Get There Faster Career Dual Enrollment Pathways Expansion Grant, TAPS #22B112

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FLORIDA DEPARTMENT OF EDUCATION
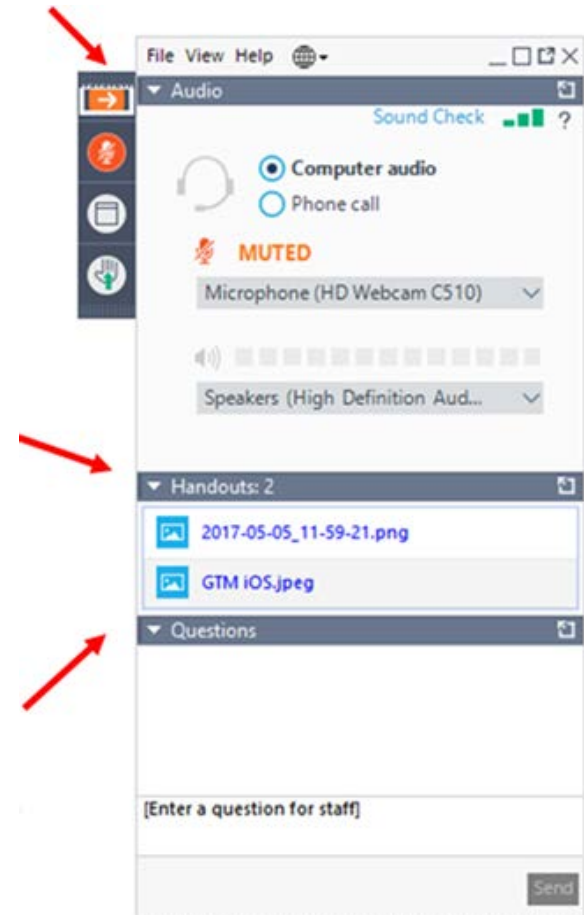fldoe.org

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Webinar Logistics

Participants will be on mute for the duration of the webinar.

How to submit questions:

> To submit questions during the webinar, please utilize the Questions function. During the Q&A portion of the webinar, questions will be addressed.

If you are having audio issues, please check the Audio box for information on computer audio or phone call connection.

Agenda

- Career Dual Enrollment Program Requirements

- Grant Application Requirements Overview

- Excel Workbook with Budget Narrative 101S

- Frequently Asked Questions

- Resources

- Questions

Get There Faster Career Dual Enrollment Pathways Expansion Grant

- Application Due Date: **Tuesday, March 1, 2022**
- Application Website: https://www.fldoe.org/academics/career-adult-edu/funding-opportunities/careerdualenrollment.stml

Career Dual Enrollment Program Requirements

What is Career Dual Enrollment?

- Career dual enrollment is authorized by Section (s.) 1007.271(7), Florida Statutes (F.S.).

- It is an option for secondary students to earn industry certifications, adopted pursuant to s. 1008.44, F.S., which count as credits toward a high school diploma.

- It is available for secondary students seeking a certificate or degree and/or an industry certification through a career education program or course.

- Participation in career dual enrollment requires a student to have and maintain a 2.0 unweighted high school grade point average.

What is Career Early Admission?

- Career early admission is a form of career dual enrollment authorized by s. 1007.271(11), F.S.

- Eligible secondary students enroll full-time in a career center or a Florida College System (FCS) institution in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List pursuant to s. 1008.44, which are creditable toward the high school diploma and the certificate or associate degree.

- Participation in the career early admission program is limited to students who have completed a minimum of 4 semesters of full-time secondary enrollment, including studies undertaken in the ninth grade.

- Students enrolled pursuant to this section are exempt from the payment of registration, tuition, and laboratory fees.

Section 1008.44, CAPE Industry Certification Funding List

- The 2021-22 CAPE Industry Certification Funding List and CAPE Postsecondary Industry Certification Funding List comprise the 2021-22 Master Credentials List.

- Details for each of these lists are available here:

  https://careersourceflorida.com/boardroom/florida-credentials-review-committee/master-credentials-list/

  NOTE: Digital tool certifications are not considered to be industry certifications and would not be used for the implementation of this grant program.

Grant Application Requirements Overview

Requirements Overview

- In partnership with Florida's public-school districts and FCS institutions, the Department of Education (Department) is assisting school districts in the expansion of **high-quality** dual enrollment pathways, that is, pathways that lead to **credentials of value**, including career certificates, industry certifications, Associate in Applied Science and Associate in Science degrees.

- For the purposes of this grant, expansion refers to increasing the capacity of existing career dual enrollment pathways or the establishment of new career dual enrollment pathways leading to a credential of value.

Requirements Overview

- Funds directed to school districts will be in support of the expansion of career dual enrollment and must include:
  - **collaboration with one or more partner postsecondary institutions:**
    - **District postsecondary technical colleges,**
    - **FCS institutions, or**
    - **State University System institutions.**

- Emphasis should be placed on serving underserved and economically disadvantaged students and communities. While there is a preference for creating career dual enrollment options in information technology (IT) related disciplines, it is not limited to IT. Focus may also be on critical industry sectors like manufacturing or healthcare.

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Background

- **Total Funding Amount**: $26,500,000

- **Type of Award**: Discretionary, Non-competitive

- **Budget / Program Performance Period**: January 1, 2022, through September 30, 2023

- **Target Population(s)**: Secondary students enrolling in career dual enrollment programs

- **Eligible Applicant(s)**: Florida Public School Districts

Program Application due by March 1, 2022

Part 1 COMPLETED	Part 2
• Submission of completed DOE100A, Project Application Form • Signed Assurances document • All award letters issued on or before December 27, 2021.	• Excel Workbook with Budget Narrative 101S

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Excel Workbook with Budget Narrative 101S

Excel Workbook with Budget Narrative 101S

- Use the appropriate Get There Faster Career Dual Enrollment Expansion Grant Workbook to complete application.

- Review Instructions tab in the Excel Workbook.

- Complete Title – Program Contact Tab

- Complete Tab A – Narrative

- Complete Tab B – Enrollment

- Complete Tab C – DOE 101S Budget Narrative Form

- Complete Tab D – GEPA

Excel Workbook with Budget Narrative 101S

Ensure your Budget Narrative DOE 101S Form includes:

- Postsecondary Career Program Titles
- 10 Digit CIP Codes
- Industry Certification Codes on the 21-22 Master Credentials List
- Detailed narrative descriptions

Excel Workbook with Budget Narrative 101S

Commonly Identified Mistakes to Avoid:

- Entering all salary benefits in one line item
- Mathematical Errors
- Indirect cost rate
- Total budget calculation
- Using cents $~~56.17~~ (must be whole dollar amounts $56.00)

These types of mistakes delay the grant application approval process.

Excel Workbook with Budget Narrative 101S

Tab A, Narrative: Question 1

NARRATIVE
1) Describe how your school district will collaborate with one or more postsecondary institutions to expand the capacity of existing career dual enrollment pathways or develop new career dual enrollment pathways. *(Character Limit = 4,000 characters)*
Provide a description of how you collaborated with one or more postsecondary institutions. The narrative must include how you worked with charter schools to ensure that charter school students have access to new and expanding programs. It should also include how you will expand the capacity of existing career dual enrollment programs or develop new career dual enrollment programs. List the institutions that you are collaborating with. List the existing dual enrollment pathways or new career dual enrollment pathways.

Excel Workbook with Budget Narrative 101S

Tab A, Narrative: Question 2

NARRATIVE
2) Describe how the school district will coordinate with one or more postsecondary institutions to deliver high quality career dual enrollment pathways, track student engagement and achievement, and support the retention and completion of credentials of value, including short-term credentials. *(Character Limit = 4,000 characters)*
List partnering postsecondary institutions. List high quality dual enrollment pathways. Detail how you track student engagement and achievement. Describe how you will support the retention and completion of credentials of value.

Excel Workbook with Budget Narrative 101S

Tab A, Narrative: Question 3

NARRATIVE
3) Provide a summary of how partnerships with postsecondary institutions and employers will be leveraged to expand career dual enrollment, incluidng high quality work-based learning opportunities. *(Character Limit = 4,000 characters)*
Summarize your partnerships, listing postsecondary institutions and employers you will leverage.

Excel Workbook with Budget Narrative 101S

Tab A, Narrative: Question 4

NARRATIVE
4) Describe how your school district plans to advertise the program and increase awareness among eligible current and potential student populations. Response should address how the awareness campaign will focus on schools with lower than average dual enrollment particpation and postsecondary transition, including alternative high schools and juvenile justice programs. *(Character Limit = 4,000 characters)*
Describe the methods and strategies your agency will implement. Examples: Outreach Events, Brochures, Speaking a Public Events, Engaging Local Workforce Boards, Engaging Postsecondary Partners, High School/Tech College Visits, Institution Open Houses, Student/Parent Information Meetings

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Excel Workbook with Budget Narrative 101S

Tab A, Narrative: Question 5

NARRATIVE
5) Describe how your school district will collect and store information on students enrolled in career dual enrollment pathways to comply with the reporting requirements.
(Character Limit = 4,000 characters)
Describe how you will provide student-level participation and outcome data to the Department on participating students' demographics, education metrics prior to participation, and educational and occupational metrics post-participation, including G.P.A., diplomas earned, postsecondary enrollment, certifications and credentials earned, including certifications and credentials stacked, employment, industry and salary data, as applicable.

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Excel Workbook with Budget Narrative 101S

Tab A, Narrative: Question 6

NARRATIVE
6) Describe how your school district will sustain the expanded career dual enrollment capacity after the initial grant period.
(Character Limit = 4,000 characters)
List district actions to sustain the program past September 30, 2023.

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Excel Workbook with Budget Narrative 101S

Tab A, Narrative: Question 7

NARRATIVE
7) Describe how your school district will utilize these funds to incentivize participation from secondary schools through expenditures for one-time operating costs or teacher incentives that are directly related to participation in dual enrollment.
(Character Limit = 4,000 characters)
List one-time operating costs used for teacher incentives.

Excel Workbook with Budget Narrative 101S

Tab B, Enrollment

[A] Enter the name of the postsecondary institution offering the career dual enrollment pathway.

[B] Select type of postsecondary partner (FCS, District, SUS, Private) using the dropdown.

[C] Provide the postsecondary career dual enrollment program in which students would enroll.

[D] If the career dual enrollment program is with an FCS or School District, provide a valid 10-digit CIP number.

[E] List type of postsecondary credit program.

[F] List the industry certification codes on the 21-22 Master Credential List that students may earn (at least one must be provided).

[G] List any other credential students may be able to earn (clock hour certificate, college credit, degree).

[H] Select whether this is a new pathway or expansion to an existing pathway.

[I] - [L] Provide actual, estimated, and projected unduplicated headcount of students enrolled in coursework in the career dual enrollment pathway.

[A] Postsecondary Educational Partner	[B] Postsecondary Partner Type	[C] Postsecondary Career Program (Program Title)	[D] Program Number (10 Digit CIP, if FCS or District)	[E] Credit Type (clock hour or credit)	[F] Industry Certification Codes on 21-22 Master Credentials List	[G] Other credentials students can earn in the pathway	[H] Type (Expansion or New)	[I] 2020-21 Actual	[J] 2021-22 Est.	[K] 2022-23 Projected	[L] 2023-24 Projected
Ridge Technical Center	District	Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)	615050110	Clock Hr	HVACE005		Exp	10	10	20	20
Ridge Technical Center	District	Welding Technology	648050805	Clock Hr	AWELD003	AWELD004	Exp	5	5	10	10

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Excel Workbook with Budget Narrative 101S

Tab C, DOE 101S Form

DOE-101S Budget Narrative Form				
Purpose: To present a budget that reflects the objectives, deliverables, and proposed costs of the program as noted within the application.				
1	2	3	4	5
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT
#####	#####	**Salaries:** Full-Time Career Dual Enrollment Expansion manager: The position is responsbile for development of the career dual plan and execution. **- Program Number or CIP#:** List all program numbers or CIP #s from Tab B that this manager is responsible for.	1.0	
#####	#####	**Retirement:**		$4,425
####	#####	**FICA:**		$1,586
####	#####	**Worker's Comp:**		$1,054
####	####	**Salaries:** Instructor for career dual enrollment courses. **- Program Number or CIP#:** List all program numbers or CIP #s from Tab B that this instructor will teach.	1.0	
####	####	**Retirement:**		$7,989
####	####	**FICA:**		$5,315
####	####	**Worker's Comp:**		$2,272
####	####	**Materials and Supplies:** Consumables for Career Dual Enrollment programs to include paper, binders, pens, pencils, instructional and recruiting materials. No item costs $1,000 or more. **- Program Number or CIP#:** List all program numbers or CIP #s from Tab B that the materials are used for.		$28,186
####	####	**Travel- In-County:** To provide and/or reimburse in-county travel expenses for Career Dual Enrollment Expansion teachers and project related staff attending local activities, professional conferences, school site program area reviews, industry/internship visitations. All travel will follow local travel procedures. See attached travel policy. **- Program Number or CIP#:** List all program numbers or CIP #s from Tab B that travel is associated to.		$652
####	####	**Student Travel:** In-county transportation for students to participate in curriculum based learning activities for approved fundable programs. **- Program Number or CIP#:** List all program numbers or CIP #s from Tab B that travel is associated to.		$300
####	####	**Computer Hardware:** Purchase of XXX desktop computers to be used by Career Dual Enrollment students for instructional purposes in the Health Science CTE program. Includes monitors, CPU's peripheral devices memory, and XXX laptop computers to be assigned to student for virtual instruction. **- Program Number or CIP#:** List all program numbers or CIP #s from Tab B that the Computers are used for.		$176,000
####	####	**Indirect Cost""**		$3,050
			TOTAL	$230,829

Excel Workbook with Budget Narrative 101S

Tab C, DOE 101S Form

- Total for each line item should be listed in Column (5).

- Verify all calculations.

- Total at bottom of DOE 101S should add all budgeted line items.

- Total must equal or be less than allocation amount listed on Agency Award Letter.

- Reminder: no cents allowed.

- Any position funded requires submission of the position description.

- Function and object codes from the Red Book.

- All indirect costs must be listed.

Excel Workbook with Budget Narrative 101S

Tab D, GEPA

- Federal requirement that applies to applicants for new grant awards under the US Department of Education.

- Provide a description of the steps the applicant proposes to take to <u>ensure equitable access</u> to and participation in, its federally-assisted program for students, teachers, and other program beneficiaries with special needs.

ADDITIONAL NARRATIVE
General Education Provisions Act (GEPA): Applicants must provide a concise description of the process to ensure equitable access to, and participation of students, teachers, and other program beneficiaries with special needs. For details, refer to: http://www2.ed.gov/fund/grant/apply/appforms/gepa427.pdf   *(Character Limit = 4,000 characters)*
ADD TEXT HERE

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Electronic Signatures

- All required forms must have signatures by an authorized entity. The Department will accept electronic signatures from the agency head in accordance with s. 668.50(2)(h), F.S.

  - 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.

Frequently Asked Questions (FAQ)

FAQ

- Does the career dual enrollment grant ONLY apply to career dual enrollment in information technology-related disciplines?
  - No; however, emphasis should be placed on underserved and economically disadvantaged students and communities, with a particular focus on creating more training opportunities in STEM-related disciplines.

- Does the grant permit a school district to work with a postsecondary institution outside of their district?
  - Yes; the grant does permit a school district to partner with a postsecondary institution outside of the district to expand career dual enrollment opportunities.

FAQ

- Can you provide examples of allowable expenses?
    - Allowable expenses could include, but are not limited to:
        - Costs of transportation
        - Instructional personnel
        - Tuition and fees
        - Books and materials, supplies, uniforms
        - Industry certification examination costs, including administrative costs
        - Wages or costs for work-based learning or internships/pre-apprenticeships
        - Career planning and job referral services
        - Equipment needed for program expansion
        - Permissible infrastructure renovation

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FAQ

- Can you please confirm that these funds would be provided via pro-rated share to charter high schools who provide CTE?
  - Due to the nature of this grant and requirement that expenditures be limited to the expansion of career dual enrollment pathways, a pro-rated share at the school or charter school level may not be possible.
  - It is recommended that agencies work with all schools serving the eligible student population in their district to determine expansion plans for career dual enrollment programs and then allocate resources accordingly.
  - Charter schools with eligible student populations and the intent to expand career dual enrollment opportunities must be included in the local planning and development of priorities for career dual enrollment expansion. It is critical that you document how you incorporate charter schools to make dual enrollment expansion available to charter students.

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Resources

Resources

- Grant Landing Page
  - https://www.fldoe.org/academics/career-adult-edu/funding-opportunities/

- Career Dual Enrollment Course – High School Subject Area Equivalency List
  - https://www.fldoe.org/core/fileparse.php/5421/urlt/CareerTechList.pdf

- Additional Career Dual Enrollment Information
  - https://www.fldoe.org/policy/articulation/

Questions?

FDOE Contacts

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Career Dual Enrollment Best Practices Webinar

Career Dual Enrollment Best Practices Webinar

- Purpose: Learn more about best practices related to career dual enrollment from a panel of state practitioners and administrators who will discuss exemplary practices for starting and/or expanding career dual enrollment programs in Florida.

- When: February 1, 2022, 1:00-3:00pm

- Registration Link:
  - https://attendee.gotowebinar.com/register/7531615488333220364

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