



**FLORIDA DEPARTMENT OF EDUCATION
Request for Proposal for Competitive Grants**

Division/Section	Division of Community Colleges and Workforce Education / Adult Migrant Program and Services
Title	Farmworker Jobs and Education Program
Specific Funding Authority	Workforce Investment Act of 1998, Title I, Section 167 (National Farmworker Jobs Program), CFDA # 17.247
Funding Purpose	Strengthen the ability of eligible farmworkers and their families to achieve economic self-sufficiency (Refer to Attachment A)
Target Population	Disadvantaged migrant and seasonal farmworkers, 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)
Eligible Applicants	Public and private organizations that understand the problems of eligible migrant and seasonal farmworkers, including their dependents; are familiar with the geographical area to be served; and demonstrate the capacity to effectively administer a diversified program of workforce investment activities and related assistance, as in Part 669, §699.200 of the Federal Register / Vol. 65. No. 156 / Friday, August 11, 2000 / Rules and Regulations.
Application Due Date	Applications must be received at the delivery address by the close of business May 25, 2004
Delivery Address	Florida Department of Education Attention: Sue Wilkinson Grants Management Unit B Room 322 Turlington Building 325 W. Gaines Tallahassee, Fl 32399-0400 (850) 245-0498
Contact Person	Carlos R. Saavedra, Program Administrator Adult Migrant Program and Services (813) 744-6303, E-mail: saavedra_c@popmail.firn.edu

Total Funding Amount	\$3,366,625 (estimated) - Contingent on the availability and the level of funds appropriated for Florida by the United States Department of Labor
Range of Awards	Minimum of \$50,000 up to \$375,000. Applicants may request funds for counties adjacent to theirs in order to meet the minimum funding level of \$50,000, however, services and funds should be distributed equitably among all counties for which funds are received. Applicants may apply for all the funds or a portion of funds allocated for their county or counties adjacent to theirs. (Refer to Attachment D)
Budget Period	July 1, 2004 – June 30, 2005
Additional Years of Funding	One additional year of funding may be available, contingent on prior year's performance and availability of funds
Funding Method	Funds will be provided to public organizations by cash advance and to private non-profit organizations by monthly reimbursement
Local Match	N/A

General Terms, Assurances and Conditions for Participation in Federal and State Programs

The Department of Education has developed and implemented a document entitled, "General Terms, Assurances, and Conditions for Participation in Federal and State Programs," to comply with:

- 34CFR Part 76.301 of the Education Department General Administration Regulations (EDGAR) which requires local educational agencies to submit a common assurance for participation in federal programs funded by the U.S. Department of Education.
- applicable regulations of other Federal agencies; and
- state regulations and laws pertaining to the expenditure of state funds.

In order to receive funding, applicants must have on file with the Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State or Federal Programs. The complete text may be found at: <http://www.firn.edu/doe/comptroller/gbook.htm>

School Districts and Community Colleges

The certification of adherence filed with the Department of Education Comptroller's Office shall remain in effect indefinitely unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance, or condition; and does not need to be resubmitted with this application.

Private Colleges, Community-based Organizations, and Other Agencies

In order to complete requirements for funding, applicants must submit with the certification page signed by the agency head certifying applicant adherence to the general terms, assurances, and conditions. Please note that private colleges, community-based organizations, and other non -public agencies must also submit copies of the organization's current budget, a list of its board of directors, and if available, a copy of its most recent annual audit report prepared by and independent certified public accountant licensed in this state. These items must be submitted prior to the issuance of a project award.

Conditions for Acceptance

One original and four copies must be received at the delivery address by the close of business May 25, 2004, and the following must be included for the application to be accepted:

All applications must include a completed form DOE 100-A (Project Application Form) with original signature of appropriate agency. If the signature of the DOE 100-A is other than the agency head, a letter authorizing that individual to sign must be attached. Forms may be found at: <http://www.firn.edu/doe/comptroller/gbook.htm>. Note: the TAPS number is 5B018.

Other requirements:

- DOE 103 Budget Description Form (TAPS number is 5B018)
- DOE 103-A Personnel Schedule
- DOE 103-B Professional and Technical Services Schedule
- DOE 103-C Capital Outlay Schedule
- DOE 103-D Travel Schedule

- Memorandum of Understanding (MOU) with Workforce Board
- Cost Allocation Plan (if required) *

Agencies, organizations, or institutions not under federal or public supervision or control (i.e. Private Non-Profit Agencies / Community Based Organizations) must also include:

- List of current board of directors
- Most recent agency audit
- Current operating budget
- General Terms, Assurances and Conditions for Participation in Federal and State Programs

*** Cost Allocation Plan**

If applicant plans to prorate costs (staffing, space, testing, equipment, etc.) between two or more funding sources, a cost allocation plan must be attached with this application. The plan must clearly designate percentage of costs to be charged to the WIA Section 167 project and other projects.

Special Conditions for WIA, Title I, Section 167 Project Awards

In applying for funding under the Florida Farmworker Jobs and Education Program, the applicant agrees to comply with all the Special Conditions for WIA, Title I, Section 167 Project Awards as listed on [Attachment C](#). Staff from successful applicants will receive guidance on fiscal and program requirements as well as project operation no later than two weeks after receiving a project award from the Florida Department of Education

Technical / Format Requirements

The applicant should submit an original and four copies of the application. The Narrative should be fifteen pages or less, typed in Times New Roman 12-point font or larger, double space. Proposal should be assembled in the following sequence: DOE 100-A, Narrative, DOE 103, DOE 103-A, DOE 103-B, DOE 103-C, DOE 103-D, Memorandum of Understanding. If applicable: cost allocation plan; list of current board of directors; most recent agency audit; current operating budget; General Terms, Assurances and Conditions for Participation in Federal and State Programs. Note: the TAPS number is 5B018 for the DOE 100-A and the DOE 103.

Funding Priorities (Not Applicable)

Geographical Distribution of Funds

In order to achieve equity among geographic areas and to insure that funds are available to areas with the highest concentration of farmworkers, the Adult Migrant Program and Services Section developed a funding formula, in use since Program Year 1996, on which allocations are based. The formula, updated annually, weights data from the Census of the Population and the Census of Agriculture that includes: 1) the number of migrant farmworkers by county, 2) the number employed in agriculture less than 120 days, by county, and 3) the acreage by county dedicated to orchards and vegetables. In addition, consistent with Florida Department of Education requirements, geographic areas are competed in the year prior to national competition so that service interruptions may be avoided during the national competition year ([Refer to Attachment D](#)).

Reporting on Outcomes

The Farmworker Jobs and Education Program is required by the United States Department of Labor to report extensive client-level information, from program enrollment to program exit and twelve months thereafter. Individual client outcomes, as well as project and program outcomes, are in part measured by the comparison of pre-and post-program reading and math scores; the identification of the number of educational and training goals achieved by adult and youth participants; the comparison of pre and post-program earnings of adult and youth participants; and the number of clients placed in jobs and that are still employed six months after being placed on a job. Project recipients will receive training on data collection and reporting requirements within two-weeks of receiving notification of a project grant award ([Refer to Attachment C](#)).

Narrative Requirements

Fifteen Pages Maximum - 100 Possible Points	Rating Points
1. Provide a narrative overview of the needs of farmworkers and their dependents in the area. For example, the number or percentage that lack year-round employment; lack adequate transportation; have no experience other than agricultural employment; are underemployed; have high dropout rates (youth); have low graduation rates (youth); lack adequate housing; etc.	20
2. Provide a narrative overview of the socio-economic and educational profile of the clients, adult and youth, that the project intends to target. For example: Adults that are long term agricultural employed and whose reading and math skills are at or below 9 th grade. Youth that have dropped out of school or are at risk of dropping out of school because they are one or more grades behind their peers.	20
3. Explain how the services and activities to be provided will help minimize or remove the barriers identified in Sections 1 and 2 that limit farmworkers from participating in educational, training and employment programs. For example: An older worker may require On-the-Job Training and help with Job Search. A Limited English Proficient individual may require ESOL classes and help with Job Search. A pregnant teen may require parenting classes, allowances while in training, child care assistance, and Job Search. (Refer to Attachment A)	20
4. Describe how information about the project will be disseminated. Information should include services to be offered, where and when to access services, and information on eligibility for receipt of services. Dissemination of information should incorporate proactive outreach and recruitment efforts, such as home visits, attendance by staff of community meetings, etc.	5
5. Explain the relationship of the project to the State of Florida's Reading Initiative, specifically Just Read Florida. Give examples of the type of support the project will provide.	5
6. Provide the number of clients, adult and youth, to be served. Provide the number of clients, adult and youth, for whom the following outcomes are expected: Entered Employment (full-time, at or above minimum wage) Entered Post-Secondary Education Attained a degree or certificate (earned a diploma, GED, or certificate of completion) Attained a Literacy and Numeracy Gain (one or more grade levels) Applicants are to use the Plan vs Actual Progress Report Form (Refer to Attachment F)	10
7. Demonstrate how project funds will be used in a cost-effective and cost-efficient manner, alone or in combination with other community resources. For example: Salaries and benefits of case managers for outreach, eligibility certification, career counseling, supportive services, job placement to be paid from project funds. Health screening to be done by Medical Volunteers, Inc. at no cost to the project. Parenting classes for all youth to be offered by Stepping Stones, Inc.	20

Scoring Criteria (100 Possible Points)

1. Needs of Farmworkers (20 points)

Does the applicant demonstrate knowledge of farmworkers and their dependents in the geographic area to be served; demonstrate an understanding of the needs of this population; demonstrate experience in delivering effective programs and services for farmworkers and their dependents or similar populations?

2. Profile of farmworkers to be served (20 points)

Does the applicant demonstrate an accurate understanding of adults and youth to be targeted; provide a clear and detailed picture of adults and youth to be served; provide the characteristics and barriers that make it difficult for them to participate in educational, training, and employment programs? (Listing of barriers and client characteristics is found in [Attachment A](#))

3. Services and Activities (20 points)

Does the applicant provide evidence of effective services and strategies designed to remove identified barriers; demonstrate that services will appropriately target specific needs of the client. (Listing of allowable program activities is found in [Attachment A](#)); include youth appropriate activities related to each of six designated youth goals?

4. Dissemination of Information (5 points)

Does the applicant provide a clear and detailed plan for disseminating information about the project to the target population? Does the proposed plan include information regarding the type of services to be offered, where services may be accessed by farmworkers, and information on eligibility for receipt of services? Is the dissemination of information plan proactive and include diverse methods for reaching farmworkers at places and at times where and when they are to be found?

5. Support for Reading Initiative (5 points)

Does the applicant clearly demonstrate the type of support the project will provide to the State of Florida's Reading Initiative, and specifically Just Read Florida? Does applicant demonstrate how the project will assist farmworkers to access and participate in educational services such as those offered by family literacy and adult basic education programs? .

6. Number to be Served / Outcomes (10 points)

Does the applicant's completion of the Plan vs Actual Progress Report ([Attachment F](#)) form demonstrate understanding of required numeric goals and outcomes; does the applicant address each outcome; for youth, address each of six goals linked to outcomes?

7. Service Delivery Strategy (20 points)

Does the applicant demonstrate the ability to develop a comprehensive service delivery strategy; demonstrate ability to marshal community resources; demonstrate cost-efficiency in the delivery of services; present a budget that is congruent with the service plan?

The Florida Department of Education requires a minimum score of 70 percent in order for a competitive application to be considered for funding.

Required Attachments

In response to item number six, Number to be Served / Outcomes, applicants must submit a completed Plan vs Actual Progress Report form ([Attachment F](#)). It should be included as part of the Narrative Section and follow item number five, Support for Reading Initiative.

Fiscal Requirements

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
- Reporting (Refer to Attachment B - Special Conditions)

Method of Answering Frequently Asked Questions or Providing Changes or Addenda

Answers to questions and addenda to the RFP will be provided by e-mail to those applicants submitting an intent-to-apply and will also be available to all interested parties at the following web page address: <http://www.myfloridaeducation.com/edu/doe/dwdgrants/grants.htm> The last date that questions will be answered is **May 18, 2004**.

Notice of Intent to Apply

The deadline date to notify the contact person of intent-to-apply is **May 11, 2004**. Send the notification by e-mail or fax and include a name, a mailing address, a fax number and an e-mail address. Providing the intent-to-apply is not required for an application to be considered, but assists the applicant by assuring receipt of answers to frequently asked questions and competition updates. Conversely, eligible organizations that file an intent-to-apply are not required to apply.

Method of Selection

Department of Education staff, above the level of the Director of the Adult Migrant Program and Services Section, will review the individuals nominated in order to validate and insure proper selection of committee members has occurred. The review committee will be composed of individuals selected on the basis that they reflect the following characteristics:

- Former farm worker or farm worker advocate
- Representative of a community based or faith based organization that provides services to farmworkers
- Experience in adult education and family literacy programs
- Experience in workforce development programs
- Representative of the ethnic and racial makeup of farm workers
- Representative of an agricultural or non-agricultural employer
- Representative of a Local Workforce Board that serves a rural population

Implementation Requirements

Refer to [Attachment C](#) - Special Conditions.

Reporting Requirements

Refer to [Attachment C](#) - Special Conditions.

Attachments to the RFP

Attachments that follow are:

- Attachment A - Purpose of the program and an overview of recommended services and activities for migrant and seasonal farmworkers and their dependents, under WIA Title I, Section 167
- Attachment B - Target Population Eligibility
- Attachment C - Special Conditions for WIA, Title I, Section 167 Project awards
- Attachment D - Funding Priority by County
- Attachment E - Plan vs Actual Progress Report
- Attachment F - Glossary of terms

Attachment A Program Overview

The program purpose is to strengthen the ability of eligible migrant and seasonal farmworkers and their families to achieve economic self-sufficiency. The program serves eligible farmworkers and their dependents that have the following socio-economic and educational barriers to be able to participate in educational, training, and employment programs, as identified by the United States Department of Labor for WIA, Title I, Section 167 funded programs:

<ul style="list-style-type: none"> • Dropout • Unemployed • Limited English proficient • English reading below grade 9 • Math skill below grade 9 • Migrant • Seasonal • Economically disadvantaged • Food stamps • TANF Exhaustee • Veteran • Unemployment claimant 	<ul style="list-style-type: none"> • Unemployment Exhaustee • Offender or parolee • Disability • Single Head-of-Household parent with dependent under 18 • Pregnant / parenting youth • Long term agriculture employed • Displaced homemaker • Lacks work history outside agriculture • Lacks transportation or means to access it • Homeless or runaway • Substance abuse
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Allowable Program Activities for Adult and Youth Participants

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**, and **Training Services** as described in Section 134, paragraph (d)(2) of the Act.

Core Services

Core services must be made available to all customers. Types of core services are unassisted core services and assisted core services.

Unassisted core services primarily informational / self-help services that customers can access themselves:

- 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 are services that customers will most likely require assistance:

- 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

- Comprehensive assessment of skill levels and service needs
- Diagnostic testing and evaluation of educational and occupational 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
- Allowance payments
- Paid work experience
- Unpaid work experience

Training Services

- Occupational skills training
- On-the-Job (OJT) training
- Workplace training combined with related instruction
- Cooperative education
- Skill upgrading and retraining
- Entrepreneurial training
- Training related supportive services that will enable farmworkers to complete training services (transportation, childcare, medical, etc.)
- Customized training conducted with a commitment by an employer to employ individuals upon

Related Assistance Services

- Emergency assistance to stabilize farmworkers
- Workplace safety and farmworker pesticide safety
- Instruction in English language classes and basic education classes for participants not enrolled in intensive or training services
- Other supportive services such as transportation, family care, medical care

Additional Program Activities for Youth

Eligible youth (aged 14 up to and including age 21). Youth activities may include those WIA Section 167 adult activities listed above, however, the following are examples of youth-appropriate activities that should be provided to youth:

- Leadership development
- Adult mentoring
- Community Service
- Dropout retrieval
- Dropout prevention
- SCANS
- Decision making
- Critical thinking
- Peer tutoring
- Personal maintenance
- Parental involvement
- Preparation for FCAT, GED
- Planned recreational activities
- Parent / Youth activities

Additional youth-specific activities may be provided as appropriate.

Goals for Youth

Each of the following six goals should be addressed:

1. Increase Educational Attainment / Decrease Dropout Rates

Identify and target farmworker youth that have dropped out of school for recapture into full-time school programs and those at risk of dropping out.

2. Increase Social Skills

Increase the social skills of farmworker youth to advance as members of the larger social community.

3. Increase Health and Safety

Increase use of community physical and mental health services through referrals to appropriate healthcare, education about health care issues, and when economically feasible, provision of financial support for care and treatment.

4. Increase Family Involvement / Stabilize Families

Increase the involvement of parents or guardians by maintaining on-going communication with families, sponsoring social events with participation of youth and parents / guardians, conducting home visits, maintaining regularly scheduled parent / guardian and staff meetings, and involvement of parents / guardians in specific learning activities.

5. Increase Knowledge of Careers and the Workplace

Increase youths' knowledge of careers and the workplace through use of education strategies that integrate work based learning with academic education. A variety of additional strategies can be used such as "hands-on" occupational skills training in specific career areas, paid and unpaid work experience, job shadowing, and vocational exploration.

6. Provide Long Term Follow-up

Perform long term follow-up on all farmworker youth participants for a period of twelve months after completing the program.

Attachment B Target Population

To be eligible for participation in the WIA §167 NFJP program an individual:

1. *Must* be a citizen or national of the United States, a lawfully admitted permanent resident alien, refugee, asylee, or parolee, or other individual legally authorized to work in the United States [WIA §188 (a)(5)]

AND;

2. *Must* have not violated Section 3 of the Military Selective Service Act by knowingly and willfully failing to register for the Selective Service registration [20CFR §667.250; WIA Section 189 (h); Farmworker Bulletin 97-16]

AND;

3. *Must* have been a disadvantaged seasonal or migrant farmworker during any consecutive 12-month period within the most recent 24-month period prior to application [20 CFR §669.110; 20 CFR §669.320];

OR

4. Be the spouse of the eligible farmworker and meet requirements 1 and 2 above;

OR

5. Be the dependent of the eligible farmworker and meet requirements 1 and 2 above.

Attachment C Special Conditions

General

The project recipient agrees that it will fully comply with the requirements of the Workforce Investment Act and all federal regulations, policies, or procedures that may replace or modify WIA Title I, Section 167.

The project recipient agrees that it will fully perform the services prescribed in the Project Application and will comply with all terms and conditions set forth, including all other applicable federal, state, and local laws, regulations, or policies.

Cost Standards

The project recipient agrees that WIA Title I, Section 167 funds may only be used for activities allowable under WIA Title I, Section 167. Costs must be necessary and reasonable for proper and efficient performance and administration of the project. A cost is allocable to a particular project grant if the goods or services involved are chargeable or assigned to such project grant in accordance with relative benefits received. This would include the cost for compensation of employees for the time devoted and identified specifically to the performance of the project, cost of materials acquired, consumed, or expended specifically for the purpose of the project, and equipment and other approved capital expenditures.

Program Goals and Standards

The project recipient agrees that the Florida Department of Education may discontinue the project award, not refund the project recipient, or impose special conditions if the project recipient has failed to provide services specified herein or in the project award, or failed to achieve goals and performance standards.

Property Standards

The project recipient may purchase items/property with a value or cost less than \$200 without prior written approval from the Department of Education. However, all purchases must be necessary for the support of staff and/or participants and considered allowable activities WIA Title I, Section 167. Project recipients must request written permission from the Department of Education to purchase items/property with a value or cost of \$200 or more. Property is defined as equipment, fixtures, and other tangible personal property of a non-consumable and non-expendable nature, with a value or cost of \$200 or more and the normal expected life is one year or more. The project recipient agrees that items purchased with WIA Section 167 funds and defined as property with a cost of \$500 or more will be inventoried by the Florida Department of Education.

Program Costs

The project recipient agrees that administration expenses for the program year may not exceed five (5%) percent, including indirect cost, of total expenditures on the final report. Total expenditures are defined as the amount reported as Total All Categories (line 13) on the Florida Department of Education's Form DOE-599, Project Disbursement Report. Administration expenses are defined as those expenses reported in the Total Administration (line 9) cost category on the State of Florida, Department of Education's Form DOE-599, Project Disbursement Report.

Staff Costs

The project recipient agrees that staff whose total annual compensation is derived from WIA Title I, Sections 167 funds shall contribute 100% of compensated time to completion of approved WIA Title I, Section 167 project activities. Project recipient staff positions funded in part by WIA Title I, Section 167 funds in combination with any other funds will be charged on a proportional basis based on actual activities. The project recipient agrees that prior written authorization from the Department of Education will be required to make changes to direct personnel costs charged to the budget.

Travel Costs

The project recipient agrees that all staff charging travel costs to WIA Title I, Section 167 funds must derive all or part of their salary from WIA Title I, Section 167 funds and the travel must relate to WIA Title I, Section 167.

Travel Approval

Recipients must request prior permission, in writing, from the Director, Adult Migrant Program and Services of the Florida Department of Education for approval to charge out-of-county and / or out-of-state travel. Approval will be given only if such travel supports goals of WIA Title I, Section 167. Travel must comply with Section 112.061, Florida Statutes, as outlined in Section H of the **Green Book**, available at: <http://www.firn.edu/doe/comptroller/gbook.htm>

Indemnification

The Florida Department of Education assumes no liability with respect to bodily injury, illness, or any other damages or losses, or with respect to any claims arising out of any activities undertaken under this project award, whether concerning persons or property in the project recipient's organization or third parties. If any claim should result from activities undertaken under this project award, the project recipient will indemnify and hold harmless the Florida Department of Education from any such claims.

Record Retention

The project recipient agrees to retain all records pertinent to the project award including financial, statistical, property and participant records, and supporting documentation for three years from the final closing date of the project award. If at the end of three years, there is ongoing litigation or an outstanding audit involving those records, the project recipient shall retain the records until resolution of the litigation or audit.

Reports Required

Project recipients will be provided guidance within two weeks of receipt of project award notification in order to determine and document participant eligibility along with other necessary form masters for efficient and standardized program operation.

Monthly Reports

Copies of the DOE-599, Project Disbursement Report, must be submitted monthly to the Comptroller and the Adult Migrant Program and Services Section Office no later than twenty (20) days following the close of the reporting month. Program forms will be submitted to the Adult Migrant Program and Services Section Office no later than the fifth day of the following month for which activity is being reported. Intake and eligibility certification documentation must be submitted in hard copy and electronic form.

Individual Employment Plan

The Individual Employment Plan (IEP) with attached Counseling Notes provided by the Adult Migrant Program and Services Section will be completed for each participant prior to receipt of training services. The IEP establishes goals for the individual, denotes barriers, provides a service plan, identifies service delivery agents, as well as results of formal testing and participant progress via counseling notes.

Online Data Display System (ODDS)

Access to the ODDS system is controlled by the Agency for Workforce Innovation. Project recipients requiring access to this system will submit a formal request to the Adult Migrant Program and Services Section Office. The request will contain the full name(s) of staff requiring access. If staff members are no longer employed by the project, the Adult Migrant Program and Services Section will be notified immediately in order to terminate ODDS access.

Operational Guidelines and Internal Procedures

Project recipients must implement project operation as instructed in the WIA, Title I, Section 167 "Program Manual" and "Record Keeping and Reporting Manual" no later than July 31 of the program year. Adult Migrant Program and Services Section Office will make manuals and forms available in electronic form.

Personnel Changes

Recipients will notify the Director of the Adult Migrant Program and Services Section, Florida Department of Education, of any personnel changes, in writing, within ten (10) days of any such change.

Close-Out

Each project must be closed out promptly after expiration or termination. For Program Year 2004-2005, a final expenditure report is due to the Office of the Comptroller no later than August 20, 2005. One copy must be submitted to the Adult Migrant Program and Services Section Office. In the event that the business operations of the project recipient agency are suspended, such agency will deliver the most current program records within 30 days of the close of business to the Adult Migrant Program and Services Section Office. The Florida Department of Education may terminate the project award for cause. In this event, a written termination notice will be prepared by the Adult Migrant Program and Services Section Office to become effective thirty (30) days after such notice is given. In closing out projects, the following shall be observed:

The close out of a project does not affect the retention period for records or access rights by federal or state personnel. If a project is closed out without an audit, the Florida Department of Education retains the right to disallow an appropriate amount after fully considering any recommended disallowance resulting from a subsequent audit.

Audits

Private nonprofit organizations must provide an audit prepared in accordance with U. S. Department of Labor laws and regulations to the Office of the Comptroller and the Adult Migrant Program and Services Section Office. Failure to comply with this auditing requirement may negatively impact the funding of subsequent applications.

Insurance

Project recipients will maintain general liability insurance with a combined limit of \$1,000,000. Regardless of the type of coverage secured, a minimum aggregate of \$1,000,000 is required. Project recipients will provide broad form of automobile liability coverage of \$1,000,000, which applies to both owned/leased and non-owned automobiles used by project recipient or its agent(s) in performance of this agreement. In the event that project recipients will not utilize owned/leased automobiles but intends to require employees, or other agents to utilize their own automobiles in performance of this agreement, the project recipient will secure and maintain on file from all such employees, trainees or agents a self-certification of automobile insurance coverage.

School time compulsory accident insurance will be carried for those participants not qualifying as "employees," and all participants enrolled in work experience programs will be covered under worker's compensation insurance. The project recipient will provide a Student Accident Policy with limits no less than as follows: \$5,000 for accidental death, \$5,000 for accidental dismemberment and a maximum benefit allowance for accident medical expense of \$10,000.

**Attachment D
Funding Priority by County**

Farmworker Jobs and Education Program (Adult) - July 1, 2004 – June 30, 2005										
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	\$248,235	Miami-Dade	\$527,490	
Escambia		Bradford		Indian River	\$86,783	DeSoto	\$61,200	Monroe		
Franklin		Citrus		Lake	\$6,697	Glades		Palm Beach	\$372,654	
Gadsden	\$50,515	Clay		Martin	\$64,177	Hardee	\$71,588			
Gulf		Columbia		Okeechobee	\$71,840	Hendry	\$101,126			
Holmes		Dixie		Orange	\$279,643	Hernando				
Jackson		Duval		Osceola		Highlands	\$82,044			
Leon	\$17,725	Gilchrist		Seminole	\$102,877	Hillsborough	\$297,486			
Liberty	\$11,521	Hamilton		St. Lucie	\$131,330	Lee	\$7,203			
Okaloosa		Jefferson		Sumter		Manatee	\$237,107			
Santa Rosa		Lafayette		Volusia	\$126,887	Pasco	\$109,256			
Wakulla	\$9,003	Levy				Pinellas				
Walton		Madison				Polk	\$237,004			
Washington		Marion				Sarasota				
		Nassau								
		Putnam	\$ 55,234							
		St. Johns								
		Suwannee								
		Taylor								
		Union								
	\$88,764		\$55,234		\$870,234		\$1,452,249		\$900,144	\$3,366,625

**Attachment E
Plan vs Actual Progress Report**

Applicant Name:		Quarter I		Quarter II		Quarter III		Quarter IV	
Planned Goals / Outcomes and Time-Lines (Plan and Actual Numbers are Cumulative, by Quarter)		July 1 - September 30, 2004		October 1 - December 31, 2004		January 1 - April 30, 2005		May 1 - June 30, 2005	
		Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual
A	Total Participants Served (include carry-overs)								
1	Adult (Ages 16 >)								
2	Youth (Ages 14-21)								
B	Total Number of Participants Exiting								
1	Adult - Entered Employment <i>and</i> Attained Degree or Certificate Attained Literacy / Numeracy Gains								
2	Youth - Entered Employment <i>and</i> Entered Post Secondary Education Attained Literacy / Numeracy Gains								
3	Completed Training Services * <i>and</i> Adult - Attained Degree or Certificate Attained Literacy / Numeracy Gains Youth - Entered Post Secondary Education Attained Literacy / Numeracy Gains								
4	Other Terminations								
C	Participants On-Board (End of Period)								
D	Participants Enrolled in Program Services								
1	Core Services								
2	Intensive Services								
3	Training Services								
4	Related Assistance Services								

- (A) **Total Participants Served** - Number of adult and youth enrolled in the program. (A1) plus (A2) must equal (A)
- (A1) **Adult** - Number of adults enrolled in the program
- (A2) **Youth** - Number of youth enrolled in the program
- (B) **Total Number of Participants Exiting** - Number of adult and youth participants that exit from the program. (B1) plus (B2) plus (B3) plus (B4) must equal (B)
- (B1) **Adult** - Number of adults that exit placed on a job and attained a degree or certificate of completion, and/or attained a literacy or numeracy gain.
- (B2) **Youth** - Number of youth that exit placed on a job and attained a degree or certificate of completion, and/or attained a literacy or numeracy gain.
- (B3) **Completed Training Services** - Number of adult and youth participants that are not placed on a job but attained a degree or certificate of completion, and/or attained a literacy or numeracy gain
- (B4) **Other Terminations** - Number of adult and youth participants that are not placed on a job nor attained a degree or certificate of completion, and/or attained a literacy or numeracy gain.
- (C) **Participants On-Board (End of Period)** - Currently active in the program. (A) minus (B) must equal (C)
- (D) **Participants Enrolled in Program Services** - (D1) must equal (A). Others can be duplicative counts.

Attachment F Glossary of Terms

Allowance Payments - Direct payments to participants meant to facilitate their program completion and made in accordance with verified hourly participation and the method recommended in the WIA, Title I, Section 167 "Program Manual".

Case Management - The active marshaling of resources on behalf of the participant facilitating participant completion of the service plan / individual employability plan. Includes guidance, counseling, referral, monitoring participant progress, etc.

Core Services - Pre-enrollment services of outreach, job referral, information, etc. There is no WIA Title I, Section 167 eligibility required for receipt of core services.

Disadvantaged - A farmworker whose income, for any 12 consecutive months out of the 24 months immediately before the farmworker applies for the program, does not exceed the higher of either the poverty line or 70 percent of the lower living standard income level, adjusted for the farmworker's family size and including the income of all wage earners, except when its inclusion would be unjust due to unstable conditions of the family unit.

Florida Comprehensive Assessment Test ((FCAT) - Test of reading, math, writing, and science given in grades 3-10 and meant to measure mastery of the Sunshine State Standards.

General Educational Development Test - (GED) - Tests high school level academic knowledge that permits individuals to certify that they possess major outcomes of a traditional high school education.

Individual Employment Plan (IEP) - Written plan delineating participant vocational goals, barriers, service agents, progress toward goals, counseling notes. Format and guidance provided in "Program Manual" and "Recordkeeping and Reporting Manual"

Intensive Services - Post-enrollment case management services that may include non-occupational specific training, individual service strategy / educational activities such as testing and counseling, etc. WIA, Title I, Section 167 eligibility must be met.

Memorandum of Understanding (MOU) - Mandatory of all WIA funds recipients. At minimum, the MOU specifies services and referral to services that may be provided to farmworkers by all the partners of the One-Stop Delivery System, including the applicant. Must be signed by the Executive Director of the Local Workforce Development Board or his/her designee and the person authorized by the entity applying for WIA, Title I, Section 167 funds.

On-the-Job-Training (OJT) - Hire first, train later training service in which participant gains specified job skills from private sector employers in return for reimbursement of extraordinary training costs; designed to benefit participants who may have some job skills at program entry.

Related Assistance Services - Short-term forms of direct assistance to help farmworkers retain or stabilize agricultural employment or facilitate participation in the WIA Section 167 program.

Training Services - Occupational specific training activities provided through classroom training, OJT, and similar activities.

United States Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) - SCANS report identifies the fundamental skills and workplace competencies that young people need to succeed in the world of work.

Work Experience - Planned, structured learning experience that takes place in a workplace for a limited period of time and designed to acquaint the participant with requirements of the workplace. Provides opportunities for the participant to develop work-related skills and to acquire personal attributes necessary to obtain a job and to advance in employment. Its purpose is not to benefit the employer, although such benefit may occur. Work experience must include a combination of work and learning, and may be paid or unpaid.

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