

PATHWAYS TO CAREER OPPORTUNITIES GRANT

General Release Project Concept Instructions

Program Name

Pathways to Career Opportunities Grant (PCOG) Program

Bureau / Office

Division of Career and Adult Education

Total Funding Amount

\$14,600,000

Budget / Program Performance Period

July 1, 2024 – June 30, 2025

Specific Funding Authority(ies)

2024-25 General Appropriations Act, Appropriation Item 121, Aid to Local Governments – Grants and Aids – PCOG from General Revenue Fund.

1. The recurring funds from the General Revenue Fund in Specific Appropriation 121 are provided for the PCOG Program. The Florida Department of Education (FDOE) shall administer the grant, identify projects, solicit proposals and make funding recommendations to the Commissioner of Education, who is authorized to approve grant awards. Grantees include high schools, career centers, charter technical career centers, Florida College System institutions and other entities authorized to sponsor an apprenticeship or preapprenticeship program, as defined in section [446.021, Florida Statutes \(F.S.\)](#).

- a. The funds may be used to establish new programs or operate or expand existing apprenticeship and preapprenticeship programs.
- b. Applicants must provide projected enrollment and projected costs for the new, operating or expanded apprenticeship program.
- c. The department shall give priority to apprenticeship programs with demonstrated regional demand.
- d. Grant funds may be used for funding the cost of providing related technical instruction, instructional equipment, supplies, personnel, student services and other expenses associated with the creation, operation or expansion of an apprenticeship or preapprenticeship program.
- e. Grant funds may not be used for administrative or indirect costs.
- f. Grant recipients must submit quarterly reports in a format prescribed by the department.

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

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

Funding Purpose / Priorities

The funds may be used to establish new and operate or expand existing apprenticeship and preapprenticeship programs.

- A **new program** is defined as:
A training plan for the program that meets the requirements for registration under Rules [6A-23, F.A.C.](#) or [6A-23.010, F.A.C.](#)
- A **program expansion** is defined as:
A program with an existing certificate of registration awarded under [6A-23.004, F.A.C.](#) or [6A-23.010, F.A.C.](#), with the intention of utilizing this funding opportunity to expand the capacity of, or add an occupation to, an existing program.
- An **operating program** is defined as:
A program that is registered with the Florida SAA, is not and has no partnership with a Local Education Agency (LEA) for the provision of related technical instruction, has an existing certificate of registration awarded under [6A-23.004, F.A.C.](#) or [6A-23.010, F.A.C.](#), and has the intention of utilizing this funding opportunity to operate an existing program.

Target Population(s)

- Apprentices or preapprentices registered in an FDOE-approved apprenticeship or preapprenticeship program.
- Potential apprentices or preapprentices that will be registered in an FDOE-approved apprenticeship or preapprenticeship program.

Applicants are highly encouraged to recruit apprentices from Workforce Innovation and Opportunity Act (WIOA) eligible population groups such as those individuals with a barrier to employment as defined in [WIOA Section 3\(24\)\(A-N\)](#).

Eligible Applicant(s)

- High Schools
- Career Centers
- Charter Technical Career Centers
- Florida College System institutions
- State University System institutions
- Other Entities Authorized to sponsor an apprenticeship or preapprenticeship program, as defined in [446.021 \(F.S.\)](#).

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.

Grant funds may be used for funding the cost of providing related technical instruction, instructional equipment, supplies, instructional personnel, student services and expenses associated with the creation, operation or expansion of an apprenticeship program.

Examples of allowable expenditures:

- Instructional materials
- Instructional equipment
- Instructional personnel
- Curriculum development
- Supplies and consumables
- Industry certification examinations
- Recruitment and orientation activities
- Basic literacy/skills assessments
- Personnel associated with student services

Please contact the Grant Manager for questions regarding allowable expenses by email at PCOG@fldoe.org.

Unallowable Expenses

Unless otherwise specifically authorized herein, sub-recipient shall not convey anything of value, including but not limited to gifts, loans, rewards, favors or services, directly to any agent, employee or representative of the Department, and shall promptly notify the Department in the event that an agent, employee or representative of the Department attempts to solicit the same.

Below is a list of items or services that are generally not allowed or authorized as expenditures. This is not an all-inclusive list of unallowable items. Subrecipients are expected to consult the FDOE program office with questions regarding allowable costs.

- Administrative Costs (All direct and indirect costs associated with the management of grant programs)
- Indirect Costs
- Apprentice and Preapprentice Wages
- Tuition/User Fees of Any Kind
- Office Supplies
- Proposal Preparation (including the costs to develop, prepare or write the proposal)
- Entertainment (a field trip without the approved academic support will be considered entertainment)
- Meals/Refreshments/Snacks
- End-of-Year Celebrations/Parties/Socials
- Game Systems and Game Cartridges
- Out-of-State travel without FDOE pre-approval
- Overnight Field Trips (retreats)
- Incentives (plaques, trophies, stickers, t-shirts, give-a-ways)
- Gift Cards

- Decorations
- Advertisement
- Promotional or Marketing Items (flags, banners, give-away items)
- Purchase of Facilities (buildings)
- Purchase of Vehicles
- Land Acquisition
- Kitchen Appliances (for non-instructional purposes)
- Capital Improvements and Permanent Renovations (playgrounds, buildings, fences)
- Dues to Organizations/Federations/Societies (for personal benefit)
- Clothing or Uniforms (non-instructional)
- Any cost which has been budgeted to be paid for from another grant source (Federal Apprenticeship Grant Program, CareerSource Grant)

Please contact the Grant Manager for questions regarding allowable expenses by email at PCOG@fldoe.org.

Letters of attestation or support

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

- **Preapprenticeship Program:** A letter of support from the registered apprenticeship sponsoring program will be required with the project concept.
- **Expansion Program:** Submitting a project concept 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:** Submitting a project concept 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 project concept. 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 project concept.

Project Concept Due Date

Project Concepts are due on or before May 24, 2024 at 5PM EDT.

Project Concept Workbook

Applicants must complete and submit the required information in each of the following tabs in the Project Concept Excel Workbook to PCOG@fldoe.org. An incomplete Project Concept may be disqualified; the project concept consists of:

- Instructions
- Key Terms and Provisions
- General Information
- Fiscal Information
- PCOG New Program
- PCOG Expansion Program
- PCOG Operating Program
- Program Deliverables
- Enrollment Table
- Anticipated Completers Table
- Budget Instructions
- Budget Examples
- DOE-101S Proposed Budget Narrative Form
- Projected Equipment Purchase Form
- Letters of support or Attestation (if applicable)

Definitions

New Program: New funding concept pitches seek to establish brand new apprenticeship or preapprenticeship programs as evidenced by a training plan for the program that meets the requirements for registration under Rules 6A-23 or 6A-23.010, Florida Administrative Code (F.A.C.), and which must be registered with the Florida Department of Education within 120 days of grant award. Upon registration the program will be issued a unique program number.

Expansion Program: Expansion concept pitches seek to increase capacity of apprentices and/or occupations of an existing program that is registered with the Florida Department of Education (state apprenticeship agency) to do the following:

- Add a new occupation(s) to the existing registered standards for the program (within 120 days of grant award)
- Add new training seats to an existing occupation(s) contained in the registered standards for the program. For example, if a program trains a cohort of 30 welder apprentices in a single year, an example of expansion would be the program intends to add an additional 8 seats (in the funding year) to the cohort to train a total of 38 welder apprentices.

Operation of Existing Program: Concept pitches for operation funds for existing registered apprenticeship or preapprenticeship programs are limited to those programs that are fully registered with the Florida Department of Education (state apprenticeship agency) that do not partner during the funding year with a public Local Educational Agency (LEA) for related technical instruction. The project concept must be submitted by the registered sponsor. PCOG funds may be used to support the operating costs of the program to recruit, train and graduate apprentices. Operating programs are eligible for up to \$3,000 per apprentice and \$1,500 per preapprentice, this is subject to the availability of funds and may be prorated.

Acceptable Concept Pitch Type by Applicant Type

The table below outlines various types of PCOG applicants, and the concept type(s) they may pitch.

Types of Applicants	Concept Type Pitch		
	Expansion	Operating	New
Entity authorized to sponsor a program not already registered	No	No	Yes
Existing program sponsors without an LEA partnership for RTI	Yes	Yes	No
Existing program sponsor who partners with an LEA for RTI	Yes	No	No
LEAs who are not program sponsors	Yes (attestation required)	No	Yes (attestation required)
LEAs who are existing program sponsors	Yes (attestation required)	No	No
Applicant of 2 or more sponsors with shared budgetary resources	Yes	No	No

Project Performance Accountability Information, Instructions, and Form

NOTE: Programs who are awarded in the operating program category will follow the predetermined deliverables below. Programs who are awarded in the new or expanding program category will use a blank template and the instructions located in the “Program Deliverables” tab of the project concept excel workbook to fill in their own deliverables in the application.

Scope of Work Tasks/Activities	Deliverables (product or service)	Evidence (verification)	Due Date (completion)	Unit Cost
Operate an existing apprenticeship/preapprenticeship program.	Utilize Pathways to Career Opportunities Grant (PCOG) funds to maintain and operate an apprenticeship/preapprenticeship program in the state of Florida.	Documentation to confirm the number current enrollees in the program for the reporting quarter to include signed apprenticeship agreements and a DOE-399 showing the funds have been expended.	End of the first quarter. October 20, 2024	Up to \$3,000 per apprentice currently enrolled or up to \$1,500 per preapprentice currently enrolled, reimbursed in quarterly increments and subject to the availability of funds.
Operate an existing apprenticeship/preapprenticeship program.	Utilize Pathways to Career Opportunities Grant (PCOG) funds to maintain and operate an apprenticeship/preapprenticeship program in the state of Florida.	Documentation to confirm the number current enrollees in the program for the reporting quarter to include signed apprenticeship agreements and a DOE-399 showing the funds have been expended.	End of the second quarter. January 20, 2025	Up to \$3,000 per apprentice currently enrolled or up to \$1,500 per preapprentice currently enrolled, reimbursed in quarterly increments and subject to the availability of funds.
Operate an existing apprenticeship/preapprenticeship program.	Utilize Pathways to Career Opportunities Grant (PCOG) funds to maintain and operate an apprenticeship/preapprenticeship program in the state of Florida.	Documentation to confirm the number current enrollees in the program for the reporting quarter to include signed apprenticeship agreements and a DOE-399 showing the funds have been expended.	End of the third quarter. April 20, 2025	Up to \$3,000 per apprentice currently enrolled or up to \$1,500 per preapprentice currently enrolled, reimbursed in quarterly increments and subject to the availability of funds.
Operate an existing apprenticeship/preapprenticeship program.	Utilize Pathways to Career Opportunities Grant (PCOG) funds to maintain and operate an apprenticeship/preapprenticeship program in the state of Florida.	Documentation to confirm the number current enrollees in the program for the reporting quarter to include signed apprenticeship agreements and a DOE-399 showing the funds have been expended.	End of the fourth quarter. July 20, 2025	Up to \$3,000 per apprentice currently enrolled or up to \$1,500 per preapprentice currently enrolled, reimbursed in quarterly increments and subject to the availability of funds.