that institutions monitor student progress.

56. **Since the budget period is through September 30, 2023, should we request funds for the 2022-23 school year as well?**
The application should reflect the entire award period which ends September 30, 2023.

57. **Once an agency has been approved for Open Door, when will the funds be available for use?**
Awarded funds will be made available as soon as possible. Note that pre-award costs are allowed beginning on July 1, 2021, for students who met the eligibility criteria.

58. **In adding a program to the list based on an Occupational Completion Point (OCP), how do we determine the program cost? Should we include the hours for the entire program or just the hours of the specific OCP(s) eligible for Open Door?**

Because only Open Door eligible programs should be requested on the Excel Workbook, the cost of attendance would be linked to the cost to complete these OCPs, not the full cost of the career certificate.

59. **My agency would like to request a Career Certificate Program with OCPs that allows a student to earn several certifications throughout the program. However, not all are included in an OCP approved for Open Door. Can all certifications be included in the program cost or just the ones included in the OCP?**
In deciding the total program cost for an Open Door eligible program OCP, only the certifications included in the OCP should be incorporated into the program cost.

60. **How should agencies confirm and document the FAFSA requirement for a student in continuing education courses who is not financial aid eligible?**
Rule 6A-20.045(7), F.A.C., specifies that institutions are responsible for developing policies and procedures to implement Open Door, which must include an application process for students. Additionally, the rule states that institutions are responsible for verifying students have met the eligibility requirements, which include completion of the FAFSA. Locally, institutions have the authority to determine the process by which they verify that students have met all eligibility requirements.

61. **If a credit student with state or federal financial aid wishes to enroll in an eligible non-credit program that does not accept financial aid, would that scenario qualify for the Student Investment portion of this grant?**
Yes, that scenario may qualify under the Student Investment portion of the Open Door Grant, if they meet all eligibility criteria and full-time status in the eligible program.

62. **How would it work to include a non-credit program in the Last Dollar scenario? Non-credit programs do not accept financial aid.**
While some programs may not be eligible for federal financial aid, the eligibility for Last Dollar can be extended to students in these programs if the student is in receipt of aid that has a state or federal fund source. For the purposes of the Open Door Grant Program, "state or federal financial aid" means scholarships and grants whose fund sources are the state of Florida or the federal government. Institutional aid that can be sourced to the state of Florida or the federal government and other financial assistance provided under the state of Florida or federal programs for student education and training are considered state or federal aid.
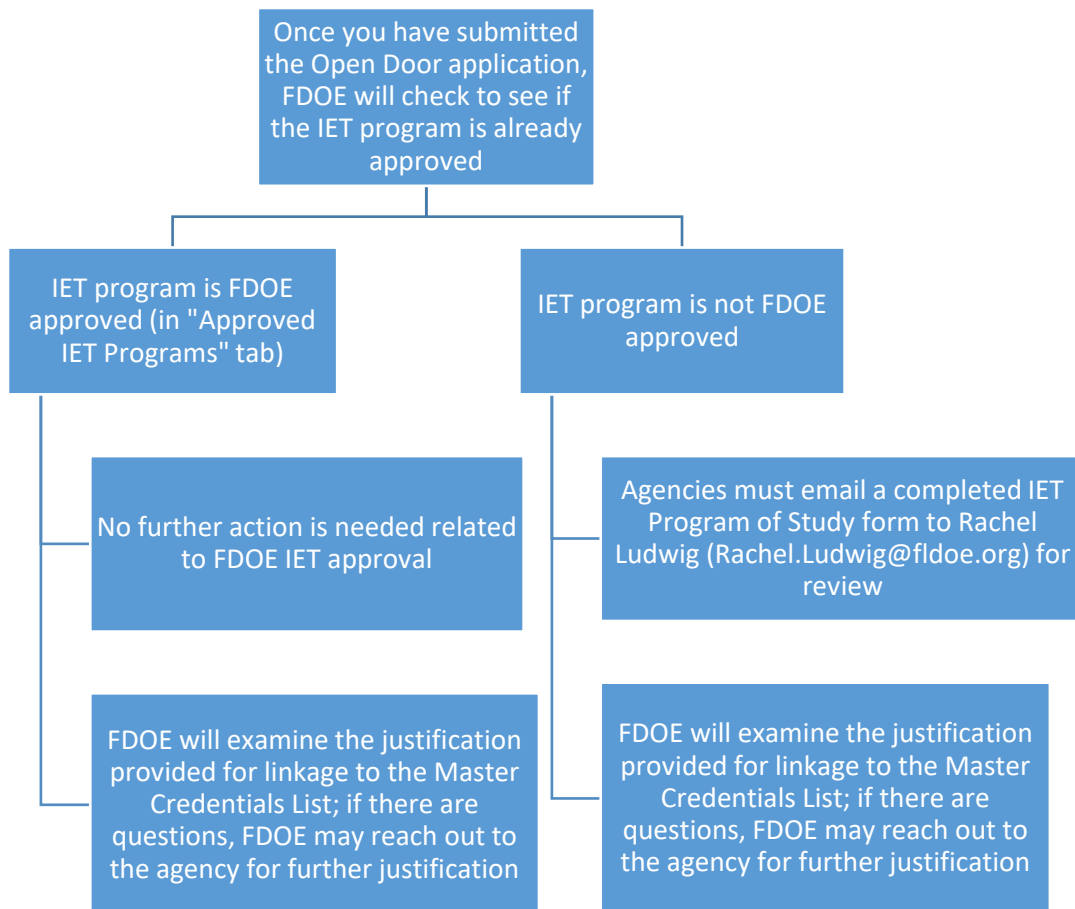
63. **An eligible program is one that leads to the attainment of a credential on the Master Credentials List. Are there any approved programs which do not lead to a certification?**
    For 2021-22, the CAPE Industry Certification Funding List and the CAPE Postsecondary Industry Certification Funding List comprise the Master Credentials List. For 2022-23 and beyond, the Credential Review Committee will publish the Master Credentials List that identifies the programs that meet the framework of quality standards used to identify credentials of value. If the Credential Review Committee adds a program to the Master Credentials List (2022-2023 and beyond) that does not lead to certification, this is when an agency would be able to draw down the additional funds.

64. **Can you provide additional clarity on the IET approval process once an Open Door application has been submitted?**
    The figure below shows the process FDOE will undertake when reviewing IET Open Door applications.

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┌─────────────────────────────────┐
│ Once you have submitted         │
│ the Open Door application,      │
│ FDOE will check to see if       │
│ the IET program is already      │
│ approved                        │
└─────────────────────────────────┘
        │                    │
┌──────────────────┐  ┌──────────────────┐
│ IET program is   │  │ IET program is   │
│ FDOE approved    │  │ not FDOE         │
│ (in "Approved    │  │ approved         │
│ IET Programs"    │  │                  │
│ tab)             │  │                  │
└──────────────────┘  └──────────────────┘
        │                    │
┌──────────────────┐  ┌──────────────────┐
│ No further       │  │ Agencies must    │
│ action is needed │  │ email a          │
│ related to FDOE  │  │ completed IET    │
│ IET approval     │  │ Program of Study │
│                  │  │ form to Rachel   │
│                  │  │ Ludwig (Rachel.  │
│                  │  │ Ludwig@fldoe.    │
│                  │  │ org) for review  │
└──────────────────┘  └──────────────────┘
        │                    │
┌──────────────────┐  ┌──────────────────┐
│ FDOE will examine│  │ FDOE will examine│
│ the justification│  │ the justification│
│ provided for     │  │ provided for     │
│ linkage to the   │  │ linkage to the   │
│ Master Credentials│  │ Master Credentials│
│ List; if there   │  │ List; if there   │
│ are questions,   │  │ are questions,   │
│ FDOE may reach   │  │ FDOE may reach   │
│ out to the agency│  │ out to the agency│
│ for further      │  │ for further      │
│ justification    │  │ justification    │
└──────────────────┘  └──────────────────┘
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Additional information regarding IET programs, including the Program of Study request form, can be found at https://www.fldoe.org/academics/career-adult-edu/adult-edu/adult-edu-career-pathways.stml.

65. **The Approved IET tab in the Excel workbook includes a linkage to an industry certification that is not being offered as part of my IET program. Is the program eligible for Open Door if it does not lead to the certification tied to my program on the "approved IET programs" tab?**
Eligibility for IET program is based on approval of the overall IET program by the Department and alignment to the Master Credentials List. If the IET program of study does not lead to the student's ability to obtain a credential on the Master Credentials List, then the IET program is not eligible for open door. Your program is not limited to those pre-populated linkages; you may request a different credential of value linkage and provide a justification for that on the B3- IET Programs tab. You may reference the "IET Certifications" tab to identify eligible industry certifications (credentials of value) for which linkages may be made. All submissions for an IET program for Open Door must provide a justification for the linkage.

66. **What if my IET program only leads to completion of a portion of a credential on the Master Credentials List, but not the entire credential? For example, if my IET program results in a student earning the Microsoft Office Specialist credential, but not the Microsoft Office Master which requires the passage of multiple tests in different content areas?**
An IET program that only leads to a portion of a credential is not eligible for Open Door. In the example provided for Microsoft, the IET program of study would need to include all required exams for the Microsoft Office Master (MICRO017). If a provider would like to revise and expand their current IET program to result in a student earning a credential on the Master Credentials List, they are encouraged to go through the IET approval process explained in the RFA.

67. **My agency offers a program that provides students with the opportunity to earn more than one approved industry certification for Open Door. How should I complete the Excel Workbook to account for these certifications?**
For the Excel Workbook, agencies should list the program (column B) with just one of the approved industry certifications (column A). The Department will capture any additional certifications earned through the reporting process, so the data will be included in program outcomes. Please note agencies should factor in any examination costs for these additional certifications into the total cost of attendance.

68. **May an industry certification not on the CAPE Postsecondary Funding List be added for an in-demand workforce program?**
Every postsecondary program receiving Open Door funds must be linked to at least one credential on the Master Credentials List, which is the CAPE Postsecondary Industry Certification Funding List for 2021-22. If an agency offers a program which leads to multiple certifications, at least one of the certifications must be on the Master Credentials List.

69. **Are PSAV programs eligible for Open Door?**
Yes. In the last few years, the department has sunset the term "PSAV" and replaced with the term "career certificates." For every program the agency wishes to apply Open Door funds to, it must lead to a certification on the Master Credentials List, which for credit and clock programs, is a certification on the CAPE Postsecondary List. In the Excel Workbook, the "Approved Clock-Credit Linkages" tab provides some of the already approved programs, with column E providing the program type ("Career Cert"). Additionally, in Tab B1, agencies are able to request another credit-clock program and justification for how it leads to certification on the MCL (columns C and D).

70. **Is a district eligible to receive Open Door dollars if they have an approved IET program that leads to a credential on the Master Credentials List?**
Section 1009.895(1)(c), F.S., specifies that Open Door funds are available to school districts which offer postsecondary technical career centers under s. 1001.44, F.S.

71. **Do advanced technical certificate (ATC) programs under 30 credits, qualify as eligible programs?**
Rule 6A-14.030, F.A.C., specifies that ATC programs are designed to stack on top of a student's existing associate or baccalaureate degree. The programs identified for Open Door funds are lower-division certificates. FDOE would need additional information from the requesting agency regarding the ATC program, including clarity around the delivery of instruction and the linkage to the MCL, prior to making a determination. These agencies may contact opendoor@fldoe.org to provide more information.

Updated 9/28/2021