# Open Door Grant Program for the 2022-23 Academic Year, 2nd Review Period

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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.

Materials from today's webinar can be found in the chat area:
- Today's presentation
- Technical Assistance Guide for Excel Workbook

How to submit questions:
- To submit questions during the webinar, please utilize the Questions box. During the Q&A portion of the webinar, questions will be addressed.

# Agenda

- Background & 2022 Changes

- 2022-23 Implementation

- Resources

- Questions

# Background

# Open Door Grant Program Background

- HB 1507 created section (s.) 1009.895, Florida Statutes (F.S.), to establish the Open Door Grant Program (Open Door), to provide funds to support student completion of short-term, high-demand credit and non-credit career and technical education (CTE) programs at:
  - School district postsecondary technical career centers under s. 1001.44, F.S.
  - Charter technical career centers under s. 1002.34, F.S.
  - Florida College System (FCS) institutions s. 1000.21(3), F.S.

- Rule 6A-20.045, Florida Administrative Code (FAC), implements the Open Door program and provides specifications on student eligibility, award types, application process and institutional requirements.

# Legislative Changes Effective July 1, 2022

[Senate Bill 2524](#) amended section 1009.895 Florida Statute and included the following:

- Update to the definition of "institution" to include school districts without a career center that offer eligible integrated and education training programs.

- Removal of the requirement for students to complete the Free Application for Federal Student Aid to be eligible to receive the grant.

# Legislative Changes Effective July 1, 2022

The General Appropriations Act (HB 5001) updated the funding source for the grant from federal to state general revenue.
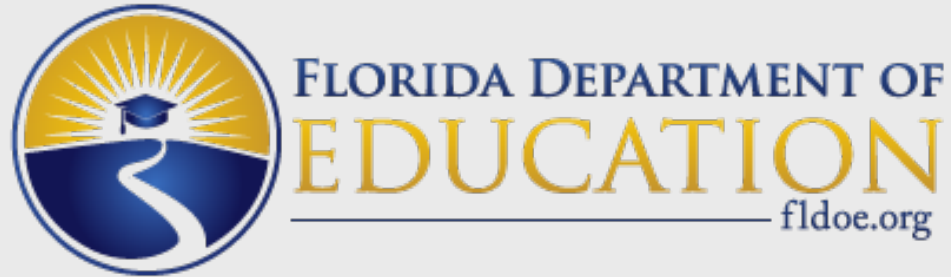
- Specific appropriation 115 provides $15 million for school districts.

- Specific appropriation 126 provides $20 million for Florida College System (FCS) institutions.

These revisions, both budgetary and programmatic, became effective July 1, 2022.

# Rule 6A-20.045, F.A.C.

Link to updated rule:

https://www.flrules.org/gateway/ruleNo.asp?id=6A-20.045

# 2022-2023 Request for Application 2nd Review Period

# **Specific Funding Authorities**

TAPS#23A188 – District Workforce Education
  2022 State Appropriation, Section 2 Education, Aid to
  Local Governments Grants and Aids - Section 117 –
  Open Door Grant Program $15,000,000


TAPS#23A187 - Florida College System Institutions
  2022 State Appropriation, Section 2 Education, Aid to
  Local Governments Grants and Aids - Section 126 –
  Open Door Grant Program $20,000,000

# Total Funding Amount - $35,000,000

- $20,000,000 for Florida College System institutions (TAPS#23A187).
- $15,000,000 for District Workforce Education (TAPS#23A188).

- **<u>Type of Award</u>**
  - Discretionary, Non-competitive

- **<u>Budget / Program Performance Period</u>**
  - July 1, 2022, through June 30, 2023

- **<u>Target Population(s)</u>**
  - The target population is Florida residents who are unemployed, underemployed or furloughed and enrolled in short-term workforce education programs that lead to the attainment of credentials on the Master Credentials List under s. 445.004(4), F.S.

- **Eligible Applicant(s)**
  - Florida College System institutions under s. 1000.21(3), F.S.
  - School district postsecondary technical career centers under s. 1001.44, F.S. and Charter technical career centers under s. 1002.34, F.S.
  - School districts with eligible integrated education and training programs (effective July 1, 2022)

- **Application Due Date**
  - Monday, December 19, 2022

# Funding Purpose/Priorities

- Funds are directed to connecting those unemployed, underemployed or furloughed with workforce training and credentialing for high-demand occupations. Funds may be used to cover the cost of tuition, fees, examination, books and materials. The Florida Department of Education (FDOE) will provide grants to existing agencies awarded in FY 2021-22 through the GEER Funds and offer opportunities for new agencies to participate and for increased funding requests from currently funded issues agencies.

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# Types of Grants

- Rule 6A-20.045, Florida Administrative Code (F.A.C.), identifies two types of Open Door grants:

- (1) Student Investment Grants and (2) Last Dollar Grants.

- For each eligible program, institutions must indicate which approach they plan to use:
  - Student Investment approach,
  - Last Dollar approach, or
  - Combination Student Investment and Last Dollar approach.

# Student Investment Grants

- Only students who are not in receipt of state or federal aid may qualify for the Student Investment Grant.

- At the time of admission, the student must pay one-third of the cost of the program and sign an agreement that requires the student to pay an additional one-third of the cost of the program in the event the student does not successfully complete. The student, an employer, or a private source may pay the student portion.

# Student Investment Grants

- The Open Door Grant will cover the following students' portion if the student signs an agreement to pay this cost in the event the student does not successfully complete:
  - Students in IET programs who do not have a high school diploma.
  - Any student with need, as determined by the institution (Effective July 1, 2022.)

# Student Investment Grants

- If the courses or programs do not lead to certification or licensure, the agency is eligible to receive grant funds to cover two-thirds the cost, not to exceed three-thousand dollars ($3,000), once the student successfully completes the course or program.

- If the courses or programs lead to certification or licensure, the agency is eligible to receive grant funds to cover one-third the cost once the student successfully completes the course or program. The agency is eligible to receive the additional one-third the cost once the student receives the certification or license.

# Last Dollar Grants

- Only students who are in receipt of state or federal aid may qualify for the Last Dollar Grant. Individual Last Dollar Grant awards made to students cannot exceed $3,000 and the amount of the student's unmet need, which means the difference between the total costs of the eligible program the student incurs at the time of enrollment and the total value of all grants and scholarships received by the recipient to attend the institution.

# Second Review Period

- In the second review period, the department will accept applications for the following:

1) Full program applications for agencies with a previous award letter but without an approved program application in 2021-22.

2) Full program applications for agencies who were eligible in 2021-22 but did not apply for funds.

3) Full program applications for agencies not previously eligible in 2021-22 that would like to request an initial allocation.

4) Increase Funds applications for agencies with current 2022-23 award that would like to submit a request for an increased allocation.

# Funding Method - Quarterly Advance to Public Entity

- For quarterly advances of non-federal funding to state agencies and local educational agencies (LEAs) made in accordance with the authority of the General Appropriations Act.  Expenditures/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. If audited, the recipient must have expenditure detail documentation supporting the requested advances.

# Quarterly Performance Reporting and Payment Schedule

| # | Time Period | Performance and Fiscal Reports Due Date | Advanced Payment |
|---|---|---|---|
| Automate | DOE Award Letter Generated | Award letter Issued Date | FDOE Automate Generated First ¼ award amount payment |
| 1st Quarter | July, August, September | October 15, 2022 | Second ¼ award amount payment |
| 2nd Quarter | October, November, December | January 15, 2023 | Third ¼ award amount payment |
| 3rd Quarter | **January, February, March** | **April 15, 2023** | **Fourth ¼ award amount payment** |
| 4th Quarter | **April, May, June** | **July 15, 2023 (For quarterly performance report)**<br><br>**August 22, 2023 (Final DOE399 Report)** | **August 22, 2023 (Final DOE399 Project Disbursement Report)** |

**All Quarterly Performance and Fiscal Reports MUST uploaded to ShareFile folder established for this purpose. This is NOT the same as the OGM ShareFile for amendments and award notifications. Funded agencies will be notified about format and content at least 30 days prior to the reporting due date.**

# Allowable Expenses

- Program funds must be used solely for **the cost of tuition, fees, examination, books and materials** to a student enrolled in an eligible program. Examination costs can include vouchers for third-party testing vendors.

# Unallowable Expenses

- Open Door Grant funds may not be used for indirect costs or other costs not allowable for state programs.

# Local Application Instructions – Second Review Period

- The application submission documents that must be submitted will vary based agency type (FCS or District) and the type of request.

| Institution Type | Application Status of Agency | Application Requirements |
|---|---|---|
| FCS | Agencies with a 2021-22 award but no fully approved program application. | See table A-1 below |
| FCS | Agencies who are eligible but did not apply in the 2021-22 year. | See table A-1 below |
| FCS | Agencies with current 2022-23 awards who are submitting a request for additional funds. | See table A-2 below |
| District | Agencies with a 2021-22 award but no fully approved program application. | See table B-1 below |
| District | Agencies who are eligible in 2022-23 and/or did not apply in the 2021-22 year. | See table B-1 below |
| District | Agencies with current 2022-23 awards who are submitting a request for additional funds. | See table B-2 below |

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# A-1/B-1: Full Program Application Required Documents

1. DOE 100A, Project Application Form (PDF)

   Must be signed by the agency head or other authorized person

2. Open Door Narrative (Word)

3. Project Performance Accountability Form (exact form in the attachment sections)

4. Open Door Excel Workbook with Budget Narrative 101S (Excel) – Full Program

# Required Narrative Components for A-1 (FCS) and B-1 (District) Application Types

- Following the instructions within each narrative component and complete the application using the same sequence presented in this narrative section. Responses should be brief, clear and concise. Font must be Arial size 12. The document must be double spaced (this does not apply to charts) with 1" margins. The maximum page limit for the Required Narrative Components (1-5) is twenty (20) pages. This does not include any required forms and/or other specified information.

# **Narrative Components**

1) Policies/Procedures: Describe how your agency will establish policies or procedures to implement the program.

2) Increasing Awareness: Describe your agency's plans to advertise the program and increase awareness among eligible current and potential student populations.

# Narrative Components

3) Student Eligibility: Describe the process for verifying that students have met the eligibility requirements for the Last Dollar approach and/or the Student Investment approach. If applicable, for the Student Investment Grant, indicate the anticipated source of funds that will be used to fund the student portion: student self-funded, employer-funded or privately- funded/other.

4) Reporting Capacity: Describe how your agency will collect and store information on students receiving funds in order to comply with the reporting requirements.

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## Narrative Components

5) Partnerships: Provide a summary of current and potential partnership agreements between the institution and local workforce development boards, community- or faith-based organizations, employers, or other economic development agencies. Information provided should describe roles and responsibilities, including any funds provided for students participating in the program by the partners.

# A-2/B-2: Fully Approved – Additional Funds Requested

1. Project Amendment Request DOE 150

2. Open Door Excel Workbook (Excel) – Increase Funds

3. At a later date, upon final approval from the Department, agencies will be instructed to submit a Budget Amendment Narrative Form DOE 151

# How to submit the application to FDOE

- Agencies must submit all documents required for the application type to FDOE via the via OGM ShareFile Open Door folder #1.

- Follow directions in RFA for the file naming convention.

# How to Set-up the OGM ShareFile access

- If there is an asterisk (*) next to your agency in the tables above, click on this link: https://www.surveymonkey.com/r/H787HQZ to request OGM ShareFile Access. FDOE will need the requested information to create your agency's Office of Grants Management cloud-based "ShareFile" account associated with this grant's TAPS number. Each agency may list up to four (4) individuals who are authorized to access the ShareFile account associated with the Open Door grant. The FDOE recommends at least two individuals be listed.

## Open Door Excel Workbooks

- There are two types of Excel Workbooks provided for completion of application: one for the full application and one for the Increase Funds application.

- Please select the appropriate one to complete based upon your application type.

# Open Door Excel Workbook for the full application (Complete Green Tabs)

- Title

- Tab A – Assurances

- Tab B1 – Clock-Credit Programs

- Tab B2 – Non-Credit Programs (fee-based or continuing education)

- Tab B3 – IET Programs

- Tab C – DOE 101S

- *NOTE: Information from Tabs B1, B2, and B3 are used to populate the tab called "Request Totals." The amount on the DOE 101S must match the total funds generated and summarized on this tab.*

# Open Door Excel Workbook for Increased Funds (Complete Purple Tabs)

- Title

- Tab B1 – Clock-Credit Programs

- Tab B2 – Non-Credit Programs (fee-based or continuing education)

- Tab B3 – IET Programs

- Tab C – Increase Funds Requested Form

# Conditions for Acceptance

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

1) Application includes the required forms based on the application type.

2) All required forms must have the assigned TAPS Number included on the form.

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

4) Application must be submitted electronically via OGM ShareFile Open Door folder #1 for the agency

# Excel Workbooks Technical Assistances

- For technical issues with the Excel workbooks, contact Mallory Martinez at 850-245-9043 or Mallory.Martinez@fldoe.org.

# Method of Review

- Eligible recipient applications will be reviewed for approval by FDOE staff using the criteria specified in s. 1009.895, F.S., and Rule 6A-20.045, F.A.C., Open Door Grant Program.

- Eligible recipients may be asked to revise and/or change content stated in their application to be approved for funding.

- In addition, fiscal information will be reviewed by the Bureau of Contracts, Grants and Procurement, and Office of Grants Management staff.

- The Application Review Criteria and Checklist found in the Attachments section will also be used by FDOE staff to review applications.

# Resources

# Resources

- Agencies may submit questions at any time by emailing OpenDoor@fldoe.org.

- Open Door Grant website
  - www.fldoe.org/academics/career-adult-edu/funding-opportunities/opendoor.stml

- Rule 6A-20.045, F.A.C.
  - https://www.flrules.org/gateway/RuleNo.asp?id=6A-20.045

# Questions?

# FDOE Contacts

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