



FLORIDA DEPARTMENT OF EDUCATION

Request for Application (RFA)

Bureau / Office

Division of Community Colleges and Workforce Education / Adult Migrant Program and Services

Program Name

Farmworker Jobs and Education Program (Continuation)

Specific Funding Authority (ies)

Workforce Investment Act of 1998, Title I, Section 167 (National Farmworker Jobs Program)
CFDA # 17.264

Funding Purpose/Priorities

Strengthen the ability of eligible farmworkers and their families to achieve economic self-sufficiency
(Refer to Attachment A)

Type of Award

Discretionary

Total Funding Amount

\$3,385,776 (estimated) - Contingent on the availability and the level of funds appropriated for Florida by the United States Department of Labor. (Refer to Attachment C)

Budget Period

July 1, 2005 to June 30, 2006

Applications received after July 1, 2005, will be effective on the date of receipt in Grants Management or award of federal funds, whichever is later.

Program Performance Period

Same as **Budget Period**, see above.

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 Applicant(s)

Currently funded agencies as per the attached list (Refer to Attachment C)

DOE 900 Farmworker Jobs and Education – WIA 167 1

Revised 03/2005

Application Due Date

Due upon receipt in Grants Management. Facsimile and e-mail submissions will not be accepted.

Contact Persons

Adult Migrant Program and Services: (813) 744-6303, E-mail: Carlos.Saavedra@fldoe.org

Bureau of Grants Management: (850) 245-0746, E-mail: Debbie.Bradford@fldoe.org

Assurances

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:

- 34 CFR 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, Community Colleges, Universities and State Agencies

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 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 an independent certified public accountant licensed in this state. *These items must be submitted prior to the issuance of a project award.*

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 D](#). 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.

NARRATIVE SECTION

For Federal Programs - General Education Provisions Act (GEPA)

Applicants must provide a concise description of the process to ensure equitable access to, and participation of students, teachers, and other program beneficiaries with special needs. For details refer to URL: <http://www.ed.gov/policy/fund/guid/gposbul/gpos10.html>

Project Design-Narrative

Applications are reviewed and recommended for continuation by staff from the Adult Migrant Program and Services Section of the Division of Workforce Education. In order to facilitate this process, applicants are to submit a Progress Report using the most up-to-date information provided by the Management Information System of the Adult Migrant Program and Services Section. A short narrative explanation must be included that addresses areas of low performance and what corrective action has taken place to address problems or barriers to meeting project goals and objectives by June 30, 2005, specifically in the following program areas:

- Total Participants Enrolled
- Total Adult Participants that Entered Employment and Attained a Degree/Certificate and/or had a Literacy/Numeracy Gain.
- Total Youth Participants that Entered Employment and Attained a Degree/Certificate and/or had a Literacy/Numeracy Gain
- Total Adult Participants (Not Entered Employment) that Completed Training Services and Attained a Degree/Certificate and/or had a Literacy/Numeracy Gain
- Total Youth Participants (Not Entered Employment) that Completed Training Services and Entered Post Secondary Education and/or had a Literacy/Numeracy Gain

The Progress Report narrative and any data used to support progress towards meeting end-of-year goals and objectives must be based on and coincide with data maintained by the Management Information System of the Adult Migrant Program and Services Section. The Adult Migrant Program and Services Section is the responsible unit for conducting desk-top and on-site monthly, quarterly and annual reviews of project performance and project compliance with federal and state guidelines and requirements.

Applicants must also submit a completed Plan vs. Actual Progress Report form for the period of July 1, 2005 to June 30, 2006 in accordance with the budget being requested and the average cost per participant enrolled and participant job placed that was approved in the Program Year 2004 application. ([Attachment E](#)).

Support for Reading/Strategic Imperatives

Applicants must describe how the proposed project will incorporate reading initiatives and one or more of the Florida State Board of Education (SBE) strategic imperatives.

URL: http://www.fldoe.org/meetings/2005_01_18/StratPlanDetails.pdf

Dissemination/Marketing

Applicants must describe methods /strategies used to disseminate and market information about the project to appropriate populations.

Reporting Outcomes

The United States Department of Labor requires extensive client-level information, from the time of program enrollment to the time of program exit to twelve months afterwards. Individual client outcomes, as well as program outcomes, are measured in part by the comparison of pre-and post-program reading and math test scores; the number of educational and training goals achieved by the participants; the comparison of pre and post-program earnings of 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 two-weeks after receiving notification of a project grant award ([Refer to Attachment D](#)).

Funding Method

Federal Cash Advance –On-Line Reporting required monthly to record expenditures.

Federal cash advances will be made by state warrant or electronic funds transfer (EFT) to a recipient for disbursements. For federally funded projects, requests for federal cash advance must be made on the Electronic Federal Cash Advance Request System. If at times it is determined that disbursements are going to exceed the amount of cash on hand plus cash in transit, an on-line amendment can be made prior to the due date of the next Federal Cash Advance distribution on the Electronic Federal Cash Advance Request System.

Reimbursement of Expenditures – Payment made upon submission of documented allowable expenditures. Reimbursements will be made by state warrant after disbursements are made by the recipient. Requests for reimbursement with the appropriate back-up documentation should be submitted in accordance with applicable program requirements and instructions on the Project Award Notification.

Fiscal Requirements

Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include: invoices with check numbers verifying payment, and/or bank statements; all or any of which must be available upon request.

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 D - Special Conditions](#))

Conditions for Acceptance

The requirements listed below must be met for applications to be considered for review:

- 1) Application is received in DOE within the timeframe specified by the RFA
- 2) Application includes required forms: DOE 101 - Budget Narrative and DOE 100A - Application
- 3) All required forms have original signatures by an authorized entity
- 4) Application must be submitted to:

Bureau of Grants Management
Florida Department of Education
325 W. Gaines Street, Room 325
Tallahassee, Florida 32399-0400

NOTE: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.

Other Requirements

One original and four copies must be received at the delivery address by the due date, to include the following forms and documents:

- DOE 103-A Personnel Schedule
- DOE 103-B Professional and Technical Services Schedule
- DOE 103-C Capital Outlay Schedule
- DOE 103-D Travel Schedule
- Planning Form Plan vs. Actual Progress Report Form
- Newly Executed Memorandum of Understanding (MOU) with Workforce Board or a letter from the Workforce Board stating that the current MOU is valid through June 30, 2006.
- 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.

Method of Review

In order to recommend a project application for continuation funding, staff from the Adult Migrant Program and Services Section will review the following:

- Completeness of Application
- Plan vs. Actual Performance through March 31, 2005 (Management Information System Report)
- Progress Report Narrative (Submitted by Applicant)
- Timeliness and Accuracy of Program and Fiscal Reporting (Management Information System Report and DOE-599 Report)
- PY 2005-06 Budget and Plan (Submitted by Applicant)

Attachments to the RFA

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 - List of Eligible Agencies

Attachment D - Special Conditions for WIA, Title I, Section 167 Project awards

Attachment E - Plan vs. Actual Progress Report Form

Attachment F - Glossary of terms

DOE 100A - Project Application

DOE 101 - Budget Narrative

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.

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
Eligible Agencies**

Agency	Amount Recommended
Collier County School District	\$248,235.00
South Florida Community College	\$200,832.00
Hillsborough County School District	\$318,486.00
Hillsborough Community College	\$50,000.00
Manatee County School District	\$223,107.00
Orange County School District	\$286,340.00
Pasco County School District	\$117,256.00
Polk County School District	\$237,004.00
Putnam County School District	\$55,234.00
Indian River Community College	\$354,130.00
Seminole Community College	\$127,877.00
Agriculture & Labor Program Inc.-Volusia	\$126,887.00
Centro Campesino	\$243,752.00
Palm Beach County Board of Commissioners	\$372,654.00
Miami-Dade County, Dept of Human Services	\$322,856.00
Workforce Council of Southwest Florida Inc	\$101,126.00
Total	\$3,385,776.00
<p>Comments: The amount of \$3,385,776 is an estimated amount pending final notification from the United States Department of Labor as to the actual amount of funds to be allocated to the Florida Department of Education. The amounts allocated to the above continuation projects are based on their assigned percentage of the total funds allocated to these agencies in 2004.</p>	

Attachment D 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-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.

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 2005-2006, a final expenditure report is due to the Office of the Comptroller no later than August 20, 2006. 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 E
Plan vs. Actual Progress Report

	Applicant Name: (Plan and Actual Numbers are Cumulative, by Quarter)	Quarter I		Quarter II		Quarter III		Quarter IV	
		July 1 – Sept. 30, 2005		October 1 – Dec.31, 2005		Jan. 1 - April 30, 2006		May 1 - June 30, 2006	
		Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual
A	Total Participants (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/Certificate <i>and/or</i> Literacy/Numeracy Gains								
2	Youth -Entered Employment <i>and</i> Entered Post Secondary Education <i>and/or</i> Attained Literacy/Numeracy Gains								
3	Completed Training Services								
	Adult - Attained Degree/Certificate <i>and/or</i> Literacy/Numeracy Gains								
	Youth -Entered Post Secondary Education <i>and/or</i> 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								

Directions for Completing the Plan vs. Actual Form

- (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 are placed on a job and attained a degree/certificate of completion, and/or attained a literacy/numeracy gain.
- (B2) **Youth** - Number of youth that are placed on a job and entered post-secondary education and/or attained a literacy/numeracy gain.
- (B3) **Completed Training Services** - Number of adult and youth participants not placed on a job but attained a degree/certificate of completion, and/or attained a literacy/numeracy gain and/or entered post secondary education.
- (B4) **Other Terminations** - Number of adult and youth participants that are not placed on a job nor attained a degree/certificate of completion or a literacy/numeracy gain, or entered post secondary education.
- (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.

FLORIDA DEPARTMENT OF EDUCATION

Project Application

TAPS Number 06B006

Please return to: Florida Department of Education Bureau of Grants Management Room 325B Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0498 Suncom: 205-0498	Program Name: Adult Education and Family Literacy Farmworkers Jobs and Education Program (Continuation) Discretionary Fiscal Year 2005-2006	<u>DOE USE ONLY</u> Date Received
B) Name and Address of Eligible Applicant:		Project Number (DOE Assigned)
C) Total Funds Requested: \$ _____ <hr style="width: 200px; margin-left: 0;"/> <div style="background-color: #e0e0e0; padding: 5px; text-align: center; width: fit-content; margin-left: 0;"> DOE USE ONLY </div> Total Approved Project:	D) Applicant Contact Information	
Contact Name: _____		Mailing Address: _____
Telephone Number: _____		SunCom Number: _____
Fax Number: _____		E-mail Address: _____
CERTIFICATION I, _____, (<i>Please Type Name</i>) do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited. Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.		
E) _____ <div style="text-align: center; margin-left: 100px;">Signature of Agency Head</div>		

DOE 100A



Instructions for Completion of DOE 100A

- A.** If not pre-printed, enter name of the program for which funds are requested.
 - B.** Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
 - C.** Enter the total amount of funds requested for this project.
 - D.** Enter requested information for the applicant's contact person. This is the person responsible for responding to all questions regarding information included in this application.
 - E. The original signature of the appropriate agency head is required.** The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the president/chairman of the Board for other eligible applicants.
- **Note:** Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.



Instructions

Budget Narrative Form

This form should be completed based on the instructions outlined below, unless instructed otherwise in the Request for Proposal (RFP) or Request for Application (RFA).

A. Enter Name of Eligible Recipient.

B. (DOE USE ONLY)

COLUMN 1

FUNCTION: SCHOOL DISTRICTS ONLY:

Use the four digit function codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

Column 2

OBJECT: SCHOOL DISTRICTS:

Use the three digit object codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

COMMUNITY COLLEGES:

Use the first three digits of the object codes listed in the Accounting Manual for Florida's Public Community Colleges.

UNIVERSITIES AND STATE AGENCIES:

Use the first three digits of the object codes listed in the Florida Accounting Information Resource Manual.

OTHER AGENCIES:

Use the object codes as required in the agency's expenditure chart of accounts.

COLUMN 3 - ALL APPLICANTS:

ACCOUNT TITLE: Use the account title that applies to the object code listed in accordance with the agency's accounting system.

NARRATIVE: Provide a detailed narrative for each object code listed. For example:

- **SALARIES** - describe the type(s) of positions requested. Use a separate line to describe each type of position.
- **OTHER PERSONAL SERVICES** – describe the type of service(s) and an estimated number of hours for each type of position. OPS is defined as compensation paid to persons, including substitute teachers not under contract, who are employed to provide temporary services to the program.
- **PROFESSIONAL/TECHNICAL SERVICES** - describe services rendered by personnel, other than agency personnel employees, who provide specialized skills and knowledge.
- **CONTRACTUAL SERVICES AND/OR INTER-AGENCY AGREEMENTS** - provide the agency name and description of the service(s) to be rendered.
- **TRAVEL** - provide a description of each type of travel to be supported with project funds, such as conference(s), in district or out of district, and out of state. Do not list individual names. List individual position(s) when travel funds are being requested to perform necessary activities.
- **CAPITAL OUTLAY** - provide the type of items/equipment to be purchased with project funds.
- **INDIRECT COST** - provide the percentage rate being used. Use the current approved rate. (Reference the DOE Green Book for additional guidance regarding indirect cost.)

COLUMN 4 – MUST BE COMPLETED FOR ALL SALARIES AND OTHER PERSONAL SERVICES.

FTE - Indicate the Full Time Equivalent (FTE based on the standard workweek for the type of position) number of positions to be funded. Determine FTE by dividing the standard number of weekly hours (e.g., 35 hours) for the type of position (e.g., teacher aide) into the actual work hours to be funded by the project.

COLUMN 5

AMOUNT - Provide the budget amount requested for each object code.

C. **TOTAL** - Provide the total for Column (4) on the last page. Must be the same amount as requested on the DOE-100A or B.

DOE 101

Rev. 01/05

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John L. Winn, Commissioner

