Webinar Agenda

1. Webinar Agenda and Purpose

2. Funding Purpose and General Information

3. Overview of Project Concept Requirements

4. Submission and Review of the Project Concept

5. Questions

Funding Purpose and General Information

Governor's Goal

Florida to be #1 in the Nation in Workforce Education by 2030

Under the leadership of Governor Ron DeSantis, Florida has:

- Invested over $8.5 billion in state dollars in workforce education programs;
- Awarded more 366,000 rapid credentials since 2018-19;
- Experienced a nearly 11% increase in postsecondary CTE enrollments, including a 27% increase in the Florida College System (FCS) postsecondary CTE enrollment; and
- Seen record enrollment in K-12 CTE programs, where there are nearly 800,000 K-12 students engaged in high-quality CTE coursework.

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Florida Statutory Requirements and Funding Source

Section (s.) 1011.801, Florida Statutes (F.S.) Workforce Development Capitalization Incentive Grant Program.

House Bill (HB) 5001, General Appropriations Act (GAA) 2024

- Specific Appropriation 120
- Aid to Local Governments – Grants and Aids – Workforce Capitalization Incentive Grant Program from the General Revenue Fund

Funding Allocation

2024-25 Appropriation

$100,000,000

Funding Purpose s.1011.801, F.S.

To provide grants to school districts and Florida College System institutions to fund some or all of the costs associated with the creation or expansion of career and technical education programs that lead to industry certifications included on the CAPE Industry Certification Funding List.

The programs may serve secondary students or postsecondary students if the postsecondary career and technical education program also serves secondary students.

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Landing Page

Information on this opportunity is located at the following web site:

http://www.fldoe.org/capgrant

Target Population

Secondary students who are either:

Enrolled in 9-12 career education programs, or

Enrolled in career dual enrollment programs.

Eligible Applicants

A school district or charter school authorized through an independent entity who offers secondary career and technical education programs, or

Any of the following institutions which offer public career dual enrollment programs:

- A school district career center under s. 1001.44, F.S.
- A district charter technical career center under s. 1002.34, F.S.
- A Florida College System institution under s. 1000.21(3), F.S.

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Special Note about Charter Schools

If expansions are proposed at charter schools, the school district which charters the institution will include these schools in their application. Districts are required to consult with their charter schools.

- Charter schools which are not chartered through a school district and authorized through an independent chartering entity may apply as the primary fiscal agent.

Eligible Programs

Multi-course secondary career preparatory or technology education program approved for students in grades 9-12 and adopted in Rule 6A-6.0571, F.A.C.

- At least three courses should be offered in the new or expanded program to qualify at the school where the expansion is planned.
- A list of eligible programs is posted. Funds may only be requested for programs on this list.*

Postsecondary CTE programs in which students are dual enrolled and offered by school district career centers, charter technical career centers or Florida College System institutions.

- Career dual enrollment programs may include career certificate, applied technology diploma, associate in applied science and associate in science.*

*NOTE: All eligible programs must lead to an industry certification on the CAPE Industry Certification Funding List.

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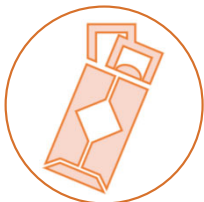
Allowable Expenditures

Allowable costs include instructional equipment, laboratory equipment, supplies, personnel, student services, fixed capital and other expenses necessary for the expansion.
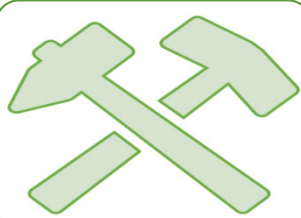
Fixed capital outlay costs are allowed for **some types** of expenses, including remodeling and renovation of existing facilities.

Note: The above is a list of items or services that are generally allowed as expenditures. This is not a comprehensive list of allowable items. Applicants are expected to **consult the FDOE program office** with questions regarding allowable costs. Questions must be emailed to capgrant@fldoe.org

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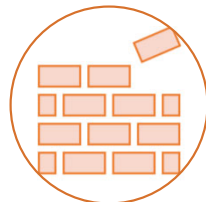CAREER AND ADULT EDUCATION

Non-Allowable Expenditures

Indirect costs

Purchase of land and land improvements

Construction of new structures and buildings

Recurring instructional costs

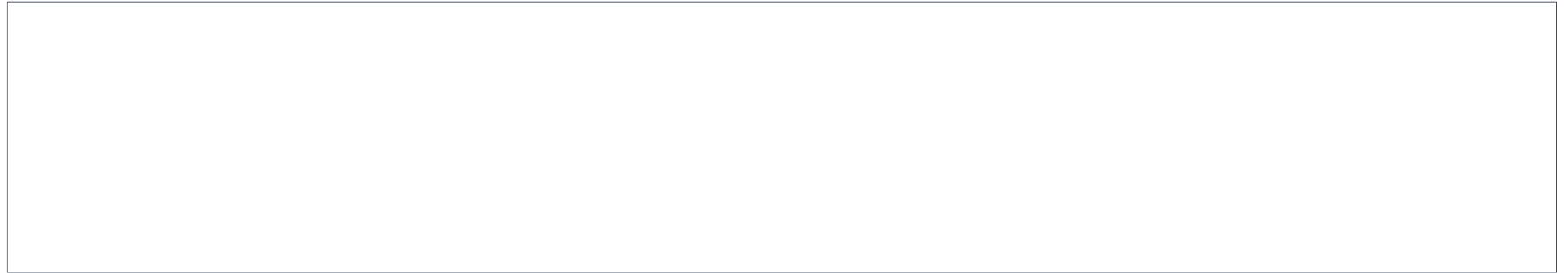Promotional and advertising materials

Note: The above is a list of items or services that are generally not allowed as expenditures. This is not a comprehensive list of unallowable items. Applicants are expected to **consult the FDOE program office** with questions regarding allowable costs. Questions must be emailed to capgrant@fldoe.org

Program Performance Period

July 1, 2024 to June 30, 2025*

Process for Funding Selection

At the end of the review period, a summary sheet of proposals received will be prepared for the Commissioner with recommendations regarding funding.

→

Upon approval of the initial group of proposals, an allocation chart will be prepared for the Request for Application (RFA) and the RFA will be transmitted to approved applicants to complete the official application.

→

The final approved concept proposal must be included in the application submission.

Note: If all funds have not been awarded in the initial RFA, additional funding opportunities will occur in the same manner described above. An amendment to the RFA will be processed as additional groups of proposals are recommended for funding by the Commissioner.

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Method of Review

Pre-screening will be done by FDOE staff to ensure conditions for acceptance are addressed and to determine eligibility.

Proposals that meet the conditions for acceptance will be evaluated and the programs which are selected will be invited to submit an application.

Note: Awards are subject to the availability of funds.

Reporting Requirements

Upon selection for an award, the Request for Application will contain required reporting on the progress.

Upon award, quarterly reports will be required for agencies to summarize progress toward their goals specified in their proposal.

The reporting schedule will be included in the Request for Application (RFA).

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.

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Assurances

Applicants must thoroughly read the assurances to determine whether to submit an application for the grant. If awarded funds, the applicant will become a grantee and must agree to all terms and conditions.

The applicant understands that the grant is a one-time, non-recurring grant to be used to create or expand eligible programs.

Funding sources for equipment have been evaluated. The amount received from this grant may be combined with other sources, but it must supplement and not supplant.

Equipment will be purchased, installed and available for use by students by the earliest possible date.

If fixed capital outlay expenditures are included, the applicant confirms that all facilities impacted are owned and operated by the fiscal agent.

If the applicant is responsible for charter schools, these entities have been contacted regarding the availability of these funds and have been permitted to participate in the district's application.

The applicant agrees to comply with all applicable rules for expenditure of state funds as well as any conditions in the Request for Application upon award.

Submission and Review Periods

Review Period: Concept proposals received within the first 45 days of posting.

Additional funding opportunities are subject to the availability of funds. Concept proposals received after the closing of initial review will be reviewed based on proposal received in the next 30-day period.

NOTE: Only applications received in <u>complete form</u> will be reviewed. Failure to submit in the proper format may result in delays in review and move your project to the next review period.

Overview of Project Concept Proposal

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Project Concept Proposal

Only one concept proposal may be submitted by an eligible applicant for each type of proposal. The types of proposals are the following:

9-12 CTE Program Expansion or Creation (CTE)

Career Dual Enrollment Expansion or Creation (CDE)
- **Florida College System institutions, or**
- **Career Technical Colleges/Centers**

Project Concept Proposal Part 1: Narrative (Word)

Eligible Applicant Information

Project Summary

Executive Summary

Support for Strategic Plan

Project Deliverable Schedule

Assurances

Note: 9-12 CTE and Career Dual Enrollment will use the same narrative template. However, if your agency is submitting two proposals, you will need to complete two separate narratives, one for CTE and one for CDE.

Project Concept Proposal Part 2: Workbook CTE or CDE (Excel)

Program Detail

Economic Outcome

Cost Table A: Equipment, Supplies, Student Services or Other.

Cost Table B: Personnel Costs

Cost Table C: Fixed Capital Outlay

Summary of Funds Requested

Efficient Use of Resources Calculation

Note: There are two different workbooks, one designed for CTE and the other one for CDE. Please ensure that you are using the correct workbook as smart tables are linked to master files specific to your programs.

Part 1: Narrative (Word)
Applicant Information & Project Summary

Project Summary Page

• Eligible applicant information:
    • School District or FCS Institution
    • Counties served
• Type of proposal:
    • **9-12 CTE, or**
    • **Dual Enrollment**
• Primary <u>and</u> secondary contact person for this project
• Estimated completion date
• Funding summary

Part 1: Narrative (Word)
Executive Summary & Business Case

The executive summary provides evidence to the reviewer that your agency has undertaken a comprehensive review of your local needs and included those priority needs in the concept proposal.

The executive summary must address:

- How programs and the needs in your region were identified (e.g., your Perkins CLNA process, consultation with employers, workforce partners).
- How external workforce partners contributed to the determination of priorities.
- Linkages of programs to the targeted industry (if applicable) and total funds requested for each program listed.

Part 1: Narrative (Word)
Support for Strategic Plan

The support for strategic plan will describe how the project will incorporate one or more of the Goals included in the State Board of Education's K-20 Strategic Plan.

- The Florida Department of Education Strategic Plan is outlined at http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.stml

Part 1: Narrative (Word)
Project Deliverable Schedule

Provide a high-level summary of the project:

- Milestones
- Activities required to meet the milestones
- Completion date for the milestone

Use this section to demonstrate that you have an overall project plan which will result in successful project implementation.

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Part 2: Workbook CTE or CDE (Excel) Program Detail: Eligibility

Proposals are limited to the following eligible programs:

- Multi-course secondary career preparatory or technology education program approved for students in grades 9-12 and adopted in Rule 6A-6.0571, F.A.C.
- Postsecondary career education program in which secondary students are dual enrolled.

All eligible programs must lead to an industry certification on the CAPE Industry Certification Funding List.

Note: Separate workbooks are provided for 9-12 CTE program expansion and career dual enrollment. Only complete the one that applies to the program types in the proposal.

Part 2: Workbook CTE (Excel)
Program Detail: Conditions

For use of funds for a 9-12 career preparatory or technology education program, one of the conditions must be met:

- The district currently offers three courses in the program in the school where the expansion is planned, or
- The district agrees to offer three courses in the program for new program development in a school.

Please use the CTE Workbook specifically designed for these programs.

Part 2: Workbook CTE (Excel)
Program Detail: Information Needed

K-12 Program Number/Name	Course Numbers	Industry Certification Code and Title	School Name and Address
Month and Year for Anticipated New/Expanded Enrollment	Current Capacity	New Capacity	Program Capacity

Part 2: Workbook CDE (Excel)
Program Detail: Conditions

For use of funds for Career Dual Enrollment, this condition must be met:

- Postsecondary Programs must provide at least one industry certification linked in the CAPE list.

This section is for reporting all career dual enrollment programs for which expansion or creation is being proposed.

Please use the CDE Workbook specifically designed for these programs.

Part 2: Workbook CDE (Excel)
Program Detail: Information Needed

Postsecondary Program Number/Name	Industry Certification Code and Title	School Name and Address	Month and Year for Anticipated New/Expanded Enrollment
Current Capacity	New Capacity	Program Capacity	New Dual Enrollment Capacity
	Total Dual Enrollment Capacity	Percentage Dual Enrolled	

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Part 2: Workbook CTE or CDE (Excel) Economic Outcome

For each program listed, provide information on occupational linkages and a brief summary of the economic impact of these occupations in Florida's economy for the students who complete these programs.

- Program Number/Name
- Occupation(s) to which the Program is Linked
- Economic Outcome Summary for the Occupation(s)
  - Annual Growth in your service area (this may include neighboring counties, if applicable)
  - Annual Openings in Florida (if available)
  - Annual Openings in your service area (this may include neighboring counties, if applicable)
  - High Skill High Wage (HSHW) Occupation determination
  - Entry Hourly Wage / Mean Hourly Wage / High Hourly Wage

Part 2: Workbook CTE or CDE (Excel)
Resources available for the Economic Outcome Summary for the Occupation(s)

The below-listed websites are commonly used resources for the demand for workers in certain jobs (identified by SOC codes/titles in the employment data).

- The Labor Market Estimating Conference
- Florida Commerce – Current Employment Projections
- Career Source Florida

Secondary CTE programs must use SOC Codes aligned with the 2024-25 Curriculum Framework (if available). If the SOC code has not been defined for the program, please use the below-listed options or contact the CAP Grant Project Manager for assistance:

- Use any of the previously listed resources that may contain SOC codes if the occupation is demanded in your area.
- Perform an occupation search on O*NET OnLine and verify the SOC code with the CAP Grant Project Manager before submission.

Postsecondary CTE programs, agencies should be using information on the SOC linkages identified on the Master Credentials list. This is the most up-to-date resource for the program to SOC linkages.

Part 2: Workbook CTE or CDE (Excel) Estimated Costs: Table A

In this table, provide the summary of requested funds by the types of expenditures that have been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes.

This table will require details about the expense type, brief description and purpose and total funds requested.

Instructional Equipment	Laboratory Equipment	Supplies	Student Services	Other

All expenses must be **allowable**, **reasonable** and **necessary** for the program creation and/or expansion

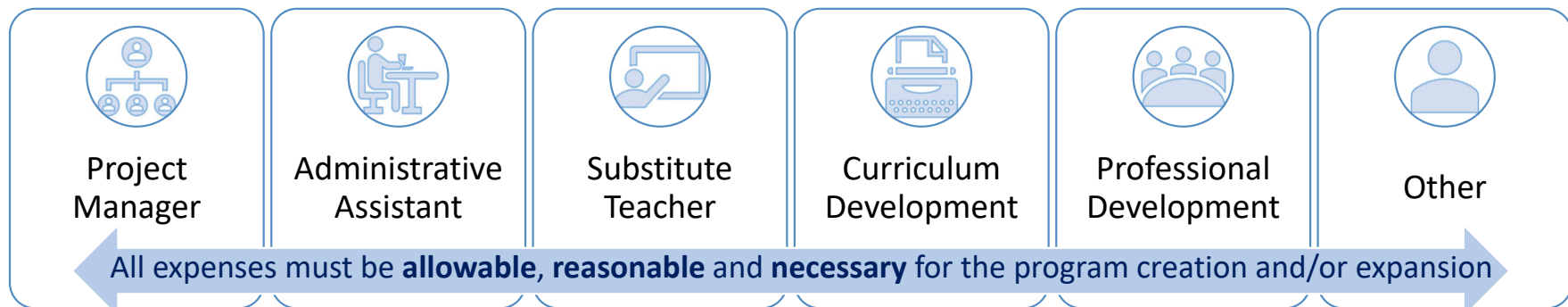**Special notes about categories in this table:**

1. Funds <u>may only</u> be expended in industry certification exams for the new capacity per concept proposal.

2. If purchasing a software license, the expiration period <u>cannot</u> go beyond the grant period.

Workbook CTE or CDE (Excel)
Estimated Costs: Table B

In this table, provide the summary of requested funds by the types of expenditures that have been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes.

This table will require the staffing role, brief description and purpose of the position and total funds requested.

Project Manager	Administrative Assistant	Substitute Teacher	Curriculum Development	Professional Development	Other

All expenses must be **allowable**, **reasonable** and **necessary** for the program creation and/or expansion

Special notes about categories in this table:

1. Funds <u>may not</u> be expended on recurring instructional costs.

2. Funds requested <u>should include</u> total salary and all benefits costs (concepts selected for funding will be asked to provide the DOE 101S with the required breakout of funds).

3. Funds requested for project management purposes <u>cannot exceed 5%</u> of the total project costs.

Part 2: Workbook CTE or CDE (Excel) Estimated Costs: Table C

In this table, provide the summary of requested funds by the types of expenditures that have been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes.

This table will require a brief description of need and purpose of the expense and total funds requested.

Renovation	Remodeling	Repairs	Retrofitting	Other

All expenses must be **allowable**, **reasonable** and **necessary** for the program creation and/or expansion

Special notes about categories in this table:

1. Allowable projects for expenditures include major repairs and renovations to real property that materially extend its useful life or materially improve or change its functional use, including furniture and equipment necessary to furnish and operate a new or improved facility.
2. The facility must be owned by the fiscal agent in the application or an entity with an active charter agreement with the fiscal agent.

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Part 2: Workbook CTE or CDE (Excel)
Estimated Costs: Summary

In this table, provide the summary of requested funds by the types of expenditures that have been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes. The total must equal the sum of Costs Tables A, B & C

- Instructional equipment
- Laboratory equipment
- Supplies
- Personnel
- Student services
- Fixed capital
- Other

Notes: [1] Include only expenditures that have been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes.
[2] The following are non-allowable costs: indirect costs, purchase of land and land improvements, construction of new structures and buildings, recurring instructional costs, and promotional and advertising materials.

Part 2: Workbook CTE (Excel)
Efficient Use of Resources Calculation

The concept proposal **must** demonstrate a return on investment appropriate for the investment in the program.

This information will be auto-populated with the below-listed items.

- Total Funds Requested in the Concept Proposal
- Program Capacity
- Funds Requested per Capacity
- New Capacity
- Funds Requested per New Capacity

Part 2: Workbook CDE (Excel)
Efficient Use of Resources Calculation

The concept proposal **must** demonstrate a return on investment appropriate for the investment in the program.

This information will be auto-populated with the below-listed items.

- Total Funds Requested in the Concept Proposal
- Program Capacity Funds Requested per Capacity
- Total Dual Enrollment Capacity
- New Capacity
- Funds Requested per New Capacity

Submission Process

Proposal Submissions

Each eligible applicant (District, FCS, Independent Chartering Entity) may submit up to <u>two separate</u> submissions, one per each type of proposal:

9-12 CTE Programs

Career Dual Enrollment
- Florida College System institutions, or
- Career Technical Colleges/Centers

Examples:

Any agency that is **eligible to apply** for both: the agency needs to make two submissions.
- One submission for 9-12 Programs, and
- One submission for Career Dual Enrollment Programs

An agency that wants to apply only for Career Dual Enrollment: the agency needs to make one submission.

An agency that wants to apply only for 9-12 CTE Program: the agency needs to make one submission.

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Documents to Include in a Submission

1. Signed cover letter (PDF)

- This must be a letter from the school district or Florida College System (FCS) institution and signed by the Superintendent, Florida College System president or authorized representative for the eligible applicant. If an authorized representative signs, then a delegation of authority must be included as well.
- Required format: PDF document

2. Narrative (Word)

- Required format: Word document

3. Workbook CTE or CDE (Excel)

- Required format: Excel document

Subject Line for Email Transmission

To assist in processing the proposals, the subject line for the submission should use the following formats:

CAP Proposal - Fiscal Agency Name CTE Program

Note: replace highlighted text with your agency name

CAP Proposal - Fiscal Agency Name Career Dual Enrollment

Note: replace highlighted text with your agency name

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Email submission of Concept Proposal

All proposals should be submitted in a single email to **capgrant@fldoe.org**.

All required documents should be received in the same email.

If an agency attempts to submit multiple times in separate emails, this will delay the processing of your submission.

If your first submission was incorrect, <u>do not send</u> a second corrected email. Send a request for technical assistance to capgrant@fldoe.org so that we may determine how to process your submission correctly.

Please ensure appropriate internal review and control processes to ensure your first submission is accurate.

Proposal Checklist

9-12 CTE Programs:	**Career Dual Enrollment:**
☐ Signed cover letter for **CTE** (PDF)	☐ Signed cover letter for **CDE** (PDF)
☐ Part 1: Narrative (Word)	☐ Part 1: Narrative (Word)
☐ Part 2: **CTE** Workbook (Excel)	☐ Part 2: **CDE** Workbook (Excel)

If you experience technical difficulties with the form, reach out to capgrant@fldoe.org

Reminders

If your agency is submitting proposals for both 9-12 CTE programs __AND__ career dual enrollment

Two separate email submissions are required.

Before hitting send on your transmission,

Double-check that your **final** versions of **all required documents are attached**.

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Frequently Asked Questions

Q. Is there a limit on how much funds an agency can request in their proposal?

- A. No. The population served by districts and FCS institutions throughout the state varies widely; therefore, it is not feasible to set a minimum and maximum grant award at this time.

Q. What are the start and end dates for the grant?

- A. The project period is July 1 to June 30 of the 2024-25 fiscal year. Grants with funds not disbursed by June 30 may be eligible for an award extension per the provisions of the GAA.

Frequently Asked Questions

Q. Can the grant be used to support a project manager?

- A. This type of personnel expenditure is allowable. Please consider the time and effort needed for the project. The Department will review the workload in the proposal and consider the appropriate level of support for the project management necessary for a successful project. No more than 5% of the project will be allowed for project management purposes.

Q. My college has a K-12 charter school with high school CTE programs and career dual enrollment programs. May I submit both types of applications?

- A. Charter schools may be supported with grants funds. If the charter school is chartered through a school district, the project must be included on the application submitted by the school district. If the college has a charter not authorized through a school district, a college may submit a high school CTE and a career dual enrollment proposal, if both types of programs are offered by the college.

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Frequently Asked Questions

Q. May grant funds be used to support tuition and fees for dual enrollment students?

- A. No. Funds for costs associated with dual enrollment that might typically be covered by a laboratory fee may be direct charged in the appropriate cost category in the grant.

Q. Are funds awarded to districts based on a pro-rated share to charter schools who provide CTE?

- A. No. Charter schools must be consulted by the district and funds associated with charter schools may be included in the application and listed with that school information.

Frequently Asked Questions

Q. May grant funds be used to pay for industry certification exams?

- A. Exam cost would be an allowable use of funds if it is used as a start-up cost for the new students (first-year) that are part of the proposed program expansion.

Q. Can funds be used for support personnel?

- A. For listed personnel positions, please consider how will these positions be handled after the grant period ends. Are they recurring in nature? Are they necessary for new program creation and/or expansion-related?

Questions?

Please enter your questions into the "Question" section of the webinar interface.

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Next Steps

Districts and FCS institutions will prepare and submit their concept proposals.

Concept proposals will be evaluated as they are submitted.

Your agency may be asked to provide clarifying information and/or edits on your proposal(s).

Proposals selected for funding will respond to the Request for Application (RFA). The concept proposal will serve as the narrative project plan. Agencies will be required to submit additional documents as part of the award process (e.g., DOE 100A, DOE101 budget narrative).

Contact

Project Manager: Dr. Claudia Campagnola
Email: capgrant@fldoe.org