Open Door Grant Program

Friday, September 17, 2021, 10:00 a.m. EDT

Tara Goodman
Vice Chancellor, Division of Career, Technical, and Adult Education

Carrie Henderson
Executive Vice Chancellor, Division of Florida Colleges

www.FLDOE.org
Webinar Logistics

Participants will be on mute for the duration of the webinar.

Materials from today’s webinar can be found in the handouts area:
• Today’s presentation
• Request for Application (RFA)
• Excel Workbook
• Frequently Asked Questions
• Rule 6A-20.045, F.A.C.

How to submit questions:
To submit questions during the webinar, please utilize the Questions function. During the Q&A portion of the webinar, questions will be addressed.

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Agenda

• Overview of Open Door provisions from House Bill (HB) 1507 & Rule 6A-20.045, Florida Administrative Code (F.A.C.)
• Request for Application (RFA)
• Required forms and Excel workbook
• Frequently Asked Questions & Answers
• Next Steps
House Bill 1507

HB 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:

• School district postsecondary technical career centers under s. 1001.44, F.S.
• Charter technical career centers under s. 1002.34, F.S.
• Florida College System (FCS) institutions s. 1000.21(3), F.S.
Purpose

The Open Door Grant Program was established for the purpose of:

• Creating and sustaining a demand-driven supply of credentialed workers for high-demand occupations by addressing and closing the gap between the skills needed by workers in the state and the skills of the available workforce in the state.

• Expanding the affordability of workforce training and credentialing.

• Increasing the interest of current and future workers in short-term, high-demand career and technical education credentialing and certificate programs.
Funding – School District Career Centers

To support implementation of Open Door, the Florida Legislature appropriated:

• $15,000,000 for school district career centers.
  • Between four and 31 awards will be made.
  • The maximum amount an agency may request and receive is $3,750,000.
  • School district career centers should input TAPS#22A188 on all required documents, where required.
Funding – FCS Institutions

• To support implementation of Open Door, the Florida Legislature appropriated:
  • $20,000,000 for FCS institutions.
    • Between four and 28 awards will be made.
    • The maximum amount an institution may request and receive is $5,000,000.
    • FCS institutions should input TAPS#22A187 on all required documents, where required.
Rule 6A-20.045, F.A.C., Open Door Program


• For each eligible program, institutions must indicate if they plan to use a Student Investment approach, a Last Dollar approach or a 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.
Eligible Programs

• Short-term workforce education programs that lead to the attainment of credentials on the Master Credential List under s. 445.004(4), F.S. Specifically:
  • 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 (college credit certificates and applied technology diplomas) less than or equal to thirty (30) credit hours; and
  • Non-credit industry certification preparation less than or equal to the equivalent of nine hundred (900) clock hours or thirty (30) credit hours.
Student Eligibility

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 s. 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.
Student Eligibility Continued

• Enrollment
  • “Full time” is defined as enrollment in courses and training which leads to the completion of the program in 12 months or less.

• Employment status
  • Agencies are responsible for determining student eligibility, which includes establishing procedures for measuring whether applicants are “unemployed”, “underemployed” or ”furloughed”.
  • Agencies may wish to incorporate employment status in the student application process of this 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
Student Investment and Last Dollar

Subject to the availability of funds, if an eligible student enrolled in an eligible program is:

• In receipt of state or federal aid, grant funds are awarded to cover the unmet need after all eligible aid is applied to the student’s account (*Last Dollar*).

• Not in receipt of state or federal aid at the time of enrollment, the student is responsible for paying one-third of the cost of the program up front. The institution is then eligible to receive the remaining program costs once the student completes the certificate and associated industry certification (*Student Investment*).
Program-Level: Student Investment and Last Dollar

Is the student receiving state or federal scholarships or grants?

- **No**
  - “Student Investment”
    - Student enters program
      - Student pays 1/3*
    - Did the student complete the program?
      - **No**
        - Student pays 1/3
      - **Yes**
        - 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

- **Yes**
  - “Last Dollar”
    - Student enters the program and is assessed tuition and fees for the cost of the program
    - Institution applies all scholarship and grant aid
      - **Student has account balance**
        - Agency applies Open Door grant to student’s unmet need up to $3,000
      - **Student does not have account balance**
        - No Open Door funds applied

*IEP 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.
Program-Level: Student Investment Only

Is the student receiving state or federal scholarships or grants?

No

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

Yes

Student is not eligible to receive any Open Door funds

Student completes certification

Agency draws down 1/3

Student does not complete certification

*IEC 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.
Program-Level: Last Dollar Only

Is the student receiving state or federal scholarships or grants?

No

Student is not eligible for Open Door

Yes

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

Institution applies all scholarship and grant aid

Student has account balance

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

Student does not have account balance

No Open Door funds applied
Awards

• Institutional allocations will be prioritized according to the date the completed application was approved by the Department.
  • Of the funds appropriated to the program, 25 percent will be reserved for rural institutions for applications received by October 15. After that date, all funds will be eligible for any institution.
  • Once FDOE has made allocation decisions for rural agencies, staff will go back to the non-rural agency applications. If there are not sufficient funds to fully fund 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.

• No institution may receive more than 25 percent of the total appropriation.

• The Department will notify the institution of the approved amount and disbursement and reporting requirements.
Application Due Date

• Applications will be reviewed in the order in which they are received.

• If an agency submits an incomplete application, the agency will have an opportunity to revise and resubmit the incomplete portions; in which case, the agency’s start date will reset to the date in which a completed application is received.

• Agency allocations will be prioritized according to the date the completed application was approved by FDOE, with prioritization given for integrated education and training (IET) programs.
Key Deadlines

• **October 15, 2021, at 5:00 p.m. (EDT)** – Deadline to submit completed application to be considered in the first review period.
  - A completed application must be submitted via email to: opendoor@fldoe.org. Of the funds appropriated to the program, 25 percent will be reserved for rural institutions for applications received by this date.

• **November 1, 2021, at 5:00p.m. (EDT)** – Final deadline to submit a completed application to be considered for an Open Door grant allocation.
  - A completed application must be submitted via email to: opendoor@fldoe.org. Agencies that do not submit an application by this date will not be considered.

• Institutions will be notified of approval and allocation amount as soon as possible following conclusion of the second review.
Required Documents

• To receive Open Door funds, agencies must submit the following documents:
  • DOE100A, Project Application Form (PDF)
  • Required Narrative Components (Word)
  • Excel Workbook with DOE101S Budget Narrative (Excel)

• Details for completing and submitting each required document, including naming conventions, are outlined in the RFA.

• Agencies must submit all documents to FDOE via opendoor@fldoe.org.
Method of Review

• Eligible recipient application will be reviewed for approval by FDOE staff using the criteria specified in Rule 6A-20.045, F.A.C.

• Eligible recipient may be asked to revise and/or change content stated in their application in order to be approved for funding.

• In addition, fiscal information will be reviewed by the Bureau of Contracts, Grants and Procurement, and the 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.
Budget/Program Performance Period

- July 1, 2021, through September 30, 2023

- Pre-award costs are authorized for any allowable expenditure incurred on or after July 1, 2021, the effective date for House Bill 1507.
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.

• Examination costs can include vouchers for third-party testing vendors.

Unallowable Expenses

• Expenses associated with administrative costs including indirect costs are unallowable.

• Expenses associated with equipment purchases are unallowable.

• Additional unallowable expenses may be found in the RFA.
Program/Certification Conditions

• For 2021-22, the CAPE Industry Certification Funding List and the CAPE Postsecondary Industry Certification Funding List comprise the Master Credentials List (MCL) 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.
Program/Certification Conditions

• 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 not on the “Approved Clock-Credit Linkages” list, the agency must provide justification explaining how the program trains for the industry certification on the MCL.

• 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 MCL.
IET Program Conditions

• 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 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 FDOE.
IET Program Conditions

• For each approved IET program, FDOE has also identified possible linkages to postsecondary or, in the case of no postsecondary, secondary certifications for which the IET program trains. Agencies are encouraged to use these linkages. If the agency wishes to identify its own linkage from the “IET Certifications” tab, it may do so by providing a justification for how the IET program trains for the selected certification.

• 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.
Future Conditions

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

• 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 MCL that meet the framework of quality and are credentials of value.
  • A linkage is added to the MCL between an industry certification and a program.
Additional Conditions

• 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.
  • 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.
Performance Reporting

Agencies will be required to submit reports to FDOE on a quarterly and annual basis, with each report containing minimally:

- A list of the programs offered.
- The number of students who enrolled in the programs.
- The number of students who completed the programs.
- The number of students who attained workforce credentials, categorized by credential name and relevant occupation, after completing training programs.
- The average cost per workforce credential attained, categorized by credential name and relevant occupation.
- Recipient demographics including age, gender, race, ethnicity, veteran status, and other relevant information including average wages.
Required Forms
DOE100A, Project Application Form

• Agency must complete the form and submit with a signature from the agency head or other authorized person.

• 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.
Narrative Components

• Following the instructions within each narrative component, 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.
Narrative Components

1) **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).
- Appeal procedures for students.
Narrative Components

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.
Narrative Components

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.
Get There Faster

• Both the Open Door Grant Program and the Get There Faster WIOA Competitive Grant opportunity promote strategic partnerships to ensure all Floridians have access to education and training that lead to career paths for in-demand, middle-to-high wage jobs.


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

• 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.
  • Because the Get There Faster fund source is federal, these students would be eligible for Last Dollar.

• Whereas eligibility for Open Door is determined by the agency, eligibility for Get There Faster is determined by the workforce board.
  • The student would need to complete application documents with both agencies.
• Agency must complete all applicable tables/forms within the Excel Workbook.

• Tabs in the Excel file that require input of information are color coded green. All informational tabs, which do not require data entry, are grey.
Frequently Asked Questions & Answers
Next Steps

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

• September 27, 2021, at 1:00 p.m. (EDT) – FDOE will host a second webinar for additional questions and answers. Register at https://attendee.gotowebinar.com/register/1967378563358915085
Next Steps

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• **November 1, 2021, at 5:00 p.m. (EDT)** – Final deadline to submit a completed application to be considered for an Open Door grant allocation.
  
  • Agencies that do not submit an application by this date, will not be considered.
FDOE Contacts

Career Centers
Tara Goodman, Vice Chancellor
Division of Career, Technical, and Adult Education
Tara.Goodman@fldoe.org

Florida College System Institutions
Carrie Henderson, Executive Vice Chancellor
Division of Florida Colleges
Carrie.Henderson@fldoe.org

Program Application Support

Career Centers
NiñaFe Awong, Director,
Career and Technical Education
Ninafe.Awong@fldoe.org

Florida College System Institutions
Katie Grissom, Deputy Director of Academic Affairs
Division of Florida Colleges
Katie.Grissom@fldoe.org
Resources

• Open Door website
  • [www.fldoe.org/academics/career-adult-edu/funding-opportunities/opendoor.stml](www.fldoe.org/academics/career-adult-edu/funding-opportunities/opendoor.stml)

• Rule 6A-20.045, F.A.C.

• Get There Faster grant opportunity