

# FLORIDA DEPARTMENT OF EDUCATION

# Pathways to Career Opportunities Grant —

# Grow Your Own Teacher Apprenticeship Program (PCOG-GYO)

Request for Application (RFA Discretionary Non-Competitive)

Bureau / Office

Division of Career and Adult Education

TAPS Number

26B152

Program Name

Pathways to Career Opportunities Grant — Grow Your Own Teacher Apprenticeship Program (PCGO-GYO)

Specific Funding Authority(ies)

1. 2025 General Appropriations Act (GAA).
2. [1011.802, Florida Statutes (F.S.)](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1011/Sections/1011.802.html) Subject to appropriations provided in the General Appropriations Act, the Florida Pathways to Career Opportunities Grant Program is created to provide grants to high schools, career centers, charter technical career centers, Florida College System institutions, and other entities authorized to sponsor an apprenticeship or preapprenticeship program, as defined in s. [446.021](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0400-0499/0446/Sections/0446.021.html)(6) and (5), respectively, to establish, expand, and operate new and existing apprenticeship or preapprenticeship programs. An individual applicant may not receive more than 10 percent of the total amount appropriated.

Funding Purpose / Priorities

The funds may be used to develop the related technical instruction component for school districts intending to participate in the FDOE Grow Your Own Teacher Apprenticeship Program (also known as the pre-baccalaureate registered teacher apprenticeship program).

While eligible applicants are limited to public FCS institutions and SUS institutions as well as ICUF institutions with baccalaureate-level state approved educator preparation programs (EPPs) approved by the Florida Department of Education, the purpose of the PCOG-GYO grant is to create a teacher pipeline for Florida’s school districts and to encourage innovative partnerships between EPPs and participating school districts to provide innovative, no cost pathways to the teaching profession by increasing the supply of qualified teachers.

The PCOG-GYO program will require commitments from both the EPP (eligible applicant) and the partnering school district(s). EPPs must include letter(s) of support from school district partner(s), who commit to participating in the FDOE Pre-Baccalaureate Registered Apprenticeship Program and agrees to have their identified teacher apprentices receive their related instruction from the eligible applicant at no cost to the teacher apprentice. This is a core condition of this grant opportunity and partnering school districts must sign participating employer agreements with the FDOE Grow Your Own Teacher Apprenticeship Program within 90 days of the applicant’s project award notification.

Funded projects may be required to use grant funds for technical assistance and support available through the National Center for Grow Your Own, a 501(c)(3) non-profit organization which provides technical assistance to entities interested in launching “Grow Your Own” (GYO) programs in partnership with educator preparation providers (EPPs).

FDOE seeks projects that emphasize the following funding priorities:

* Project plan produces qualified graduates to meet the needs of the participating school district(s) — as opposed to prioritizing high enrollments.
* Project plan identifies more than one certificate subject that will prepare teacher apprentices in partnering school district(s) through this funding opportunity or targets certification in an identified high-demand area.
* Project plan conveys strategic and innovative partnership between the eligible applicant and partnering school district(s). Project plan accounts for academic credit that will be awarded toward the baccalaureate degree for the teacher apprentice’s on-the-job training.
* Project plan incorporates the use of evidence-based instructional materials that are grounded in the science of reading.
* Project plan demonstrates project sustainability after the grant period ends.
* Project plan reduces the cost of obtaining teaching certification.
* Project plan provides flexibility to participating districts, including allowing districts to work with multiple EPP’s.

Total Funding Amount

$5,000,000

Funding is contingent upon final approval in the 2025 General Appropriations Act (GAA) and upon the Governor’s signature into law.

Type of Award

Discretionary Non-Competitive

Research and Development (R&D)  Yes or  No

Budget / Program Performance Period

July 1, 2025 – June 30, 2026

Target Population(s)

Apprentices registered in the FDOE administered Grow Your Own Teacher Apprenticeship Program.

Eligible Applicant(s)

* Florida College System (FCS) institutions
* State University System (SUS) institutions
* Independent Colleges and Universities of Florida (ICUF) institutions

All eligible applicants must have a baccalaureate-level state approved educator preparation program approved by the Florida Department of Education.

Application Due Date

**Applications are due on or before Friday, September 26, 2025 by 5:00 PM Eastern Time.**

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

**For State programs, the project effective date will be no earlier than the effective date of the legislative appropriation, usually July 1 of the fiscal year. The ending date can be no later than June 30 of the fiscal year unless otherwise specified in Florida Statutes or proviso.**

Matching Requirement

NONE. However, applicants are strongly encouraged to collaborate with the Local Workforce Development Board in their area for employer engagement, apprentice/preapprentice recruitment, and to seek braided funding opportunities.

Contact Persons

**Program Contact** **Grants Management Contact**

Dr. John Nelzén Jasolin Wiggins

PCOG Manager Grant Manager

850-245-9460 850-245-9814

[John.Nelzen@fldoe.org](mailto:John.Nelzen@fldoe.org) [Jasolin.Wiggins@fldoe.org](mailto:Jasolin.Wiggins@fldoe.org)

Assurances

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

2 Code of Federal Regulations (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 FDOE, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State and Federal Programs.** The complete text may be found in Section D of the Green Book.

**School Districts, Community Colleges, Universities, and State Agencies**

The certification of adherence, currently on file with the FDOE Comptroller’s Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this application, unless a change occurs in Federal or State law, or there are other changes in circumstances affecting a term, assurance or condition.

**Private Colleges, Community-Based Organizations and Other Agencies**

In order to complete requirements for funding, applicants of this type must certify adherence to the General Assurances for Participation in State and Federal Programs by submitting the certification of adherence page, signed by the agency head with each application.

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

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

Risk Analysis

Every agency must complete a Risk Analysis form. The appropriate DOE 610 or DOE 620 form will be required prior to a project award being issued. The Risk Analysis must be submitted with the application. If an agency is submitting applications for multiple programs, only one Risk Analysis is required.

**School Districts, State Colleges, and State Universities and State Agencies** must use the DOE 610 form. Once submitted and approved, the risk analysis will remain in effect unless changes are required by changes in Federal or State law, changes in the circumstances affecting the financial and administrative capabilities of the agency or requested by the Department. A change in the agency head or the agency’s head of financial management requires an amendment to the form. The DOE 610 form may be found at <http://www.fldoe.org/core/fileparse.php/5625/urlt/doe610.xls>.

**Governmental and Non-Governmental Entities** must use the DOE 620 form. The DOE 620 form is required to be submitted each state fiscal year (July 1-June 30) prior to a Project Award being issued for that agency. An amendment is required if significant changes in circumstances in the management and operation of the agency occurs during the state fiscal year after the form has been submitted. The appropriate Risk Analysis form may be found athttps://www.fldoe.org/core/fileparse.php/5625/urlt/doe620.xlsx.

**Grants Management Training**

Non-public entities are required to take the Grants Fiscal Management Training and Assessment annually. The agency head and/or the agency’s chief financial manager (CFO) must complete this training within 60 days of the date of execution (Block 12) on the DOE 200 form, Project Award Notification. Training and assessment can be found at

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

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

Funding Method

**Advance Payment**

Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, at least 90% of the amount advanced must be reported on the Project Disbursement Report (DOE 399) and supported by appropriate documents, including copies of invoices, timesheets, receipts, etc.

**Quarterly Advance to Public Entity**

For quarterly advances of non-Federal funding to State agencies and local educational agencies (LEAs) made in accordance within the authority of the General Appropriations Act. Disbursements must be documented and reported to FDOE at the end of the project period. The recipient must have detailed documentation supporting all requests for advances and disbursements that are reported on the final FDOE financial report.

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, bank statements, time and effort logs for staff, and/or 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.

To report expenditures, 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 the progress made on the activities and deliverables listed. If the sub-recipient fails to meet and comply with the activities/deliverables established in the grant or to make appropriate progress on the activities and/or towards the deliverables and they are not resolved within two weeks of notification, the grant manager may approve a reduced payment or request the sub-recipient redo the work or terminate the grant. The grant manager must assess one or more of these consequences based on the severity of the failure to perform and the impact of such failure on the ability of the sub-recipient to meet the timely and desired results. These financial consequences shall not be considered penalties. As part of the periodic review of the sub-recipient of meeting, complying with, and/or making reasonable progress on the activities/deliverables established in the grant, the grant manager shall review reported enrollment information. If the sub-recipient fails to register a new program within 120 days of the project award notification, or the sub-recipient fails to demonstrate appropriate and reasonable progress toward enrollment, registration and/or completion within 120 days of the project award notification, the grant manager may approve one or more consequences, based on severity and impact. These consequences are: Reduced payment, a request for the sub-recipient to re-do the work (which may include demonstrating adequate improvement during the grant period before additional disbursements are approved), or grant termination. These financial consequences shall not be considered penalties.**

**Allowable Expenses:**

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

Examples of allowable expenditures:

* Instructional materials
* Instructional equipment
* Instructional personnel
* Curriculum development
* Supplies and consumables
* Industry certification examinations
* Recruitment and orientation activities
* Basic literacy/skills assessments
* Personnel who provide student services (explain the services provided)

**Unallowable Expenses:** Unless otherwise specifically authorized herein, sub-recipient shall not convey anything of value, including but not limited to gifts, loans, rewards, favors or services, directly to any agent, employee or representative of FDOE, and shall promptly notify FDOE in the event that an agent, employee or representative of FDOE 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 a comprehensive list of unallowable items. Subrecipients are expected to consult the FDOE program office with questions regarding allowable costs.

* Pre-award costs
* Administrative Costs
* Tuition/User Fees of Any Kind
* Office Supplies
* 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
* Promotional or marketing items (e.g., flags, banners, give-a-way items)
* Purchase of facilities (e.g., buildings)
* Purchase of vehicles for non-instructional purposes (e.g., buses, vans, cars)
* Livestock
* Direct payments to students
* Apprentice/preapprentice, journey worker wages
* Land acquisition
* Furniture
* Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences, wiring)
* Dues to organizations, federations or societies for personal benefit
* Clothing or uniforms (non-instructional)
* Costs not allowable for Federal programs per the U.S. Education Department General Administration Regulations (EDGAR), which may be found at <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html> and the Reference Guide for State Expenditures, which may be found at <https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/manuals/agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_6>.

Please email at [PCOG@fldoe.org](mailto:Julie.Nichols@fldoe.org) for questions regarding allowable and unallowable expenses.

Braided Funding Opportunities

By collaborating with the Local Workforce Development Board (LWDB), additional funds can be leveraged to support other instructional costs, other supportive services, and a portion of the apprentice’s wages. Please access the link below to view the Florida Department Economic Opportunity’s Work-Based Training Policy 100, which explains the use of customized training, on-the- job training, and incumbent worker training, to support registered apprenticeship: <https://floridajobs.org>.

Equipment Purchases

Any equipment purchased under this program must follow the UGG at <http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl> and the Reference Guide for State Expenditures at <https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/manuals/agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_6>.

Any equipment purchases not listed on the original budget approved by FDOE require an amendment submission and approval prior to purchase by the agency awarding the funds.

Recipients are expected to use the equipment solely for the purposes outlined in their approved grant proposal. In the event a program encounters situations where the equipment is no longer needed, the following guidelines apply:

1. **Programs Not Registering:** If a program awarded a grant under this RFA does not register for participation within the designated grant period, the purchased equipment will be subject to the following:

* **Return of Equipment:** The program must return the equipment to its original working condition, ordinary wear and tear excepted.
* **Timeframe for Return:** The equipment must be returned within 60 days of the grant period’s closing date.
* **Costs Associated with Return:** The program is responsible for all costs associated with storing, packaging, and transporting the equipment for return.

1. **Program Cancellation or Closure:** In the event a program awarded a grant under this RFA cancels its program or ceases operations, the following procedures apply to the equipment:

* **Return the Equipment:**Following the same procedures outlined in Section A (Programs Not Registering) for return of equipment.
* **Request Disposition Instructions:**Contact Quality Assurance and Compliance for alternative disposition instructions. This may include options like transferring to another eligible program procedure.

Programs are responsible for wiping any sensitive data from the equipment before returning it. Refer to 2 CFR 200.313 and the FDOE Green Book for detailed federal regulations regarding equipment disposition.

For any questions or clarifications regarding equipment disposition, please contact the Quality Assurance and Compliance office at [QualityAssuranceCompliance@fldoe.org](mailto:QualityAssuranceCompliance@fldoe.org).

Further guidance and instruction on property records, inventory and disposition requirements for property are outlined in the Green Book at <https://www.fldoe.org/core/fileparse.php/5625/urlt/0076985-2013greenbook.pdf>.

Amendment Procedures

All funded programs and any amendments are subject to the procedures outlined in the 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>.

Project amendments may be proposed by the 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 on the Division of Career and Adult Education Grants Website at <https://www.fldoe.org/finance/contracts-grants-procurement/grants-management/department-of-edu-grants-forms.stml>.

Budgeted items must correlate with the narrative portion of the project application that describes the specific activities, tasks and deliverables to be implemented.

Administrative Costs including Indirect Costs

Chapter 1010.06 F.S. Indirect cost limitation - State funds appropriated by the Legislature to the Division of Public Schools within the Department of Education may not be used to pay indirect costs to a university, state university, school district, or any other entity.

Chapter 1011.802 F.S. Florida Pathways to Career Opportunities Grant Program - Grant funds may be used to fund the cost of providing related technical instruction, for instructional equipment, supplies, instructional personnel, student services, and other expenses associated with the creation, expansion, or operation of an apprenticeship program. **Grant funds may not be used for administrative or indirect costs.** Grant recipients must submit quarterly reports in a format prescribed by the department.

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 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>. More information can be found at <https://www.fldoe.org/core/fileparse.php/7736/urlt/EC-11-116-EVerify.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, 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 FDOE an annual report in the format required by FDOE. Email [exorder@fldoe.org](mailto:exorder@fldoe.org) to obtain the form. 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 the grantee is not required to file such Form 990. This report shall be submitted by March 1 of each year to exorder@fldoe.org. . Executive Order 20-44 may be found at <https://www.flgov.com/eog/news/executive-orders/2020-44>.

Apprenticeship Data Reporting Guidance

In accordance with [1011.80 F.S](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=1011.80&URL=1000-1099/1011/Sections/1011.80.html) (9), institutions that serve as the Local Education Agency (LEA) and provide related training and instruction (RTI) for registered apprenticeship or preapprenticeship programs shall report students by discipline category and should use appropriate data reporting guidance when reporting apprentices to the state via the Community College & Technical Center Management Information System ([CCTCMIS](https://www.fldoe.org/accountability/data-sys/CCTCMIS/college-data-diction.stml)), the Workforce Development Information System ([WDIS](https://www.fldoe.org/accountability/data-sys/CCTCMIS/dcae-dis/database-handbooks.stml)) or the PK-12 Education Information Services ([EIS](https://www.fldoe.org/accountability/data-sys/database-manuals-updates/)). For state reporting questions, please contact the Division of Career and Adult Education, [Office of Research & Evaluation](https://www.fldoe.org/academics/career-adult-edu/research-evaluation/data-reports-adult-edu.stml).

Per 6A-23.003(6) Eligibility and Procedure for Apprenticeship Program Registration, the program sponsor must notify the Department within forty-five (45) calendar days of persons who have successfully completed apprenticeship programs, transfers, cancellations of apprenticeship agreements, and a statement of the reasons by the program sponsor.

Compliance Monitoring

The state will evaluate the effectiveness of project activities based on established and approved performance goals. Department staff monitors recipients compliance with program and fiscal requirements according to the applicable federal and state laws and regulations specified by 2 CFR 200 of the uniform guidance, the *Florida Department of Financial Services Reference Guide for State Expenditures* (available at <https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf>), and guidelines published in the Florida Department of Education’s [Green Book](http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml).

Narrative Section

Scope of Work/Narrative

Prior to the Request for Application (RFA) submission, applicants must have submitted a Concept Proposal Excel Workbook. Applications may be submitted only for projects that received an allocation. As part of the application, submit all required information from the Excel Workbook, as noted below, to ShareFile. An incomplete application may be disqualified. Refer to the Application Review Criteria and Checklist at the end of this RFA.

* General Information
* Fiscal Information
* Program Summary
* Program Deliverables
* Enrollment Table
* Graduates Table
* DOE-101S Proposed Budget
* Projected Equipment Purchases Form
* Letter of Attestation/Support (minimum of one)
* Chart of Accounts (if applicable)

Letters of Attestation or Support

A letter of attestation or support is required with the application submission if any of the following apply.

* **Preapprenticeship Program:** A letter of support from the registered apprenticeship sponsoring program will be required with the application.
* **Expansion Program:** Applications for an expansion grant on behalf of an employer or sponsor will require a letter of attestation from the employer or sponsor with the project concept to indicate they will expand capacity or add an occupation(s).
* **New programs:** Applications for new program funds by an entity that does not intend to serve as the actual program sponsor requires a signed letter of attestation from the intended program sponsor supporting the application. Applicants for new program funds, who intend to serve as the program sponsor, must obtain a signed letter of attestation from at least one intended participating employer who will employ and train apprentices.
* **A Project Concept that includes shared budgetary resources**: A letter of attestation from the registered program(s) who will be sharing budgetary resources with the fiscal agent is required with the application.

Return on Investment (State funded projects only)

The recipient is required to provide quarterly return on investment program activities reports to 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 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 project results throughout the year and develop a basis for budget review in the event subsequent funding is requested for future years.

Reports should summarize the results achieved by the project for the preceding quarter and be cumulative for succeeding quarters. Although there may be some similarity between activity reports and deliverables submitted to FDOE, as specified in the grant agreement for payment purposes, this return on investment report is separate from those requirements.

All reports shall be submitted to the designated project manager for FDOE. All questions should be directed to the project manager: [PCOG@fldoe.org](mailto:PCOG@fldoe.org).

Support for Strategic Plan

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

Conditions for Acceptance

For applications to be considered review, the following requirements must be met:

1. Submit application within the timeframe specified in the RFA.
2. Include DOE 100A Project Application Form and DOE 101S Budget Narrative Form in the application.
3. Include the assigned TAPs number in all required forms.

4) All required forms are signed 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 the DOE 100A form 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.
* FDOE will accept an electronic signature, a scanned signature or PDF of a hardcopy signature.
* FDOE will accept a typed signature if the document is uploaded by the individual signing the document.
* The application must be submitted electronically to OGM via ShareFile.

**Attachments**

* Allocation Chart
* Project Performance Accountability
* Instructions for the Completion of the DOE 100A
* DOE-100A, Project Application Form
* General Terms, Assurances and Conditions for Participation in Federal and State Programs
* Award Assurances Form
* Risk Analysis
* Application Review Criteria and Checklist

**2025–26 Pathways to Career Opportunities Grant — Grow Your Own Teacher Apprenticeship Program (PCOG-GYO)**

**Allocation Chart**

**Project concept budgets may require revisions before**

**project award notifications (DOE 200) are issued.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Program Type** | **Certificate Subject** | **Amount** |
| Florida Gulf Coast College | Apprenticeship | * **Elementary Education** (K-6) * **Exceptional Student Education** (K–12) * **Pre-kindergarten/Primary Education** (Age 3–Grade 3) | $362,090 |
| St. Petersburg College | Apprenticeship | * **Elementary Education** (K-6) * **Exceptional Student Education** (K–12) * **Pre-kindergarten/Primary Education** (Age 3–Grade 3) * **Reading Endorsement** | $370,442 |
| Miami Dade College | Apprenticeship | * **Exceptional Student Education** (K–12, Reading Endorsement) * **Preschool Education** (Birth–Age 4, Reading Endorsement, Pre-K Disabilities Endorsement) * **Pre-kindergarten/Primary Education** (Age 3–Grade 3, Reading Endorsement, Pre-K Disabilities Endorsement) * **Mathematics** (6–12) * **Biology** (6–12) | $500,000 |
| Northwest Florida State College | Apprenticeship | * **Elementary Education** (K–6) * **English for Speakers of Other Languages (ESOL) Endorsement** * **Reading Endorsement** | $99,830 |
| Polk State College | Apprenticeship | * **Elementary Education (K–6)** * **ESOL Endorsement (K-12)** * **Reading Endorsement (K-12)** | $322,817 |
|  |  | TOTAL | $1,655,179 |



**Division of Finance and Operation Requirements**

In addition to adhering to the requirements in the Request for Application, eligible applicants must have a valid W-9 on file with the Division of Financial Services to receive state or federal funds.

**Agency Registrations**

Depending on the funding source, agencies must complete registrations with the following entities:

**State and Federal Funding**

1. **My Florida Market Place (MFMP)**
   * Website: [My Florida Market Place](https://flvendor.myfloridacfo.com/)
   * For questions about submitting the application, contact the My Florida Market Place Customer Service Desk at 1-866-352-3776 or visit the Vendor Information Portal.
2. **W-9 Information**
   * Additional information can be found at the [Florida Department of Financial Services Vendor Management](https://flvendor.myfloridacfo.com/).
   * For questions about submitting the W-9, contact the DFS Vendor Management Services Customer Service Desk at (850) 413-5519 or email [FLW9@myfloridacfo.com](mailto:FLW9@myfloridacfo.com).
3. **Sunbiz**
   * Website: [Sunbiz](https://dos.myflorida.com/sunbiz/)
   * For questions about submitting the application, contact the Florida Department of State at (850) 245-6000.
   * **Note:** Florida public government agencies are not required to register with Sunbiz. All other entities must register with the Division of Corporations.

**Risk Analysis**

1. **DOE 610 Risk Analysis Form (Local and Charter Educational Agencies Only)**

This form should be updated and emailed to [FDOERiskAnalysis@fldoe.org](mailto:FDOERiskAnalysis@fldoe.org) in the following situations:

* + A change in the management of the Superintendent or Chief Financial Officer.
  + An update to the Green Book.

1. **DOE 620 Risk Analysis Form**
   * Form: [DOE 620 Risk Analysis Form](https://www.fldoe.org/core/fileparse.php/5625/urlt/doe620.xlsx)
   * For questions about submitting the form, email [FDOERiskAnalysis@fldoe.org](mailto:FDOERiskAnalysis@fldoe.org). Submit the signed form and required attachments to the same email address.
2. **FDOE General Assurances, Terms, and Conditions**
   * Page two of section D in the FDOE General Assurances, Terms, and Conditions for Participating in Federal and State Programs form should be submitted with the application. This form is located at <https://www.fldoe.org/core/fileparse.php/5625/urlt/0076977-secd.doc>.
   * For questions about submitting General Assurances, contact Dwayne Gordon at [Dwayne.Gordon1@fldoe.org](mailto:Dwayne.Gordon1@fldoe.org) or Katrina Wilson at [Katrina.Wilson@fldoe.org](mailto:Katrina.Wilson@fldoe.org) or call (850) 245-9220.

Project Performance Accountability

**NOTE: The Project Deliverables form submitted as part of the Project Concept will be attached by FDOE.**

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

**FDOE’s project managers will:**

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

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

**Deliverables must:**

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

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

Instructions for Completion of DOE 100A

1. If not pre-populated, enter name and TAPS number of the program for which funds are requested.
2. Enter name and mailing address of 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 Unique Entity Identifier (UEI) requirements are explained on page A-2 of the Green Book. The Applicant name must match the name associated with their UEI 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 the DOE 100A when the application is submitted.

# Florida Department of Education

# Project Application

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please return to:**  Application must be submitted electronically to the Office of Grants Management via ShareFile. | 1. **Program Name:**   **2025 State Appropriation 121**  **Pathways to Career Opportunities Grant (PCOG)**  **Fiscal Year 2025–2026**  **TAPS NUMBER: 26B152** | | *DOE USE ONLY* Date Received | |
| **B) Name and Address of Eligible Applicant:** | | |
| **Project Number (DOE Assigned)** | |
|
|
| **C) Total Funds Requested:**    DOE USE ONLY  **Total Approved Project:**  $ | | **D) Applicant Contact & Business Information** | | |
| Contact Name:  Fiscal Contact Name: | | Telephone Numbers: |
| Mailing Address: | | E-mail Addresses: |
| Physical/Facility Address: | | UEI 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 | | | | |
|  | | | | |

**General Terms, Assurances and Conditions for Participation in Federal and State Programs**

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

**Award Assurances Form**

If awarded project funds for the Pathways to Career Opportunities Grant Grow Your Own Teacher Apprenticeship Program (PCOG-GYO), the sub-recipient must read the Request for Application (RFA) and agree to all terms and conditions in the application materials. These include the assurances below.

* The awardee shall provide enrollment information, as required by quarterly reporting instructions, for quarterly reports to be accepted. Public agencies, including those that partner with the awardee, must also report data according to procedures previously discussed in the RFA.
* Quarterly reporting training is offered during the award period. Completion of training may reduce delays due to corrections. This is especially important if the awardee did not receive an award in the previous grant period.
* **New programs must be registered within 120 days of the project award. For expansion projects, new occupations must be added to existing registered standards within 120 days of the grant award.**
* The awardee acknowledges the financial consequences discussed in the RFA.
* The awardee shall not use award funds for administrative or indirect costs.
* The purpose of equipment is to enable instruction/direct student support in FDOE-recognized apprenticeship programs. Although programs may involve tuition and fees not funded by the award (refer to allowable expenses), the purpose of equipment is not for generic use, for administration or for serving as a vehicle for awardee revenues.
* For all PCOG awards, including PCOG-GYO, vehicles are for instructional purposes only, not general or indirect use. Sub-recipients may be required to submit a vehicle purchase form for allowable vehicles.
* There is no guarantee of an extension to the grant period.
* Amendments are not retroactive. For the grant period from July 1 to June 30, the deadline for amendment submission is April 30.
* The awardee shall not use grant funds for prohibited expenditures as outlined in section (6) of Rule **6A-20.046**:
  + Prohibitions Related to Use of Grant Funds. In accordance with Section 1004.06, F.S., grant recipients, and sub contractors/recipients may not expend any funding awarded under this program to:
  + (a) Advocate for diversity, equity, and inclusion (DEI), or promote or engage in political or social activism as defined in Rule 6A-14.0718, F.A.C.;
  + (b) Purchase membership in, or goods or services from, any organization that discriminates based on race, color, national origin, sex, disability, or religion; or
  + (c) Promote differential or preferential treatment of individuals or companies on the basis of such classification.

**I certify that I have reviewed, understand, and agree to comply with the above assurances.**

Name of Awardee Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Awardee Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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, and State Universities and State Agencies** must use the DOE 610 form. Once submitted and approved, the risk analysis will remain in effect unless changes are required by changes in Federal or State law, changes in the circumstances affecting the financial and administrative capabilities of the agency or requested by the Department. A change in the agency head or the agency’s head of financial management requires an amendment to the form. The DOE 610 form may be found at <http://www.fldoe.org/core/fileparse.php/5625/urlt/doe610.xls>.

**Governmental and Non-Governmental Entities** must use the DOE 620 form. The DOE 620 form is required to be submitted each state fiscal year (July 1-June 30) prior to a Project Award being issued for that agency. An amendment is required if significant changes in circumstances in the management and operation of the agency occurs during the state fiscal year after the form has been submitted. The appropriate Risk Analysis form may be found athttps://www.fldoe.org/core/fileparse.php/5625/urlt/doe620.xlsx.

**Grants Management Training**

Non-public entities are required to take the Grants Fiscal Management Training and Assessment annually. The agency head and/or the agency’s chief financial manager (CFO) must complete this training within 60 days of the date of execution (Block 12) on the DOE 200 form, Project Award Notification. Training and assessment can be found at

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

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

2025–26 Pathways to Career Opportunities Grant

2025 State Appropriation 121

APPLICATION REVIEW CRITERIA AND CHECKLIST

**Place all items requested in the order indicated below**.

* Eligible applicants must submit all documents electronically to FDOE Office of Grants Management in the established ShareFile Folder #1 TAPS# XXB152 by the due date of **Friday, September 26, 2025 at 5:00 PM Eastern Time**.
* Include this form in the application package and **only the items requested**.
* Do not submit additional materials that are not expressly requested for this application.
* Submit a current DOE 610 or 620 if you do not have one on file.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Included**  **in Submission** | **DOE STAFF**  **ONLY** | |
|  |  | **Complete** | **Incomplete** |
| **Information located in the RFA. Submit the documents below as one file (PDF).** |  |  |  |
| * DOE 100A Project Application with Signature |  |  |  |
| * General Terms and Assurances |  |  |  |
| * Award Assurances |  |  |  |
| * If applicable: DOE 610 or 620 Risk Analysis Form |  |  |  |
| * Application Review Criteria and Checklist   (this form) |  |  |  |
| **Attached by FDOE from the Project Concept Excel Workbook.** |  |  |  |
| * General Information |  |  |  |
| * Fiscal Information |  |  |  |
| * Program Summary |  |  |  |
| * Program Deliverables (Project Performance Accountability) |  |  |  |
| * Enrollment Table |  |  |  |
| * Graduates Table |  |  |  |
| * DOE-101S Proposed Budget |  |  |  |
| * Projected Equipment Purchases Form |  |  |  |
| **Attached by FDOE from the Project Concept, Supplementary Items.** |  |  |  |
| * Letter(s) of Attestation or Support |  |  |  |
| * Chart of Accounts (non-public entities only) |  |  |  |