CareerSource Florida
2019-2020 Strategic Initiative Funding Opportunity
Apprenticeship Expansion

Funding Opportunity
Issue Date: July 22, 2019

Title: CareerSource Florida Apprenticeship Expansion Projects

Eligible Applicants: Local Workforce Development Boards

Funding: $1.75 million in total funding available from Workforce Innovation and Opportunity Act State Set-Aside. Maximum Award: $150,000. One proposal per local workforce development board will be accepted for funding consideration. Proposals must include letters of commitments from companies, with priority given to applications in one of the following targeted industries: Advanced Manufacturing; Construction; Healthcare; Information Technology; Leisure and Hospitality; Transportation, Trade and Logistics; and Marine.

Proposal Due Date: Aug. 30, 2019 at 5:00 p.m. EDT

Award Announcement: September 2019

Project Term: 18 months from the date of the award

Background:
As part of a national movement to meet skill demands in high-growth industries, CareerSource Florida partnered with the Florida Department of Economic Opportunity, the Florida Department of Education’s Office of Apprenticeship, local workforce development boards, industry partners and many other strategic partners to expand pre-apprenticeships and Registered Apprenticeships in Advanced Manufacturing; Construction; Healthcare; Information Technology; Leisure and Hospitality; Transportation, Trade and Logistics; and Marine. An emphasis was placed on growing apprenticeship in nontraditional sectors.

Registered Apprenticeships connect employers with qualified, skilled talent and Floridians with career opportunities.
The strategic alignment reflects system integration mandates outlined in Florida’s Unified State Plan Two-Year Modification of the Workforce Innovation Opportunity Act, adopted in 2016, and Florida Governor Ron DeSantis’ issuance of Executive Order Number 19-31 in January 2019. The executive order pledges Florida will become number one in the nation for workforce education by 2030 and ensure its students are prepared for the jobs of the future. Employers, local workforce development boards and key partners are working to build Florida’s pipeline of skilled workers representing women, veterans, racial and ethnic minorities, ex-offenders, young in-school and out-of-school adults, and individuals with disabilities.

As a result, new apprenticeships in high-demand industries and strategic partnerships with employers and educational partners are being solidified with funding investments, forging new pathways to careers and long-lasting, transformative change.

**Project Description:**

In May 2019, the CareerSource Florida Board of Directors unanimously approved $1.75 million in funding to facilitate further expansion of apprenticeship opportunities in Florida. Additional information and clarification will be requested from the applicants regarding business participation, outreach strategies, total number of apprentices to be served, collaborative partners, etc. Negotiated terms will include performance requirements and project cost adjustments based upon reasonableness of budget relative to project scope and design. The maximum amount of a single award is up to $150,000.

Funding will be considered for apprenticeship expansion projects that:

- Increase the number of registered pre-apprenticeships and/or registered apprenticeships in the Advanced Manufacturing; Construction; Healthcare; Information Technology; Leisure and Hospitality; Transportation, Trade and Logistics; and Marine sectors that connect Floridians to high-demand career opportunities requiring education or training beyond high school but less than a four-year degree.

- Collaborate with employers and industry/trade association leaders committed to developing industry-driven talent development solutions.

- Promote training, upskilling and employment of adults, women, out-of-school and in-school youth ages 16-24, ethnic and cultural minorities, veterans, Workforce Innovation and Opportunity Act participants, ex-offenders and people with disabilities to build accelerated career pathways to high-wages and middle-job skills.

- Recruit apprentices from diverse ethnic, cultural, gender and social-economic backgrounds and those living in rural or counties with low levels of degree attainment for broad-based economic advancement across underrepresented populations.

- Supply employers identified in the proposal with the competitive edge needed to recruit, train and retain a highly skilled workforce reaping the benefits of time-tested “earn and learn” models.
• Use data that identifies gaps between employer demand and supply of skilled workers as the foundation for project design, execution strategy and outreach strategies.

**Project Scope of Services**

Applicants are strongly encouraged to submit project proposals that clearly define the employers, sector industry partners, industry/trade associations, community-based organizations and other collaborative entities that will be engaged to expand and market pre-apprenticeships and Registered Apprenticeships for populations typically underrepresented in registered pre-apprenticeships and apprenticeships in high-growth sectors such as Advanced Manufacturing; Construction; Healthcare; Information Technology; Leisure and Hospitality; Transportation, Trade and Logistics; and Marine.

Up to $1.75 million will be made available for local workforce development boards to develop or expand a Registered Apprenticeship and/or registered pre-apprenticeship programs to cover costs such as on-the-job-training, related instruction, curriculum development and participant support services for apprentices co-enrolled with WIOA Title I services and outreach to underrepresented populations. Maximum award amount will be $150,000.

Only one proposal per local workforce development board will be accepted for funding consideration.

**Period of Performance**

The period of performance for awarded projects will begin 18 months from the award date.

**Project Milestones/Timelines**

Project timelines for developing and implementing the project and proposed project deliverables within the specified timeframes should be included. Quarterly reports will be required for each award. Information about participants served through this award will be reported in Employ Florida.

There will be routine communication with the applicant and the CareerSource Florida professional team.

**Project Evaluation Criteria**

Project proposals will be evaluated on the following criteria designed to build Florida’s capacity for statewide apprenticeship expansion.

• **Collaboration Efforts** – Describe the employer(s) and collaborative sector partners that will develop the registered pre-apprenticeship and/or registered apprenticeships, including:
  
  o Industry/Trade Associations
  o Education
  o Economic Development
  o Community-based Organizations
- Entities Serving Underrepresented Populations

Please note each application must include a letter of commitment from the participating employer(s) or Industry/Trade Association driving the development of the registered pre-apprenticeship and/or registered apprenticeship.

- **Resource Leveraging** - Describe how the project leverages resources beyond workforce funds with collaborative partners to support apprenticeship expansion activities and overall project sustainability.

- **Apprentice Recruitment** - Describe recruitment strategies that will be used to successfully meet industry needs and work collaboratively with entities to conduct targeted outreach to women, out-of-school and in-school youth ages 16-24, ethnic and cultural minorities, veterans, Workforce Innovation and Opportunity Act participants, ex-offenders and people with disabilities for broad-based inclusion of underrepresented populations in economic opportunities. As part of performance requirements, a **minimum of 20 registered pre-apprentices or apprentices must be recruited for projects funded for $100,000** and a **minimum of 30 registered pre-apprentices or apprentices must be recruited for projects funded at the $150,000 level**.

- **Program Design** – Provide a detailed plan that demonstrates how grant funds will be used to expand registered pre-apprenticeships and/or registered apprenticeships in Advanced Manufacturing, Information Technology, Healthcare, Leisure/Hospitality and Trade & Logistics, to connect Floridians to high-wage/high skill career pathways through Registered Pre-Apprenticeships or Apprenticeships.
  - Use of funds should be realistic and reasonable relative to program design.
  - Integration of industry-recognized certificates or credentials, when required by the employer(s), that apprentices can obtain prior to completion of the pre-apprenticeship or apprenticeship and development of flexible, shorter-term hybrid and competency-based registered apprenticeships are strongly encouraged.
  - Cross-regional projects involving collaboration of two or more local workforce development boards are strongly encouraged.
  - To support efficient project scaling statewide, partnering with trade/industry association partners within Advanced Manufacturing; Construction; Healthcare; Information Technology; Leisure and Hospitality; Transportation, Trade and Logistics; and Marine sectors is strongly encouraged.

- **Project Sustainability** - Demonstrate how strategic partnerships will leverage funding, share resources and execute project beyond the funding period of the grant.
• **Budget Narrative** - Local workforce development boards are required to provide a budget narrative along with the project plan with a clear description of costs associated with project expenditures and program design elements.

**Eligible Use of Apprenticeship Expansion Grant Funds**

For details regarding allowable uses of Workforce Innovation and Opportunity Act funding for registered pre-apprenticeships and apprenticeships, applicants are strongly encouraged to refer to the following guidance:

• Training and Employment Notice No.13-12  
  [Training and Employment Notice 13-12 pdf](#)

• Training and Employment Guidance Letter No.13-16  
  [Training and Employment Guidance Letter 13-16 pdf](#)

• Florida Department of Economic Opportunity’s Administrative Policy on Work-based Training  
  [Administrative Policy Number 100, Work-Based Training](#)

Any additional questions regarding Eligible or Ineligible Uses of Apprenticeship Expansion Grant Funds should be emailed to:

Tisha Womack, Chief  
Bureau of Financial Management, DEO  
[Caroline.Womack@deo.myflorida.com](mailto:Caroline.Womack@deo.myflorida.com)

Any questions regarding Allowable Activities should be emailed to:

Isabelle Potts, J.D., Supervisor,  
Program Development & Research Unit, DEO  
[Isabelle.Potts@deo.myflorida.com](mailto:Isabelle.Potts@deo.myflorida.com)

**Grant Proposal Reviews and Award**

A project review team, which will include the Florida Department of Education’s Office of Apprenticeship, will conduct preliminary review of the proposals and submit evaluation scores to CareerSource Florida. CareerSource Florida will finalize award decisions and authorize the Department of Economic Opportunity to issue award Notices of Funding Availability that include Participant Reporting Instructions. CareerSource Florida retains the authority to accept or reject any or all proposals. CareerSource Florida also retains the authority to negotiate terms (i.e., performances, overall cost) with an applicant to which it is considering an award and to decline the award if such negotiations prove unsuccessful.
### Scoring

The Project Review Team will evaluate each project using the range of points for the areas listed below:

<table>
<thead>
<tr>
<th>Area</th>
<th>Points</th>
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<tbody>
<tr>
<td><strong>Collaboration Efforts</strong></td>
<td>Up to 15</td>
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<tr>
<td>Participating Employer(s)</td>
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<td>within the following industries:</td>
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<tr>
<td>Advanced Manufacturing; Construction; Healthcare; Information Technology; Leisure and Hospitality; Transportation, Trade and Logistics; and Marine</td>
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<tr>
<td>Industry/Trade Association(s)</td>
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<tr>
<td>Educational Partners</td>
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<td>Economic Development Partners</td>
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<tr>
<td>Entities Serving Underrepresented Populations</td>
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<tr>
<td>Leveraging of Resources</td>
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| **Recruitment of Apprentices** | Up to 10 Points |
| Recruitment and placement of a minimum of 20 pre-apprentices and/or apprentices for projects funded at $100,000 level |          |
| Recruitment and placement of a minimum of 30 pre-apprentices and/or apprentices for projects funded at $150,000 level |          |
| Recruitment to Meet Industry Needs |          |
| Recruitment of underrepresented populations |          |

| **Program Design** | Up to 15 Points |
| New or expanding registered pre-apprenticeship or registered apprenticeship in Advanced Manufacturing; Construction; Healthcare; Information Technology; Leisure and Hospitality; Transportation, Trade and Logistics; and Marine |          |
| Industry-recognized certifications and/or credentials as required by employer(s) |          |
| Use of Funds       |          |

| **Sustainability Plan** | Up to 10 Points |
| Strategy for leveraging partnerships and funding resources for project continuation beyond grant |          |

**TOTAL AVAILABLE POINTS** 50 Points

**Industry/Trade Association Collaboration Bonus Points (up to 10 points)**

Note: Only one proposal per local workforce development board will be accepted for funding consideration.
**Schedule of Events**

To the extent possible, CareerSource Florida will adhere to the following timelines:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday, July 22, 2019</td>
<td>Funding Opportunity Issued</td>
</tr>
<tr>
<td>Aug. 30, 2019 (No later than 5:00 p.m. EDT)</td>
<td>Funding Opportunity Proposals Due</td>
</tr>
<tr>
<td>September 2019</td>
<td>Projects evaluated by Review Team</td>
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<tr>
<td>September 2019</td>
<td>Applicants advised of approvals/denials*</td>
</tr>
<tr>
<td>October 2019</td>
<td>Notices of Funding Availability issued by the Department of Economic Opportunity</td>
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</tbody>
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*Applicants will receive a notice of award via email from CareerSource Florida when award decisions are finalized. Awards will also be posted on CareerSource Florida’s website. This date is a *tentative* date of award; if an applicant has not received an email award notice, that means that the award decision has not been made – please do not call to request information regarding the timing of the award.

Please contact CareerSource Florida Contracts Director Jamaal Dickens with any questions.