

Farmworker Career Development Program



Florida's Workforce Education Initiative

Funding Opportunity
July 15, 2026



Session Agenda

- Welcome, Introductions, Goals
- Funding Opportunity Overview
- Preparing and Submitting the Application
- Budget
- Program Requirements
- Questions

Welcome

Julie Furlong
Program Specialist IV



FCDP State Office Staff

Julie Furlong, Program Specialist IV

Julie.Furlong@fldoe.org

Jennie Amico, Program Specialist III

Jennifer.Amico@fldoe.org

2026-2027 FCDP Funding Opportunity Presentation

Workforce Innovation and Opportunity Act (WIOA) of 2014, Title I, Section 167 National Farmworker Jobs Program (NFJP), CFDA #17.264.

Funding Overview

Julie Furlong
Program Specialist IV

Program Funding Purpose

- To strengthen the ability of eligible farmworkers and their families to achieve economic self-sufficiency.
- Target Populations: Disadvantaged NFJP eligible farmworkers (§669.110 of the Federal Register/Vol. 65, No. 156) or their dependents.
- Eligibility standards **require** participants to provide evidence for the following:
 - American Citizenship or U.S. work authorization;
 - Evidence of prior farm work; and
 - Evidence of income status 150% of poverty line.

2026 - 2027 Funding Allocations

- Subrecipient Allocation: \$2,656,072.00
- Agriculture and Labor Program, Incorporated (ALPI) Emergency Assistance: \$80,000.00
- Program Performance Period:
July 1, 2026, to June 30, 2027.
- Budget Fund Period:
July 1, 2026, to September 30, 2027.
- Funding is contingent upon funding level and approval from United States Department of Labor (US DOL).

Allocation Determination

- Apportionment is based on the following criteria:
 - Adult & Youth Participant Totals;
 - Performance Target Attainment; and
 - Each Region's Population of Farmworkers.
- Allocation Chart is provided in Attachment A.

Preparing and Submitting the Application

Jennie Amico
Program Specialist III



Preparing the Application

- Request for Applications (RFAs) are located on the Funding Opportunities web page: [Farmworker Career Development Program](#). Read the RFAs carefully and follow the instructions.
- Applications must include a series of forms and a narrative with charts that must be completed following guidelines provided.

Preparing the Application

- Use the checklist provided (last page of RFA) to ensure all required items are included and arranged in the proper sequence.
- Application Due Date: July 31, 2026.

Preparing the Narrative Components

Twenty-page maximum addressing program design narrative. This excludes required charts, attachments and forms.

Follow the Narrative Component response format:

- Font Type: Times New Roman
- Font Size: 12
- Margin Size: 1" (Top, sides and bottom margins)
- Spacing: Double Spaced
- Each Page: Single-Sided

To complete the narrative, follow the sequence provided in the Narrative Components Section of the Instructions.

Preparing the Narrative Components

- Project Abstract or Summary (2 Pages Maximum)
- Project Area Needs
- Labor Market Assessment Data
- Project Design and Implementation
- Recruitment/Enrollment Plan
- Narrative shall be clear and concise. A copy of the RFP language is not acceptable (do not copy and paste)
- General Education Provisions Act (GEPA)
- Support for Strategic Imperatives

Submitting the Application

- Application must be submitted electronically to the Office of Grants Management ShareFile folder
- AgencyNumber_AgencyName_XXB001_submit (FCDP subrecipients).
- AgencyNumber_AgencyName_XXB002_submit (The Agriculture and Labor Program, Incorporated - ALPI).
- The RFA narrative needs to be submitted as a PDF file. The excel workbook needs to be signed and submitted separately.

Submitting the Application

- Currently assigned TAPS #27B001 and TAPS #27B002 shall be included on all required forms in the submission packet.
- 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.

Fiscal

Julie Furlong
Program Specialist IV



Budget Forms

- DOE 100A, Florida Department of Education Project Application
- Florida Department of Education Budget Form
- Projected Equipment Purchases Form
- Attachment D, Staffing Breakout Form
- Additional Attachments

Budget Page Form

The Budget Form is a part of the application and includes the following criteria:

- Budget must be accurate, specific and support the implementation of the project design.
- Expenses must be allowable, necessary, allocable, specific and clearly relate to the project objectives.
- Costs must be reasonable in relation to the number of persons served and to the anticipated results.

Budget Page Form Codes

Function codes school districts must comply with:

- Financial & Program Cost Accounting & Reporting for Florida Schools ([Red Book](#)).

Object coding regulations are as follows:

- School districts: [Red Book](#)
- Colleges & universities: [FCS Account Manual](#)
- Counties/other agencies: Provide coding website link or submit codes and descriptions with application.

Budget Page Example

(1)	(2)	(3)	(4)	(5)	(6)
FUNCTION	OBJECT	Account Title and Narrative	FTE POSITION	AMOUNT	% Allocated to This Project
#####	#####	<u>Salaries:</u> 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%
#####	#####	<u>Employee Benefits, Retirement:</u> Contributions for Specialist at 8.26%		\$248	100%
#####	#####	<u>Employee Benefits, Social Security:</u> Contributions for Specialist at 7.65%		\$2,295	100%
#####	#####	<u>Employee Benefits, Worker's Compensation:</u> Contributions for Specialist at 0.51%		\$153	100%
TOTAL				\$32,696	

Attachment D

Staffing Breakout Form

- Attachment D, Staffing Breakout Form, is not included in the maximum page count and must be submitted with the application.
- Site position title and local job description must be included.
- Salary and benefits totals must match the budget form.
- All staff working on the project must be included. If not paid from project funds, insert “N/A.”
- Job descriptions and coordinating salary schedules must be submitted with the staffing breakout form.

Attachment D

Staffing Breakout Form

ATTACHMENT D

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 %
Examples: Case Manager		0.50	Sarah Smith	\$45,000.00	\$11,700.00	26%	\$22,500.00	50%	\$5,850.00	50%
*Coordinator NOT funded by grant		0.00	Sarah Smith	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1.	Case Manager	1.00	Stan Stupendous	\$30,000.00	\$7,700.00	26%	\$30,000.00	100%	\$2,696.00	35%
2.										
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 Staff +Benefits Amount:			\$32,696.00		%		

Attachment G

Special Conditions for WIOA

Staffing Parameters

- Utilize staffing chart to identify Full-Time Equivalent (FTE) pattern and salary/benefit allocation percentage limits.
- Utilize staffing chart to identify Part-Time Equivalent under the FTE pattern column and salary/benefit allocation percentage limits.
- Exceptions to Salary/Benefit allocations must be justified by strong narrative to be considered for approval by state director.

Attachment G

Special Conditions for WIOA

Position Descriptions and Personnel Selection

- Position descriptions and salary schedules must be submitted to ensure program-required skills, abilities and compensation are paired to the position.
- New staff resumes must be included to ensure program qualifications are met.
- New project coordinators must attend 'New Project Coordinator Training' provided by the state program office.
- All coordinators and case managers must attend annual and content-specific professional learning sessions provided by the state program office.

Attachment G

Special Conditions for WIOA

Personnel Related Changes

- The state office must be notified immediately of any vacancies, receive an updated Staffing Breakout Form within 10 days and be informed of the interview process.
- New employee candidates must have resume, job description and salary schedule approved by the state director before position is offered.
- Current/updated level 2 background checks.
- Once approved, an updated Staffing Breakout Form must be received within 10 days of start date.
- Staff salaries and benefits cannot exceed the original approved Staffing Breakout Form.

Attachment G

Special Conditions for WIOA

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 G

Special Conditions for WIOA

Travel Costs and Approval

- Only individuals funded through the program or serving FCDP 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 G

Special Conditions for WIOA

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 G

Special Conditions for WIOA

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.

Uniform Grants Guidance (UGG) Implementation

- UGG applies to this RFA as it is effective for new and continuation awards issued on or after December 26, 2014.
- UGG combines and codifies requirements of eight (8) Office of Management and Budget (OMB) Circulars: A-89, A-102(former 34 CFR part 80), A-110 (former 34 CFR part 74), A-21, A-87, A-122, A-133, A-50.
- OMB Uniform Guidance Technical Assistance documents are available at: <https://www.dol.gov/agencies/eta/grants/resources/uniform-guidance>.

Program

Jennie Amico
Program Specialist III

Attachment E

Purpose and Allowable Activities

Allowable activities include a combination of:

- Career Services
- Training Services
- Related Assistance Services

Attachment E

Purpose and Allowable Activities

(continued)

Career Services

- Basic Career Services
- Individualized Career Services
- Follow-up services
- Work Experience
- Training Services

Additional examples found in Attachment F.

Attachment E

Purpose and Allowable Activities (continued)

Basic Career Services include:

- Outreach
- Intake
- Initial Assessments
- Orientations
- Labor Market Information
- Job Search

Attachment E

Purpose and Allowable Activities (continued)

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

Attachment E

Purpose and Allowable Activities (continued)

Individualized Career Services (continued):

- English as a Second Language (ESL) and Adult Basic Education (ABE) classes
- Follow up Services (12 months after exit at quarterly intervals)
- Work Experience (paid or unpaid)
- Supportive Services

Attachment E

Purpose and Allowable Activities (continued)

Training Services may include:

- Occupational Skills Training
- On-the-job Training (OJT)
- Registered Apprenticeship (Optional)
- Skills Upgrading and Retraining
- Entrepreneurial Training

Attachment E

Purpose and Allowable Activities (continued)

Training Services (continued):

- 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.
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

Attachment E

Purpose and Allowable Activities

Training Services (continued)

- Registered Apprenticeship
 - 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.

Attachment E

Purpose and Allowable Activities (continued)

Related Assistance Services may include:

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

Attachment F

Enrolling and Serving Youth

- Describe how the project will implement the **14 youth program elements** to serve eligible Migrant, Seasonal Farmworker Youth (Ages 14 – 24).
- See Attachment G in the RFA for details on these 14 elements to complete the chart in the narrative section:
 - Training and Other Services; and
 - Youth Participants.

Attachment G

Special Conditions for WIOA

General

- Must fully comply with all state and federal regulations.
- Must comply with FDOE Green Book 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.

Attachment G

Special Conditions for WIOA

Operational Guidelines/Internal Procedures

- Program Office Policies
- Use of Employ Florida database/Grantee Performance Management System (GPMS) to enter, update, store and validate participant information required as soon as the participant is deemed eligible.

Attachment G

Special Conditions for WIOA

Eligibility Determination

- Projects must maintain source documentation validating eligibility of participants in Employ Florida.
 - Career Services
 - Training Services
 - Related Assistance Services
- Files shall be kept electronically.
- 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.

Attachment G

Special Conditions for WIOA

Project Planning and Placement Process

Individual Employment Plans (IEP)

- Must establish employment, education and support goals for individual progress success.
- Must be consistent with actual training and support services provided.
- Must be monitored for participant progress and completion of IEP-identified action steps.
- Must agree with your Targeted Occupation List (TOL) and the Eligible Training Provider List (ETPL).

Attachment G

Special Conditions for WIOA

Follow-up Activities

- Follow state office guidelines regarding structure, form and timing of follow-up for participants.
- Follow-up regarding participant wage information. It should be obtained from a valid external source, e.g., wage records, direct employer contact or the Florida Department of Revenue (SUNTAX).

Attachment G

Special Conditions for WIOA

Grantee Performance Management System (GPMS) /Employ Florida (EF) Registration

- All participants must be registered in GPMS/EF 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 site's Eligible Training Provider List.

Attachment G

Special Conditions for WIOA

Work Experience

- Paid work experience limit is 300 hours without state director approval.

Program Branding

- Agency offices supported with FCDDP funds shall be named, “Farmworker Career Development Program of Grant Host Agency Name.”

Attachment G

Special Conditions for WIOA

Collaboration with Local Agencies

- Local Advisory Board (See Attachment J).
- Sub-recipient must submit a list of 10 collaborative contacts on a quarterly basis.
- Membership should be comprised of key community employers, including CareerSource center(s) in the service area that will assist in the employment plan development process as upskilling providers, job referral agencies or employers who will provide employment opportunities.

Attachment G

Special Conditions for WIOA

Collaboration with Local Agencies (continued):

Title I Migrant Education Office

- Collaboration with local Title I Migrant Education Office serving migrant children in the service area of the Migrant and Seasonal Farmworker (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
 - Participant benefit strategies

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 farmworkers and identify (per WIOA guidelines) the local FCDP provider as a mandatory partner of the One-Stop Career Center team.

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 (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

