

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2010	2011	2012	2013	2014
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>82,145</u>	<u>246,437</u>	_____	_____	_____
Operating Revenue	_____	_____	_____	_____	_____
External Revenues	<u>(82,145)</u>	<u>(246,437)</u>	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	0 *	See below	_____	_____	_____
# 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: Tauna Malhotra
5/28/10

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

* No fiscal impact.

N. Sims 6/2/10 _____
 OFMB # _____ Date
 6/2/10 6/2/10

Dr. J. ... Jones 6/8/10
 Contract Administration
 E. Jones 6/8/10

B. Legal Sufficiency:

J. ... 6/9/10 _____
 Assistant County Attorney Date

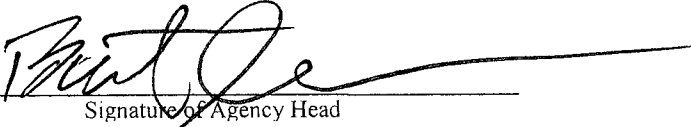
C. Other Department Review:

 Department Director

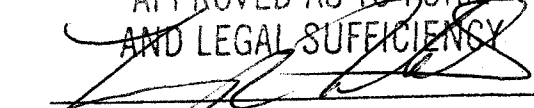
This summary is not to be used as a basis for payment

**FLORIDA DEPARTMENT OF EDUCATION
Project Application**

TAPS Number
11B018

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: <p align="center">National Farmworker Jobs Program WIA Section 167 Discretionary Continuation Fiscal Year 2010-2011</p>	<p align="center">DOE USE ONLY</p> Date Received						
B) Name and Address of Eligible Applicant: Palm Beach County Board of County Commissioners		Project Number (DOE Assigned)						
C) Total Funds Requested: \$ 328,582 <hr/> <p align="center"><i>DOE USE ONLY</i></p>	D) Applicant Contact Information <table border="1"> <tr> <td data-bbox="604 827 1053 935"> Contact Name: Minerva J. Acosta </td> <td data-bbox="1058 827 1510 935"> Mailing Address: 810 Datura Street West Palm beach, FL 33401 </td> </tr> <tr> <td data-bbox="604 943 1053 1024"> Telephone Number: 561 355-4793 </td> <td data-bbox="1058 943 1510 1024"> SunCom Number: </td> </tr> <tr> <td data-bbox="604 1032 1053 1104"> Fax Number: 561 355-9900 </td> <td data-bbox="1058 1032 1510 1104"> E-mail Address: macosta@pbcgov.org </td> </tr> </table>		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
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							
<p>CERTIFICATION</p> <p>I, <u>Burt Aaronson,</u> 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> <p>E)  Signature of Agency Head</p>								

DOE 100A
Revised 12/07

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

COUNTY ATTORNEY

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

A) _____
Name of Eligible Recipient:

B) _____

Project Number: (DOE USE ONLY)

TAPS Number
11B018

**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	36,670
	1201	Farmworker Counselor Salary	1	35,776
	1201	Farmworker Job Developer Salary - VACANT	1	17,969
	1201	Secretary Salary	1	31,198
	2101	Program Coordinator Benefits-FICA, Health Insurance, and Retirement		23,277
	2101	Farmworker Counselor Benefits-FICA, Health Insurance, and Retirement		13,003
	2101	Farmworker Counselor Benefits-FICA, Health Insurance, and Retirement		17,966
	2101	Farmworker Job Developer Benefits-FICA, Health Insurance, and Retirement - VACANT		3,400
	2101	Secretary Benefits-FICA, Health Insurance, and Retirement		20,616
	2401	Employees Worker Compensation		388
	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
(C) TOTAL				\$248,473



A) **PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS**

Name of Eligible Recipient:

B) _____

Project Number: (DOE USE ONLY)

TAPS Number
11B018

FLORIDA DEPARTMENT OF EDUCATION Budget Narrative Form

(1) FUNCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITION	(5) AMOUNT
	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
	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		1,080
	4410	Rent-To maintain a service site for Glades area		7,367
	4502	Casualty Self-Insurance for clients, by Risk Management Department		1908
	4610	Maintenance Buildings - Service for Satellite Office		2077
	4620	Repair of equipment-Emergency repair of Office Machines		50
	4703	Graphics Charges-Printing of staff business cards, envelopes, and letter head paper		300
	4931	Allowances-Paid to participants in classroom training		28,000
	4941	Registration Fees (Staff)-For staff attendance to conferences and workshops		1,200
	5101	Office Supplies-Supplies and Consumables (staff) – Material to run two Offices		1,728
	5111	Office Furniture and Equipment		1,139
(C) TOTAL				\$56,999



STUDENT PERFORMANCE / PROJECT EVALUATION - WIA Title I, Section 167 NFJP– Submit this form as is with application.

(1) Name of Service and Brief Description	(2) Method of Evaluating Performance	(3) Method of DOE Verification	(4) Timelines for Data Collection
<p>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</p>	<p>100% of DOE negotiated goal in Plan Vs Actual Progress Report Form</p>	<p>Management Information System of the DOE/AMPS Office</p>	<p>By the fifth of the month following the month for which activities are reported</p>
<p>2)Total Participants Entering Employment – Number of participants that are job placed after receipt of Core, Intensive, Training, and/or Related Assistance Services</p>	<p>100% of the DOE negotiated goal in Plan Vs Actual Progress Report Form</p>	<p>Management Information System of the DOE/AMPS Office</p>	<p>By the fifth of the month following the month for which activities are reported</p>
<p>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</p>	<p>100% of negotiated goal in Plan Vs Actual Progress Report Form</p>	<p>Management Information System of the DOE/AMPS Office</p>	<p>By the fifth of the month following the month for which activities are being reported</p>
<p>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</p>	<p>100% of the negotiated goal in the Plan Vs Actual Progress Report Form</p>	<p>Management Information System of the DOE/AMPS Office</p>	<p>By the fifth of the month following the month for which activities are reported</p>
<p>5)Literacy/Numeracy Gains – Number of participants who have exited and attained a minimum of one grade increase in either English reading or mathematics</p>	<p>100% of the negotiated goal in Plan Vs Actual Progress Report Form</p>	<p>Management Information System of the DOE/AMPS Office</p>	<p>By the fifth of the month following the month for which activities are reported</p>
<p>6)Follow-up Wage Rates – Wages at placement</p>	<p>100% of negotiated goal in Plan Vs. Actual Progress Report Form</p>	<p>Management Information System of the DOE/AMPS Office</p>	<p>By the fifth of the month following the month for which activities are reported</p>
<p>7)Retention Rate – Measured at second and third quarters after placement</p>	<p>Retention rate of 70% of those placed in unsubsidized employment</p>	<p>Management Information System of the DOE/AMPS Office</p>	<p>By end of third quarter after exit quarter</p>

Attachment D
Plan Vs. Actual Progress Report Form

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, 2010		October 1 – December 31, 2010		January 1 – March 31, 2011		April 1 – June 30, 2011	
		Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual
A	Total Participants*	63		86		109		132	
A1	New Participants	22		51		74		97	
A2	Participants Carried Over								
B	Participant Outcomes								
B1	Entered Employment*	11		25		39		52	
B2	Completed Training Service*	6		24		30		37	
C	Number Participants Exiting	13		28		38		48	
C1	Attained a Credential*	6		8		14		23	
C2	Literacy/Numeracy Gain*			8		14		23	
C3	Other Exits								
D	Participants On-Board (End of Period)	50		58		71		84	
E	Participants Enrolled in Program Services								
E1	Core Services	63		86		109		132	
E2	Intensive Services	63		86		109		132	
E3	Training Services	28		38		43		57	
E4	Related Assistance Services			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) **Completed 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 attained 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). Leave blank.
- (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.

Revised – March 3, 2010

Attachment E

Special Conditions for WIA, Section 167 Project Awards Form

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. A cost is allocable to a particular project grant if the goods or services involved are chargeable or assigned to such project grant in accordance with relative benefits received. This would include the cost for compensation of employees for the time devoted and identified specifically to the performance of the project, cost of materials acquired, consumed, or expended specifically for the purpose of the project, and equipment and other approved capital expenditures.

Program Goals and Standards

The project recipient agrees that the Florida Department of Education may discontinue the project award, not refund the project recipient, or impose special conditions if the project recipient has failed to provide services specified herein or in the project award, or failed to achieve goals and performance standards.

Property Standards

The project recipient may purchase items/property with a value or cost less than \$500 without prior written approval from the Department of Education. However, all purchases must be necessary for the support of staff and/or participants and considered allowable activities WIA Title I, Section 167. Project recipients must request written permission from the Department of Education to purchase items/property with a value or cost of \$500 or more. Property is defined as equipment, fixtures, and other tangible personal property of a non-consumable and non-expendable nature, with a value or cost of \$500 or more and the normal expected life is one year or more. The project recipient agrees that items purchased with WIA Section 167 funds and defined as property with a cost of \$500 or more may be inventoried by the Florida Department of Education.

Program Costs

The project recipient agrees that administration expenses for the program year may not exceed five (5%) percent, including indirect cost, of total expenditures on the final report. Total expenditures are defined as the amount reported as Total All Categories (line 13) on the Florida Department of Education's Form DOE-599, Project Disbursement Report. Administration expenses are defined as those expenses reported in the Total Administration (line 9) cost category on the State of Florida, Department of Education's Form DOE-599, Project Disbursement Report.

Staff Costs

The project recipient agrees that staff whose total annual compensation is derived from WIA Title I, Sections 167 funds shall contribute 100% of compensated time to completion of approved WIA Title I, Section 167

project activities. Project recipient staff positions funded in part by WIA Title I, Section 167 funds in combination with any other funds will be charged on a proportional basis based on actual activities. The project recipient agrees that prior written authorization from the Department of Education will be required to make changes to direct personnel costs charged to the budget.

Travel Costs

The project recipient agrees that all staff charging travel costs to WIA Title I, Section 167 funds must derive all or part of their salary from WIA Title I, Section 167 funds and the travel must relate to WIA Title I, Section 167.

Travel Approval

Recipients must request prior permission, in writing, from the Director, Adult Migrant Program and Services of the Florida Department of Education for approval to charge out-of-state travel. Approval will be given only if such travel supports goals of WIA Title I, Section 167. Travel must comply with Section 112.061, Florida Statutes, as outlined in Section H of the **Green Book**, available at:

<http://www.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.

Reports Required

Project recipients will be provided guidance in order to determine and document participant eligibility along with other necessary form masters for efficient and standardized program operation.

Monthly Reports

Copies of the DOE-599, Project Disbursement Report, must be submitted monthly to the Comptroller and the Adult Migrant Program and Services Section Office no later than ten (10) days following the close of the reporting month. Program forms will be submitted to the Adult Migrant Program and Services Section Office no later than the fifth day of the following month for which activity is being reported. Intake and eligibility certification documentation must be submitted in hard copy and electronic form.

Individual Employment Plan

The Individual Employment Plan (IEP) with attached Counseling Notes Form provided by the Adult Migrant Program and Services Section will be completed for each participant prior to receipt of training services. The IEP establishes goals for the individual, denotes barriers, provides a service plan, identifies service delivery agents, as well as results of formal testing and participant progress via counseling notes.

Operational Guidelines and Internal Procedures

Project recipients must implement project operation as instructed in the WIA, Title I, Section 167 "Program 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.

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 five (5) days of any such change.

Close-Out

Each project must be closed out promptly after expiration or termination. Final expenditure report is due to the Office of the Comptroller no later than August 20 following the close of the Program Year. One copy must be submitted to the Adult Migrant Program and Services Section Office. In the event that the business operations of the project recipient agency are suspended, such agency will deliver the most current program records within 30 days of the close of business to the Adult Migrant Program and Services Section Office. The Florida Department of Education may terminate the project award for cause. In this event, a written termination notice will be prepared by the Adult Migrant Program and Services Section Office to become effective thirty (30) days after such notice is given. In closing out projects, the following shall be observed:

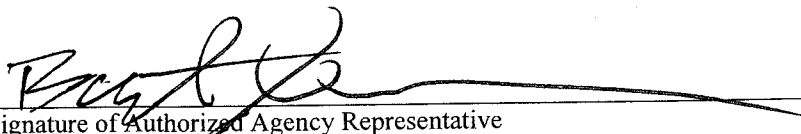
The close out of a project does not affect the retention period for records or access rights by federal or state personnel. If a project is closed out without an audit, the Florida Department of Education retains the right to disallow an appropriate amount after fully considering any recommended disallowance resulting from a subsequent audit.

Audits

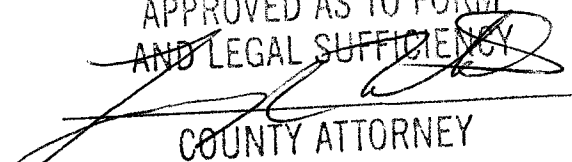
Private nonprofit organizations must provide an audit prepared in accordance with U. S. Department of Labor laws and regulations to the Office of the Comptroller and the Adult Migrant Program and Services Section Office.

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 limits no less than as follows: \$5,000 for accidental death, \$5,000 for accidental dismemberment and a maximum benefit allowance for accident medical expense of \$10,000. Participants may be covered under existing policies of the project operator.


Signature of Authorized Agency Representative

5/18/10
Date

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

COUNTY ATTORNEY

Attachment G
PY 2010 Staffing Breakout Form
NFJP/Workforce Investment Act, Section 167

Project / Agency: Palm Beach County Board of County Commissioners

(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	\$45,261	\$23,277	\$45,261 - 100%	\$23,277 - 100%
2. Farmworker Counselor	Martha Ferrer	\$36,670	\$13,003	\$36,670 - 100%	\$13,003 - 100%
3. Farmworker Counselor	Cynthia McMillan	\$35,776	\$17,966	\$35,776 - 100%	\$17,966 - 100%
4. Farmworker Job Developer	VACANT	\$17,969	\$3,400	\$17,969 - 100%	\$3,400 - 100%
5. Secretary	Josefina Gonzalez	\$31,198	\$20,616	\$31,198 - 100%	\$20,616 - 100%
6.					
7.					
	(7) Total of Salary and Benefits	\$166,874.00	\$78,262.00		

Supervisor Signature: _____

Date: _____

5/18/10

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 and percentage of salary for 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)

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 provide 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 application.

APPLICATION CHECKLIST

National Farmworker Jobs Program

Submitting Agency's Name: Palm Beach County Board of County Commissioners

Note: Applications must adhere to instructions in the section titled - **Technical/Formatting and other Application Submission Requirement.**

Placement Order	Item	DOE Staff	
		Complete	Incomplete
		✓ Check appropriate box below	
ITEMS			
1	DOE 100A, Project Application (with original signature)	√	
2	DOE 101, Budget Narrative Form	√	
3	Student Performance Form (include as is)	√	
4	Plan Vs. Actual Progress Report Form	√	
5	Special Conditions for WIA Project Awards Form	√	
6	FY 2010 Staffing Breakout Form	√	
7	GEPA (one page summary)	√	
8	Application Checklist (this page)	√	
NARRATIVE COMPONENTS			
9	1. Project Abstract or Summary	√	
	2. Project Need	√	
	3. Labor Market Analysis	√	
	4. Project Design and Implementation (a through g)	√	
	5. Evaluation	√	
	6. Support for Next Generation Strategic Imperatives	√	
	7. Dissemination Plan	√	
	8. Budget – this narrative is in addition to the DOE 101	√	
Private Colleges, Community-Based Organizations and Other Agencies must include the following:			
10	• List of current Board of Directors and Articles of Incorporation		
	• Copy of current operating budget		
	• Copy of current audit report – if available		
	• Copy of Chart of Accounts		
	• General Terms, Assurances and Conditions for Participation in Federal and State Programs		
	• Proof of eligibility to operate a business in Florida (signed document from Florida Secretary of State)		

Palm Beach County

Analysis of Existing Conditions in the Glades (Belle Glade, Pahokee, South Bay, Canal Point)

<p><u>2009 US Census Population Estimated</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Belle Glade</td><td style="text-align: right;">16,681</td></tr> <tr><td>Pahokee</td><td style="text-align: right;">6,598</td></tr> <tr><td>South Bay</td><td style="text-align: right;">4,503</td></tr> <tr><td>Canal Point</td><td style="text-align: right;">250</td></tr> </table> <p>Sources: US Census Bureau Agency for Workforce Innovation</p>	Belle Glade	16,681	Pahokee	6,598	South Bay	4,503	Canal Point	250	<p><u>Races in Belle Glade</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Black</td><td style="text-align: right;">50.7%</td></tr> <tr><td>Hispanic</td><td style="text-align: right;">27.6%</td></tr> <tr><td>White non-Hispanic</td><td style="text-align: right;">13.8%</td></tr> <tr><td>Other</td><td style="text-align: right;">9.7%</td></tr> </table> <p>Source: City-Data.com</p>	Black	50.7%	Hispanic	27.6%	White non-Hispanic	13.8%	Other	9.7%	<p><u>Poverty Indicators</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Poverty Rate</td><td style="text-align: right;">36.3%</td><td>(Glades Initiative/US Census)</td></tr> <tr><td>English not Spoken at Home</td><td style="text-align: right;">38.0%</td><td>(Glades Initiative/US Census)</td></tr> <tr><td>Food Stamps Use</td><td style="text-align: right;">39.7%</td><td>(11,146 Person FDOS)</td></tr> <tr><td>Homeless</td><td style="text-align: right;">7.7%</td><td>(136 out of 1,760 Total)</td></tr> <tr><td>Disadvantage Students</td><td style="text-align: right;">85.0%</td><td>(Title I Receiving Lunches)</td></tr> <tr><td>Ex Felons of Working Age</td><td style="text-align: right;">65.0%</td><td>(Workforce Alliance)</td></tr> </table>	Poverty Rate	36.3%	(Glades Initiative/US Census)	English not Spoken at Home	38.0%	(Glades Initiative/US Census)	Food Stamps Use	39.7%	(11,146 Person FDOS)	Homeless	7.7%	(136 out of 1,760 Total)	Disadvantage Students	85.0%	(Title I Receiving Lunches)	Ex Felons of Working Age	65.0%	(Workforce Alliance)
Belle Glade	16,681																																			
Pahokee	6,598																																			
South Bay	4,503																																			
Canal Point	250																																			
Black	50.7%																																			
Hispanic	27.6%																																			
White non-Hispanic	13.8%																																			
Other	9.7%																																			
Poverty Rate	36.3%	(Glades Initiative/US Census)																																		
English not Spoken at Home	38.0%	(Glades Initiative/US Census)																																		
Food Stamps Use	39.7%	(11,146 Person FDOS)																																		
Homeless	7.7%	(136 out of 1,760 Total)																																		
Disadvantage Students	85.0%	(Title I Receiving Lunches)																																		
Ex Felons of Working Age	65.0%	(Workforce Alliance)																																		
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*This number excludes persons who started work in cooperation with Workforce Alliance (applicants for 6 weeks \$12 per hour jobs= 339 positions filled)

Project Summary

According to the Palm Beach County Cooperative Extension Department, in agricultural sales, Palm Beach County leads in the State of Florida, all the counties East of the Mississippi River, and it's also one of the ten largest in sales in the United States. Palm Beach County also leads the nation with sugar cane and fresh sweet corn.

The averaged low wages placed farm workers well below the Federal Poverty Guidelines. Some of the problems that lead to poverty are: second class health care, inadequate housing and education. These are the most evident needs among farm workers. The lack of education and job skills prevents them from obtaining year-round permanent employment.

Farm workers live throughout Palm Beach County, but most are residing in the Western communities of the County, the Glades area; (Pahokee, Belle Glade, South Bay, and Canal Point) where they work in the sugar cane fields; planting and picking vegetables such as lettuce, green beans, sweet corn, bell peppers, radishes, and celery, while others work in vegetable packing houses.

Those farm workers who live closer to the East coast commute to the Glades to work in the fields that are owned by large agricultural producers. As more farmland near the coast are being sold for real estate development, farm workers are moving westward and up north to find jobs in agriculture. The busiest harvest season in Palm Beach County begins in October and ends in April. Some families migrate to the northern states to find employment, while the majority stays to work in the corn and green bean season that begins in May.

Program Needs in Palm Beach County

The Palm Beach County Farmworker Jobs and Education Program statistics, of the participants served during PY 08-09, shows that 97.70 percent of the participants were **seasonal** farm workers and only 2.3 percent were **migrant** workers. Farm workers usually rely on unstable day labor or other temporary jobs to support themselves and their families.

The ethnic /racial makeup of participants was 34.48 percent were **Black** and 65.52 percent were **Hispanic**. About half of the Black population is African Americans, whose families have worked in the Glades for generations. The other half is Haitians; due to the fact that a large number of them are immigrating to the United States because of the economic crisis in Haiti, which makes them the poorest country of the Western Hemisphere.

Each racial group has their own particular needs. The **African American** population has better opportunities for training and employment, due to them not having to overcome the language barrier unlike the other populations.

Mexican- Americans - Many do not speak English, others have low English skills, while few are bilingual. Many of them need a high school diploma to be trained in a vocational training, where their bilingual ability is an asset in the job search. For those clients who have language barriers, we refer them to the ESOL program at the Palm Beach Literacy Coalition program or Glades Central High School.

The Haitians – Amongst the Haitian community one of their most important goals is to learn English, to obtain a better paying job. Many of them speak little English, while others do not speak the language at all. These clients are referred to the morning or evening ESOL classes offered at two sites. A large number of Haitians do not know how to drive, cannot afford a car, and depend on others for transportation, which is another barrier for them to attend school.

Guatemalans- A large number are from indigenous origins where they speak about 22 different languages. Many of the participants tested score second or third grade level. The majority of this population doesn't have any work experience outside agriculture, here in the United States or in their own country.

In the Glades communities reading and math skills are below grade level. According to the statistics of the Florida Department of Education School Accountability Report for the school year 2008-2009, in Glades Central High School only 22 percent met reading standards and 64 percent met math standards. In Pahokee Middle/High School 32 percent met **reading standard** while 61 percent met **math standards**. These statistics show the high need of programs like the Farmworker Program that provides assistance to the farm worker population to achieve economic self-sufficiency.

The **unemployment rate** is high in the Glades Communities, with 32 percent of people unemployed; where agriculture is the main industry. The sugarcane industry provides seasonal employment from October to April, and the corn and green bean season provides employment from May to July. Seasonal

employment is one of the major reasons why farm workers lack year-round employment. According to the Program statistics for PY 08-09, 39.08 percent of all participants lacked work history outside of agriculture and 94.25 percent were unemployed at the time of enrollment.

Transportation is another barrier. Many clients do not rely on a car. Therefore they need to rely on public transportation which takes approximately two hours to travel from the City Belle Glade to the City of West Palm Beach, where most of the vocational schools, trainings and better paying jobs are available. The use of public transportation means that they have to leave their house at 5:00 am to be in the east coast by 8:00am. Due to the timing, another barrier is created, child care, which makes the situation twice as difficult for those with small children.

Socio - Economic and Educational Profile

Many of the farm worker we have served in the past, stated that they began working in the fields at an early age, as young as seven and eight years of age, to help their families with the household expenses. A high number of farm worker children's drop out of school without any other job experience other than farm work. In some cases they work an average of 2 to 3 hours before going to school. This is an indication of the high drop-out rate within the children of farm workers.

The Department Of Education Statistics School Indicators Report shows that during the School Year of 2008-2009 Palm Beach County had a 2.6 percent drop-out rate and 77.7 percent graduation rate. There are two high schools located in the Glades Communities, Pahokee Middle/Senior High School in Pahokee with a **graduation rate** of 70.6, a **90.0 percent free & reduced lunch**, and **97.0 percent minority rate**. Glades Central High School in Belle Glade has a graduation rate of 80.0 percent, 92.0 percent free & reduced lunch, and 99.0 percent minority rate. Compared to Alexander Dreyfoos Jr. School of the Arts located in West Palm Beach, with a 99.4 percent graduation rate, 12 percent free & reduced lunch, and 36 percent minority rate.

The Farmworker Program statistics for participants served during PY 08-09 shows that 66.67 percent of the participants dropped-out of school. 75.86 percent have a reading skill below the 9th grade level, 74.71 percent have math skill below 9th grade level and those with limited English skills are at 20.69 percent.

Services and Activities

The counselors are constantly working, collaborating, and coordinating their efforts with: Pahokee Middle/High School, Glades Central High School, Redland Christian Migrant Association (RCMA), Pahokee and Belle Glade Pioneer Beacon Centers, Title I Migrant Program, Glades Initiative Inc., and Workforce Alliance, to reach out to their parents and clients. This will continue opening the doors to **recruit new participants**.

For those who need and seek job training, the **initial assessment** is one of the most important steps in the enrollment process. This assessment helps the program staff to identify the applicant's career and employment goals. The counselors discuss the job projections with the applicants. This information is available to the staff through the Administration for Workforce Innovation (AWI) website.

The staff keeps themselves informed of employment opportunities by direct contact with employers, Workforce Alliance, County website, and www.employflorida.com website. For those who are just **seeking employment**, the counselors will only provided them with job search assistance. They may receive job referrals, resume writing, employability skills, and interview skills assistance. If the participant is in need of vocational training in order to prepare for the jobs that are in demand, the counselors will then review the client's skills.

The staff determine the applicant's **income eligibility** according to the Federal Poverty Guidelines and 70% Lower Standard Income Levels (LLSIL). The farm work income earned is determined by the applicant's pay stubs or the

SUNTAX system wages report. Once it's determined that the applicant is eligible for the program, a counselor schedules an appointment for a more in-depth assessment of the individual.

To determine the applicant's grade level; one must complete the Test for **Adult Basic Education (TABE)**. For the English Speakers Of other Languages (ESOL) the School District has adopted the Comprehensive Adult Student Assessment System (CASAS). To determine an applicant's career interests we use the **CHOICES Career Assessment**. This assessment is web based.

The Counselors use the **Individual Employment Plan (IEP)** to guide the interview process. The applicants will have the opportunity to express their opinions and desires based on the results of the objective assessments (TABE and CHOICES.) The counselor and participant will outline a plan to deal with the obstacles and barriers to complete vocational training. All referrals must be indicated on the Individual Employment Plan (IEP).

The Farmworker Program may help the participants to remove some of the barriers that stand in their way to accomplish their career and employment goals. For other barriers such as child care, health benefits, and emergency assistance, the counselors will refer them to a partner agency/program to help remove those barriers that are beyond our control.

The allowance payment - participants may receive the Basic Allowance based on the school program they are enrolled in. Related Assistance Payment is based on specific characteristics identified in the Intake form. The hourly rate can vary from \$2.00 to \$5.15 an hour. The student's attendance is recorded on a

time card. The allowance checks are issued in a bi-weekly basis by the County Payroll Department.

Participants will be referred to Palm Beach State College to receive remedial classes to improve their grade level. If they are on grade level they will be referred to vocational training. If they do not have a high school diploma they will be referred to the General Education Diploma (**GED**) program at Glades Central High school or Workforce Alliance. After they complete the GED program, then at that point they will be referred to a vocational training. If the applicant is a non English speaker, they will refer to the English for Speakers Of other Languages (**ESOL**) program at Glades Central H.S or the Literacy Coalition program. After joining the ESOL program they will have a better outcome with their vocational training and job search.

Participants can enroll in **vocational courses**, such as; Licensed Practical Nurse, Nurse Assistant, Patient Care Technician, Customer Service Representative, Truck Driver, Heavy Equipment Operator, Welding, Construction Trades, Cosmetology, and Clerical skills. Child Care training is also suitable for Hispanic women who have learned the basics of the English language and would like to start a career working with young children. After completion of training, the program may provide employability skills, on-the-job training or work experience.

Our participants are referred to resume writing and job interview skills classes held every week at Workforce Alliance. For those with limited English, there are jobs in the field of hospitality and food service, where their language

barrier is not a major obstacle for employment. In the Belle Glade office we have a bilingual counselor English/Spanish, which helps to better serve the needs of our large Hispanic clientele.

According to the Agency for Workforce Innovation (AWI), Labor Market Statistics, some of the fastest-growing occupations are; Home Health Aides, Medical Assistant, Personal and Home Care Aides, Pharmacy Technicians, and Physical Therapist. **Participants** presently **enrolled in these trainings**; two clients are attending the Nurse Assistant program, one client is attending the Physical Therapist program, and one client is attending the Pharmacy Technician program. This program may enroll eight to ten participants in these trainings. According to an article from Department of Labor (DOL) Woman's Bureau (March 15, 2010) projections for year 2016, the health field is one of the fastest growing occupations.

According to AWI, labor Market Statistics, some of the Occupations with the most jobs openings in Palm Beach County are; Cashier, Janitors, Office Clerk, Register Nurse, and Food Preparations. We expect to train five to eight participants in these fields.

Child Care workers continue to be in demand as well, even though a higher standard of preparation is now required. It is now required that a person is officially hired by a Child Care Center before they can register to complete the CDA class. This course is available at the local College and online <https://training01-dcf.myflorida.com>, both in English and Spanish, which is

convenient for those clients with language barriers. We expect to enroll 10 participants in the Child Care program.

Ongoing contacts with employers will continue to be a very helpful tool for future **job placements**. To secure **job retention** the staff will make sure that the client's skills and career interest matches with the employment being offered. They will complete follow-ups with the clients and employers, to ensure the participants are complying with their work schedule and punctuality. Three follow-ups are to be completed the 1st quarter, 2nd quarter, and 3rd quarter after exit/placement.

Narrative Report

The Palm Beach County Farmworker Program did not meet the 85% percent performance in four out five areas of performance planned for the end of quarter III, March 31, 2010.

Total Enrolled – 81.65 %
New Participants – 73.0%
Total Entered Unsubsidized Employment – 43.6%
Number Exiting – 78.95%
Cost per Placement higher than \$6,500 – 208% (\$13,001)

The Western part of the County is where we serve the largest clientele, 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, South Bay, and Canal Point. The region's farming-dependent economy is one of the sources for the constant joblessness.

The fear of deportation is another devastating situation that the Hispanic population of Palm Beach County has been facing for over a year now. A couple months ago immigration officers closed the three main entrances to the City of Belle Glade. This situation has forced many farm worker families to move out of Belle Glade. In some instances they moved out of Palm Beach County with the fear that they may be detained and deported to their countries. These situations have created a major obstacle for the **recruitment** and **enrollment** of new participants.

Palm Beach County has been facing a high **unemployment rate**. The PBC Economic Development office says "The joblessness in the Glades reached "Depression Levels". "The Glades is a community with no visible means of

support, a situation that is creating angry and disenfranchised adults with few options to a stable and productive life". According to the Florida Agency for Workforce Innovation, Labor Market Statistic Center, since July 2009 the unemployment rate in Palm Beach County has been between 11.3 percent and 12.4 percent. This situation has created a big impact in the economy of these communities, therefore our **placement** efforts have been affected dramatically.

Unemployment increased officially to 32 percent. Not counted in this official unemployment rate, are the people who are not looking, have given up hope, are unemployable, or are undocumented immigrants who reside in the Glades without a job (PBC Economic Development Office, August 2009).

Placement Barriers: This is an area with a **high drop-out rate** and an alarming way of **criminal activities**. The July 2009 Workforce Alliance evaluation of applicants seeking summer jobs as part of the Federal Stimulus package revealed that 65 percent of job seekers were **ex felons** with minimal or **no job history**. It is noted that the Glades prison and jail, house approximately 2,000 inmates of working age. This report also revealed that 3, 733 people, 32% percent were registered for **Unemployment Compensation**, high by any standards. With all these barriers to employment it has become very hard for the residents of the Glades to find employment.

Another major barrier for placement has been the **lack of employment** in the area. Kevin Johns, head of the County's Economic Development office said, "One **obstacle attracting good jobs to the Glades** is a land shortage". "Most of the suitable land for economic development is controlled by the sugar companies

or prisons”, he said. About two years ago, agencies such as the South Florida Water Management District and the Army Corps of Engineers predicted that their \$10.9 billion Everglades Restoration would create construction jobs in the region. That effort included the State’s \$800 million reservoir project near South Bay but the district cancelled the reservoir last year after it began pursuing the US Sugar land deal. Hundreds of employees were hired and then laid-off, and most other promised jobs and projects never materialized.

Leaders from the county and all three cities said; “They are working hard to attract jobs”. Kevin Johns from the County’s Economic Development Office pointed to the multimillion-dollar redevelopment projects in Downtown Belle Glade and Pahokee designed to lure residents and visitors (Not one local resident was hired). “A separate effort to dredge the rim canal along Lake Okeechobee will help bring boaters back”, Kevin said.

Pahokee Mayor, Wayne Whitaker said he is trying to lure an airplane parts manufacturer, a hotel and a company that would grow sorghum to make biofuel. **South Bay City Manager Corey Alston** said he has a plan to revitalize his city, the smallest of the tri-cities. He wants to annex unincorporated land and use 120 city-owned acres to attract commercial and industrial developers.

The region’s most ambitious redevelopment proposal is hitting rough waters. Leaders of all three cities have been lobbying the Port of Palm Beach to create a rail-linked inland port on land owned by Florida Crystal Corp. near South Bay.

For several years this program has been facing several challenges including the staff turnover, which has really affected the performance of this program. Since December 2005 to June 2009, this program has hired five Farmworker Counselors. Unfortunately, as a County Government agency many applicants have the intention of only receiving the benefit package offered to all county employees.

In October of 2009, this program decided to change the personnel structure of the program. We concluded that this program was in need of eliminating the Receptionist position, to hire a part time Farmworker Job Developer. This person will be responsible for finding and developing more job opportunities for our participants. We are very confident that this change will make a positive impact in **job placement** and **retention rate** performance.

On March 29, 2010 we hired a new Job Developer. Unfortunately, during her probationary period she failed to comply with her work schedule, assigned duties and responsibilities. She was terminated on April 28, 2010. Once again we are working with the Human Resource Department to hire a new person. This process will not be long, as we were authorized by the Human Resource Director to fill this position with the previous referral list used on March 2010.

The Farmworker Program staff along with staff from Workforce Alliance has been tirelessly working and putting every effort on job search and placement. By the end of the third quarter, March 31, 2010 this program attained 78.95 percent on the number of **participants exited** but we will accomplish this goal by the end of the fourth quarter.

Corrective Action Plan

Recruitment – The Farmworker Program is aggressively working with other partner agencies, schools, churches, and programs to recruit and enroll new participants. These are some of the ongoing recruitment efforts we are working on a regular basis:

1. Glades Education Center - ESOL- Presentations and by-weekly site visits.
2. Workforce Alliance – weekly presentations (brochure holders).
3. Glades Central High School – GED/ESOL – by weekly site visit, presentations, distribution of flyers and applications to new students.
5. Palm Beach State College/West Tech - Construction training. Presentation to new students and brochures were given to the instructor.
6. PBSC/West Tech - Welding class – By-weekly visits/brochures, presentation to new students, and applications are given to instructor.
7. Academy for Practical Nursing - List of C.N.A scholarship recipients provided by Workforce. Presentations to the Nurse Assistant and LPN classes.
8. Palm Beach County Library – Distribution of flyers in a bi-weekly basis.
9. Title I Migrant Program – Brochures distributed.
10. Department of Children & Families (DCF), Belle Glade – Brochures provided to the front desk receptionist in a regular basis.
11. Affiliated with Palm Beach 211 number. Refer farm worker callers, who meet the eligibility requirements of the program.
12. Migrant Head Start – Program presentations (monthly, parent's meeting).
13. RCMA – Program presentations (monthly parent's meetings).

On March 13, 2010, the Program Coordinator and one of the counselors participated in the 9th Annual Reach Fair sponsored by the PBC Health Department held in Belle Glade. The program's staff participated in the fair from 7:00 am to 3:30 pm. The purpose of this fair was to provide free health screening tests and bring awareness of all services available to the Glades communities.

On May 09 2010, Farmworker Counselor, Ms. Ferrer will be attending a Cinco de Mayo celebration, at the Belle Glade Marina.

We will continue attending the health fair, community fair, and outreach fair in an effort to disseminate information about the services provided by the Farmworker Program to **recruit** potential candidates. Program brochures are mailed to other partner agencies/programs on a monthly basis or as requested.

Placement – The correction plan is to continue the effort of working with the employers in the area, Workforce Alliance, and our partner agencies to identify potential candidates and expected job openings. Identify barriers for expansion of jobs, and identify the skills required for each job. With this information we may be able to provide a more qualified Workforce.

The Farmworker Program along with Palm Beach State College, The Academy for Practical Nursing, and Workforce Alliance will continue working together, in an effort to train as many residents possible in the fastest-growing occupations and the jobs with most openings in this area.

Palm Beach State College, Belle Glade campus, started the construction of a new building that will be the training facility for all PSAV trainings; welding, construction, plumbing, heavy equipment, diesel mechanic, and many others. This may attract new students to enroll in these trainings, as the **transportation barrier will be removed**, for those that were not able or willing to travel from Belle Glade to the main campus located in Lake Worth.

The new Pahokee Middle School building is under construction (no one local resident hired). We are hoping that this project will create job opportunities for the residents of the Glades communities.

As up to March 31, 2010, The Palm Beach County Farmworker Jobs and Education Program has been on target in Completed Training Services with 103.33 percent, Exited and Attained Credential with 150.00% percent, Literacy Numeracy Gain with 150.00% Average Wage at Placement at \$8.75 vs Plan \$7.25.

American Recovery and Reinvestment Act - ARRA

As a result of the American Recovery and Reinvestment Act 2009 (ARRA), Palm Beach County Community Action Program (CAP) was awarded 4.1 million to create job opportunities for Palm Beach County residents. The Program Coordinator has been working closely with the ARRA Grant Coordinator to ensure that our participants of this program will benefit from the funds allocated to pay training tuition. We have completed nine dual enrollments:

- (2) Rehab/Restorative Assistant Program. Cost - \$6,200 each, = \$12,400
 - (2) Security Guard D License. Cost \$192.00 each (Training & License) = \$384.00
 - (4) CDL-A. Cost \$2,595 each, = \$10,380.00
 - (1) CDL-A. Cost \$3,795.00
- Total tuition paid by CAP- ARRA Program = \$26,959.00**

ARRA -Transportation assistance: \$50.00 monthly gas card. The Farmworker Program agreed to pay allowance assistance.

Green Jobs Initiative

The Farmworker Program has been working closely with Palm Beach State College, who opened a "Green Institute" and is currently offering 18 courses to assist and prepare the residents of Palm Beach County with Green Job trainings. Palm Beach State College is also offering an Environmental Science A.S Degree Program. The Farmworker Program staff will work closely with the

College PSAV Coordinator, to screen and refer students that may be potential candidates for the Farmworker Program. During PY 10-11 we will continue working with the College and Workforce Alliance to recruit and enroll new participants in those accessible trainings and the courses being offered at the **College Green Institute**".

Florida Ready to Work

After completion of vocational training the program counselors are responsible for the referral of these participants to the Workforce Alliance center. Clients must registered with Workforce and complete the Florida Ready to Work Assessment to obtain a credential. This program has the best interest in becoming an Assessment Center. We completed the application last year but unfortunately, we will not be able to complete the process. In the Belle Glade office there is a computer designated for the use of the program participants. They can use the computer to create resume, cover letter, job search, and home work assignments. The Program Coordinator provided a list of authorized websites to the Community Services HELPDESK staff. As a local Government agency the use of unauthorized websites is not permitted.

Support for Strategic Imperatives

The Farmworker Jobs and Education Project (WIA Section 167) plans to support the State of Florida's Reading, Math, and Science Initiative by continuing to help our participants and their dependents to increase their English, Science and Math grade levels. Referrals to The Palm Beach County Literacy Coalition, ESOL day time program and Glades Central High School, General Educational

Diploma (GED) and ESOL evening program will continue, along with referrals to the General Education Diploma (GED) morning and afternoon program facilitated by the Palm Beach School District at Workforce Alliance West Career Center.

We will also continue referring our participants to remedial classes facilitated at Palm Beach State College, to improve participant's reading and math skill levels.

An integral part of this program is to help our clients to improve their employability skills such as understanding the basic of the English language.

Every participant is required to complete the Post-Test before exiting the program. The results of the Post-Test are reported into the Florida Department of Education MIS system, for monitoring and literacy numeracy gain purposes.

Dissemination of Program Information

Information about the project will be disseminated in several ways, through outreach and recruitment. Our staff will continue visiting other agencies, programs, schools, flea markets, churches, and attending community health, outreach, and recruitment fairs, attending different community celebrations and interagency meetings. We will distribute flyers and brochures throughout the communities. Former participants and networking with other programs and agencies continue to be one most reliable source for recruitment. The Workforce Alliance staff is also a very reliable source. The staff from Workforce Investment Act (WIA) or Welfare Transition Program (WTP) will refer all potential candidates to the Farmworker Program. The WIA and WTP staff has brochures and applications available for their clients. We are also affiliated with the Crisis Line 2-1-1 telephone number which refer farm worker callers, who meet the eligibility

requirements of the program.

Local Advisory Committee

At this time the Palm Beach County Farmworker Program is still in the process of establishing a Local Advisory Committee. As of PY 09-10 the Program Coordinator has been facing several challenges to reappoint the new members for the Advisory Committee. One being; after more than thirty years of service our Department Director, Mr. Edward Rich, retired in January 2009. Mr. Jon Van Arnam, Assistant County Administrator, became The Interim Director until July 2009, when the new Department Director, Mr. Channell Wilkins came on board. Mr. Wilkins is aware of the needs for the Farmworker program to reappoint the new members for the Local Advisory Committee. Unfortunately, the Program Coordinator s has not been able to finalize the process to reappoint the new members to this committee. Secondly, due to the implementation of the new "Commission on Ethics and the Palm Beach County Code of Ethics, all Palm Beach County all employees are now required to review the new Palm Beach County code of ethics and sign an acknowledgement form". This process will also apply to all appointed and reappointed Board/Committee Members.

A staff member from the Farmworker Program attended the training for the Board Appointment Process/Instructions, in which this employee will be assigned as the Liaison for our Program Division. After completing this process our program has high expectations that our new Local Advisory Committee Members will be appointed within our next Grant year 2010-2011.

Budget Narrative

- 1201 Salary, Coordinator (1) - In charge of general management of program, staff and operation of two offices.
- 1201 Salary, Counselors (2) - Responsible for recruitment, enrollment, career counseling, education, and direction of clients.
- 1201 Salary, Job Developer (1) - Responsible for finding and the creation of job opportunities for clients.
- 1201 Salary, Secretary (1) - Serve public and support staff in program operations.
- 2101 Benefits (5 Employees) - Staff benefits as FICA, health insurance, and retirement system.
- 2401 Worker Compensation - New line item added for PY 10-11 as per Risk Management request.
- 3103 Medical Health Care – to pay physical exams for child care worker applicants and medical assistance to other participants.
- 3128 Investigative Services - to pay for state mandated background check for child care workers.
- 3401 Contractual Services - to reimburse private sector employers for 50% of participants' training expenses, On-The-Job-Training and paid work experience.
- 3438 Emergency Assistance - to provide one-time assistance to eligible farm worker families.
- 4007 Out-of-County Travel- to attend Coordinator's meeting and staff development workshops out of Palm Beach County.
- 4007 Mileage – staff in County travel for outreach, recruitment, interagency meetings, counseling, and follow up activities.
- 4101 Communications - to pay for program telephone services.
- 4205 Postage – to buy stamps to mail follow up letters to client and administrative communications.
- 4301 Utilities - to pay for electric and water services for rental space at the Belle Glade service site.

- 4406 Rent-Office Equipment - to pay monthly rental (\$00.00) of copy machine at Belle Glade service site (\$90.00 x 12 = 1,080.00).
- 4410 Rent - to pay monthly rent for the Belle Glade service site (\$613.90 x 12 = 7,366.80).
- 4502 Casualty Self Insurance - insurance for participants charged to the program by the Risk Management Department.
- 4610 Maintenance-Building - to pay cleaning company to clean rental space in Belle Glade 2x per week (\$157.17 x 12 = \$1,886.04 + \$95.00 x 2 charge twice a year for changing air filter - Final total \$2,076.04).
- 4620 Maintenance - to pay repair of office equipment.
- 4703 Graphics - printing of envelopes, letter head paper, and staff business cards. Pay to County Graphic Department.
- 4931 Allowances - paid to participants enrolled in classroom training in accordance with Program Policy Manual
- 4941 Registration Fees - for staff to attend conferences, conventions, and staff development trainings.
- 5101 Office Supplies - to buy materials to operate two offices, including paper for printers and computers.
- 5111 Office Furniture and Equipment - to buy file cabinet and desk for the Belle Glade office.
- 5220 Supplies and Consumables - to pay water for the Belle office (\$6.00 x 12 = \$72.00).
- 5401 Subscription to News Lines - for two annual subscriptions to AFOP publication (150.00 x 2 = 300.00).
- 5402 Education Fees and Supplies – to pay training tuitions, GED testing fee , nursing State board exam, books, uniforms, and school supplies for students attending vocational trainings.

**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 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

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 and Alliance will support each other non-financially 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 career counseling
- Career planning
- Dropout prevention activities
- Community Services and 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 farm worker pesticide safety instruction
- English language classes and basic education classes
- Other supportive services described in the project plan

VI Program Records

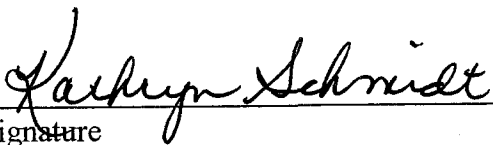
Both parties agree to share confidential customer and program information within the limits established by federal and state laws and regulations governing confidentiality. Both parties also agree to provide access and share any forms that may be used in the delivery of workforce services in the local 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 for convenience upon twenty-four (24) hours written notice.

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.

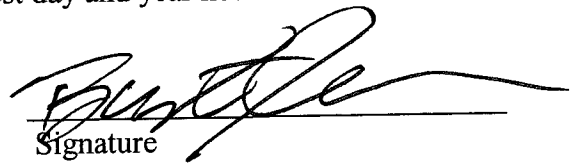


Signature

Kathryn Schmidt, President and CEO
For the Regional Workforce Board
Workforce Alliance, Inc.

4-28-10

Date

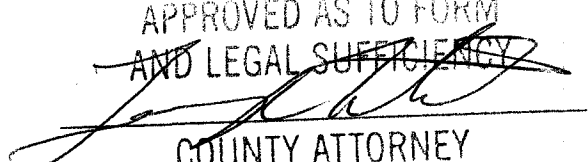


Signature

Burt Aaronson, Chair
~~John F. Keens, Chairman~~
For the Board of County Commissioners
of Palm Beach County

5/18/10

Date

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY


COUNTY ATTORNEY

Palm Beach County
Board of County Commissioners
Farmworker Jobs & Education Program

**In-Kind contributions of Palm Beach County Community Services Department to
The Farmworker Jobs & Education Program in our two county service areas.**

The following list provides some of the in-kind enhancements provided for the program and students being served in the Farmworker Program at Palm Beach County.

West Palm Beach - Main Office

810 Datura Street
West Palm Beach, FL 33401

Facilities

Use charge (2%)

Cube Size 12x14 Sq. Ft.

2 staff (1 cubicle for file cabinets) = 3 cubicles x 12x14 Sq. Ft. = 504 Sq. Ft.

504 Sq. Ft. x \$2.40 rate per Sq. Ft. = \$1,209.72 per month x 12 month = \$14,516.64
annual cost.

Utilities, Maintenance, & Waste Disposal

FW Share (1.76%)

\$17.00 per month x 12 month = \$204.00 annual cost.

West Palm Beach and Belle Glade Site

810 Datura Sreet. West Palm Beach, FL 33401
607 S Main Street Suite 103 Belle Glade, FL 33430

Communications, Computer Access and Payroll

Indirect Cost – PBC Gov't Rate Schedule

\$ 3,846.92 per month x 12 month = \$46,163.04 annual cost

TOTAL OF ALL IN-KIND REPORTED

Per Month = \$5,073.65

Annual Cost = \$60,883.68

**PALM BEACH COUNTY
FARMWORKER JOBS & EDUCATION PROGRAM**

Collaborative Partners

Workforce Alliance West Career Center

Jan Cook, Center Manager
jcook@pbcalliance.com
1085 S Main St. Belle Glade, FL 33401
561 829-2040 x 2104

Services provided: Tuition assistance, Youth scholarships (18-21), job referrals, job interviews, employability skills, writing resumes and cover letters, interviewing skills, \$50.00 gas card (monthly), and child care assistance.

Free to all participants – The roles and expected contributions are stated in a MOU agreement between Workforce Alliance and the Palm Beach County Board of County Commissioners.

Palm Beach State College

Sharon T. Comrei, PSAV Coordinator
gglenns@palmbeachstate.edu
1977 College Drive – MS#43
Belle Glade, FL 33430
561 996-1187

Services provided: Instructional - cosmetology, child care, welding, and much other vocational training and referral of potential candidates to receive the services of this program.

Financial Aid available for those who qualify

Farmworker Coordinating Council of Palm Beach Inc.

Lois Monroe, Office Director – Belle Glade
lmonroe@farmworkercouncil.org
233 West Avenue A – Suite D
Belle Glade, FL 33430
561 992-0603

Jorge Gomez, Director of Programs
jgomez@farmworkercouncil.org
1313 Central Terrace
Lake Worth, FL 33460

Services provided: Emergency Assistance as rental assistance (up to two month to clients enrolled in the Farm worker jobs & Education Program) and bus passes assistance (Monthly) to eligible clients attending school.

Palm Beach County, Community Action Program CAP

James Green, Program Coordinator
561 355-4727

jgreen@pbcgov.org
810 Datura Street. West Palm Beach, FL 33401

Services provided: Provide LIHEAP (FPL bill) assistance to eligible farm worker families.

Palm Beach County Human Services Division

Claudia Tucker, Director

561 355-4772

810 Datura Street. West Palm Beach, FL 33401

Services provided: Provide rental assistance to eligible farm worker families.

East Coast Migrant Headstart

Contact: Carol Anderson

561 993-0557

1140 NE 18th Street

Belle Glade, FL 33430

Services Provided: Interagency referrals.

Pahokee Beacon Center, GED Program

561 996-4935

1140 NE 18th Street

Pahokee, FL

Services provided: Free GED, ESOL classes, interagency referrals.

Palm Beach County Literacy Coalition, Glades Education Center

Contact: Sally Langley

981 S 1st Street

561 992-8068

Belle Glade, FL 33430

Service provided: Instructional training: ESOL, GED classes and child care for those who qualify.

Glades Central High School

Queen Miller, Teacher

561 993-4404

1001 SW Avenue M

Belle Glade, FL 33430

Services provided: Free GED & ESOL evening Program. Referrals of students that may qualify for the Farmworker Program.

Academy for Practical Nursing, C.N.A & LPN Program

Financial Partners by offering full scholarships to youth 18-21 yrs old

Patsy Mitchell, Financial Aid Advisor

561 683-6773

5154 Okeechobee Blvd.

West Palm Beach, FL

Services provided: Educational, Nurse Assistant, LPN training, job search, and job placement assistance.

General Security Services, LLC

Luis Torres

561 649-3110

5171 10th Avenue North

Lake Worth, FL 33463

Services to provided: Security Guard D and G license.

National Heavy Equipment School

Contact: Andrew McLaughlin

800 571-4974 office

561 371-4974 cell

188 College Drive

Orange Park, FL 32065

Services Provided: HE Training

Keiser Career College, Medical Assistant Program

Contact: Molly, Registers or Molly, administrator

561 433-2330

6812 Forest Hill Blvd.

Greenacres, FL 33463

Services provided: Medical Assistant training, job referral, and job placement assistance.

Metropolitan Trucking School, CDL

Pablo

561 753-7667

199 Pike Rd.

West Palm Beach, FL 33414

Services provided: CDL training A, B, and C license.

***The Farmworker program may provide allowances assistance to those who qualify.**



April 27, 2010

Mrs. Linda J. Grisham, Director
Adult Migrant Program and Services
Florida Department of Education
8402 Laurel Fair Circle, Suite 212
Tampa, Florida 33610

Dear Mrs. Linda Grisha.

Workforce Alliance, West Career Center, Belle Glade, Florida supports and collaborates with the Farmworker Program in Belle Glade. We refer our Workforce customers for needed services. The purpose of the program is to strengthen the ability of eligible migrant and seasonal farmworkers and their dependents to achieve economic self-sufficiency through their participation in educational, skills training and supportive services. Program participants, after completing their educational and skills training goals, are then able to obtain full-time, year-round unsubsidized employment and as a result are able to make positive changes in their lives.

The emergency services offered (such as food, medical care, clothing, rent, utilities, transportation, car repairs, etc.) can be provided to migrant farmworkers. This assistance helps to sustain them until jobs can be found for them in agriculture or until other state or local agencies can certify them for other services.

Workforce Alliance recognizes the importance and the great need for the migrant and seasonal farmworkers program in western Palm Beach County. Without the Farmworker Jobs and Education Program this population of residents would not be served.

Sincerely,

A handwritten signature in cursive script that reads "Jan Cook".

Jan Cook, Center Manager, West Career Center, Palm Beach Workforce Alliance.



Administration Office • 326 Fern Street, Suite 301 • West Palm Beach, FL 33401 • (561) 340-1061
Central Career Center • 1951 North Military Trail, Suite D • West Palm Beach, FL 33409 • (561) 340-1060
South Career Center • 901 North Congress Avenue, Suite C-201 • Boynton Beach, FL 33426 • (561) 853-0181
West Career Center • 1085 South Main Street • Belle Glade, FL 33430 • (561) 829-2040

To place a job order or learn about no-cost training programs and career development services, please call 800-556-JOBS or visit www.pbcalliance.com

*Academy for Practical Nursing
and
Health Occupations*

April 22, 2010

Mrs. Linda J. Grisham, Executive Director
Farmworker Jobs and Education Program
Florida Department of Education
8402 Laurel Fair Circle, Suite 212
Tampa, FL 33610

Dear Mrs. Grisham:

Please accept this Letter of Support for the continuation of the Palm Beach County Farmworker Jobs and Education Program.

This program has proven to be most worthwhile in service to underprivileged, multi-cultural clients in Palm Beach County who are receiving vocational training in order to enter the "world of work". The intensive services they provide have clearly resulted in much higher retention rates at the Academy for Practical Nursing and Health Occupations, thereby helping not only the participants themselves, but the County's healthcare employers as well.

The continuation of the Palm Beach County Farmworker Jobs and Education Program would greatly contribute to the search for effective solutions for Workforce retention.

Sincerely,

Lois M. Gackenheimer RN

Lois M. Gackenheimer, RN, NHA
Director



PALM BEACH STATE
COLLEGE

OFFICE OF
THE PRESIDENT

4200 Congress Avenue
Lake Worth, FL 33461-4796

561-868-3501 TEL
561-868-3504 FAX

May 4, 2010

Mrs. Linda J. Grisham, Director
Adult Migrant Program Services
Florida Department of Education
8402 Laurel Fair Circle, Suite 212
Tampa, FL 33610

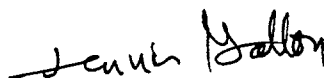
Dear Mrs. Grisham,

On behalf of Palm Beach State College, I am writing to express support for the request for funding by Palm Beach County under the *Farmworker Jobs and Education Program* for the 2010-2011 program year. Palm Beach County, as the proponent for the *Farmworker Jobs and Education Program*, continues to meet and exceed placement and training goals. We are pleased to work in partnership with this effort.

Western Palm Beach County is a unique place with a highly diverse population. The services provided through this program are critical, due to the density of agricultural workers in this area. The program offers critical supports for this population in their efforts to learn a trade and become increasingly self-sufficient.

As a collaborative partner with Palm Beach State, the program continues to have a positive impact on students by providing referrals, support services, and stipends for students who qualify. Therefore, we are proud to continue to support the efforts of this program and I look forward to another successful year.

Sincerely,



Dennis P. Gallon, Ph.D.
President

FARMWORKER COORDINATING COUNCIL OF PALM BEACH COUNTY, INC.

1313 Central Terrace • Lake Worth, Florida 33460
(561) 533-7227 office • 1-800-727-6224 • (561) 533-6099 fax
www.farmworkerCouncil.org



Belle Glade Office:

233 W. Avenue A • Suite D • P.O. Box 98 • Belle Glade, FL 33430
(561) 992-0603 office • (561) 992-8618 fax



April 30, 2009



Mrs. Linda J. Grisham
Executive Director
Farmworker Jobs and Education Program
Florida Department of Education
8402 Laurel Fair Circle, Suite 212
Tampa, FL 33610

RE: Palm Beach County Farmworker Jobs and Education Program


Dear Mrs. Grisham:

The Farmworker Coordinating Council is a long-standing community partner of the Farmworker Jobs & Education Program. We worked closely with program staff to provide opportunities to farm workers and their families. The Palm Beach program serves as an entry point for farm workers to improve their skills and often is the only option available to them.

The Farmworker Coordinating Council promotes self-sufficiency through education, advocacy and access to services. All of our clients that express a desire to improve their skills are referred to the Palm Beach County Farmworker Jobs & Education Program for support and services.

We are extremely thankful to the Florida Department of Education, Farmworker Jobs and Education Program for the support it provides to the Palm Beach County Farmworker Jobs and Education Program. We strongly support their application for funding from the Florida Department of Education. If we may be of any further assistance, please don't hesitate to contact our office.

Sincerely,


Manuel Allende
Executive Director

cc: Minerva J. Acosta,
Program Coordinator