

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date: June 2, 2009 Consent Regular
 Ordinance Public Hearing

Department:

Submitted By: Community Services Department

Submitted For: Farmworker Jobs & Education Program

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Project Application with the Florida Department of Education for the Farmworker Jobs & Education Program under Title I of the Workforce Investment Act, for the period July 1, 2009, through June 30, 2010, for a not-to-exceed amount of \$328,582.

Summary: The Farmworker Jobs & Education Program (formerly Adult Migrant Program) is funded by the State Department of Education to provide academic education and vocational training to farm workers and their dependents to get permanent employment outside of farm work. The FY 2009-2010 program will provide enrollment and training services for 147 participants. No County funds are required. (Farmworker Jobs & Education Program) Countywide (TKF).

Background and Justification: Palm Beach County's job training program for farm workers is about to begin its 31st year of operation. The Program is currently funded under the Workforce Investment Act, Title I, Section 167 through the State of Florida, Department of Education. Palm Beach County has been allocated \$328,582 in funding for the period July 1, 2009 through June 30, 2010.

Attachments:

Project Application with the Florida Department of Education

Recommended By: 
Department Director

5-14-09
Date

Approved By: 
Assistant County Administrator

5/26/09
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2009	2010	2011	2012	2013
Capital Expenditures					
Operating Costs	82,145	246,437			
Operating Revenue					
External Revenues	(82,145)	(246,437)			
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	0				

ADDITIONAL FTE POSITIONS (Cumulative) _____

Is Item Included In Current Budget? Yes No

Budget Account No.: Fund 1004 Dept 142 Unit 1427 Object Various
 Program Code Various

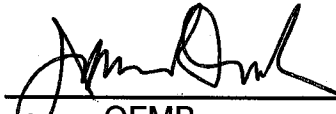
B. Recommended Sources of Funds/Summary of Fiscal Impact:

Florida Department of Education grant - Adult Migrant Program & Services \$328,582

Departmental Fiscal Review: _____

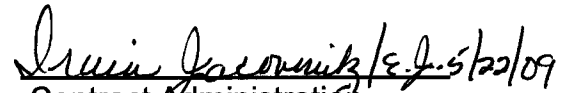
III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:



 OFMB
 5/18/09
 700
 5/18
 PM
 5/15/09


 Date



 Contract Administration
 5/22/09

This item complies with current County policies.

B. Legal Sufficiency:



 Assistant County Attorney
 5/26/09

 Date

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment

FLORIDA DEPARTMENT OF EDUCATION Project Application

TAPS Number 10B019

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: NFJP Farmworker Jobs and Education Program	<u>DOE USE ONLY</u> Date Received
B) Name and Address of Eligible Applicant:		Project Number (DOE Assigned)
C) Total Funds Requested: \$ 328, 582 <hr style="width: 20%; margin-left: 0;"/> DOE USE ONLY Total Approved Project:	D) Applicant Contact Information	
	Contact Name: Minerva J. Acosta	Mailing Address: 810 Datura Street West Palm Beach Fl, 33401
	Telephone Number: 561 355-4793	SunCom Number:
	Fax Number: 561 355-9900	E-mail Address: macosta@pbcgov.org
CERTIFICATION		
<p>I, <u>John F. Koons</u>, (<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.</p> <p>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.</p>		
E) _____ Signature of Agency Head		

Farmworker Jobs and Education Program

APPLICATION REVIEW CRITERIA AND CHECKLIST

- Include this form in the application package.
- Place all items requested in the order indicated below.
- Include only the items requested.
- Place page numbers on every page consecutively, at the bottom, beginning with the DOE 100A as page 1. Page numbers written by hand are permissible if electronic numbering is a problem.
- Staple upper left corner of the complete application package (no spiral bindings, notebooks or cover pages, please).

Place in the following order	Item	Applicant Indicate Page Numbers Below	DOE Staff ✓ Check appropriate box below	
			Complete	Incomplete
1	DOE 100A, Project Application – with original signature	1		
2	DOE 101, Budget Narrative Form	2 – A,B		
3	Plan Vs Actual Progress Report Form (Attachment D)	3		
4	Student Performance Form – include as is	4		
5	Staffing Breakout (Attachment E)	5		
6	Special Conditions (Attachment F)	6 – A,B		
7	Memorandum of Understanding with Workforce Board	7 – A,B,C		
8	Summary Page of Agency's General Education Provisions Act (GEPA) Plan for the Current Year	8		
9	Narrative Section			
	1. Performance Review and Corrective Action if required	9 – A		
	2. Green Jobs Initiative	9 – B		
	3. American Recovery and Reinvestment Act	9 – C		
	4. Florida Ready to Work	9 – D		
	5. Next Generation / Reading / Math & Science	9 – E		
	6. Dissemination/Marketing Plan	9 – F		
	7. List of Advisory Council Members and Recent Meeting Minutes			
10	Private Colleges, Community-Based Organizations and Other Agencies – must include the following:			
	• Certify adherence to the General Terms, Assurances, and Conditions by submitting the certification of adherence page, signed by the agency head	10 – A		
	• Copy of current operating budget	10 – B		
	• List of current Board of Directors	10 – C		
	• Copy of current audit report – if available	10 – D		

A) PALM BEACH COUNTY, BOARD OF COUNTY COMMISSIONERS

Name of Eligible Recipient:

TAPS Number

10B019

B)

Project Number: (DOE USE ONLY)

**FLORIDA DEPARTMENT OF EDUCATION
Budget Narrative Form**

(1) FUNCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITION	(5) AMOUNT
	1201	Program Coordinator Salary	1	45,261
	1201	Farmworker Counselor Salary	1	35,670
	1201	Farmworker Counselor Salary	1	35,670
	1201	Receptionist II Salary	1	21,083
	1201	Secretary Salary	1	31,198
	2101	Program Coordinator Benefits-FICA, Health Insurance, and Retirement		17,474
	2101	Farmworker Counselor Benefits-FICA, Health Insurance, and Retirement		16,056
	2101	Farmworker Counselor Benefits-FICA, Health Insurance, and Retirement		16,056
	2101	Receptionist II Benefits-FICA, Health Insurance, and Retirement		13,052
	2101	Secretary Benefits-FICA, Health Insurance, and Retirement		14,790
	3103	Medical Health Care Services-Physical exams and medical assistance for clients		100
	3128	Investigative Services-Background Checks for Child Care Workers		200
	3401	Other Contractual Services (On-The-Job Training) to Reimburse Private Sector Employers		1,549
	3438	Related Emergency Assistance		1,100
	4007	Out-of-County Travel – For Coordinator’s Meeting and Staff Development		4,000
	4007	In-County Travel Mileage-for outreach, recruitment counseling, job development, and follow-up		4,000
				\$257,259



B)

Project Number: (DOE USE ONLY)

FLORIDA DEPARTMENT OF EDUCATION Budget Narrative Form

(1) FUNCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITION	(5) AMOUNT
	4101	Communications Services-Telephones-Program Service in two Offices		550
	4205	Postage-Mailing Reports Grantors, Communications to Participants		100
	4301	Utilities-Water and electric for service site for Glades area		3,500
	4406	Rent -Office Equipment		1,300
	4410	Rent-To maintain a service site for Glades area		7,000
	4502	Casualty Self-Insurance for clients, by Risk Management Department		3630
	4610	Maintenance Buildings-Emergency service for Satellite Office		1650
	4620	Repair of equipment-Emergency repair of Office Machines		50
	4703	Graphics Charges-Printing of the cards, Brochures, Business cards		300
	4931	Allowances-Paid to participants in classroom training-plus 20,000		28,000
	4941	Registration Fees (Staff)-For staff attendance to conferences and workshops Allowances-Paid to participants in classroom training		1,200
	5101	Office Supplies-Supplies and Consumables (staff) - Material to run two Offices		1,728
	5111	Office Furniture and Equipment- For Office furniture and equipment		1,139
	5220	Office supplies-Supplies and Consumables (Water)		72
	5401	Subscription to News Lines - For Publications related to training and employment, and AFOP newsletter		300
	5402	Tuition fees (clients) - Tuition for students in Vocational Schools and Adult Education		18,904
	5402	Textbooks and Workbooks - Books for courses		1,600
	5402	Testing Fees - GED State Nursing Tests		300
				\$71,323
				328,582



**Attachment D
Plan Vs Actual Progress Report**

Project Name:		Quarter I		Quarter II		Quarter III		Quarter IV	
(Numbers are cumulative, by Quarter, except for Carried Over, which is constant)		July 1 – September 30, 2009		October 1 – December 31, 2009		January 1 – March 31, 2010		April 1 – June 30, 2010	
		Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual
A	Total Participants*	78		86		109		132	
A1	New Participants	22		45		68		91	
A2	Participants Carried Over	56		41		41		41	
B	Participant Outcomes								
B1	Entered Employment*	11		25		39		52	
B2	Complete Training Service*	6		13		23		27	
C	Number Participants Exiting	13		28		38		48	
C1	Attained a Credential*	6		8		14		23	
C2	Literacy/Numeracy Gain*	6		8		14		23	
C3	Other Exits								
D	Participants On-Board (End of Period)	65		58		71		84	
E	Participants Enrolled in Program Services								
E1	Core Services	78		86		109		132	
E2	Intensive Services	78		86		109		132	
E3	Training Services	28		38		43		57	
E4	Related Assistance Services	28		38		43		57	

- (A) **Total Participants*** – Total number of participants enrolled in the program. (A1) plus (A2) must equal (A). Goal is 100% or better.
- (A1) **New Participants** - Total number of new participants enrolled in the program during the current program year.
- (A2) **Participants Carried Over** – Total number of participants carried over from previous program year. This number is constant for all four quarters.
- (B) **Participant Outcomes** – Leave blank
- (B1) **Entered Employment*** - Number of participants placed on a job. Goal is 100% or better.
- (B2) **Complete Training Service*** - Number of participants that have completed a minimum of one Training Service. Training Services include vocational, occupational, OJT, Cooperative Education or Entrepreneurial training. Goal is 100% or better.
- (C) **Number Participants Exiting** - Number of participants who have exited from the program at the end of the quarter.
- (C1) **Attained a Credential*** - Number of participants who have exited and attain a recognized credential. Credentials include High School Diplomas, GED, Associate or Bachelors Degrees, Occupational License, Occupational Skill certificate or Ready to Work certificate. Goal is 100% or better. (C1) is a subset of (C).
- (C2) **Literacy/Numeracy Gains*** - Number of participants who have exited and attained a literacy/numeracy gain, which is measured by a one grade increase in either English reading or Math. Goal is 100% or better. (C2) is a subset of (C).
- (C3) **Other Exits** - Number of participants who have exited and did not attain a credential or demonstrate at least one grade level increase. (C3) is a subset of (C).
- (D) **Participants On-Board (End of Period)** - Currently active in the program. (A) minus (C) must equal (D).
- (E) **Participants Enrolled in Program Services** - (E1) must equal (A). Others can be duplicative counts.

**STUDENT PERFORMANCE FORM – Submit this form as is with application.
WIA Title I, Section 167, NFJP/Farmworker Jobs and Education Program**

(1) Name of Service and Brief Description	(2) Method of Evaluating Performance	(3) Method of DOE Verification	(4) Timelines for Data Collection
1)Total Participants Enrolled – Number of applicants who meet the WIA, Title I, Section 167 eligibility requirements and are provided at least one Assisted Core Service	100% of DOE negotiated goal in Plan Vs Actual Progress Report Form	Management Information System of the DOE/AMPS Office	By the fifth of the month following the month for which activities are reported
2)Total Participants Entering Employment – Number of participants that are job placed after receipt of Core, Intensive, Training, and/or Related Assistance Services	100% of the DOE negotiated goal in Plan Vs Actual Progress Report Form	Management Information System of the DOE/AMPS Office	By the fifth of the month following the month for which activities are reported
3)Total Participants Completing a Training Service – Number of participants that have completed a minimum of one training service, such as vocational, occupational, on-the-job training, cooperative education or entrepreneurial training	100% of negotiated goal in Plan Vs Actual Progress Report Form	Management Information System of the DOE/AMPS Office	By the fifth of the month following the month for which activities are being reported
4)Total Participants Attaining a Credential – Number of participants that have exited and attained a recognized credential, such as the GED, an occupational license or certificate	100% of the negotiated goal in the Plan Vs Actual Progress Report Form	Management Information System of the DOE/AMPS Office	By the fifth of the month following the month for which activities are reported
5)Literacy/Numeracy Gains – Number of participants who have exited and attained a minimum of one grade increase in either English reading or mathematics	100% of the negotiated goal in Plan Vs Actual Progress Report Form	Management Information System of the DOE/AMPS Office	By the fifth of the month following the month for which activities are reported
6)Follow-up Wage Rates – Wages at placement	100% of negotiated goal in Plan Vs. Actual Progress Report Form	Management Information System of the DOE/AMPS Office	By the fifth of the month following the month for which activities are reported
7)Retention Rate – Measured at second and third quarters after placement	Retention rate of 70% of those placed in unsubsidized employment	Management Information System of the DOE/AMPS Office	By end of third quarter after exit quarter

Attachment E
NFJP/Workforce Investment Act, Section 167
PY 2009 Staffing Breakout

Project / Agency: Palm Beach County

(1) Position Title	(2) Name of Incumbent	(3) Total Annual Salary	(4) Total Annual Benefits and Per Cent	(5) Total Salary Charged to WIA 167 and Per Cent	(6) Total Benefits Charged to WIA 167 and Per Cent
1. Program Coordinator	Minerva Acosta	45,260.80	17,474.09 (39%)	45,260.80 (100%)	17,474.09 (100%)
2. Farmworker Counselor	Martha Ferrer	36,670.40	16,055.59 (44%)	36,670.40 (100%)	16,055.59 (100%)
3. Farmworker Counselor	Maria Reyes	36,670.40	16,055.59 (44%)	36,670.40 (100%)	16,055.59 (100%)
4. Secretary	Josefina Gonzalez	31,197.92	14,790.16 (47%)	31,197.92 (100%)	14,790.16 (100%)
5. Receptionist II	Felicia Daniels	21,083.40	13,052.49 (62%)	21,083.40 (100%)	13,052.49 (100%)
6.					
7.					
	(7) Total of Salary and Benefits	\$ 170,882.92	\$ 77,427.92		

Supervisor Signature: _____

Date: _____

Instructions: The Florida Department of Education (FDOE) is required to report the above information to the US Department of Labor each Program Year (PY). For all positions to be compensated in whole or part by WIA Section 167 funds:

- (1) Enter the position title and include any vacant positions
- (2) Enter the name of the position incumbent
- (3) Enter the total annual salary of incumbent
- (4) Enter total annual benefits of incumbent
- (5) Enter the total salary and per cent of salary charged to WIA Section 167
- (6) Enter the total benefits and per cent charged to WIA Section 167
- (7) Enter the total salary and benefit amounts for columns (3), (4), (5), and (6)

Attachment F
NFJP/WIA Title I, Section 167 Special Conditions

General

The project recipient agrees that it will fully comply with the requirements of the Workforce Investment Act (WIA) 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.

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 fails to provide services specified herein or in the project award, or fails to achieve goals and performance standards.

Property Standards

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 \$500 or more and the normal expected life is one year or more. The project recipient may purchase property with a value or cost less than \$500 without prior written approval from the Department of Education, Adult Migrant Program and Services. All purchases must be necessary for the support of staff and/or participants. Project recipients must request written permission from the Department of Education, Adult Migrant Program and Services to purchase items/property with a value or cost of \$500 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 may be inventoried by the Florida Department of Education.

Administrative Costs

The project recipient agrees that total administration expenses for the program year may not exceed five (5%) percent of the total project award.

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 and documentation will be maintained. A staff Personnel Activity Report will be submitted for all staff whose salary is paid with WIA Title I, Sections 167 funds. The project recipient agrees that prior written authorization from the Department of Education will be required to make all 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. Recipients must request prior permission, in writing, from the Director, Adult Migrant Program and

Services of the Florida Department of Education for approval to charge out-of-county and 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.fldoe.org/comptroller/gbook.asp>

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. If a project is terminated the project will transfer the relevant files to the Adult Migrant Program and Services Section Office within 30 days of the close of business to be kept for the retention period described above. If a project is closed out without an audit, the Florida Department of Education retains the right to require an audit.

Operational Guidelines and Internal Procedures

Project recipients must implement project operation as instructed in the WIA, Title I, Section 167 "Program Operation and Management 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. Each recipient will verify income eligibility through the state SunTax system. Requests for SunTax access will be submitted to Department of Education, Adult Migrant Program and Services.

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 MIS forms must be submitted in hard copy and electronic form no later than the fifth day of the following month for which activity is being reported.

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.

Audits

Private nonprofit organizations must provide an annual audit (inclusive of this program) 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.

Insurance

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 appropriate coverage determined by the project's risk management policies sufficient to indemnify the Florida Department of Education of all liability.

Authorized Agency Signature: _____ **Date:** _____
4/16/09

**MEMORANDUM OF UNDERSTANDING
BETWEEN WORKFORCE ALLIANCE, INC.
AND BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY**

**FOR THE DELIVERY OF SERVICES TO FARMWORKERS
UNDER TITLE I, SECTION 167 OF WORKFORCE INVESTMENT ACT**

The following Memorandum of Understanding (the "Agreement") sets forth the terms of Agreement for cooperation and consultation between Workforce Alliance, Inc. (the "Alliance") and the Board of County Commissioners of Palm Beach County (the "County") with regard to the workforce program services delivered by County staff in the One-Stop System established within Workforce Region #21 as part of the Palm Beach County Farmworker Jobs and Education Program (the "Program").

I. Applicable Workforce Programs

This Agreement covers the delivery of the following program services:

- Workforce activities authorized under Title I of the Workforce Investment Act including counseling, training, and placement.
- Provision of Labor Market Information (LMI)
- Other workforce program services that may be directly provided by the Program.

II Governing Law

The Workforce Investment Act of 1998 shall be the principle law that governs the Alliance and the County relative to the delivery of Program services within the One-Stop system established by the Alliance. The Alliance and the County shall also comply with the applicable federal and state law and rule that governs each of the above referenced Program delivered workforce service.

III Purpose of Agreement

It is the purpose of this Agreement to establish an organizational framework to integrate the delivery of Program workforce services into the One-Stop delivery system established by the Alliance. The Agreement satisfies the requirements contained in the Workforce Investment Act of 1998 for a Memorandum of Understanding between the Alliance and the County for the delivery of these services within the locally managed One-Stop delivery system. The Agreement defines the partnership between the Alliance and the County to provide Program workforce services in a coordinated, seamless, and customer friendly manner within the locally established One-Stop delivery system.

IV Duration of Agreement

This Agreement shall commence on the date of execution and shall remain in full force and effect until the 30 day of June, 2011 or until the Agreement is cancelled by either party in accordance with the terms set forth herein.

IV. Statement of Work

The County shall retain fiscal responsibility and accountability for the administration of the funds allocated to it under WIA Title I, Section 167 and any other applicable federal and state laws for the workforce program services directly delivered by the Program. It is understood by the parties to this Agreement that each should be able to fulfill its responsibilities under the Agreement in accordance with the provisions of law and regulation that govern their respective activities. Nothing in this Agreement is intended to negate or otherwise render ineffective any such provision or mandated operating procedure.

The Alliance and the County agree to share resources in supporting those core and intensive services common to each of the programs administered by each party. The County will support the Board in providing the following common core and intensive One-Stop Services.

Core Services:

- Outreach and recruitment
- One-Stop delivery system orientation
- Employment statistics information
- Information on training providers
- Local area performance measures
- Supportive services information
- Eligibility determination for all WIA Title I programs
- Assistance in establishing eligibility for WIA funded financial aid and other financial aid
- Job search, job referral, and placement assistance
- Career counseling
- Initial assessment

Intensive Services:

- Comprehensive assessment of skill levels and service needs
- Diagnostic testing and evaluation of occupational skills, educational skills
- Identification of employment barriers and employment goals
- Development of an Individual Employment Plan
- Individual and group counseling
- Career planning
- Adult education, literacy, ESOL, and GED
- Dropout prevention activities
- Needs based payments
- Paid work experience

Training Services:

- Occupational skills training
- On-the-job training
- Occupational training programs operated by the private sector
- Skill upgrading and retraining
- Training related supportive services which will enable farmworkers to complete training services

Related Assistance:

- Emergency assistance
- Workplace safety and farmworker pesticide safety instruction
- English language classes and basic education classes
- Other supportive services described in the project plan

VI Program Records

Both parties agree to share confidential customer and program information within the limits established by federal and state laws and regulations governing confidentiality. Both parties also agree to provide access and share any forms that may be used in the delivery of workforce services in the local One-Step System.

VII Modification or Cancellation of Agreement

The Agreement may be modified at any time in writing by mutual consent of the parties. Either party upon written notification of the change to the other party can effect simple and minor changes. Unless requested by the other party, these changes do not require a formal modification of this Agreement.

The Agreement may be cancelled by either party upon twenty-four (24) hours written notice except where the cancellation is for cause due to a material breach of any of the provisions of the Agreement in which case it may be cancelled upon delivery of written notice to the other party.

IN WITNESS THEREOF, the parties here to have cause this Agreement to be executed by their duly authorized representative respective on the latest day and year noted below.

Kathryn Schmitt
Signature

Signature

Kathryn Schmitt
~~William Wood, Chairman~~
For the Regional Workforce Board
Workforce Alliance, Inc.

John F. Koons, Chairman
For the Board of County Commissioners
of Palm Beach County

5.13.09
Date

Date

General Education Provisions Act (GEPA)

The Palm Beach County Farmworkers Jobs and Education program comply with -the General Education Provisions Act (GEPA). It has made provisions to provide equitable access to, and equitable participation in the program, by establishing a "Notice to All Applicants" of the provisions in the General Provisions Act (GEPA).

The Farmworkers Program will continue providing equitable access or participation to its participants regardless of gender, race, national origin, color disability, or age. Our staff will determine whether these barriers may prevent our participants from such access and participation in the project, and to help them to overcome these barriers if there is any.

The Palm Beach County Farmworker Program will address equity concerns that may affect the ability of participants to participate full in the project. Our staff will ensure that section 427 of GEPA information is included in each participant's application.

Narrative Report

The Palm Beach County Farmworker Program did not meet the planned performance in five out of nine areas of performance plan by the end of quarter III.

Total enrolled – 69.72 %
New Participants – 51.47 %
Total entered unsubsidized employment – 38.46 %
Number Exiting – 81.58 %
Exited and attained literacy/numeracy gain – 71.43 %

The Western part of the County where we have our largest clientele is an area of seasonal agricultural employment which is temporary. This has created a lot of social economic problems in the Glades communities; Belle Glade, Pahokee, and South Bay. Because of this reason when the season is over many of the residents from the Glades areas migrate to Northern States, taking their children out of school. This situation has been a big barrier for the **recruitment and enrollment** of new participants.

Palm Beach County has been phasing a high **unemployment rate** that has a big impact in our economic, therefore our placement efforts has been affected dramatically. According to the Florida Agency for Workforce Innovation, Labor Market Statistic Center, since July 2008 the unemployment rate in Palm beach County has been about 7.3 percent to 9.7 percent. On the month of March 2009 Palm Beach County unemployment rate was 9.9 percent, higher than the state's unemployment rate of 9.5 percent. The Western part of the County where employment is mostly agriculture has been declared as a critical area of need, with high unemployment rate, high incidents of teen pregnancy high drop-out rate, and a alarming way of criminal activities. With all these barriers to employment it has become very hard for the residents of the glades to find subsidized employment, and benefit from some of the vocational trainings available.

Another major **barrier for placement** has been the lack of employment in our County. Hundreds of employees have been lay-off from different companies in our area. Since the beginning of January Zachry Construction, who was building a power plant in the Western part of the County and who hired hundreds of residents from our area has been giving lay-offs. The correctional facility in South Bay lay off 150 employees. The Farmworker Program along with the business consultant from Workforce Alliance has been trying hard to place our clients in different companies in the Glades area without any success. Due to the economic situation we are facing nationwide the employers are not hiring but are decreasing the working hours to their permanent employees. The proposal to sell the sugar land has been unsettling but it is estimated that more than 1000 employees will lose their jobs. The constant lay off by these companies has aggravated the unemployment situation in our area.

At this time we have many major projects going on in the Glades but unfortunately the contractors whom are from Miami and Texas do not hire as many local residents we predicted. According to them due to the economic situation they can't afford the layoff of their permanent employees, so they took them along.

Projects under construction in the Glades area;

The new Glades Regional Hospital - \$ 80 million, 25 local residents hired

New Jail Complex - \$100 million, 5 local residents hired

Herbert Hoover Dike Restoration

- Haywood baker – awarded reach 1 – task 1 & 4= 460 million, hired 12 local residents
- Bauer – awarded reach 1 – task 2= \$30 million, hired 5 local residents.
- Treviicos – awarded reach 1 – task 3=\$30 million, hired 7 local residents.

Barnard/Parsons EAA Reservoir - \$800 million, **project in hold**, hired approximately 240 local residents - **all layoff**.

By the end of the third quarter this program had 81.58 percent of **participants exited** but we expect to meet our goal by the end of the fourth quarter. On participants exited and attained literacy/numeracy gain we were at 71.43 percent by the end of the third quarter. This was in consequence of the participants that moved out of the area and we were unable to locate them to complete the post test at the time of exit.

This program was also short staffed in operating with only one counselor on board from November 2008 to March 2009. We recently hired a new Farm worker counselor that is currently in training and working in the Belle Glade office, therefore it will take some time and effort for her to start working with the those agencies that we have established and built a relationship in the community. Unfortunately, this person has taken other employment and their last day will be April 27, 2009.

Corrective Action Plan

Recruitment – The Farmworker Program is aggressively working to recruit and enroll new participants. These are some of the ongoing recruitment efforts we are working on.

Presentations have been conducted; brochures and applications have been distributed too:

1. Glades Education Center/ESOL- Presentation, distributed flyers and applications.
2. Workforce Alliance/CAN - Class Presentation, distributed flyers and applications.
3. Workforce Alliance/Orientation - Presentation each Wednesdays, ongoing.
4. Glades Central High School/GED class presentations, distributed flyers and applications.
5. Palm Beach Community College/West Tech - Building Construction Training. A presentation and brochures were given to the instructor.
6. PBCC-West Tech/Welding class - Brochures and applications given to instructor.
7. Academy for Practical Nursing - List of students attending C.N.A class/obtained from Workforce. A presentation to be organized and letters will be sent to students so they may apply for the program.
8. Palm Beach County Library - Distributed flyers in a bi-weekly basis.
9. Palm Beach County School District/ Title I Migrant Program – We will distribute flyers and brochures.

*Program brochures are also sent by mail to all our partner agencies on a monthly basis.

Program Presentations:

5/7/09 East Coast Migrant Head Start, South Bay, Fl.

5/12/09 Pahokee Beacon Center – GED Class presentation from 4pm to 5pm.

5/14/09 New Hope (RCMA) Pahokee, Fl.

5/20/09-Belle Glade (RCMA) Belle Glade, Fl.

On April 18, 2009 the Program Coordinator and four staff members from the Workforce Alliance attended a job fair in Martin County. The purpose was to collaborate with Workforce and to distribute flyers and brochures about the Farmworker Program WIA Section 167 services, about 9,000 people attended.

Placement – The correction plan is to continue the effort of working with the employers in our area, Workforce Alliance, and our partner agencies to identify potential candidates and expected job growth trends, identify barriers for expansion of jobs, and identify the skills required for each job. With this information we will be able to provide a more qualified Workforce. An OJT, paid and unpaid work experience are also great tools to be used to motivate employers to hire our clients. We will inform the employers of the benefits of the OJT, paid and unpaid work experience programs. We will continue attending health fairs, community fairs, and outreach fairs in an effort to disseminate information about the services provided by the Farmworker Program and recruit potential candidates.

From the educational point of view the Glades communities do not have many qualify and skill people. For this reason the Farmworker Program along with partner agencies and organizations as Palm Beach Community College and Workforce Alliance are always working together in a effort to train as many residents possible in the different vocational trainings available in our

area. GED classes are now being conducted at Glades Central High School in the evening, and Workforce Alliance (West Career Center) just initiated a GED class in the morning to better accommodate our clients needs. The Palm Beach Community College is in the process of building a training facility with a cost of approximately five million dollars, to provide training in welding, construction, plumbing, and heavy equipment. Presently there are plans on foot to attract new business to the Glades Communities.

We are also keeping are hopes that three new projects that are coming to the Glades communities will create more jobs for the local residents. These are; the construction of a new Football Stadium at Pahokee Middle/High School with a cost of \$8 million, this development is under way, the construction of the new Pahokee Middle School, and the opening of the new Quiet Waters Assisted Living Community in Belle Glade. This facility will be completing the hiring process in the month of May at the Workforce Center and its opening on June 2009. We are now in the process of screening 32 clients that were referred to us by Workforce Alliance. These clients are now completing a Nurse Assisting training at the Academy for Practical Nursing in West Palm Beach. This is the consequence of an effort to place as many local residents possible to fill the openings the living facility will have available for nurse assistants.

There is also a great anticipation and hope that present talks for the Inland Port will be coming to South Bay, located in the Western part of the County. If this happens it will be releasing the unemployment issues in the Western communities. It is expected that approximately 20, 000 people will be employed.

Literacy/Numeracy Gain - The corrective measure to improve performance in literacy gains will be to hold the participants last allowances check until they comply

with the post-test which is required of each participant. As of March 31, 2009, the Palm Beach County Farmworker Jobs and Education Program has been on target on completed training services with 169.57 percent; Exited and attained credential with 85.71 percent; address cost per placement no higher than \$ 6,000, and average of placement wage rates of \$10.21.

Green Jobs Initiative

As we all know "Green Jobs" involve products and services that are environmental-friendly. "Green -collar" jobs include designers, manufacturers, installers, maintenance workers, architects, builders, energy raters, code officials and building inspectors. According to a report from Workforce Alliance in Palm Beach County the current job openings in "green jobs are; Computer Software Engineers, Customer Service Representatives, Laborers, Freight, stock, Material Movers, hand, Sales Representatives, Wholesale and Manufacturing, Maintenance and Repair Workers, and Carpenters. The Farmworker Program will continue working closely with Palm Beach Community College and Workforce Alliance who is providing training opportunities to participants to prepare them for the "green jobs" available in our area. In a partnership with Florida Power and Light, Palm Beach Community College is offering an Electrical Power Technology AS degree program. The Farmworker Program staff has been working with the college PSAV Coordinator to screen students that may be potential candidates for our program, which are attending the Electrical Program or will be starting in the fall semester. At the present time one of our students graduated as a Welder and attained State certification. We currently have three other students completing the Welding training at Palm Beach Community College. We are now screening potential candidates in a new construction class that just started at the college. We are continuously working with Workforce Alliance in recruiting new participants for accessible trainings to produce prepared workers with portable credentials such as certifications. On June 8 & 9, 2009, the Program Coordinator will be attending the 8 hours "Green and Sustainability 101" course. It is the first course offered by the Green Jobs Corps program.

American Recovery and Reinvestment Act

As a result of the American Recovery and Reinvestment Act 2009 (ARRA), Workforce Alliance (Palm Beach County) will operate a summer jobs program for youths and young adults ages 18-24. The Workforce Alliance will provide work experience for 1000 young adults in local jobs starting June 15, 2009. Participants will earn \$7.25 per hour for up to 30 hours a week for a maximum of six weeks. They will also initiate a year-around program for youths and young adults ages 18-21. The Program Coordinator has been meeting with the Workforce staff to look into how our participants can benefit from these youth programs. The Workforce staff informed the Program Coordinator as soon as the application was available online on April 17, 2009. A list of 78 eligible participants was provided to the case managers of the West Career Center, for them to add our participant's name to their list, for the year around and summer jobs program. Since April 20, 2009 the Farmworker Counselors has also been calling those eligible participants to come to our office to complete the summer jobs program application online. The staff of the Farmworker Program is working hard to ensure that our entire eligible participants will benefit from these programs.

Florida Ready to Work

The Farmworker Program will continue ensuring that after completion of vocational training all our participants are referred to Workforce Alliance to complete the Florida Ready to Work Assessment, as Workforce Alliance is a registered Assessment Center. This program is now in the process of becoming a registered center. The Program Coordinator completed a registration form on April 29, 2009. This program is now waiting to complete the necessary training needed to become an official Assessment Center. After the registration process is complete our clients will have access to the assessment in the Farmworker Program office that is located in Belle Glade. The Belle Glade office has always have a computer available for our participants to type their resumes , cover letters, complete homework assignments and to search for jobs.

Support for Next Generation Strategic Plan, Reading, Math/Science Initiative

The Farmworker Jobs and Education Project (WIA Section 167) plan to support the State of Florida's Reading, Math Science Initiative by continue helping our participants and their dependents to increase their English, Science and Math grade level. Referrals to The Palm Beach County Literacy Coalition ESOL day time program and Glades Central High School GED evening program will continue along with referrals to the newly open GED day time class provide by Workforce Alliance West Career Center. We will also continue referring our participants to remedial classes at Palm Beach Community College to improve their reading and math skills level. Some Non-profit organizations in our area also offer literacy classes to adults, like the Guatemalan-Maya Center and the Maya Ministry Organization.

Farmworkers in Florida and specifically in Palm Beach County have English reading levels below the ninth grade. An integral part of the project is to provide basic employability skills such as reading and understanding the English language. Increased reading levels of participants are reported to the Farmworkers Jobs and Education Program and Services Section for monitoring and reporting purposes.

Dissemination of Information

Information about the project will be disseminated in several ways, through outreach and recruitment. Our staff is constantly visiting other agencies, schools, flea markets, churches, home visits and attending community meetings. After more than thirty-five years of servicing the community, our best source for recruiting are former participants and agency connections. Also, the referrals from the local Workforce Offices are a very reliable source. Workforce Alliance has some employees that determine eligibility for mainly WIA clients in Belle Glade. We have a mutual agreement to provide the most accurate eligibility and determination for our programs. Besides the Workforce Office in Belle Glade, there are four offices on the east coast with staff willing to work with the Farmworkers Program.

Other ways to disseminate information will be through Distribution of flyers and brochures throughout the communities, by mailing our brochures to all our partner agencies in a monthly basis or as requested, by attending community job fairs, outreach and recruitment fairs throughout Palm Beach County. Other way of dissemination of information is through our local newspaper The Palm Beach Post. On December of 2007 Palm Beach County received a total of \$32,350.00 for one of our participants that were selected for the Palm Beach Post Season to Share Program. We this money we had to purchase every item/furniture on her family wish list. The County line is an internal newspaper of the Board of County Commissioners of Palm Beach County whom we plan it will help promote our Program in the hopes to receive more referrals from other County Departments and Divisions.

Advisory Council

At this time the Palm Beach County Farmworker Program is in the process of establishing an Advisory Council. We are also in the process of re-writing the Advisory Council by laws. Eleven individuals have been identified to be invited to be part of this Council. Between those there is a staff member from each of the following agencies; (1) Workforce Alliance, (1) School District of Palm Beach County, (1) Palm Beach Community College, (1) Farmworker Coordinating Council of Palm Beach County, (2) former participants, (1) Title I Migrant Program, (1) The Legal Aid Society, (1) Farmer owner from Belle Glade (1) Priest from the Catholic Church in Pahokee, (1) Pastor from a Baptist Church in Belle Glade. The letters of invitation to be part of this committee will be ready in approximately two weeks, to be delivered to the candidates identified by the Program Coordinator. These individuals are people that work very closely with the Farmworker Program and individuals that represent and advocate for the farm worker population of Palm Beach County.

**Section D - General Assurances, Terms, and Conditions
for Participation in Federal and State Programs**

This page intentionally left blank.

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

The Department of Education has developed a "General Assurances" document that must be signed by all agencies and organizations that receive federal or state funds. This is required by:

- 34 CFR 76.301 of the Education Department General Administrative Regulations (EDGAR), which requires a general application of Sub-grantees/Recipients for participation in federal programs funded by the U.S. Department of Education.
- Applicable regulations of other federal agencies.
- State laws and regulations pertaining to the expenditure of state funds.

**General Assurances for Participation
in Federal and State Programs**

**Implemented by the Florida Department of Education under the Provisions of the Education Department
General Administrative Regulations (EDGAR)
of the United States Department of Education**

Return to:

Florida Department of Education
Comptroller's Office
325 West Gaines Street
914 Turlington Building
Tallahassee, Florida 32399-0400

**Florida Department of Education
General Assurances for Participation in Federal and State Programs**

Authority for Data Collection: 20 USC 1232(e).

Planned Use of Data: The requirements established in United States Code Annotated, Title 20, Education, Chapter 31, Subchapter III, Section 1232(e), stipulate that "[e]ach local education agency which participates in an applicable program under which federal funds are made available to such agency through a state agency shall submit, to such an agency, a general application containing the assurances set forth in subsection (b)." The application shall cover the participation by the local education agency in all federal programs administered by the U.S. Department of Education.

Instructions: These general assurances will be in effect for the duration of participation in federal and state programs or until such time as the requirements change. The Superintendent or other authorized officer must sign the certification and return it to the address below. Payment for project awards and contracts cannot be made by this agency until the general application is received. For further information, contact the Florida Department of Education, Comptroller's Office, at (850) 245-0401, Suncom 205-0401.

Certification:

I, the undersigned authorized official for the named agency of the State of Florida, hereby apply for participation in federally funded and state funded education programs.

Palm Beach County	10C760PB	John F. Koons, Chairman
Typed Agency Name	Agency Number	Typed Name and Title of Authorized Official (Agency Head)

I certify that the agency will adhere to each of the assurances contained in this set of General Assurances for Participation in Federal and State Programs as applicable to the project(s) for which this agency is responsible..

Signature (must be original)	Date	Area Code / Telephone Number

Return original to:

Florida Department of Education
Comptroller's Office
Room 914
Turlington Building
325 West Gaines Street
Tallahassee, Florida 32399-0400

General Assurances

Assurance is hereby given that to the extent applicable:

- The recipient will administer each program covered by the application in accordance with all applicable statutes, regulations, program plans, and applications.
- The control of funds provided to the recipient under each program and title to property acquired with those funds will be in a public agency and a public agency will administer those funds and property.
- The recipient will use fiscal control and fund accounting procedures that will ensure proper disbursement of and accounting for federal and state funds paid to that agency under each program.
- The recipient will make reports to the Florida Department of Education and to the U.S. Department of Education as may reasonably be required, and the recipient will maintain such fiscal and programmatic records and provide access to those records, as necessary, for those departments to perform their duties.
- The recipient will provide reasonable opportunities for systematic consultation with and participation of teachers, parents, and other interested agencies, organizations, and individuals, including education-related community groups and non-profit organizations in the planning for and operation of each program.
- Any application, evaluation, periodic program plan, or report relating to each program will be made readily available to parents and other members of the general public.
- In the case of any project involving construction:
 - The project may not be inconsistent with overall state plans for the construction of school facilities.
 - In developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed by the U.S. Secretary of Education under Section 794 of Title 29 in order to ensure that facilities constructed with the use of federal funds are accessible to and usable by individuals with disabilities.
- The recipient has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program significant information from educational research, demonstrations, and similar projects and for adopting, where appropriate, promising educational practices developed through such projects, and such procedures shall ensure compliance with the requirements of the No Child Left Behind Act.
- None of the funds expended under the applicable program will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization.
- The recipient will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.
- The recipient will initiate and complete the work within the applicable time frame after receipt of approval from the awarding agency.

- The recipient will comply with all federal statutes relating to nondiscrimination. (These include but are not limited to Title VI of the Civil Rights Act of 1964 [P.L. 88-352] which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended [20 U.S.C 1681-1683 and 1685-1686], which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended [29 U.S.C 794], which prohibits discrimination on the basis of handicaps; and the Age Discrimination Act of 1975, as amended [42 U.S.C 6101-6107], which prohibits discrimination on the basis of age.)
- The recipient will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- The recipient will comply with the requirements of the Gun-Free Schools Act of 1994.
- The recipient will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and /or Section 215.97, Florida Statutes, "Florida Single Audit Act," as applicable.
- No federal appropriated funds have been paid or will be paid by or on behalf of the recipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- The recipient certifies that neither it nor its officers is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.
- The recipient certifies that it will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988.
- The recipient will comply with all applicable requirements of all other federal and state laws, executive orders, regulations, and policies governing each of these programs.
- The recipient will conduct assessments that are consistent with Section 1111 (b)(3) of the No Child Left Behind Act.
- The recipient will annually assess in English children who have been in the United States for three or more consecutive years and the recipient will annually assess the English proficiency of all limited English proficient children participating in a federally funded program, consistent with Section 1111 (b)(7) of the No Child Left Behind Act.
- After timely and meaningful consultation, the recipient will provide the opportunity for children enrolled in private, nonprofit schools, and the educational personnel of such schools, equitable participation in the activities and services provided by these federal funds, and will notify the officials of the private schools of said opportunity. (Educational services or other benefits provided, including materials and equipment, shall be secular, neutral, and non-ideological. Expenditures for such services or other benefits shall be equal [consistent with the number of children to be served] to expenditures for programs of children enrolled in the public schools of the local educational agency.)

Terms

Applicant—A school district or other entity seeking a project award from the Florida Department of Education.

Budget—The applicant's financial plan, in terms of accounts and amounts, showing use of funds for carrying out project objectives, services, or activities as found on the budget narrative form (DOE 101) and on other budget documents required by the Florida Department of Education.

Budget Period—The interval of time into which a project period is divided for budgetary purposes.

Capital Outlay—Equipment, fixtures, and other tangible personal property of a non-consumable and nonexpendable nature, the value or cost of which is \$1,000 or more and the normal expected life of which is one year or more (Sections 216.011 and 273.02, Florida Statutes).

Disbursement—Payment made in cash, by check, or via other electronic means.

Equipment—A material item of a nonexpendable nature, such as a built-in facility, a movable or fixed unit of furniture or furnishings, an instrument or apparatus, a machine (including attachments), instructional skill-training device, or a set of small articles whose parts are replaceable or repairable, the whole retaining its identity and utility over a period of time which is characteristic for items of its class.

Monitoring—Florida Department of Education activities to determine that funds are used and programs are operated in accordance with applicable federal and state statutes, rules, and regulations.

More Restrictive Conditions—Special requirements or restrictions imposed on a project recipient as a condition of project approval by the Florida Department of Education.

Obligations—The amounts for orders placed, contracts awarded, services received, or for similar transactions during the stipulated project period, which will require payment during the same or a future period.

Private, Nonprofit Organization—An agency, organization, or institution not under federal or public supervision or control, which is owned by one or more corporations or associations whose net earnings do not benefit and cannot lawfully benefit any private shareholder or entity.

Private, For Profit Organization—An agency, organization, or institution not under federal or public supervision or control, which is owned by one or more individuals, partnerships, corporations, or associations whose net earnings do or can benefit any private shareholder or entity.

Project—The services or activities that an entity agrees to provide for a specified period of time using state or federal funds awarded to a project recipient.

Project Application—An entity's request for a project award under state or federal education programs administered by the Florida Department of Education.

Project Award—The approval of a project and of funding as stated in the project award notification sent to project recipients that specifies the amount of funds awarded, the project period, and any special requirements or restrictions to be imposed by the Florida Department of Education.

Project Period—The length of time for which a project has been authorized.

Project Recipient—The school district, a local education agency (LEA), public agency [including faith-based organizations (FBOs) and community based organizations (CBOs)], or non-public agency that has been awarded a project to provide services or activities described in a project application approved by the Florida Department of Education.

Roll-Forward—Unobligated balances of an award or project that are allowed to be continued in subsequent funding periods.

Supplies—Items of expendable nature that are consumed, worn out, or deteriorated in use or that lose their identity through fabrication or incorporation into a different or more complex unit or substance

Explanation of Grants Management Requirements

The following section elaborates on certain requirements contained in legislation or regulations referred to in the "General Assurances" section. This section also explains the broad requirements that apply to federal program funds.

Accounts and Records

The recipient shall maintain all accounts, records, and other supporting documentation pertaining to all costs incurred and revenues or other applicable credits acquired under each approved project for five years.

Allowable Costs

Expenditures of the recipient may be charged to the project only if they are in payment of an obligation incurred during the project period, conform to the approved project, and comply with minimum requirements of federal and state statutes, rules, and regulations.

Amendments

Unless otherwise stated, all project recipients shall use the project amendment requirements and procedures described in the Project Application and Amendment Procedure for Federal and State Programs Administered by the Florida Department of Education (Green Book), Section B.

Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented in 34 CFR Part 85, for prospective participants in primary covered transactions, as defined in 34 CFR Part 85, Sections 85.105 and 85.110:

- The applicant certifies that it and its principals

- are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.
- have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; or for violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in this certification.
- have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.
- Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Drug-Free Workplace (Grantees Other Than Individual)

As required by the Drug-Free Workplace Act of 1988 and implemented in 34 CFR Part 85, Sections 85.605 and 85.610:

- The applicant certifies that it will continue to provide a drug-free workplace by:
 - Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
 - Establishing an ongoing drug-free awareness program to inform employees about
 - The dangers of drug abuse in the workplace.
 - The grantee's policy of maintaining a drug-free workplace.
 - Any available drug counseling, rehabilitation, and employee assistance programs.
 - The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - Making it a requirement that each employee engaged in the performance of the project be given a copy of the required statement mentioned above.
 - Notifying the employee in the required statement mentioned above that, as a condition of employment under the project, the employee will
 - abide by the terms of the statement.
 - notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

- Notifying the agency in writing within 10 calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. (Employers of convicted employees must provide notice, including position title to:

Director, Grants and Contracts Service
U.S. Department of Education
400 Maryland Avenue, S.W. [Room 3124, GSA – Regional Office Building No. 3]
Washington, D.C. 20202-4571

Notice shall include the identification number[s] of each affected grant.)

- Taking one of the following actions within 30 calendar days of receiving the required notice with respect to any employee who is so convicted.
 - Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended.
 - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- Making a good faith effort to maintain a drug-free workplace through implementation of requirements stated above.

Single Audit Act

- If a recipient expends **state** financial assistance equal to or in excess of \$500,000 in a fiscal year, that recipient is subject to the requirements of the Florida Single Audit Act. (See Appendix.)
- If the recipient expends **federal** financial assistance equal to or in excess of \$500,000 in a fiscal year, the recipient is subject to the requirements of the Federal Single Audit Act.

Gun Possession

As required by Title XIV, Part F, Sec 14601-3 (Gun-Free Schools Act of 1994), of the Improving America's Schools Act:

- the applicant certifies that in compliance with Section 1006.13(2)(a), Florida Statutes, any student who is determined to have brought a firearm, as defined in 18 U.S.C. s. 921, to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of no less than one full year, and referred for criminal prosecution.
- school boards may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion.
- Superintendents may consider the one-year expulsion requirement on a case-by-case basis and request that the school board modify the requirement if determined to be in the best interest of the student and the school system.

Indirect Cost

School District - The Florida Department of Education has been given authority by the U. S. Department of Education to negotiate indirect cost proposals and to approve indirect cost rates for school districts. School districts are not required to develop an indirect cost proposal and, if they fail to do so, they will not be allowed to recover any indirect costs. Amounts from zero to the maximum negotiated rate may be approved for a program or project by the Department of Education Florida. Indirect costs shall only apply to federal projects.

Other Agency - To be allowed to recover indirect costs, agencies other than school districts must furnish to the Florida Department of Education a copy of their current negotiated indirect cost plan that has been approved by the appropriate cognizant agency. Amounts from zero to the maximum negotiated rate may be approved for a program or project by the Department of Education. Indirect costs shall only apply to federal projects.

State Agencies, Universities and Community Colleges - State agencies, state universities, and state community colleges must comply with Section 216.346, Florida Statutes, which states, ". . . in any contract between state agencies, including any contract involving the State University System or the Florida Community College System, the agency receiving the contract or grant moneys shall charge no more than a reasonable percentage of the total cost of the contract or grant for overhead or indirect costs or any other costs not required for the payment of direct costs. This provision is not intended to limit an agency's ability to certify matching funds or designate in-kind contributions that will allow the drawdown of federal Medicaid dollars that do not affect state budgeting." A reasonable percentage will be determined by DOE. If overhead or indirect costs are allowed, it shall only apply to Federal projects.

Restrictions on Indirect Cost—Restrictions to the amount or percentage that can be charged to a project's administration (which includes indirect cost) will be reflected in the approved Project Award notification or amendment where applicable.

Prohibition on Expenditure of Funds for Lobbying

In accordance with Florida Statute 216.347, the disbursement of grants and aids appropriations for lobbying is prohibited. The Florida Department of Education may not authorize or make any disbursement of grants and aids appropriations pursuant to a contract or grant to any person or organization unless the terms of the grant or contract prohibit the expenditure of funds for the purpose of lobbying the Legislature, the judicial branch, or a state agency. The provisions of this section are supplemental to the provisions of s. 11.062, Florida Statute, and any other law prohibiting the use of state funds for lobbying purposes.

As required by Section 1352, Title 31, of the U.S. Code, and implemented in 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined in 34 CFR Parts 82.105 and 82.110, the applicant certifies that:

- no federally appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- if any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- the undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, contracts under grants, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

General Education Provisions Act (GEPA) Requirements - Section 427

Section 427 of GEPA is intended to ensure that, in designing their projects, grant applicants address equity concerns that might affect the ability of students, teachers, and other program beneficiaries with special needs to participate fully in the proposed project.

Program staff within the granting institution must ensure that information required by Section 427 of GEPA is included in each application that the Department funds. *(There may be a few cases, such as research grants, in which Section 427 may not be applicable because the projects do not have individual project beneficiaries. Contact Grants Policy and Oversight Staff should you believe a situation of this kind exists.)* In addition, all application packages for discretionary grants and cooperative agreements must include the "Notice To All Applicants" (attached) that explains the requirements of Section 427.

The statute highlights **six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age.** Based on local circumstances, the applicant can determine whether these or other barriers may prevent participants from such access and participation in the federally assisted project, and how the applicant would overcome these barriers.

These descriptions may be provided in a single narrative or, if appropriate, may be described in connection with other related topics in the application. Applicants should be asked to state in the table of contents where this requirement is met.

DOE program staff members are responsible for screening each application to ensure that the requirements of this section are met before making an award. If this condition is not met, after the application has been selected for funding, the program staff should contact the applicant to find out why this information is missing. Documentation should be in the project file indicating that this review was completed before the award was made. See the Education Department General Administrative Regulations (EDGAR), 34 CFR Section 75.231. If an oversight occurred, the program staff may give the applicant another opportunity to satisfy this requirement, but must receive the missing information before making the award.

All applicants for new awards must satisfy this provision to receive funding. Those seeking *continuation* awards do not need to submit information beyond the descriptions included in their original applications. For more information see <http://www.ed.gov/fund/grant/apply/appforms/gepa427.pdf>.

More Restrictive Conditions

Project recipients found to be in noncompliance with fund source requirements shall be subject to the imposition of more restrictive conditions.

Obligations by Project Recipients

Obligations will be considered to have been incurred by project recipients on the basis of documentary evidence of binding commitments for the acquisition of goods or property or for the performance of work, except that funds for personal services, for services performed by public utilities, for travel, and for the rental of facilities shall be considered to have been obligated as of the time such services were rendered, such travel was performed, and/or facilities were rented, respectively.

Ownership of Products—Intellectual Property

The ownership of products resulting from a project, which are subject to intellectual property rights, shall remain with the Department unless such ownership is explicitly waived. The following terms and conditions apply to all grants and project recipients, unless explicitly waived:

- With respect to all products created by the grantee for this project, said materials will be the property of the Department.
- To the extent that any product constitutes a “work” within the meaning of U.S. copyright laws, 17 U.S.C.S. 101, et seq., it shall be a “work for hire.” In the event that a court of competent jurisdiction determines that a product or material is not a work for hire as a matter of law, the contractor shall assign and convey to the Department all right, title, and interest in the product or material and require its employees and subcontractors to do the same.
- The grantee agrees that its employees will not assert any ownership of the product produced under the project. The grantee shall be responsible for acquiring necessary releases or establishing appropriate contract provisions in its dealings with employees and subcontractors in order to secure the Department’s rights.
- Any claim by the grantee of ownership of pre-existing copyrights should be explicitly stated in the project documentation.
- The grantee agrees that if it hires any third party to perform any work on the project, the work shall be on a “work for hire” basis and shall not in any way infringe upon the Department’s ownership of the product.
- The grantee agrees not to convey any rights in the product to a third party.
- If the grantee hires a third party to perform any work that involves the use of pre-existing intellectual content owned by the third party, the third party shall expressly assert its ownership of the content and shall grant the grantee and the Department the non-exclusive license to use the product.
- A licensing agreement or other agreement regarding the use of intellectual property developed under the project may be developed between the Department and grantee in order to further the use of the products in the educational community.

Participation of Private School Students and Staff in Federal Grants

Students and staff of nonpublic schools shall be given an opportunity for equitable participation in activities or services conducted by school districts using federal funds. Check for program specific guidelines.

Personnel Costs – Time Distribution

The U.S. Department of Education has approved for use in Florida a substitute system for allocating salaries to federal projects. This substitute system, the Personnel Activity Reporting System (PARS), may be implemented by school districts so long as it is implemented as described in the June, 1996, *Implementation Memorandum and the Personnel Activity Reporting Handbook*. This document is available upon request

from the Comptroller's Office. When school districts choose to use the substitute system (PARS), no variations are allowable without specific authorization from the Florida Department of Education. School districts choosing not to use the approved substitute system must implement a system that meets all of the OMB Circular A-87 standards. School districts choosing to use the DOE substitute system must inform the DOE Florida Comptroller's Office and specify the reporting months.

Protected Prayer in Public Elementary and Secondary Schools

As required in Section 9524 of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act of 2001, school districts and other local education agencies must certify annually that they have no policy that prevents or otherwise denies participation in constitutionally protected prayer in public elementary and secondary schools.

Project Effective Dates

For federal programs, funds shall be obligated no earlier than the date the project application was received by the Department in substantially approvable form or the effective date of the federal grant award, whichever is later.

For state programs, funds shall be obligated no earlier than the effective date of the legislative appropriation.

All project award notifications reflect the beginning and ending date of the project period and the date for submission of the final expenditure report. All conditions stated in the award notification are considered binding on the project recipient.

Property

Property purchased, in whole or in part, with federal funds shall be used for the purpose of that federal program and accounted for in accordance with applicable federal and state statutes, rules, and regulations, as follows.

Disposition of Equipment

EDGAR 80.32(e) states that when original or replacement equipment acquired under a grant or sub-grant is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposition of the equipment will be made as follows:

- Items of equipment with a current per unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency. Income received from these sales will not be reported to the Florida Department of Education.
- Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.
- In cases where a grantee or sub-grantee fails to take appropriate disposition actions, the awarding agency may direct the grantee or sub-grantee to take excess and disposition actions.

The Florida Department of Education's policy concerning proceeds received from the sale of property with a current per unit fair market value over \$5,000 is that the net amount received from such sales will remain at the

sub-grantee level to be used in the same ongoing program. Funds from such sales will be treated as other program income in the same ongoing program(s). This type of income should be amended into a current year's project in which the sale occurred. It should then be reported on line 11 of the Project Disbursement Report (form DOE-399, 499 or 599) as a total for the fiscal year in which the sale(s) occurred. This identification of income is necessary to meet reporting requirements of the United States Department of Education. Complete documentation for this type of income and expenditures should be maintained for monitoring and auditing purposes. Income from the sale of this type property should be recorded in the agency's special revenue account as other income and identified as such for the federal cash advance reconciliation at the end of each fiscal year. If the agency is no longer receiving funds for the particular project or program, the income from such equipment sales will be returned to the Florida Department of Education to be forwarded to the United States Department of Education.

Disposition of Real Property

Disposition of real property will be handled on an individual basis in accordance with EDGAR 80.31(c)(1)(2)(3). The local educational agency will also coordinate real property dispositions with the Program Coordinator responsible for the particular project or program from which the real property was purchased. Property purchased entirely with state funds shall meet the minimum requirements of the Auditor General as defined in the County and District Tangible Personal Property publication in addition to local procedures.

Purchasing

Recipients may use their own procurement policies provided that they meet the minimum requirements of federal and state statutes, rules, and regulations.

Reporting Requirements—Financial Disbursements

Federal project recipients on cash advance are required to report disbursements using the On-Line Disbursement Reporting Application and by submitting a Project Budget Summary and Disbursement Report (DOE-399, 499 or 599) annually for each active project. These reports are to be received in the DOE Comptroller's Office by the 20th of the month succeeding the final month in which the disbursements were made. Failure to submit these reports in a timely manner may result in a decrease or possible delay in the monthly cash advance or possible loss of funds. Other federal project recipients are required to report in accordance with instructions stated in the project award notification. State project recipients shall submit reports as required by the Florida Department of Education.

Audit reports shall be sent in accordance with s. 215.97, F. S., to:

The Florida Department of Education
Comptroller's Office
325 W. Gaines Street, Suite 914
Tallahassee, Florida 32399-0400

Supplement, Not Supplant

In accordance with program-specific authorizing laws and regulations implementing those laws, federal funds must generally be used to increase to the extent practical the level of nonfederal funds that would be available in the absence of federal funds, and in no case to replace these nonfederal funds.

The Stevens' Amendment

All federally funded projects must comply with The Stevens' Amendment of the Department of Defense Appropriation Act, found in Section 8136, which provides:

When issuing statements, press releases, request for proposals, bid solicitations, and other documents describing this project, the recipient shall clearly state: (1) the dollar amount of federal funds for the project; (2) the percentages of the total cost of the project that will be financed with federal funds, and (3) the percentage and dollar amount of the total cost of the project that will be financed by nongovernmental sources.

Travel

All travel performed in connection with approved project activities must be in compliance with Section 112.061, Florida Statutes, which covers per diem and travel expenses, and the procedures for sub-grantees (see Section H on Travel).

This page intentionally left blank.

(A) Org Name: Palm Beach County Commissioner
 (B) Project Name: Farmworker Jobs & Education Prog.
 (C) Beginning Date: 7/1/2008
 (D) Termination Date: 6/30/2009 GY08
 (E) Total Project \$: \$328,582.00

FLORIDA DEPARTMENT OF EDUCATION
 PROJECT BUDGET SUMMARY
 AND DISBURSEMENT REPORT
 Workforce Investment Act, Title I, Section 107
 Migrant and Seasonal Farmworkers

(F) Agency Number: 760
 (G) Grant Number: 4035A
 (H) Project Code: 9CFJ1
 (I) Contact Person: Gwendolyn Whitfield
 (J) Phone: 561-355-4937

Date: April-09			Youth ()	Adult ()	Budget (X)	Interim Report ()	Final Report ()
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Account or Fund No.	Account or Object No.	Name of Account	Budget Amount	Total Disbursed to Date As of 04/30/09	Obligations	Unobligated Balance	Current Disbursement Reported
ADMINISTRATION							
		INDIRECT COSTS-DOE APPROVED RATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00		\$0.00	\$0.00
			\$0.00	\$0.00		\$0.00	\$0.00
(9) TOTAL ADMINISTRATIVE COST					\$0.00		
STAFF COSTS							
FW10	1201	STAFF SALARIES	\$173,608.00	\$123,639.25	\$0.00	\$49,968.75	\$11,012.04
FW12		STAFF BENEFITS	\$77,618.00	\$62,778.41	\$0.00	\$14,839.59	\$5,685.88
FW14	4001	OUT-OF-COUNTY TRAVEL	\$1,900.00	\$1,753.97	\$0.00	\$146.03	\$0.00
FW15	4607	IN-COUNTY TRAVEL- MILEAGE	\$7,900.00	\$7,379.54	\$0.00	\$520.46	\$809.91
(10) TOTAL STAFF COSTS			\$261,026.00	\$195,551.17	\$0.00	\$65,474.83	\$17,206.93
RELATED ASSISTANCE (For Clients Only):							
FW25	4931	ALLOWANCES-DIRECT PAYMENT	\$28,000.00	\$20,076.88	\$0.00	\$7,923.12	\$1,224.50
FW37	4001	TRANSPORTATION-VENDOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FW38	3103	HEALTH CARE-VENDOR	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00
FW39	3438	EMERGENCY ASSISTANCE-VENDOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(11) TOTAL RELATED ASSISTANCE			\$28,100.00	\$20,076.88	\$0.00	\$8,023.12	\$1,224.50
OTHER PROGRAM COSTS							
FW11	1301	WORK EXPERIENCE WAGES		\$0.00	\$0.00	\$0.00	\$0.00
FW13	3401	ON THE JOB TRAINING WAGES	\$649.00	\$0.00	\$0.00	\$649.00	\$0.00
FW18	4301	SPACE LEASE/UTIL \$3,500.00		\$2,859.87	\$0.00		\$314.86
FW19	4410	SPACE LEASE / RENT 7,000.00	\$10,500.00	\$6,732.90	\$0.00	\$3,767.10	\$613.90
FW20	4502	INSURANCE FOR CLIENTS/ STAFF-CASUALTY	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00
FW21	4610	MAINTENANCE- BUILDING	\$250.00	\$128.70	\$0.00	\$121.30	\$0.00
FW22	4620	MAINTENANCE FOR EQUIPMENT	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00
FW23	4703	GRAPHICS	\$300.00	\$173.25	\$0.00	\$126.75	\$0.00
FW24	3128	BACKGROUND CHECKS (CLIENTS ONLY)	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00
FW27	5402	TUITION FEES (CLIENTS) /INSTRUCT. SUPPLIE	\$20,804.00	\$5,973.45	\$0.00	\$14,830.55	\$782.00
FW53	4101	TELEPHONES	\$1,342.44	\$981.02	\$0.00	\$361.42	\$295.26
FW54	4205	POSTAGE	\$100.00	\$64.30	\$0.00	\$35.70	\$0.00
FW55	4406	LEASE COST OF COPY MACHINES	\$1,300.00	\$843.27	\$0.00	\$456.73	\$93.00
FW58	4941	TUITION/ REGISTRATION FEES (STAFF)	\$407.56	\$0.00	\$0.00	\$407.56	\$0.00
FW59	5101	SUPPLIES & CONSUMABLES (STAFF)	\$1,800.00	\$804.11	\$0.00	\$995.89	\$250.97
FW60	5401	SUBSCRIPTION TO NEWSLINES	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00
FW61	5111	Office Furniture & Equipment - Administration	\$1,155.00	\$368.15	\$0.00	\$786.85	\$0.00
(12) TOTAL OTHER PROGRAM COST			\$39,458.00	\$18,949.02	\$0.00	\$20,508.98	\$2,349.99
(13) TOTAL COSTS			\$328,582.00	\$234,577.07	\$0.00	\$94,004.93	\$20,781.42
(14) FEDERAL PROGRAM INCOME							

(15) CERTIFICATION: (Complete on last page only)
 I hereby certify that I have reviewed this budget summary/disbursement report and that all items above are in accordance with applicable law and regulation and have been classified properly according to this district's/agency's current chart of accounts. All records necessary to substantiate these items are available for review by state and federal monitoring staff. I further certify that as a disbursement report, all disbursements were obligated for after the project approval date and prior to the termination date; have not been reported previously; and were not used for matching funds on this or any special project. Further, that all inventory items included have been entered properly on the inventory records required by Florida Statutes.

FA 509
 Rev. 11/04
 Certified Correct
 Financial Officer/Authorized Representative
 Audited by:
 Date: / /



Public Affairs
Department
301 North Olive Avenue
Suite 1102
West Palm Beach, FL 33401
(561)355-2754
FAX:(561)355-3819

**Palm Beach County
Board of County
Commissioners**

Jeff Koons, Chairman

Burt Aaronson,
Vice Chairman

Karen T. Marcus

Shelley Vana

Steven L. Abrams

Jess R. Santamaria

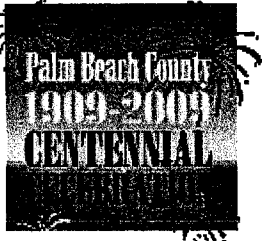
Addie L. Greene

County Administrator

Robert Weisman

<http://www.pbcgov.com>

*"An equal opportunity
Affirmative Action Employer"*



Palm Beach County Board of County Commissioners Staff

District 1 - Commissioner Karen T. Marcus
(561) 355-2201

Cindy L. DeFilippo - Sr. Admin. Assistant
Trish Weaver - Sr. Admin. Assistant

District 2 - Commissioner Jeff Koons - Chairperson
(561) 355-2202

Kim Ciklin - Sr. Admin. Assistant
Susie Bowman - Admin. Assistant
Sandra Williams - Secretary

District 3 - Commissioner Shelley Vana
(561) 355-2203

Kathy D. Peck - Admin. Assistant
Danna L. Ackerman-White - Admin. Assistant
Quianna Gray - Secretary

District 4 - Steven L. Abrams
(561) 355-2204 • 276-1220 (South Cty)

Lucia Bonavita - Admin. Assistant
Kate "Freddie" Scott - Admin. Assistant 5-1220 (S. Cty)
Gail Tyndall - Secretary

District 5 - Commissioner Burt Aaronson - Vice Chair
(561) 355-2205 • 276-1310 (South Cty)

Mary Lou Berger - Sr. Admin. Assistant
Vivian Leiva - Sr. Admin. Assistant
Meaghan White- Secretary

District 6 - Commissioner Jess R. Santamaria
(561) 355-6300

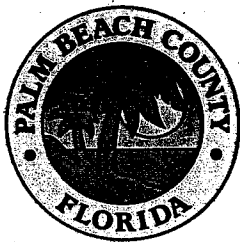
Cyndy Stephens - Sr. Admin. Assistant
Johnnie Easton - Admin. Assistant

District 7 - Commissioner Addie L. Greene
(561) 355-2207 • (561) 276-1350 (South Cty)

Shirley Meeks - Sr. Admin. Assistant
Gladys Whigham - Sr. Admin. Assistant 5-1350 (S.Cty)
Sharon Battle - Secretary

Audrey Buchannon - Administrative Assistant
Tammi U. Wilkins - Commission Receptionist

For → Minerva Acosta



INTEROFFICE COMMUNICATION

Internal Auditor's Office

P.O. Box 1989
West Palm Beach, FL 33402-1989
(561) 355-3603
FAX: (561) 355-7854
www.pbcgov.com/internalauditor

DATE: April 13, 2009
TO: John Van Arnam
Assistant County Administrator
FROM: Joseph F. Bergeron, Internal Auditor *JB*
RE: DRAFT AUDIT REPORT



Palm Beach County
Board of County
Commissioners

- Jeff Koons, Chairman
- Burt Aaronson, Vice Chairman
- Karen T. Marcus
- Shelley Vana
- Jess R. Santamaria
- Addie L. Greene

County Administrator
Robert Weisman, P.E.

Enclosed is the final draft audit report, *Farmworker Jobs and Education Program*, completed by the Internal Auditor's Office. The audit report contains no recommendations for action by your department. You may, but are not required to, provide a written response to the audit report. If you desire to provide comments, please do so by April 27, 2009.

If you wish to discuss the report further, please call me at 355.3603.

Attachment

Cc: Minerva Acosta

"An Equal Opportunity
Affirmative Action Employer"

*This draft internal audit report is exempt from public records disclosure requirement
per F.S. 119.0713(3).*

**INTERNAL AUDIT REPORT
COMMUNITY SERVICES DEPARTMENT
FARMWORKER JOBS AND EDUCATION PROGRAM**

Final Draft

**Report No. 09-XX
W/P No. 09-09**

**INTERNAL AUDIT REPORT
COMMUNITY SERVICES DEPARTMENT
FARMWORKER JOBS AND EDUCATION PROGRAM**

BACKGROUND

The mission of Palm Beach County's Farmworker Jobs and Education Program (Program) is to assist farm workers and their dependents to obtain the education and supportive services needed to enter or advance in the workforce. The program is sponsored by the United States Department of Labor (DOL) and the Florida Department of Education (FDOE) and governed by the Workforce Investment Act (WIA) of 1998, Title I, Section 167. Program year 2009 was the first year in which states and localities operated programs under the WIA. The Program is operated from the Community Services Department's (Department) West Palm Beach and Belle Glade offices. Services provided include career assessment, career counseling and advisement, needs based payments, job search and placement after completion of required education/or training, job follow-up and emergency assistance services. The program staff includes a Program Coordinator, two Counselors and two support staff.

Participants' education and skills training is achieved by the County's referral to its partner agencies and training centers such as the Workforce Alliance, Palm Beach Community College, Sage Trucking School, Academy for Practical Nursing, Glades Central High and Pahokee Middle/Senior High Schools. Services provided through the partner agencies and training centers include remediation classes, English as a second language, high school diploma/general education diploma, job skills training, on-the-job training and work experience.

Seventy three participants were enrolled in the Program as of January 31, 2009. The program has a total budget of \$328,582 for Fiscal Year 2009, and had expenditures of \$174,977 for the seven-month period of the State's fiscal year ended January 31, 2009. Funds are awarded from the DOL and pass through the FDOE to the County's Finance Department. Funds are provided to the program for expenditures with supporting documentation being submitted to funding agencies monthly.

AUDIT OBJECTIVES

We conducted this audit to answer the following questions:

1. Did the Program Coordinator ensure that performance data input to the Florida Department of Education database for the seven months period ended January 31, 2009 was accurate and reliable and supported by documentation for the following measures:
 - Entered employment Rate;
 - Average wage at placement;
 - Cost per Entered Employment;
 - Cost per Participant;
 - Retention Unsubsidized Employment;

- Average Earnings; and
 - Education/Credential Rate?
2. Did the Program Coordinator ensure that program participants enrolled in the program met eligibility criteria for the seven months period ended January 31, 2009?
 3. Did the Program Coordinator ensure that expenditures were in compliance with the FDOE program grant requirements for the seven months period ended January 31, 2009?

Management is responsible for establishing and maintaining effective internal controls to help ensure that appropriate goals and objectives are met; resources are used efficiently, economically, and effectively and are safeguarded; laws and regulations are followed, and reliable data is obtained and maintained and fairly disclosed. We are responsible for using professional judgment in establishing the scope and methodology of our work, determining the tests and procedures to be performed, conducting the work, and reporting the results.

AUDIT SCOPE AND METHODOLOGY

The scope of the audit included review of performance data provided by the program to FDOE for the period July 1, 2008 through January 31, 2009, and verification of eligibility criteria as well as compliance with FDOE grant requirements for expenditures. Audit work was performed at the Department's West Palm Beach and Belle Glade offices. Audit field work was conducted in February and March 2009.

In order to answer audit objective 1 we observed the input of data into the FDOE database for the month of February 2009 and reviewed the supporting documentation and the reports generated subsequent to input of the data. We also reviewed the FDOE Forms Preparation Manual, which is used to calculate participants' family income, gathering and inputting data into the system.

To answer audit objective 2 we discussed the processes used by the program staff to determine participants' eligibility and reviewed Migrant and Seasonal Farmworker Programs regulation found under Title I, Section 167. We also reviewed Farmworker Jobs and Education Program brochures used in disseminating information about the program to the populace in the respective areas.

To answer audit objective 3 we reviewed the program expenditure report for the seven months period ended January 31, 2009 and reviewed the FDOE program grant requirements in order to determine compliance for line items tested as well as reviewed supporting documentation pertaining to such expenditures. We also met and discussed with the Program Coordinator the process used to measure the program results.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

CONCLUSION

The Program Coordinator ensured that performance data input to the Florida Department of Education database for the seven months period July 1, 2008 through January 31, 2009 was accurate and reliable and supported by documentation for the measures required by the FDOE. The Program Coordinator also ensured that participants enrolled in the program met the eligibility criteria, and that expenditures were in compliance with the program grant requirements for the seven months period ended January 31, 2009.

Joseph F. Bergeron, CPA, CIA, CGAP
Internal Auditor
April 6, 2009

Final Draft