

Date of Notice:	8/15/2023
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**Notice of Grant Award/Fund Availability
General Information**

Subrecipient Name:	See Attachment	
Universal Entity Identification Number (UEI #):	See Attachment	
Federal Award Name:	Employment Services	
Grantor:	United States Department of Labor	
Federal Award Identification Number (FAIN):	23A55WP000018	
Federal Award Year:	PY2023	
CFDA/CSFA Title and Number:	Employment Service/Wagner-Peyser Funded Activities	17.207
Award for Research & Development (Y/N):	No	
Action being Taken:	Issue Award and Release	

Award Information

Program Year in SERA:	PY2023
Program Group in SERA:	Wagner-Peyser
Program Name in SERA:	Wagner-Peyser
Project in SERA:	Apprenticeship Navigators
FLAIR Contract #:	See Attachment
NFA ID #:	See Attachment
FLAIR Grant #:	WPB24
Award Period Begin Date:	July 1, 2023
Award Period End Date:	June 30, 2024
Close Out Due by:	August 31, 2024

Award and Fund Availability

	Award	Funds Available / Release (Maximum cash available for draw)
Current Award/Release:	See Attachment	See Attachment
This Action:	See Attachment	See Attachment
Revised Award/Release:	See Attachment	See Attachment

AWARD TERMS & CONDITIONS AND OTHER INSTRUCTIONS

General Conditions: FloridaCommerce has approved a grant award for your local workforce development board. These funds will be available for cash draws under the Subrecipient Enterprise Resource Application (SERA) Program Year and Program Title/Project in SERA described on page one of this notice. Expenditures utilizing these funds must be consistent with the Grantee/Subgrantee Agreement executed between the Board and FloridaCommerce and in compliance with the Board's approved plan and all federal and state rules, regulations, policies and grant conditions applicable to the grant program described on page one. The indirect cost rate or indirect cost method for this subaward, whether federal or non-federal, will be the federally recognized indirect cost rate negotiated between the Board and the federal government or, if no such rate exists, either a rate negotiated between FloridaCommerce and the Board, or if optionally elected by the Board, the de minimis rate or cost allocation method.

Special Grant Conditions: The purpose of this award is to pay for dedicated staff engaged as Apprenticeship Navigators who will lead and support local and regional efforts to develop, expand, and support registered apprenticeship programs (RAPs) and registered pre-apprenticeship programs (pre-RAPs).

Key aspects of the Apprenticeship Navigator Role include:

- Convening and/or participating in sector strategies to support the development and expansion of industry-based apprenticeship opportunities.
- Developing and executing an outreach plan to educate employers, jobseekers, and other stakeholders in the community about the merits of RAPs.
- Supporting regional Apprenticeship Accelerator events organized by the Florida Department of Education (FLDOE).
- Working with employers or potential sponsors to begin building the standards of apprenticeship in preparation for referral to the FLDOE Apprenticeship Training Representative (ATR).
- Collaborating with and assisting ATRs, existing apprenticeship sponsors, employers, related training instruction providers, LWDB staff, and all other partners to develop strategies designed to make the entire RAP process seamless and easier for employers, sponsors, education providers, and apprentices.
- Compiling an inventory of local, regional, and statewide RAPs and pre-Raps using State and Federal RAP data, including programs and employers that are actively seeking new apprentices.
- Using leads generated through [Apprentice Florida](#) campaigns, retrieve apprentice leads from the CareerSource Florida [brand portal](#) to engage prospective apprentices and employers.
- Bringing together LWDB and career center staff in a coordinated effort to connect individual job seekers to apprenticeship opportunities and support employers engaged in RAPs, including, through the use of WIOA funding for Customized Training, Incumbent Worker Training, On-the-job Training, Occupational Skills Training, and Supportive Services.

- Participating in and inviting LWDB and career center staff to participate in technical assistance meetings and other training offered by Career Source Florida (CSF) and/or FloridaCommerce.
- Developing capacity building activities at the local level.
- Serving as a liaison between state partners and the local board to keep local staff apprised of RAP activities and initiatives across the state.

Funds must be used to facilitate meeting the goals and outcome measures of the Wagner Peyser program. Use of these funds must be consistent with the Wagner Peyser PY2023 Annual Funding Agreement (between USDOL and DEO). The Wagner Peyser PY2023 Annual Funding Agreement is located at:

<http://floridajobs.org/grants-management/grants-management/lwdb-grant-resources>

Program/Participant Reporting Requirements: Quarterly status reports must be provided to Paul Adams at paul.adams@commerce.fl.gov at FloridaCommerce no later than 23 days after the end of the quarter. A final report should be submitted no later than 60 days after the project has ended.

Financial Reporting Requirements: All cash draws and expenditures must be recorded in accordance with the SERA Business Rules. Expenditures must be reported within established timelines and by the following cost categories. The cost category definitions are located at:

http://www.floridajobs.org/docs/default-source/lwdb-resources/lwdb-grants-management/other-resources/wioa-cost-category-guide---20200611.pptx?sfvrsn=8f7e46b0_2

Add-Up Cost Categories:

- Local Administration
- Career Services

Closeout Procedures: Awards must be closed out and all obligations liquidated by the close out date indicated under Award Information. Only liquidated expenditures resulting from obligations incurred during the award period are allowable.

Other Notes/Comments:

Questions: Fiscal questions regarding these funds should be addressed to Carolyn Bishop at (850) 245-7489 or via email at carolyn.bishop@commerce.fl.gov. Program policy questions should be addressed to Isabelle Potts at 850-921-3148 or via e-mail at isabelle.potts@commerce.fl.gov. Subrecipient Enterprise Resource Application (SERA) questions should be sent to the SERA Help Desk via email at serahelpdesk@commerce.fl.gov.

Participant & Program Reporting Instructions

Program Activities: LWDBs must record all activities related to RAPs and pre-RAPs that are provided to job seekers and employers in Employ Florida. Service codes must be entered based on the activities and services provided in accordance with [Administrative Policy 115: Common Exit](#) and the [Employ Florida Service Code Guide](#).

Participant Services:

- 206 Referred to Apprenticeship
- 246 Referred to Pre-Apprenticeship
- 247 Pre-Apprenticeship Adults and Dislocated Workers
- 314 WP Enrolled in Apprenticeship Training
- 325 Registered Apprenticeship – ITA (WIOA Adult & Dislocated Worker)
- 329 Registered Apprenticeship – non ITA (WIOA Adult & Dislocated Worker)
- 338 TAA Apprenticeship Training
- 423 Pre-Apprenticeship – WIOA Youth
- 424 Registered Apprenticeship (WIOA Youth)

Employer Services:

- E57 Provided Information Regarding Registered Apprenticeships
- E58 Provided Recruitment Assistance for Registered Apprenticeship Programs
- E61 Provided Recruitment Assistance for Registered Apprenticeship Openings to Underrepresented Populations
- E62 Participated in the Development of a New Registered Apprenticeship Program
- E63 Participated in the Development of a New Pre-Apprenticeship Program
- E64 Participated in the Expansion of an Existing Registered Apprenticeship Program
- E65 Participated in the Expansion of an Existing Pre-Apprenticeship Program

Program Outcomes: Program outcomes include all core WIO A performance measures, including employment after exit, average wages, credentials and measurable skills gains. **Additional**

Program Outcomes include:

- Number of new apprenticeship programs registered during the reporting quarter
- Number of new pre-apprenticeship programs registered during the reporting quarter
- Number of new apprentices enrolled during the reporting quarter
- Number of employers connected to existing or new registered apprenticeship programs

Quarterly Narrative Reports: Awardees must submit quarterly narrative reports by the 10th day of the month following the end of the quarter in a format provided by FloridaCommerce. At a minimum, the quarterly narrative reports must include information about Additional Program Outcomes described above (available from FLDOE). These reports are due by the 10th of the month following the end of the quarter to Paul.Adams@Commerce.FL.gov.

Attendance at Statewide Meetings: Participation in periodic meetings scheduled by the Department and/or CareerSource Florida is required.

Data Input Deadline: Participant data must be entered into Employ Florida as soon as it becomes available, or as soon as possible thereafter, but no later than the fifteenth day after a service or activity is provided to a participant. Failure to enter data by the fifteenth day after a service or activity is provided to a participant will result in lockdown issues. If you have questions, please contact Paul Adams at Paul.Adams@Commerce.FL.Gov or 850-245-7478.



PY2023 Wagner-Peyser 7B Apprenticeship Navigator

Local Workforce Development Boards	UEI #	FLAIR Contract ID	NFA ID	AWARD			RELEASE		
				Current Award	This Action	Revised Award	Current Release	This Action	Revised Release
LWDB01 - Workforce Escarosa, Inc. (DBA CareerSource Escarosa)	QLDTNNF9GMF5	RWB01	042898		\$62,500	\$62,500		\$0	\$0
LWDB02 - Okaloosa-Walton Jobs and Education Partnership, Inc. (DBA CareerSource Okaloosa Walton)	CRQKHBVMD835	RWB02	042899		\$62,500	\$62,500		\$62,500	\$62,500
LWDB03 - Chipola Regional Workforce Development Board, Inc. (DBA CareerSource Chipola)	GJ8ML6XGYGR6	RWB03	042900		\$62,500	\$62,500		\$0	\$0
LWDB04 - Gulf Coast Workforce Development Board, Inc. (DBA CareerSource Gulf Coast)	C5BFCHKTGVF5	RWB04	042901		\$62,499	\$62,499		\$62,499	\$62,499
LWDB05 - Big Bend Jobs and Education Council, Inc. (DBA CareerSource Capital Region)	JXBJD7SZSLU7	RWB05	042902		\$62,499	\$62,499		\$0	\$0
LWDB06 - North Florida Workforce Development Board, Inc. (DBA CareerSource North Florida)	RLLFJXR4NR43	RWB06	042903		\$62,502	\$62,502		\$0	\$0
LWDB07 - Florida Crown Workforce Board, Inc. (DBA CareerSource Florida Crown)	SXAJBQHD73L4	RWB07	042904		\$62,500	\$62,500		\$62,500	\$62,500
LWDB08 - First Coast Workforce Development, Inc. (DBA CareerSource Northeast Florida)	N69QHEEPJS84	RWB08	042905		\$62,502	\$62,502		\$62,502	\$62,502
LWDB09 - North Central Florida Workforce Development Board	HDF7SP48NSA7	RWB09	042906		\$62,500	\$62,500		\$62,500	\$62,500
LWDB10 - Citrus Levy Marion Regional Workforce Development Board, Inc. (DBA CareerSource Citrus Levy Marion)	F317N2U1V8B4	RWB10	042907		\$62,499	\$62,499		\$62,499	\$62,499
LWDB11 - Workforce Development Board of Flagler and Volusia Counties, Inc. (DBA CareerSource Flagler Volusia)	JVBAUAV8MZE6	RWB11	042908		\$62,500	\$62,500		\$62,500	\$62,500
LWDB12 - Central Florida Regional Workforce Development Board, Inc. (DBA CareerSource Central Florida)	YHKMM6MT7CA7	RWB12	042909		\$62,500	\$62,500		\$62,500	\$62,500
LWDB13 - Brevard Workforce Development Board, Inc. (DBA CareerSource Brevard)	SJ5CYQ7UYAW9	RWB13	042910		\$62,500	\$62,500		\$62,500	\$62,500
LWDB14 - WorkNet Pinellas, Inc. (DBA CareerSource Pinellas)	K1EJJN9UNLJ5	RWB14	042911		\$62,500	\$62,500		\$62,500	\$62,500
LWDB15 - Tampa Bay Workforce Alliance, Inc. (DBA CareerSource Tampa Bay)	KSRPXNJLBK99	RWB15	042912		\$62,500	\$62,500		\$62,500	\$62,500
LWDB16 - Pasco-Hernando Workforce Board, Inc. (DBA CareerSource Pasco Hernando)	YWBYNKTCK5W8	RWB16	042913		\$62,500	\$62,500		\$0	\$0
LWDB17 - Polk County Workforce Development Board, Inc. (DBA CareerSource Polk)	H5P3WBX8KMK8	RWB17	042914		\$62,500	\$62,500		\$62,500	\$62,500
LWDB18 - Suncoast Workforce Board, Inc. (DBA CareerSource Suncoast)	D2U6C81AN1W8	RWB18	042915		\$62,500	\$62,500		\$62,500	\$62,500
LWDB19 - Heartland Workforce Investment Board, Inc. (DBA CareerSource Heartland)	M14KJLY12JN4	RWB19	042916		\$62,500	\$62,500		\$0	\$0
LWDB20 - Workforce Development Board of the Treasure Coast, Inc. (DBA CareerSource Research Coast)	PNKUKLTD7MC6	RWB20	042917		\$62,499	\$62,499		\$62,499	\$62,499
LWDB21 - CareerSource Palm Beach County, Inc.	KEE2CVK8TVV7	RWB21	042918		\$62,500	\$62,500		\$62,500	\$62,500
LWDB22 - CareerSource Broward	HL9AA84QLED4	RWB22	042919		\$62,500	\$62,500		\$62,500	\$62,500
LWDB23 - South Florida Workforce Investment Board (DBA CareerSource South Florida)	MY3JJU46PLT3	RWB23	042920		\$62,500	\$62,500		\$0	\$0
LWDB24 - Southwest Florida Workforce Development Board, Inc. (DBA CareerSource Southwest Florida)	HSFYCWE457X4	RWB24	042921		\$62,500	\$62,500		\$62,500	\$62,500
				\$0	\$1,500,000	\$1,500,000	\$0	\$1,062,499	\$1,062,499