

Pathways to Career Opportunities Grant

GET THERE

Florida's Workforce Education Initiative

Space Coast Funding
Opportunities

Webinar

August 4, 2022



Webinar Agenda:

1. Webinar Agenda and Purpose
2. The Future of Florida's Workforce
3. Registered Apprenticeship 101
4. Funding Purpose and General Information
5. Overview of Excel Application Requirements
6. Completing the Application
7. Recommended Awards Process
8. Questions

Purpose:

To inform potential Pathways to Career Opportunities Grant (PCOG) – Space Coast applicants about the PCOG requirements, timelines and expectations and to answer questions about the PCOG Request for Proposals (RFP) posed by attendees.

The Future of Florida's Workforce

Kathleen Taylor
Bureau Chief, Standards,
Benchmarks and
Frameworks



Executive Order 19-31

**Charting a Course
for Florida to be
#1 in the Nation in
Workforce
Education by 2030**

HB 5001-2022 General Appropriations Act

- **\$15 million** (an increase in \$5 million over previous grant competitions) appropriation maintained for the Florida Pathways to Career Opportunities Grant!
- The funds may be used to establish new apprenticeship or preapprenticeship programs, or expand existing programs.

HB 5001-2022 General Appropriations Act (Continued)

- \$10 million funding opportunity is closed.
- \$5 million for apprenticeship and/or preapprenticeship programs specifically focused on aerospace, manufacturing, logistics, and engineering technology occupations from Florida's Space Coast;
 - Flagler, Volusia, Brevard, Indian River, St. Lucie, and Martin counties **ONLY**.

Registered Apprenticeship 101



Overview

- Federal and State Laws
- Purpose of Apprenticeship/Components
- Common Terminology
- Registered Apprenticeship Sponsorship
- Apprenticeship Models
- Structure of Registered Apprenticeships in Florida

Federal Laws

- **Title 29 CFR part 29** – Labor Standards for the Registration of Apprenticeship Programs.
 - Commonly referred to as “29.29”

- **Title 29 CFR part 30** – Equal Employment Opportunity In Apprenticeship.
 - Commonly referred to as “29.30”

State Laws

- **Chapter 446 – Job Training**
 - Section 446.011-092, F.S.

- **Chapter 6A-23**
 - Florida Administrative Code 6A-23.001-011

Purpose of Apprenticeship

- To enable **employers** to develop and apply industry recognized standards to training programs with the intention of:
 - increasing productivity;
 - improving quality of the workforce;
 - retaining company knowledge; and
 - reducing turnover.
- Registered Apprenticeship is an **employer-driven** process

Components of Registered Apprenticeship



BUSINESS INVOLVEMENT

Employees are the foundation of every Registered Apprenticeship Program.



STRUCTURED ON-THE-JOB TRAINING

Apprentices receive on-the-job training from an experienced mentor for typically not less than a year.



RELATED TECHNICAL INSTRUCTION (RTI)

Apprenticeships combine on-the-job learning with technical education at community colleges, technical schools, apprenticeship training schools, provided online or at the jobsite.



REWARDS FOR SKILL GAINS

Apprentices receive increases in wages as they gain higher level skills.



OCCUPATIONAL CREDENTIAL

Registered Apprenticeship Programs result in a nationally-recognized credential – a 100% guarantee to employers that apprentices are fully qualified for the job.

Registered Apprentices

- At least 16 years of age.
- Engaged in learning a recognized occupation through work experience under the supervision of journey-workers/mentors.
- Training is combined with related technical instruction.
- Individual has entered into a written agreement, known as an apprentice agreement, with a registered apprenticeship sponsor (employer, association of employers, local education agency or a local joint apprenticeship committee).

Common Terms

- **Registered Apprenticeship Program** – a plan containing all terms and conditions for the qualification, recruitment, selection, employment and training of apprentices, including the requirement for a written apprenticeship agreement.
- **Standards of Apprenticeship** – the minimum requirements established for each apprenticeable occupation under which an apprenticeship program is administered.

Common Terms

- **Registered Preapprentice** – any person 16 years of age or over engaged in a course registered as a preapprenticeship program with the department; this instruction may take place in the public school system or elsewhere, as permitted by state law and rule.

Common Terms

- **Registered Preapprenticeship Program** – an organized course of instruction in the public school system or elsewhere, which is designed to prepare a person 16 years of age or older to become an apprentice and is approved by and registered with the department and sponsored by a registered apprenticeship program.

Common Terms

- **Registration Agency** – a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; and conducting reviews for compliance and quality assurance assessments for federal purposes. The Florida Department of Education is the US DOL approved registration agency.

Common Terms

- **Related Technical Instruction (RTI)** – An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical subjects related to a specific occupation. (Minimum of 144 hours per year recommended)

Common Terms

- **Related Technical Instruction (RTI) (Continued):**
 - It can be spread out over the course of the apprenticeship, front-loaded, segmented or articulated (prior experience credit).
 - It can be delivered by an educational institution, in-house, on-line, correspondence or any combination.
 - Apprentices can be enrolled in either clock hour or credit hour courses, when appropriate.

Common Terms

- **National Program Standards (NPS)** – Standards of Apprenticeship registered, managed and serviced by the USDOL, Office of Apprenticeship, Division of Standards and National Industry Promotion. The USDOL, Office of Apprenticeship is the Registration Agency for these programs, not the Florida Department of Education.
- Sponsors of NPS's who have registered in Florida for reciprocity purposes, as per 29 CFR part 29.13(b)(7) are eligible to apply for the Pathways to Career Opportunity Grant Program.

Registered Apprenticeship Sponsors

Sponsors are responsible for the administration of all aspects of a Registered Apprenticeship program.

- **Who can sponsor?**

- A single employer;
- A trade association;
- A group of employers;
- Local workforce board;
- An educational institution;
- Community or faith-based organization; or
- Other approved entity.

Registered Apprenticeship Models

The length of an apprenticeship program varies from one to five years depending on the occupation training requirements.

- **Time-Based:** Apprentices complete a required number of hours in on-the-job training (2,000 hour minimum required).
- **Competency-Based:** Apprentices progress at their own pace, demonstrating competency in skills and knowledge through proficiency assessments.

Registered Apprenticeship Models

- **Hybrid-Based:** Using minimum and maximum range of hours and the successful demonstration of identified and measured competencies.

Funding Purpose and General Information

Charles “Charlie” Feehrer
Grant Manager, Pathways to
Career Opportunities Grant



Specific Fund Source:

2023 State of Florida General Appropriations Act

Appropriation Number 119
Aid to Local Governments - Grants and Aids

Pathways to Career Opportunities Grant from
General Revenue Fund
\$10 million for general release (*ended 7/15/22*)
\$5 million for Florida Space Coast only (*due 8/18/22*)

Funding Purpose:

- Based on rule [6A-20.046 F.A.C.](#):
 - A **new program** is defined as:
 - A training plan for the program that meets the requirements for registration under rules [6A-23.005](#) or [6A-23.010, F.A.C.](#)
 - A **program expansion** is defined:
 - A certificate of registration awarded under rules [6A-23.003](#) or [6A-23.010, F.A.C.](#)

Funding Purpose (Continued):

- An applicant must submit a **separate grant application** for each apprenticeship and/or preapprenticeship program for which funds are being requested.
 - Only one application per registered or future registered program.
 - Agencies may apply for multiple programs.

Funding Purpose (Continued):

- The creation of a new program is evidenced by the submission of a program (plan) containing all the terms and conditions of the training to be submitted within the Standards of Apprenticeship or Preapprenticeship or the addition of a new occupation to the program.
- The expansion of an existing program is evidenced by an Apprenticeship Certificate of Registration issued by USDOL or Preapprenticeship Certificate of Registration issued by FDOE containing a unique registration number.

Proposal Requirements:

- **New project** proposals must be prepared to submit program standards to FDOE within 120 days of issuance of the grant award notification.
- **Expansion project** proposals must be prepared to employ new apprentices or train new preapprentices within 120 days of issuance of the grant award notification.
- Failure to meet this requirement will directly impact awarded agencies' ability to access grant funds.

Proposal Requirements (Continued):

- All registered apprenticeship programs or preapprenticeship projects must comply with FDOE requirements for approval of programs.
- Grant funds may be used for instructional equipment, supplies, instructional personnel, student services and some expenses associated with the creation or expansion of an apprenticeship or preapprenticeship program.
- Grant funds may not be used for *indirect costs*.

Proposal Requirements (Continued):

- A Notice of Intent-to-Apply for each grant proposal to be considered must be submitted to **FDOE by Thursday, August 18, 2022** (by 5PM EDT).
 - www.surveymonkey.com
- Application **Due Date: Thursday, August 18, 2022**, proposals must be received within the FDOE not later than the close of business (5PM EDT) on the due date.

Funding Allocation:

Total Funding Amount

- \$10,000,000
 - This funding opportunity has ***closed***.
 - No applications for this funding opportunity will be accepted during this Space Coast only competition.

Funding Allocation:

Total Funding Amount

- \$5,000,000
 - Florida Space Coast **only**.
 - Brevard, Flagler, Indian River, Martin, St. Lucie, and Volusia counties **only**.
 - Allowable Occupations:
 - Aerospace/Aviation, Manufacturing, Engineering/Technology, and Transportation/Distribution/Logistics occupations **only**.
 - IT/Cyber Security may be allowable **only if** it is in conjunction with one of the above occupations/employers.

Program Performance Period

- July 1, 2022 to June 30, 2023
- Recipients awarded for the 2022-23 program period are **NOT** guaranteed any additional funds beyond the 2022-23 grant year.

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.

Targeted Groups Include:

- Veterans
- Economically Disadvantaged Residents
- Disadvantaged Youth
- Individuals with Disabilities
- Those Experiencing Chronic Homelessness
- Youth Experiencing Homelessness
- Those Experiencing Current or Past Substance Abuse

Eligible Applicants:

1. Public High Schools
2. School District Career Centers
3. Charter Technical Career Centers
4. Florida College System Institutions
5. Other entities authorized to sponsor an apprenticeship or preapprenticeship program, as defined in [ss. 446.011 – 446.92, F.S.](#)

Application Due Date:

Thursday, August 18, 2022

Application must be emailed to CTEGRANT@fldoe.org
no later than the close of business
(**5PM EDT**) on the due date.

General Information:

Assurances

- General Terms, Assurance and Conditions for Participation in State Programs
- Must be signed by current agency head

Risk Analysis

- DOE 610 - School Districts, State Colleges, State Universities and State Agencies (must be current on file with FDOE)
- DOE 620 - Governmental and Non-Governmental Entities (must be submitted to FDOE with grant application)

Payment Methods:

- Up to 25 percent of the total award may be advanced for the first payment.
- In order to receive subsequent payments:
 - At least 90 percent of the previous award amount disbursed must be reported on the DOE 399 and supported by appropriate documentation including copies of invoices, timesheets and/or receipts as required by FDOE, and
 - Making provable gains on the approved deliverables and milestones determined by the applicant within the PCOG Excel Application.

Payment Methods:

- For projects developing a **new** apprenticeship or preapprenticeship program, no more than 50 percent of the total award may be advanced or paid until the sponsor has submitted the standards of apprenticeship or standards of preapprenticeship to the FDOE and the FDOE has approved and registered the program.

Payment Methods (Cont.):

- For projects to **expand existing** apprenticeship or preapprenticeship programs, no more than 50% of the total award may be advanced or paid until the expanded program, including classes or training for the additional apprentices or preapprentices, has begun.

Fiscal Requirements:

- Must submit a completed DOE-101S Budget Narrative form.
- Budgeted items must correlate with the narrative portion of the proposal that describes the specific tasks and deliverables.
- Adhere to the “[Green Book](#)” and the [General Assurances for Participation in State Programs](#).

General Information:

Equipment Purchases

- FDOE Projected Equipment Purchases Form
 - Follow the **NEW** FDOE guidance on this form.

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.
 - Utilize the [e-verify](#) system to verify the employment eligibility of all new employees

General Information (Continued):

- **Allowable Expenses (Examples):**
 - Instructional materials
 - Instructional equipment
 - Curriculum development
 - Industry certification examinations
 - Recruitment and orientation activities
 - Basic literacy/skills assessments
 - Personnel (including instructional)

General Information (Continued):

Unallowable Expenses

- Funds may not be used for *indirect costs*.

Examples (this is not an exhaustive list):

- Building Construction
- Pre-Award Costs
- Proposal Preparation (cost to develop, prepare or write the proposal)
- Clothing or Uniforms (non-instructional)

General Information (Continued):

Reporting Requirements

- Reports will summarize the results achieved by the awarded agency for the preceding quarter
- Quarterly Reports include the following:
 - Grant Activity Report
 - ***Provable gains on approved deliverables.***
 - DOE-399 Financial Report
 - ***Supporting documentation for all reported Expenditures***
 - PCOG Performance Outcomes Form
 - ***Signed and redacted apprenticeship/preapprenticeship agreements.***

General Information (Continued):

Financial Consequences

- FDOE staff will review progress and approve all activities and deliverables in the Grant Activity Report.
- Failure to meet and comply with the agreed upon activities and deliverables established in the grant may result in partial payment or non-payment, as appropriate.
- Future advance payment requests may be withheld until the recipient meets the approved activities identified in the application.

Overview of Excel Application Requirements



Excel Workbook Application:

Instructions for Submitting Excel Workbook Documents

- Calibri – Font (Size – 14)
 - Excel Workbook only
- Written responses should be brief, clear and concise.
 - The maximum cell size in Excel equates to a maximum of **4,000** characters per narrative box.

Excel Application (Continued):

Instructions (Continued)

- Narrative boxes will automatically adjust to the length of your text.
 - If they do not, please contact me for assistance.
- Email questions to Charles.Feehrer@fldoe.org

Excel Application (Continued):

Instructions (Continued)

- A mandatory Notice of Intent to Apply is required to participate in the application review process.
 - The Notice of Intent to Apply is due no later than close of business at FDOE on or before **Thursday, August 18, 2022**.
 - The link for the Notice of Intent to Apply is: www.surveymonkey.com
 - There will be **NO** email verification.

Excel Application (Continued):

Instructions (Continued)

- A complete application must contain:
 - DOE-100A Project Application Form (Word document, “saved-as PDF)
 - General Assurances (if applicable)
 - DOE-610 or DOE-620 Form (if applicable)
 - Letter(s) of support (if applicable)
 - Application Review Criteria and Checklist
 - PCOG Application (Excel Workbook)

Excel Application (Continued):

General Program Information

- Complete the summary for the proposed project.
 - Be sure to include information in all of the provided narrative boxes.
 - Several narrative boxes open in the adjacent cells when information is input. Any cell that requires the input of information is color-coded blue-grey like below.



Excel Application (Continued):

Program Need

- Provide a narrative description of the workforce need in the applicant's region for additional skilled employees in the occupation(s) identified in the General Program Information tab.
 - Include the most up-to-date statewide or regional employment projections.
 - Responses should include compelling evidence.
 - The description should make clear the need is evident and links to identified outcomes.

Excel Application (Continued):

Program Proposal

- This tab ***will be blank until*** a selection is made on question 1a of the “General Program Information” Tab.
- The tab will then ***automatically change*** based on your response to question 1a on the “General Program Information.”
- Applicants must use additional PCOG applications if they are applying for an apprenticeship ***AND*** preapprenticeship program.

Excel Application (Continued):

Program Design, Implementation, and Sustainability

- Provide a narrative description of the providers' experience, qualifications and demonstrated effectiveness with registered apprenticeship or preapprenticeship training.
- Respond to narrative questions 1 – 8 on this form.
 - Be mindful of the character limit.
 - Make sure your response is visible within the narrative box. If you can't see your response, neither will the reviewers.

Excel Application (Continued):

Program Design, Implementation and Sustainability

- Describe the design and implementation plan. Include measurable objectives, activities and the timeline for the program.
 - Refer to the criteria listed below the last narrative box on the bottom of each sheet.
- Describe how the program intends to ensure sustainability or expansion of the program after the grant period ends.

Excel Application (Continued):

Participant Recruitment, Selection and Retention

- Describe how apprentices or preapprentices will be recruited, selected and retained.
 - Your responses should include the affirmative methods used for reaching women and minorities.
 - Utilize Title 29 C.F.R. part 30 to guide your responses.

Excel Application (Continued):

Enrollment by Occupation and Anticipated Completers by Occupation Tables

- Describe the expected enrollment and performance outcomes, using the Enrollment by Occupation and Completers by Occupation charts provided.
 - The formulas for these tables are already in place. Simply input the whole number in the corresponding grid and the form will calculate your responses automatically.

Excel Application (Continued):

Program Proposal

- Applicants must provide no less than five (5) Program Goals, five (5) Key Objectives, five Key Outcomes and five (5) Milestones, Timeframes or Deliverable Dates.
 - Milestones, Timeframes and Deliverable Dates must be within the grant period (7/01/2022 – 6/30/2023).
- Utilize the criteria found above the narrative boxes to help create your goals, key objectives, key outcomes, and milestones/timeframes/deliverable dates.

Excel Application (Continued):

Program Proposal

- Each Program Goal listed by the applicant ***MUST*** correspond to the:
 - Key Objectives
 - Key Outcomes and Deliverables, and
 - Milestones, Timeframes or Deliverable Dates

Excel Application (Continued):

Budget

- Present a budget that reflects the objectives and proposed costs of the program.
 - ***Separate salary from fringe.***
 - Be detailed and specific in the narrative.
 - The cells will expand to accommodate text length (no character limit here).
 - If you need additional space, contact the grant manager.
 - No ***Indirect*** or ***Administrative Costs***.

Excel Application (Continued):

Budget (Continued)

- Proposed expenditures must meet the following criteria to be considered for approval.
 - The proposed expenditures must be reasonable, necessary, and allocable.
 - The proposed expenditures follow the allowable/unallowable guidance.

Projected Equipment Purchases Form

- **MUST** be completed (if applicable).

General Information:

- Notice of Intent-to-Apply-Mandatory
 - www.surveymonkey.com
 - Date: **Thursday, August 18, 2022**
- Due Date/Submission Requirement
 - Date: **Thursday, August 18, 2022** by **5PM (EST)** to CTEGRANT@fldoe.org
- Method of answering questions
 - Charles.Feehrer@fldoe.org

Completing the Application



Application Forms:

Required Forms

- Only submit the **current** PCOG Excel application. Submission of previous versions will disqualify the applicant from the procurement process.
- All required forms to complete this application are included in the Excel and Word portions of the application.
- Please review the **entire** Excel and Word RFP application packet prior to filling them out.
 - Several items have changed this year.

Application Forms:

- Mandatory Notice of Intent to Apply
 - Completed online via Survey Monkey link
- DOE-100A, Project Application Form
- General Assurances Form (if applicable)
- DOE-610 or DOE-620 (if applicable)
- Application Review Criteria and Checklist
- Letter(s) of Support (if applicable)
- Excel Workbook Application
 - All tabs must be completed herein (where applicable).

Submitting the Application:

PCOG Application (Excel)

- Correct submission of the PCOG Excel Workbook Application will consist of:
 - All narrative boxes are completed.
 - All drop-down lists are completed.
 - A mandatory Notice of Intent to Apply has been submitted.
 - www.surveymonkey.com

Additional Space (Excel):

- If additional space is needed on the Excel Workbook, please contact the Grant Manager at Charles.Feehrer@fldoe.org or call 850-245-0915.

Submitting the Application:

PCOG Application (Word document RFP)

- Applicant must complete DOE-100A.
 - Form must be signed by the Agency Head or other authorized signatory.
- General Assurances Form is completed (if applicable).
- DOE-610 or DOE-620 is completed (if applicable).

All Word document RFP forms must be saved as a “pdf.”

Submitting the Proposal (Continued):

The completed application must be emailed to:

CTEGRANT@fldoe.org by close of business

5PM (EDT) Thursday, August 18, 2022

The **TWO** files that **MUST** be emailed:

1. 2023PCOGSC_AgencyName.xlsx (for the Excel Workbook Application)
2. 2023PCOGSC_AgencyName.pdf (for the DOE-100A, General Assurances, DOE-610/620, Letter(s) of Support, and Review Criteria and Checklist)

Recommended Awards Process



Method of Review:

- Pre-screening done by FDOE staff to ensure conditions for acceptance are addressed.
- Proposals that meet the conditions for acceptance will be reviewed and scored by a team of qualified professionals and stakeholders with education and/or apprenticeship and preapprenticeship experience.
- 100 – point scale, with minimum score of **75 points** required for an application to be considered for funding.

Process for Awards:

- The proposals will be ranked.
- FDOE preference and goal to identify at least one proposal for award per apprenticeship region.
- FDOE staff will review recommended proposals for compliance with programmatic and budget policy.

Process for Awards:

- Awards are subject to the availability of funds.
- Proposals approved by the Commissioner of Education for funding will receive notification from FDOE staff.
- The Commissioner has final approval and may recommend an amount greater ***or less than*** the amount requested in the proposal.

Questions?



www.FLDOE.org

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Pathways to Career Opportunities Grant

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