

April 12, 2022

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James H. Richey, J.D.

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1519 Clearlake Road
Cocoa, Florida 32922
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Titusville Campus

1311 North U.S. 1
Titusville, Florida 32796
321/632-1111
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easternflorida.edu

Dane Eagle

Florida Department of Economic Opportunity

107 East Madison Street

Caldwell Building

Tallahassee, FL 32399-4120

Dear Mr. Eagle:

Eastern Florida State College (EFSC) is pleased to submit the AeroForce proposal for the Florida Job Growth Grant Fund. There is a critical need for skilled aircraft mechanics and service technicians in Brevard County, especially in North Brevard, due to the rapidly growing aviation and aerospace industries in the region. The goal of the AeroForce proposal is to expand and enhance EFSC's Aviation Maintenance Technology program, as well as relocate the program to EFSC's Titusville Campus.

AeroForce will result in more Aviation Maintenance Technology program enrollments and completers and will provide these students with significant improvements in their training facilities and learning environments. The initiative will also foster economic development in the North Brevard region by delivering a skilled and certified workforce that will support existing aviation and aerospace companies while attracting new companies to the region.

There is a great need for this initiative within Brevard County, and I urge your support of this necessary and valuable project. EFSC is very passionate about AeroForce, and we look forward to working with the Florida Department of Economic Opportunity to implement this project to meet the needs of our local aviation and aerospace industries.

Sincerely,



James H. Richey, J.D.

President





2021-2022 Florida Job Growth Grant Fund Workforce Training Grant Proposal

Proposal Instructions: Please read this document carefully and provide the information requested below. Some questions may request that a separate narrative be completed. If additional space is needed, attach a word document with your entire answer.

Entity Information

Name of Entity: Eastern Florida State College

Federal Employer Identification Number (if applicable): ██████████

Primary Contact Name: Frank Margiotta

Title: Dean, Career & Technical Education

Mailing Address: 1311 North U.S. 1

Titusville, FL 32796

Phone Number: 321-433-7792

Email: margiottaf@easternflorida.edu

Secondary Contact Name: Anthony Delletiglie

Title: Grants Manager

Phone Number: 321-433-5694

Workforce Training Grant Eligibility

Pursuant to 288.101, F.S., the Florida Job Growth Grant Fund was created to promote economic opportunity by improving public infrastructure and enhancing workforce training. This includes workforce training grants to support programs offered at state colleges and state technical centers.

Eligible entities must submit proposals that:

- Support programs and associated equipment at state colleges and state technical centers.
- Provide participants with transferable and sustainable workforce skills applicable to more than a single employer.
- Are offered to the public.
- Are based on criteria established by the state colleges and state technical centers.
- Prohibit the exclusion of applicants who are unemployed or underemployed.

1. Program Requirements:

(If additional space is needed, attach a word document with your entire answer.)

Each proposal must include the following information describing how the program satisfies the eligibility requirements listed on page 1.

- A.** Provide the title and a detailed description of the proposed workforce training.

Please see attached narrative.

- B.** Describe how this proposal supports programs at state colleges or state technical centers.

Please see attached narrative.

- C.** Describe how this proposal provides participants transferable, sustainable workforce skills applicable to more than a single employer.

Please see attached narrative.

- D.** Describe how this proposal supports a program(s) that is offered to the public?

Please see attached narrative.

- E.** Describe how this proposal is based on criteria established by the state colleges and state technical centers.

Please see attached narrative.

- F.** Does this proposal support a program(s) that will not exclude unemployed or underemployed individuals?

Yes No

Yes, this program will enroll unemployed or underemployed individuals. These individuals can benefit from the programs offered within this project to upskill or retrain in a high-demand occupation with higher wages. EFSC works closely with CareerSource Brevard to ensure the unemployed or underemployed are aware of education and training opportunities.

- G.** Describe how this proposal will promote economic opportunity by enhancing workforce training. Please include the number of program completers anticipated to be created from the proposed training. Further, please include the economic impact on the community, region, or state and the associated metrics used to measure the success of the proposed training.

Please see attached narrative.

2. Additional Information:

(If additional space is needed, attach a word document with your entire answer.)

- A.** Is this an expansion of an existing training program? Yes No
 If yes, please provide an explanation for how the funds from this grant will be used to enhance the existing program.

Please see attached narrative.

- B.** Does the proposal align with Florida’s Targeted Industries?
 ([View Florida’s Targeted Industries here.](#)) Yes No

If yes, please indicate the specific targeted industries with which the proposal aligns.
 If no, with which industries does the proposal align?

Yes, the proposal aligns with Florida’s Targeted Industry of Aviation & Aerospace.

- C.** Does the proposal align with an occupation(s) on the Statewide Demand Occupations List and/or the Regional Demand Occupations List?
 ([View Florida’s Demand Occupations Lists here.](#)) Yes No

If yes, please indicate the specific occupation(s) with which the proposal aligns.
 If no, with which occupation does the proposal align?

Yes, the proposal aligns with the following occupation on the Statewide and/or Regional Demand Occupation List:
 Aircraft Mechanics and Service Technicians (SOC code 493011)

- D.** Indicate how the training will be delivered (e.g., classroom-based, computer-based, other).
If in-person, identify the location(s) (e.g., city, campus, etc.) where the training will be available.

If computer-based, identify the targeted location(s) (e.g. city, county, statewide, etc.) where the training will be available.

Please see attached narrative.

- E.** Indicate the number of anticipated annual enrolled students and completers in the proposed program.

Please see attached narrative.

- F.** Indicate the length of program (e.g., quarters, semesters, weeks, etc.), including anticipated beginning and ending dates.

Attached
Begin Date: _____

Attached
End Date: _____

Please see attached narrative.

- G.** Describe the plan to support the sustainability of the program after grant completion.

Please see attached narrative.

- H.** Identify any certifications, degrees, etc. that will result from the completion of the program. Please include the Classification of Instructional Programs (CIP) code and the percent of completers in each code, corresponding with Section E.

Please see attached narrative.

- I.** Does this project have a local match amount?

Yes No

If yes, please describe the entity providing the match and the amount. (Do not include in-kind.)

Yes, North Brevard Economic Development Zone (NBEDZ) will be providing \$420,000 to be used as match towards this project. NBEDZ is a Special Dependent District in the northern part of Brevard County that was formed with the goal of facilitating job growth and economic development. NBEDZ was created by the Brevard County Board of County Commissioners in 2011 in the wake of the end of NASA's Space Shuttle program.

J. Provide any additional information or attachments to be considered for the proposal.

Please see attached narrative and attached letters of support.

3. Program Budget

(If additional space is needed, attach a word document with your entire answer.)

Estimated Costs and Sources of Funding: Include all applicable workforce training costs and other funding sources available to support the proposal.

1.) **Total Amount Requested** \$ 3,780,000.00
 Florida Job Growth Grant Fund

A. Other Workforce Training Project Funding Sources:

City/County	\$ _____
Private Sources	\$ _____
Other (grants, etc.)	\$ 420,000.00
Total Other Funding	\$ _____

Please Specify: Match from NBEDZ

B. Workforce Training Project Costs:

Equipment	\$ _____
Personnel	\$ _____
Facilities	\$ _____
Tuition	\$ _____
Training Materials	\$ _____
Other	\$ 3,780,000.00
Total Project Costs	\$ 4,200,000.00

Please Specify: Please see attached budget

Note: The total amount requested must be calculated by subtracting the total other workforce training project funding sources in A. from the total workforce training project costs in B.

- C. Provide a detailed budget narrative, including the timing and steps necessary to obtain the funding, how equipment purchases will be associated with the training program, if applicable, and any other pertinent budget-related information.

Please see attached budget narrative.

4. Approvals and Authority

(If additional space is needed, attach a word document with your entire answer.)

- A. If entity is awarded grant funds based on this proposal, what approvals must be obtained before it can execute a grant agreement with the Florida Department of Economic Opportunity (e.g. approval of a board, commission or council)?

Eastern Florida State College President Dr. James H. Richey approves all grants and contracts.

-
- B. If approval of a board, commission, council or other group is needed prior to execution of an agreement between the entity and the Florida Department of Economic Opportunity:

- i. Provide the schedule of upcoming meetings for the group for a period of at least six months.
- ii. State whether entity is willing and able to hold special meetings, and if so, upon how many days' notice.

N/A

-
- C. Attach evidence that the undersigned has all necessary authority to execute this proposal on behalf of the entity. This evidence may take a variety of forms, including but not limited to: a delegation of authority, citation to relevant laws or codes, policy documents, etc.

Please see the attached Grants and Contracts section of EFSC's Policies and Procedures Manual, which states that the President has final approval and signature authority on all grant proposals.

I, the undersigned, do hereby certify that I have express authority to sign this proposal on behalf of the above-described entity and to the best of my knowledge, that all data and information submitted in proposal is truthful and accurate and no material fact has been omitted.

Name of Entity: Eastern Florida State College

Name and Title of Authorized Representative: Dr. James H. Richey, President

Representative Signature: 

Signature Date: 4-20-22

Enterprise Florida and the Florida Department of Economic Opportunity (DEO)

Florida Job Growth Grant Fund

AeroForce – An Aviation and Space Workforce Development Initiative

1. Program Requirements

A. Provide the title and a detailed description of the proposed workforce training.

AeroForce is a workforce development initiative designed to address the needs of the rapidly growing aviation and space industries in the State of Florida and specifically Brevard County, home to the Kennedy Space Center and numerous aviation and aerospace companies that require skilled and knowledgeable technicians to assemble, operate, maintain, troubleshoot, and repair aircraft and space systems.

Eastern Florida State College (EFSC) operates a Federal Aviation Administration (FAA), Title 14 Code of Federal Regulations, Part 147 Aviation Maintenance Technician School (AMTS) at the Melbourne Orlando International Airport. The current facilities are in need of repair, undersized, and scheduled for demolition as the airport embarks on a \$72 million terminal renovation and expansion project. The highly successful program is certified by the FAA and enrolled its first cohort class in January 2016. Program graduates earn an Aviation Airframe Mechanics Career and Technical Certificate (CTC) and an Aviation Powerplant Mechanics CTC and are qualified to sit for the FAA Airframe and Powerplant (A&P) certification exams. Once certified, an individual can work unsupervised to assemble or perform maintenance and repairs on aircraft and approve equipment for return to service. The knowledge and skills that graduates possess are highly transferable and valued by the aerospace industry and other advanced manufacturing companies.

A Part 147 AMTS must follow stringent FAA requirements including approval for facilities, equipment, curriculum, and instructors prior to the start of operations. Thereafter, the school is subject to periodic and unannounced inspections and audits to ensure the program is in compliance with FAA regulations. Any major changes must be approved by the FAA in advance.

Students learn aircraft maintenance theory, diagnostic procedures, and FAA-approved methods for inspecting, servicing, and repairing aircraft and their systems. EFSC also teaches students how to use aviation industry standard tooling and equipment so students can perform work on actual aircraft.

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Air Agency Certificate

Number 6EFT614K

This certificate is issued to

EASTERN FLORIDA STATE COLLEGE

whose business address is

640 & 650 HARRY SUTTON ROAD
MELBOURNE, FLORIDA 32901

*upon finding that its organization complies in all respects
with the requirements of the Federal Aviation Regulations
relating to the establishment of an Air Agency, and is
empowered to operate an approved* AVIATION MAINTENANCE

TECHNICIAN SCHOOL *with the following ratings:*

AIRFRAME
POWERPLANT (01/05/2017)

*This certificate, unless canceled, suspended, or revoked,
shall continue in effect* INDEFINITELY.

Date issued:

OCTOBER 28, 2015

By direction of the Administrator


DIANA L. FROHN
MANAGER, ORLANDO FSDO, ASO-15

**This Certificate is not Transferable, AND ANY MAJOR CHANGE IN THE BASIC FACILITIES, OR IN THE LOCATION THEREOF,
SHALL BE IMMEDIATELY REPORTED TO THE APPROPRIATE REGIONAL OFFICE OF THE FEDERAL AVIATION ADMINISTRATION**

Any alteration of this certificate is punishable by a fine of not exceeding \$1,000, or imprisonment not exceeding 3 years, or both

FAA Form 8000-4 (1-67)

SUPERSEDES FAA FORM 390.

Electronic Forms (PDF)

Figure 1 EFSC's FAA Part 147 AMTS Certification

The 24-month program takes students through all aspects of aircraft maintenance and repair. Students attend classes full-time, participating in traditional lectures and labs for a total of 2,250 clock hours. Classes are held Monday through Thursday from 8:15 AM to 4:35 PM and are offered in the fall, spring, and summer terms. EFSC accepts a new cohort of up to 22 students approximately every nine months and maintains three full-time cohorts.

The program begins with the basics of electricity (electrical circuits and battery service), general hangar and shop safety, and basic aerodynamics. Students then progress through more complex topics such as troubleshooting procedures, emergency systems, turbine engine maintenance, and powerplant electrical systems. After the students have completed the requirements, as directed by the FAA, they are prepared to take the FAA exams leading to the A&P certification.

The growth and potential of the Aviation Maintenance Technology program has stagnated due to circumstances beyond the control of EFSC. The current aging facilities consist of a 10,000 sq. ft. classroom/office building and a 15,000 sq. ft. aircraft hangar, which are both owned by the Melbourne Airport and leased to EFSC. In addition to the disrepair, the facility is surrounded by new construction projects as part of the airport's expansion plans. The subsequent activity, noise, and vibration can be disruptive to lecture and lab classes. The construction has also reduced the College's ramp space, causing constant rearrangement of aircraft and training equipment.



Picture 1 Airport construction outside of EFSC Aviation Center



Picture 2 Hangar ceiling in disrepair

With funding from the Florida Department of Economic Opportunity (DEO), EFSC proposes to relocate the Aviation Maintenance Technology program from the Melbourne-Orlando International Airport to its Titusville Campus. Relocation would allow the program to expand, make more efficient use of an underutilized gymnasium facility, and significantly reduce student costs for the program. The EFSC Titusville Campus is ideally located adjacent to the Kennedy Space Center and the hub of the growing aviation and aerospace industries.

Funds would be used for the renovation of the existing facility, which consists of a 13,000 sq. ft. gymnasium plus four classrooms, and new construction of a 15,000 sq. ft. hangar to be built directly adjacent to the gymnasium. The existing gymnasium facility to be renovated also contains adequate space for electrical, mechanical, fluids, and composites labs. The combined floor space of existing classrooms and offices, renovation of the gymnasium, and a new hangar will more than double the space currently occupied and allow for significant program expansion. Relocation will also provide an economic development anchor for north Brevard County by delivering a highly skilled and certified workforce that will support existing employers and attract new aviation and aerospace companies to the area.

The aviation industry is experiencing significant growth nationally, statewide, and locally. Nationally, overall employment of aircraft mechanics and service technicians is projected to AeroForce

grow 11% from 2020 to 2030, faster than the average for all occupations (8%), according to the Bureau of Labor Statistics (BLS). The projected growth in the industry is due to the expected gradual increase in air traffic over the coming decade which will require ongoing maintenance of existing as well as new aircraft. Furthermore, pending and future near-term retirements will also create workforce demand. BLS projects 14,400 openings for aircraft and avionics equipment mechanics and technicians each year, on average, over the next decade.¹

In addition to the anticipated national growth of the aviation industry, the job outlook for aviation maintenance technicians is promising in the state of Florida. BLS data shows that Florida has the second highest employment of aircraft mechanics and service technicians in the country with 13,090 employed as of May 2021.² Additionally, the DEO projects employment of aircraft mechanics and service technicians to grow by 22.8% between 2021 and 2029, which equates to a growth of 3,063 new jobs. DEO lists total expected job openings of 12,067 for this field.³

This statewide aviation growth also extends to Brevard County, where the future of the aviation industry along the Space Coast looks especially bright. The Economic Development Commission (EDC) of Florida's Space Coast recently gave a presentation titled, "Aerospace and Advanced Manufacturing Workforce Strategies for Today and Tomorrow," in which a panel of industry experts discussed upcoming projects that will further boost Brevard's aviation and aerospace industries. Among the new projects coming to Brevard County are:

- Embraer announced in August 2020 that they are developing a new medevac solution aircraft called the Phenom 300MED, which will be produced in Melbourne. The Phenom 300MED is designed as a solution for both civil and government applications. The medevac solution will be installed by Embraer's award-winning Owned Service Centers Network.
- L3 Harris decided to maintain global headquarters, as well as two division headquarters, in Brevard County, which underscores the trend of more aerospace companies moving leadership to Brevard County. L3 Harris is one of the county's largest employers and added 450 new jobs in 2020.
- Blue Origin is in the process of expanding on Florida's Space Coast, with over \$1 billion of capital investment and an additional one million square feet in facility space. They have recently added 490 full-time employees and a new \$60 million facility in Exploration Park.
- Boeing will be moving its Space and Launch Headquarters to Titusville, Florida.

¹ <https://www.bls.gov/ooh/installation-maintenance-and-repair/aircraft-and-avionics-equipment-mechanics-and-technicians.htm#tab-6>

² <https://www.bls.gov/oes/current/oes493011.htm>

³ <http://www.floridajobs.org/workforce-statistics/data-center/statistical-programs/employment-projections>

- Firefly Aerospace announced a mass production facility and Cape Canaveral launch site, a \$52 million capital investment, creating 200 new jobs.⁴
- STS has hired 400 A&P mechanics since January 2021 as part of their new airline maintenance inspection agreements.

In addition to the above projects, Governor Ron DeSantis recently announced that Terran Orbital will be building the world's largest state-of-the-art, commercial spacecraft facility in Merritt Island, Florida. The project will create approximately 2,100 jobs for the residents of Brevard County and the surrounding areas.⁵

As evidenced by the above data, the aviation and aerospace industries continue to grow rapidly throughout the nation, but especially in EFSC's service region of Brevard County. Support from DEO through the Florida Job Growth Grant Fund would allow EFSC to improve and expand its Aviation Maintenance Technology program. Completers of this program will go on to create a pipeline of skilled, certified A&P mechanics to meet the workforce needs of local industry along the Space Coast.

B. Describe how this proposal supports programs at state colleges or state technical centers.

EFSC is committed to engaging our diverse population in quality, accessible learning opportunities that successfully meet individual and community needs. EFSC serves Brevard County residents on four campuses, providing a full range of educational programs and services from postsecondary vocational to associate and baccalaureate degrees. About 20,000 students take courses annually on one of EFSC's campuses in Cocoa, Melbourne, Palm Bay, and Titusville or online through Eastern Florida Online. EFSC has among the top graduation rates in the Florida College System and ranks high among similarly sized colleges nationwide. EFSC has launched more than 60 new programs since 2012 with bachelor's degrees, associate degrees, and certificate programs in some of today's fastest-growing career fields. EFSC boosts the local and regional economies nearly \$1.1 billion a year according to a statewide impact study.

This proposal supports EFSC's mission by lowering the cost of attendance for aviation students. Currently, students pay facility use fees to help cover the cost of leased facilities at Melbourne Orlando International Airport. The proposed relocation of the Aviation Maintenance Technology program to Titusville would eliminate the need to lease facilities and reduce the cost of the program for students. The elimination of lease expenses will make EFSC's aviation program one of the most affordable in the state. This proposal will also contribute to EFSC's mission of meeting individual and community needs by expanding the pathways to in-demand jobs in the aviation and aerospace industries.

⁴ <https://www.youtube.com/watch?v=sEt4jYd4Lj8>

⁵ <https://www.flgov.com/2021/09/27/governor-ron-desantis-announces-terran-orbital-will-invest-300-million-in-florida-to-construct-the-worlds-largest-state-of-the-art-commercial-spacecraft-facility/>

C. Describe how this proposal provides participants transferable, sustainable workforce skills applicable to more than a single employer.

The skills validated by the A&P certification are easily transferable from the aviation to the aerospace industry. Aerospace companies often seek to employ certified A&P mechanics since they are well-rounded candidates that can perform both electrical and mechanical work. A review of position openings at job sites such as CareerSource Florida, CareerSource Brevard, and Indeed shows that the A&P certification is a common qualification for aircraft/aerospace mechanic and technician job opportunities from companies such as Northrup Grumman, SpaceX, Blue Origin, and NASA contractors. These companies have manufacturing and testing facilities throughout Brevard County, including at Kennedy Space Center. Other local aviation and aerospace companies that regularly look for A&P certified candidates include Boeing, RUAG Space, OneWeb Satellites, Vaya Space, Embraer, and STS.

D. Describe how this proposal supports programs that are offered to the public.

All programs under this proposal will be open to the public. EFSC is an open-access school that serves students of all backgrounds. With its low tuition costs and extensive scholarship opportunities, EFSC is one of the most affordable institutions of higher learning in the state of Florida. This proposal would decrease the student fees associated with the Aviation Maintenance Technology program, making it even more accessible to the public. Furthermore, the Titusville Campus serves not only northern Brevard County but is also a 30-minute-or-less drive from east Orlando and south Volusia County. The location will provide Florida residents with more educational and training opportunities leading to high-paying jobs and rewarding careers in the aviation, aerospace, and advanced manufacturing industries.

E. Describe how this proposal is based on criteria established by the state colleges and state technical centers.

EFSC is a member of the Florida College System (FCS), a division of the Florida Department of Education (FLDOE). As an FCS member, the college aligns with the FCS goals to, “respond quickly and efficiently to meet the demand of employers by aligning certificate and degree programs with regional workforce needs. With an array of programs and services, [FCS] colleges serve individuals, communities and the state with low-cost, high-quality education opportunities.” The College also aligns with the FCS mission, which is, “to provide access to high-quality, affordable academic and career educational programs that maximize student learning and success, develop a globally competitive workforce and respond rapidly to diverse state and community needs.”⁶ The Aviation Airframe Mechanics CTC and Aviation Powerplant Mechanics CTC follow and comply with the FLDOE Postsecondary Framework.

⁶ <https://www.fl DOE.org/schools/higher-ed/fl-college-system/>
AeroForce

EFSC is also dedicated to diversity, equity, and inclusion in all programs, including Aviation Maintenance Technology. The Aviation Maintenance Technology program is more diverse than the overall population of Brevard County. Of all students enrolled in the program, 66.7% are white, compared to the 83.2% white population for Brevard County. Hispanic students make up 20% of total enrollments for the Fall 2021 term. This reflects a higher Hispanic population than the total of Brevard County residents, of which the Hispanic or Latino population comprises only 10.9%.⁷ The program expansion detailed in this proposal would allow more students to attend EFSC's aviation program, and the College will make efforts to ensure diversity, equity, and inclusion in these new enrollments.

The Aviation Maintenance Technology program coordinates with collegewide programs and initiatives to actively work towards diversity, equity, and inclusion efforts. One such program is the Women in Science and Engineering (WiSE) program. WiSE is committed to the recruitment, retention, and advancement of underrepresented groups pursuing careers in science and engineering and is open to all EFSC students. The Aviation Maintenance Technology program works with WiSE to increase enrollments for women and other underrepresented groups. Another effort with which the program collaborates to promote diversity, equity, and inclusion is the Minority Male Initiative (MMI). This is a collegewide effort to improve the retention and completion rates for men of color at EFSC and is a great resource for the men of color enrolled in the Aviation Maintenance Technology program.

The program also boasts a high percentage of adult learners with 48.3% of the Fall 2021 enrollment being 25 or older. This is higher than the collegewide percentage of adult learners, which is 33%. Students aged 20-24 comprise 36.7%; students aged 18-19 comprise 13.3%; and students aged 17 or younger comprise 1.7% of the Fall 2021 program enrollments. The College offers many support services that benefit all students, especially adult learners, such as academic advising and support for vocational and career education students. All Aviation Maintenance Technology students are encouraged to utilize these support services.

F. Does this proposal support a program that will not exclude unemployed or underemployed individuals?

Yes, this program will enroll unemployed or underemployed individuals. These individuals can benefit from the programs offered within this project to upskill or retrain in a high-demand occupation with higher wages. EFSC works closely with CareerSource Brevard to ensure the unemployed or underemployed are aware of education and training opportunities.

⁷ <https://www.census.gov/quickfacts/brevardcountyflorida>

G. Describe how this proposal will promote economic opportunity by enhancing workforce training. Please include the number of program completers anticipated to be created from the proposed training. Further, please include the economic impact on the community, region, or state and the associated metrics used to measure the success of the proposed training.

a. Promoting economic opportunity by enhancing EFSC's workforce training

The proposed expansion of EFSC's Aviation Maintenance Technology program will promote economic opportunity by offering more opportunities for students to be employed in high-wage, high-demand jobs in the aviation and aerospace industries. The relocation of the program to Titusville will allow the program to almost double in size with more classroom, lab, and hangar space. Due to the limited space and condition of the current facilities at the Melbourne Airport, the program is limited to three full-time cohorts of up to 20 students; however, the College typically receives more qualified applicants than available seats with each incoming class. The move to Titusville will allow the College to accept up to 25 students per class and add more cohorts. In addition to increased classroom size and space, this proposal would also allow EFSC to offer more classes to include evening and weekend options. These increases in the number of enrollments and course offerings will greatly enhance the workforce training of the Aviation Maintenance Technology program.

Students who enroll in the program will receive the necessary training to enter high-wage jobs in the aviation industry. According to national data from the U.S. Bureau of Labor Statistics, aircraft mechanics and service technicians have a mean hourly wage of \$33.40 and a mean annual wage of \$69,470.⁸ The median annual wage is \$66,440, which is higher than the median for all occupations, \$41,950.⁹ Looking at statewide data, The Florida Department of Economic Opportunity (DEO) lists the median hourly wage of aircraft mechanics and service technicians in Florida as \$31.16. DEO also shows that the median hourly wage is high when looking at Brevard County specifically, \$27.87.¹⁰ Thus, the workforce training detailed in this proposal will prepare program completers for high-wage job opportunities.

b. The number of program completers anticipated to be created

The program can currently graduate up to 40 students every two years. The proposed relocation and expansion will allow the program to expand with a projected 60 graduates every two years.

⁸ <https://www.bls.gov/oes/current/oes493011.htm>

⁹ <https://www.bls.gov/ooh/installation-maintenance-and-repair/aircraft-and-avionics-equipment-mechanics-and-technicians.htm#tab-5>

¹⁰ <http://www.floridajobs.org/workforce-statistics/data-center/statistical-programs/employment-projections>

c. The economic impact on the community, region, or state

The community of Titusville and the surrounding region has supported the nation's space program since the 1950s. However, the reliance on government programs has led to severe economic downturns, specifically with the closure of the Apollo program and retirement of the Space Shuttle. The Shuttle program provided thousands of high-wage jobs to many residents of the Space Coast, but, unfortunately, the closure of the program in 2011 resulted in 8,000 lost jobs for residents.¹¹ The region is much more economically diverse today, and the significant growth in the private aviation, aerospace, and advanced manufacturing sectors has decreased reliance on government programs.

The expanded Aviation Maintenance Technology program will serve as an anchor for the EFSC Titusville Campus and will boost student enrollment and activity, which in turn, will enhance the economy of Titusville and northern Brevard. Furthermore, by being located on an existing college campus, the program will make more efficient use of underutilized facilities and allow for operational savings by not replicating functions or services such as IT, security, and administrative support. Students will also have ready access to critical college departments such as advising, financial aid, tutoring services, and student government activities. The relocation and expansion of the program to the Titusville Campus will result in cost savings to the students and College while providing a boost to the companies and economy of northern Brevard.

d. The associated metrics used to measure the success of the proposed training

Metrics for the success of the program will include the following:

- Increase in Program Enrollments
- Increase in Program Completers
- Job Placements
- Cost Savings to Students
- Cost Savings to EFSC
- Local Economic Impact

2. Additional Information

A. Is this an expansion of an existing training program? If yes, please provide an explanation for how the funds from this grant will be used to enhance the existing program.

Yes; with funding from this proposal, EFSC will relocate its Aviation Maintenance Technology program from the Melbourne Orlando International Airport to the EFSC Titusville Campus. Most of the funds will be used to construct a new 15,000 sq. ft. hangar located directly behind the gymnasium on a vacant parcel of land owned by EFSC. The remaining funds will be used for

¹¹ <https://archive.nytimes.com/query.nytimes.com/gst/fullpage-9C04EFD71731F932A15757C0A9659D8B63.html>
AeroForce

upgrades and renovations to the existing gymnasium and costs associated with physically moving equipment and aircraft. Combined, the two facilities will be known as the new EFSC Aerospace Center of Excellence (ACE). The existing facility will include classrooms, offices, computer and technology labs, simulators, tool cribs, workspaces, and an aviation library. The new hangar will house aircraft and be used for activities involving hazardous materials such as fuel, oil, and hydraulic fluids.

B. Does this proposal align with Florida’s Targeted Industries? If yes, please indicate the specific targeted industries with which the proposal aligns. If no, with which industries does the proposal align?

Yes, the proposal aligns with Florida’s Targeted Industry of Aviation & Aerospace.

C. Does the proposal align with occupations on the Statewide Occupations List and/ or the Regional Demand Occupation List? If yes, please indicate the specific occupations with which the proposal aligns. If no, with which occupation does the proposal align.

Yes, the proposal aligns with the following occupation on the Statewide and/or Regional Demand Occupation List:

Aircraft Mechanics and Service Technicians (SOC code 493011)

D. Indicate how the training will be delivered (e.g., classroom-based, computer-based, other). If in-person, identify the locations (e.g., city, campus, etc.) where the training will be available. If computer-based, identify the targeted locations (e.g., city, county, statewide, etc.) where the training will be available.

The entirety of the Aviation program training will occur on the Titusville Campus of EFSC and will consist of classroom-based instruction in the renovated gymnasium and a lab-based or hands-on portion which will take place in the newly constructed hangar.

E. Indicate the number of anticipated annual enrolled students and completers in the proposed program.

Once fully operational, the program will have the potential of hosting up to five full-time cohorts of 25 students each, attending classes during day, evening, and weekend hours. The program will also offer non-credit options for military personnel and others with documented aviation experience who seek to qualify for the FAA A&P exams, as well as avionics and drone courses and programs. With the proposed expansion, a total of up to 125 students can be enrolled in the program at any one time.

Each graduating cohort is anticipated to have an average of 20 completers.

F. Indicate the length of program (e.g., quarters, semesters, weeks, etc.), including anticipated beginning and ending dates.

The EFSC Aviation Maintenance Program is 24 months (2,250 clock hours) in length. The program currently accepts three new cohorts every two years with new classes starting in January and October followed by a third new class starting the following January. Expansion of the program, with the support of the Florida Job Growth Grant Fund, will allow the program to accept five new cohorts every two years.

G. Describe the plan to support the sustainability of the program after grant completion.

The program will be self-sustaining after grant completion with student tuition and fees. EFSC will continue to seek additional support from other grant programs such as Perkins V to further enhance the program. Perkins has been a highly beneficial and reliable source of funding for equipment, educational materials and supplies, and support for workforce programs at EFSC.

In addition to funding from other grants, EFSC will benefit from decreased overhead costs due to no longer leasing the aviation facilities and duplicating support personnel. These reduced costs will contribute greatly to the sustainability of the program in the long term.

H. Identify any certifications, degrees, etc. that will result from the completion of the program. Please include the Classification of Instructional Programs (CIP) code and the percent of completers in each code, corresponding with Section E.

The certification and degrees that will result from the completion of the program are as follows:

Aviation Airframe Mechanics CTC – CIP code: 47.0607; Florida Department of Education CIP code: 0647060703; 80% completion rate

Aviation Powerplant Mechanics CTC – CIP code: 47.0608; Florida Department of Education CIP code: 0647060801; 80% completion rate

A&P Certification – FAA Part 147 Aircraft Maintenance Technician School; 90% pass rate

Program completers can also receive credit to be applied toward the following:

Aviation Maintenance Administration AS degree – CIP code: 47.0607; Florida Department of Education CIP code: 1647060700

Aerospace Technology AS degree – CIP code: 15.0801; Florida Department of Education CIP code: 1615080100

I. Does this project have a local match amount? If yes, please describe the entity providing the match and the amount. (Do not include in-kind.)

Yes, North Brevard Economic Development Zone (NBEDZ) will be providing \$420,000 to be used as match towards this project. NBEDZ is a Special Dependent District in the northern part of Brevard County that was formed with the goal of facilitating job growth and economic development. NBEDZ was created by the Brevard County Board of County Commissioners in 2011 in the wake of the end of NASA's Space Shuttle program.

J. Provide any additional information or attachments to be considered for the proposal.

Below are additional pictures showing the state of the current facilities used by the Aviation Maintenance Technology program:







3. Program Budget

A. Requested from the Florida Job Growth Grant Fund:

New Construction:	\$2,580,000
Renovation:	\$1,050,000
Moving Expenses:	\$150,000
Total Amount Requested:	\$3,780,000

B. Other Workforce Training Project Funding Sources:

Architectural & Engineering/Contingency:	\$420,000
Total Other Funding:	\$420,000

Total Project Costs: \$4,200,000



General Conditions

All work required for the design, permitting, renovation, new construction and occupancy of the Facility, including structure(s), interior buildout, and site improvement, shall be performed in a safe and timely manner by the selected General Contractor in accordance with Final Plans approved by EFSC.

New Construction and Renovation Description:

- A 15,000+/- sq. ft. concrete and metal building measuring approximately 150' x 100' with a peak roof height of 35' allowing a minimum clear ceiling height of 28' and a maximum of 32'. Column spacing will be 50' on center.
- Building structure will be designed to meet Category III Storm (160 mph) wind loads.
- Footings and floor slab to be constructed of 4000 psi concrete - 6" thick with welded wire mesh in hangar area.
- Standing Seam metal roof with 50-year warranty from the manufacturer.
- R-10 insulation will be provided in the exterior walls; R-19 insulation under roof.
- Hangar area ventilation as required by code. Supplemental ventilation for paint booth and welding area TBD
- One electrically operated bi-partition bottom rolling hangar door.
- Two (2) roll-up doors (width, heights and location TBD).
- Two (2) pedestrian entry/exit doors.
- 477volt, 1200amp, 3 phase electric service. Distribution grid TBD.
- Lighting: 5,000k High Bay LED fixtures provided in hangar area. Quantity and spacing sufficient to provide 360-degree, shadow free coverage at floor level.
- Spillage containment provided by sloping floor to a 60-foot trench drain at hangar door.
- Fire detection and suppression systems per NFPA code.
- Compressed air and distribution system TBD.
- Exterior walls and roof to receive Galvalum coating. Color to be approved by EFSC.
- Interior hangar walls unfinished. Underside of roof to be Galvalum coated.
- Office, classroom, labs and common area walls painted. Color approved by EFSC.
- Non-slip epoxy coating throughout hangar area and workstations.
- Office, classrooms and common areas floors to receive VCT, carpet, ceramic tile or sealed concrete as appropriate.
- 2' x 4' metal ceiling grid with commercial grade drop in acoustical tile ceiling panels throughout offices, classrooms and common areas.
- Excavation, compaction and site prep as necessary for construction.
- Stormwater management as required by code.

EFSC FJGGF AeroForce Budget

Object Class Categories	Description	DEO Funds Requested	Other Funding Sources	Total Project Costs
New Construction	New construction will consist of a 15,000 sq. ft. hangar to include concrete slab and access ways	\$ 2,580,000.00	\$ -	\$ 2,580,000.00
Renovation	Renovation costs to the existing gymnasium will include the creation of workspace for airframe and powerplant exercises and projects as well as the conversion of existing locker rooms and showers into laboratory space	\$ 1,050,000.00	\$ -	\$ 1,050,000.00
Moving Expenses	The program is currently located at the Melbourne Orlando International Airport and will be moved in its entirety (aircraft, equipment, tools, materials, supplies, classroom furniture, IT equipment, etc.) to the EFSC Titusville Campus. A distance of approximately 47 miles.	\$ 150,000.00	\$ -	\$ 150,000.00
Architectural & Engineering/Contingency	Architectural & Engineering costs are estimated at \$3.00 per sq. ft. Additionally, the near certainty of escalating material and labor costs requires a contingency fund.	\$ -	\$ 420,000.00	\$ 420,000.00
Total		\$ 3,780,000.00	\$ 420,000.00	\$ 4,200,000.00

City of Titusville

"Gateway to Nature and Space"

555 SOUTH WASHINGTON AVENUE
TITUSVILLE, FLORIDA 32796-3584
POST OFFICE BOX 2806 (32781-2806)



OFFICE OF THE MAYOR
(321)-383-5802
FAX (321)-383-5704
www.titusville.com

Feb. 28, 2022

Dr. James Richey
President
Eastern Florida State College
1519 Clearlake Rd.
Cocoa, FL 32922

Dr. Richey:

Please be assured the City of Titusville is supportive of your efforts to relocate the Aviation Maintenance Technology program from Melbourne to the Eastern Florida State College (EFSC) Titusville Campus. Over the last several years we have been fortunate to see an influx of technology-related companies move into our area and existing companies expand as the aerospace industry continues to grow. These companies are reliant on a trained workforce to be successful and graduates from your FAA-approved aviation maintenance program possess the many of the skills and knowledge sought by these employers.

A strategic goal of the City of Titusville is to promote economic development and a trained workforce is critical if our economy is to prosper. We support your efforts to seek funding from the Florida Department of Economic Opportunity Florida Job Growth Grant program for this important initiative.

Sincerely,

A handwritten signature in blue ink, appearing to read "Daniel E. Diesel".

Daniel E. Diesel
Mayor

BLUE ORIGIN

March 21, 2022

Dr. James Richey, President
Eastern Florida State College
1519 Clearlake Rd.
Cocoa, FL 32922

RE: Letter of Support – Aerospace/Aviation Workforce Programs

Dear President Richey,

I am writing to support the proposed efforts to relocate and expand your aerospace and aviation programs at the Titusville campus of Eastern Florida State College (EFSC). Our rocket manufacturing facility in Cape Canaveral, Florida is near your Titusville campus. Quality training programs are key to our growth, and we are increasingly concerned about the pool of current and future employees.

Blue Origin is adding hundreds of jobs to our Florida manufacturing facility, and we are seeking technicians at all skill levels including those with an FAA Airframe and Powerplant certification or an equivalent aerospace technical degree. Your programs can provide graduates with these qualifications.

We are pleased to offer this letter of support for EFSC's Workforce Training application to the Florida Department of Economic Opportunity for the Florida Job Growth Grant Fund. We look forward to supporting EFSC's ongoing efforts to develop a skilled and knowledgeable workforce and will partner by providing engineering students access to aerospace careers through internships and employment opportunities. We believe the United States' global leadership in space technologies depends on our ability to educate and train an aerospace work force with 21st century demographics. We view it critical to Blue Origin as well as the general emerging commercial space ecosystem that EFSC continues along its successful trajectory in developing this workforce.

Sincerely,

Dan Christiansen

Dan Christiansen
Senior Director, Talent Development Blue Origin

Date: 09.DEC.2021

Dr. James Richey
President
Eastern Florida State College
1519 Clearlake Rd.
Cocoa, FL 32922

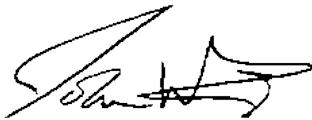
Dear Dr. Richey:

STS Aviation Group is pleased to offer this letter of support for Eastern Florida State College's Workforce Training application to the Florida Department of Economic Opportunity, Florida Job Growth Grant Fund. We support your relocation and expansion efforts and recognize firsthand the importance of a trained aviation workforce.

Since January 2021, STS has hired over 400 aviation mechanics and technicians to support our Maintenance and Repair Operations and the need for a talented workforce continues to grow. Our facility in Brevard County has hired numerous program graduates and we are committed to continue doing so.

We recognize that funding from the Department of Economic Opportunity is necessary for program expansion which will support the rapid growth of the aviation and aerospace industry on the Space Coast. We look forward to supporting Eastern Florida's Aviation Maintenance program to produce quality graduates for our company and to boost our local economy.

Sincerely,



John Wing
Sr. Vice President / General Manager / Accountable Manager
STS Mod Center
1-321-405-3700 ext. 7141 • Cell: 727-637-8399

December 13, 2021

2495 Palm Bay Road NE
Palm Bay, FL 32905
(863) 521 - 8634



Dr. James Richey
President
Eastern Florida State College
1519 Clearlake Rd.
Cocoa, FL 32922

Dear Dr. Richey:

Larsen Motorsports (LMS) is highly supportive of Eastern Florida State College's plans to relocate and expand its Aviation Maintenance Technology program. We recognize the importance of a skilled and talented workforce on the Space Coast and are very familiar with the quality graduates the program produces. LMS is a leading research and development company with a highly competitive jet dragster racing team.

The continued rapid economic growth in Brevard County requires a trained workforce and the Aviation Maintenance program must expand if it is expected to support aerospace, aviation, and high technology companies such as ours.

Please be assured Larsen Motorsports supports your grant application to the Florida Department of Economic Opportunity. Please be assured of our continued support as we depend on quality graduates, as your program produces, to maintain and grow our workforce needs.

Sincerely,

A handwritten signature in black ink that reads 'Chris Larsen'. The signature is written in a cursive style.

Chris Larsen
CEO/Co-Founder
Larsen Motorsports



March 7, 2022

Dr. James Richey, President
Eastern Florida State College
1519 Clearlake Road
Cocoa, Florida 32922

RE: NBEDZ commitment to provide matching funds for grant application

Dear Dr. Richey:

In support of Eastern Florida State College's (EFSC) efforts to relocate its Aviation Maintenance Technology program from the Melbourne Airport to the EFSC Titusville campus, the North Brevard Economic Development Zone (NBEDZ) – at a recent meeting of its board of directors – agreed to provide a financial commitment of up to \$420,000.00, monies to be leveraged with other funds for improvements at the campus in support of this project. Please note that this commitment is conditioned upon the college's ability to successfully secure the additional funding necessary for making the project possible.

As workforce needs within the aviation and aerospace sector continue to grow, the NBEDZ believes that assisting the college in this manner will enable the NBEDZ to fulfill its principal goal of stimulating greater job growth and development in the northern area of Brevard County. It recognizes that establishing a high-quality training program – producing knowledgeable and skilled graduates – is the best way to meet local job demand and serve the companies and organizations that are helping to expand the North Brevard tax base.

Should you or your staff have any questions about this commitment, please feel welcome to contact me at 321-621-4714.

Sincerely,

A handwritten signature in blue ink, appearing to read "Troy Post", written in a cursive style.

Troy Post, CEcD, CBE
Executive Director

North Brevard Economic Development Zone

Statham Park, 7101 U.S. Highway One • Port St. John, Florida 32780 • 321-621-4713 • www.NBEDZ.org

Eastern Florida State College Procedures Manual

Title: Grants and Contracts	Number: 220
Legal Authority: F.S. 240.319 Board Policy Governance: 700.3	Page: 1 of 11
Date Adopted: November 7, 2001. Revised: July 18, 2006; March 1, 2011; August 31, 2012; March 4, 2015, August 19, 2015; November 2016; January 2018 Previously 206.1; 206.2; 206.3; 206.4; 206.5; 206.6; 206.7; 206.8; 221	

220 Overview Grants and Contracts

The College maintains a sound financial based and demonstrated financial stability to support the mission of the College and the scope of its programs and services. (SACSCOC R13.1 and R13.2)

The College will frequently seek grants and contracts from external resources to supplement the budget and enhance the opportunity to develop new programs and services.

220.1 Purpose

The Grants/Development Office in conjunction with the Accounting Department must review all externally funded grant and contract proposals prior to submission to ensure compliance with established institutional procedures prior to submission. (Henceforth "grants" shall refer to either grants or contracts).

Grant proposals that conflict with or compromise EFSC mission and goals will not be processed.

220.2 Procedure

The proposer's supervisor must acknowledge their approval of the grant project by email to the Grants/Development Office or by signature on the tracking sheet prior to grant submission. If not approved, the supervisor will provide a brief statement explaining why the project did not serve the mission of the department or EFSC.

The final draft in electronic format and tracking sheet with approval signature or copies of email approvals shall be delivered to Grants/Development Office at least five (5) working days prior to the published deadline.

The internal deadline permits the Grants/Development Office to review the proposal, prepare a final document, submit the grant for final approval by the President and prepare for posting. To ensure adherence to college and state personnel policies, the Grants/Development Office may request information from the Human Resources Office to verify salaries, fringe benefits, and employment status of proposed grant personnel.

A flow chart for the submission of grant request is documented.

Requests from the funding agency for budgetary or programmatic amendments during the negotiation and award period will be processed by the Grants/Development Office in consultation with appropriate offices and the grant project director.

The Accounting Office will be provided with a copy of the grant, the official award notice, amendment approvals, and original signature contracts.

The project director and supervising administrator will administer and manage all aspects of the grant.

The Human Resources Office shall be responsible for grant project staffing.

The purchasing office will be responsible for all grant purchasing. Copies of award correspondence, amendments, and reports of funded grants will be forwarded to the grants office for inclusion in the grant resource files.

An externally funded grant or contract is considered to be an agreement between EFSC and any federal, state, local public or private source which places an obligation on the College in return for monies, equipment, materials, supplies, services or other items.

Conformity to Stated College Purposes

All grants and contracts involving Eastern Florida State College, its programs, administration, faculty, staff, students and any associated personnel must be supportive of the mission and purposes of the College. The emphasis at Eastern Florida State College is on instruction, and the EFSC Catalog states "every effort is made to allow the instructor to devote full-time talents and energies to the prime responsibility - teaching."

Assurance of Conformity to Stated College Purposes

To assure that externally funded projects comply with EFSC's mission, purposes and operating procedures, each proposal for external grant or contract support shall be approved by the President, following compliance review by one central office at Eastern Florida State College. The central office will have been designated by the President.

Assurance of Institutional Control

The College will ensure that prior to granting administrative approval, all external grant and contract guidelines will be reviewed to ensure that institutional control over funded research, instruction and other College activities will not be subordinated or in any way compromised. In addition, the College will ensure that acceptance of an external grant or contract will not conflict with continuity of College support for general institutional activities.

Administrative Adherence to College Policies and Guidelines

The College shall monitor all administrative aspects of externally funded grant and contract projects to ensure proper adherence to Federal, state, funding agency and College policies and guidelines.

Faculty Participation in Externally Funded Programs

In consideration of the stated mission of Eastern Florida State College, faculty participation in external grant and contract projects, including limited research projects, is to be strictly controlled and is predicated on receiving prior approval from the faculty member's Supervisor (The Faculty/Supervisor relationship is outlined in the Procedure Manual). All instructors will be limited as to the amount of time they may participate in externally funded grant and contract programs, relative to teaching time.

Faculty Member's Division of Obligations

Teaching is the primary responsibility of each faculty member at Eastern Florida State College. Where a faculty member's interests, capabilities and opportunities result in the conducting of an

externally funded College project, a balance shall be established between the regular teaching workload and time devoted to the special project. This will vary, depending upon the nature of the project, its relevance to the improvement of the EFSC instructional process, and the requirements of the existing educational programs at the College.

College approved research or development activities may thus be conducted, as long as they do not interfere with other academic activities, and the appropriate Supervisor has determined that a balance has been established by the professional faculty member and his or her supervisor. When a faculty member is in doubt as to whether research is interfering with other academic activities, he or she should consult their Supervisor for clarification.

Publication of EFSC Faculty Obligations Policy

All policies regarding a faculty member's division of obligations will be published, and will be periodically communicated through other appropriate means.

Freedom to Investigate and Report

Externally funded grants and/or contracts must not contain language which would undermine the basic premise of freedom to investigate and report results. Any staff or faculty member conducting College approved research or development projects shall be free to investigate and report results as prescribed by the funding agency and the contract document, as long as it does not conflict with College policy.

Grant and Contract Personnel Compensation

All salaries and benefits, contracts and professional fees paid to College employees from externally funded grants and contracts during any part of the calendar year shall be set at a rate commensurate with College wage scales for the position(s) involved, as determined by the EFSC Human Resources Department. Salaries and salary supplements from grants and contracts will be administered in accordance with appropriate sub-sections of EFSC Policy Manual section 300, where applicable.

Consultative Services Fees

Faculty members and other College employees are free to negotiate consultative services fees for work performed outside the scope of College obligations, to the extent that it does not interfere with institutional obligations. If the contract or grant is negotiated through the College, then the fees must conform to College scales and standards.

220.3 Post Award Administration

Administration of the award is a team effort consisting of the Principal Investigator (PI), Development office, and the Accounting office. The PI and the College jointly bear the responsibility for proper administration according to the regulations, policies and guidelines pertinent to the particular project as defined in the project agreement/award correspondence. The Accounting office assists in the clarification of regulations and determining the reasonableness, allowability, and allowability of costs charged to grants and contracts as referenced in OMB Super Circular (Uniform Administrative Requirements for Grant and Agreements for Federal Awards) codified at 2 CFR 200.

Principle Investigator

The principal investigator (PI) is responsible for project implementation, assembling the necessary staff, expending the funds, and conducting the project as described in the proposal

and agreed to by means of the award notification. The PI must direct the work so that it will be completed within the budget period and with the funds authorized; otherwise, a request for supplemental funds or a no-cost time extension must be initiated. The PI may authorize changes when they are in compliance with the agency's cost principles, as well as the State of Florida's fiscal regulations, and if the goods or services are directly related to the sponsored project. Salaries and wages may be authorized by the investigator only if they are in accordance with Cost Accounting Standards.

Principal investigators have first line responsibility for managing expenditures within the fiscal regulations and amounts specified by the sponsor. While Accounting is responsible for billing the sponsor per the funding terms, the principal investigator must carefully analyze the monthly organizational detail report (ODTA) to see that all items presented are correct and that appropriate funds (cash and budget authority) are available. The investigator also has the responsibility of initiating or coordinating appropriate adjustments as each situation dictates.

Accounting

Eastern Florida State College utilizes the Banner software system which is a uniform accounting system that includes basic controls as well as accounting reports that assist faculty and staff in managing grants and contracts. The Accounting office assist the PI's with the following:

1. Establishing indexes and releasing initial budget amounts
2. Budget transactions
3. Cash Management
4. Invoicing agencies to collect funds
5. Submission of required financial reports
6. Monitoring and advice on Cost Accounting Standards
7. Approval of purchase requisitions, change orders, travel authorizations, etc.
8. Approval of personnel transfers before they are sent to Payroll
9. Depositing checks
10. Fiscal aspects of project closeout

All purchase requisitions, travel requests, and check requests must be routed to Accounting for prior approval to determine the reasonableness, allowability, and allowability of costs charged to the grant or contract.

Allowable Costs

The following list covers some of the allowable costs specified in OMB Super Circular (Uniform Administrative Requirements for Grants and Agreements for Federal Awards) codified at 2 CFR 200. This is a quick reference. The specific wording in 2 CFR 200 should be referred to for greater detail.

1. Advertising media and public relations for the recruitment of personnel
2. Advisory Councils
3. Audit costs and related services
4. Bonding costs
5. Communication costs
6. Compensation for personal services
7. Equipment - <\$5,000.00
8. Fines and penalties
9. Insurance and Indemnification

10. Labor relation costs
11. Maintenance and repair costs
12. Material and supplies costs
13. Meeting and Conferences
14. Memberships, subscriptions, and professional activity costs
15. Professional service costs
16. Publication and printing costs
17. Recruiting costs
18. Rental costs of building and equipment
19. Scholarships and student aid costs
20. Training costs
21. Travel

Cost Sharing and Matching Funds

Cost sharing or matching funds is the portion of project costs not borne by the external funding agency. Some external funding agencies require cost sharing or matching for grants. Cost sharing (match/in-kind/leverage) may be made from any non-federal source, including non-federal grants and contracts. The contribution may be in the form of direct or indirect costs, but only cost items which are generally allowable may be included in the contribution. In order to identify specific cost elements that will be used to meet cost sharing commitments, the Accounting office requires principal investigators under its jurisdiction to explain the details in a cost sharing letter. A completed and signed copy of this letter must be returned to Accounting to signify acceptance by the PI of this responsibility. No funds will be released until this letter is received by Accounting.

Contributions in the form of salaries or Other Personal Services (OPS) and their corresponding fringe benefits are documented via EFSC's payroll reporting system. Contributions of capital and expense items may be documented by submitting copies of the vendor's invoices for those items with a certification typed on the face of the invoice as follows: "This is certified as a cost sharing contribution to (project number)." Cost sharing documentation is subject to the same audit requirements as costs directly charged to the award. The PI is responsible for providing documentation of all cost-share and matching expenses to Accounting for tracking and reporting purposes.

At the end of each award period, a cost sharing report that summarizes the cost sharing transactions from inception of the project up to the end of the academic term covered by the report. It is imperative that the investigator initiate the action required to meet the cost sharing requirement.

Cost Transfers

This applies only to cost transfers between or to sponsored projects.

It is the practice of the College that costs be charged to the appropriate sponsored project when first incurred. However, there may be circumstances in which it is necessary to transfer expenditures to a sponsored project subsequent to the initial recording of the charge. Such transactions require monitoring for compliance with EFSC policy, Federal regulations, sponsor specific guidelines, and the cost principles that guide fiscal activities on sponsored projects.

It is the responsibility of the Principal Investigator to provide fiscally-sound management of project expenses.

In order to maintain consistency in the treatment of cost transfers, this policy will be applied to all sponsored projects (Federal and Non-Federal) in the absence of written sponsor regulations.

For sponsored projects, final approval of any cost transfer shall be made by Accounting. Accounting will not approve the transfer unless it is compliant with all applicable rules and regulations. If Accounting becomes aware of an inappropriate charge on a sponsored project, the department will be notified to initiate a transfer to a non-sponsored index. If this transfer is not initiated within five (5) working days from date of accounting notification to the department, Accounting will transfer the charge to an appropriate departmental index.

Cost Overruns

Principal Investigators and their respective Department have first line responsibility for managing expenditures within the fiscal regulations and amounts specified by the sponsor in the award document. Principal Investigators and their respective Department will be responsible for all expenditures that exceed the authorized spending authority or exceed the amount of revenue collected in any project. For sponsored projects the normal remedy is to cost transfer the over expenditures off the sponsored project and on to an unrestricted project at the time of project close and prior to the issuance of the final financial report being submitted to the sponsor.

In cases where the Principal Investigators and/or the Department cannot cover the over expenditure, it becomes the responsibility of the College in consultation with Accounting to resolve the over expenditure.

If the over expenditure is a result of an audit disallowance, corrective action will be determined on a case by case basis by the Chief Financial Officer with the help, knowledge and assistance of the principal investigator, department, college, accounting, and other appropriate parties.

Unallowable Costs

Federal regulations identify specific categories of costs that cannot be charged, directly or indirectly, to federally sponsored projects. The following list covers unallowable costs specified in OMB Super Circular (Uniform Administrative Requirements for Grants and Agreements for Federal Awards) codified at 2 CFR 200. This is a quick reference. The specific wording in 2 CFR 200 should be referred to for greater detail.

1. Advertising and public relations: Expenditures to promote the College are not allowable.
2. Alcoholic beverages
3. Alumni/ae activities
4. Bad debts
5. Commencement or convocation costs
6. Contingency provisions
7. Charitable contributions, donations, remembrances
8. Development/fundraising costs
9. Entertainment costs: Costs of entertainment, including amusement diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sporting events, meals, lodging, rentals, transportation, and gratuities) are not allowable.
10. Fines and penalties
11. Goods or services for personal use of employees (including gifts)

12. Housing and personal living expenses of College officers
13. Investment management costs
14. Lobbying
15. Losses on other sponsored agreements or contracts (cost overruns): Any excess of costs over income under any other sponsored agreement or contract of any nature is unallowable. This includes, but is not limited to; the institutions contributed portion by reason of cost-sharing agreements or any under-recoveries through negotiation of flat amounts for indirect costs.
16. Pre-agreement costs, unless approved by the sponsoring agency or permitted under expanded authorities
17. Selling and marketing costs of any products or services of the institution
18. Student activity costs incurred for intramural activities, student publications, student clubs, etc. are unallowable
19. Travel: Commercial air travel costs in excess of the lowest available commercial discount airfare, Federal government contract airfare (where authorized and available), or customary standard (coach or equivalent) airfare are unallowable.

In addition to unallowable costs per se, charges to federally sponsored agreements must also exclude costs that are directly associated with the unallowable costs. A directly associated cost is defined in federal regulations as any cost which is generated solely as a result of the incidence of another cost, and which would not have been incurred had the other cost not been incurred. An example of a cost that is directly associated with an unallowable cost is the cost of airfare to go to another city for the purpose of entertaining business associates, or for fundraising. Since entertainment and fundraising costs are expressly unallowable under OMB Super Circular 2 CFR 200, and the airfare would not have been incurred had the unallowable costs not been incurred, the airfare is an unallowable directly associated cost.

Program Income

Program Income (as defined in the OMB Super Circular 2 CRF 200) means gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance. Program income includes, but is not limited to, income from fees for services performed, the use or rental or real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Program incomes does not include rebates, credits, discounts, and interest earned on any of them.

The Accounting office will record and report program income according to Federal guidelines.

Budgeting

The PI shall submit a Budget Summary to Accounting for each new award.

- The Budget Summary shall match the awarded/obligated budget unless rebudgeting is intended by the PI (as proven by an attached justification) and allowed by the terms of the award.

Rebudgeting

The following section outlines when rebudgeting is required and when it is optional. In all cases, the PI's spending projections shall be thoughtful enough so that frequent or numerous

rebudgeting can be avoided. Rebudgeting in Banner is required only in the following circumstances and must be processed using a Budget Amendment Form:

- A change in direct cost spending has or will affect F&A calculations.
OR
- Past or future expenditures will cause a budget line item to be overdrawn or will create a new line item, AND the terms of the award require prior approval before spending outside of the approved budget is allowed.

Rebudgeting in Banner is optional in the following circumstances and must be processed using a Budget Amendment Form:

- The PI or department wants accurate budget in categories for project management purposes.

Determining when Prior Approval is Required

The following are provided as general guidelines. The award-specific terms and conditions must be reviewed prior to making a decision about rebudgeting.

- If the award is issued under the General Terms and Conditions of the Federal Demonstration Partnership, then in most cases rebudgeting is allowed without prior approval. However, the Agency Specific Terms and Conditions must be consulted as well.
- If the award is a fixed-price type, then prior approval for rebudgeting is generally not required.
- If the award is a cost-reimbursable type and rebudgeting rules are not specifically stated in the award, then prior approval for rebudgeting is generally required.
- If the salary budget is being reduced, consider whether or not there was a reduction in key personnel effort, which requires prior sponsor approval.
- If there are significant budget changes, consider whether or not there was a change in project scope or objectives, which requires prior sponsor approval.
- Normally, there is no set percentage to use when monitoring budget changes. Many times it is a judgment call. When in doubt, consult with your Accountant.
- The Accountant assigned to the agency shall be consulted whenever it is uncertain whether or not prior approval for rebudgeting is required.

If Prior Approval from the Sponsor is Required

- The PI shall work with the appropriate Accountant as needed to ensure the revised budget accurately reflects past and anticipated spending as compared to the budget as last approved.
- A justification must be included in the rebudgeting request.
- The PI shall coordinate with the Accountant in submitting the request (which often requiring institutional approval) and obtaining approval from the sponsor according to the terms of the award.

Subrecipient Monitoring

A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient. Monitoring the activities of the subrecipient is necessary to ensure that the subaward is used for authorized purposes. The PI will conduct programmatic monitoring of subrecipient performance on an annual basis. The Accounting office will conduct financial monitoring of all subrecipients at least once during the Federal award cycle. This may consist of requesting copies of expenses to coincide with invoicing or a copy of the subrecipient's annual audit report.

Cash Management

Cash management options defined for grants include the following:

1. Advance Payments – Amount requested to be paid limited to amounts needed to meet immediate cash needs.
2. Working Capital Advance – Amount requested to be paid is based upon estimated disbursement needs for a period of time.
3. Reimbursement – Amount requested to be paid were previously paid in full by the College (generally within 30 days of initial payment).

The College Accounting office generally draws federal funds from either the federal government or from the State on a reimbursement basis. Occasionally, other systems are used for one-time or ad-hoc grants. The following is an overview of the cash management procedures.

1. PIs and grants accountants approve all allowable grant expenditures. The College pays for the approved expenditures through the college's established payables and payroll processes.
2. Grant expenditures are coded to unique organizations and funds that separate them from other college expenditures.
3. A budget to actual expenditure report is reviewed by the grants accountant at the end of the month.
4. Based on the expenditures on the summary report, the amount of the drawdown is calculated. The support for cash reimbursements is reviewed by the Controller for accuracy of calculation, completeness, and general adherence to grant(s) restrictions. When the support is deemed sufficient for the request, the Controller will sign the required certification statement and that will give a grant accountant the authority to actually drawdown cash in automated systems. The Controller will authorize drawdown requests in those automated systems that require separate authorization from the employee requesting funds. For reimbursements of federal student financial assistance the Controller relies upon the internal control systems in operation governing registration and federal financial aid administration. These systems are the responsibility of the Registrar and Director of Financial Aid respectively.

The general practice to fund grants on a reimbursement basis does not preclude the College for certain grants to seek advance payments or a working capital advance. When grant funds are drawn down in advance of anticipated expenditures, the College Accounting office will do the following:

1. Minimize the time elapsing between the transfer of funds and the disbursement of those funds for grant related expenditures. The College will comply with the three day rule, which requires the expenditure of funds within three days of the receipt of such funds. Excess cash balances will be returned to the sponsoring agency after the three days have expired.
2. Deposit all federal funds in an interest bearing account.
3. Return interest earned exceeding \$500 on federal grants annually to the Department of Health and Human Services.

Records Management

Grantees are required to keep intact and accessible all financial and programmatic records, supporting documents, statistical records and other records pertinent to an award. The records

retention and custodial requirements extend not only to the records of the grantee, but to those of its subgrantees, contractors and subcontractors.

Records must be retained for a period of three years or longer as specified in each agreement. On a multi-year award, records are usually required to be kept only three years from the date of submittal of the first fiscal report for each budget period. Records under audit, involving unresolved audit findings, appeals or litigation must be held until the action is completed or the dispute resolved. (Note: Under no circumstances can a federal agency require retention of records relating to a program for more than six years. The statute of limitations, Title 28 U.S.C. 2415(b), provides that an action to recover for diversion of money paid under a grant program or an action for conversion of property of the U.S. must be brought within six years after the right of action accrues).

The starting date for the three-year retention period depends on the type of records:

Type of Records	Retain for three years from the date of:
General records	Submission of the final or annual expenditure report.
Property and equipment	Final disposition of the equipment (i.e., transfer, records replacement, sale, or junking of the item).
Cost allocation plan and indirect cost records	Submission of plan or for plans which are prepared and retained by the grantee, with the close of the fiscal year.
Income records	The end of the grantee's fiscal year in which the income was used.
Royalties and other	The end of the grantee's fiscal year in which the program income earned income is earned after completion of grant.

Financial Management Standards

The federal government in its OMB Super Circular (Uniform Administrative Requirements for Grants and Agreements for Federal Awards), codified at 2 CFR 200, sets forth the basic grantee financial management standards which apply to all grant programs and provides, among other things, for:

- accurate, current, and complete disclosure of the financial results of each grant program;
- accounting records which identify the source and use of grant funds;
- account control for all grant funds, property, and other assets.

At Eastern Florida State College, these requirements are met through a uniform accounting system that provides the basic controls as well as accounting reports that will assist faculty and their staff in managing contracts and grants. The College accounting system is under the jurisdiction of the Chief Financial Officer.

Audits and Access to Records

All records are subject to audit and any authorized representative of the Grantor, the State or the College shall have right of access to any books, documents, papers or other records of the grantee which are pertinent to the contract or grant. The right of access shall not be limited to the required retention period but shall last as long as the records are retained.

With regard to Federal audit requirements on grants, contracts and other agreements, the College falls under OMB circular A-133 (The Single Audit Act). When a sponsor announces its intent to conduct a contract or grant audit, the Accounting should be informed as promptly as possible. If auditors request to meet with the PI or other departmental employees, staff from the Accounting office will accompany the auditor and be available during the visit to help interpret and understand the requests of the audit. In order to assure maximum coordination of staff time and availability of records, audit visits should be prepared for as soon as notification is received.