Bureau / Office
Division of Florida Colleges / Division of Career and Adult Education

TAPS Numbers
TAPS#22A187 (Florida College System institutions) / TAPS#22A188 (Career Centers)

Program Name
Open Door Grant Program (Open Door)

Specific Funding Authorities
TAPS#22A187 (Florida College System institutions)
Governor's Emergency Education Relief (GEER) Fund under the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, 2021, Pub. L. No. 116-260

TAPS#22A188 (Career Centers)
Governor's Emergency Education Relief (GEER) Fund under the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, 2021, Pub. L. No. 116-260

Funding Purpose/Priorities
The purpose of Open Door is to assist career centers and Florida College System (FCS) institutions in their ability to enroll and complete students in short-term workforce education programs that lead to the attainment of credentials on the Master Credential List under section (s.) 445.004(4), Florida Statutes (F.S.).

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 agencies on a first-come, first-serve basis, with no single agency receiving more than one-quarter of funds.

At least one-quarter of the funds will be prioritized for rural institutions. Also prioritized is funding for integrated education and training (IET) programs in which institutions establish partnerships with local workforce development boards to provide basic skills instruction, contextually and concurrently, with workforce training that results in the award of credentials under s. 445.004(4), F.S.

Rule 6A-20.045, Florida Administrative Code (F.A.C.), identifies two types of Open Door grants: Student Investment Grants and Last Dollar Grants. For each eligible program, institutions must indicate if they plan to use a Student Investment approach, a Last Dollar approach or a Student Investment and Last Dollar approach.

Under either program, the total amount received must not exceed three-thousand dollars ($3,000) per student per eligible program. Eligibility for the program is determined based on whether the student is in receipt of state or federal aid, which is defined in Rule 6A-20.045(2)(j), F.A.C., as:

"Scholarships and grants whose fund sources are the State of Florida or the federal government. For the purposes of this program, institutional aid that can be sourced to the State of Florida or the federal government and other financial assistance provided under the State of Florida or federal programs for student education and training are considered state or federal aid."

Types of Grant Opportunities
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 portion may be paid by the student, an employer, or a private source. For students in IET programs and students who do not have a high school diploma, the Open Door Grant will cover their portion if the student signs an agreement to pay this cost in the event the student does not successfully complete.

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.

Total Funding Amount
$35,000,000
- $20,000,000 for Florida College System institutions (TAPS#22A187). Between four and 28 awards will be made. The maximum amount an institution may request and receive is $5,000,000.
- $15,000,000 for school districts career centers and charter technical career centers (TAPS#22A188). Between four and 31 awards will be made. The maximum amount an agency may request and receive is $3,750,000.

Type of Award
Discretionary, Non-competitive

Budget / Program Performance Period
July 1, 2021, through September 30, 2023

Pre-award costs are authorized for any allowable expenditure incurred on or after July 1, 2021, the effective date for House Bill 1507.

Target Population(s)
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.
Charter technical career centers under s. 1002.34, F.S.

Application Due Date
Applications will be reviewed in the order in which they are received. If an agency submits an incomplete application, the agency will have an opportunity to revise and resubmit the incomplete portions; in which case, the agency's start date will reset to the date in which a completed application is received. Agency allocations will be prioritized according to the date the completed application was approved by FDOE, with prioritization given for integrated education and training (IET) programs.

First Review Period
For consideration in the first review period, completed applications must be received by close of business (5:00 pm EDT) on October 15, 2021.

Of the funds appropriated to the program, 25 percent will be reserved for rural institutions for applications received by October 15, 2021. Beginning on October 16, 2021, all funds will be eligible for any agency demonstrating demand for grants.

Second Review Period
For consideration in the second review period, completed applications must be received by close of business (5:00 pm EDT) on November 1, 2021. Agencies that do not submit an application to FDOE by November 1, 2021, will not be considered.

Matching Requirement
None

Contact Persons
Project Application Support:

Florida College System institutions	Career Centers
Katie Grissom, Deputy Director for Academic Affairs	Ninafe Awong, Director, Career and Technical Education
katie.grissom@fldoe.org	Ninafe.Awong@fldoe.org
850-245-0407	850-245-9020

Grants Management: Office of Grants Management, 850-245-0496

Assurances

The Florida Department of Education (FDOE) has developed and implemented a document entitled **General Terms, Assurances and Conditions for Participation in Federal and State Programs** to comply with:

2 C.F.R. 200, Uniform Grant Guidance (UGG) requiring agencies to submit a common assurance for participation in federal programs funded by the United States Education Department (USED); Applicable regulations of other Federal agencies; and State regulations and laws pertaining to the expenditure of state funds

In order to receive funding, **applicants must have on file with the Florida Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State and Federal Programs.** The complete text may be found in Section D of the Green Book.

> **School Districts, Community Colleges, Universities, and State Agencies**
> The certification of adherence, currently on file with the FDOE Comptroller's Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this application, unless a change occurs in federal or state law,   or there are other changes in circumstances affecting a term, assurance or condition.
>
> **Note:** The UGG combines and codifies the requirements of eight Office of Management and Budget (OMB) Circulars: A-89, A-102 (former 34 CFR part 80), A-110 (former 34 CFR part 74), A-21, A-87, A-122, A-133, A-50. For the FDOE this means that the requirements in EDGAR Parts 74 and 80 have also been subsumed under the UGG. The final rule implementing the UGG was published in the Federal Register on December 19, 2014, and became effective for new and continuation awards issued on or after December 26, 2014.
>
> Technical assistance documents and other materials related to the UGG, including frequently asked questions and webinar recordings, are available at The Chief Financial Officers Council web site: https://cfo.gov/cofar.

Risk Analysis

Every agency must complete a Risk Analysis form. The appropriate DOE 610 or DOE 620 form will be required prior to a project award being issued. The Risk Analysis must be submitted with the application. If an agency is submitting applications for multiple programs, only one Risk Analysis is required.

School Districts, State Colleges, and State Universities, and State Agencies must use the DOE 610 form. Once submitted and approved, the risk analysis will remain in effect unless changes are required by changes in federal or state law, changes in the circumstances affecting the financial and administrative capabilities of the agency or requested by the Department. A change in the agency head or the agency's head of financial management requires an amendment to the form. The DOE 610 form may be found at http://www.fldoe.org/core/fileparse.php/5625/urlt/doe610.xls

Non-participation in the training program may result in termination of payment(s) until training is completed.

<u>Additional Conditions</u>

- All students awarded funds must meet all eligibility criteria in Rule 6A-20.045(3), F.A.C.
- For 2021-22, the CAPE Industry Certification Funding List and the CAPE Postsecondary Industry Certification Funding List comprise the Master Credentials List under Section 445.004(4), F.S.
- Agencies must link their clock, credit and non-credit Open Door programs to the postsecondary CAPE list, which is available in the "Master Credentials List" tab of the Excel workbook.
  - For short-term credit (30 hours or less) and clock programs (900 hours or less), FDOE provided a list of all programs linked to the CAPE Postsecondary Industry Certification Funding List, which is available in the "Approved Clock-Credit Linkages" tab of the Excel workbook.
    - If the agency wishes to identify a credit or clock program that is not on the "Approved Clock-Credit Linkages" list, the agency will be required to provide justification explaining how the program trains for the industry certification on the Master Credentials List.
  - For short-term non-credit or continuing workforce education courses and programs (equivalent to 30 credit hours/900 clock hours or less), the agency will be required to provide justification explaining how the program trains for the industry certification on the Master Credentials List.
- Agencies may link their IET Open Door programs to K-12 or postsecondary certifications on the Master Credentials List, which is available in the "IET Certifications" tab.
  - FDOE has provided an approved list of programs in the "Approved IET Programs" tab. Programs that were pending FDOE approval as of September 13, 2021, are denoted as "Pending Approval." These programs may still apply for Open Door grants; however, they must receive full program approval prior to using Open Door funds.
  - If an agency wishes to seek approval for a new IET program that is not found in the "Approved IET Programs" tab of the workbook, the agency may apply for Open Door grants by completing application materials; however, they must receive full program approval prior to using Open Door funds. To obtain approval for a new IET program, agencies must email a completed IET Program of Study form to Rachel Ludwig (Rachel.Ludwig@fldoe.org) for review.
  - For each approved program, FDOE has also identified possible linkages to postsecondary or, in the case of no postsecondary, secondary certifications for which the IET program trains. Agencies are encouraged to use these linkages. If the agency wishes to identify its own linkage from the "IET Certifications" tab, it may do so by providing a justification for how the IET program trains for the selected certification.
  - For each program requested, agencies must provide justification for linking the approved IET program with the industry certification in the "IET Certifications" tab.
- For 2022-23 and beyond, the Credential Review Committee will publish the Master Credentials List that indicates courses and programs that meet the framework of quality and are credentials of value.
- During the award period, agencies may add programs after the initial application if:
  - The institution has begun offering an eligible program that it did not offer at the time of application.
  - Programs are added to the Master Credentials List that meet the framework of quality and are credentials of value.
  - A linkage is added to the Master Credentials List between an industry certification and a program.

If the credit or clock hour program is <u>already approved</u> by FDOE as an approved linkage, the institution <u>does not</u> need FDOE approval to begin applying Open Door funds; agencies will notify FDOE of the addition of approved programs through the quarterly reports.

If the credit, clock or non-credit program is <u>not already approved</u> by FDOE as an approved linkage, the institution <u>does need</u> FDOE approval to begin applying Open Door funds. Agencies should contact the grant manager to seek approval by providing a brief justification explaining how the program trains for the industry certification on the Master Credentials List.

If the IET program is <u>not already approved</u> by FDOE as an approved linkage, the institution <u>does need</u> FDOE approval to begin applying Open Door funds. Agencies should send a completed IET Program of Study form to Rachel Ludwig (rachel.ludwig@fldoe.org) for review. Providers will be contacted if IET Program of Study revisions need to be made prior to approval.

Funding Method
TAPS#22A187 (Florida College System institutions)
Federal Cash Advance (Public Entities only as authorized by the FDOE)
Federal cash advances will be made by state warrant or electronic funds transfer (EFT) to a recipient or subrecipient for disbursements. For federally funded programs, requests for federal cash advance must be made through FDOE's Florida Grants System (FLAGS). Supporting documentation for expenditures should be kept on file at the program. Examples of such documentation include, but are not limited to, payroll records, contracts, invoices with check numbers verifying payment and/or bank statements—all or any of these items must be available upon request.

TAPS#22A188 (Career Centers)
Federal Cash Advance (Public Entities only as authorized by the FDOE)
Federal cash advances will be made by state warrant or electronic funds transfer (EFT) to a recipient or subrecipient for disbursements. For federally funded programs, requests for federal cash advance must be made through FDOE's Florida Grants System (FLAGS). Supporting documentation for expenditures should be kept on file at the program. Examples of such documentation include, but are not limited to, payroll records, contracts, invoices with check numbers verifying payment and/or bank statements—all or any of these items must be available upon request.

Fiscal Records Requirements and Documentation
Applicants must complete a Budget Narrative form, DOE101. Budget forms must be completed to provide sufficient information to enable FDOE reviewers to understand the nature and reason for the line item cost.

All accounts, records, and other supporting documentation pertaining to all costs incurred shall be maintained by the recipient for five years. Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include but are not limited to: invoices with check numbers verifying payment, and/or bank statements; time and effort logs for staff, salary/benefits schedules for staff. All must be available upon request.

Funded projects and any amendments are subject to the procedures outlined FDOE Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs, which may be found at:

http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml.

Budgeted items must correlate with the narrative portion of the project application that describes the specific activities, tasks and deliverables to be implemented.

All project recipients must submit a completed DOE 399 form, Final Project Disbursement Report, to the Florida Department of Education, Comptroller's Office, by September 30, 2023.

Allowable Expenses:
Program funds must be used solely for 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. Pre-award costs are authorized for any allowable expenditure incurred on or after July 1, 2021.

Unallowable Expenses:
Expenses associated with administrative costs including indirect costs are unallowable. Expenses associated with equipment purchases are unallowable. Additionally, below are other unallowable expenses.

- Meals, refreshments or snacks
- Incentives (e.g., gift cards, plaques, trophies, stickers, t-shirts, give-a-ways)
- Decorations
- Advertisement
- Promotional or marketing items (e.g., flags, banners)
- Purchase of facilities or vehicles (e.g., buildings, buses, vans, cars)
- Land acquisition
- Furniture
- Kitchen appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
- Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences, wiring)
- Costs not allowable for federal programs per the USDE General Administration Regulations (EDGAR), which may be found at https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html and the Reference Guide for State Expenditures, which may be found at https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf

Access and Equity
The recipient will comply with all federal statutes relating to nondiscrimination. (These include but are not limited to Title VI of the Civil Rights Act of 1964 [P.L. 88-352], which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended [20 U.S.C. 1681-1683 and 1685-1686], which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended [29 U.S.C. 794], which prohibits discrimination on the basis of handicaps; the Age Discrimination Act of 1975, as amended [42 U.S.C. 6101-6107], which prohibits discrimination on the basis of age; Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008 [P.L. 110-233], 29 CFR 635.10 (c)(1), which prohibits the use of genetic information in making employment decisions, restricts employers and other entities covered by Title II (employment agencies, labor organizations and joint labor-management training and apprenticeship programs - referred to as "covered entities") from requesting, requiring or purchasing genetic information, and strictly limits the disclosure of genetic information.)

Performance Reporting

Quarterly Reports

Agencies must submit quarterly reports by the following dates:
- January 15, 2022
- April 15, 2022
- July 15, 2022
- October 15, 2022
- January 15, 2023
- April 15, 2023
- July 15, 2023
- October 15, 2023

No later than 30 days before the submission deadline, FDOE will release guidelines for agencies to securely transmit an electronic file reporting each student's name and demographic information, eligible program, grant amount awarded, and grant type received (Student Investment or Last Dollar).

Annual Reports

Agencies must submit annual reports by the following dates:
- August 20, 2022
- August 20, 2023

No later than 30 days before the submission deadline, FDOE will release guidelines for agencies to transmit an electronic file to report all information required by s. 1009.895(7)(d) and (8), F.S.

State of Florida, Executive Order 11-116

The employment of unauthorized aliens by any contractor is considered a violation of section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract. In addition, pursuant to Executive Order 11-116, for all contracts providing goods or services to the state in excess of nominal value; (a) the Contractor will utilize the E-verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of all new employees hired by the contractor during the Contract term, (b) require that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. Executive Order 11-116 may be viewed at: http://www.flgov.com/wp-content/uploads/orders/2011/11-116-suspend.pdf.

State of Florida, Executive Order 20-44

In accordance with Executive Order 20-44, each grantee meeting the following criteria: 1) all entities named in statute with which the agency must form a sole source, public private agreement and 2) all entities that, through contract or other agreement with the State, annually receive 50% or more of their budget from the State or from a combination of State and Federal funds shall provide to the department an annual report in the format required by the department. This report shall detail the total compensation for the entities' executive leadership teams. Total compensation shall include salary, bonuses, cashed in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. In addition, the grantee shall submit with the annual report the most recent Return of Organization Exempt from Income Tax, Form 990, if applicable, or shall indicate that the grantee is not required to file such Form 990. This report shall be submitted by March 1 of each year. Executive Order 20-44 may be obtained via this link:

https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-44.pdf

For Federal Programs - 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

Financial Consequences
FDOE will review agency progress on student enrollments in eligible programs and project balances through the January 15 and July 15 quarterly reports. If the recipient fails to make appropriate progress and it is not resolved by the next review period, the contract manager may approve a reduced allocation so funds could be reallocated and redistributed to other eligible agencies that can demonstrate a need for additional funds.

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Local Application Instructions

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To receive Open Door funds, agencies must submit the following documents:
- DOE 100A, Project Application Form (PDF) (signed by the agency head or other authorized person)
- Open Door Narrative (Word)
- Open Door Excel Workbook with Budget Narrative 101S (Excel)

A. How to submit the application to FDOE:
Agencies must submit all documents to FDOE via opendoor@fldoe.org according to the following naming conventions:
- Application DOE 100A file must be saved as a PDF and renamed using the following naming convention:
    - 999_ Open Door_DOE100A.pdf.
    - Replace the number "999" with your agency grant number
- Application Narrative file must be renamed using the following naming convention:
    - 999_ Open Door_Narrative.docx.
    - Replace the number "999" with your agency grant number
- Application "Excel" file must be renamed using the following naming convention:
    - 999_Open Door.xlsx
    - Replace the numbers "999" with your agency grant number

B. DOE 100A, Project Application Form
Agency must complete the form and submit with a signature from the agency head or other authorized person.

Notes: All required forms have signatures by an authorized entity. FDOE will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statutes.
- 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.
- FDOE will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
- FDOE will also accept a typed signature, if the document is uploaded by the individual signing the document.

C. Required Narrative Components:
Following the instructions within each narrative component, 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.

1) **Policies/Procedures:** Describe how your agency will establish policies or procedures to implement the program. Include specific information on the following requirements:
   - An application process for students.
   - Approval procedures for student applications.
   - An agreement requiring a recipient of the Student Investment Grant who does not successfully complete a course or program to pay one third of the cost of the program covered by grant funds, as provided in Rule 6A-20.045, F.A.C., subparagraph (4)(a)2. and paragraph (4)(c).
   - Appeal procedures for students.
2) **Increasing Awareness**: Describe your agency's plans to advertise the program and increase awareness among eligible current and potential student populations.
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.
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.

D. Excel Workbook Requirements including DOE 101S, Budget Narrative Form
The Excel Workbook includes the following tables/forms that must be completed:

Title
Applicants must identify their agency grant number, which is available in the "Agency Grant Number" tab. The agency name and corresponding TAPS number will prepopulate.

Tab A – Assurances
Applicants must agree to programmatic, fiscal and reporting assurances.

Tab B1 – Clock and Credit Programs
For all **clock and credit programs (college credit and clock hour)**, this table requires the identification of:
- The list of all programs linked to a certification on the Master Credentials List for which the grant will be applied.
   - The "Approved Clock-Credit Linkages" tab contains all approved credit and clock programs with linkages to the Master Credential List.

- o If the institution is requesting to apply Open Door to programs for which there is no existing approved linkage, the institution must provide a brief justification explaining how program trains for the industry certification on the Master Credentials List.
- The cost to the student for each eligible program.
  - o For students enrolling in a Student Investment program, students would be required to pay one-third of this amount.
- The total amount of funds requested for Last Dollar and/or Student Investment grants.
- The projected number of students who will be served by the Last Dollar and/or Student Investment grants.
- The projected number of grant recipients who will complete their program.

Tab B2 – Non-Credit Programs
For all **non-credit programs (fee-based or continuing education)**, this table requires the identification of:
- The list of all programs linked to a certification on the Master Credentials List for which the grant will be applied.
  - o The institution must provide a brief justification explaining how program trains for the industry certification on the Master Credentials List.
- The cost to the student for each eligible program.
  - o For students enrolling in a Student Investment program, students would be required to pay one-third of this amount.
- The total amount of funds requested for Last Dollar and/or Student Investment grants.
- The projected number of students who will be served by the Last Dollar and/or Student Investment grants.
- The projected number of grant recipients who will complete their program.

Tab B3 – IET Programs
For all **IET programs**, this table requires the identification of:
- The list of all programs linked to a certification on the Master Credentials List for which the grant will be applied.
  - o The "Approved IET Programs" tab contains all FDOE-approved IET programs.
    - Programs that were pending FDOE approval as of September 13, 2021, are denoted as "Pending Approval." These programs may still apply for Open Door grants; however, they must receive full program approval prior to using Open Door funds.
    - If an agency wishes to seek approval for a new IET program that is not found in the "Approved IET Programs" tab of the workbook, the agency may apply for Open Door grants by completing application materials; however, they must receive full program approval prior to using Open Door funds. To obtain approval for a new IET program, agencies must email a completed IET Program of Study form to Rachel Ludwig (Rachel.Ludwig@fldoe.org) for review.
  - o IET programs may be linked to the 2021-22 CAPE K-12 or postsecondary certifications listed in the "IET Certifications" tab. For each approved program, FDOE has identified possible linkages to postsecondary or, in the case of no postsecondary, secondary certifications for which the IET program trains. Agencies are encouraged to use these linkages. If the agency wishes to identify its own linkage from the "IET Certifications" tab, it may do so by providing a justification for how the IET program trains for the selected certification.

- NOTE: In some cases, FDOE did not identify a linkage between an approved IET program and certifications on the Master Credentials List. Agencies must identify their own linkage from the "IET Certifications" tab and provide a justification for how the IET program trains for the selected certification.
    - For each program requested, agencies must provide justification for linking the approved IET program with the industry certification in the "IET Certifications" tab.
- The cost to the student for each eligible program.
    - For students enrolling in a Student Investment program, students would be required to pay one-third of this amount. Students in an approved IET program may have their student portion paid through Open Door if they sign an agreement indicating they will pay this cost in the event of non-completion.
- The total amount of funds requested for Last Dollar and/or Student Investment grants.
- The projected number of students who will be served by the Last Dollar and/or Student Investment grants.
- The projected number of grant recipients who will complete their program.

NOTE: For each eligible program, agencies must indicate if they plan to use a Student Investment approach, a Last Dollar approach, or a Student Investment and Last Dollar approach. If an agency is not implementing an approach, place zeros (0s) in the appropriate columns; specifically:
- **If an agency is only implementing the Last Dollar approach, columns related to Student Investment should have zeros.**
- **If an agency is only implementing the Student Investment approach, columns related to Last Dollar should have zeros.**

NOTE: The cost of the program is intended to capture the student's total estimated expenses for the entire program prior to the award of any financial aid.

NOTE: All numerical entries in tabs B1, B2 and B3 must be rounded to the nearest whole number. Numerical entries that contain decimal places will not be accepted.

Tab C – DOE 101S, Budget Narrative Form
Applicants must provide one DOE 101S, Budget Narrative Form, **Account Title and Narrative**. All funds being requested by the agency must be included on this form.

NOTE: Tabs in the Excel file that require input of information are color coded green. All informational tabs, which do not require data entry, are grey: "Title," "Request Totals," "Example DOE 101S Form," "DOE 101S-Instructions," "Agency Grant Number," "Master Credential List," "Approved Clock-Credit Linkages," "Approved IET Programs," and "IET Certifications."

Conditions for Acceptance
The requirements listed below must be met for applications to be considered for review:
1) Application includes required forms: Open Door Narrative Application (Word), Open Door Excel Workbook with Budget Narrative 101S (Excel), and DOE 100A, Project Application Form (PDF)
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.

- **NOTE: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**
    - 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.
    - FDOE will accept as an electronic signature a scanned or PDF copy of a hardcopy signature.
    - FDOE will also accept a typed signature, if the document is uploaded by the individual signing the document.
4) Application must be submitted electronically to opendoor@fldoe.org.

Method of Review
- Eligible recipient application will be reviewed for approval by FDOE staff using the criteria specified in Rule 6A-20.045, F.A.C., Open Door Grant Program.
- Eligible recipient may be asked to revise and/or change content stated in their application in order 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.

Attachments

A- DOE 100A, Project Application Form
B- Application Review Criteria and Checklist

FLORIDA DEPARTMENT OF EDUCATION
PROJECT APPLICATION

Please return to:	A) Program Name:	DOE USE ONLY
Florida Department of Education Office of Grants Management Email Address: opendoor@fldoe.org	Governor's Emergency Education Relief (GEER) Fund under the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, 2021, Pub. L. No. 116-260, Open Door Grant Program **TAPS NUMBER:** TAPS#22A187 (Florida College System institutions) TAPS#22A188 (Career Centers)	Date Received
	B) Name and Address of Eligible Applicant:	
		Project Number (DOE Assigned)

C) Total Funds Requested:	D) **Applicant Contact & Business Information**	
$ _____ DOE USE ONLY	Contact Name: Fiscal Contact Name:	Telephone Numbers:
	Mailing Address:	E-mail Addresses:
	Physical/Facility Address:	DUNS number: FEIN number:

CERTIFICATION

I, _____ , (*Please Type Name)* as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

E) _____   _____   _____
      Signature of Agency Head   Title   Date

Instructions for Completion of DOE 100A

A. If not pre-populated, enter name and TAPS number of the program for which funds are requested.

B. Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.

C. Enter the total amount of funds requested for this project.

D. Enter requested information for the applicant's program and fiscal contact person(s). These individuals are the people responsible for responding to all questions, programmatic or budgetary regarding information included in this application. The Data Universal Numbering System (DUNS), or unique agency identifier number, requirements are explained on page A-2 of the Green Book. The Applicant name must match the name associated with their DUNS registration. The Physical/Facility address and Federal Employer Identification Number/Tax Identification Number (FEIN/FEID or TIN) (also known as) Employer Identification Number (EIN) are collected for department reporting.

E. **The original signature of the appropriate agency head is required.** The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the chairperson of the Board for other eligible applicants.

- **Note: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**

Open Door Grant Program Funds (GEER Fund CRRSA Act)

APPLICATION REVIEW CRITERIA AND CHECKLIST
TAPS#22A187 (Florida College System institutions)
TAPS#22A188 (Career Centers)

- **Place all items requested in the order indicated below**.
- Include only the items requested. (Do not include **Instructions** pages).
- Include this form in the application package.

Place in the following order	Item	DOE Staff ✓ Check appropriate box below	
		Complete	Incomplete
1	DOE 100A, Project Application – with authorized signature		
2	Open Door Narrative (Word)		
3	Open Door Excel Workbook with Budget Narrative 101S (Excel)		