



Open Door Grant Program

February 14, 2024

**Presented by the
Office of Student Financial Assistance (OSFA)**

www.FLDOE.org

Program Overview

- The 2023 Florida Legislature passed Senate Bill 240 that modified the Open Door Grant Program (ODGP) and section (s.) 1009.895, Florida Statutes (F.S.). The bill was signed into law by Governor DeSantis to become effective July 1, 2023.
- Beginning with the 2023-24 academic year, the ODGP will be a financial aid program for students at a Florida College System institution, a school district postsecondary technical career center, or a charter technical career center.
- Designed to provide needed assistance to incentivize current and future workers to enroll in career and technical education programs that lead to a credential, certificate, or degree.

Requirements for Participation

- Submit the *Postsecondary Institution Renewal Application* in May 2024 to participate in the program for the 2024-25 fiscal year.
- Be a Florida College System institution, a school district postsecondary technical career center, or a charter technical career center.

Allocation Process

- For the 2023-24 fiscal year, funding for eligible institutions consisted of a base amount of \$50,000.
- Plus each institution's proportionate share of full-time equivalent students enrolled in career and technical education programs.

Student Eligibility Requirements

The eligibility status of each student must be determined by the institution at the end of the regular registration period, inclusive of the drop/add registration period each term. A student must:

- Be a Florida resident, and
- Be enrolled in:
 - An integrated education and training program, that results in the award of credentials under s. 445.004(4), F.S., **or**
 - A workforce education program, as defined under s. 1011.80(1)(b)-(f), F.S., that is included on the Master Credentials List under s. 445.004(4), F.S.
- Note: These programs are not limited to credit-based programs, but many also include non-credit programs. Additionally, students are not required to complete a *Free Application for Federal Student Aid (FAFSA)* to receive an award since ODGP does not measure need as a component of eligibility.

Resources

Integrated Education and Training Programs (Appendices by sector)

- [Districts](#)
(<https://www.fldoe.org/accountability/data-sys/CCTCMIS/dcae-dis/2324-wdis/index.shtml>)
 - [Appendix P: Adult General Education, Integrated Educational Training Program Numbers](#) (Excel)
(<https://www.fldoe.org/core/fileparse.php/20652/urlt/2324-AppendixP.xlsx>)
- [Florida College System institutions](#) (<https://www.fldoe.org/accountability/data-sys/CCTCMIS/college-data-diction.shtml>)
 - [2023-24 Appendix D: Integrated Education and Training \(IET\) Programs](#) (Excel)
(<https://www.fldoe.org/core/fileparse.php/15267/urlt/ietprognumappd-fcs2324.xlsx>)

Workforce Education Programs

Master Credentials List: <https://careersourceflorida.com/boardroom/florida-credentials-review-committee/master-credentials-list/>

Award Amount

- 100% of tuition and fees, exam or assessment costs, books, and related materials for eligible programs after all other federal and state financial aid is applied.
- In addition, a student may receive a stipend of up to \$1,500 per academic year to cover other expenses related to the institutional cost of attendance as defined by the Department of Education to be an estimate of that student's educational expenses for the period of enrollment.
 - Other expenses may include transportation, personal costs, housing and food living expenses that are tied to a student's institutional cost of attendance.

*See *Appendix A: Calculating the Award Amount* for additional technical guidance.

Eligibility

The Office of Student Financial Assistance (OSFA) has established a secure ShareFile for institutions to report eligible students. Institutions must certify to OSFA, via ShareFile, all disbursed students, as well as students that are eligible, but not awarded. All records must be reported within 30 days of the drop/add registration period.

**See Appendix B: Disbursement Worksheet Example* for additional technical guidance.

Institution Disbursement Process

- The Office of Student Financial Assistance (OSFA) has established a secure ShareFile for institutions to report eligible students.
- Disbursement Eligibility Report (DER) ShareFile/Reporting – OSFA will issue each institution a letter outlining the institution’s annual allocation amounts and logistical instructions for reporting. Each school will receive a link to access their ShareFile account.
- Each school will report a separate DER for each term. The primary contact at each institution must manually input student data into the DER and validate each record for accuracy.
- Each DER will include the student’s demographic information, term of enrollment, the number of hours enrolled, degree type (if applicable), a breakdown of tuition and fee costs, and the stipend amount.
- Any remaining funds not disbursed must be returned to OSFA within 30 days after the end of the summer term.

Annual End-of-Year Reporting

All institutions participating in the ODGP are required to submit, **no later than September 1, 2024**, a report with data from the 2023-24 fiscal year on program completion and credential attainment by students participating in the grant program.

Data included within the report must include:

- A list of the programs offered at the institution.
- The number of students who enrolled in the programs.
- The number of students who completed the programs.
- The number of students who attained workforce credentials, categorized by credential name and relevant occupation, after completing the training programs.



Additional Information

Office of Student Financial Assistance State Scholarship and Grant Programs

Website: www.FloridaStudentFinancialAidsg.org

Email: Darrin.Minns@fldoe.org

Appendix A: Calculating the Award Amount

Step 1:

Determine if the sum of other federal and state aid exceeds the calculated cost to cover 100 percent of tuition and fees.

*If the calculation results in a **negative** number, use a **ZERO** within step 2 of the calculation.

If the calculation results in a **positive number, proceed to step 2 with this value.

Step 1 Result =

$$[(\text{Cost of Tuition and Fees}) + (\text{Exam, Assessment, Books, Related Materials Cost})]$$
$$- (\text{Total of Other Federal Aid} + \text{Total of Other State Aid})$$

EXAMPLE:

$$[(\$1,504) + (\$156)] - [(\$500 + \$750)] = \$410 \text{ (use in step 2)}$$

Appendix A: Calculating the Award Amount

Step 2:

Apply the stipend amount that is capped at the institutional cost of attendance. The stipend amount cannot exceed \$1,500 per academic year.

Step 2 Result =

(Step 1 result) + (Stipend Amount)

EXAMPLE:

$$(\$410) + (\$750) = \$1,160$$

A student may receive a stipend of up to \$1,500, or an amount specified in the General Appropriations Act, per academic year, to cover other education expenses related to the institutional cost of attendance. The available stipend per term does not equal \$750. **Allow for as much of the \$1,500 as possible to be included in the calculation as long as the annual stipend amount does not exceed \$1,500.**

Appendix B: Disbursement Worksheet Example

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1																								
2																								
3																								
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8																								
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11																								
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13																								
14																								
15																								

Institution Code
999

Institution Name
Florida Institution

Academic Year
2023-24

Institution Allocation
\$100,000.00

Term
1

PSI Code	Institution Name	SSN	First Name	MI	Last Name	Date of Birth	Sex	Ethnicity	Term	Hours Enrolled	Eligibility Determination Date	CIP Code	Current Degree Type	Institutional Cost of Attendance	Tuition and Fee Cost	Exam/Assessment Cost, books, and Related Materials	Total Other Federal Aid	Total Other State Aid	Stipend	Possible Disbursement	Enter Actual Amount Disbursed	Balance Remaining
999	Florida Institution	999999999	Example	P	Student	12/10/2005	M	W	1	6	09/01/2005	151001	AS	4000	\$1,504.00	\$156.00	\$500.00	\$750.00	\$750.00	\$1,160.00	\$1,160.00	\$38,840.00

Demographics

Award Calculation

Appendix B: Disbursement Worksheet

Example – Demographics

PSI Code	Institution Name	SSN	First Name	MI	Last Name	Date of Birth	Sex	Ethnicity	Term	Hours Enrolled	Eligibility Determination Date	CIP Code	Current Degree Type
999	Florida Institution	999999999	Example	P	Student	12102005	M	W	1	6	09012005	151001	AS

SSN – Provide the 9-digit value with leading zeroes, if applicable.

Date of Birth – Provide the 8-digit value in the MMDDYYYY format using leading zeroes, if applicable.

Sex – Use a single character of “F” or “M” where F = Female and M = Male

Ethnicity – Use a single character to indicate the ethnicity. A = Asian, B = Black or African American, H = Hispanic or Latino, I = American Indian or Alaska Native, M = Multiracial, N = Native Hawaiian or Other Pacific Islander, O = Other, U = Unknown W = White

Term – Use a single number to indicate Fall (1), Spring (2), or Summer (6) enrollment

Hours Enrolled – Hours may be reported in credit or clock hours.

Eligibility Determination Date – This is the date that the institution determined the student to meet all program requirements to receive a disbursement. This date must be at least one day after the institution’s Last Day of Drop/Add and reported using a MMDDYYYY format using leading zeroes, if applicable.

CIP Code – Use the 6-digit Classification of Instructional Programs (CIP) code using the following format: XX.####, where “XX” refers to the two-digit CIP series and the four digits following the period reference the program description.

Current Degree Type – Use one of the following options: AS = Associate of Science, AAS = Associate in Applied Science, D = Diploma, C = Certificate, CTC = Career Technical Certificate, CCC = College Career Certificate, PSAV = Postsecondary Adult Vocational, or NA = Not Applicable.

Appendix B: Disbursement Worksheet

Example – Award Calculation

Institutional Cost of Attendance	Tuition and Fee Cost	Exam/Assessment Cost, books, and Related Materials	Total Other Federal Aid	Total Other State Aid	Stipend	Possible Disbursement	Enter Actual Amount Disbursed	Balance Remaining
4000	\$1,504.00	\$156.00	\$500.00	\$750.00	\$750.00	\$1,160.00	\$1,160.00	\$98,840.00

Institutional Cost of Attendance – This amount is displayed as a reminder to institutions that the student’s Open Door award cannot exceed the institutional cost of attendance.

Tuition and Fee Cost – This is the tuition and fee component of the student’s total program cost.

Exam/Assessment Cost, Books, and Related Materials – This is the exam, assessment cost, textbooks, and related materials component of the student’s total program cost.

Total Other Federal Aid – This is the sum of all federal scholarships and grants.

Total Other State Aid – This is the sum of all state of Florida scholarships and grants.

Stipend – Students that receive a stipend to offset institutional cost of attendance expenses may not receive an amount that exceeds one thousand five hundred dollars (\$1,500) per academic year.

Possible Disbursement – Institutions may use this fields to determine if a student’s award calculation meets minimum qualifications and if the institution has sufficient funds to provide.

Enter Actual Amount Disbursed – After all final award calculations have been entered, this field will represent the official Open Door award amount to be supplied to the student.

Balance Remaining – After each student-level record is added to the worksheet by term, the amount allocated to the institution will be reduced by the value in the “Actual Amount Disbursed” column. Institutions may request additional funds if this amount reaches zero.



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