

# 2024-25 Workforce Development Capitalization Incentive Grant

## Concept Proposal: Overview and Guidelines

### Background

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The Workforce Development Capitalization Incentive Grant is created in section 1011.801, Florida Statutes (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.

### Eligible applicant

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To be eligible for this grant, the institution must be one of the institutions listed below.

- A school district offering secondary career and technical education programs, or
- Any of the following institutions that 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.

### Note about Charter Schools

*If expansions are proposed at charter schools, the school district that charters the institution will include these schools in their application. Charter schools that are not chartered through a school district and authorized through an independent chartering entity may apply as the primary fiscal agent.*

### Eligible programs

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Per statute, 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, Florida Administrative Code (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.*

### Proposal types

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Only one application 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
- Dual Enrollment Expansion or Creation

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## Application Overview

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Only one proposal may be submitted by an eligible applicant for each type of proposal.

- 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 must include narrative sections with the following information:
  - Executive Summary/Business Case
  - Program Detail (name, number, courses, industry certifications, school name(s) 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

## Concept proposal submission

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Please read the proposal carefully and prepare a submission in the format prescribed below. A complete proposal must be emailed to [capgrant@fldoe.org](mailto:capgrant@fldoe.org) and include **three** documents:

1. Cover 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 (required format: PDF document)
2. Concept Proposal Part 1: Narrative (required format: Word document)
3. Concept Proposal Part 2: Workbook (required format: Excel document)

To assist in processing the proposals, when submitting, the subject line for the submission should use the following format:

- a) Concept Proposal Submission - [Agency Name] [9-12 Program]
- b) Concept Proposal Submission - [Agency Name] [Career Dual Enrollment]

Agencies must not transmit their proposal in multiple emails (e.g., concept proposal in one email and submission letter in a second email). Proposals submitted in the proper format will be reviewed first. If an error is made in an email transmission, contact the Division for technical assistance via [capgrant@fldoe.org](mailto:capgrant@fldoe.org).

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## Application and Award Process

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At the end of the review period, a summary sheet of proposals received will be prepared for the Commissioner of Education 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. An amendment to the RFA will be processed as additional groups of proposals are recommended for funding by the Commissioner of Education.