

**Farmworker Career
Development
Program**

GET THERE

Florida's Workforce Education Initiative

Funding Webinar

June 21, 2022



Welcome and Introduction

Jim Haugli, State Director,
Farmworker Career
Development Program (FCDP)



FCDP State Office Staff

- Shirley Caban-Tellez, Program Specialist IV
- Ashley Rodriguez, Program Specialist IV
- Julie Furlong, Program Specialist III

FCDP Funding Webinar

June 21, 2022

2:30 PM – 4:30 PM (EDT)

GoToWebinar

FCDP Funding Webinar

- To minimize background noise during the webinar Please keep yourself on mute while listening to the conference call. This prevents background noise and in-office discussion from disrupting the call.

- Questions –

During the presentation, questions can be asked via the chat function or at the conclusion.

Webinar Agenda

- Welcome, Introductions, Goals
- Overview of Request for Proposal
- Preparing and Submitting the Proposal
- Budget
- Program
- Questions

Questions

- If you have questions related to this request for proposal, email Mallory Martinez:
Mallory.Martinez@fldoe.org
- To ensure that all eligible providers have access to the questions and answers, this information will be posted on the Program Office website.

Questions

- All Frequently Asked Questions will be posted on the Program Office website at:
<https://www.fldoe.org/academics/career-adult-edu/funding-opportunities/2022-2023-funding-opportunities/>

Request for Proposal Overview

Ashley Rodriguez, Program
Specialist IV



Funding Purpose

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

2022 – 23 Funding Allocations

- Farmworker Career Development Program Budget Estimate
- Aid to Districts: \$2,548,656
- Funding is contingent upon approval by the US Department of Labor

Allocation Determination

- Based on the total population of farmworkers in the state broken down by area.
- Each area receives a proportionate share based on the region's population of farmworkers and historical performance.
- See Allocation Chart at Attachment A of RFP.

Preparing and Submitting the Application

Ashley Rodriguez, Program Specialist IV



Preparing the Application

- Choose the correct Request for Proposal (RFP) from the website: <http://fldoe.org/academics/career-adult-edu/funding-opportunities/>
- Read the entire RFP carefully and follow the instructions.
- Applications must contain a series of forms and a narrative with charts that must be completed.

Preparing the Application

- Use the checklist (last page of RFP) to assure all required items are included and arranged in the proper order.
- Application Due Date: **Monday, July 18, 2022**

Preparing the Narrative Components

- Thirty page maximum for addressing Narrative Components – excluding any required charts and forms
- Follow the Narrative Component response format:
 - Font – Arial / Size 12
 - Margin size – 1” – both sides and top/bottom margins
 - Double spaced
 - Single-sided pages
 - Complete the narrative using the same sequence presented in the Narrative Components section

Preparing the Narrative Components

- Project Abstract or Summary
- Project Need
- Labor Market Assessment
- Project Design and Implementation (a-h)
- Recruitment / Enrollment Plan
- Budget
- General Education Provisions Act (GEPA)
- Support for Strategic Imperatives

Submitting the Application

- Application must be submitted electronically to the Office of Grants Management:
FCDPGrant@fldoe.org
- In the subject line, please use your site name.

Submitting the Application

- For larger files - Press and hold (or right-click) the file or folder, select (or point to) Send to, and then select Compressed (zipped) folder. A new zipped folder with the same name is created in the same location.

Submitting the Application

- All required forms must have the assigned TAPS number included on the form.
- All required forms must have signatures by an authorized entity. The Florida Department of Education (FDOE) will accept electronic signatures from the agency head in accordance with section 668.52(2)(h), Florida Statutes.

Budget

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Budget Forms

- DOE 101S, Florida Department of Education Budget Narrative Form
- DOE 100A, Florida Department of Education Project Application
- Attachment H, Staffing Breakout Form
- Projected Equipment Purchases Form

DOE 101S, Budget Narrative Form

- DOE 101S, Budget Narrative Form is a part of the application.
- Expenditures must:
 - Include an explanation of why expenditures are necessary to carry out project activities and objectives.
 - Match the funding amount listed on Attachment H Staffing Breakout Form.

DOE 101S, Budget Narrative Categories

- Function Codes for School Districts are only to comply with:
 - Financial & Program Cost Accounting & Reporting for Florida Schools (Red Book) Coding is required [Red Book](#)

DOE 101S, Budget Narrative Categories

- Object Coding regulations are as follows:
 - School Districts: Red Book
 - Colleges & Universities: FCS Account Manual [FCSAccountManual20.pdf](#)
 - Counties: Provide coding website link or submit codes and descriptions

DOE 101S, Budget Narrative Categories

- Account Title and Narrative
 - Account titles in coding regulations to be used with specifics following as needed. (Example: Coding title for Dues and Fees is used for Tuition, Title on 101S Form as: Dues and Fees – Tuition)
 - Narrative must be allowable, allocable and specify the necessity to carry out the objectives of the project

DOE 101S, Budget Narrative Example

- Note: Each line item is for one object code only

(1)	(2)	(3)	(4)	(5)	(6)
FUNCTION	OBJECT	Account Title and Narrative	FTE POSITION	AMOUNT	% Allocated to This Project
#####	#####	Salaries: Program Specialist responsible for program outreach, participant recruitment, participant case management, client services. Projected board approved increase up to 3% to salary.	1	\$ 30,000	100%
#####	#####	Employee Benefits, Retirement: Contributions for Specialist at 8.26%		\$ 248	100%
#####	#####	Employee Benefits, Social Security: Contributions for Specialist at 7.65%		\$ 2,295	100%
#####	#####	Employee Benefits, Worker's Compensation: Contributions for Specialist at 0.51%		\$ 153	100%
			TOTAL	\$ 32,696	

Contractual Service Agreements

- The RFP contains a Contractual Service Agreements section for subcontracting services to another entity (subrecipient). All submissions must be current and signed by all parties.
- The applicant is solely responsible for all programmatic, reporting, and fiscal management of the project and ensuring that subrecipients who provide services accurately report all required data.

Attachment H, Staffing Breakout Form

- Attachment H, Staffing Breakout Form is not included in the maximum page count and must be submitted with the application.
- All Staff working on the Project must be included on the Form. If not paid from project funds, insert 'N/A' rather than dollar amounts.

Attachment H, Staffing Breakout Form

- Job Descriptions and coordinating Salary Schedules for all staff must be included with Attachment H, Staffing Breakout Form.
- Attachment H salary and benefits totals must match the salary and benefits totals listed on the DOE 101S Form.

Attachment H, Staffing Breakout Form Example

ATTACHMENT H

PY _____ Staffing Breakout Form
 NFJP/Workforce Innovation and Opportunity Act, Section 167

Project / Agency: _____ TAPS _____

(1) Position Title	(2) FTE	(3) Name of Staff Member	(4) Total Annual Salary	(5) Total Annual Benefits	(6) Benefits %	(7) Total Salary Charged to WIOA 167	(8) Salary %	(9) Total Benefits Charged to WIOA 167	(10) Total Benefits %
<i>Examples:</i> Case Manager	0.50	Sarah Smith	\$45,000.00	\$11,700.00	26%	\$22,500.00	50%	\$5,850.00	50%
<i>*Coordinator NOT funded by grant</i>	0.00	Sarah Smith	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1. Case Manager	1.00	Stan Stupendo	\$30,000.00	\$7,700.00	26%	\$30,000.00	100%	\$2,696.00	35%
2.	1.00				#DIV/0!		#DIV/0!		#DIV/0!
Subtotals			\$30,000.00	\$7,700.00		\$30,000.00		\$2,696.00	
Total Salary and Benefits Charged to WIOA 167						\$30,000.00		\$2,696.00	
(11) Total Salary + Benefits Charged to WIOA 167								\$32,696.00	
(12) Grant Amount:			Total Staf +Benefits Amount:		\$32,696.00		%	#DIV/0!	

Attachment E

- Staffing Parameters
 - Utilize chart in Attachment E, Staffing Parameters section, to identify Full-Time Equivalent (FTE) benchmarks for sites based on site size and salary/benefit caps.
 - FTE benchmarks identified for total FTE, as well as, for coordination, case management, recruitment / placement, and office support categories of work.

Attachment E

- Staffing Parameters
 - Exceptions to FTE and/or Salary/Benefit caps must be requested with strong narrative based on service area coverage requirements, or other major issue; to be considered for approval by state director.

Attachment E

- Position Descriptions and Personnel Selection
 - Position descriptions and salary schedules must be submitted in RFP
 - New Project Coordinators must attend ‘New Project Coordinator Training’ provided by the state program office;
 - All coordinators & case managers must attend annual and content-specific professional development sessions provided by the state program office.

Attachment E

- Cost Standards
 - Funds may only be used for allowable activities under state and federal guidelines
 - Costs must be allowable, allocable and necessary to carry out the project

Attachment E

- Travel Costs and Approval
 - Only individuals funded through the program may incur travel related costs charged to this project
 - Prior approval is required from the FCDP state director for all out-of- state travel.

Attachment E

- Property Standards
 - Project recipient must request written permission to purchase property with a value of \$1,000 or more, complete the Projected Equipment Form, and maintain accurate FCDP-Funded Inventory Lists.

Attachment E

- Program Non-Compliance Policy
 - Project awards may be discontinued or be subject to special conditions if the project recipient fails to provide services as stipulated in their approved response to the RFP and/or fail to achieve project goals and performance standards.

OMB Uniform Guidance Implementation

- OMB Uniform Guidance (UG) applies to this RFP as it is effective for new and continuation awards issued on or after December 26, 2014.
- UG combines and codifies requirements of eight (8) OMB Circulars
 - A-21, A-50, A-87, A-89; A-102 (former 34 CFR part 80); A-110 (former 34 CFR part 74); A-122, A-133

OMB Uniform Guidance Implementation

- Project Application and Amendment Procedures for Federal and State Programs (Green Book) updates are posted on the FCDP website at: [Green Book](#)
- OMB Uniform Guidance Technical Assistance documents available at: <https://cfo.gov/cofar>

Program

Ashley Rodriguez, Program
Specialist IV



Allowable Activities & Services Under WIOA

- Allowable activities include a combination of:
 - Career Services
 - Training Services
 - Related Assistance

Allowable Activities & Services Under WIOA

- Career Services are Split into:
 - Basic Career Services
 - Individualized Career Services

Allowable Activities & Services Under WIOA

- Basic Career Services include:
 - Outreach
 - Intake
 - Assessments
 - Orientations
 - Labor Market Information
 - Job Search, etc.

Allowable Activities & Services Under WIOA

- Individualized Career Services Include:
 - Assessments – TABE or CASAS: Must include Reading, Language and Math
 - Individualized Employment Plans (IEP) and Career Planning
 - Short-term Pre-vocational services

Allowable Activities & Services Under WIOA

- Individualized Career Services Include:
 - ESL & ABE Classes
 - Follow up Services – 12 months after exit at quarterly intervals
 - Work Experience – paid or unpaid
 - Supportive Services

Allowable Activities & Services Under WIOA

- Training Services may include:
 - Occupational Skills Training
 - On-the-job training (OJT)
 - Registered Apprenticeship
 - Skills Upgrading and retraining
 - Entrepreneurial training

Allowable Activities & Services Under WIOA

- Training Services may include:
 - Transitional jobs
 - Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with training services; and
 - Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

Allowable Activities & Services Under WIOA

- Related Assistance Services may include:
 - Emergency Assistance
 - English language and literacy instruction;
 - Pesticide and worker safety training;
 - Work clothing;

Allowable Activities & Services Under WIOA

- Related Assistance Services may include:
 - Transportation assistance;
 - Housing (including permanent housing); and
 - School dropout prevention and recovery activities.

Allowable Activities & Services Under WIOA

- Workforce Investment Activities
 - Focus on training & educational assistance leading to employment
 - Coordination of services through one-stop delivery systems

Allowable Activities & Services Under WIOA

- Career Planning
 - Client-centered approach to job, education, and career counseling leading to a comprehensive Individual Employment Plan (IEP); and
 - Access to necessary workforce investment activities

Serving MSFW Youth

- Describe how the project will implement the 14 youth program elements to serve eligible Migrant, Seasonal Farmworker Youth (Ages 14 – 24)
- See Attachment C in the RFP for details on these 14 elements to complete the chart in the narrative section.

Apprenticeship Capability

- Describe how the project will enroll participants in Registered Apprenticeship programs.
 - Detail a plan for enrolling participants in Registered Apprenticeship programs.
 - Include details regarding the region's Apprenticeship Training Representative (ATR) and local Registered Apprenticeship programs.

Special Conditions

- Fully comply with all state and federal regulations
- Comply with FDOE Green Book and General Assurances, Terms and Conditions
- Project funding may be reduced based on failure to meet performance goals, meet minimum data accuracy requirements, or comply with resolution of program or fiscal monitoring findings

Special Conditions

- Operational Guidelines/Internal Procedures
 - Program Office Policies
 - Use of Employ Florida database to enter, update, store, and validate participant information required

Special Conditions

- Eligibility Determination
 - Projects must maintain source documentation validating eligibility of participants.
 - All FCDP staff making eligibility decisions must be certified to do so by attending and completing the FCDP Eligibility training provided by the state office.

Special Conditions

- Individual Employment Plan
 - Must establish employment, educational, and support goals for individual progress success
 - Must be consistent with actual training and support services provided
- Monitoring Plan Progress
 - Participant progress on completion of IEP steps must be monitored

Special Conditions

- Follow – up Activities
 - Follow State Office guidelines regarding structure, form, and timing of follow-up;
 - Follow-up wage information should be obtained from a valid external source, e.g., wage records, direct employer contact, or the Florida Department of Revenue (SUNTAX).

Special Conditions

- Employ Florida Registration
 - All participants must be registered in Employ Florida during intake process
- Employability Skills
 - Prior to exit, all participants will be provided employability skills training through a stand-alone program or through a provider on the sites Eligible Training Provider List

Special Conditions

- Work Experience
 - Paid Work Experience limit is 300 hours without state director approval
- Program Branding
 - Agency offices supported with FCDP funds should be named, “Farmworker Career Development Program of Grant Host Agency Name”

Special Conditions

- Collaboration with Local Agencies
- Local Advisory Board (See Attachment G)
 - Membership should be comprised of key community stakeholders , especially the CareerSource Center(s) in the service area, who will inform the employment plan development process as upskilling providers, job referral agencies, or employers who will provide employment opportunities.

Special Conditions

- Title I Migrant Education Office
 - Collaboration with local Title I Migrant Education Office serving migrant children in the service area of the MSFW provider is required. There should be some type of collaboration agreement in place which describes the manner of collaboration addressing such issues as:
 - Shared outreach efforts;
 - Program awareness building;
 - Local Advisory Board membership; and
 - Participant benefit strategies

Special Conditions

- Local Workforce Development Board (LWDB)
 - Memorandum of Understanding (MOU) with the LWDB (CareerSource) regional team, with current signature and date, covering the funding period must be included in application.

Special Conditions

- Local Workforce Development Board (LWDB)
 - The MOU must specify the role each party will play in supporting Farmworkers and identify (per WIOA guidelines) the local FCDP provider as a **mandatory partner of the One-Stop Career Center team**.
 - Membership of the FCDP provider on local workforce investment boards is recommended but optional.

Quality Assurance – Tools and Resources

- Workforce Innovation and Opportunity Act (2014), Title I, Section 167 - <http://www.doleta.gov/wioa/>
- Grant Award - Terms, Conditions, and Assurances <http://www.fldoe.org/core/fileparse.php/5625/urlt/0076977-secd.doc>

Quality Assurance – Tools and Resources

- Uniform Guidance

<https://www.grants.gov/web/grants/learn-grants/grant-policies/omb-uniform-guidance-2014.html>

- Florida Department of Education “Green Book”
<http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.shtml>

Questions?

Thank you



Scan to visit:
www.gettherefl.com

