

**FLORIDA DEPARTMENT OF EDUCATION**

**2022-2023 Request for Application (RFA Discretionary)**

**2022 Open Door State Appropriation**

**2nd Review Period**

**Bureau / Office**

Division of Florida Colleges / Division of Career and Adult Education

# TAPS Numbers

TAPS#23A187 - Florida College System Institutions

TAPS#23A188 - District Workforce Education

# Program Name

Open Door Grant Program (Open Door)

# Specific Funding Authorities

* TAPS#23A188 – District Workforce Education

2022 State Appropriation, Section 2 Education, Aid to Local Governments Grants and Aids - Section 117 – Open Door Grant Program $15,000,000

* TAPS#23A187 - Florida College System Institutions

2022 State Appropriation, Section 2 Education, Aid to Local Governments Grants and Aids - Section 126 – Open Door Grant Program $20,000,000

# Funding Purpose/Priorities

The purpose of Open Door is for District Workforce Education and Florida College System (FCS) institutions to implement the provisions relating to the Open Door Grant Program in section (s.) 1009.895, Florida Statutes (F.S.). The Open Door programs will assist institutions’ ability to enroll and complete students in short-term workforce education programs that lead to the attainment of credentials on the Master Credential List under s. 445.004(4), F.S.

Funds are directed to connecting those unemployed, underemployed or furloughed with workforce training and credentialing for high-demand occupations. Funds may be used to cover the cost of tuition, fees, examination, books and materials. The Florida Department of Education (FDOE) will provide grants to existing agencies awarded in FY 2021-22 through the GEER Funds and offer opportunities for new agencies to participate and for increased funding requests from currently funded issues agencies.

Rule 6A-20.045, Florida Administrative Code (F.A.C.), identifies **two types** of Open Door grants:

(1) Student Investment Grants and (2) Last Dollar Grants.

For each eligible program, institutions must indicate which approach they plan to use:

* Student Investment approach,
* Last Dollar approach, or
* Combination Student Investment and Last Dollar approach.

Under either program, the total amount received must not exceed three-thousand dollars ($3,000) per student per eligible program. Eligibility for the program is determined based on whether the student is in receipt of state or federal aid, which is defined in Rule 6A-20.045(2)(j), F.A.C., 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.”

# Types of Grant Opportunities

**Student Investment Grants:**

Only students who are not in receipt of state or federal aid may qualify for the Student Investment Grant.

At the time of admission, the student must pay one-third of the cost of the program and 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 student, an employer, or a private source may pay the student portion.

The Open Door Grant will cover the following students’ portion if the student signs an agreement to pay this cost in the event the student does not successfully complete:

* Students in IET programs who do not have a high school diploma.
Any student with need, as determined by the institution (Effective July 1, 2022.)

If the courses or programs do not lead to certification or licensure, the agency is eligible to receive grant funds to cover two-thirds the cost, not to exceed three-thousand dollars ($3,000), once the student successfully completes the course or program.

If the courses or programs lead to certification or licensure, the agency is eligible to receive grant funds to cover one-third the cost once the student successfully completes the course or program. The agency is eligible to receive the additional one-third the cost once the student receives the certification or license.

**Last Dollar Grants:**

Only students who are in receipt of state or federal aid may qualify for the Last Dollar Grant. Individual Last Dollar Grant awards made to students cannot exceed $3,000 and the amount of the student’s unmet need, which means the difference between the total costs of the eligible program 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.

# Total Funding Amount

**$35,000,000**

* $20,000,000 for Florida College System institutions (TAPS#23A187).
* $15,000,000 for District Workforce Education (TAPS#23A188).

# Type of Award

Discretionary, Non-competitive

# Budget / Program Performance Period

July 1, 2022, through June 30, 2023

# Target Population(s)

The target population is Florida residents who are unemployed, underemployed or furloughed and enrolled in short-term workforce education programs that lead to the attainment of credentials on the Master Credentials List under s. 445.004(4), F.S.

# Eligible Applicant(s)

* Florida College System institutions under s. 1000.21(3), F.S.
* School district postsecondary technical career centers under s. 1001.44, F.S. and Charter technical career centers under s. 1002.34, F.S.
* School districts with eligible integrated education and training programs (effective July 1, 2022)

**Application Due Date**

**Monday, December 19, 2022**

**The due date refers to the date of receipt in the Office of Grants Management.**

**Second Review Period**

In the second review period, the department will accept applications for the following:

1. Full program applications for agencies with a previous award letter but without an approved program application in 2021-22.
2. Full program applications for agencies who were eligible in 2021-22 but did not apply for funds.
3. Full program applications for agencies not previously eligible in 2021-22 that would like to request an initial allocation.
4. Increase Funds applications for agencies with current 2022-23 award that would like to submit a request for an increased allocation.

For consideration in the second review period, completed applications must be received by close of business (5:00 pm EDT) on **Monday, December 19, 2022.**

**For State programs, the project effective date will be no earlier than the effective date of the legislative appropriation, 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.**

****Method of Answering Frequently Asked Questions****

If you have questions related to this request for application, email opendoor@fldoe.org.

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

All Frequently Asked Questions will be posted on the Open Door website at: <https://www.fldoe.org/academics/career-adult-edu/funding-opportunities/opendoor.stml>

The last date that questions will be answered is **Monday, December 5, 2022.**

# Matching Requirement

None

# Contact Persons

**Project Application Support - Florida College System Institutions:**

Katie Grissom, Director of Workforce and Academic Alignment

katie.grissom@fldoe.org

850-245-0407

**Project Application Support – School Districts:**

Ninafe Awong, Director, Career and Technical Education

Ninafe.Awong@fldoe.org

850-245-9020

**Office of Grant Management:**

Felicia Williams-Taylor, Sr. Educational Program Director

Felicia.Williams-Taylor@fldoe.org

850-245-0717

# 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, State 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.

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.

**School Districts, State Colleges, 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>

# Additional Conditions

* All students awarded funds must meet all eligibility criteria in s.1009.895, F.S.
* 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.

If the 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 credit, clock or non-credit program is not already approved by FDOE as an approved linkage, the institution does need FDOE approval to begin applying Open Door funds.

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.

# Funding Method

**Quarterly Advance to Public Entity**

* **TAPS#23A187 (Florida College System Institutions)**
* **TAPS#23A188 (District Workforce Education)**

For quarterly advances of non-federal funding to state agencies and local educational agencies (LEAs) made in accordance with the authority of the General Appropriations Act.  Expenditures/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. If audited, the recipient must have expenditure detail documentation

supporting the requested advances.

# Open Door Quarterly Performance Reporting and Payment Schedule

Agencies must submit quarterly performance reports, fiscal reports and activity summary reports to FDOE at such time and manner required by FDOE, containing the specified information as the department may subsequently require. This information will used to process the Open Door quarterly advances payments of non-federal funding to local educational agencies (LEAs).

Each awarded agency will submit the following:

* Grant Activity Summary Report
* DOE399 (FDOE Project Disbursement Report)
* Open Door Performance Report
* FDOE may require additional specific supporting documentation and information related to the implementation of the Open Door Grant.

Agencies will receive under separate cover specific submission instructions, no later than 30 days before the submission deadline. FDOE will release guidelines for agencies to securely transmit an electronic file reporting each student’s name and demographic information, eligible program, grant amount awarded, and grant type received (Student Investment or Last Dollar).

# Quarterly Performance Reporting and Payment Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Time Period**  | **Performance and** **Fiscal Reports** **Due Date** | **Advanced Payment** |
| Automate | DOE Award Letter Generated  | Award letter Issued Date | FDOE Automate GeneratedFirst ¼ award amount payment |
| 1st Quarter | July, August, September | October 15, 2022 | Second ¼ award amount payment |
| 2nd Quarter | October, November, December | January 15, 2023 | Third ¼ award amount payment |
| 3rd Quarter | January, February, March | April 15, 2023 | Fourth ¼ award amount payment |
| 4th Quarter | April, May, June | July 15, 2023 (For quarterly performance report)August 22, 2023 (Final DOE399 Report) | August 22, 2023 (Final DOE399 Project Disbursement Report) |
| **All Quarterly Performance and Fiscal Reports MUST uploaded to ShareFile folder established for this purpose. This is NOT the same as the OGM ShareFile for amendments and award notifications. Funded agencies will be notified about format and content at least 30 days prior to the reporting due date.** |

**Return on Investment (state funded programs only):**

Each agency is required to provide quarterly return on investment program activities reports to the FDOE. Return on investment reports should describe programmatic results that are consistent with the expected outcomes, tasks, objectives and deliverables detailed in the executed grant agreement. Beginning at the end of the first full quarter following execution of the grant agreement, the recipient shall provide these quarterly reports to the FDOE within 30 days after the end of each quarter and thereafter until notified that no further reports are necessary.

This report shall document the positive return on investment to the state resulting from the funds provided under the agreement. These reports will be summarized and submitted to the Office of Policy and Budget and are requested so legislative staff can review the results throughout the year and develop a basis for budget review in the event subsequent funding is requested for future years.

Reports should summarize the results achieved by the program for the preceding quarter and be cumulative for succeeding quarters.  Although there may be some similarity between activity reports and deliverables submitted to the FDOE as specified in the grant agreement for payment purposes, please note, that this return-on-investment report is separate and apart from those requirements. All reports shall be submitted to the designated program manager in the Office of Grants Management (OGM) for the FDOE. All questions should be directed to the program manager.

# Fiscal Records Requirements and Documentation

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

All 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-procedur.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.

# Financial Consequences

The grant manager shall periodically review each agency’s scope of work to verify their progress on student enrollments in eligible programs and project balances through their quarterly reports. If the recipient fails to make appropriate progress and it is not resolved by the next review period, the contract manager may approve a reduced allocation so funds could be reallocated and redistributed to other eligible agencies that can demonstrate a need for additional funds.

Should the sub-recipient fail to deliver the minimum requirements reflected in the scope of work, ¼ of any future advances will be withheld from the date of noncompliance until each deliverable has met compliance. All quarterly scheduled payments must be sequential in order as identified in the deliverable payment schedule of this grant. If payment is withheld due to deliverable compliance requirement, no further payments may be paid out of sequence.

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

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

# Allowable Expenses

Program funds must be used solely for **the cost of tuition, fees, examination, books and materials** to a student enrolled in an eligible program. Examination costs can include vouchers for third-party testing vendors.

**Unallowable Expenses**

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

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.

Examples of unallowable expenditures:

* Entertainment (e.g., a field trip without the approved academic support will be considered entertainment)
* Meals, refreshments or snacks
* End-of-year celebrations, parties or socials
* Game systems and game cartridges (e.g., Wii, Nintendo, PlayStation)
* Out-of-state travel without FDOE pre-approval
* Overnight field trips (e.g., retreats, lock-ins)
* Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
* Gift cards
* Decorations
* Advertisement
* Promotional or marketing items (e.g., flags, banners)
* Purchase of facilities or vehicles (e.g., buildings, buses, vans, cars)
* Land acquisition
* Dues to organizations, federations or societies for personal benefit

Indirect costs

Costs not allowable for State programs in the Reference Guide for State Expenditures, which may be found at <https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555_2>

Please contact the FDOE Program Manager for questions regarding unallowable expenses.

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>

**Amendment Procedures:**

Program amendments may be proposed by the recipient or by the FDOE Program Manager. Program and budget amendments to approved applications for all programs shall be prepared by recipients on the Project Amendment Request Form (DOE 150) and the Budget Amendment Narrative Form (DOE 151) available in the [Green Book](http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml) and on the Division of Career and Adult Education Grants website [HERE](https://www.fldoe.org/finance/contracts-grants-procurement/grants-management/department-of-edu-grants-forms.stml). All amendments must be submitted through ShareFile.

A recipient may not begin to expend or obligate state funds under an amendment until the latter of the following two dates: (1) the date the Department receives the amendment in approvable form or (2) the date approved by the Department Program Manager. FDOE reserves the right to amend approved applications for compliance with department mandates and executive awards.

**Compliance Monitoring:**

The state will evaluate the effectiveness of program activities based on established and approved performance goals. FDOE staff monitors recipients’ compliance with program and fiscal requirements according to applicable State of Florida laws, rules and regulations specified.

# Local Application Instructions – Second Review Period

The application submission documents that must be submitted will vary based agency type (FCS or District) and the type of request. See summary table and information below on the application requirements for each type. Find the Open Door Grant application that applied to your agency and see the column labeled “Application Requirements.”

|  |  |  |
| --- | --- | --- |
| Institution Type | Application Status of Agency | Application Requirements |
| FCS | Agencies with a 2021-22 award but no fully approved program application. | See table A-1 below |
| FCS | Agencies who are eligible but did not apply in the 2021-22 year. | See table A-1 below |
| FCS | Agencies with current 2022-23 awards who are submitting a request for additional funds. | See table A-2 below |
| District | Agencies with a 2021-22 award but no fully approved program application. | See table B-1 below |
| District | Agencies who are eligible in 2022-23 and/or did not apply in the 2021-22 year.  | See table B-1 below |
| District | Agencies with current 2022-23 awards who are submitting a request for additional funds. | See table B-2 below |

**A. Application Document Requirements for Each Type of Application**

See directions on how to submit each application type.

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| **A-1: FCS Institutions - Full Program Application Required Documents (TAPS#23A187)*** Agencies that received a previous award letter in 2021-22 but did not submit the additional documents for an approved program application. (See amount reserved for these applications below).
* Agencies who were eligible but did not apply in the 2021-22 year.
 |
| 1. DOE 100A, Project Application Form (PDF)
* Enter the amount listed in the Open Door Allocation Chart below
* Must be signed by the agency head or other authorized person
1. Open Door Narrative (Word)
2. Project Performance Accountability Form (exact form in the attachment sections)
3. Open Door Excel Workbook with Budget Narrative 101S (Excel) – Full Program

*Italics denote agencies with a 2022-23 award who are eligible to submit a full program application that already have previously established ShareFile access.* |
| **FCS Institution Name for A-1 Agencies** | **Amount Reserved for Agencies with Previous Award** |
| *Gulf Coast State College* | $301,857 |
| *South Florida State College* | $250,000 |
| Chipola College | \* |
| Eastern Florida State College | \* |
| Northwest Florida State College | \* |
| Tallahassee Community College | \* |
| **A-2: FCS Institutions – Fully Approved – Additional Funds Requested, Amendment Required Documents (TAPS#23A187)\**** Agencies with current 2022-23 awards who are submitting a request for additional funds.
 |
| 1. Project Amendment Request DOE 150
2. Open Door Excel Workbook (Excel) – Increase Funds
3. At a later date, upon final approval from the Department, agencies will be instructed to submit a Budget Amendment Narrative Form DOE 151
 |
| **FCS Institution Name for B-1 Agencies** | **2022-2023****Project Number** | **Current Award** |
| Broward College | 062-90830-3S001 | $2,905,685 |
| College of Central Florida | 422-90830-3S001 | $267,453 |
| Daytona State College | 642-90830-3S001 | $441,551 |
| Florida Gateway College | 122-90830-3S001 | $390,642 |
| Florida SouthWestern State College | 362-90830-3S001 | $316,019 |
| Florida State College at Jacksonville | 162-90830-3S001 | $1,000,000 |
| Hillsborough Community College | 292-90830-3S001 | $450,000 |
| Indian River State College | 562-90830-3S001 | $1,104,690 |
| Lake-Sumter State College | 352-90830-3S001 | $7,000 |
| Miami Dade College | 132-90830-3S001 | $1,800,404 |
| North Florida College | 402-90830-3S001 | $600,000 |
| Palm Beach State College | 502-90830-3S001 | $119,736 |
| Pasco-Hernando State College | 512-90830-3S001 | $242,790 |
| Pensacola State College | 172-90830-3S001 | $250,000 |
| Polk State College | 532-90830-3S001 | $376,792 |
| Santa Fe College | 012-90830-3S001 | $206,496 |
| Seminole State College of Florida | 592-90830-3S001 | $462,000 |
| St. Johns River State College | 542-90830-3S001 | $4,700 |
| St. Petersburg College | 522-90830-3S001 | $596,303 |
| State College of Florida, Manatee-Sarasota | 412-90830-3S001 | $720,589 |
| The College of the Florida Keys | 442-90830-3S001 | $718,891 |
| Valencia College  | 482-90830-3S001 | $135,000 |
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| **B-1: District Agencies - Full Program Application Required Documents TAPS#23A188)*** Agencies that received a previous award letter but did not submit the additional documents for an approved program application in 2021-22. (See amount reserved for these applications below).
* Agencies who are eligible and did not apply in the 2021-22 year. Includes agencies who became eligible to apply on July 1 based upon statutory changes.
 |
| 1. DOE 100A, Project Application Form (PDF)
* Enter the amount listed in the Open Door Allocation Chart below
* Must be signed by the agency head or other authorized person
1. Open Door Narrative (Word)
2. Project Performance Accountability Form (exact form in the attachment sections)
3. Open Door Excel Workbook with Budget Narrative 101S (Excel)

*Italics denote agencies with a 2022-23 award who are eligible to submit a full program application that already have previously established ShareFile access.*  |
| **District Agencies Name** | **Amount Reserved for Agencies with Previous Award** |
| *Bay County School District* | $275,910 |
| *Bradford County School District* | $217,924 |
| *Indian River County School District* | $188,930 |
| *Lake County School District* | $479,212 |
| *Miami-Dade County School District* | $1,000,000 |
| *Okaloosa County School District* | 322,902 |
| *Polk County School District* | $525,035 |
| Baker County School District (IET Only) | \* |
| Brevard County School District (IET Only) | \* |
| Clay County School District (IET Only) | \* |
| Citrus County School District | \* |
| Columbia County School District (IET Only) | \* |
| DeSoto County School District (IET Only) | \* |
| Hardee County School District (IET Only) | \* |
| Hendry County School District (IET Only) | \* |
| Jackson County School District (IET Only) | \* |
| Liberty County School District (IET Only) | \* |
| Martin County School District (IET Only) | \* |
| Monroe County School District (IET Only) | \* |
| Nassau County School District (IET Only) | \* |
| Palm Beach County School District (IET Only) | \* |
| Sumter County School District (IET Only) | \* |
| Union County School District (IET Only) | \* |
| Wakulla County School District (IET Only) | \* |

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| **B-2: District Agencies - Fully Approved– Additional Funds Requested, Amendment Required Documents (TAPS#23A188)\**** Agencies with current 2022-23 awards who are submitting a request for additional funds.
 |
| 1. Project Amendment Request DOE 150
2. Open Door Excel Workbook (Excel) – Increase Funds
3. At a later date, upon final approval from the Department, agencies will be instructed to submit a Budget Amendment Narrative Form DOE 151
 |
| **District Agencies Name** | **2022-2023****Project Number** | **Current Award** |
| Broward County School District | 060-90830-3S001 | $500,000 |
| Charlotte County School District | 080-90830-3S001 | $257,088 |
| Collier County School District | 110-90830-3S001 | $1,000,000 |
| Escambia County School District | 170-90830-3S001 | $255,895 |
| Flagler County School District | 180-90830-3S001 | $207,232 |
| Gadsden County School District | 200-90830-3S001 | $55,000 |
| Hillsborough County School District | 290-90830-3S001 | $1,716,837 |
| Leon County School District | 370-90830-3S001 | $764,328 |
| Manatee County School District | 410-90830-3S001 | $27,024 |
| Marion County School District | 420-90830-3S001 | $100,000 |
| Orange County School District | 480-90830-3S001 | $872,306 |
| Osceola County School District | 490-90830-3S001 | $532,990 |
| Santa Rosa County School District | 570-90830-3S001 | $150,000 |
| Suwannee County School District | 610-90830-3S001 | $300,000 |
| Taylor County School District | 620-90830-3S001 | $300,000 |
| Walton County School District | 660-90830-3S001 | $176,934 |
| Washington County School District | 670-90830-3S001 | $94,508 |
|  |  |  |

**B. Required Narrative Components for A-1 (FCS) and B-1 (District) Application Types**
Following the instructions within each narrative component and complete the application using the same sequence presented in this narrative section. Responses should be brief, clear and concise. Font must be Arial size 12. The document must be double spaced (this does not apply to charts) with 1” margins. The maximum page limit for the Required Narrative Components (1-5) is twenty (20) pages. This does not include any required forms and/or other specified information.

**Policies/Procedures**: Describe how your agency will establish policies or procedures to implement the program. Include specific information on the following requirements:

* An application process for students.
* Approval procedures for student applications.
* An agreement requiring a recipient of the Student Investment Grant who does not
successfully complete a course or program to pay one third of the cost of the program covered by grant funds, as provided in Rule 6A-20.045, F.A.C., subparagraph (4)(a)2. and paragraph (4)(c). \*If offering IET programs with grant funds or grant funds to cover students with need, an agreement to repay the 1/3 of the student portion for failure to complete the program.
* Appeal procedures for students.

2) **Increasing Awareness**: Describe your agency’s plans to advertise the program and increase awareness among eligible current and potential student populations.

3) **Student Eligibility**: Describe the process for verifying that students have met the eligibility requirements for the Last Dollar approach and/or the Student Investment approach. If applicable, for the Student Investment Grant, indicate the anticipated source of funds that will be used to fund the student portion: student self-funded, employer-funded or privately- funded/other.

4) **Reporting Capacity**: Describe how your agency will collect and store information on students receiving funds in order to comply with the reporting requirements.

5) **Partnerships**: Provide a summary of current and potential partnership agreements between the institution and local workforce development boards, community- or faith-based organizations, employers, or other economic development agencies. Information provided should describe roles and responsibilities, including any funds provided for students participating in the program by the partners.

**C. Details for Application Submission**

# How to submit the application to FDOE:

Agencies must submit all documents required for the application type to FDOE via the via **OGM ShareFile Open Door folder #1**.

1. **How to Set-up the OGM ShareFile access:**

If there is an asterisk (\*) next to your agency in the tables above, click on this link: <https://www.surveymonkey.com/r/H787HQZ> to request OGM ShareFile Access. FDOE will need the requested information to create your agency’s Office of Grants Management cloud-based “ShareFile” account associated with this grant’s TAPS number. Each agency may list up to four (4) individuals who are authorized to access the ShareFile account associated with the Open Door grant. The FDOE recommends at least two individuals be listed.

1. **How to save and title each required document**

| Document | How to Save and Title |
| --- | --- |
| DOE 100A, Project Application Form*For A1/B1* | Agency must complete the form and submit it with a signature from the agency head or other authorized person. Application DOE 100A form must be saved as a PDF file and renamed using the following naming convention:* 999\_ 22-23Open Door\_DOE100A.pdf.
* Replace the number “999” with your agency grant number

**Notes:** All required forms have signatures by an authorized entity. FDOE will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statutes.* An “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by the person with the intent to sign the record.
* FDOE will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
* FDOE will also accept a typed signature, if the document is uploaded by the individual signing the document.
 |
| **Open Door Narrative (Word)*****For A1/B1*** | The application's Narrative must be saved in the “PDF” file format and renamed using the following naming convention:* 999\_22-23Open Door Narrative.pdf.
* Replace the number “999” with your agency grant number
 |
| Open Door Excel Workbook with Budget Narrative Form DOE 101S***For A1/B1*** | The applications Excel workbook must be saved in the “Excel” file format and renamed using the following naming convention:* 999\_22-23Open Door\_Workbook.xlsx
* Replace the number “999” with your agency grant number
 |
| DOE 150*For A2/B2* | The amendment DOE 150 form must be submitted with a signature from the agency head or other authorized person and must be saved as a PDF file and renamed using the following naming convention:* 999\_22-23Open Door\_DOE150.pdf.
* Replace the number “999” with your agency grant number
 |
| Open Door Excel Workbook – Increase Funds*For A2/B2* | The applications Excel workbook must be saved in the “Excel” file format and renamed using the following naming convention:* 999\_22-23Open Door Workbook IncreaseFunds.xlsx
* Replace the number “999” with your agency grant number
 |
| DOE 151\**For A2/B2*\**This document should not be submitted until requested by the Department.* | At a later date, upon final approval from the Department, agencies will be instructed to submit a Budget Amendment Narrative Form DOE 151The applications Excel workbook must be saved in the “Excel” file format and renamed using the following naming convention:* 999\_22-23 Open Door\_DOE151.xlsx
* Replace the number “999” with your agency grant number
 |

# Open Door Excel Workbooks

There are two types of Excel Workbooks provided for completion of application: one for the full application and one for the Increase Funds application. Please select the appropriate one to complete based upon your application type.

For the **Open Door Excel Workbook** for the full application, **all of the green tabs** must be completed as follows:

* Title

Applicants must identify their agency grant number, which is available in the “Agency Grant Number” tab. The agency name and corresponding TAPS number will prepopulate.

* Tab A – Assurances

Applicants must enter name and date of acknowledgment of programmatic, fiscal and reporting requirements.

* Tab B1 – Clock-Credit Programs

Follow directions at the top of the table on how to complete

* Tab B2 – Non-Credit Programs (fee-based or continuing education)

Follow directions at the top of the table on how to complete

* Tab B3 – IET Programs

Follow directions at the top of the table on how to complete

* Tab C – DOE 101S

Applicants must provide one DOE 101S, Budget Narrative Form, **Account Title and Narrative**. All funds requested by the agency must be included on this form (see attachment B in the RFA - Open Door Allocation Chart)

Information from Tabs B1, B2, and B3 are used to populate the tab called “Request Totals.” The amount on the DOE 101S must match the total funds generated and summarized on this tab.

For the **Open Door Excel Workbook for Increased Funds**, **all of the purple tabs** must be completed as follows:

* Title

Applicants must identify their agency grant number, which is available in the “Agency Grant Number” tab. The agency name and corresponding TAPS number will prepopulate.

* Tab B1 – Clock-Credit Programs

Follow directions at the top of the table on how to complete

* Tab B2 – Non-Credit Programs (fee-based or continuing education)

Follow directions at the top of the table on how to complete

* Tab B3 – IET Programs

Follow directions at the top of the table on how to complete

* Tab C – Increase Funds Requested Form
	+ List the function and objects codes, account title and narrative, and amount of increase requested.

**Conditions for Acceptance**

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

1. Application includes the required forms based on the application type.
2. All required forms must have the assigned TAPS Number included on the form.
3. All required forms have signatures by an authorized entity. FDOE will accept electronic signatures from the agency head in accordance with s. 668.50(2)(h), F.S.

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 DOE 100A when the application is submitted.

* An “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by the person with the intent to sign the record. (Do not password protect the signature.)
* FDOE will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
* FDOE will also accept a typed signature, if the document is uploaded by the individual signing the document.
1. Application must be submitted electronically via **OGM ShareFile Open Door folder #1** for the agency.

# Method of Review

* Eligible recipient applications will be reviewed for approval by FDOE staff using the criteria specified in s. 1009.895, F.S., and Rule 6A-20.045, F.A.C., Open Door Grant Program.
* Eligible recipients may be asked to revise and/or change content stated in their application to be approved for funding.
* In addition, fiscal information will be reviewed by the Bureau of Contracts, Grants and Procurement, and Office of Grants Management staff.
* The **Application Review Criteria and Checklist** found in the **Attachments** section will also be used by FDOE staff to review applications.

Attachments

1. **DOE 100A, Project Application Form**
2. **Open Door Project Performance Accountability Form**

**C- Application Review Criteria and Checklist**

**FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION**

|  |  |  |
| --- | --- | --- |
| **Please return to:**Florida Department of Education Office of Grants Management Email Address: OGM ShareFile Open Door folder #1 | **A) Program Name:**2022 State Appropriation, Section 2 Education, Aid to Local Governments Grants and Aids – Section 117 and Section 126Open Door Grant Program**TAPS NUMBER:**TAPS#23A187 (Florida College System Institutions)TAPS#23A188 (District Workforce Education) | **DOE USE ONLY**Date Received |
| **B) Name and Address of Eligible Applicant:** |
| **Project Number (DOE Assigned)** |
| **C) Total Funds Requested:**$DOE USE ONLY  | **D)****Applicant Contact & Business Information** |
| Contact Name:Fiscal Contact Name: | Telephone Numbers: |
| Mailing Address: | E-mail Addresses: |
| Physical/Facility Address: | DUNS number:FEIN number: |
| **CERTIFICATION**I, , (*Please Type Name)* as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application. |
| **E)** Signature of Agency Head Title Date |

|  |  |  |
| --- | --- | --- |
| DOE 100A |  |  |
| Revised June 2022 | Page 1 of 2 |  |
|  | 15 |  |

**Instructions for Completion of DOE 100A**

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

DOE 100A

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Attachment B

Open Door Project Performance Accountability Form

**(DO NOT CHANGE THIS INFORMATION)**

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** |
| Enrollment Student in the Open Door Program: * Number of Scholarships Awarded
 | * Grant Activity Summary Report
* Open Door Performance Report
* FDOE may require additional specific supporting documentation and information related to the implementation of the Open Door Grant.
 | Agency will submit performance reports to document performance outcomes. | Quarterly Fiscal and Performance Reports:* October 15, 2022
* January 15, 2023
* April 15, 2023
* August 22, 2023
 | Quarterly Cash Advance of non-federal funding to state agencies and local educational agencies (LEAs)Expenditures/Disbursements must be documented and reported to FDOE in the quarterly reports. |
| * Number of Students Earning Credentials
 | * Grant Activity Summary Report
* Open Door Performance Report
* FDOE may require additional specific supporting documentation and information related to the implementation of the Open Door Grant.
 | Agency will submit performance reports to document performance outcomes. | Quarterly Fiscal and Performance Reports:* October 15, 2022
* January 15, 2023
* April 15, 2023
* August 22, 2023
 | Quarterly Cash Advance of non-federal funding to state agencies and local educational agencies (LEAs)Expenditures/Disbursements muse be documented and reported to FDOE in the quarterly reports. |
| * Number of Students Earning Industry Certifications
 | * Grant Activity Summary Report
* Open Door Performance Report
* FDOE may require additional specific supporting documentation and information related to the implementation of the Open Door Grant.
 | Agency will submit performance report to document performance outcomes. | Quarterly Fiscal and Performance Reports:* October 15, 2022
* January 15, 2023
* April 15, 2023
* August 22, 2023
 | Quarterly Cash Advance of non-federal funding to state agencies and local educational agencies (LEAs)Expenditures/Disbursements must be documented and reported to FDOE in the quarterly reports. |
| * Award paid for Last Dollar Awards
 | * Grant Activity Summary Report
* Open Door Performance Report
* FDOE may require additional specific supporting documentation and information related to the implementation of the Open Door Grant.
 | Agency will submit fiscal DOE 399 reports to document fiscal disbursement. | Quarterly Fiscal and Performance Reports:* October 15, 2022
* January 15, 2023
* April 15, 2023

August 22, 2023 | Quarterly Cash Advance of non-federal funding to state agencies and local educational agencies (LEAs)Expenditures/Disbursements must be documented and reported to FDOE in the quarterly reports. |
| * Amount paid for Student Investment Awards
 | * Grant Activity Summary Report
* Open Door Performance Report
* FDOE may require additional specific supporting documentation and information related to the implementation of the Open Door Grant.
 | Agency will submit fiscal DOE 399 reports to document fiscal disbursement. | Quarterly Fiscal and Performance Reports:* October 15, 2022
* January 15, 2023
* April 15, 2023

August 22, 2023 | Quarterly Cash Advance of non-federal funding to state agencies and local educational agencies (LEAs)Expenditures/Disbursements must be documented and reported to FDOE in the quarterly reports. |

**Attachment C**

**Open Door Grant Program Funds**

**APPLICATION REVIEW CHECKLIST**

TAPS#23A187 (Florida College System Institutions)

TAPS#23A188 (District Workforce Education)

 A-1/B-1 Applications

* + - Include only the items requested. (Do not include **Instructions** pages).
		- Application must be submitted electronically via **OGM ShareFile Open Door folder #1.**

|  |  |
| --- | --- |
| **Place in the following order** | **Item** |
|  |  |
| **1** |  DOE 100A, Project Application – with authorized signature |
| **2** |  Open Door Narrative |
| **3** | Project Performance Accountability Form |
| **4** | Open Door Excel Workbook – Full Application and Budget Narrative Form DOE 101S (Excel) |

 A-2/B-2 Increase Funds Applications

|  |  |
| --- | --- |
| **Place in the following order** | **Item** |
|  |  |
| **1** | DOE 150, with authorized signature  |
| **2** | Open Door Excel Workbook – Increase Funds (Excel) |

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