

Workforce Development Capitalization Incentive Grant (CAP Grant)

Summary of Proposal Process

Background

The Workforce Development Capitalization Incentive Grant is created in 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 and technical education program also serves secondary students. Funds must be used for the creation or expansion of a program that serves secondary students.

Key Terms

Eligible applicant:

- A school district offering secondary career and technical education programs, or
- Any of the following institutions which offer 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., or a Florida College System institution under s. 1000.21(3), F.S.

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.
- Postsecondary career education program in which secondary students are dual enrolled.
- NOTE: All eligible programs must lead to an industry certification on the CAPE Industry Certification Funding List.

Application and Award Process

The Department will accept concept proposals from eligible applicants with defined review periods. Reviews will continue until all funds have been obligated. After an opening period of 45 days to allow all eligible applicants to prepare their submissions, the proposals will be reviewed in the order received in monthly increments until all funds are recommended. See proposed schedule (exact dates will be determined based upon the concept proposal release date for the website):

- Review Period 1: From Posting Date on DOE Website to October 16, 2023.
- Review Period 2: October 17, 2023 through November 17, 2023
- Review Period 3: November 18, 2023 through December 15, 2023
- Additional review periods as needed

Concept proposals will be received via email (capgrant@fldoe.org) and must include:

1. Signed submission letter from the agency head authorized to serve as the fiscal agent
2. Completed concept proposal template

At the end of each 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.

If all funds have not been awarded in the initial RFA, additional reviews 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.

Application Overview

- Only one proposal may be submitted by an eligible applicant for each type of proposal. The types of proposals are the following: 1) 9-12 CTE Program Expansion or Creation, or 2) Dual Enrollment Expansion or Creation.
 - All programs included in the proposal must align with an industry certification on the CAPE Industry Certification Funding List.
 - For inclusion of a 9-12 program in the application, districts must offer at least three courses in the secondary CTE program at the school in which the expansion is proposed.
 - Dual enrollment proposals must include the ability for K-12 students to complete all or part of the following types of postsecondary CTE programs:
 - Career Certificate
 - Applied Technology Diploma (clock hour or credit hour)
 - A.S. Degree (technical course requirements; not general education)
 - College Credit Certificate
- The concept proposal will include narrative sections with the following information:
 - Executive Summary/Business Case
 - Program Detail (name, number, courses, industry certifications, school names and address, projected date for new enrollment/expansion enrollment, program capacity)
 - Evaluation of High Skill/High Wage impact to include occupational linkages and an economic outcome summary
 - Total Funds requested by type with detail on each allowable expenditure
 - Efficiency calculation based on costs and increased capacity
 - Proposed Project Deliverable schedule

Additional Conditions for the Grant

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.

Allowable costs include the following: 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. 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.