

# FLORIDA DEPARTMENT OF EDUCATION

## Request for Proposals/Application

### I. Grant Overview

<b>Division/Office</b>	Workforce Development/ Adult Migrant Program and Services
<b>Title</b>	Florida Farmworker Jobs and Education Program. (Emergency Assistance)
<b>Funding Source</b>	Federal. Effective Date: July 1, 2001 – June 30, 2002.
<b>Authorization</b>	Public Law 105 – 220, Workforce Investment Act (WIA) of 1998, Title I, Section 167.
<b>Funding Purpose</b>	To assist migrant and seasonal farmworkers and their families achieve economic self-sufficiency by providing supportive services to them while they work in agriculture or by assisting them to acquire new job skills in occupations offering better pay and a more stable employment outlook.
<b>Target Population</b>	Eligible migrant and seasonal farmworkers and their dependents Organizations that demonstrate an understanding of the problems of eligible migrant and seasonal farmworkers, a familiarity with the area to be served, and the capacity to administer a program of diversified workforce investment activities. These may include school districts, community colleges, area vocational centers, county governments, non-profit community based organizations, and for-profit community based organizations.
<b>Eligible Applicants</b>	Discretionary (These are not continuation projects, and applicants must submit a full application as described herein.)
<b>Project Category</b>	<a href="#">Formula allocation</a> at the federal level, no requirement for formula distribution at the local level, however, a funding formula for allocation by county has been developed and will be used to allocate project funds.
<b>Project Amount</b>	Florida Department of Education, Division of Workforce Development, Bureau of Program Planning and Development, Adult Migrant Program and Services.
<b>Technical Support</b>	<a href="#">Project Application Summary (DOE 100A)</a> <a href="#">Budget Form (DOE 599)</a> <a href="#">AME-1 (a-b) Budget Narrative</a> , Memorandum of Understanding (MOU) or re-certification of MOU with Regional / Local Workforce Development Board, ESE Lobbying and Debarment ( <i>not required for school districts, state community colleges and state universities</i> ), Leases requiring approval, Cost Allocation Plan (if required).
<b>Substantially Approvable Requirements</b>	<b>Private Non-Profit Agencies must also include:</b> Federal ID number, list of current board members, most recent agency audit, current operating budget.
<b>Additional Required Forms</b>	
<b>Due Date</b>	June 1, 2001

## **II. Federal Requirements**

The Farmworker Jobs and Education Program is a nationally administered program authorized under Section 167 of the Workforce Investment Act of 1998. The Department of Education is the designated grantee in Florida through biennial competition to the U.S. Department of Labor.

The purpose of the Farmworker Jobs and Education Program is to strengthen the ability of eligible migrant and seasonal farmworkers and their dependents to achieve economic self-sufficiency by obtaining or retaining employment or stabilizing their agricultural employment. For the purpose of this application, emergency assistance services are short in duration and are provided due to extraordinary circumstances. Emergency assistance may include food, transportation, shelter, health care, and disaster assistance.

### **ELIGIBLE APPLICANTS**

An applicant must have: 1) an understanding of the problems of eligible migrant and seasonal farmworkers (including dependents), 2) a familiarity with the area to be served, and 3) the capacity to effectively administer a diversified program of workforce investment activities (including youth activities) and related assistance for eligible migrant and seasonal farmworkers.

### **PROGRAM NEED (ELIGIBLE POPULATION)**

Eligibility for participation in WIA Section 167 programs

- (a) Eligibility for participation in the Farmworker Jobs and Education Program is limited to those individuals and their dependents that have:
  - 1. Been identified as a member of a family which receives public assistance or whose annual family income does not exceed either the 70% of the lower living standard income level or poverty level during any consecutive 12-month period within the 24-month period preceding their application for enrollment, and
  - 2. Received at least 50% of their total earned income or been employed at least 50% of their total work time in farmwork for the same 12-month period; and
  - 3. Been employed at least 25 days in farmwork or earned at least \$800 a year in farmwork for the same 12-month period. Farmwork must be on a seasonal basis, that is without a constant year- round salary; and
  - 4. Be a citizen or an immigrant authorized by the Attorney General to work in the United States.
- (b) The 24-month period preceding application for enrollment may be extended up to an additional 24 months for persons who have been in the armed forces, incarcerated, hospitalized, or physically or mentally disabled.
- (c) All males age 18 and over must comply with Section 3 of the Selective Service Act

## **Developing Your Proposal for Emergency Assistance (Related Assistance)**

The application narrative must address all elements listed below. The narrative must be ten (10) typed pages or less, exclusive of charts, graphs, or attachments and double-spaced in twelve (12) point type. Applicants must begin each section with a new page. Total points possible for the narrative is one hundred (100) points.

### **I. Target Populations and Geographic Service Area (20 points)**

This section presents the applicant's analysis of the needs of the target group, including socioeconomic characteristics of the client population. Elements which must be addressed are:

- A. Description of the needs and problems of migrant and seasonal farmworkers in the service area, including socioeconomic characteristics and size of the farmworker population in the geographic area to be served. Sources of data must be cited.
- B. A listing and brief description of specific geographic service areas for provision of emergency assistance (related assistance) by region and county.

### **II. Comprehensive Service Plan (55 points)**

This factor rates the applicant's approach to fulfilling the intent of WIA Section 167, and should describe specific methods for stabilizing families through provision of emergency assistance (related assistance) services. Items that must be included are:

- A. Description of proposed services that will be delivered to meet identified needs and provide stabilization of farmworkers and their families. This should include a description of the customer-centered case management approach which will be used to determine eligibility and achieve equity among individual and family needs and geographic regions.
- B. Discussion of specific methods and processes which will be used to deliver emergency assistance / non-training related supportive services. This should include:
  - A description of criteria for receipt of services (may be attached)
  - Description of the process by which vouchers will be used and issued
  - Description of the process by which vendors will be selected
  - Description of the process by which remote delivery agents for services will be selected and oriented to procedures for delivery of emergency assistance
  - Discussion of how payments / reimbursements will be made to eligible recipients and vendors
- C. Attach a management plan with specific numeric goals / number of participants to be served and counties to be targeted.

- D. Methods which will be implemented to document and insure accuracy and timeliness of automated participant records in accordance with FDOE and USDOL requirements.
- E. Description of procedures that will be used to provide internal monitoring and oversight to insure that goals are met.

### III. Administrative Capability (25 points)

This section represents applicant's capability to operate the project and describes the applicant's organizational and staff characteristics. Items which must be addressed and / or attached are:

- A. Applicants must provide a brief discussion of similar past programs operated and brief discussion of results.
- B. Applicants must provide an overview of agency organizational structure, and for private non-profit agencies, an overview of articles of incorporation. Clearly state which department and / or individual will have administrative responsibility and authority for the proposed project.
- C. Applicants must describe staffing and quality of key personnel to include:
  - Overview of staff experience, background, and credentials.
  - Discussion of primary staff's formal education in fields related to program objectives.
  - Procedures for hiring staff who are representative of the program's target population in language and ethnicity.
- D. Leases
  - Attach all leases requiring approval. New applicants must describe leases proposed to be entered into, and submit leases no later than thirty (30) days after notification of grant award.
- E. Private non-profit agencies must attach:
  - Federal ID number
  - Total current agency operating budget by program / project. All sources of revenue must be included
  - List of current agency board members
  - Most recent agency audit
- F. Cost Allocation Plan
  - If proposed project will prorate **any** costs (staffing, space, testing, equipment, etc.) among differing fund sources, a cost allocation plan must be attached.
  - Plan must clearly designate percentage of costs to be borne by WIA Section 167 and other funding sources.

### **III. State Requirements**

#### **Measurements and Objectives for Emergency Assistance (Related Assistance)**

Up to six percent (6%) of the funds obligated to the State of Florida, Department of Education for Workforce Investment Act Section 167 activities shall be set aside to be allocated to provide related assistance services (emergency assistance).

It is the intention of the Department of Education to provide related assistance services in areas of the state where there is a significant migrant farmworker population. Related assistance services or emergency assistance are goods and services provided to eligible farmworkers who are not enrolled in training. These services are provided in response to natural disasters and emergencies which affect farmworkers and /or to help stabilize farmworker families who choose to stay in agriculture.

Applicants may address statewide or sub-state areas. Statewide applications are encouraged to provide consistent services to migrant and seasonal farmworkers in order to stabilize them in agriculture or to assist their transition out of agriculture.

Delivery of emergency assistance services will adhere to the performance measures, standards, and reporting requirements described below. Of the total project award:

1. Fifty percent (50%) will be reserved for the direct provision of emergency services to eligible farmworkers.
2. The project operator's expenses, as submitted on the FA-599, will be adjusted at six months and at the end of the year based on the following performance measures:
  - a. Number of seasonal farmworkers provided direct emergency services X \$1.00 X average amount provided per case.
  - b. Number of migrant farmworkers provided direct emergency services X \$1.50 X average amount provided per case.

The Department of Education sets no maximum or minimum amounts per individual case of emergency service. Each case of emergency service shall be evaluated by the project operator on a case by case basis.

The project operator will give written notification to the Adult Migrant Program and Services Unit if emergency assistance funds are being depleted due to either a high demand for services resulting in more farmworkers being served, or because of a catastrophic event, such as a flood or a freeze. Ample notification time will allow the Florida Department of Education to formally request additional funds from the USDOL's Division of Seasonal Farmworker Programs or redirect funds from employment and training projects.

By the 20th of the month following the reporting period, the project operator will submit one copy of the FA-599 to the Comptroller, Florida Department of Education and a copy to the Adult Migrant Program and Services Section.

By the 10<sup>th</sup> of the month following the reporting period, the project operator will submit the electronic databases to the Office of the Adult Migrant Program and Services Unit. The databases will be in the format and structure as defined by the Adult Migrant Program and Services Section.

By the 10<sup>th</sup> of the month following the reporting period, the project operator will submit hard copies of the Intake, Work History, and Family Income to the Adult Migrant Program and Services Section.

## **IV. Fiscal Requirements**

### **Local Administrative Cost**

Administrative costs for projects cannot exceed 5% of the total project award. Administrative costs are those not related to direct provision of services to participants. These may include:

- Indirect cost
- Audit functions
- Accounting, budgeting, financial and cash management functions
- Procurement and purchasing functions
- Personnel management functions
- Payroll functions
- Costs of goods and services for the above functions
- Staff costs involved in delivering above services

### **DISTRIBUTION OF FUNDS**

The determination of project recipients and the amount awarded is not dictated by the Act or federal or state statute. By definition, funds are discretionary and, the utilization of a funding formula is not required by the U.S. Department of Labor. However, the Florida Department of Education utilizes a funding formula to achieve equity in funds distribution in order to target funds to areas with the highest population of farmworkers. The funding formula for allocation is based on data regarding the farmworker population in Florida as determined by the Florida Department of Education. The formula incorporates census data, acreage in agriculture data, and the number employed in agriculture data, by county.

In the event that a single county allocation is less than \$25,000, no funds will be allocated to that county. However, applicants may include service areas of more than one county.

**Emergency Assistance - PY 2001  
July 1, 2001 – June 30, 2002**

Region 1 Panhandle		Region 2 Crown		Region 3 East Central		Region 4 West Central		Region 5 South East		
Bay		Alachua		Brevard		Charlotte		Broward		
Calhoun		Baker		Flagler		Collier	\$21,255	Miami-Dade	\$45,593	
Escambia		Bradford		Indian River	\$6,530	DeSoto	\$4,323	Monroe		
Franklin		Citrus		Lake		Glades		Palm Beach	\$30,160	
Gadsden	\$4,340	Clay		Martin	\$4,715	Hardee	\$5,713			
Gulf		Columbia		Okeechobee	\$6,633	Hendry	\$7,317			
Holmes		Dixie		Orange	\$23,778	Hernando				
Jackson		Duval		Osceola		Highlands	\$6,313			
Leon	\$1,621	Gilchrist		Seminole	\$8,989	Hillsborough	\$24,503			
Liberty	\$1,020	Hamilton		St. Lucie	\$8,763	Lee				
Okaloosa		Jefferson		Sumter		Manatee	\$19,648			
Santa Rosa		Lafayette		Volusia	\$11,117	Pasco	\$9,571			
Wakulla	\$835	Levy				Pinellas				
Walton		Madison				Polk	\$18,371			
Washington		Marion				Sarasota				
		Nassau								
		Putnam	\$4,750							
		St. Johns								
		Suwannee								
		Taylor								
		Union								
	\$7,816		\$4,750		\$70,525		\$117,014		\$75,753	\$275,858

<b>Submitting the Application</b>
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**What to Submit**

- One application with original signatures
- Three copies of the application
- Be sure to review and adhere to the proposal checklist to ensure that all sections of the application have been addressed.

**Due Date**

- Date: June 1, 2001
- Time: 5:00 p.m.
- The due date is absolute. Any application received after the identified time and date shall not be considered.

**Send to:**

Florida Department of Education	Phone:	850 / 488 – 3473
Division of Financial Services, Grants Management	SC	277 - 3137
Section, Room 325 B, 325 West Gaines St.		
Tallahassee, FL 32399 – 0400	Fax:	850 / 488 - 6319

<b>Application Checklist</b>
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<b>Enclosed</b>	<b>Forms and Attachments for WIA, Section 167</b>
	DOE-100A Project Application Summary
	FA-599 Project Budget Summary and Disbursement Report
	AME-1 (a-b) Budget Narrative
	Memorandum of Understanding (MOU) or Recertification of MOU with Regional / Local Workforce Development Board
	ESE Lobbying and Debarment <i>(not required for school districts, state community colleges and state universities)</i>
	Leases requiring approval
	Cost Allocation Plan (if required)
	<b>Private Non-Profit Agencies must also include:</b>
	Federal ID number
	List of current board members
	Most recent agency audit
	Current operating budget

# FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION SUMMARY

Please return to:  Florida Department of Education Room 325 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 (850) 488-3137  SunCom: 278-3437	<b>A)</b> Program Name:  <b>Farmworker Jobs and Education Program Workforce Investment Act, Title I, Section 167 Migrant and Seasonal Farmworkers</b>	<b>DOE USE ONLY</b>  Date Received  <div style="border: 1px solid black; height: 60px; width: 100%;"></div>						
<b>B)</b> Name and Address of Eligible Recipient:    		Project Number:    Total Amount Funded:  \$						
<b>C)</b> Salaries/Benefits \$ <b>D)</b> Purchased Services \$ <b>E)</b> Expenses \$ <b>F)</b> Capital Outlay \$ <b>G)</b> Total \$	<b>H)</b> Agency Contact Information <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name:</td> <td style="width: 50%;">Address:</td> </tr> <tr> <td>Telephone:</td> <td>SunCom:</td> </tr> <tr> <td>Fax:</td> <td>E-mail:</td> </tr> </table>		Name:	Address:	Telephone:	SunCom:	Fax:	E-mail:
Name:	Address:							
Telephone:	SunCom:							
Fax:	E-mail:							
<b>CERTIFICATION / BUDGET BY SCHOOL DISTRICT/OTHER AGENCY</b>								
<p>The governing body of the applicant has authorized the filing of this application and the undersigned representative has been duly authorized to file this application and act as the authorized representative of the applicant in connection with this application.</p> <p>I, _____, (Please Type Name) do hereby certify that all facts, figures, and representations made in this application are true and are correct and are consistent with the statement of assurances signed and submitted previously. Furthermore, all applicable statutes, regulations, and procedures for program and fiscal control and for records maintenance will be implemented to ensure proper accountability of funds distributed for this project. All records necessary to substantiate these items will be available for review by state and federal monitoring staff. I further certify that all disbursements: will be obligated after project approval date and prior to the termination date; have not been previously reported; and were not used for matching funds on this or any special project.</p>								



I)

\_\_\_\_\_  
Signature of Superintendent / Agency Head

## Instructions for Completion of DOE 100A

- A.** If not pre-printed, enter Name of DOE Program for which funds are being requested.
  - B.** Enter Name and Address of Eligible Recipient.
  - C.** Enter total Salaries and Benefits requested.
  - D.** Enter total Purchased Services requested.
  - E.** Enter total Expenses requested, including Indirect Cost.
  - F.** Enter total Capital Outlay requested.
  - G.** Enter total Amount Requested.
  - H.** Enter information as requested.
  - I.** To be signed by the appropriate person.
- Note: Applications signed by officials other than Superintendent, or President/Chairman of the Board, must have letter of authorization to sign on the behalf of said official, attached to DOE 100 A or B when application is submitted.



(A) District/Agency Name \_\_\_\_\_  
 (B) Program Name \_\_\_\_\_  
 (C) Effective Approval Date \_\_\_\_\_  
 (D) Termination Date \_\_\_\_\_  
 (E) Total Project Dollars \_\_\_\_\_

**FLORIDA DEPARTMENT OF EDUCATION  
 PROJECT BUDGET SUMMARY  
 AND DISBURSEMENT REPORT**  
**Workforce Investment Act, Title I, Section 167  
 Migrant and Seasonal Farmworkers**  
 Budget  Interim Report  Final Report  
*(INSTRUCTIONS ON REVERSE)*

(F) Agency Number \_\_\_\_\_  
 (G) Grant Number \_\_\_\_\_  
 (H) Project Code \_\_\_\_\_  
 (I) Total Project Number \_\_\_\_\_  
 (J) Contact Person \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_

(1) Account or Func. No.	(2) Account or Object No.	(3) Name of Account	(4) Budget Amount	(5) Total Disbursed to Date As of __/__/__	(6) Obligations	(7) Unobligated Balance	(8) Current Disburse- ment Reported
<b>ADMINISTRATIVE:</b>							
<b>(9) TOTAL ADMINISTRATIVE COST</b>							
<b>PROGRAM COST:</b>							
<b>(10) TOTAL PROGRAM COST</b>							
<b>(11) TOTAL BOTH CATEGORIES</b>							
<b>(12) FEDERAL PROGRAM INCOME</b>							

(13) CERTIFICATION: *(Complete on last page only)*

I hereby certify that I have reviewed this budget summary/disbursement report and that all items shown above are in accordance with applicable law and regulation and have been classified properly according to this district's/agency's current chart of accounts. All records necessary to substantiate these items are available for review by state and federal monitoring staff. I further certify that as a disbursement report, all disbursements: were obligated for after the project approval date and prior to the termination date; have not been reported previously; and were not used for matching funds on this or any special project. Further, that all inventory items included have been entered properly on the inventory records required by Florida Statutes.

FA 599 Report Number \_\_\_\_\_ Certified Correct \_\_\_\_\_ Date \_\_/\_\_/\_\_  
 Rev. 07/99 Page \_\_ of \_\_ Finance Officer or Authorized Representative

DOE Use Audited by: \_\_\_\_\_  
 Date: \_\_/\_\_/\_\_

**PROJECT BUDGET SUMMARY AND DISBURSEMENT REPORT**  
**Workforce Investment Act, Title I, Section 167, Migrant and Seasonal Farmworkers**  
**Instructions**

**Complete Items (A) through (H). Mark "X" in the box provided below the title to indicate that this is a budget, interim, or a final report (a final report which closes out the project.)**

**Submit three copies by the 20<sup>th</sup> of each month following the month of disbursement to: Comptroller's Office, Florida Department of Education, 944 Ralph Turlington Building, Tallahassee, Florida 32399-0400, (850) 487-2460, SunCom 277-2460.**

**Columns**

- (1) - (2) *School District Applicants:* Use the four-digit function and three-digit object numbers as required in Financial and Program Cost Accounting and Reporting For Florida Schools. The first two digits of each function and object number must be the same as those required in exhibits I and II. Examples are: 5000 - 100; 6100 - 200; 5000 - 310; 6300 - 640.
- Other Agency Applicants:* Use the major budget categories as defined in the agency's accounting system.
- (3) *School District Applicants:* Use the account titles provided in exhibits I and II for the required function and object numbers. Do not breakdown budget disbursements beyond the second digit of the object.
- Other Agency Applicants:* Use the account titles provided in the agency's accounting system for the account number listed in Columns (1) and (2).
- (4) Use the latest approved copy of the Project Budget Summary as amended. At no time can you adjust the budget between the cost categories without prior approval from the Division of Workforce Development, Florida Department of Education
- (5) Complete by reporting the total project disbursements as of the date indicated at the top of the column. (Do not include obligations)
- (6) Enter total of encumbered obligations at the end of reporting month (Do not include salaries and fringe benefits.)
- (7) Complete by subtracting Column (5) and (6) from Column (4).
- (8) Complete by reporting all current disbursements for both cost categories. Enter the difference between the amount shown in Column (5) on the previous disbursement report and Column (5) of this report.

**Rows**

- (9) - (11) Complete Rows (9) - (11) only on the last page. The totals for Columns (4) - (8) and Rows (9) and (10) are the total by cost category. The totals for Row (11) must represent the complete project status.
- (12) In Column (4), report as federal program income only proceeds from the sale of equipment and income from user fees or other tangible personal property. In Column (5), complete by reporting total expenditures from program income as of the date indicated at the top of Column (5). In Column (7), complete by subtracting Row (12), Column (5) from Row (12), Column (4). In Column (8), complete by reporting current expenditures from program income. Enter the difference between Row (12), Column (5) on the previous expenditure report and Row (12), Column (5) of this report. A transfer of expenditures shall be made by a reduction of Line (11), Columns (5) and (8) and an increase of Line (12), Columns (5) and (8). A footnote should be added to indicate the source of the income.

**Item**

- (13) The Finance Officer or authorized representative must certify and enter the date the project disbursement report was signed.



**Guidelines - Activities and related costs allowable under the Administrative Cost Category**

**Administrative Costs are limited to 5% of the total project award and are inclusive of the indirect cost rate approved by the Florida Department of Education.**

**Some samples are:**

- Approved Indirect Cost Rate (if total administrative cost category remains 5% or under)
- Agency audits / internal audits

Please note, most other costs will be charged to the Program Cost Category

Instructions

- Include all Function/Object Codes that are identified on the FA-599
- Include the title of the Function/Object Code
- Narrative description of each line item listed on the FA-599
- Dollar amount for each narrative description



## **Guidelines - Activities and related costs allowable under the Program Cost Category**

### **Program Costs are all costs other than Administrative.**

Some examples are:

- Instruction and related costs - Allowances for those in classroom training; salaries; fringe benefits; equipment and supplies of personnel engaged in providing training, including remedial education; job related counseling for participants; employability assessment and job development; tuition fees, books and other teaching aids; equipment and materials used in providing training to participants; classroom space and utility costs; job search assistance; labor market orientation; and job referral costs.
- Employer outreach necessary to obtain job listings or job training opportunities; participant outreach
- Costs associated with on-the-job training services and work experience including wage and fringe benefits for those enrolled.
- Transportation, health care, special services and materials for the handicapped, child care, meals, temporary shelter, financial counseling, and other reasonable expenses required for participation in the program and may be provided inkind or through cash assistance.
- Supportive services or "services only" provided to participants who are not enrolled in classroom training, work experience, OJT or other training activities. These may include transportation, health care, temporary shelter, meals and other nutritional assistance, legal or paralegal assistance, and emergency assistance.

### Instructions

- Include all Function/Object Codes that are identified on the FA-599
- Include the title of the Function/Object Code (travel, rent)
- Narrative description of each line item listed on the FA-599
- Dollar amount for each narrative description