

# **2013-2014 Funding Opportunities**

## **Florida Farmworker Jobs and Education Program Grant**

**Due May 1, 2013**

<http://www.fldoe.org/workforce/dwdgrants/>

Division of Career and Adult Education

# Funding Conference Calls

April 1, 2013

10:00 AM -12:00 PM (EDT)

Call number: 1-888-670-3525

Conference code: 9481055251

# Welcome and Introduction

Mario Zuniga

Senior Educational Program Director

Farmworker Jobs and Education Program

[Mario.Zuniga@fldoe.org](mailto:Mario.Zuniga@fldoe.org)

(813) 224-1920

# **Please help minimize background noise during the conference call.**

Please keep your phone on mute while listening to the conference call. This prevents background noise and in-office discussions from disrupting the call.

If you do not have a mute button on your phone, press \*6 to mute and #6 to un-mute.

# Farmworker Jobs and Education Funding Opportunities Conference Call Agenda

1. Welcome and Introductions – Mario Zuniga
2. Request for Proposal Overview – Mario Zuniga
3. Preparing and Submitting the Application – Mario Zuniga
4. Core Performance Measures (Plan v. Actual) – Mario Zuniga
5. Online Survey – Mario Zuniga
6. Participants' Questions

# Funding Conference Call Goals

To provide funding opportunities information

To provide pertinent programmatic information

To provide performance reporting requirements

To provide Request for Proposal (RFP) submission requirements

# **Request for Proposal (RFP) Overview**

# Funding Purpose and Priorities

Strengthen the ability of eligible migrant and seasonal farmworkers and their families to achieve economic self-sufficiency.



# Allocation Determination

- Based on the total population of farmworkers in the state broken down by region
- Each region receives a proportionate share based on the region's population of farmworkers

# 2013-2014 Funding Allocations

## Migrant Education Budget Estimate

Statewide Emergency Assistance	\$ 40,000
Aid to Districts	<u>\$3,146,052</u>
Total Allocation	\$3,186,052

Funding is contingent upon approval by the US Dept. of Labor.

# Eligible Applicants

See the **Allocation Chart** in the **Attachments** section of the RFP.

Statewide Emergency Assistance:

Public and private non-profit organizations or agencies in the State of Florida.

# Target Population

Disadvantaged migrant and seasonal farm workers, as in Part 669, §699.110, of the Federal Register / Vol. 65. No. 156 / Friday, August 11, 2000 / Rules and Regulations (Refer to Attachment B or C as appropriate)

# Special Conditions

## General

- Fully comply with all state and federal regulations
- Comply with Florida Department of Education (FLDOE) Green Book and General Assurance, Terms and Conditions

## Operational Guidelines/Internal Procedures

- Program Operation and Management Manual
- Case Management Manual

## Eligibility Determination

- Must maintain source documentation validating eligibility

# Special Conditions

## Individual Employment Plan

- Must establish goals for individual progress success

## Cost Standards

- Funds may only be used for allowable activities under state and federal Guidelines
- Costs must be necessary and reasonable

## Program Non-Compliance

- Florida Department of Education may impose sanctions (discontinue project award, non-reimbursement of project expenditures, impose special conditions)

# Special Conditions

## Program Costs

- Administration expenses may not exceed 5% including indirect costs
- Align DOE 101S budget narrative directly to project disbursement report form DOE 599

## Personnel Requirements

- Hire qualified individuals
- Attend state and federal training

# Special Conditions

## Personnel Costs

- Personnel whose time and effort is 100% must actually work 100% on project activities
- Split funded personnel must document proportionate accurate time and effort
- Must maintain Personnel Activity Reports and must receive prior written authorization from the Department of Education to change direct personnel costs

## Personnel

- Recipient must notify FLDOE of any personnel changes in writing within 10 days of proposed change
- Copies of all staff position descriptions and resumes of incumbents proposed hires must be provided to FLDOE



# Special Conditions

## Travel Costs/Approval

- Only individuals funded through the program may incur travel related costs
- Prior approval is required from FLDOE Director for all out of state travel

## Fiscal Management

- All amendments must adhere to Green Book guidelines
- Must submit monthly reports to FLDOE

# Special Conditions

## Property Standards

- Must maintain accurate records on all property

## Record Retention

- Must maintain records for five years
- Subject to annual state and federal monitoring

## Insurance

- School time compulsory accident insurance must be carried for all non qualifying employees
- Work experience participants will be covered under worker's compensation insurance
- Provide Student Accident Policy
- Participants may be covered under existing policies

# Quality Assurance Tools and Resources

- Workforce Investment Act of 1998, Title I, Section 167  
<http://www.doleta.gov/usworkforce/wia/wialaw.txt>
- A-133 Compliance Supplement  
[http://www.whitehouse.gov/omb/circulars/a133\\_compliance\\_supplement\\_2012](http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012)
- Florida Department of Education “Green Book”  
<http://www.fldoe.org/comptroller/gbook.asp>
- Education Department General Administrative Regulations (EDGAR)  
<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>
- Grant Award - Terms, Conditions, and Assurances  
<http://www.fldoe.org/workforce/perkins/pdf/AppendixMAssurances.pdf>

# **Preparing and Submitting the Application**

# Preparing the Application

Choose the correct RFP from the website:

<http://www.fldoe.org/workforce/dwdgrants/default.asp>

Read the entire RFP carefully and follow the instructions.

Applications must contain a series of forms and a narrative.

Use the Checklist (last page of the RFP) to assure all required items are included and arranged in the proper order.

# Preparing the Narrative Components

Twenty page maximum for addressing Narrative Components – excluding any required forms

Any pages exceeding the twenty page Narrative Components will not be included in the evaluation.

Follow the Narrative Component response format:

- Font - Arial / Size – 12
- Margin size - 1” – both sides and top/bottom margins
- Double spaced
- Single-sided pages
- Complete the narrative using the same sequence presented in the Narrative Components section.

# Preparing the Narrative Components

1. Project Abstract or Summary
2. Project Need
3. Labor Market Assessment (Not included in Statewide Emergency Assistance)
4. Project Design and Implementation (a-g)
5. Evaluation
6. Support for Strategic Imperatives
7. Dissemination Plan
8. Budget

# Submitting the Application

Submit one application with the original Agency Head signature and four identical copies of the original proposal.

It is the submitting agency's responsibility to ensure that all four copies are identical to the original.

## Submit to:

Office of Grants Management  
Florida Department of Education  
325 West Gaines Street, Room 332, Unit B  
Tallahassee, FL 32399-0400  
Attention: Sue Wilkinson



# Budget Narrative Form, DOE 101S

DOE 101S form is in addition to the required Budget Narrative Component #7

Expenditures must be:

- Directly tied to program goals
- Reasonable, allocable, allowable, and necessary

See Example Budget in RFP

Line item descriptors – must indicate:

for whom, what, why, where, quantity, and when

# Budget Narrative Form, DOE 101S

Examples of budget items are:

- Salaries
- Professional/Technical Services
- Contractual Services (Signed contractual agreements needed)
- Equipment (must also provide Projected Equipment Purchases Form)
- Materials and Supplies
- Administrative Costs

# Budget Narrative Form, DOE 101S

Function Codes are only required for school districts.

Object Codes (only one per line item) are for:

- School Districts
- Community Colleges
- Private Agencies: Agency Chart of Accounts

# Contractual Service Agreements

The RFP contains a Contractual Service Agreements section for subcontracting services to another entity (sub-recipient).

The applicant is solely responsible for all programmatic, reporting and fiscal management of the project and ensuring that sub-recipients who provide services accurately report all required data.

Additional resource information: State of Florida Contract and Grant User Guide (pages 11 and 12 for a checklist).

<http://www.myfloridacfo.com/aadir/docs/ContractandGrantManagementUserGuide.pdf>

# Funded Projects

Project Award Notification, DOE 200, will outline the method of reimbursement requirements.

Agencies will be reimbursed via one of the following methods:

- CARDS - Cash Advance and Reporting of Disbursements System
- Reimbursement with Performance (must invoice)

# Funded Projects Financial Reports

DOE 599 Migrant Program: interim and final reports and invoices

June 30, 2014: last day to encumber funds

August 20, 2014: final fiscal Report (DOE 599) with original signature to DOE Comptroller's Office

# Community Based Organizations

The following are required:

- General Terms, Assurances and Conditions for Participation in federal and state programs
- Copy of current operating budget
- List of current Board of Directors and Articles of Incorporation
- Copy of Chart of Accounts
- Proof of eligibility to operate a business in Florida (signed document from Florida Secretary of State)
- Copy of current audit report-if available

# Online Survey

## Survey for this conference call -

Please take a few minutes to give us your feedback via this survey posted on our website:

[Florida Farmworker Jobs and Education Program Survey](#)



# Participants' Questions