



**U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING
ADMINISTRATION (DOL/ETA)**

**NOTICE OF
AWARD (NOA)**

Under the authority of the *Consolidated Appropriations Act, 2016, Pub. L. 114-113., Div. H, Title I; the National Apprenticeship Act, 29 U.S.C. § 50; and 29 C.F.R. Part 29*, this grant or agreement is entered into between the above named *Grantor Agency* and the following named *Awardee*, for a project entitled - *ApprenticeshipUSA State Expansion Grants*.

Name & Address of Awardee:
DEPARTMENT OF ECONOMIC OPPORTUNITY
THE CALDWELL BUILDING
107 E. MADISON STREET
TALLAHASSEE, FLORIDA 32399-4134

Federal Award Id. No. (FAIN): AP-30075-16-60-A-12
CFDA #: 17.285- Apprenticeship USA Grants
Amount: \$1,498,269.00
EIN: 364706134
DUNS #: 968930664

Accounting Code: 1630-2017-0501741617BD201701740024165AP001A0000AAATELSAATELS-A90600-410023-ETA-DEFAULT TASK-

The Period of Performance shall be from **November 01, 2016 thru April 30, 2018**.
Total Government's Financial Obligation is **\$1,498,269.00** (unless other wise amended).

Payments will be made under the Payments Management System, and can be automatically drawn down by the awardee on an as needed basis covering a forty-eight (48) hour period.

In performing its responsibilities under this grant agreement, the awardee hereby certifies and assures that it will fully comply with all applicable Statute(s), and the following regulations and cost principles, including any subsequent amendments:

Uniform Administrative Requirements, Cost Principles, and Audit Requirements:

2 CFR Part 200; Uniform Administrative Requirements, Cost Principles, and Audit Requirements; Final Rule
2 CFR Part 2900; DOL Exceptions to 2 CFR Part 200;

Other Requirements (Included within this NOA):

Condition(s) of Award (if applicable)
Federal Award Terms, including attachments

Contact Information

The Federal Project Officer (FPO) assigned to this grant is Susan Tesone. Susan Tesone will serve as your first line point of contact and can be contacted via e-mail - tesone.susan.r@dol.gov. If your FPO is not available, please call your Regional Office at 404-302-5300 for assistance.

The awardee's signature below certifies full compliance with all terms and conditions as well as all applicable Statues(s), grant regulations, guidance, and certifications.

Signature of Approving Official - **AWARDEE**

Signature of Approving Official - **DOL / ETA**

See SF-424 for Signature

No Additional Signature Required

SERENA BOYD, November 28, 2016
Grant Officer

SPECIAL CONDITIONS
Florida Department of Labor/ AP-30075-16-60-A-12

The submitted application requires modifications as indicated below. As a condition of this grant award, the recipient must agree to address the issues identified in the following page(s) **within 30 days of the receipt of this grant award package.** All revisions to the following documents must be completed and submitted to your Federal Project Officer (FPO) and the Apprenticeship Program Office at Apprenticeship.Grants@dol.gov. Florida Department of Labor **MUST** contact your FPO (as indicated in term 8 and on the Notice of Award) as soon as possible for additional guidance.

Please note that a submittal of revised document(s) does not in and of itself constitute approval by ETA, and final approval must be given by the Grant Officer. Once approved, the revised document(s) will comprise the official modification to this grant agreement and the special conditions will be resolved.

Condition of Award

General Compliance Review

ETA is performing a general compliance review of all ApprenticeshipUSA Expansion awards to help ensure that grant projects are in compliance with the Funding Announcement as well as other Federal requirements. ETA will transmit the results of this review and instructions for any required response to the Recipient after the conclusion of the compliance review.

Budget:

- 1) The recipient must submit a budget modification request which includes the following:
 - a) A revised budget narrative with a clearly delineated description of costs associated with each line item on the SF-424A (rather than program element) in a narrative format as outlined in Section IV.B.2 of the FOA (on page 16).
 - b) The revised budget must also have all indirect costs reflected on the indirect cost line, and must be in accordance with the Negotiated Indirect Cost Rate Agreement.
 - i) Note that this funding opportunity does not list an administrative cost cap, and the Department therefore expects that all administrative costs incurred by the grant would be properly allocated into either direct or indirect cost categories.
- 2) The Budget Narrative indicates monies are allocated for technology development and/or upgrades. The recipient must consult the designated Registered Apprenticeship contact to ensure that any technology developed/purchase are in compliance with RAPIDS or other DOL technological requirements.
- 3) The Budget Narrative indicates \$100,000 allocated for Marketing/Outreach purposes. The recipient must consult the designated Registered Apprenticeship contact to assure that materials proposed do not duplicate materials that have already been developed for use by ApprenticeshipUSA programs.

**ApprenticeshipUSA State Expansion Grants
FOA-ETA-16-13
TERMS AND CONDITIONS**

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1. Order of Precedence

The terms and conditions of this Notice of Award and other requirements have the following order of precedence if there is any conflict in what they require: (1) the National Apprenticeship Act, 29 U.S.C. § 50; and 29 C.F.R. Part 29; (2) the Consolidated Appropriations Act, 2016, Pub. L. 114-113., Div. H, Title I; (3) other applicable Federal statutes and their implementing regulations; (4) terms and conditions of award.

2. Funding Opportunity Announcement

The Funding Opportunity Announcement (<https://doleta.gov/grants/pdf/FOA-ETA-16-13.pdf>) is hereby incorporated into this Grant Agreement. Recipients are bound by the authorizations, restrictions, and requirements contained in the Funding Opportunity Announcement. Expenditure of grant funds certifies that your organization has read and will comply with all parts of this grant agreement.

3. Approved Statement of Work

The award recipient's project narrative is taken as the Statement of Work. It has been included as Attachment D. If there is any inconsistency between items in this project narrative and any Department of Labor (DOL) regulation, guidance or OMB cost principle, the DOL regulation, guidance or cost principle will prevail.

4. Approved Budget

The recipient's budget documents are attached in this Notice of Award Package. The documents are: 1) the SF-424, included at Attachment A; 2) the SF-424 A, included at Attachment B; and 3) the Budget Narrative, included at Attachment C. The recipient must confirm that all costs are allowable before expenditure. Pursuant 2 CFR 2900.1, approval of the budget as awarded does not constitute prior approval of those specified in 2 CFR 200 or this grant award as requiring prior approval. The Grant Officer is the only official with the authority to provide such approval.

5. Resources and Information

Additional resources and information to assist you is located on the ETA website at <https://www.doleta.gov/grants/resources.cfm>. This site contains information about the Uniform Guidance, general terms and conditions, indirect cost assistance, recipient training resources and other relevant information.

6. Evaluation, Data, and Implementation

The recipient must cooperate with the DOL in the conduct of a third-party evaluation, including providing DOL or its authorized contractor with appropriate data and access to program operating personnel and participants in a timely manner.

7. Indirect Cost Rate and Cost Allocation Plan

- A. A **current** federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or current federally approved Cost Allocation Plan (CAP) has been provided – copy attached. Regarding only the NICRA:

- (1) Indirect Rate approved: 12.8237 %
(2) Type of Indirect Cost Rate: See Attachment
(3) Allocation Base: See Attachment
(4) Current period applicable to rate: See Attachment

Estimated Indirect Costs are shown on the SF-424A budget form. If a new NICRA is issued during the life of the grant, it must be provided to DOL within 30 days of issuance. Funds may be re-budgeted as necessary between direct and indirect costs consistent with institutional requirements and DOL regulations for prior approval, however the total amount of grant award funding will not be increased. Any budget changes impacting the Statement of Work and agreed upon outcomes or deliverables require a request for modification and prior approval from the Grant Officer.

- B. (1) Latest NICRA or CAP approved by the Federal Cognizant Agency¹ (FCA) is not current, or
(2) No approved NICRA or CAP has been submitted.

URGENT NOTICE: Estimated indirect costs have been specified on the SF-424A, Section B, Object Class Category “j”, however only \$N/A will be released to support indirect costs in the absence of a NICRA or CAP approved by the cognizant agency. The remaining funds which have been awarded for Indirect Costs are restricted and may not be used for any purpose until the awardee provides a signed copy of the NICRA or CAP and the restriction is lifted by the Grant Officer. Upon receipt of the NICRA or CAP, ETA will issue a grant modification to the award to remove the restriction on those funds.

The awardee must submit an indirect cost rate proposal or CAP. These documents should be submitted to DOL’s Division of Cost Determination (DCD), or to the awardee’s Federal Cognizant Agency. In addition, the awardee must notify the Federal Project Officer that the documents have been sent. Contact information for the DCD is available at <http://www.dol.gov/oasam/boc/dcd/>. **If this proposal is not submitted within 90 days of the effective date of the award, no funds will be approved for the reimbursement of indirect costs.** Failure to submit an indirect cost proposal by the above date means the grantee will not receive further reimbursement for indirect costs until a signed copy of the federally approved NICRA or CAP is provided and the restriction is lifted by the Grant Officer. All indirect charges must be returned through

¹ The Federal agency providing the organization the preponderance of direct Federal funds.

the Payment Management System and no indirect charges will be reimbursed.

The total amount of DOL's financial obligation under this grant award **will not** be increased to reimburse the awardee for higher negotiated indirect costs.

- C. The organization elected to exclude indirect costs from the proposed budget. Please be aware that incurred indirect costs (such as top management salaries, financial oversight, human resources, payroll, personnel, auditing costs, accounting and legal, etc. used for the general oversight and administration of the organization) must not be classified as direct costs; these types of costs are indirect costs. Only direct costs, as defined by the applicable cost principles, will be charged. Audit disallowances may occur if indirect costs are misclassified as direct.

- D. The organization has never received a negotiated indirect cost rate and, pursuant to the exceptions noted at 2 CFR 200.414(f) in the Cost Principles, has elected to charge a de minimis rate of 10% of modified total direct costs (see 2 CFR 200.68 for definition) which may be used indefinitely. This methodology must be used consistently for all Federal awards until such time as you choose to negotiate for an indirect cost rate, which you may apply to do at any time. (See 2 CFR 200.414(f) for more information on use of the de minimis rate.)

If DOL is your FCA, grantees should work with DOL's DCD, which has delegated authority to negotiate and issue a NICRA or CAP on behalf of the Federal Government. More information about DOL's DCD is available at <http://www.dol.gov/oasam/boc/dcd/>. This website has guidelines to develop indirect cost rates, links to the applicable cost principles, and contact information. The DCD also has Frequently Asked Questions providing general information about the indirect cost rate approval process and due dates for provisional and final indirect cost rate proposals at <http://www.dol.gov/oasam/faqs/FAQ-dcd.htm>.

8. Federal Project Officer

The DOL/ETA Federal Project Officer (FPO) for this award is:

Name: Susan Tesone

Telephone: (404) 302-5375

E-mail: tesone.susan@dol.gov

The FPO is not authorized to change any of the terms or conditions of the award or approve prior approval requests. Any changes to the terms or conditions or prior approvals must be approved by the Grant Officer through the use of a formally executed award modification.

9. Notice of Award

Funds shall be obligated and allocated via a Notice of Award (NOA) grant modification. Obligations and costs may not exceed the amount awarded by the NOA modification unless otherwise modified by ETA. Funds are obligated for the amount indicated in the "Modification 0" NOA in accordance with the recipient's award amount. The Federal obligation level will be amended by the Grant Officer to increase (or adjust) amounts available to the recipient as funds become available for obligation and additional Notice of Award (or Deobligation) grant modifications are required and issued.

10. OTCnet Program Check Capture Legal Notices

The Department of Labor, Employment Training and Administration will be using U.S. Treasury Paper Check Conversion. Henceforth, processing of Check Payments received in Person or by Mail will be converted into an electronic funds transfer (EFT).

11. Funding Restrictions

a. Budget Flexibility

As directed in 2 CFR 200.308(e), the transfer of funds among direct cost categories or programs, functions and activities is restricted such that if the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total budget as last approved by the Federal awarding agency, the recipient must receive prior approval from the Grant Officer.

Any changes within a specific cost category on the SF424a do not require a grant modification unless the change results in cumulative transfer among direct cost categories exceeds 10% of total budget as noted above. It is recommended that your assigned Department of Labor (DOL) Federal Project Officer (FPO) review any within-line changes to your budget prior to implementation to ensure they do not require a modification.

b. Foreign Travel

Foreign travel is not allowable except with prior written approval. Prior written approval must be obtained from the Grant Officer through the process described in 2 CFR 200.407 and 2 CFR 2900.16. All travel, both domestic and Grant Officer-approved foreign travel, must comply with the Fly America Act (49 USC 40118), which states in part that any air transportation, regardless of price, must be performed by, or under a code-sharing arrangement with, a US Flag air carrier if service provided by such carrier is available.

c. Mileage Reimbursement Rates

Pursuant to 2 CFR 200.474(a), recipients must have policies and procedures in place related to travel costs; however, for reimbursement on a mileage basis, this federal award cannot be charged more than the maximum allowable Mileage Reimbursement Rates for Federal employees. The 2015 Mileage Reimbursement Rates are:

| Modes of Transportation | Effective/Applicability Date | Rate per mile |
|----------------------------|------------------------------|---------------|
| Privately owned automobile | January 1, 2016 | \$0.54 |
| Privately owned motorcycle | January 1, 2016 | \$0.51 |

Mileage rates must be checked annually at www.gsa.gov/mileage to ensure compliance.

12. Administrative Requirements

a. Assurances and Certifications

The signed SF-424, Application for Federal Assistance, has been included as an attachment to this grant. The individual that signed the SF-424 on behalf of the applicant is considered the Authorized Representative of the applicant. As stated in block 21 of the SF-424 form, the signature of the Authorized Representative on the SF-424 certifies that the organization is in compliance with the Assurances and Certifications form SF-424B (available at <http://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>). You do not need to submit the SF-424B form separately.

b. Audits

Organization-wide or program-specific audits shall be performed in accordance with the Single Audit Act Amendments of 1996. Recipients that expend \$750,000 or more in a year in Federal awards shall have an audit conducted for that year in accordance with the requirements contained in 2 CFR 200.501. The provisions of 2 CFR Subpart F, Audit Requirements, will apply to audits of non-Federal entity fiscal years beginning on or after December 26, 2014. The revised audit requirements are not applicable to fiscal years beginning prior to that date.

c. Closeout/Final Year Requirements

At the end of the grant period, the recipient will be required to close the grant with ETA. The recipient will be notified approximately 15 days prior to the end of the period of performance that the initiation of closeout will begin at the end of the grant. Information concerning the recipient's responsibilities at closeout may be found in 2 CFR 200.343.

d. Creative Commons Attributions License

Pursuant to 2 CFR 2900.13, intellectual property must be licensed under a Creative Commons Attribution 4.0 (CC BY) license, which allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the recipient. For general information on CC BY, please visit

<http://creativecommons.org/licenses/by/4.0>. Instructions for marking your work with CC BY can be found at http://wiki.creativecommons.org/Marking_your_work_with_a_CC_license.

e. Equipment

The requirement that grant recipients obtain prior approval from the Federal Grantor agency for all purchases of equipment (as described in 2 CFR 200.439) is waived in accordance with 2 CFR 200.308(c)(4), and approval authority is delegated to the state administrator. Notwithstanding this waiver, the Grantor reserves the right to reimpose the requirement of prior approval by the Grantor, after providing advance notice to the State (Grantee).

Recipients may not purchase equipment in the last year of performance. If any approved acquisition has not occurred prior to the last year of performance, approval for that item(s) is rescinded.

f. Federal Funding Accountability and Transparency Act

1. Reporting of first-tier subawards.

- i. *Applicability.* Unless you are exempt as provided in paragraph [4.] of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph [5.] of this award term).
- ii. *Where and when to report.*
 - a. You must report each obligating action described in paragraph [1.i.] of this award term to <http://www.fsrs.gov>.
 - b. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
- iii. *What to report.* You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

2. Reporting Total Compensation of Recipient Executives.

- i. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
 - a. the total Federal funding authorized to date under this award is \$25,000 or more;
 - b. in the preceding fiscal year, you received—
 - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

- c. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
 - ii. *Where and when to report.* You must report executive total compensation described in paragraph [2.i.] of this award term:
 - a. As part of your registration profile at <http://www.sam.gov>.
 - b. By the end of the month following the month in which this award is made, and annually thereafter.
3. *Reporting of Total Compensation of Subrecipient Executives.*
- i. *Applicability and what to report.* Unless you are exempt as provided in paragraph [4.] of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—
 - a. in the subrecipient's preceding fiscal year, the subrecipient received—
 - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - b. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
 - ii. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph [3.i] of this award term:
 - a. To the recipient.
 - b. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.
4. *Exemptions*
- If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:
- i. Subawards, and

- ii. The total compensation of the five most highly compensated executives of any subrecipient.
5. *Definitions.* For purposes of this award term:
- i. *Entity* means all of the following, as defined in 2 CFR part 25:
 - a. A Governmental organization, which is a State, local government, or Indian tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization;
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
 - ii. *Executive* means officers, managing partners, or any other employees in management positions.
 - iii. *Subaward*:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see [2 CFR 200.330]).
 - c. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
 - iv. *Subrecipient* means an entity that:
 - a. Receives a subaward from you (the recipient) under this award; and
 - b. Is accountable to you for the use of the Federal funds provided by the subaward.
 - v. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - a. *Salary and bonus.*
 - b. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - c. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - d. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
 - e. *Above-market earnings on deferred compensation which is not tax-qualified.*
 - f. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

g. Intellectual Property Rights

The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the recipient, subrecipient or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the Department has a license or rights of free use in such work, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income must be used in accordance with the provisions of this grant award and 2 CFR 200.307.

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

“This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.”

h. Managing Subawards

Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

The provisions of the Terms and Conditions of this award will be applied to any subrecipient under this award. The recipient is responsible for the monitoring of the subrecipient, ensuring that the Terms and Conditions are in all subaward packages and that the subrecipient is in compliance with all applicable regulations and the terms and conditions of this award (2 CFR 200.101(b)(1)).

i. Personally Identifiable Information

Recipients must recognize and safeguard personally identifiable information (PII) except where disclosure is allowed by prior written approval of the Grant Officer or by court order. Recipients must meet the requirements in Training and Employment Guidance letter (TEGL 39-11, Guidance on the Handling and Protection of Personally Identifiable Information (PII)), (located at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7872)

j. Pre-Award

All costs incurred by the recipient prior to the start date specified in the award issued by the Department are ***incurred at the recipient's own expense.***

k. Procurement

The Uniform Administrative Requirements (2 CFR 200.317) require states to follow the same policies and procedures it uses for non-federal funds. The state will comply with §200.322 Procurement of recovered *materials* and ensure that every purchase order or other contract includes any clauses required by section §200.326 Contract provisions. Recipients must also follow the requirements regarding the competitive award of One-Stop Operators and youth service providers in the Workforce Investment and Opportunity Act at WIOA Sec. 121(d) and sec. 123.

l. Program Income

The “Addition” method as described in 2 CFR 200.307 must be used in allocating any program income generated for this grant award. The recipient is allowed to deduct costs incidental to generating Program Income to arrive at a Program Income. Reporting on program income expenditures must be reported on the ETA-9130.

m. Publicity

No funds provided under this grant shall be used for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress or any state or local legislature or legislative body, except in presentation to the Congress or any state or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government, except in presentation to the executive branch of any state or local government itself. Nor shall grant funds be used to pay the salary or expenses of any recipient or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive Order proposed or pending before the Congress, or any state government, state legislature, or local legislature body other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local, or tribal government in policymaking and administrative processes within the executive branch of that government.

n. Recipient Integrity and Performance Matters

- A. **General reporting requirement.** If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal agencies exceeds \$10,000,000 for any period of time during the project period of this award, then you as the recipient during that period of time must maintain the currency of information in the Federal Awardee Performance and Integrity Information System (FAPIIS)(then you as the recipient during that period of time must maintain the currency of information in the Federal Awardee Performance and Integrity Information System (FAPIIS) about civil, criminal, or administrative proceedings described in paragraph B. of this award term by updating the information in SAM) about civil, criminal, or administrative proceedings described in paragraph B. of this award term. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 417b). As required by section 3010 of Public Law 111–212, all information posted in FAPIIS on or after April 15, 2011, except past performance reviews, will be publicly available.
- B. **Proceedings about which you must report.** Submit the information required about each proceeding that:
1. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from either the Federal Government or a State;
 2. Reached its final disposition during the most recent 5-year period; and
 3. Is one of the following:
 1. A criminal proceeding that resulted in a conviction, as defined in paragraph E. of this award term
 2. A civil proceeding that resulted in a finding of fault and liability and your paying a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 3. An administrative proceeding, as defined in paragraph e. of this award term, that resulted in a finding of fault and liability and your payment of either monetary fine or penalty of \$5,000 or more or a reimbursement, restitution, or damages in excess of \$100,000; or
 4. Any other criminal, civil, or administrative proceeding if:
 - i. It could have led to an outcome described in paragraph B.3.a, b, or c of this award term;
 - ii. It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
 - iii. The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.
- C. **Reporting procedures.** Enter in SAM Entity Management area (formerly CCR), or any successor system, the FAPIIS information that SAM requires about each proceeding described in paragraph B. of this award term. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM (formerly CCR) because you were required to do so under Federal procurement contracts that you were awarded.
- D. **Reporting frequency.** During any period of time when you are subject to the requirement in paragraph A. of this award term, you must report FAPIIS information through SAM no less frequently than semiannually following your initial report of any proceedings for the most

recent 5-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report.

E. Definitions. For purposes of this award term:

1. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level. It does not include audits, site visits, corrective plans, or inspection of deliverables.
- a. Conviction, for purposes of this award term, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
- b. Total value of currently active grants, cooperative agreements, and procurement contracts includes —
 - i. Only the Federal share of the funding under any award with a recipient cost share or match; and
 - ii. The value of all options, even if not yet exercised.

o. Reports

All ETA recipients are required to submit quarterly financial and narrative progress reports for each grant award.

- A. **Quarterly Financial Reports.** All ETA recipients are required to report quarterly financial data on the ETA 9130. ETA 9130 reports are due no later than 45 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are June 30, September 30, December 31, and March 31. For guidance on ETA's financial reporting, reference Training and Employment Guidance Letter (TEGL) 02-16 and on our webpage at https://www.doleta.gov/grants/financial_reporting.cfm.

The instructions for accessing both the on-line financial reporting system and the HHS Payment Management System can be found in the transmittal memo accompanying this Notice of Award.

- B. **Quarterly Narrative Progress Reports.** The specific format and submission requirements of this progress report will be conveyed by ETA to recipients in the upcoming months following approval by the Office of Management and Budget.

Upon OMB approval, recipients will be required to submit a narrative quarterly and final report to the designated Federal Project Officer (FPO) on grant activities funded under this award. All reports are normally due no later than 45 calendar days after the end of each specified reporting quarter. Reporting quarter end dates are June 30, September 30, December 31, and March 31. The report will provide both quarterly and cumulative information on the grant's activities. It must summarize project activities, outcomes and other deliverables of the project

p. Requirements for Conference and Conference Space

Conferences sponsored in whole or in part by the recipient of Federal awards are allowable if the conference is necessary and reasonable for the successful performance of the Federal Award. Recipients are urged to use discretion and judgment to ensure that all conference costs charged to the grant are appropriate and allowable. For more information on the requirements and allowability of costs associated with conferences, refer to 2 CFR 200.432. Recipients will be held to the requirements in 2 CFR 200.432. Costs that do not comply with 2 CFR 200.432 will be questioned and may be disallowed.

q. Supportive Services & Participant Support Costs

When supportive services are expressly authorized by program statute or regulation, this award waives the prior approval requirement for participant support costs as described in 2 CFR 200.456. Costs must still meet the basic considerations at 2 CFR 402 – 200.411. Questions regarding supportive services and participant support costs should be directed to the Federal Project Officer assigned to the grant.

r. System for Award Management and Universal Identifier Requirements

1. Requirement for System of Award Management

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

2. Requirement for unique entity identifier

If you are authorized to make subawards under this award, you:

- i. Must notify potential subrecipients that no entity (*see* definition in paragraph [3] of this award term) may receive a subaward from you unless the entity has provided its unique entity identifier to you.
- ii. May not make a subaward to an entity unless the entity has provided its unique entity identifier to you.

3. Definitions

For purposes of this award term:

- i. *System of Award Management (SAM)* means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <http://www.sam.gov>).
- ii. *Unique entity identifier* means the identifier required for SAM registration to uniquely identify business entities.
- iii. *Entity*, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - a. A Governmental organization, which is a State, local government, or Indian Tribe;

- b. A foreign public entity;
- c. A domestic or foreign nonprofit organization;
- d. A domestic or foreign for-profit organization; and
- e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

iv. *Subaward*:

- a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330).
- c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

v. *Subrecipient* means an entity that:

- a. Receives a subaward from you under this award; and
- b. Is accountable to you for the use of the Federal funds provided by the subaward.

s. Travel

This award waives the prior approval requirement for domestic travel as contained in 2 CFR 200.407. For domestic travel to be an allowable cost, it must be necessary, reasonable, allocable and conform to the non-Federal entities written policies and procedures. All travel must also comply with Fly America Act (49 USC 40118), which states in part that any air transportation, regardless of price, must be performed by, or under a code-sharing arrangement with, a US Flag air carrier if service provided by such carrier is available.

t. Vendor/Contractor

The term “contractor”, sometimes referred to as a vendor, is a dealer, distributor, merchant or other seller providing goods or services that are required for the conduct of a Federal program. (2 CFR 200.23) These goods or services may be for an organization's own use or for the use of beneficiaries of the Federal program. Additional guidance on distinguishing between a subrecipient and a contractor (vendor) is provided in 2 CFR 200.330. When procuring contractor provided goods and services, DOL ETA recipients and subrecipients must follow the procurement requirements 2 CFR 200.319, which call for free and open competition.

13. Program Requirements

The Funding Opportunity Announcement contains the program requirements for this award, in addition to the following:

While training incentives and reimbursement to employers for the extraordinary cost of training are allowable costs under this grant program, recipients must document the guidelines of this process to maximize the effectiveness of training funds and employment outcomes. Contracts and financial agreements with registered apprenticeship sponsors and employers must be

developed in such a way as to support the employment retention of apprentices after the training period has ended. Training reimbursements should not surpass \$3,000 per participant without specific prior approval requested from the grant officer.

As identified in the FOA Section VI.C.1. : State Data Collection and Reporting; Apprenticeship Record Level Data, recipients must meet DOL reporting requirements and provide individual record-level data (on program sponsors and apprentices) that would be made available for evaluation and national reporting purposes. Applicants will continue to collect Registered Apprenticeship data elements related to Registered Apprenticeship programs and Registered Apprentices and submit to USDOL. Currently many States provide data to DOL on demographics, program sponsors, new programs, and progress of apprentices in aggregate form. In order to build a more comprehensive picture of Registered Apprenticeship activity across the country, States will be expected to now share this data at the individual record level. DOL and the State may enter into Memorandums of Understanding to ensure data sharing processes are documented and protected. SAA States must submit quarterly updates on the progress of implementing the regulations in 29 CFR § 29 and funds may be used to accelerate their plans to come into compliance with these regulations. States must complete the process for compliance within the period of performance of these funds or they may not be eligible to apply for future funding.

14. 2016 Appropriations Requirements

a. Funding for Travel to and from Meetings with an Executive Branch Agency

Pursuant to P.L. 114-113, Division E, Title VII, Section 739, grant funds may not be used for the purposes of defraying the costs of a conference held by any Executive branch department, agency, board, commission, or office unless it is directly and programmatically related to the purpose for which the grant or contract was awarded.

No funds made available through DOL appropriations may be used for travel and conference activities that are not in compliance with Office of Management and Budget Memorandum M-12-12 dated May 11, 2012 or any subsequent revisions to that memorandum.

b. Prohibition on Contracting with Corporations with Felony Criminal Convictions

Pursuant to P.L. 114-113, Division E, Title VII, Section 746, the recipient may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

c. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities

Pursuant to P.L. 114-113, Division E, Title VII, Section 745, the recipient may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

d. Prohibition on Procuring Goods Obtained Through Child Labor

Pursuant to P.L. 114-113, Division H, Title I, Section 103, no funds may be obligated or expended for the procurement of goods mined, produced, manufactured, or harvested or services rendered, in whole or in part, by forced or indentured child labor in industries and host countries identified by DOL prior to December 18, 2015. DOL has identified these goods and services here: <http://www.dol.gov/ilab/reports/child-labor/list-of-products/index-country.htm> .

e. Prohibition on Providing Federal Funds to ACORN

Pursuant to P.L. 114-113, Division H, Title V, Section 522, these funds may not be provided to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, allied organizations or successors.

f. Reporting of Waste, Fraud and Abuse

Pursuant to P.L. 114-113, Division E, Title VII, Section 743, no entity receiving federal funds may require employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

g. Requirement for Blocking Pornography

Pursuant to P.L. 114-113, Division H, Title V, Section 521, no Federal funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.

h. Requirement to Provide Certain Information in Public Communications

Pursuant to P.L. 114-113, Division H, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all non-Federal entities receiving Federal funds shall clearly state:

1. The percentage of the total costs of the program or project which will be financed with Federal money;
2. The dollar amount of Federal funds for the project or program; and
3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

The requirements of this part are separate from those in the 2 CFR 200 and, when appropriate, both must be complied with.

i. Restriction on Health Benefits Coverage for Abortions

Pursuant to P.L. 114-113, Division H, Title V, Sections 506 and 507, Federal funds may not be expended for health benefits coverage that includes coverage of abortions, except when the abortion due to a pregnancy that is the result of rape or incest, or in the case where a woman suffers from a physical disorder, physical injury, including life-endangering physical conditions caused by or arising from the pregnancy itself that would, as certified by a physician, place the women in danger of death unless and abortion is performed. This restriction does not prohibit any non-Federal entity from providing health benefits coverage for abortions when all funds for that specific benefit do not come from a Federal source. Additionally, no funds made available through this award may be provided to a State or local government if such government subjects any institutional or individual health care entity to discrimination on the basis that the health care entity does not provide, pay for, provide coverage of, or refer for abortions.

j. Restriction on the Promotion of Drug Legalization

Pursuant to P.L. 114-113, Division H, Title V, Section 509, no Federal funds shall be used for any activity that promotes the legalization of any drug or other substance included in schedule I of the schedules of controlled substances established under section 202 of the Controlled Substances Act except for normal recognized executive-congressional communications or where the grant agreement provides for such use because there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance.

k. Restriction on Purchase of Sterile Needles or Syringes

Pursuant to P.L. 114-113, Division H, Title V, Section 520, no Federal funds shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug.

l. Salary and Bonus Limitations

Pursuant to P.L. 114-113, Division H, Title I, Section 105 none of the funds appropriated under the heading "Employment and Training" shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. The Executive Level II salary may change yearly and is located on the OPM.gov website (<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/executive-senior-level>). The salary and bonus limitation does not apply to contractors (vendors) providing goods and services as defined in 2 CFR 200.330. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account

factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment and Training Administration programs. See Training and Employment Guidance Letter No. 5-06 for further clarification, available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262

15. Public Policy

a. Architectural Barriers

The Architectural Barriers Act of 1968, 42 U.S.C. 4151 et seq., as amended, the Federal Property Management Regulations (see 41 CFR 102-76), and the Uniform Federal Accessibility Standards issued by GSA (see 36 CFR 1191, Appendixes C and D) set forth requirements to make facilities accessible to, and usable by, the physically handicapped and include minimum design standards. All new facilities designed or constructed with grant support must comply with these requirements.

b. Buy American Notice Requirement

None of the funds made available under this act may be expended by an entity unless the entity agrees that in expending the funds it will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the "Buy American Act").

c. Drug-Free Workplace

The Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR 182 require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment.

d. Executive Orders

12928: Pursuant to Executive Order 12928, the recipient is strongly encouraged to provide subcontracting/subgranting opportunities to Historically Black Colleges and Universities and other Minority Institutions such as Hispanic-Serving Institutions and Tribal Colleges and Universities; and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals.

13043: Pursuant to Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, recipients are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

13166: As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, dated August 11, 2000, and resulting agency guidance, national

origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, recipients must take reasonable steps to ensure that LEP persons have meaningful access to programs in accordance with DOL's Policy Guidance on the Prohibition of National Origin Discrimination as it Affects Persons with Limited English Proficiency [05/29/2003] Volume 68, Number 103, Page 32289-32305. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Recipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing budgets and in conducting programs and activities. For assistance and information regarding your LEP obligations, go to <http://www.lep.gov>.

13513: Pursuant to Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, dated October 1, 2009, recipients and subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving company-owned or -rented vehicles or GOV, or while driving POV when on official Government business or when performing any work for or on behalf of the Government. Recipients and subrecipients are also encouraged to conduct initiatives of the type described in section 3(a) of this order.

e. Flood Insurance

The Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. 4001 *et seq.*, provides that no Federal financial assistance to acquire, modernize, or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification. The flood insurance purchase requirement applies to both public and private applicants for DOL support. Lists of flood-prone areas that are eligible for flood insurance are published in the Federal Register by FEMA.

f. Hotel-Motel Fire Safety

Pursuant to 15 U.S.C. 2225a, the recipient must ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (P.L. 101-391, as amended). Recipients may search the Hotel Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel/> to see if a property is in compliance, or to find other information about the Act.

g. Prohibition on Trafficking in Persons

I. Trafficking in persons.

a. *Provisions applicable to a recipient that is a private entity.*

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—

i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;

ii. Procure a commercial sex act during the period of time that the award is in effect; or

- iii. Use forced labor in the performance of the award or subawards under the award.
 - 2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity —
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
 - A. Associated with performance under this award; or
 - B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 29 CFR Part 98.
- b. *Provision applicable to a recipient other than a private entity.* We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—
 - 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 - 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - i. Associated with performance under this award; or
 - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 29 CFR Part 98.
- c. *Provisions applicable to any recipient.*
 - 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
 - 2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
 - 3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.
- d. *Definitions.* For purposes of this award term:
 - 1. “Employee” means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed

by a third party as an in-kind contribution toward cost sharing or matching requirements.

2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

3. "Private entity":

i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.

ii. Includes:

A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).

B. A for-profit organization.

4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

h. Veterans' Priority Provisions

The Jobs for Veterans Act (Public Law 107-288) requires recipients to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service can be found at 20 CFR part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Recipients must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.

i. Violation of the Privacy Act

These funds cannot be used in contravention of the 5 USC 552a or regulations implementing that section.

16. Attachments

Attachment A: SF-424

Attachment B: SF-424A

Attachment C: Budget Narrative

Attachment D: Statement of Work

Attachment E: Letters of Commitment

Attachment F: Negotiated Indirect Cost Rate (where applicable)

Attachment A: SF-424

Application for Federal Assistance SF-424

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| * 1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input checked="" type="checkbox"/> Changed/Corrected Application | * 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision | * If Revision, select appropriate letter(s): _____ * Other (Specify) _____ |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|

| | |
|-------------------------------------|------------------------------------------|
| * 3. Date Received: _____ | 4. Applicant Identifier: _____ |
|-------------------------------------|------------------------------------------|

| | |
|------------------------------------------------|-------------------------------------------------|
| 5a. Federal Entity Identifier: _____ | * 5b. Federal Award Identifier: _____ |
|------------------------------------------------|-------------------------------------------------|

State Use Only:

| | |
|-----------------------------------------|-----------------------------------------------|
| 6. Date Received by State: _____ | 7. State Application Identifier: _____ |
|-----------------------------------------|-----------------------------------------------|

8. APPLICANT INFORMATION:

| | | |
|------------------------------------------------------------------------------|---------------------------------------------------|--|
| * a. Legal Name: Florida Department of Economic Opportunity | | |
| * b. Employer/Taxpayer Identification Number (EIN/TIN): 36-4706134 | * c. Organizational DUNS: 9689306640000 | |

d. Address:

| | |
|-----------------------------|-----------------------|
| * Street1: | The Caldwell Building |
| Street2: | 107 E. Madison Street |
| * City: | Tallahassee |
| County: | Leon |
| * State: | FL: Florida |
| Province: | |
| * Country: | USA: UNITED STATES |
| * Zip / Postal Code: | 32399-4134 |

e. Organizational Unit:

| | |
|-----------------------------------------------------------|---------------------------------------------------|
| Department Name: Division of Workforce Services | Division Name: One Stop Program Support |
|-----------------------------------------------------------|---------------------------------------------------|

f. Name and contact information of person to be contacted on matters involving this application:

| | |
|---------------------------|-------------------------------|
| Prefix: _____ | * First Name: Isabelle |
| Middle Name: _____ | |
| * Last Name: Potts | |
| Suffix: _____ | |

| |
|---------------------|
| Title: _____ |
|---------------------|

| |
|---------------------------------------------|
| Organizational Affiliation: _____ |
|---------------------------------------------|

| | |
|-----------------------------------------|--------------------------|
| * Telephone Number: 850-921-3148 | Fax Number: _____ |
|-----------------------------------------|--------------------------|

| |
|--------------------------------------------------|
| * Email: Isabelle.Potts@deo.myflorida.com |
|--------------------------------------------------|

Application for Federal Assistance SF-424

9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Employment and Training Administration

11. Catalog of Federal Domestic Assistance Number:

17.285

CFDA Title:

Apprenticeship USA Grants

*** 12. Funding Opportunity Number:**

FOA-ETA-16-13

* Title:

ApprenticeshipUSA State Expansion Grants

13. Competition Identification Number:

FOA-ETA-16-13

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

*** 15. Descriptive Title of Applicant's Project:**

Florida's Apprenticeship USA

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

- * a. Federal 1,498,269.00
- * b. Applicant
- * c. State
- * d. Local
- * e. Other
- * f. Program Income
- * g. TOTAL 1,498,269.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.) Applicant Federal Debt Delinquency Explanation**

Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Application for Federal Assistance SF-424

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

[Empty text input area for Applicant Federal Debt Delinquency Explanation]

Attachment B: SF-424A

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

| Grant Program Function or Activity (a) | Catalog of Federal Domestic Assistance Number (b) | Estimated Unobligated Funds | | New or Revised Budget | | |
|--------------------------------------------------|------------------------------------------------------------|-----------------------------|--------------------|-----------------------|--------------------|-----------------|
| | | Federal (c) | Non-Federal (d) | Federal (e) | Non-Federal (f) | Total (g) |
| 1. ApprenticeshipUSA State Expansion Grant | 17.285 | \$ 1,498,269.00 | \$ | \$ | \$ | \$ 1,498,269.00 |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. Totals | | \$ 1,498,269.00 | \$ | \$ | \$ | \$ 1,498,269.00 |

SECTION B - BUDGET CATEGORIES

| 6. Object Class Categories | GRANT PROGRAM, FUNCTION OR ACTIVITY | | | | Total (5) |
|-----------------------------------------------|-----------------------------------------------|-----|-----|-----|-----------------|
| | (1) | (2) | (3) | (4) | |
| | ApprenticeshipUSA State Expansion Grant | | | | |
| a. Personnel | \$ 343,575.00 | \$ | \$ | \$ | \$ 343,575.00 |
| b. Fringe Benefits | 123,687.00 | | | | 123,687.00 |
| c. Travel | 46,800.00 | | | | 46,800.00 |
| d. Equipment | 0.00 | | | | |
| e. Supplies | 10,455.00 | | | | 10,455.00 |
| f. Contractual | 900,000.00 | | | | 900,000.00 |
| g. Construction | 0.00 | | | | |
| h. Other | 71,102.00 | | | | 71,102.00 |
| i. Total Direct Charges (sum of 6a-6h) | 1,495,619.00 | | | | \$ 1,495,619.00 |
| j. Indirect Charges | 2,650.00 | | | | \$ 2,650.00 |
| k. TOTALS (sum of 6i and 6j) | \$ 1,498,269.00 | \$ | \$ | \$ | \$ 1,498,269.00 |
| 7. Program Income | \$ | \$ | \$ | \$ | \$ |

SECTION C - NON-FEDERAL RESOURCES

| (a) Grant Program | | (b) Applicant | (c) State | (d) Other Sources | (e)TOTALS |
|-------------------------------|-----------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 8. | ApprenticeshipUSA State Expansion Grant | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |
| 9. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 10. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 11. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 12. TOTAL (sum of lines 8-11) | | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |

SECTION D - FORECASTED CASH NEEDS

| | Total for 1st Year | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 13. Federal | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |
| 14. Non-Federal | \$ <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 15. TOTAL (sum of lines 13 and 14) | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

| (a) Grant Program | | FUTURE FUNDING PERIODS (YEARS) | | | |
|----------------------------------|-----------------------------------------|--------------------------------|-------------------------|-------------------------|-------------------------|
| | | (b)First | (c) Second | (d) Third | (e) Fourth |
| 16. | ApprenticeshipUSA State Expansion Grant | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |
| 17. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 18. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 19. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 20. TOTAL (sum of lines 16 - 19) | | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |

SECTION F - OTHER BUDGET INFORMATION

| | |
|------------------------------------------|--------------------------------------------|
| 21. Direct Charges: <input type="text"/> | 22. Indirect Charges: <input type="text"/> |
| 23. Remarks: <input type="text"/> | |

Attachment C: Budget Narrative

**STATE OF FLORIDA APPRENTICESHIP USA PROPOSAL
BUDGET NARRATIVE**

ADMINISTRATIVE COSTS

| Administrative Salaries Position | Per Month | # Months | FTE | Total |
|-----------------------------------------|------------------|-----------------|------------|------------------|
| Administrative Support | \$4,000 | 18 | 0.05 | \$ 3,600 |
| GOC III (Grant Manager) | \$5,500 | 18 | 0.20 | \$ 19,800 |
| Accountant III | \$4,500 | 18 | 0.03 | \$ 2,025 |
| Subtotal | | | | \$ 25,425 |
| Fringe Benefits | | | @ 36% | \$ 9,153 |
| Total Admin Payroll | | | | \$ 34,578 |
| Indirect @ 0.2733% | | | | \$ 2,650 |
| Total Administrative Costs | | | | \$ 37,228 |

PROGRAM COSTS

| | Per Month | # Months | FTE | Total |
|--------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|-----------------|-------------------|
| Project Director | \$ 6,000 | 18 | 1.00 | \$ 108,000 |
| Researcher/Resource Developer | \$ 4,500 | 18 | 0.50 | \$ 40,500 |
| Senior Management Analyst Supervisor | \$ 6,000 | 18 | 0.20 | \$ 21,600 |
| Shared cost for Monitoring Staff | \$ 4,500 | 18 | 0.05 | \$ 4,050 |
| Apprenticeship Advocate/Trainer | \$ 4,500 | 16 | 2.00 | \$ 144,000 |
| | | | Subtotal | \$ 318,150 |
| Fringe Benefits | | | @ 36% | \$ 114,534 |
| Grand Total Salaries & Benefits | | | | \$ 432,684 |
| IT Cost Pool costs | | | | \$ 2,499 |
| DMS - HR | | | | \$ 1,200 |
| Risk Management | | | | \$ 2,500 |
| Supplies (including purchase of PCs) calculated at base cost of \$1600 for 3.75 FTE plus \$66/month for 3.75 FTE for 18 months | | | | \$ 10,455 |
| Facility and shared costs support for program staff calculated at 15% of Salary and Benefit costs | | | | \$ 64,903 |

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Travel In-State Average of 2 trips per month to conduct training/business engagement for 12 months @650 per trip for an average of 3 persons per trip | \$ 46,800 |
| Support for State Apprenticeship Agency | \$ 200,000 |
| Media Outreach | \$ 100,000 |
| Integration of Apprenticeship Data System with Florida's Workforce Data System | \$ 75,000 |
| Facilitator for Local Convening meetings | \$ 25,000 |
| Incentive Grants for Employers wanting to start a new apprenticeship program at average cost of \$25,000 each to cover costs such as OJT, related instruction curriculum development, participant supportive services, etc. for apprentices co-enrolled with WIOA Title I services. | \$ 250,000 |
| Incentive grants for local workforce boards to increase underrepresented populations participation in existing apprenticeship programs. Grants will average in the amount of \$25,000 to defray extra costs for recruitment, partner engagement, and support/training services for participants. | \$ 250,000 |
| Total Base Grant | \$ 1,498,269 |

Leveraged Funding

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Incentive grants will be provided to those local workforce boards that contribute local WIOA dollars in support of the apprenticeship program. Grant funds will match dollar for dollars the local contribution up to the amount of \$25,000 per sponsor. (leveraged funds) | \$ 250,000 |
| Leveraged local WIOA funds used to provide support/training services for underrepresented populations recruited for apprenticeship | \$ 250,000 |
| Total Leveraged Funds | <u>\$ 500,000</u> |

Attachment D: Statement of Work

STATEMENT OF NEED

A robust and experienced system alignment of state agencies—the Department of Economic Opportunity (DEO), CareerSource Florida¹ (CSF), and the Department of Education (DoE) have come together to develop an innovative and sustaining public-private partnership involving employers, industry organizations, Registered Apprenticeship (RA) sponsors, state and local workforce development systems, secondary and post-secondary institutions, and non-profit agencies to address Florida’s critical inclusivity need for skilled demographically diverse workers in high demand occupation growth industries, with a particular focus on Building Trades, Health Services and Manufacturing, as well as Information Technology which undergirds all sectors.

Florida is one of the largest states in the nation, with the 3rd largest workforce, composed of a culturally and linguistically diverse pool of more than 9.7 million workers². Florida’s workforce is older than the rest of the nation which will compound the urgent need for new talent³. The evolving demand for diverse skilled workers will not only be impacted by new job growth demand, it will be intensified by industries’ demand for work-based learning and career pathway strategies to fulfill the need of an aging community⁴.

The expansion of Registered Apprenticeship will be targeted to the Construction/Building Trades, Information Technology, Healthcare, and Manufacturing sectors. Each of these industry clusters have large numbers of job openings, high projected growth, and occupations that lend themselves to Registered Apprenticeship. Florida’s ApprenticeshipUSA will focus primarily on

¹ CSF is designated as the State Workforce Development Board established pursuant to the Workforce Innovation and Opportunity Act (WIOA). Section 445.004, Florida Statutes (Fla. Stat.).

² *Why Florida? Workforce*, Enterprise Florida, <https://www.enterpriseflorida.com/why-florida/workforce/>

³ *Florida’s Economic Future and the Impact of Aging*, Florida Senate Committee on Children, Families, and Elder Affairs, Feb. 2015.

⁴ Ibid.

Registered Apprenticeship occupations that reflect a career pathways and growth in the targeted industries. The career entry points of these target industries complement the development standards of the Florida WIOA State Plan and Registered Apprenticeship standards.

These industry sectors have been identified as showing significant growth in occupations that will be the focus of this grant Construction/Building Trades, Information Technology, Healthcare and Manufacturing. Beginning in 2014, CareerSource Florida (the state workforce) board began directing sector strategy efforts on Healthcare and Advanced Manufacturing⁵. During the 2016 Session, the Florida Legislature created the Construction Workforce Task Force to address the critical shortage of individuals trained in building construction and inspection⁶. CareerSource Florida has been participating in these meetings and will use this opportunity to extend its sector strategy efforts in this industry.

The following tables show the top occupations in the targeted industries. The highlighted fields indicate those occupations that would be best suited for the development of Registered Apprenticeships programs.

Information Technology Industry

| Occ Code | Title | 2015^ | 2023^ | Growth | % Growth | # Job Openings* |
|---------------|----------------------------------------------------|---------------|---------------|--------------|-------------|-----------------|
| 151151 | Computer User Support Specialists | 29,582 | 34,457 | 4,875 | 16.5 | 8,480 |
| 151132 | Software Developers, Applications | 28,774 | 34,062 | 5,288 | 18.4 | 8,115 |
| 151121 | Computer Systems Analysts | 21,025 | 25,330 | 4,305 | 20.5 | 6,867 |
| 151131 | Computer Programmers | 16,059 | 17,315 | 1,256 | 7.8 | 4,607 |
| 151143 | Computer Network Architects | 16,748 | 18,811 | 2,063 | 12.3 | 4,104 |
| 151142 | Network and Computer Systems Administrators | 15,672 | 17,186 | 1,514 | 9.7 | 3,424 |

Healthcare Industry

| Occ Code | Title | 2015^ | 2023^ | Growth | % Growth | # Job Openings |
|---------------|-----------------------------------------------------------|---------------|---------------|--------------|-------------|----------------|
| 291141 | Registered Nurses | 168,885 | 196,503 | 27,618 | 16.4 | 52,993 |
| 311014 | Nursing Assistants | 89,500 | 108,035 | 18,535 | 20.7 | 31,882 |
| 292061 | Licensed Practical and Licensed Vocational Nurses | 45,034 | 55,503 | 10,469 | 23.3 | 19,159 |
| 31905 | Medical Assistants | 91,893 | 99,231 | 7,338 | 8.0 | 17,162 |
| 311071 | Home Health Aides | 30,388 | 40,093 | 9,705 | 31.9 | 14,237 |
| 292071 | Medical Records and Health Information Technicians | 9,491 | 11,159 | 1,668 | 17.6 | 3,643 |

Advanced Manufacturing Industry

| Occ Code | Title | 2015 [^] | 2023 [^] | Growth | % Growth | # of Job Openings* |
|---------------|--------------------------------------------------------|-------------------|-------------------|--------------|-------------|--------------------|
| 537062 | Laborers and Freight, Stock, and Material Movers, Hand | 135,018 | 150,708 | 15,690 | 11.6 | 49,379 |
| 435081 | Stock Clerks and Order Fillers | 120,597 | 124,128 | 3,531 | 2.9 | 33,078 |
| 499071 | Maintenance and Repair Workers, General | 86,436 | 96,547 | 10,111 | 11.7 | 22,947 |
| 111021 | General and Operations Managers | 77,159 | 87,566 | 10,407 | 13.5 | 21,513 |
| 472111 | Electricians | 35,533 | 42,819 | 7,286 | 20.5 | 12,607 |
| 472031 | Carpenters | 59,653 | 74,802 | 15,149 | 25.4 | 21,052 |
| 514041 | Machinists | 8,968 | 9,990 | 1,022 | 11.4 | 2,660 |

Construction Industry

| Occ Code | Title | 2015 [^] | 2023 [^] | Growth | % Growth | # of Job Openings* |
|---------------|-----------------------------------------------------------------|-------------------|-------------------|--------------|-------------|--------------------|
| 537062 | Laborers and Freight, Stock, and Material Movers, Hand | 135,018 | 150,708 | 15,690 | 11.6 | 49,379 |
| 472061 | Construction Laborers | 63,651 | 79,706 | 16,055 | 25.2 | 26,904 |
| 472031 | Carpenters | 59,653 | 74,802 | 15,149 | 25.4 | 21,052 |
| 533032 | Heavy and Tractor-Trailer Truck Drivers | 78,673 | 88,489 | 9,816 | 12.5 | 19,762 |
| 474021 | Elevator Installers and Repairers | 1,684 | 2,092 | 408 | 24.2 | 620 |
| 471011 | First-Line Superv. of Construction and Extraction Workers | 41,563 | 52,868 | 11,305 | 27.2 | 14,964 |
| 472111 | Electricians | 35,533 | 42,819 | 7,286 | 20.5 | 12,607 |
| 499021 | Heating, A.C., and Refrigeration Mechanics and Installer | 27,553 | 33,603 | 6,050 | 22.0 | 11,604 |

Tomorrow's workforce, including underrepresented populations, need training, accessibility and the career paths required to gain the skills that a modern economy requires in these targeted industries. The expanded use of Registered Apprenticeships within Florida's workforce system will address these training needs and result in an increase in the participation of underrepresented populations in Registered Apprenticeship. All of the targeted industries are currently using Registered Apprenticeships to a greater or lesser degree, as shown in Table 1 below.

⁷ ^ Includes employed individuals in 2015 and projected for 2023

* Includes openings due to growth and replacement needs

Source: Florida Department of Economic Opportunity, Bureau of Labor Market Statistics

TABLE 1 Job Openings and RA Activity in Targeted Industries

| Industry | 2015 Employment | 2023 Employment | Growth | Openings ⁸ | RA Programs | RA Enrollees |
|------------------------|-----------------|-----------------|---------|-----------------------|-------------|--------------|
| Information Technology | 189,713 | 210,240 | 24,588 | 47,762 | | |
| Healthcare | 632,465 | 758,255 | 125,790 | 219,437 | 11 | 530 |
| Manufacturing | 1,159,650 | 1,276,112 | 117,352 | 316,591 | 15 | 628 |
| Construction | 754,889 | 897,592 | 142,720 | 263,330 | 154 | 7,113 |

Diversity in the Florida workplace—gender, race/ethnicity, age, or abilities—broadens the talent pool for employee recruitment and retention and provides our workforce a competitive, inclusive presence. However, much remains to be done regarding underrepresented population inclusivity in certain work areas. Table 2 shows a large disparity in the representation of certain populations in Registered Apprenticeship within the State. This project intends to develop and implement strategies to assist women, veterans, members of racial and ethnic minorities, individuals with disabilities⁹, ex-offenders, and young adults participate in Registered Apprenticeship.

TABLE 2 Underrepresented groups in RA

| | Registered | | Completed | | Cancelled | |
|----------------|------------|---------|-----------|---------|-----------|---------|
| FY 13-16 Total | 8,960 | | 3,500 | | 4,261 | |
| Female | 780 | (8.7%) | 837 | (23.9%) | 503 | (11.8%) |
| Minority | 2,018 | (22.5%) | 668 | (19%) | 1,089 | (25.5%) |

⁸ Includes openings due to growth and replacement needs. Source: DEO, Bureau of Labor Market Statistics.

⁹ Currently, the RAPIDS system does not collect information on individuals with disabilities.

| | | | |
|-------------|---------------|--------------|--------------|
| Veteran | 676 (7.5%) | 279 (7.9%) | 539 (12.6%) |
| Ex-offender | 88 (1%) | 104 (2.9%) | 122 (2.8%) |
| Young Adult | 3,022 (33.7%) | 1138 (32.5%) | 1519 (35.6%) |

The WIOA final rule strengthens the role of Registered Apprenticeship as a viable career path that combines On-the-Job Training (OJT) and related classroom instruction through the use of Individual Training Accounts (ITAs). Table 3 shows that Florida’s workforce system already has a strong utilization rate of ITAs and OJTs in the targeted industry clusters.

TABLE 3 Comparison of Registered Apprenticeship with WIOA Title I Training

| | Active Program | Active apprentice | ITA | OJT |
|----------------------|----------------|-------------------|--------------|--------------|
| IT | 1 | 5 | 3,988 | 869 |
| Health | 11 | 530 | 8,556 | 483 |
| Manufacturing | 15 | 628 | 8765 | 2446 |
| Construction | 154 | 7,113 | 7,157 | 1,304 |

Florida’s ApprenticeshipUSA will explore and develop system alignment strategies to expand Registered Apprenticeship training and align the educational system, employers and program sponsors directly with individuals with barriers to employment for the purposes of achieving competency-based, industry-recognized credentialing, employment and career achievement. The Project will respond to the low and middle skills gap, boomer brain drain and industry inclusivity challenge trends by systemically targeting Registered Apprenticeship trainings/occupations that are already included in our service framework as high-growth, in demand industries.

This project will identify and prepare WIOA individuals with barriers to employment (such as Women, Minorities, Veterans, ex-offenders) to readily access these industry gaps by designing industry expansion opportunities for Registered Apprenticeship programs that result in industry recognized certification, post-secondary certification and a diverse matriculation along the industry career pathways. Following a flexible implementation sector strategy and career pathways approach that combines the inclusion of WIOA adult, dislocated worker and youth support and follow-up services that allows for the system to meet the indirect needs of the Registered Apprenticeship participants, with hopes of decreasing the number of cancellations

EXPECTED OUTCOMES AND OUTPUTS

A. Project Goals, Milestones, Outputs, and Outcomes

The primary goal of this project is to integrate Registered Apprenticeship into the state's existing workforce and economic development systems. Achievement of this goal will significantly increase the capacity of the state to support existing Registered Apprenticeship programs; increase the awareness of businesses and business associations of the benefits of Registered Apprenticeship for talent recruitment and retention; increase the number of underrepresented groups such as women and veterans that take advantage of Registered Apprenticeship as a career path; increase the number of Registered Apprenticeship programs in targeted sectors; and produce demonstrated models to achieve integration and expand Registered Apprenticeship that local workforce development boards can use in their local workforce areas. Grant Objectives include:

- A. Complete an inventory of existing workforce and education resources and identify the challenges and opportunities to use those resources for Registered Apprenticeship expansion.
- B. Develop and demonstrate models for how Registered Apprenticeship can be integrated into the workforce service delivery system as an additional career path strategy in current state supported sector strategies now underway within the workforce system.
- C. Develop and test pilot model methods (including pre-apprenticeship programs) for enhanced outreach, assessment, and career path strategies that will increase the number of underrepresented groups participating in Registered Apprenticeship.
- D. The development and implementation of an outreach campaign that will demonstrate effective methods to market and develop new Registered Apprenticeship programs in the targeted sectors resulting in new Registered Apprenticeship programs.
- E. The integration of existing Registered Apprenticeship participant and program tracking systems into the state’s workforce data system (Employ Florida Marketplace).
- F. An increase in the number of WIOA Title I participants enrolled in and participating in pre-apprenticeship and Registered Apprenticeship programs.

B. Data Elements and Targets (see attached performance chart)

| C. Categories | Baseline | Growth |
|----------------------------------------------------------------------|-----------------|---------------|
| Total number of new businesses engaged. | 3 | 5% minimum |
| Total number of new Registered Apprenticeship programs | 6 | 5% minimum |
| Total number of existing Registered Apprenticeship programs expanded | 8 | 5% minimum |
| Total number of participants receiving services under this grant | 208 | 5% minimum |
| Total number of registered apprentices | 8,957 | 5% minimum |
| # of Women served in Registered Apprenticeship | 679 | 5% minimum |

| | | |
|-------------------------------------------------------------------------------------------------------|----------------|------------|
| % of Women served in Registered Apprenticeship | 7.40% | 5% minimum |
| # of Under-represented populations served in Registered Apprenticeship | Minority 4,373 | 5% minimum |
| % of Under-represented populations served in Registered Apprenticeship | Minority 48.8% | 5% minimum |
| # of youth (16-24 years old) served in Registered Apprenticeship | 2,213 | 5% minimum |
| % of youth (16-24 years old) served in Registered Apprenticeship | 24.7% | 5% minimum |
| % of apprentices served who complete their Registered Apprenticeship Program | 1,026 | 5% minimum |
| Percentage of Registered Apprentices receiving any services under title I-IV of WIOA ¹⁰ | 2.3% | 5% minimum |
| Total number of Registered Apprentices receiving any services under titles I-IV of WIOA ¹¹ | 208 | 5% minimum |
| Total number of Sponsors receiving support from the public workforce system ¹² | TBD | 5% minimum |
| Total number of Sponsors receiving WIOA funded support for their apprentices ¹³ | TBD | 5% minimum |

PROJECT DESIGN

A. Governor Support for the Expansion of Registered Apprenticeships

The Department of Economic Opportunity is the state’s primary workforce administrative entity and, in partnership with the State Apprenticeship Agency (SAA) in the Department of Education, and CareerSource Florida, developed this ApprenticeshipUSA grant proposal (see letter from the Florida Department of Education and CSF). The Department of Economic Opportunity was created pursuant to Section 20.60, Florida Statutes. Its mission is to assist the

¹⁰ Only includes those receiving services under Title I of WIOA

¹¹ Ibid

¹² Current data system does not capture this information

¹³ Ibid

Governor in working with the Legislature, state agencies, business leaders, and economic development professionals to formulate and implement coherent and consistent policies and strategies designed to promote economic opportunities for all Floridians. To accomplish this mission, the Department works to facilitate the direct involvement of the Governor and Lieutenant Governor in economic development and workforce development projects designed to create, expand, and retain businesses in this state.

It is recognized that Registered Apprenticeship is an effective job creation and talent recruitment tool for Florida's employers and can be an important addition to Florida's workforce and economic development systems. This proposed project will complement efforts now underway to implement the Workforce Innovation and Opportunity Act (WIOA) through a collaborative process that obtains stakeholder input from the state's workforce, education, economic development and business communities.

DEO, CSF, and DoE's Divisions of Career and Adult Education (which oversees the SAA), Vocational Rehabilitation, and Blind Services, along with the Agency for People with Disabilities, have been conducting regular meetings to develop strategies to align their respective programs to best serve employers and job seekers as a key part of the state's implementation of WIOA. These partners' planned efforts for this project are described in their attached letters of support and partnership.

CareerSource Florida, in its capacity as the Governor's State Workforce Development Board and principal workforce policy organization¹⁴, has developed the State's Workforce Innovation and Opportunity Act Unified Plan (State Plan), anchored by robust practices to help

¹⁴ CSF has been charged with the express mandate to be the State's principal workforce policy organization. CSF's President is hired by the CSF board and serves at the pleasure of the Governor. Florida law delegates various powers to CSF to effect the purposes of WIOA. Section 445.004, Fla. Stat.

the workforce system increase the prosperity of workers and employers, reduce welfare dependency, increase economic self-sufficiency, meet employer needs, and enhance worker productivity and business competitiveness. The strategic planning in the areas of sector partnerships, enhancement of talent delivery solutions is well developed in Florida. CSF's efforts in these areas will undergird this project, as shown in CSF's commitment letter.

B. Building State Capacity to Support Registered Apprenticeship Expansion

The State Apprenticeship Agency (SAA)¹⁵ currently has eight (8) full-time employees with the Division of Career and Adult Education under the Department of Education. Three employees are located in Tallahassee. Five Apprenticeship Training Representatives (ATRs) are located in regional offices around the state. As the number of Registered Apprentices (RA) decreased leading up to, and during the recession, so did the number of SAA employees. The number of registered apprentices was down to 6,969 during Fiscal Year (FY) 2014. The SAA in FY 2016 had 8,957 registered apprentices, and as of 8/17/2016 there are 9,210 Registered Apprenticeship listed in Registered Apprenticeship Partners Information Data System (RAPIDS). This is an increase of over 2,000 registered apprentices in about 2 years. This is due in large part to the expansion of the economy, especially in construction. Florida has received an American Apprenticeship Initiative Grant and an ApprenticeshipUSA State Accelerator Grant. These initiatives and the proposed ApprenticeshipUSA State Expansion Grant will require additional resources in order for the SAA to support and successfully achieve all of the planned outputs and outcomes. As the workload increases with increased registered apprentices, and new

¹⁵ SAA is located within the Florida Department of Education (DOE), the Division of Career and Adult Education, and is funded with General Revenue.

program sponsors are registered, it is anticipated that the State Apprenticeship Agency will need to add additional staff commensurate with the increased work load. With the additional resources provided through this proposed project, it is expected that Florida can grow the number of registered apprentices by at least 5% over the baseline of last fiscal/program year.

The proposed ApprenticeshipUSA grant will provide the additional resources needed to supplement the staffing at the SAA so that the expected increase in the number of apprentices does not overwhelm current staff now conducting registration and oversight activities. This will allow the office to devote staffing resources to technical assistant and support for existing and potential sponsors. It will also allow the office to provide the training and direction to project staff assigned to the Department of Economic Opportunity, in order to fully prepare project staff to begin the process of integrating Registered Apprenticeship into the state's workforce system.

C. Alignment with State's Workforce, Education and Economic Development Strategies

The proposed ApprenticeshipUSA project is designed to integrate Registered Apprenticeship into Florida's established workforce delivery system as the strategy to expand Registered Apprenticeship as a viable career path model that Florida employers can use to meet their talent requirements. Florida's workforce system is anchored by CareerSource Florida (the state designated workforce policy and oversight board) and consists of a network of 24 local workforce development boards that operate approximately 100 one-stop career centers throughout the state.

Project plans include the development of additional capacity and capability within local workforce development boards to integrate Registered Apprenticeship into local service delivery systems and expand the use of Registered Apprenticeships by customers coming in for WIOA Title I services. CareerSource Florida and local Workforce Boards have spent the last year

working toward implementation of the new Workforce Innovation and Opportunity Act. A key component of this effort has been the integration of the State Adult Education and State Vocational Rehabilitation Agencies into state and local plans and the addition of these new core partners to state and local boards. The proposed ApprenticeshipUSA project will expand these efforts and provide the additional resources that will help local boards include Registered Apprenticeship representation on their boards and integrate Registered Apprenticeship as a proven work-based training activity that can complement current OJT and occupational skill training activities.

The alignment of State-level efforts for this project will be jointly led by CareerSource Florida, the Department of Economic Opportunity, and the SAA which have all played an active role in the development of this proposal. The Department of Economic Opportunity will partner with staff from the SAA within the Department of Education to implement a series of training workshops to introduce the workforce community to Registered Apprenticeship. Emphasis on the training will be directed to the business services staff within local workforce boards. These are the staff that have the established contacts with the business community. The ApprenticeshipUSA project will develop and test an outreach and marketing effort that will inform, educate and engage employers in Registered Apprenticeship.

The starting point will be to align expansion efforts to industries targeted in the State's Unified Plan—Construction, Health Care, Information Technology, and Advanced Manufacturing¹⁶—through existing sector partnerships and the development at the state and local level of new ones.

¹⁶ Other targeted industries may be added, as long as they correspond with the Unified Plan, as modified.

Local Workforce Development Boards and Apprenticeship and Training Representatives (ATR) have close working relationships with their local educational partners (secondary schools, state colleges, technical institutions, and private providers). The State has embraced the use of career pathways as an essential component to the strengthening of the talent pipeline in targeted industries. The secondary and post-secondary career systems have identified career pathways for demand industries in the State which are being used by local educational institutions. Through this project, Registered Apprenticeships will be clearly identified within these career pathways.

Rather than developing an Integrated Statewide Registered Apprenticeship System *per se*, this project will embed the Statewide Registered Apprenticeship System in an Integrated Sector Strategy System. At the State level, cross-representation and participation among agency representatives and members of their respective councils, task-forces, and boards will be developed to ensure that Registered Apprenticeships are included in Sector Strategy efforts and that Sector Strategy goals are well-understood by the Registered Apprenticeship system.

Detailed efforts to integrate Registered Apprenticeships in State and local Sector Strategy and other activities will include increased staffing and joint staff training, development of work teams, inventory of resources to support the expansion of Registered Apprenticeships to new industries, development of joint outreach strategies and materials, statewide brand, pilot projects.

Through the implementation of the expansion and inclusivity of Registered Apprenticeships in the State of Florida, Florida will move closer to its WIOA State plan vision¹⁷ for achieving a business-led, market-responsive, result-oriented and integrated workforce development system. This enhancement to the Florida Registered Apprenticeship system will complement the WIOA required system improvement strategies of customer service excellence;

¹⁷ Florida State WIOA Plan

seek continuous improvement; and demonstrate inclusionary practices by enhancing employment opportunities for priority of service individuals with barriers to employment.

This deliberate coordination of service alignment among education, workforce and economic development networks will maximize the competitiveness of Florida business sector strategies and the productivity of Florida individuals with barriers, thus fulfilling all three goals of the Florida WIOA State Plan.

- Enhance alignment and market responsiveness of workforce, education and economic development systems through improved service integration that provides businesses with skilled, productive, and competitive talent and Floridians with employment, education, training and support services that reduce welfare dependence and increase opportunities for self-sufficiency, high-skill and high-wage careers and lifelong learning.
- Promote accountable, transparent and data-driven workforce investment through performance measures, monitoring and evaluation that inform strategies, drive operational excellence, lead to the identification and replication of best practices and empower an effective and efficient workforce delivery system.
- Improve career exploration, educational attainment and skills training for in-demand industries and occupations for Florida youth that lead to enhanced employment, career development, and credentialing and post-secondary education opportunities.

D. Supporting Employer Demand through Strong Engagement with Industry and Workforce Intermediaries

State partners are ready to expand their work with existing state-level industry organizations, such as CSF's Councils on Healthcare and Advanced Manufacturing, and the

state's Construction Task Force, as well as the State Apprenticeship Advisory Council, to engage them in guiding efforts to expand Registered Apprenticeships to best meet the talent needs of the targeted industries. Defining the value proposition for industry partners will be critical: thus information from sector partnership activities (at the state and local levels) will be used to identify and begin to address the challenges that need to be addressed to make Registered Apprenticeship a feasible option for industry partners.

While some Local Workforce Development Boards (LWDB)s have strong sector partnerships in selected industries, the State has begun a hands-on education campaign to encourage and support all LWDBs' use of sector strategies to drive their service delivery system. In July, CSF convened a two-day Sector Strategies Institute in collaboration with Maher & Maher, which included LWDBs, as well as educational, industry, and economic development partners. We are currently working on the continuation of the Institute, which will include Registered Apprenticeship partners, to begin the development of local strategies to expand Registered Apprenticeships in local targeted industries.

No matter how far along a particular LWDB is with respect to its use of sector strategies, each and every one has strong ties with their local chambers of commerce and economic development agencies, as LWDB staff participate in their meetings and sometimes serve on their boards or committees, and representatives of the economic development system sit on the local boards. The State and any participating LWDB will ensure that these entities are well-represented during subsequent Institutes, as well as State and local activities on this project.

CSF will continue to assume the leadership role in the convening of Sector Partners at the State level and include the registration of new Registered Apprenticeship programs, and will

continue to provide resources for LWDBs to expand their work within their local Sector Partnerships to include Registered Apprenticeships.

E. Increased Participation of Traditionally Underrepresented Populations

LWDBs have established relationships with organizations such as Community Action Agencies (see attached letter of partnership) that have deep ties to local communities and can be an effective additional source for referral of underrepresented populations to Registered Apprenticeship and pre-apprenticeship programs. Over the past year, the Department of Economic Opportunity's Divisions of Workforce Services (which includes the WIOA, Wagner-Peyser, Veterans, and TANF programs) and Community Development (which includes the state's economic development efforts and administration of the federal Community Services Block Grant, have been working together to increase the partnership between local workforce development boards and local community action agencies. These local community based organizations have the experience and resources to help provide the supportive services required of many individuals from the underrepresented populations.

The Department of Economic Opportunity has over 150 Veterans staff assigned to local career centers operated by the state's 24 local workforce development boards. These local staff will be included in the project's formal training and technical assistance effort envisioned by this project. The Department also has an established relationship with the Florida Department of Veterans Affairs (see attached letter of partnership). A key component of the state's training plan will be to introduce local veterans' staff to Registered Apprenticeship as an effective career path for veterans.

Each of the state's 24 LWDBs also has designated a Disability Specialist that is an in-house advocate for individuals with disabilities. These local staff will participate in the training that will be offered by this project and be in a position to inform individuals with disabilities about Registered Apprenticeship opportunities which then can lead to an increase in the number that go on to enroll and participate in a Registered Apprenticeship program.

The proposed ApprenticeshipUSA project has budgeted funding to support incentive grants to local workforce boards that proposed innovative partnerships between themselves and community based organizations willing to combine their resources to increase outreach to and recruitment of underrepresented populations for local Registered Apprenticeship opportunities. The incentive grants will require that the local workforce board and/or the community based organizations commit leveraged funds in support of the outreach and recruitment effort. The project will also include formal training content and platforms that will help inform and educate local workforce board staff and local staff of community based organizations on the importance of diversity in Registered Apprenticeship and share best practices on how to achieve that diversity through local partnerships.

Integration of Registered Apprenticeship into local workforce development service delivery systems will result in more underrepresented groups such as women and veterans becoming aware and informed of the possibilities for participation in existing Registered Apprenticeship programs. The proposed ApprenticeshipUSA project will help the staff in its current efforts to promote Registered Apprenticeship Programs on the state's Eligible Training Provider List (ETPL) to underrepresented populations.

F. State Investment and Leveraged Resources Supporting RA Expansion

The primary local resources that will be leveraged through this grant are the WIOA Adult, Dislocated Worker, and Youth funding allocated to the state's 24 local workforce development boards. Florida is one of the largest states and state law¹⁸ requires that local boards commit a minimum of 50% of their combined WIOA Adult and Dislocated Worker funding for training. Funds expended for the enrollment of participants into Registered Apprenticeship and support for sponsors operating Registered Apprenticeship count toward this requirement. As noted in the Needs Description, Florida's local workforce development boards are enrolling large numbers of participants into Occupations Skills Training at local community colleges and other training providers and are heavily invested in work based training such as OJT.

G. Statewide Promotion and Outreach

Outlined below are key digital strategies that Florida will implement to connect with two audiences — businesses and job seekers — and move them from expressing interest in the Registered Apprenticeship program to participating in it. Each strategy may carry forward for both audiences, but the creative imagery, copy writing and demographic and behavioral targeting will be modified for each audience. Furthermore, the performance of the digital strategies outlined below will be evaluated on a daily, weekly and monthly basis; and optimizations will be made to creative placements and targeting to ensure optimal campaign results. This digital strategy will be paired with public and media relations strategies to amplify the program's reach and participation.

Digital Strategy:

¹⁸ Chapter 445 Florida Statutes

- Advertising: With a diverse mix of digital advertising placements across social, search, content and programmatic platforms, such as Google, Facebook, Outbrain, and DoubleClick, target audiences will be reached with engaging and relevant ads driving them to a landing page. This page will provide additional program details and the users will have the opportunity to submit their email address to opt -in into to regular communication about the program.
- Landing Page: Separate landing pages will be developed for businesses and for job seekers. The landing page messaging will be tied to the advertising. The landing page will be mobile responsive and bring focus to the call-to-action to opt-in (email sign-up) to learn more about the program. Surrounding the call-to-action will be informative and engaging content and graphic elements to inform the visitor about why they should participate in the program.
- Email Marketing: An email marketing strategy will be developed for each target audience, outlining the different touch points within the email sequence to move the interested individual from the start of the funnel to the end (defined as talking with a representative at their local CareerSource Florida career center). Not only will the people converging on the landing page be entered into an automated email nurture sequence, the participating local workforce development boards will execute a similar, but modified, email marketing strategy with their current business and job seeker contacts.
- Additional digital strategies to generate awareness would include: asset development (videos, blog posts and infographics) and social media content development for program partners to share on their social media channels on a regular basis

H. Data Collection, Reporting, and Regulatory Modernization

Florida's WIOA state plan has required that Registered Apprenticeship programs be included and maintained on the Eligible Training Providers List (ETPL) as long as the corresponding program remains registered unless the Registered Apprenticeship program notifies DEO in writing that it no longer wants to be included on the ETPL. DEO anticipates leveraging the current ETPL data management system (Employ Florida Marketplace or EFM) to create, maintain, and display Registered Apprenticeship sponsor/program data. The agency would like to use the Federal Registered Apprenticeship Partners Information Data System (RAPIDS) and the Florida Department of Education data input platform to serve as the primary or seed data source to begin building a partial data file in the current state ETPL data management system. The anticipated sponsor information will be loaded into the state ETPL data management system annually. This data will then be accessible and available to the entire workforce system.

Florida will utilize the convergence of these two data management system to track participant level and program specific data fields that will provide in-depth reports to DOL. In addition, the State data management system will be able to provide a real-time view of the under-represented involvement in Registered Apprenticeship occupations.

I. Efforts to Promote Quality RA Programs

The proposed ApprenticeshipUSA project is the result of the partnership between the Florida Department of Economic Opportunity, the SAA within the Florida Department of Education, and CareerSource Florida. Funding from this grant will help the SAA provide additional administrative support at its field offices so that its Apprenticeship Representatives can focus on ensuring quality standards are met by existing programs and are incorporated into planned new programs that may be initiated as a result of grant efforts.

Quality in terms of high standards, instructional rigor, inclusion and diversity, and quality on-the-job training will be emphasized in the planned outreach and media strategies employed to inform, educate and engage new employers in discussions regarding how Registered Apprenticeship can work for them. Staff within the SAA will be the key individuals that will train project staff and partner with those staff to provide training and technical assistance to staff working within Florida's workforce system.

J. Plan for Continuation Funding/Sustainability

Florida will need more than 18 months to fully demonstrate the merits of its efforts to integrate Registered Apprenticeship into the state's workforce community. As described throughout this proposal narrative, Florida has the established partnerships and programmatic capability to successfully achieve the planned goals and objectives. The attached performance chart outlines the results expected over the planned 3.5 years of the project. If successful, we will realize a total of 55 new employers/sponsors working toward or operating a new program; a total of 34 new Registered Apprenticeship or pre-apprenticeship programs established; and; almost 2,500 new apprentices.

It is expected that the project will result in at least 18 of the state's 24 local workforce development boards will be connected to a local Registered Apprenticeship program and/or pre-apprenticeship program at the end of the 3.5 year grant period. This will mean that at least 75% of the state's workforce community will be actively engaged and participating in the funding of local Registered Apprenticeship.

III. ORGANIZATIONAL, ADMINISTRATIVE, AND FISCAL CAPACITY

The Florida Department of Economic Opportunity (DEO) will be the grant recipient for this proposed project. The Division of Workforce Services, Bureau of One-Stop Program Support will be the entity tasked with managing the proposed ApprenticeshipUSA project (see attached organizational chart).

The Bureau is responsible for providing program and policy support for the state's 24 local workforce development boards and their administration of workforce services through locally established one-stop career centers. The Bureau provides program reporting and performance evaluation of workforce programs and also conduct the monitoring of local workforce activities. Key staff that will provide oversight for this proposed project are professional with many years of experience with workforce programs. The Department is the state administrative entity for all of the state's major workforce programs including the Workforce Innovation and Opportunity Act, the Wagner-Peyser Act, Trade Act Programs, Veterans' programs, and work programs under the Temporary Assistance for Needy Families and Supplemental Nutritional Assistance Programs.

The Department is connected to the state's financial management system and operates the One Stop Management Information System (OSMIS) that provides a cash management and financial reporting system for the state's 24 local workforce development boards. Every board is monitored annually to review financial and administrative systems and ensure compliance with applicable federal requirements.

As noted in other sections of this proposal narrative, the project will organize a work team composed of representative from the primary partners including DEO, CareerSource Florida, the SAA, and local workforce development boards. The work team will be the primary facilitator of communication among partners and shall engage other industry and employer

partners and community organizations as required in efforts funded by the Registered ApprenticeshipUSA project.

DEO will seek to hire a Project Director who has experience working in both the Registered Apprenticeship and workforce communities. In addition, the Project Director should have strong research skills to gather and evaluate qualitative data in order to develop, with state and local partners, operational models to increase Registered Apprenticeships in new industries and increase the participation of underrepresented populations, and to disseminate best practices throughout the state. The Project Director will also direct analyses of program data with partners and sub grantees.

IV. BUDGET AND BUDGET JUSTIFICATION

Attached is the proposed budget narrative and required SF-424 budget form for the initial 18 month period of the proposed project.

Florida ApprenticeshipUSA Project Abstract

1. **Project Name:** Florida ApprenticeshipUSA Project
2. **Applicant Organization** Florida Department of Economic Opportunity
Division of Workforce Services
107 E. Madison Street, the Caldwell Building
Tallahassee, FL 32399
www.floridajobs.org
3. **Applicant Primary Contact:** Michael Lynch, Senior Management Analyst
850-245-7193 michael.lynch@deo.myflorida.com
4. **Summary of Program Activities**

A robust and experienced system alignment of state agencies—the Department of Economic Opportunity (DEO), CareerSource Florida (CSF), and the Department of Education (DoE) have come together to develop an innovative and sustaining public-private partnership involving employers, industry organizations, Registered Apprenticeship (RA) sponsors, state and local workforce development systems, secondary and post-secondary institutions, and non-profit agencies to address Florida’s critical inclusivity need for skilled demographically diverse workers in high demand occupation growth industries, with a particular focus on Building Trades, Health Services and Manufacturing, as well as Information Technology which undergirds all sectors.

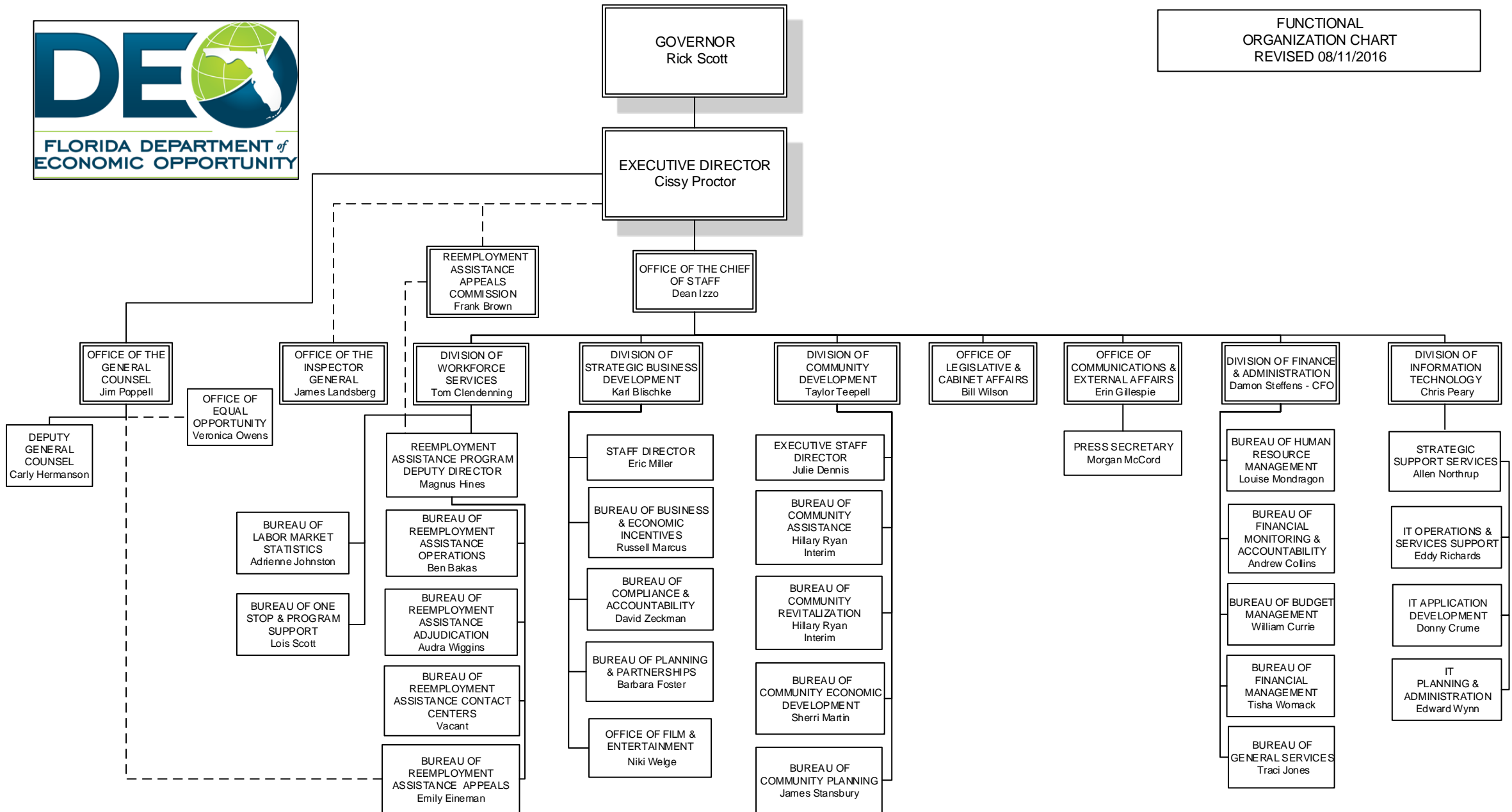
The primary goal of this project is to integrate Registered Apprenticeship into the state’s existing workforce and economic development systems. Achievement of this goal will result in a significant increase in the capacity of the state to support existing Registered Apprenticeship programs; increase the awareness of businesses and business associations to the benefits of Registered Apprenticeship for talent recruitment and retention; increase the number of underrepresented groups such as women and veterans that take advantage of Registered Apprenticeship as a career path; increase the number of

Registered Apprenticeship programs in targeted sectors; and, produce demonstrated models to achieve integration and expand Registered Apprenticeship and apprenticeship opportunities that local workforce development boards can use in their local workforce areas.

5. **Area Served:** The State of Florida
6. **Key outcomes** include: Development and demonstration of models for how Registered Apprenticeship can be integrated into the workforce service delivery system as an additional career path strategy in current state supported sector strategies now underway within the workforce system; Development and testing of pilot model methods (including pre-apprenticeship programs) for enhanced outreach, assessment, and career path strategies that will increase the number of underrepresented groups participating in Registered Apprenticeship; and, An increase in the number of WIOA Title I participants enrolled in and participating in pre-apprenticeship and Registered Apprenticeship programs.
7. **Number of Apprentices to be Served:** Almost 2,500 new apprentices over 3.5 years
8. **Target Populations:** women, veterans, members of racial and ethnic minorities, individuals with disabilities, ex-offenders, and young adults
9. **Target Industries:** Building Trades, Health Services, Advanced Manufacturing, and Information Technology
10. **Key Partners:** Department of Economic Opportunity, CareerSource Florida, State Apprenticeship Agency, Local Workforce Boards and Industry intermediaries
11. **Funding Level:** Base \$1,497,231; Option 1 \$500,000; Option 2 \$1,200,000



FUNCTIONAL
ORGANIZATION CHART
REVISED 08/11/2016



A. Objective 1: Complete an inventory of existing workforce and education resources and identify the challenges and opportunities to use those resources for apprenticeship expansion.

| Activity | Implementer | First 18 months | Second 18 months | Third 18 months | Start-Date | End Date | Milestone |
|------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------|-------------------------|------------------------|-------------------|-----------------|----------------------------------------------------------------------------------------|
| Hire key project staff: | DEO Office of One-Stop Program Support | X | | | 11/1/16 – | | Proposed program staff are on board |
| Develop Work-Team, consisting of DEO, CSF, SAA, and LWDBs to direct and guide project implementation | DEO, CSF, SAA | X | | | 1/1/17 | 1/31/17 | Work-team organized |
| Work Team conducts research to identify current resources within the state that can support apprenticeship | DEO Researcher and Work team | X | | | 2/1/17 | 4/30/17 | Completed Inventory of Apprenticeship resources by Local Workforce Area |
| Work Team identifies existing challenges and opportunities | DEO Researcher and Work team | X | | | 5/1/17 | 8/31/17 | Development of strategies to eliminate barriers and maximize use of existing resources |

B. Objective 2: Develop and demonstrate models for how apprenticeship can be integrated into the workforce service delivery system as an additional career path strategy in current state supported sector strategies now underway within the workforce system.

| Activity | Implementer | First 18 months | Second 18 months | Third 18 months | Start-Date | End Date | Milestone |
|------------------------------------------------------------------------------------------------------|--------------------|------------------------|-------------------------|------------------------|-------------------|-----------------|------------------------------|
| Use completed inventory to identify existing models that integrate apprenticeship into the workforce | DEO, CSF and SAA | X | | | 5/1/17 | 6/30/17 | Inventory of existing models |
| Using established sector | CSF | X | X | X | 5/1/17 | 10/31/19 | Completed industry sector |

| | | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---|---|---|---------|---------|------------------------------------------------------------|
| partnerships, assess talent pipeline needs within target industries for apprenticeship opportunities | | | | | | | assessments |
| Develop RFP to fund local innovative pilot projects that demonstrate strong integration of workforce services with apprenticeship | DEO in partnership with SAA | X | | | 1/1/17 | 1/31/17 | Completion and Issuance of RFP |
| Selection of pilot(s) that will demonstrate integration of apprenticeship into workforce resulting in new apprenticeships | Work team | X | | | 3/15/17 | 4/30/17 | Selection of pilot project(s) |
| On-going monitoring and evaluation of selected pilots | DEO project staff | X | X | | 5/1/17 | 4/30/18 | Successful demonstration of pilot projects |
| Completion of pilots and replication in additional workforce areas | Selected local operators | | X | X | 6/1/17 | 4/30/19 | Additional workforce areas adopt pilot projects |
| Develop training materials for use in educating local workforce staff | DEO in partnership with SAA | X | | | 5/1/17 | 6/30/17 | Training materials developed |
| Organize and hold focus groups to test training materials | DEO | X | | | 6/1/17 | 7/31/17 | Training sessions with focus groups held |
| Refine and finalize training platforms and materials for use statewide | Work Group | X | | | 8/1/17 | 8/31/17 | Training platforms and materials finalized |
| Establish training schedule and implement training | DEO in partnership with SAA | X | X | X | 9/1/17 | 11/1/18 | Local workforce staff and regional SAA staff cross-trained |
| Collect, review and modify training based on feedback from training participants | DEO | X | X | X | 10/1/17 | 11/1/18 | Library of training resources established |

C. Objective 3: Develop and test pilot model methods (including pre-apprenticeship programs) for enhanced outreach, assessment, and career path strategies that will increase the number of underrepresented groups participating in apprenticeship.

| Activity | Implementer | First 18 months | Second 18 months | Third 18 months | Start-Date | End Date | Milestone |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------|------------------|-----------------|------------|----------|------------------------------------------------------|
| Develop RFP to fund local innovative pilot project(s) that demonstrate innovative and effective strategies to increase the enrollment of underrepresented populations in apprenticeship | DEO in partnership with SAA | X | | | 1/1/17 | 1/31/17 | Completion and Issuance of RFP |
| Selection of Pilot(s) | Work Team | X | | | 3/15/17 | 4/30/17 | Selection of pilot(s) |
| On-going monitoring and evaluation of selected pilots | DEO project staff | X | X | | 5/1/17 | 4/30/18 | Successful demonstration of pilot projects |
| Completion of pilots and replication in additional workforce areas | Selected local operators | | X | X | 6/1/17 | 10/31/19 | Additional workforce areas adopt pilot projects |
| Engagement of community groups such as Community Action Agencies to assist in exposing more individuals from underrepresented groups to apprenticeship opportunities | DEO in partnership with SAA | X | X | X | 1/1/17 | 10/31/19 | Number of community groups identified and engaged |
| Development and testing of model MOUs that can be used to recruit and screen for apprenticeships | DEO, SAA and Work Team | X | X | | 6/1/17 | 6/30/18 | Model MOUs that can be used in local workforce areas |
| On-going staff training to increase the knowledge base of community based organizations on Apprenticeship | DEO and SAA | X | X | | 2/1/17 | 10/31/19 | Number of staff trained |

D. Objective 4: The development and implementation of an outreach campaign that will demonstrate effective methods to market and develop new apprenticeship programs in the targeted sectors resulting in new registered apprenticeship programs.

| Activity | Implementer | First 18 months | Second 18 months | Third 18 months | Start-Date | End Date | Milestone |
|-----------------------------------------------------|-----------------------------|-----------------|------------------|-----------------|------------|----------|----------------------------------------------------------------|
| Identify key areas of state to be targeted | DEO in partnership with SAA | X | | | 1/1/17 | 1/31/17 | Identification of media targets |
| Work with media consultant to develop outreach plan | DEO in partnership with SAA | X | | | 2/1/17 | 3/31/17 | Draft outreach plan developed |
| Test outreach strategy with focus group | Media Consultant | X | | | 4/1/17 | 4/30/17 | Focus group organized |
| Finalize outreach plan | DEO in partnership with SAA | X | | | 5/1/17 | 5/30/17 | Final outreach plan |
| Implement outreach plan | DEO and SAA | X | | | 6/1/17 | 4/30/18 | Media markets exposed to outreach campaign |
| Monitor outreach plan | DEO and SAA | X | X | X | 6/1/17 | 10/31/19 | Employers exposed to apprenticeship opportunities |
| Track and record responses from employers | Media Consultant | X | X | X | 6/1/17 | 10/31/19 | Count of new employers engaged in apprenticeship opportunities |

E. Objective 5: The integration of existing apprenticeship participant and program tracking systems into the state’s workforce data system (Employ Florida Marketplace).

| Activity | Implementer | First 18 months | Second 18 months | Third 18 months | Start-Date | End Date | Milestone |
|-------------------------------------------------------------|--------------------|-----------------|------------------|-----------------|------------|----------|---------------------------------|
| Establish IT working group with representation from DEO and | DEO in partnership | X | | | 1/1/17 | 1/31/17 | Identification of media targets |

| | | | | | | | |
|-----------------------------------------------------------------|-----------------------------|---|---|---|---------|----------|------------------------------------|
| SAA | with SAA | | | | | | |
| Explore options for integration of existing data systems | IT working group | X | | | 2/1/17 | 6/30/17 | Options for integration identified |
| Determine best option(s) for data integration | DEO in partnership with SAA | X | | | 6/1/17 | 7/31/17 | Best option selected |
| Develop coding for chosen option to integrate data | DEO and SAA | X | | | 8/1/17 | 3/1/18 | Coding completed |
| Test data | DEO | X | | | 4/1/18 | 6/30/18 | Testing Done |
| Finalize changes to data systems | DEO and SAA | X | X | | 7/1/18 | 9/30/18 | Changes Made |
| Coordinate changes with federal Apprenticeship reporting system | SAA | | X | X | 10/1/18 | 10/31/19 | Approval from ETA |

Project Goals/Objectives

- A. Complete an inventory of existing workforce and education resources and identify the challenges and opportunities to use those resources for apprenticeship expansion.
- B. Develop and demonstrate models for how apprenticeship can be integrated into the workforce service delivery system as an additional career path strategy in current state supported sector strategies now underway within the workforce system.
- C. Develop and test pilot model methods (including pre-apprenticeship programs) for enhanced outreach, assessment, and career path strategies that will increase the number of underrepresented groups participating in apprenticeship.
- D. The development and implementation of an outreach campaign that will demonstrate effective methods to market and develop new apprenticeship programs in the targeted sectors resulting in new registered apprenticeship programs.
- E. The integration of existing apprenticeship participant and program tracking systems into the state's workforce data system (Employ Florida Marketplace).
- F. An increase in the number of WIOA Title I participants enrolled in and participating in pre-apprenticeship and registered apprenticeship programs.

Performance Metrics

| | Metric | 1st grant period | 2nd grant period | 3rd grant period | Total |
|---|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------|------------------------------------|--------------|
| 1 | # Employers/Sponsors working on a new apprenticeship program (whole number) | 10 | 22 | 23 | 55 |
| 2 | # Employers/Sponsors working on a new apprenticeship program (% growth) | 5% | 10% | 10% | 25% |
| 3 | # of Local Workforce Development Boards connected to an apprenticeship or pre-apprenticeship program | 5 | 6 | 7 | 18 |
| 4 | New apprenticeship or pre-apprenticeship programs established | 10 | 12 | 12 | 34 |
| 5 | New Registered Apprentices I(whole number) | 450 9,000 | 945 9,450 | 1,039 10,395 | 2,434 |
| 6 | New Registered Apprentices (% growth) | 5% | 10% | 10% | 25% |
| 7 | Number of individuals from underrepresented populations enrolled in apprenticeship or pre-apprenticeship (whole number) 4,373 | 87 4,460 | 223 4,683 | 234 4,917 | 4,917 |
| 8 | Number of individuals from underrepresented populations enrolled in apprenticeship or pre-apprenticeship (% growth) 48.8% | 0.2% | 0.5% | 0.5% | 1.2% |
| | | *5% | *10% | *10% | *25% |

Grant Target

Grant Target

*Grant Target

Projected outcomes that are anticipated for Registered Apprenticeship (RA) in Florida

*Florida's uniquely diverse population is higher than most states and with close to 50% of RAs already being underrepresented populations needs to be taken into consideration. It is not realistic for 75% of RA to be underrepresented population

Attachment E: Letters of Commitment



Britt Sikes
Chairman

Chris Hart IV
President & CEO

September 2, 2016

Cissy Proctor
Executive Director
Florida Department of Economic Opportunity
107 East Madison Street
Tallahassee, Florida 32399

Funding Opportunity: FOA-ETA-16-13

Dear Ms. Proctor:

I am pleased to share with you CareerSource Florida's support of the Department of Economic Opportunity's (DEO) proposal for the ApprenticeshipUSA State Expansion Grant. The CareerSource Florida staff, on behalf of our Board of Directors, approves this proposal to expand and diversify Florida's Registered Apprenticeship programs to better respond to industry workforce demands.

We believe the proposal will result in a more responsive talent delivery system as we look to aid Floridians in their efforts to enter, remain and advance in the workforce. Apprenticeships play a key role in the talent delivery system. According to a 2009 study published by The Urban Institute, the most frequently cited benefit of apprenticeship, identified as very important by over 80 percent of sponsors, was that it helped meet their demand for skilled workers. The second most frequently cited benefit, noted by 72 percent of sponsors, was apprenticeship's role in reliably showing which workers have the skills needed. Other benefits, cited by 68 percent of sponsors as very important, were: raising productivity, strengthening worker morale and pride, and improving worker safety.

We agree to provide DEO with additional funding, staff and other necessary resources. We look forward to expanding our partnership with the Florida Department of Education and its Registered Apprenticeship Office with the shared vision to ensure Florida further develops its talent pipeline allowing Florida's businesses to grow and thrive while expanding employment opportunities for all Floridians. We are grateful to you and to DEO for your decision to pursue this timely opportunity on behalf of the CareerSource Florida Network.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris Hart IV".

Chris Hart IV
President and CEO
CareerSource Florida

1580 Waldo Palmer Lane, Suite 1 • Tallahassee, FL 32308
p: (850) 921-1119 f: (850) 921-1101

careersourceflorida.com     





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Commissioner of Education

August 19, 2016

Ms. Cissy Proctor
Executive Director
Florida Department of Economic Opportunity
107 East Madison Street
Caldwell Building
Tallahassee, Florida 32399-4120

Dear Director Proctor;

I am pleased to send you this letter in support of the Florida Department of Economic Opportunity's (DEO) application for the U.S. Department of Labor (USDOL) ApprenticeshipUSA State Expansion Grant. The expansion of existing apprenticeship programs and development of new programs will help Florida employers find, train, and retain the talent they need to successfully operate their business. It will provide unemployed and underemployed adults and youth graduating from secondary education an alternative pathway to good paying jobs and careers. These efforts are expected to result in the development of private sector jobs that bring increased prosperity to Florida.

Please know that the Florida Department of Education (FDOE) is your partner in this endeavor. The Office of Apprenticeship, housed in the Division of Career and Adult Education, is statutorily charged with registering apprenticeship programs and apprentices and issuing certificates of completion to apprenticeship graduates. In addition, FDOE is recognized as the state apprenticeship agency by USDOL and as such, FDOE-developed apprenticeship standards are recognized nationally.

My team in the Division of Career and Adult Education stand ready to work collaboratively with you and your team to develop and implement comprehensive strategies to support the expansion of the apprenticeship training model. Please do not hesitate to contact Rod Duckworth, Chancellor, Division of Career and Adult Education at rod.duckworth@fldoe.org or 850-245-9463 for further assistance.

Sincerely,

Pam Stewart
Commissioner

away from VA Medical Centers or clinics. These counselors are trained and accredited annually by the Florida Department of Veterans' Affairs and provide their services free of charge.

Importantly, in fulfilling our mission, we are well positioned to enlist the support of veterans' organizations across the State of Florida; namely "Veterans Florida" and the "Florida Veterans Foundation." Additionally, we are linked to our State National Guard forces through our relationship with the Department of Military Affairs and will solicit their support in working this apprenticeship initiative.

We look forward to our partnership with the Florida Department of Economic Opportunity's Workforce Innovation and Opportunity Act (WIOA) Section on the America's Promise Job Driven Grant Program initiative as it offers many benefits to transitioning military and veterans.

If additional information is needed, please do not hesitate to contact the undersigned at: (727) 518-3202, ext 5621, or email me at cartera@fdva.state.fl.us.

Sincerely,



ALFRED D. CARTER
Colonel, U.S. Army (Retired)
Deputy Executive Director



43 Jet Drive NW
Fort Walton Beach, FL 32548-4807
Phone: (850) 244-9095
Fax: (850) 244-4874
Toll Free: (800) 223-0881
World Wide Web: www.fwmachining.com

August 30, 2016

Cissy Proctor, Executive Director
Department of Economic Opportunity
107 E. Madison Street
Tallahassee, FL 32399

Funding Opportunity: FOA-ETA-16-13

Dear Ms. Proctor:

Florida's Advanced Manufacturing Workforce Leadership Council (AMWLC) is pleased to support the Department of Economic Opportunity (DEO) on the U.S. Department of Labor (USDOL) ApprenticeshipUSA State Expansion Grant opportunity. The council serves as the primary point-of-contact for statewide advanced manufacturing, industry-specific labor-market intelligence and strives to help Florida's advanced manufacturers meet near-term and longer-term workforce needs.

Made up of manufacturers representing 13 Regional Manufacturing Associations and serving nearly all of Florida's counties, the council is dedicated to providing a direct and sustainable conduit for the identification and promotion of the workforce talent development needs of Florida's manufacturing sector. Apprenticeships are a vital part of the manufacturing talent delivery system. As an aging workforce is transitioning out of this sector, it is critical to capture the attention of a younger workforce.

The ApprenticeshipUSA grant opportunity will assist in establishing additional apprenticeships in advanced manufacturing, as well as develop new programs of study. This opportunity will help Florida businesses find, train, and retain the manufacturing talent they need to successfully operate their businesses while providing career pathways for Floridians.

Sincerely,

A handwritten signature in black ink, appearing to read 'Greg Britton', is written over a horizontal line.

Greg Britton

CC: Kevin Carr



August 31, 2016

Cissy Proctor, Executive Director
Department of Economic Opportunity
107 E. Madison Street
Tallahassee, FL 32399

Re: FOA-ETA-16-13

Dear Ms. Proctor:

FloridaMakes is pleased to provide our support to the Department of Economic Opportunity (DEO) in its pursuit of the U.S. Department of Labor (USDOL) ApprenticeshipUSA State Expansion Grant opportunity. As a public/private partnership supported in part by DEO, the National Institute of Standards and Technology, and Florida's manufacturing sector, FloridaMakes is built upon the network of 13 Regional Manufacturing Associations located throughout the state providing business and technical assistance to Florida's 19,000 manufacturing firms. Our mission is to improve the productivity and technological performance of Florida's manufacturing sector.

In partnership with DEO, FloridaMakes has recently completed a comprehensive study focusing on the growth and expansion of manufacturing in Florida's Rural Areas of Opportunity (RAOs). In conjunction with that study, FloridaMakes working with CareerSource Florida has established the Advanced Manufacturing Workforce Leadership Council (AMWLC) which serves as the primary point of contact for statewide advanced manufacturing, industry-specific labor market intelligence and strives to help Florida's advanced manufacturers meet near-term and longer-term workforce needs.

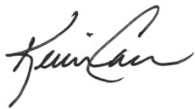
As part of our work with the AMWLC, we have recently completed a study of 9 regions comprising the entire state in an effort to determine the high-performing and emerging advanced manufacturing subsectors within those regions. Our goal is to better understand and inform the talent development needs for advanced manufacturing in the near future. It is our belief that all of the studies mentioned above can contribute significantly to the direction of the ApprenticeshipUSA grant opportunity for the State.

Talent development remains at the forefront of demand by Florida's manufacturing sector. The combination of an aging and retiring workforce and the increased demand for advanced STEM-related skill development necessary for advanced technology place an ever-increasing

demand on our talent development systems to keep pace national and global performance standards. This opportunity that will help Florida businesses find, train and retain the manufacturing talent they need to successfully operate their businesses while providing career pathways for Floridians.

Please feel free to contact me at 407-450-7206 or by email at kevin.carr@floridamakes.com if there are any questions or comments concerning our support. We look forward to your success in securing this opportunity for Florida's manufacturing firms and are available to assist you in any way in its execution.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Carr". The signature is fluid and cursive, with a large initial "K" and "C".

Kevin Carr
Chief Executive Officer



August 26, 2016

Cissy Proctor, Executive Director
Department of Economic Opportunity
107 E. Madison Street
Tallahassee, FL 32399

Funding Opportunity: FOA-ETA-16-13

Dear Ms. Proctor:

The Florida Healthcare Workforce Leadership Council is pleased to support and collaborate with the Department of Economic Opportunity (DEO) on the U.S. Department of Labor (USDOL) ApprenticeshipUSA State Expansion Grant opportunity. The council leads Florida's sector strategy healthcare initiative to leverage, streamline, integrate and coordinate the workforce and talent development assets within the state. The council is focused on state and regional economic development, with a vision of Florida being the global leader for providing quality talent and innovation to meet the needs of the healthcare industry.

The council includes among its members several of Florida's top healthcare industry practitioners and administrators. Additionally, state professional and advisory groups and seven regional councils convene regularly to share regional workforce information and industry intelligence. These providers serve as the primary point of contact for local and statewide healthcare workforce data and predictive trends to facilitate policy and strategy development. From intelligence gathered directly from healthcare providers, current and future demand, supply and gaps for a quality workforce in the state are identified. Apprenticeships are a critical element and well-suited for integration into this healthcare initiative as there are numerous healthcare occupations that fit well in the apprenticeship model of training.

The ApprenticeshipUSA grant opportunity will assist in establishing more healthcare apprenticeship programs, as well as developing new programs that will help Florida businesses find, train and retain the healthcare talent they need to successfully operate now and in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Renee Thigpen", written over a light grey circular stamp.

Renee Thigpen, Council Chair
Chief Human Resources Officer
NCH Healthcare System



FACA

Florida Association for Community Action (FACA), Inc.

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Tallahassee

August 23, 2016

Ms. Cissy Proctor
Executive Director
Florida Department of Economic Opportunity
107 East Madison Street
Caldwell Building
Tallahassee, Florida 32399-4120

Dear Director Proctor:

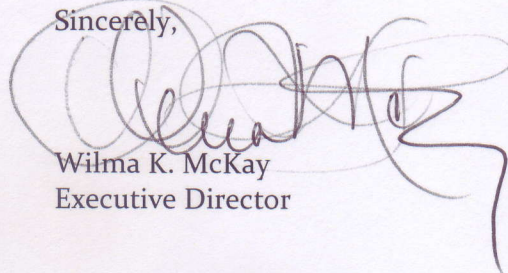
It is with pleasure that the Florida Association for Community Action (FACA), Inc. writes this letter in support of the Florida Department of Economic Opportunity's application for the U.S. Department of Labor ApprenticeshipUSA State Expansion Grant.

The expansion of existing apprenticeship programs and the development of new programs are expected to be of great benefit to our State. As the partnership with the Florida Community Action Network continues to evolve, we anticipate that this will provide many needed employment opportunities for individuals and families with low incomes in our State.

The Association and the network of twenty-seven (27) community action agencies in the State, which serves unemployed and underemployed individuals and families with low incomes in sixty-six (66) of the sixty-seven (67) counties, stands ready to be a great potential partner for this endeavor as we work to assist these Florida citizens to reach self-sufficiency and economic independence.

As such, we proudly support your Department's efforts to attain this funding and provide additional employment opportunities for all citizens in our State.

Sincerely,



Wilma K. McKay
Executive Director

cc: FACA Board of Directors





Glenn W. Sutphin, Jr.
Executive Director

State of Florida
DEPARTMENT OF VETERANS' AFFAIRS
Office of the Executive Director
11351 Ulmerton Road, #311-K
Largo, FL 33778-1630
Phone: (727) 518-3202 Fax: (727) 518-3403
www.FloridaVets.org

Rick Scott
Governor
Pam Bondi
Attorney General
Jeff Atwater
Chief Financial Officer
Adam Putnam
Commissioner of Agriculture

September 1, 2016

The U.S. Department of Labor
Employment and Training Administration, Office of Grants Management
Attention: Lynn Fraga, Grant Officer
Reference FOA-ETA-16-13
200 Constitution Avenue, NW, Room N4716
Washington, DC 20210

Dear Ms. Fraga:

The Florida Department of Veterans Affairs (FDVA) submits this letter of commitment in support of the ETA ApprenticeshipUSA grant application made by the Florida Department of Economic Opportunity.

In 1988, Florida citizens endorsed a constitutional amendment to create the Florida Department of Veterans' Affairs as a separate agency charged with providing advocacy and representation for Florida's veterans and to intercede on their behalf with the U.S. Department of Veterans Affairs. Our advocacy increases federal benefits for Florida's veterans, improves the quality of life for veterans with service-connected disabilities and provides access to federally funded medical care for eligible veterans. FDVA is the premier point of entry for Florida veterans to access earned services, benefits and support.

Our portfolio of services and programs include but are not limited to:

Outreach: FDVA Veteran Claims Examiners regularly attend events throughout the state to help veterans with questions about their earned benefits and assistance.

Benefits claim development and processing: Assisting veterans with VA compensation claims and appeals of claims to provide them access to earned federal and state benefits and services (free of charge).

Benefits services: The Florida Department of Veterans' Affairs has Claims Examiners co-located with the VA Regional Office in Bay Pines, VA Medical Centers and many VA Outpatient Clinics. Services range from educational/vocational assistance to housing.

State Approving Agency: FDVA, through its Bureau of State Approving Agency, evaluates and approves secondary and post-secondary education programs so Floridians can take advantage of federal veterans' educational programs such as the Post-9/11 GI Bill.

Accreditation of County Veteran Service Officers: County-based veteran service officers provide counseling, referral, and claim support services to veterans who are located

away from VA Medical Centers or clinics. These counselors are trained and accredited annually by the Florida Department of Veterans' Affairs and provide their services free of charge.

Importantly, in fulfilling our mission, we are well positioned to enlist the support of veterans' organizations across the State of Florida; namely "Veterans Florida" and the "Florida Veterans Foundation." Additionally, we are linked to our State National Guard forces through our relationship with the Department of Military Affairs and will solicit their support in working this apprenticeship initiative.

We look forward to our partnership with the Florida Department of Economic Opportunity's Workforce Innovation and Opportunity Act (WIOA) Section on the America's Promise Job Driven Grant Program initiative as it offers many benefits to transitioning military and veterans.

If additional information is needed, please do not hesitate to contact the undersigned at: (727) 518-3202, ext 5621, or email me at cartera@fdva.state.fl.us.

Sincerely,



ALFRED D. CARTER
Colonel, U.S. Army (Retired)
Deputy Executive Director

Attachment F: Negotiated Indirect Cost Rate
or
Approved CAP
(where applicable)

**NEGOTIATED INDIRECT COST RATE AGREEMENT (NICRA)
STATE DEPARTMENT/AGENCY**

DEPARTMENT/AGENCY: EIN: 36-4706134
State of Florida Department of Economic Opportunity (DEO)
Caldwell Building, 107 East Madison Street
Tallahassee, Florida 32399-4120

DATE: October 31, 2016
FILE REF: This replaces
the agreement dated
November 6, 2015

The indirect cost rate(s) contained herein are for use on grants and contracts with the Federal Government. 2 CFR Part 200, Subpart E applies subject to the limitations contained in Section II, A, below. The rate(s) were negotiated between the State of Florida, Department of Economic Opportunity (DEO) and the U. S. Department of Labor in accordance with the authority contained in 2 CFR Part 200, Appendix VII, D.1.

SECTION I: RATES

| <u>TYPE</u> | <u>EFFECTIVE PERIOD</u> | | <u>RATE*</u> | <u>LOCATION</u> | <u>APPLICABLE TO</u> |
|-------------|-------------------------|-----------|--------------|-----------------|----------------------|
| | <u>FROM</u> | <u>TO</u> | | | |
| Final | 7/1/15 | 6/30/16 | 12.7425% (a) | All | UC |
| Final | 7/1/15 | 6/30/16 | .4224% (b) | All | HCP |
| Final | 7/1/15 | 6/30/16 | .2770% (b) | All | WIA |
| Final | 7/1/15 | 6/30/16 | .5330% (b) | All | WTS/FSET |
| Final | 7/1/15 | 6/30/16 | 12.4202% (a) | All | OP |
| Provisional | 7/1/16 | 6/30/18 | 13.0828% (a) | All | UC |
| Provisional | 7/1/16 | 6/30/18 | .4258% (b) | All | HCP |
| Provisional | 7/1/16 | 6/30/18 | .2733% (b) | All | WIA |
| Provisional | 7/1/16 | 6/30/18 | .5997% (b) | All | WTS/FSET |
| Provisional | 7/1/16 | 6/30/18 | 12.8237% (a) | All | OP |

See the Special Remarks section for abbreviation explanations and additional information.

***BASE**

- (a) Total direct salaries and wages including all applicable fringe benefits.
- (b) Total direct salaries and wages including all applicable fringe benefits plus flow-through funding.

TREATMENT OF FRINGE BENEFITS: Fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed in the Special Remarks Section of this Agreement.

TREATMENT OF PAID ABSENCES: Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims for the cost of these paid absences are not made.

SECTION II: GENERAL

- A. **LIMITATIONS:** Use of the rate(s) contained in the Agreement is subject to all statutory or administrative limitations and is applicable to a given Federal award or contract only to the extent that funds are available. Acceptance of the rate(s) agreed to herein is predicated upon the following conditions:
- (1) that no costs other than those incurred by the non-Federal entity or contractor were included in its indirect cost pool as finally accepted and that such incurred costs are legal obligations of the non-Federal entity and allowable under the governing cost principles,
 - (2) that the same costs that have been treated as indirect costs have not been claimed as direct costs,
 - (3) that similar types of costs have been accorded consistent treatment, and
 - (4) that the information provided by the non-Federal entity or contractor which was used as a basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially inaccurate by the Federal government. In such situations, the rate(s) may be subject to renegotiation at the discretion of the Federal government.
 - (5) The rates cited in this Agreement are subject to audit.
- B. **ACCOUNTING CHANGES:** This agreement is based on the accounting system purported by the non-Federal entity or contractor to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the Division of Cost Determination. Such changes include, but are not limited, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.
- C. **NOTIFICATION TO FEDERAL AGENCIES:** A copy of this document is to be provided by the non-Federal entity or contractor to other Federal funding sources as a means of notifying them of the Agreement contained herein.
- D. **PROVISIONAL-FINAL RATES AND ADJUSTMENTS:** When seeking initial reimbursement of indirect costs using the provisional/rate methodology, provisional rates must be established within 90 days of receiving a Federal award (financial assistance, grants, cooperative agreements, and cost reimbursable contracts) requiring to account for actual costs incurred. The non-Federal entity or contractor must submit an indirect cost rate proposal within six (6) months after the end of their fiscal year to establish a final rate.

Once a final rate is negotiated, billings and charges to federal awards must be adjusted if the final rate varies from the provisional rate. If the final rate is greater than the provisional rate and there are no funds available to cover the additional indirect costs, the non-Federal entity or contractor may not recover all indirect costs. Conversely, if the final

rate is less than the provisional rate, the non-Federal entity or contractor will be required to reimburse the funding agency for the excess billings.

Non-Federal entities or contractors receiving a Federal cost reimbursable contract(s) - Must adhere with FAR 52.216-7(d)(2)(v), to settle final indirect cost rates typically on annual basis:

“The contractor shall update the billings on all contracts to reflect the final settled rates and update the schedule of cumulative direct and indirect costs claimed and billed, as required in paragraph (d)(2)(iii)(I) of this sections, within 60 days after settlement of final indirect cost rates.”

In addition, the contractor shall provide to the Contracting Officer the noted cumulative costs schedule within 60 days of the execution of this agreement.

If the non-Federal entity or contractor has completed performance under any of the contracts covered by this Agreement, a final invoice or voucher must be submitted no later than 120 days from the date on which this Agreement is executed, following guidance from FAR 52.216-7(d)(5) and FAR 52.216-7(h).

Non-Federal entities receiving Federal awards (financial assistance, grants, and cooperative agreements) – Note that even if Federal awards are administratively closed prior to the settlement of final indirect cost rates, non-Federal entities still must comply with the following 2 CFR Part 200 clauses stating, in part:

§200.344 Post-closeout adjustments and continuing responsibilities

- (a) The closeout of a Federal award does not affect any of the following:
- (1) The right of the Federal awarding agency or pass-through entity to disallow costs and recover funds on the basis of a later audit or other review. The Federal awarding agency or pass-through entity must make any cost disallowance determination and notify the non-Federal entity within the record retention period.
 - (2) The obligation of the non-Federal entity to return any funds due as a result of later refunds, corrections, or other transactions including final indirect cost rate adjustments.

§200.345 Collection of amounts due

- (a) Any funds paid to the non-Federal entity in excess of the amount to which the non-Federal entity is finally determined to be entitled under the terms of the Federal award constitute a debt to the Federal Government.

(b) Except where otherwise provided by statutes or regulations, the Federal awarding agency will charge interest on an overdue debt in accordance with the Federal Claims Collection Standards (31 CFR parts 900 through 999). The date from which interest is computed is not extended by litigation or the filing of any form of appeal.

E. SPECIAL REMARKS:

1. Indirect costs charged to Federal grants/contracts by means other than the rate(s) cited in the Agreement should be adjusted to the applicable rate cited herein and be applied to the appropriate base to identify the proper amount of indirect costs allocable to the program.

2. Contracts/grants providing for ceilings as to the indirect cost rates(s) or amount(s) which are indicated in Section I above, will be subject to the ceilings stipulated in the contract or grant agreements. The ceiling rate or the rate(s) cited in this Agreement, whichever is lower, will be used to determine the maximum allowable indirect cost on the contract or grant agreement.

3. The indirect cost pool consists of allowable, allocable expenses of the following:

| | |
|---------------------------------------|---------------------------------|
| Director's Office | Chief Financial Officer |
| General Counsel | Inspector General |
| Budget Management | Financial Management |
| Human Resources Management | General Services |
| Shared Costs | Information Technology Services |
| Terminal Leave | UC Benefits |
| Financial Monitoring & Accountability | |
| State-wide Cost Allocation Plan Costs | |

4. Fringe benefits other than paid absences consist of the following:

| | |
|------------------------|------------------|
| Retirement | Social Security |
| Group Health Ins | Life Ins |
| Senior Mgt. Disab. Ins | Pre-Tax Benefits |

5. Explanations of the abbreviations used in Section I, above, are as follows:

UC = Unemployment Compensation Programs
HCP = Housing & Community Programs
WIA = Workforce Investment Act Programs
WTS/FSET = Welfare Transition Programs & Food Stamp Employment and Training
OP = Other Programs (all agency programs not included in another rate entity)

6. The Florida Department of Economic Opportunity maintains and operates a number of state/federal-owned facilities acquired with various sources of federal and state funds. Maintenance and operating costs associated with these facilities are directly billed to users. Billing rates are designed to recover anticipated service costs on a breakeven basis. Direct billings made in accordance with the agency's "Facilities Services Rate Plan" are hereby approved.

ACCEPTANCE

BY THE ORGANIZATION:

State of Florida
Department of Economic
Opportunity (DEO)
Caldwell Building – MSC 120
107 East Madison Street
Tallahassee, Florida 32399

(Grantee/Contractor)



(Signature)

Damon Steffens

(Name)

Chief Financial Officer

(Title)

11-7-16

(Date)

BY THE COGNIZANT AGENCY
ON BEHALF OF THE
FEDERAL GOVERNMENT:

U.S. DEPARTMENT OF LABOR
Division of Cost Determination
224 Westbridge Place
Mount Airy, NC 27030

(Government Agency)



(Signature)

Victor M. Lopez

(Name)

Chief, Division of Cost Determination

(Title)

October 31, 2016

(Date)

Negotiated By: Damon L Tomchick
Telephone No.: 240-475-2786