

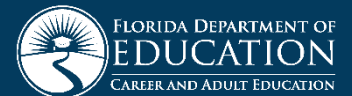
APPRENTICE FLORIDA



Pathways to Career Opportunities Grant

Funding Opportunities Webinar

April 26, 2024

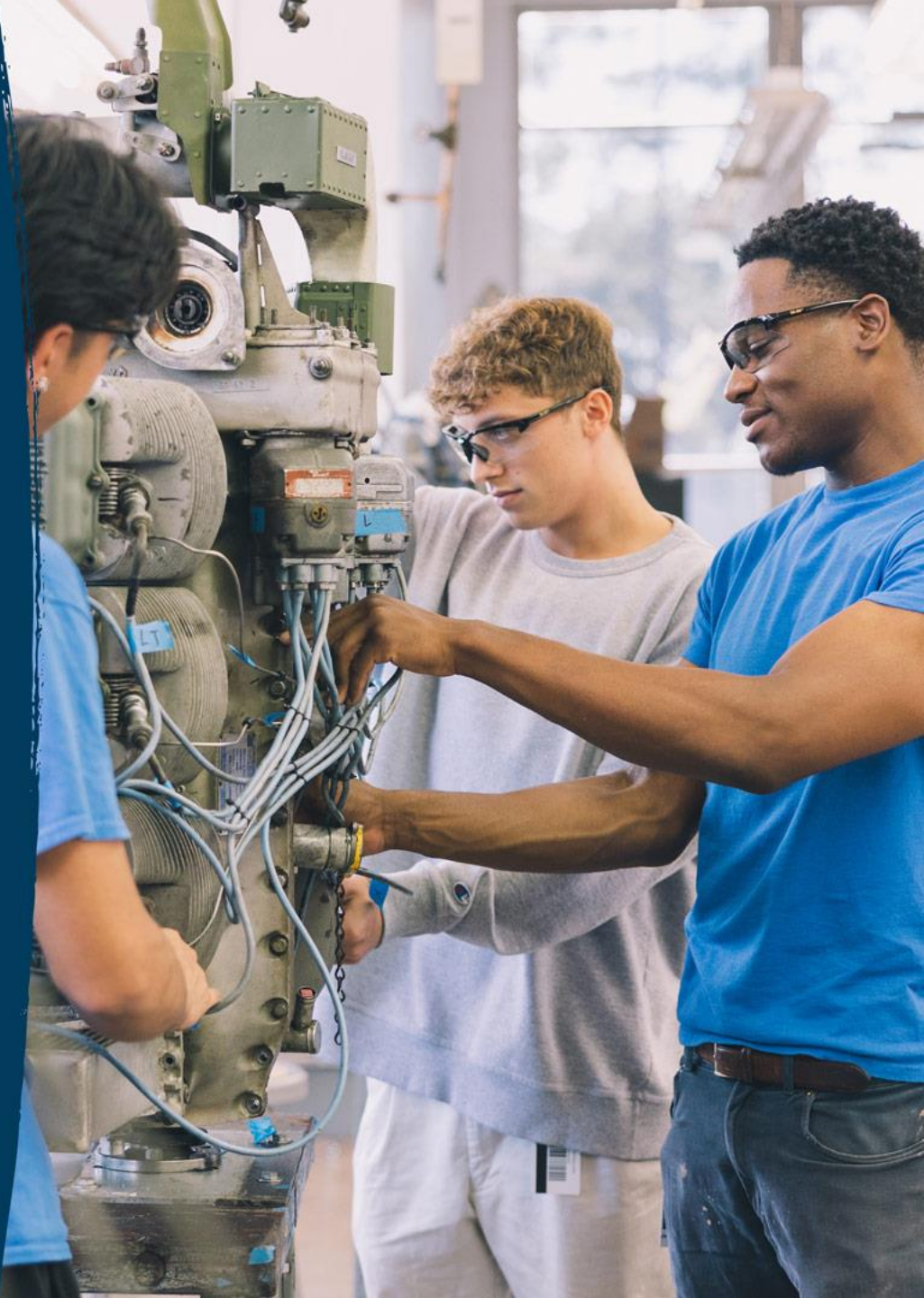


Webinar Agenda:

1. Webinar Agenda and Purpose
2. Registered Apprenticeship 101
3. Funding Purpose and General Information
4. Overview of Project Concept Requirements
5. Submission and Review of the Project Concept
6. Questions

Registered Apprenticeship 101

Kathryn Wheeler
Director of Apprenticeship



Overview

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

Federal Laws

- **Title 29 CFR part 29** – Labor Standards for the Registration of Apprenticeship Programs.
 - Commonly referred to as “29.29”
- **Title 29 CFR part 30** – Equal Employment Opportunity In Apprenticeship.
 - Commonly referred to as “29.30”

State Laws

- **Chapter 446** – Job Training
 - Section 446.011-092, Florida Statutes (F.S.)

- **Chapter 6A-23**
 - Rule 6A-23.001-011, Florida Administrative Code (F.A.C.)

Purpose of Apprenticeship

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

Components of Registered Apprenticeship



BUSINESS INVOLVEMENT

Employers are the foundation of every Registered Apprenticeship Program.



STRUCTURED ON-THE-JOB TRAINING

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



RELATED TECHNICAL INSTRUCTION (RTI)

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



REWARDS FOR SKILL GAINS

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



OCCUPATIONAL CREDENTIAL

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

Registered Apprentices

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

Common Terms

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

Common Terms

- **Registered Preapprentice** – any person 16 years of age or over engaged in a course registered as a preapprenticeship program with the Department; this instruction may take place in the public school system or elsewhere, as permitted by state law and rule.
- **Registered Preapprenticeship Program** – an organized course of instruction in the public school system or elsewhere, which is designed to prepare a person 16 years of age or older to become an apprentice and is approved by and registered with the Florida Department of Education and sponsored by a registered apprenticeship program.

Common Terms

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

Common Terms

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

Common Terms

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

Common Terms

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

Registered Apprenticeship Sponsors

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

- **Who can sponsor?**

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

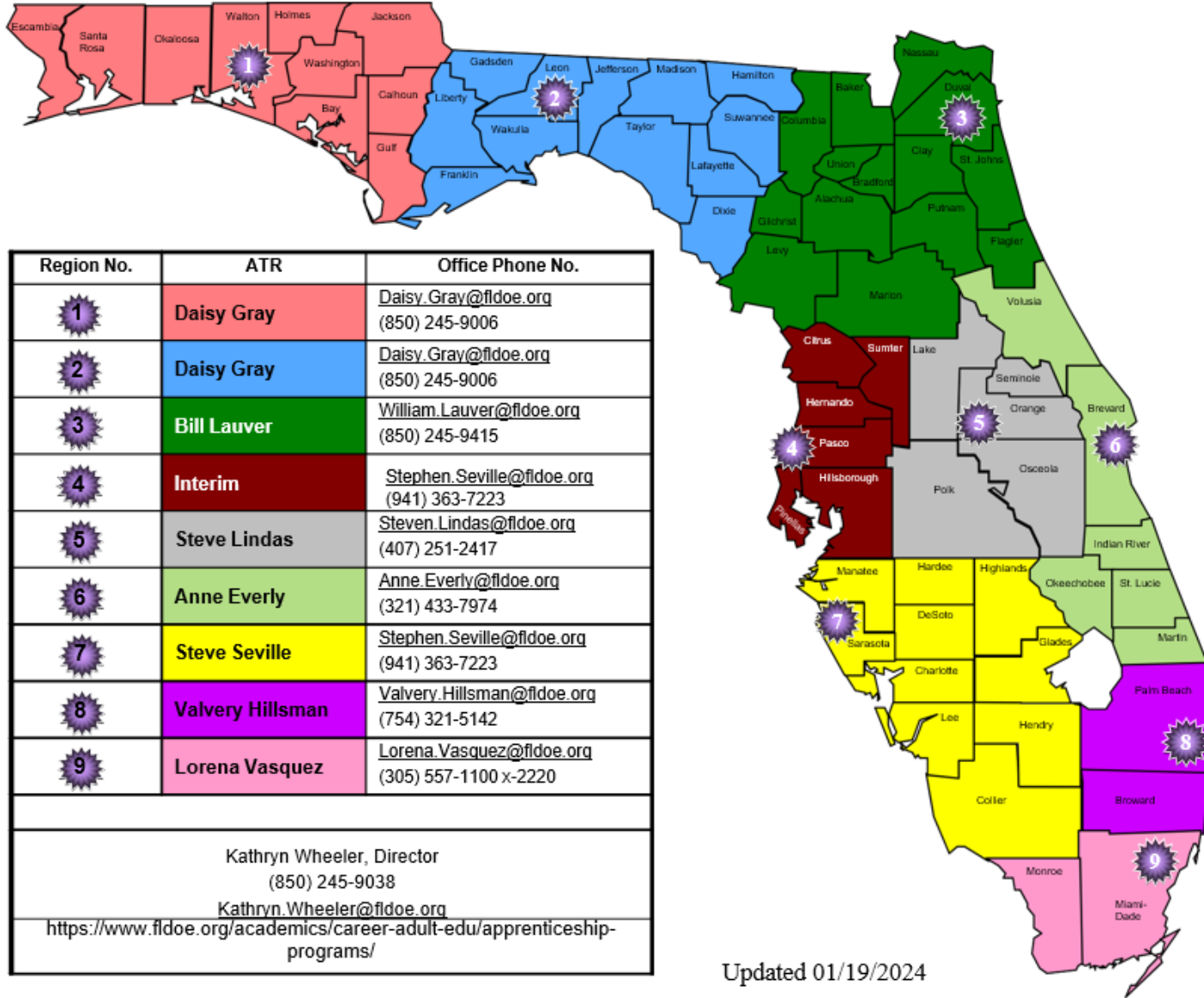
Criteria for Apprenticeable Occupations

Per 29 CFR 29.2, an apprenticeable occupation is one which is specified by industry and which must:

- (a) Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the-job supervised learning;
- (b) Be clearly identified and commonly recognized throughout an industry;
- (c) Involve the progressive attainment of manual, mechanical or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of on-the-job learning to attain; and
- (d) Require related instruction to supplement the on-the-job learning.

Registered Apprenticeship Models

- **Time-Based:** Apprentices complete a required number of hours in on-the-job training.
- **Competency-Based:** Apprentices progress at their own pace, demonstrating competency in skills and knowledge through proficiency assessments.
- **Hybrid-Based:** Using minimum and maximum range of hours and the successful demonstration of identified and measured competencies.



Updated 01/19/2024

Funding Purpose and General Information

Julie Nichols
Grant Manager
Pathways to Career
Opportunities Grant

APPRENTICE
FLORIDA



Specific Fund Source:

2024 State of Florida General Appropriations Act

- Appropriation Item 121, Aid to Local Governments
- Pathways to Career Opportunities Grant from General Revenue Fund
 - \$14.6 million for general release
 - This amount represents the current round of project concepts for PCOG funds.

Funding Purpose:

The funds may be used to establish new, operate existing or expand existing registered apprenticeship or preapprenticeship programs.

New Programs

- Seek to establish brand new apprenticeship or preapprenticeship programs as evidenced by a training plan for the program that meets the requirements for registration under Rules [6A-23, F.A.C.](#), or [6A-23.010, F.A.C.](#), and which must be registered with the Florida Department of Education within 120 days of the grant award. Upon registration, the program will be issued a unique program number.

Expanding Programs

- Seek to increase capacity of apprentices and/or occupations of an existing program that is registered with the Florida Department of Education (state apprenticeship agency) to do the following:
- Add a new occupation(s) to the existing registered standards for the program (within 120 days of grant award).
- Add new training seats to an existing occupation(s) contained in the registered standards for the program. For example, if a program trains a cohort of 30 welder apprentices in a single year, an example of expansion would be the program intends to add an additional 8 seats (in the funding year) to the cohort to train a total of 38 welder apprentices.

Operating Programs

- A program that is registered with the Florida SAA, with an existing certificate of registration awarded under [6A-23.004, F.A.C.](#) or [6A-23.010, F.A.C.](#), and has the intention of utilizing this funding opportunity to operate an existing program.
- Concept pitches for operation funds for existing programs are limited to those programs that do not partner during the funding year with a public Local Educational Agency (LEA) for related technical instruction. The project concept must be submitted by the registered sponsor.
- Funds awarded may only be used to help cover the cost of conducting and maintaining an apprenticeship training program.

Program Requirements:

New project

Must have program registered with FDOE within 120 days of issuance of the grant award notification.

Expansion project

Must be prepared to employ or train new apprentices or preapprentices within 120 days of issuance of the grant award notification.

Operating Project

Must be prepared to submit backup documentation showing currently enrolled and participating apprentices or preapprentices.

Program Performance Period:

- July 1, 2024, to June 30, 2025
- Recipients awarded for the 2024-25 program period are **NOT** guaranteed any additional funds beyond the 2024-25 grant year.
- Programs should anticipate operating within the grant period ending June 30, 2025; an extension is **NOT** guaranteed.

Target Population(s):

- Apprentices or preapprentices registered in an FDOE-approved apprenticeship or preapprenticeship program.
- Potential apprentices or preapprentices that will be registered in an FDOE-approved apprenticeship or preapprenticeship program.

Eligible Applicants:

1. Public High Schools
2. School District Career Centers
3. Charter Technical Career Centers
4. Florida College System Institutions
5. State University System Institutions
6. Other entities authorized to sponsor an apprenticeship or preapprenticeship program, as defined in sections 446.011 – 446.92, F.S.

General Information:

Unallowable Expenses

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

Allowable Expenses

- Instructional personnel.
- Instructional equipment.
- Instructional materials.

Overview of Project Concept Requirements



Project Concept Instructions Document:



A word document has been provided to supplement the project concept workbook. Read through and utilize the information provided when completing and submitting a project concept.



Among other useful information it includes an overview of the required documents, allowable/unallowable expenses and the due date for the project concept.

Project Concept Instructions:

Instructions for Submitting Excel Workbook Documents

- Calibri – Font (Size – 12)
- Written responses should be brief, clear and concise.
- The maximum cell size in Excel equates to a maximum of 4,000 characters per narrative box.
- Do not use excessive spaces or bullet points.
- Carefully read over the definitions and provisions provided in the workbook.
- Programs may only apply to PCOG for one type of application; both operating and expansion cannot be applied for in the same grant cycle.
- Any cell that requires the input of information is color-coded gray like below.

Operating Programs:

Project Concepts for operation funds are limited to those programs that are fully registered with the Florida Department of Education that do not partner during the funding year with a public Local Educational Agency (LEA) for related technical instruction. The project concept must be submitted by the registered sponsor.

Operating costs will consist of up to \$3,000 per apprentice or up to \$1,500 per preapprentice, disbursed in quarterly increments and subject to the availability of funds. Quarterly reports submitted must show the ongoing participation of the apprentices or preapprentices and a DOE-399 showing the funds have been expended to qualify for the funds.*

Expenditures must follow the allowable and nonallowable guidelines. Funds may not be used for non-allowable administrative functions or indirect costs.

*The payment type for the operating category is reimbursement only.

A Project Concept that includes shared budgetary resources:

Must be submitted by one applicant who will be considered the fiscal agent. Shared resources are limited to two or more registered sponsors, such as an apprenticeship program and a preapprenticeship program.

Some examples of resources that might be shared include equipment, space, instructional personnel, outreach and wrap around services.

Because of the nature of new programs, and the unique funding model for operating programs, project concepts including shared budgetary resources are limited to those applying for an expansion program.

General Program Information:

- Provide the general information for the proposed project.
- Be sure to include information in each of the provided narrative boxes.
- Refer to the key terms and provisions tab as needed.

General Program Information	
1) Applicant Name <i>(name of the agency who will serve as the fiscal agent)</i>	
2) Applicant Type <i>(Public High School, School District, Charter Technical Career Center, Florida College System Institution, State University System Institution or Other Authorized Entity)</i>	
3) Contact Name: Detail the point of contact name, title and phone number of the person the FDOE should contact regarding this project concept solicitation. <i>(provide a minimum of two contacts)</i>	
4) New, Operating or Expansion <i>(Expansion and Operating should only be selected for programs that are already a Registered Apprenticeship or Preapprenticeship Program. Please see "Key Terms and Provisions" tab for additional information)</i>	
5) Program Type <i>(Apprenticeship or Preapprenticeship)</i>	
6) Primary Region Served <i>(using the regional map on the "PCOG Instructions" tab of this application)</i>	
7) Additional region(s) to served by this concept pitch <i>(if applicable)</i>	
8) If the applicant has an existing registered apprenticeship or preapprenticeship program, indicate the Registered Program Number in the space below. If the applicant does not have an existing program enter "N/A."	
9) Provide the name of the entity that will be providing the Related Technical Instruction (RTI). Provide information on the roles and responsibilities with regard to the operation of the program. a. Is the applicant the Local Education Agency (LEA) providing the RTI, b. Is the Applicant partnering with an LEA to provide the RTI, or c. Is the applicant designing and implementing thier own RTI?	
10) Is the applicant filing a joint project concept that includes shared budgetary resources? If the response to this question is "Yes" fill in questions 11-12 , if "no" skip to question 13. <i>(Please see "Key Terms and Provisions" tab for additional information)</i>	

Fiscal Information:

- Provide a response to each of the fiscal information questions.
- Note that tuition and fees are not an allowable cost using PCOG funding, although instructor salary, materials and textbooks are allowable.
- Guidance regarding the assessment of tuition and fees can be found in s. 1009.25, Florida Statutes.

Fiscal Information	
Tuition and fees are not allowable for reimbursement using PCOG funding. Guidance regarding the assessment of tuition and fees can be found in 1009.25 Florida Statutes.	
1) Will the participants of this program be assessed tuition and fees?	
2) If "yes" was selected for question 1 describe in detail the tuition and fees that will be assessed to participants including the amount.	
3) Will there be an arrangement or partnership with an LEA in place to receive funding for Full-Time Equivalent (FTE)?	
4) If "yes" was selected for question 3 describe in detail the arrangement or partnership to receive funding for FTE including the amount.	
5) Describe in detail all other sources of funding the program will receive.	
6) Based on the amount requested in this application, provide the dollar amount requested per projected enrollee in the program and provide the need and justification for the amount requested.	
7) Describe how the applicant intends to ensure the financial sustainability of the apprenticeship program after the grant period ends.	

New, Expansion or Operating Program:

- Dependent upon the type of PCOG grant selected on the general program information tab (New, Expansion or Operating), the corresponding tab should be filled in. The questions will relate to the type selected.
- Note that tuition and fees are not an allowable cost using PCOG funding, although instructor salary, materials and textbooks are allowable.
- Guidance regarding the assessment of tuition and fees can be found in s. 1009.25, Florida Statutes.

Pathways to Career Opportunities Grant Project Concept	Character Count: LIMIT 4000
Fill in this tab if applying for a "New Program"	

Pathways to Career Opportunities Grant Project Concept	Character Count: LIMIT 4000
Fill in this tab if applying for an "Expansion Program"	

Pathways to Career Opportunities Grant Project Concept	Character Count: LIMIT 4000
Fill in this tab if applying for an "Operating Program"	

Program Deliverables:

- A total of 5 deliverables should be provided for both new and expanding programs. Operating programs have 4 predetermined deliverables provided in the project concept instructions document that should be entered into the deliverable chart in the project concept.
- Deliverables must be measurable, qualitative, challenging, yet achievable and support the program goal.
- Milestones and timeframes must be specific and realistic.
- All deliverables must be achieved within the grant period and may not contain outcomes beyond the grant period.

Program Deliverables: List the proposed program deliverables to be achieved during the grant period BELOW . <i>(Required elements of the grant such as purchasing equipment and submitting reports should <u>not</u> be included).</i>		Deliverable Objectives: Describe BELOW in detail, the major activities of the apprenticeship or preapprenticeship program, including timeframes, as they relate to the achievement of the " Program Deliverable " listed in the previous column.		Deliverable Outcomes: Describe BELOW the key outcomes associated with the program (i.e. number of participants served or to be served, the proposed number of completers, and any other outcomes and deliverables of the program). As they relate to the " Program Deliverable " in the first column.		Deliverable Completion Dates: Describe BELOW the key markers of grant progress, as they relate to the " Program Deliverable " in the first column. <i>(Use specific dates associated with an action or event marking a significant change or stage in achievement of the deliverable).</i>	
1		1		1		1	
2		2		2		2	
3		3		3		3	
4		4		4		4	
5		5		5		5	

Enrollment and Completer Tables:

Enrollment by Occupation

- Describe the expected enrollment and performance outcomes.
- There is a separate enrollment chart for those applying for the operating category, which asks for the number who will be trained instead of new enrollees.

Completers by Occupation

- Describe the number of anticipated completers in each occupation.


Anticipated Enrollment for "New" and "Expansion" Programs Only			
Occupation(s) - List each occupation that will be offered utilizing this funding opportunity	How many NEW registered apprentices/preapprentices does your program anticipate registering during the 2024-25 grant period? <i>NOT PREVIOUSLY ENROLLED IN 2022-23</i>	How many NEW registered apprentices/preapprentices does your program anticipate registering during the 2025-26 grant period? <i>NOT PREVIOUSLY ENROLLED IN 2023-24</i>	How many NEW registered apprentices/preapprentices does your program anticipate registering during the 2026-27 grant period? <i>NOT PREVIOUSLY ENROLLED IN 2024-25</i>
	0	0	0

Anticipated Enrollment for "Operating" Programs Only			
Occupation(s) - List each occupation that will be offered utilizing this funding opportunity	How many apprentices/preapprentices does your program anticipate training during the 2024-25 grant period?	How many apprentices/preapprentices does your program anticipate training during the 2025-26 grant period?	How many apprentices/preapprentices does your program anticipate training during the 2026-27 grant period?
	0	0	0

Anticipated Completers			
Occupation(s)- List each occupation that will be offered utilizing this funding opportunity	How many registered apprentices/preapprentices does your program anticipate completing the program during the 2024-25 grant period? <i>NOT PREVIOUSLY COMPLETED IN 2022-23</i>	How many registered apprentices/preapprentices does your program anticipate completing the program during the 2025-26 grant period? <i>NOT PREVIOUSLY COMPLETED IN 2023-24</i>	How many registered apprentices/preapprentices does your program anticipate completing the program during the 2026-27 grant period? <i>NOT PREVIOUSLY COMPLETED IN 2024-25</i>
	0	0	0

Budget:

- Present a budget that reflects the objectives and proposed costs of the program.
 - **Separate salary from fringe benefits.**
 - Be detailed and specific in the narrative.
 - The cells will expand to accommodate text length (no character limit here).
 - If you need additional space, contact the grant manager.
 - No **Indirect** or **Administrative Costs**.
- Proposed expenditures must meet the following criteria to be considered for approval.
 - The proposed expenditures must be reasonable, necessary and allocable.
 - The proposed expenditures follow the allowable/unallowable guidance.

FLORIDA DEPARTMENT OF EDUCATION								
		A) Name of Eligible Recipient/Fiscal Agent:						
		B) DOE Assigned Project Number:						
		C) TAPS Number:						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
FUNCTION	OBJECT	Account Title and Narrative	FTE POSITION	AMOUNT	% Allocated to This Project	ALLOWABLE (DOE USE ONLY)	REASONABLE (DOE USE ONLY)	NECESSARY (DOE USE ONLY)
D) TOTAL				\$	-	0%		
DOE ATTESTATION (Program and Grants Management)				 FLORIDA DEPARTMENT OF EDUCATION <small>fldoe.org</small>				
The cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.								
				April 2022		DOE 101S		

Budget Format:

Commonly overlooked instructions

- Separate salary from fringe benefits. If a benefit is not listed in the budget, it cannot be claimed on the DOE-399.
- Provide a detailed narrative for each line item that includes both a description and a justification for the cost.
- Do not use terms like “etc” or “but not limited to”.
- No indirect or administrative costs.
- Do not include vague and undefined items in the narrative. For example “instructional supplies” is undefined and allowability cannot be determined.
- If an unallowable cost is included in the requested budget, it will directly impact the amount awarded as that item will be removed.

(1)	(2)	(3)	(4)	(5)
FUNCTION	OBJECT	Account Title and Narrative	FTE POSITION	AMOUNT
5300	757	Instructors		\$ 30,000.00
		↓		
5300	120	Electrician Instructors (2): Responsible for providing instruction to the Electrician Apprentices during the grant period.	1	\$ 30,000.00
	220	FICA		\$ 2,295.00
	230	Health		\$ 4,000.00
	210	Retirement		\$ 6,000.00

(1)	(2)	(3)	(4)	(5)
FUNCTION	OBJECT	Account Title and Narrative	FTE POSITION	AMOUNT
	5840	Supplies/Materials: Instructional Supplies		\$ 25,000.00
		↓		
	5840	Supplies and Materials: Tools for the electrician apprentice to utilize when training including; wire strippers, needle-nose pliers, tape measure, digital electrical tester,		\$ 5,000.00
	5840	Supplies and Materials: instructional supplies required for the hands on training of electrician apprentices including; Outlet box, wiring, conduit.		\$ 5,000.00
	64100	Lab Equipment: 1 Load Trainer II Transformer Trainer Simulator- a portable 3-phase trainer that offers an immersive learning environment for the electricians to receive hands on learning. Includes 1 simulator, a protective case and the software required to run.		\$ 15,000.00

Budget Takeaways:

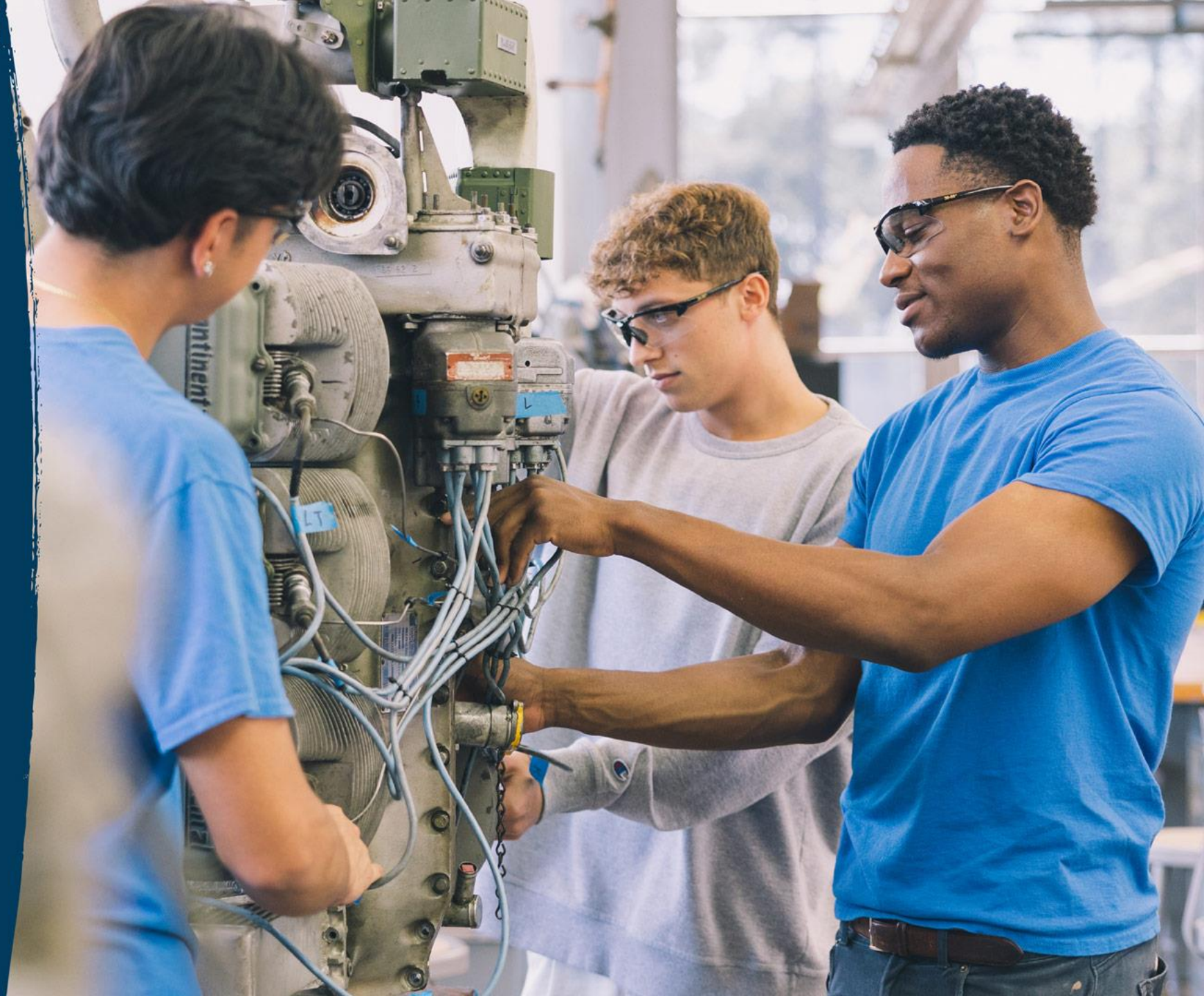
- Unallowable line items will be removed from the budget and the award amount will be determined based only on the allowable line items requested.
- Budget instructions and budget examples tabs are provided in the workbook.
- Every line item requested in the budget should provide a definition and justification.
- Personnel line items should indicate if they are a salary or contractual position. Include a narrative outlining the job duties for the position.
- Note that software and subscription-based line items can only be claimed for the grant period regardless of coverage period.
- Provide as much information as possible so that allowability can be determined.

Projected Equipment Purchases:

- The project equipment purchases form must be utilized for all equipment items to be purchased that have a projected unit value of \$5,000 or more with a useful life of one year or more.
- This form is supplemental information for equipment included on the budget form.

FDOE Projected Equipment Purchases Form									
A) _____ Name of Eligible Recipient								TAPS# 238019	
B) _____ Project Number (DOE USE ONLY)									
Agencies are accountable for all equipment purchased using grant funds including those below the agencies threshold.									
ITEM #	FUNCTION CODE	OBJECT CODE	ACCOUNT TITLE	DESCRIPTION	SCHOOL/ PROGRA	NUMBER OF ITEMS	ITEM COST	TOTAL AMOUNT	
	A	B	C	D	E	F	G	H	
1								\$ -	
2								\$ -	
3								\$ -	
4								\$ -	
5								\$ -	
6								\$ -	
7								\$ -	
8								\$ -	

Submission and Review of the Project Concept



Submitting the Project Concept:

- Review the entire Project Concept including the instructions and definitions tab prior to submitting. Correct submission of the PCOG Excel Workbook Application will consist of:
 - All narrative boxes are completed.
 - All drop-down lists are completed.
- If there are technical difficulties with the form, reach out to the Grant Manager at PCOG@fldoe.org.

Submitting the Project Concept (Continued):

Submission should include:

- Project concept workbook
- Letter of attestation or support (see project concept instructions document)

The completed project concept must be emailed to:

PCOG@fldoe.org by close of business

5PM (EDT) Wednesday, May 24, 2024

Method of Review:

- Pre-screening will be done by FDOE staff to ensure conditions for acceptance are addressed and 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.
- Awards are subject to the availability of funds.

Frequently Asked Question:

Q: What type of funding can our program apply for?

- A: The chart below is a visual guide to outline the different types of applicants and the type of project concept they may submit.

Types of Applicants	Concept Type Pitch		
	Expansion	Operating	New
Entity authorized to sponsor a program not already registered	No	No	Yes
Existing program sponsors without an LEA partnership for RTI	Yes	Yes	No
Existing program sponsor who partners with an LEA for RTI	Yes	No	No
LEAs who are not program sponsors	Yes (attestation required)	No	Yes (attestation required)
LEAs who are existing program sponsors	Yes (attestation required)	No	No
Applicant of 2 or more sponsors with shared budgetary resources	Yes	No	No