

# FLORIDA DEPARTMENT OF EDUCATION

**Pathways to Career Opportunities Grant (PCOG) - Grow Your Own Teacher (GYO)**

**Apprenticeship Program**

Request for Application (RFA Discretionary)

Bureau / Office

Division of Career and Adult Education

TAPS Number

25B152

Program Name

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

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. PCOG GYO grantees may include public Florida College System (FCS) institutions, State University System (SUS) institutions and independent colleges and universities (ICUF) institutions with a baccalaureate-level state approved educator preparation program (EPP) approved by the Florida Department of Education that have partnered with Florida school districts to create an innovative partnership for a no cost pathway to the teaching profession for registered teacher apprentices.
   1. The funds may be used to develop the related technical instruction component for school districts intending to participate in the FDOE sponsored Grow Your Own Teacher Apprenticeship Program (also known as the pre-baccalaureate registered teacher apprenticeship program).
   2. An individual applicant may not receive more than 10 percent of the total amount appropriated.
   3. Applicants must provide projected enrollment, projected graduates and projected costs for the EPP to administer the related technical instruction component.
   4. The department shall give priority to programs with demonstrated regional demand.
   5. Grant funds may be used for funding the cost of providing related technical instruction, instructional design and equipment, supplies, personnel, student services, and other expenses associated with the related technical instruction component. As a condition of participating in this grant program, no costs for participation shall be passed along to a participating teacher apprentice (i.e. instructional materials, tuition and fees (if applicable).
   6. Grant funds may not be used for administrative or indirect costs.

g. Grant recipients must submit quarterly reports in a format prescribed by the department.

1. [Rule 6A-20.046](https://www.flrules.org/gateway/ruleNo.asp?id=6A-20.046) PCOG Program

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

$2,862,578.00

Type of Award

Discretionary Non-Competitive

Budget / Program Performance Period

July 1, 2024 – June 30, 2025

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 November 15, 2024 at 5PM EDT.**

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

**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 to seek braided funding opportunities.

Contact Persons

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

Julie Nichols Phyllis White

Educational Consultant Grant Manager

850-245-9460 850-245-0715

[Julie.Nichols@fldoe.org](mailto:Julie.Nichols@fldoe.org) [Phyllis.White@fldoe.org](mailto:Phyllis.White@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 C.F.R. 200, Uniform Grant Guidance (UGG) requiring agencies to submit a common assurance for participation in federal programs funded by the United States Education Department (USED); Applicable regulations of other Federal agencies; and State regulations and laws pertaining to the expenditure of state funds

In order to receive funding, **applicants must have on file with the Florida Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State and Federal Programs.** The complete text may be found in Section D of the Green Book.

**School Districts, Community Colleges, 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 CFR part 80), A-110 (former 34 CFR part 74), A-21, A-87, A-122, A-133, A-50. For the FDOE this means that 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 web site: <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 financial manager (CFO) must complete this training within 60 days of the date of execution (Block 12) on the DOE 200, Project Award Notification. Training and assessment can be found using the following link:

<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 amount advanced must be reported on the 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 DOE at the end of the project period.  The recipient must have detailed documentation supporting all requests for advances and disbursements that are reported on the final DOE financial report.**

Fiscal Records Requirements and Documentation

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

All accounts, records, and other supporting documentation pertaining to costs incurred shall be maintained by the recipient for five years. Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include but are not limited to: invoices with check numbers verifying payment, and/or bank statements; time and effort logs for staff, salary/benefits schedules for staff. All must be available upon request.

Funded programs and any amendments are subject to the procedures outlined in the FDOE Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs, which may be found at:

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

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

All project recipients must submit a completed DOE 399 form, Final Project Disbursement Report by the dates specified on the DOE 200 form, Project Award Notification.

Financial Consequences

**The grant manager shall periodically review 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.**

**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 state and federal laws, regulations and guidance.

Examples of allowable expenditures:

* Instructional costs such as curriculum design, development and delivery
* Academic and professional supports to ensure teacher apprentice success
* Teacher apprentice onboarding and orientation
* Credentialed faculty to teach the course work
* FTCE licensure examination costs
* FCS institution, SUS institution or ICUF institution developed boot camps for FTCE licensure prep for

teacher apprentice candidates identified by partnering school districts.

* Authentic assessment and alignment of on-the-job training (OJT) competencies and related technical

instruction to identify the amount of college credit that will be awarded for OJT toward the award of a

baccalaureate degree

* Funds may be used to cover the cost of instruction for teacher apprentices as well as textbooks, fees as

registered apprentices are exempt from the payment of tuition and fees under s. 1009.25, F.S.

* Boot camps for teacher apprentice mentors

Please contact the Grant Manager for questions regarding allowable expenses by email at [PCOG@fldoe.org](mailto:Julie.Nichols@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 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
* Indirect Costs
* Tuition/User Fees of Any Kind
* Apprentice Wages
* Apprentice Mentor Wages
* Entertainment (e.g., a field trip without the approved academic support will be considered entertainment)
* Meals, refreshments or snacks
* End-of-year celebrations, parties or socials
* Game systems and game cartridges (e.g., Wii, Nintendo, PlayStation)
* Out-of-state travel without FDOE pre-approval
* Overnight field trips (e.g. retreats, lock-ins)
* Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
* Gift cards
* Decorations
* Advertisement
* Promotional or marketing items (e.g., flags, banners)
* Purchase of facilities or vehicles (e.g., buildings, buses, vans, cars)
* Land acquisition
* Furniture
* Kitchen appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
* Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences, wiring)
* Dues to organizations, federations or societies for personal benefit
* Clothing or uniforms
* Costs for items/services already covered by indirect costs allocation
* 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://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555_2>

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.](https://floridajobs.org/)

Equipment Purchases

Any equipment purchased under this program must follow the Uniform Grants Guidance found at <http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl> or the Reference Guide for State Expenditures, <https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555_2>

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

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 awarded 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.

Further guidance and instruction on property records, inventory and disposition requirements for property are outlined in the Green Book at:

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

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

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 that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. Executive Order 11-116 may be viewed at:

<http://www.flgov.com/wp-content/uploads/orders/2011/11-116-suspend.pdf>.

State of Florida, Executive Order 20-44

In accordance with Executive Order 20-44, each grantee meeting the following criteria: 1) all entities named in statute with which the agency must form a sole source, public private agreement and 2) all entities that, through contract or other agreement with the State, annually receive 50% or more of their budget from the State or from a combination of State and Federal funds shall provide to the department an annual report in the format required by the department. This report shall detail the total compensation for the entities’ executive leadership teams. Total compensation shall include salary, bonuses, cashed in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. In addition, the grantee shall submit with the annual report the most recent Return of Organization Exempt from Income Tax, Form 990, if applicable, or shall indicate that the grantee is not required to file such Form 990.  This report shall be submitted by March 1 of each year. Executive Order 20-44 may be obtained via this link:

<https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-44.pdf>

For Federal Programs - General Education Provisions Act (GEPA)-Not Applicable

The agency head’s certification of the DOE 100A serves as an attestation of compliance with the General Education Provisions Act (GEPA) requirements, incorporated herein by reference, to ensure equitable access to and participation of students, teachers, and other program beneficiaries with special needs. GEPA requirements may be accessed at: https://www.govinfo.gov/content/pkg/USCODE-2020-title20/html/USCODE-2020-title20-chap31-subchapII-part2-sec1228a.htm.

For Federal Programs - Equitable Services for Private School Participation – Not Applicable

In accordance with P.L. 107-110, Title IX, Part E Uniform Provisions, Subpart 1, Section 9501, the applicant must provide a detailed plan of action for providing consultation for equitable services to private school children and teachers with the local education agency(ies) service area.   For details, refer to: <https://www2.ed.gov/policy/elsec/leg/essa/essaguidance160477.pdf>.

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) as defined in [1004.02 F.S.](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1004/Sections/1004.02.html) 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

Applicants must complete and submit the required information in each of the following tabs in the Excel Workbook to ShareFile. An incomplete application may be disqualified; the application consists of:

* + Instructions
  + Key Terms
  + General Program Information
  + Program Summary- Part 1
  + Program Summary- Part 2
  + Enrollment Chart
  + Graduates Chart
  + Program Deliverables
  + Budget Instructions
  + Budget Examples
  + DOE-101S Proposed Budget Narrative Form
  + Projected Equipment Purchase Form
  + Letters of support or Attestation

Letters of attestation or support

A letter of attestation or support is required with the application submission from school district partner(s), who commit to participating in the FDOE Teacher 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. A minimum of one letter must be included with the application submission.

Return on Investment (State funded projects only)

The recipient is required to provide quarterly return on investment program activities reports to the Department. Return on investment reports should describe programmatic results that are consistent with the expected outcomes, tasks, objectives and deliverables detailed in the executed grant agreement.  Beginning at the end of the first full quarter following execution of the grant agreement, the recipient shall provide these quarterly reports to the Department 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 the Department as specified in the grant agreement for payment purposes, please note, that this return on investment report is separate and apart from those requirements.

All reports shall be submitted to the designated project manager for the Department.   All questions should be directed to the project manager.

Support for Strategic Plan

Describe how the project will incorporate one or more of the 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

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

1. Application is received in the Office of Grants Management within the timeframe specified by the RFA
2. Application includes required forms: DOE 100A Project Application Form and DOE 101S Budget Narrative Form
3. All required forms must have the assigned TAPS Number included on the form
4. All required forms have signatures by an authorized entity. The department will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statutes.

* **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.**
* 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.
* The department will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
* The department will also accept a typed signature, if the document is uploaded by the individual signing the document.

1. Application must be submitted electronically to the Office of Grants Management via ShareFile.

**Attachments**

* Allocation Chart
* Project Performance Accountability Form Instructions
* Project Performance Accountability Form
* DOE-100A, Project Application Form
* Application Review Criteria and Checklist

**Pathways to Career Opportunities Grant (PCOG)**

**Allocations**

**FY 2024-2025**

The **Allocation Chart** is subject to change based on the final award amount. All agencies will be notified regarding their final allocation prior to the issuance of their 2024–2025, DOE 200, Award Notification.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **24-25 PCOG Allocation Chart (GYO-TRAP)** | | | | |
| **Agency Name** | **Program Type** | **Category** | **Certificate Subject(s)** | **Award Amount ($)** |
| St. Petersburg College | Apprenticeship | Expansion | Pre-K/Primary Education Exceptional Student Education (Reading Endorsement) | $322,524.00 |
| Polk State College | Apprenticeship | Expansion | Elementary Education K-6 (Reading Endorsement K-12) | $281,023.00 |
| Tallahassee State College | Apprenticeship | Expansion | Exceptional Student Education K-12 (Reading Endorsement K-12 ) | $491,826.00 |
|  |  |  |  |  |
| **Total** |  |  |  | **$1,095,373** |

Project Performance Accountability Information, Instructions, and Form

**NOTE: The following pages are included in the RFA (DOE 900D) template and are to be completed by the applicant.**

The Florida Department of Education 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.

**The Department’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

For projects funded via Cash Advance, the Department’s project managers will verify that the project activities/deliverables are progressing in a satisfactory manner, consistent with the Scope of Work/Project Narrative and Performance Expectations, on a quarterly basis.

**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, measureable, 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.

Project Performance Accountability Form

Definitions

* **Scope of Work-** The major tasks that the grantee is required to perform
* **Tasks-** The specific activities performed to complete the Scope of Work
* **Deliverables-** The products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable
* **Evidence-** The tangible proof
* **Due Date-** Date for completion of tasks
* **Unit Cost-** Dollar value of deliverables

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Scope of Work Tasks/Activities** | **Deliverables**  **(product or service)** | **Evidence**  **(verification)** | **Due Date (completion)** | **Unit Cost** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# 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:**   **2023 State Appropriation 121**  **Pathways to Career Opportunities Grant (PCOG)**  **Fiscal Year 2024-2025**  **TAPS NUMBER: 25B152** | | *DOE USE ONLY* Date Received | |
| **B) Name and Address of Eligible Applicant:**  **C) Total Funds Requested:**    DOE USE ONLY  **Total Approved Project:**  $ | | |
| **Project Number (DOE Assigned)** | |
|
|
|  | | **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 | | | | |
|  | | | | |

|  |
| --- |
| **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.** |

2024-25 Pathways to Career Opportunities Grant-GYO TRAP

2024 State Appropriation 121

APPLICATION REVIEW CRITERIA AND CHECKLIST

* Include this form in the application package and **only the items requested**.
* Eligible applicants must submit all documents to FDOE via ShareFile to the Office of Grants Management.
* Do not submit additional materials that are not expressly requested for this application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Included**  **in Submission** | **DOE STAFF**  **ONLY** | |
|  |  | **Complete** | **Incomplete** |
| **Information located in the RFA – Word Document(s) Submit the documents below as one “.PDF” file** |  |  |  |
| * DOE 100A Project Application with signature |  |  |  |
| * General Terms and Assurances |  |  |  |
| * DOE 610 or 620 Risk Analysis Form |  |  |  |
| * Letter(s) of Support |  |  |  |
| * Application Review Criteria and Checklist   (this form) |  |  |  |
| **Information located in the RFA – Excel Workbook Submit the documents below as one “.xlsx” file** |  |  |  |
| * General Program Information |  |  |  |
| * Program Summary-Part 1 |  |  |  |
| * Program Summary-Part 2 |  |  |  |
| * Enrollment Chart |  |  |  |
| * Graduates Chart |  |  |  |
| * Program Deliverables |  |  |  |
| * DOE-101S Proposed Budget |  |  |  |
| * Projected Equipment Purchases Form |  |  |  |