

**Farmworker Career Development Program
Funding Webinar
May 12, 2021**

GET THERE

Florida's Workforce Education Initiative



**Division of Career and Adult Education
Henry Mack, Chancellor**

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

Alice Perez, Program Specialist III

FCDP Funding Webinar

Wednesday, May 12, 2021

10:00 AM -11:00 AM (EDT)

Microsoft Teams

An invitation will be sent via Microsoft Outlook

Webinar Agenda

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

Request for Application Overview

Jim Haugli, State Director

Funding Purpose

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

2021 - 2022 Funding Allocations

Farmworker Career Development Program Budget Estimate

Aid to Districts	\$2,973,730
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Funding is contingent upon approval by the US Dept. of Labor.

Allocation Determination

- Based on the total population of farmworkers in the state divided by region.
- Each region receives a proportionate share based on total population of farmworkers and historical performance.
- See Allocation Chart (Attachment C of RFA).

Eligible Applicants

Public and private organizations in regions indicated on the Allocation Chart (Attachment C).

Target Population

Eligible migrant and seasonal farmworkers, as outlined in Title I, Section 167, of the Workforce Innovation and Opportunity Act
(Refer to Attachments A, B and D)

Preparing and Submitting the Application

Jim Haugli, State Director



Preparing the Application

- Choose the correct RFA from the website: <http://www.fldoe.org/academics/career-adult-edu/funding-opportunities/>
- Read the entire RFA carefully and follow the instructions.
- Applications must contain a series of forms and a narrative.
- Use the Checklist (last page of the RFA) to assure all required items are included and arranged in the proper order.
- Application Due date: **Friday, June 25, 2021 by 11:59 p.m. (EST)**

Preparing the Narrative Components

Thirty page maximum for addressing Narrative Components – excluding any required 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

1. Project Abstract or Summary
2. Project Need
3. Labor Market Assessment
4. Project Design and Implementation (a-g)
5. Support for Strategic Imperatives
6. Recruitment/Enrollment Plan
7. Budget
8. Apprenticeship Capability
9. Serving MSFW Youth
10. For Federal Programs- General Education Provisions Act (GEPA)

Submitting the Application

ShareFile instructions:

- For optimal performance users should access ShareFile using Google Chrome.
- The Universal Resource Locator (URL) to the Office of Grants Management (OGM) ShareFile is <https://fldoe.sharefile.com/Authentication/Login>.
- Only contacts identified by Florida Department of Education (FDOE) will have access to “ShareFile.” Agency heads may send an email to OGM@fldoe.org to add users by providing the program name, TAPS number, the contact’s first name, last name, and email address. The same information should be provided if the agency head requests to remove a user.

ShareFile Instructions

Initial Log into “ShareFile”

- An initial user setup notice will come from OGM to grant you access into the system.
- If you are a new user or have not logged into ShareFile in the past 30 days, select the “Forgot Password” button to reset your password.

Uploading a file into “ShareFile”

- When uploading documents into “ShareFile” it is important to verify that you are submitting into the correct TAPS# folder.
- Once a document is uploaded into “ShareFile” it cannot be deleted.

Budget

Julie Furlong,
Program Specialist III



Budget Forms

- DOE 101S, Example Budget Narrative Form
- DOE 599, Instructions Project Disbursement Form
- DOE 100A, Project Application Form
- Projected Equipment Purchases Form
- Projected Invoice Schedule Form

Budget Narrative Form – DOE 101S

- Budget Narrative Form - DOE 101S is a part of the application
- The Excel version of the DOE 101S must be emailed to Julie Furlong at the same time the application is submitted in the OGM ShareFile system.
- Expenditures must:
 - Include an explanation of why expenditures are necessary.
 - Show expenditures are realistic, reasonable and support project activities and objectives.
 - Match the funding amounts listed on Attachment H Staffing Breakout Form and the DOE 599 Project Disbursement form.

Budget Items Examples

- Administrative Costs (Including Indirect Costs)
- Salaries and Benefits
- Allowances
- Materials and Supplies
- Technology Related Supplies
- Tuition
- Textbooks
- Professional/Technical Services
- Contractual Services (Signed contracts required)
- Equipment – see Projected Equipment Purchases form

Contractual Service Agreements

- The RFA contains a Contractual Service Agreements section for subcontracting services to another entity (sub-recipient).
- The applicant is solely responsible for all programmatic, reporting, and fiscal management of the project and ensuring that sub-recipients who provide services accurately report all required data.

Budget Narrative Form, DOE 101S

- Function Codes are only required for school districts
- Object Codes (only one per line item):
 - ✓ School Districts
 - ✓ Colleges
 - ✓ Private Agencies: Agency Chart of Accounts

Example of Budget Narrative Form – DOE 101S

- 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	

DOE 599 – Project Disbursement Form

- DOE 599 is not included in the maximum page count and must be submitted with the application.
- DOE 599 line item amounts must match the line item amounts listed on the Budget Narrative Form – DOE 101S
- The salary and benefits amounts must match the salary and benefits totals listed on Attachment H Staffing Breakout Form

Example of DOE 599 – Project Disbursement Report

Example of DOE 599 – Project Disbursement Report

(A) District/Agency Name:		FLORIDA DEPARTMENT OF EDUCATION			
(B) Project Name: FCDP		PROJECT DISBURSEMENT REPORT - JULY 2020			
(C) Effective Approval Date: 7/1/2020		Workforce Innovation and Opportunity Act, Title I, Section 167			
(D) Termination Date: 9/30/2021		Migrant and Seasonal Farmworkers			
(E) Total Project Funds: \$ 32,696.00					
		<input checked="" type="checkbox"/> Interim Report		<input type="checkbox"/> Final Report	
(INSTRUCTIONS ON PAGE 3)					
(1)	(2)	(3)	(4)	(5)	(6)
Function Code	Object Code	Description of Disbursement	Budget Amount	Total Disbursements As of 07/31/20	Obligations
STAFF COSTS					
		Staff Salaries	\$ 30,000.00	\$ -	
		Staff Benefits	\$ 2,696.00	\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
(10) TOTAL STAFF COSTS			\$ 32,696.00	\$ -	\$ -

Attachment H - Staffing Breakout Form

- Attachment H is not included in the maximum page count and must be submitted with the application.
- Attachment H line item amounts must match the line item amounts listed on the Budget Narrative Form – DOE 101S
- Attachment H salary and benefits totals must match the salary and benefits totals listed on the DOE 599 – Project Disbursement Form

Example of Attachment H – Staffing Breakout Form

Note: Salaries and Benefits listed as totals by employee

ATTACHMENT H
PY _____ Staffing Breakout Form
FCDP/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) Total Salary %	(9) Total Benefits Charged to WIOA 167	(10) Total Benefits %
1. Case Manager	1.00	Stan Stupendous	\$30,000	\$7,700	26%	\$30,000	100%	\$2,696	35%
2.					#DIV/0!				#DIV/0!
3.					#DIV/0!				#DIV/0!
4.					#DIV/0!				#DIV/0!
5.					#DIV/0!				#DIV/0!
6.					#DIV/0!				#DIV/0!
Subtotals			\$30,000	\$7,700		\$30,000		\$2,696	
Total Salary and Benefits Charged to WIOA 167						\$30,000		\$2,696	
(11) Total Salary + Benefits Charged to WIOA 167								\$32,696	
(12) Grant Amount:				Total Staff + Benefits Amount:		\$32,696	Allocation %		

Budget Special Conditions (Attachment F)

Personnel Requirements

- Time and Effort Reporting
 - Semi-annual reporting (September & March) required for staff funded through grant who dedicate 100% of time and effort to grant activities;
 - Monthly Personnel Activity Report (PAR) required for staff partially funded through grant indicating the proportionate percent of time and effort dedicated to this grant.
- Staffing Parameters
 - Utilize chart in Attachment F, 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.
 - Exceptions to FTE and/or Salary/Benefit caps must be based on service area coverage requirements, or other major issue; and, be approved by state director.

Budget Special Conditions (Attachment F)

Personnel Requirements

- Position Descriptions and Personnel Selection
 - Position descriptions and salary schedules must be submitted with application
 - Staff resumes must be on file at the state program office;
 - 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.
- Personnel Related Changes
 - Proposed changes in personnel, salary/benefits, or FTE configuration must be submitted in writing to the state office using the Staffing Form at Attachment H for review and approval within 10 days of the change;
 - Resumes of proposed new hires need to be submitted to the state office prior to the new hire start date to ensure minimum standards outlined in the position description are met.

Budget Special Conditions (Attachment F)

Cost Standards

- Funds may only be used for allowable activities under state and federal guidelines
- Costs must be allowable, allocable and necessary

Program Costs

- Administration expenses may not exceed 5% including indirect costs.
- Expenditures cited on project disbursement report form (DOE 599) must align to DOE 101S budget function and object codes directly.
- Changes to approved budgetary expenditures in type or amount must be approved through the submission of a Program Amendment (DOE 150 & 151) to the state program office.

Budget Special Conditions (Attachment F)

Travel Costs and Approval

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

Fiscal Management

- Project Amendments
 - Submit all Project Amendments (DOE 150 & 151) for review and submission to the FLDOE Grants Management office with a review copy to the FCDP office.
- Electronic Budget and Monthly Disbursement Reports
 - Submit electronic version of DOE 101S to state program office at the same time as the proposal;
 - Using e599 workbooks provided to each site, submit DOE 599, Project Disbursement Report, to state office by 20th of the month for prior month.

Budget Special Conditions (Attachment F)

Property Standards

- Project recipient must request written permission to purchase property with a value of \$500 or more and maintain accurate inventory records.

Record Retention

- Must maintain financial, property, and participant records for five years unless there is ongoing litigation or outstanding audit issues involving these records. In this case, records shall be maintained until resolution of the litigation or audit.

Audits

- All projects are subject to annual state and federal monitoring and private nonprofit organizations must provide a copy of an audit prepared in accordance with federal and state financial regulations.

Budget Special Conditions (Attachment F)

Fiscal Management

- Close Out
 - Final DOE 599 closing out the project for your site must be submitted to the FLDOE Comptroller and the FCDP state office.
 - Project close out does not affect participant record retention period or record access rights by federal or state personnel.

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 RFA and/or fail to achieve project goals and performance standards.

OMB Uniform Guidance Implementation

- OMB Uniform Guidance (UG) applies to this RFA as it is effective for new and continuation awards issued on or after Dec 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
- FLDOE Green Book has been updated and is available
 - <http://www.fl DOE.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedure.html>
- OMB Uniform Guidance Technical Assistance documents available at: <https://cfo.gov/cofar>

Funded Projects

- Project Award Notification, DOE 200, will outline the method of reimbursement requirements.
- Funding Method:
 - **Federal Cash Advance** (electronic funds transfer through FDOE's Florida Grants System (FLAGS)).

Funded Projects - Financial Reports

- DOE 599, Migrant and Seasonal Farmworker Program: Project Disbursement Reports
 - Monthly DOE 599s are required for program period and must be signed by the authorized financial officer
- **September 30, 2022:** Last day to encumber funds
- **November 18, 2022:** Final Fiscal Report (DOE 599) with original signature due at FLDOE Comptroller's Office

Program

Ashley Rodriguez,
Program Specialist IV

Shirley Caban-Tellez,
Program Specialist IV

Alice Perez,
Program Specialist III



Attachments

Attachment A –
Program Purpose
and Overview of
Allowable Activities
and Services

Attachment B –
Enrolling and
Serving MSFW
Youth Program

Attachment C –
Allocation Chart

Attachment D –
Target Population

Attachment E –
Balanced
Performance Report
Form

Attachment F –
Special Conditions
for WIOA, Section
167 Project Awards
Form

Attachment G –
Apprenticeship
Capability

Attachment H – PY
2020 Staffing
Breakout Form

Attachment I –
Local Advisory
Board

Attachment J –
Collaboration
Agreements

Attachment K –
Training Vendor
Application

Attachment L –
Sample Targeted
Occupation List

Attachment M –
Sample Eligible
Training Provider
List

Attachment N –
Glossary of Terms

Attachment O –
Application Review
Criteria and
Checklist

Allowable Activities and Services Under WIOA – Attachment A

Allowable Activities

- Career Services
- Training Services
- Related Assistance

Career Services

- Basic Career Services
- Individualized Career Services

Basic Career Services

- Outreach
- Intake
- Assessments
- Orientations
- Labor market information
- Job search, etc.

Allowable Activities and Services Under WIOA – Attachment A

Individualized Career Services

- TABE / CASAS
- IEP & Career Planning
- Short-term pre-vocational services
- ESOL & ABE Classes

Individualized Career Services

- Follow Up Services – 12 months after exit at quarterly intervals
- Work Experience – Paid or Unpaid
- Supportive Services

Allowable Activities and Services Under WIOA – Attachment A

Occupational Skills Training

- On-the-job training (OJT);
- Registered Apprenticeship;
- Skills upgrading and retraining;
- Entrepreneurial training;
- 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 and Services Under WIOA – Attachment A

Related Assistance Services

- Emergency assistance;
- English language and literacy instruction;
- Pesticide and worker safety training;
- Work clothing;
- Transportation assistance;
- Housing (including permanent housing); and
- School dropout prevention and recovery activities.

Allowable Activities and Services Under WIOA – Attachment A

Workforce Investment Activities

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

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

Apprenticeship Capability

- Describe how the project will enroll participants in Registered Apprenticeship programs.
- See Attachment G in the RFA
- 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.

Serving MSFW Youth

- Describe how the project will enroll and serve eligible Migrant, Seasonal Farmworker Youth (Ages 14 – 24)
- See Attachment B in the RFA

Program Special Conditions (Attachment F)

General

- Fully comply with all state and federal regulations
- Comply with Florida Department of Education (FLDOE) 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

Operational Guidelines/Internal Procedures

- Program Office Policies
- Use of Employ Florida database to enter, update, store, and validate participant information required

Program Special Conditions (Attachment F)

Eligibility Determination

- Projects must maintain source documentation validating eligibility of participants
- All FCDP staff making Migrant Seasonal and Farmworker (MSFW) eligibility decisions must be certified to do so by attending and completing the MSFW eligibility training provided by the state office

Program Special Conditions (Attachment F)

Project Planning and Placement Process

- 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
- Job-Driven Training
 - All training should be focused on reaching IEP employment goal
 - Development and approval of Eligible Training Provider List (ETPL) and Targeted Occupation List (TOL) must be submitted with RFA.

Program Special Conditions (Attachment F)

Project Planning and Placement Process

- Job-Driven Training
- Training Vendor applications must be completed for each training vendor.
- Each vendor must provide information for each program that is on your site Targeted Occupation List.
- This is how the State Office will be able to enter the providers into Employ Florida.

Program Special Conditions (Attachment F)

Project Planning and Placement Process

- Placement and Transition
 - Strategies for employment placement and transition services identified in project design which include:
 - Development of working partnerships with local CareerSource team and employment related community agencies and services.
 - All placement and transition related activity should be documented in case notes and appropriate placement sections in Employ Florida.
- Follow-up Retention Activities
 - Follow State Office guidelines regarding structure, form, and timing (90-Day Review Cycle Schedule) of follow-up retention;
 - 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).

Program Special Conditions (Attachment F)

Work Experience, Employability Skills, and Workforce System Access

- 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
- 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 Agency Name”

Program Special Conditions (Attachment F)

Collaboration with Local Agencies

- Local Advisory Board (see Attachment I)
 - 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.
- 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

Program Special Conditions (Attachment F)

Collaboration with Local Agencies

- 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.
- The MOU must specify the role each party will play in supporting Migrant and Seasonal 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.fl DOE.org/core/fileparse.php/5625/urlt/0076977-secd.doc>
- 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.fl DOE.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.shtml>

Questions?

