

FLORIDA DEPARTMENT OF EDUCATION

Request for Proposals/Application

I. Grant Overview

Division/Office	Workforce Development/ Adult Migrant Program and Services
Title	Florida Farmworker Jobs and Education Program. (Employment and Training)
Funding Source	Federal. Effective Date: July 1, 2001 – June 30, 2002.
Authorization	Public Law 105 – 220, Workforce Investment Act (WIA) of 1998, Title I, Section 167.
Funding Purpose	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.
Target Population	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.
Eligible Applicants	Discretionary (These are not continuation projects, and applicants must submit a full application as described herein.)
Project Category	Formula allocation 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.
Project Amount	Florida Department of Education, Division of Workforce Development, Bureau of Program Planning and Development, Adult Migrant Program and Services.
Technical Support	Project Application Summary (DOE 100A) Budget Form (DOE 599) AME-1 (a-b) Budget Narrative , 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).
Substantially Approvable Requirements	Private Non-Profit Agencies must also include: Federal ID number, list of current board members, most recent agency audit, current operating budget.
Additional Required Forms	June 1, 2001
Due Date	

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. To meet the education, training and employment needs of farmworkers and their families program funds shall be used to provide individuals with **Core Services, Intensive Services, Training Services, and Related Assistance.**

Core Services. Core services shall be available to farmworkers and their dependents and any other individuals through the local One-Stop Delivery System and the Farmworker Jobs and Education Program. Unassisted core services are primarily informational / self-help services that clients can access themselves through the One-Stop Delivery System. Assisted core services are services that participants will most likely require assistance to access. Core services are:

Unassisted Core Services

- Outreach
- One-Stop delivery system orientation
- Employment statistics information (local, regional, state, and national job market information)
- Information on training providers (available agencies, program costs)
- Local area performance measures (workforce programs and training institutions)
- Supportive services information (section 167 emergency assistance, other types of services available, supportive service referral)
- Unemployment compensation filing procedures

Assisted Core Services

- Recruitment
- Eligibility determination for all WIA Title I programs
- Assistance in establishing eligibility for Welfare-to-Work, WIA funded financial aid and other financial aid)
- Intake for all WIA Title I programs, including Section 167
- Job search, job referral, and placement assistance
- Career counseling
- Initial assessment
- Enrollment in intensive services

Intensive Services. Intensive services shall be available to Section 167 eligible farmworkers and their dependents that are unemployed or underemployed and who are unable to obtain or retain employment through core services. Intensive services are provided prior to enrollment in training services. The Farmworker Jobs and Education Program may provide intensive services alone or in conjunction with other services offered through the One-Stop Delivery System. Intensive services are:

- Comprehensive assessment of skill levels and service needs

- Diagnostic testing and evaluation of occupational skills, educational skills
- Identification of employment barriers and employment goals
- Development of an Individual Employment Plan
- Group counseling
- Individual counseling
- Career planning
- Customer centered case management for those seeking training services
- Short-term prevocational services to prepare individuals for unsubsidized employment or training (employability skills, personal maintenance, punctuality, professional conduct, learning skills)
- Adult education, literacy, ESOL, and GED
- Dropout prevention activities
- Needs based payments (allowance payments)
- Paid work experience
- Unpaid work experience

Training Services. Training services shall be available to farmworkers and their dependents that have met the requirements for intensive services. At this point eligibility for Section 167 has been determined. Training services may be provided alone or in conjunction with other services offered through the local One-Stop Delivery System. Training services are:

- Occupational skills training
- On-the-job training
- Workplace training with related instruction
- Cooperative education
- Occupational training programs operated by the private sector
- Skill upgrading and retraining
- Entrepreneurial training
- Training related supportive services which will enable farmworkers to complete training services (transportation, childcare, medical, etc.)
- Customized training conducted with a commitment by an employer to employ individuals upon successful completion
- Workplace safety and pesticide safety training

Related Assistance. Related assistance is short-term forms of direct assistance designed to assist farmworkers and their families to retain or stabilize their agricultural employment or facilitate participation / enrollment in the Farmworker Jobs and Education Program. Related assistance is provided to eligible farmworkers and / or their dependents. Related assistance includes:

- Workplace safety and farmworker pesticide safety instruction
- English language classes and basic education classes for participants not enrolled in intensive or training services

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 EMPLOYMENT AND TRAINING

The application narrative must address all elements listed below. The narrative must be twenty (20) 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 Labor Market Analysis (20 points)

This section presents the applicant's analysis of the needs of the target group, including socioeconomic characteristics of the client population, job market demands of the service area and the applicant's potential to address those needs. Elements which must be addressed are:

- A. Description of the needs and problems of migrant and seasonal farmworkers in the service area, including the socioeconomic characteristics and size of the farmworker population in the geographic area to be served. Sources of data must be cited.
- B. Overview of labor market assessment of proposed service area. Sources of data must be cited. The labor market assessment must include:
 - Projections for current employment needs.
 - Projected skill shortages.
 - Specific job opportunities known to the applicant.

II. Comprehensive Service Plan (45 points)

This section presents the applicant's approach to fulfilling the intent of WIA Section 167, and should describe specific methods for removing farmworkers' barriers to employability. The basic elements of the Farmworker Jobs and Education Program service deliver strategy are: (a) Customer-centered case management approach; (b) provision of workforce investment activities of core, intensive, training, and related assistance services; and (c) arrangements under the Memorandums of Understanding (MOU's) with Regional / Local Workforce Investment Boards. Items that must be included are:

A. Core Services

- 1) Applicants must describe specific core services to be provided, strategies for delivery, and procedures to provide individuals with accurate local, regional, state, and national labor market information and performance information of the local One-Stop Delivery System partners. Core services which may be provided are listed earlier in this document under the section, Purpose of Funding.

B. Intensive Services

- 1) Applicants must describe specific intensive services to be provided and strategies for delivery. Samples of intensive services which may be provided are listed earlier in this document under the section, Purpose of Funding. This must include a discussion of:
 - Case management procedures.
 - Individual and group counseling.
 - Discussion of procedures for comprehensive assessment of skill levels and service needs.
 - Diagnostic testing to include description of specific instruments to be used to complete pre- and post-testing, vocational assessment, and evaluation of participants.
 - Discussion of procedures for development of the Individual Employment Plan which identifies employment barriers and employment goals.
 - Discussion of procedures to provide adult education, literacy, ESOL, and GED.
 - Discussion of procedures to provide paid and unpaid work experience.

C. Training Services

- 1) Applicants must describe specific training services to be provided and strategies for delivery. Training services which may be provided are listed earlier in this document under section, Purpose of Funding. Description of training services must include discussion of:
 - Occupational skills training meant to lead to unsubsidized employment.
 - On-the-job-training (OJT).
- 2) Provide specific numeric goals for each proposed training area to be provided to meet demand occupations and lead to long-term job retention.
- 3) Discuss job development methods and other means which will be implemented to achieve long-term job retention. This must include:
 - Discussion of specific job development strategies.
 - Description of how training related job placements will occur.

D. Related Assistance

- 1) Discuss any supportive services to be provided and strategies for delivery.
- 2) Related assistance services which may be provided are listed earlier in this document under section, Purpose of Funding. In addition to emergency assistance, these include various support services such as child care which are necessary to facilitate participation in intensive or training services.

- E. Overall Numeric Goals - Provide specific numeric goals for each program component described above (Core, Intensive, Training, and Related Assistance)

III. Collaborative Efforts (20 points)

This section represents the applicant's ability to achieve full partnership status in the local One-Stop Delivery System.

- A. Applicants must attach a fully executed copy of the Memorandum of Understanding (MOU) with the Regional / Local Workforce Development Board which clearly designates the Section provider as a partner and delineating responsibilities of all partners. The MOU should reflect appropriate and equitable services to migrant and seasonal farmworkers and may include costs of services that extend beyond Wagner-Peyser funded services and activities For applicants which are covered under existing MOU's, a recertification must be attached.
- B. Applicants must present evidence of ability to develop and coordinate an effective local advisory committee.
 - Provide a description of functions and activities of the local advisory committee.
 - Include a list of members, phone numbers, and addresses.
 - New applicants must provide assurance that they will form an advisory committee comprised of at least 51% farmworkers or their representatives no later than September 30, 2001.

IV. Administrative Capability (15 points)

This section represents applicant's capability to operate the proposed program 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 a 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 Employment and Training

The Workforce Investment Act requires that performance standards be established for its various federally funded employment and training programs.

- Job training is recognized as an investment in human capital and not an expense.
- In order to determine whether this investment has been productive, Congress finds it essential that criteria be developed for measuring the return on this investment.
- The basic return on this investment is to be measured by increased employment and earnings of participants and reductions in welfare dependency.

- Performance standards should be prescribed relating gross expenditures to various performance measures.

Variations are to be prescribed in performance standards for special populations to be served, including Native Americans, migrant and seasonal farmworkers, and offenders, taking into account their special circumstances. The Workforce Investment Act also requires that performance standards be prescribed for WIA Section 167 migrant and seasonal farmworker grantees.

In order to determine the degree to which project recipients are meeting program objectives, the Florida Department of Education reviews and analyzes reporting items such as the number of participants enrolled; number of exiters who received educational enhancements; the number of completers who are job placed; the cost per exiter entering employment; average wage at time of placement and at the time of follow-up; percentage of participants employed at the time of follow-up; percentage of participants employed at the time of follow-up receiving benefits; cost effectiveness of the project recipient relative to the cost per placement; and participant impact relative to the cost per placement and the participant's potential earnings.

The recommendation of a work group convened by the Florida Department of Education was that the following numerical and qualitative standards would be issued project recipients and would be monitored on a quarterly basis and at the end of each program year:

Performance Measures	Standards
1. Total Participants	85% of plan
2. Entered Unsubsidized Employment	85% of plan
3. Total Educational / Occupational Credentialing	85% of plan
4. Average Wage at Termination	\$6.00
5. Follow-up Entered Employment Rate	80%
6. % Follow-up with Fringe Benefits	65%

The cost factor used in calculating performance measure number 2 (Entered Unsubsidized Employment) may be adjusted up or down based on the number of barriers to employment identified on participant characteristics report. Performance measure number 4 (Average Wage at Termination) is measured against a standard issued by the U. S. Department of Labor and reissued to project applicants. Performance measures numbers 5 and 6 will have a minimum standard issued by the Florida Department of Education which is based on minimum requirements established by the U. S. Department of Labor.

During Program Year 2001, project recipients will be allocated 100% of their funding based on the allocation formula for their county or multi-county service area. However, 15% of the funds allocated will be at-risk based on performance. This will be at the discretion of the Florida Department of Education, and will take into consideration unforeseen or uncontrollable circumstances over which the project recipient is determined to have little or no control.

Project recipients will be required to achieve 85% of the planned "Entered Unsubsidized Employment" goal before accessing any portion of the remaining 15%. Should a project recipient fail to achieve 85% of the planned "Entered Unsubsidized Employment" goal, then the project's allocation and final expenditure report, if applicable, may be adjusted down to 85% of the total allocation. Actual

performance will be evaluated quarterly and projects will receive reports reflecting actual performance compared to planned performance.

Total allocation will be adjusted at year-end in accordance with the performance based funding adjustments outlined below. The amount of the 15% that a project will be able to access will be based on meeting the following three qualitative performance standards:

1. Average Wage at Placement Standard (5% of funds allocated)
2. Follow up Entered Employment Rate (5% of funds allocated)
3. % Follow up with Fringe Benefits (5% of funds allocated)

If a project achieves 85% of planned "Entered Unsubsidized Employment" goal, then the project may receive 5% of the funds allocated for each of the three qualitative performance standards met or exceeded. A project recipient achieving 85% or greater of the planned "Entered Unsubsidized Employment" goal but does not achieve one or more of the qualitative performance standards may not be eligible to receive any portion of the 15% of the at-risk funds.

Example #1

Project recipient achieves at least 85% of planned "Entered Unsubsidized Employment" goal and three of the qualitative standards.

2001 - 2002 Allocation = \$100,000.00
 15% at-risk funds = \$15,000.00
 Entered Employment goal = 20
 Actual Entered Employment = 18 = 90% of goal

	Goal	Actual	\$ Value	Amount Received
Average Wage at Placement	\$6.00	\$6.15	\$5,000	\$5,000
Follow-up Entered Employment Rate	80%	80%	\$5,000	\$5,000
% Follow-up with Fringe Benefits	65%	70%	\$5,000	\$5,000

Project recipient achieved 90% of "Entered Unsubsidized Employment" goal and three of the three qualitative performance standards; therefore, project recipient can access the 15% at-risk funds and receive full allocation or actual expenditures whichever is less.

Example #2

Project achieves 75% of planned "Entered Unsubsidized Employment" goal and three of the qualitative standards.

2001 – 2002 Allocation = \$100,000.00
 15% at-risk funds = \$15,000.00
 Entered Employment goal = 20
 Actual Entered Employment = 15 = 75% of goal

	Goal	Actual	\$ Value	Amount Received
Average Wage at Placement	\$6.00	\$6.15	\$5,000	\$0

Follow-up Entered Employment Rate	80%	80%	\$5,000	\$0
% Follow-up with Fringe Benefits	65%	70%	\$5,000	\$0

Project recipient only achieved 75% of “Entered Unsubsidized Employment” goal, project therefore can not access the 15% at-risk funds. Project recipient’s allocation and final expenditure report will be reduced to \$85,000 or actual expenditures whichever is less.

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.

**Employment and Training - 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	\$279, 861	Miami-Dade	\$601,056	
Escambia		Bradford		Indian River	\$85, 983	DeSoto	\$56, 925	Monroe		
Franklin		Citrus		Lake		Glades		Palm Beach	\$397,112	
Gadsden	\$57, 141	Clay		Martin	\$62, 087	Hardee	\$75, 223			
Gulf		Columbia		Okeechobee	\$87, 334	Hendry	\$96, 343			
Holmes		Dixie		Orange	\$313, 071	Hernando				
Jackson		Duval		Osceola		Highlands	\$83, 125			
Leon	\$21, 337	Gilchrist		Seminole	\$118, 354	Hillsborough	\$322, 632			
Liberty	\$13, 438	Hamilton		St. Lucie	\$115, 383	Lee				
Okaloosa		Jefferson		Sumter		Manatee	\$258, 703			
Santa Rosa		Lafayette		Volusia	\$146, 370	Pasco	\$126, 013			
Wakulla	\$9, 755	Levy				Pinellas				
Walton		Madison				Polk	\$241, 889			
Washington		Marion				Sarasota				
		Nassau								
		Putnam	\$ 63, 000							
		St. Johns								
		Suwannee								
		Taylor								
		Union								
	\$101, 671		\$63, 000		\$928, 582		\$1,540,714		\$998,168	\$3,632,135

Submitting the Application

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

Application Checklist

Enclosed	Forms and Attachments for WIA, Section 167
	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)
	Private Non-Profit Agencies must also include:
	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	A) Program Name: Farmworker Jobs and Education Program Workforce Investment Act, Title I, Section 167 Migrant and Seasonal Farmworkers	DOE USE ONLY Date Received <div style="border: 1px solid black; height: 60px; width: 100%;"></div>						
B) Name and Address of Eligible Recipient: 		Project Number: Total Amount Funded: \$						
C) Salaries/Benefits \$ D) Purchased Services \$ E) Expenses \$ F) Capital Outlay \$ G) Total \$	H) 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:							
CERTIFICATION / BUDGET BY SCHOOL DISTRICT/OTHER AGENCY <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
ADMINISTRATIVE:							
(9) TOTAL ADMINISTRATIVE COST							
PROGRAM COST:							
(10) TOTAL PROGRAM COST							
(11) TOTAL BOTH CATEGORIES							
(12) FEDERAL PROGRAM INCOME							

(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 20th 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