

FLORIDA DEPARTMENT OF EDUCATION

Project Application

Please return to: Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	A) Program Name: Migrant and Seasonal Farmworkers Program WIOA Section 167 Discretionary/Continuation. Fiscal Year 2016-2017 TAPS NUMBER: 17B001	DOE USE ONLY Date Received Project Number (DOE Assigned)
B) Name and Address of Eligible Applicant: Palm Beach County Board of County Commissioners 810 Datura Street West Palm Beach, FL 33401		
C) Total Funds Requested: \$ 247,864 <hr style="width: 20%; margin-left: 0;"/> DOE USE ONLY Total Approved Project: \$	D) Applicant Contact & Business Information	
	Contact Name: Cynthia R. McMillan Fiscal Contact Name: Victoria Jones Mailing Address: 607 S Main St. Suite 103 Belle Glade, FL 33430 Physical/Facility Address: 607 S Main St. Suite 103 Belle Glade, FL 33430	Telephone Numbers: Cynthia McMillan 561-992-4706 Victoria Jones 561-335-4768 E-mail Addresses: cmcmilla@pbcgov.org DUNS number: 078470481 FEIN number: 59-6000785
CERTIFICATION		
<p>I, <u>Mary Lou Berger</u>, (Please Type Name) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. 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, Title Mary Lou Berger, Mayor	_____ Date	Approved As to Form and Legal Sufficiency By: _____ Assistant County Attorney

DOE 100A
 Revised July 2015

Pam Stewart, Commissioner



Attest:
 Sharon R. Bock
 Clerk and Comptroller

By: _____
 Deputy Clerk

FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM

A) Name of Eligible Recipient/Fiscal Agent:

Palm Beach County Board of County Commissioners/Victoria Jones

B) DOE Assigned Project Number:

760-4056B-6CFJA

C) TAPS Number:

17B001

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	ALLOWABLE DOE USE ONLY	REASONABLE DOE USE ONLY	NECESSARY DOE USE ONLY
FW10	1201	Regular Salaries & Wages One (1) Full - time Coordinator	1	\$ 45,316.00	100%			
FW12	2101	Employee Benefits - FICA One(1) Full - time Coordinator		\$ 2,810.00	100%			
FW12	2105	Employee Benefits - Medicare One (1) Full - time Coordinator		\$ 657.00	100%			
FW12	2201	Employee Benefits - Retirement Contribution One (1) Full - time Coordinator		\$ 3,408.00	100%			
FW12	2301	Employee Benefits - Insurance Life & Health One (1) Full - time Coordinator		\$ 13,260.00	100%			
FW10	1201	Regular Salaries & Wages One (1) Full - time Counselor #1	1	\$ 40,706.00	100%			
FW12	2101	Employee Benefits - FICA One(1) Full - time Counselor #1		\$ 2,524.00	100%			
FW12	2105	Employee Benefits - Medicare One (1) Full - time Counselor #1		\$ 590.00	100%			
FW12	2201	Employee Benefits - Retirement Contribution One (1) Full - time Counselor #1		\$ 3,061.00	100%			
FW12	2301	Employee Benefits - Insurance Life & Health One (1) Full - time Counselor #1		\$ 13,260.00	100%			
FW10	1201	Regular Salaries & Wages One (1) Full - time Counselor #2	1	\$ 39,092.00	100%			

FW12	2101	Employee Benefits - FICA One(1) Full - time Counselor #2		\$ 2,424.00	100%			
FW12	2105	Employee Benefits - Medicare One (1) Full - time Counselor #2		\$ 567.00	100%			
FW12	2201	Employee Benefits - Retirement Contribution One (1) Full - time Counselor #2		\$ 2,940.00	100%			
FW12	2301	Employee Benefits - Insurance Life & Health One (1) Full - time Counselor #2		\$ 13,260.00	100%			
FW13	3404	Temporary Services/Contracted Salaries - One (1) receptionist (Position is despartly needed to support the operations and function of the program to assure that the office staff can complete program duties in a timely manner. Position involves assisting potential clients with their application, answering inquiries about the program either by phone, email or in person, updating and maintaining client files, answering phones, making copies and faxing information for staff and clients, ordering supplies, inputing data)		\$ 6,236.00	100%			
FW14	4001	Travel and Per Diem - Out of State and Out of County Travel (FACTE Conf. - one (1) Counselor (Hotel: \$150 X 2 days = \$300 X 1 rooms = \$300 Meals - \$80; Mileage - \$298; Total -\$678;) AFOP Conf. - Coordinator or Counselor (Flight - \$450 x 1 = \$450; Registration Fee - \$495 x 1 = \$495; Taxi - \$15 x 1 = \$30; Hotel - \$288 x 1 = \$288; Meals - \$120 x 1 = \$120; Resort Fee - \$30 x 1 = \$30; Total - \$1413.) Annual Conf. - Three (3) Staff Members (Hotel Fee - \$981; Food \$294; Mileage - \$131; Total= \$1406) Trainings and Meeting - \$1503;		\$ 5,000.00	100%			

FW15	4007	Travel - Mileage (In County Travel for Recuritment, Presentations, Meetings and to pick up items at the County Office, visit schools)	\$ 2,000.00	100%			
FW16	2401	Worker's Compensation - Staff	\$ 218.00	100%			
FW20	4502	Casualty Self Insurance Premiums - Staff	\$ 2,370.00	100%			
FW23	4703	Graphic Charges - Business Cards, Envelopes, Signs, Flyers, etc)	\$ 200.00	100%			
FW24	3128	Background Checks - Staff (2) (Suntax Background Check)	\$ 200.00	100%			
FW25	4931	Allowance - Stipends for Participants (based on barriers, for food, transportation, and childcare)	\$ 14,000.00	100%			
FW27	5402	Educational Training Material - Participants (Uniforms, shoes, note pads, pens, etc.)	\$ 400.00	100%			
FW27	5411	Educational/Vocational/Testing Fees - Tuition, GED & State Exams	\$ 17,000.00	100%			
FW38	3103	Medical/Health Care Services- Participants (physical and TB testing for Childcare, Food Service and HHA participants)	\$ 300.00	100%			
FW54	4205	Postage (Stamps, UPS, Fedex)	\$ 140.00	100%			
FW58	4941	Registration Fees - Staff (AFOP Conference)	\$ 500.00	100%			
FW59	5101	Office Supplies (Paper, Ink, Pens, Storage Boxes, Labels etc.)	\$ 1,300.00	100%			
FW63	3000	Purchased Services - Facility Operations (Custodial Services, Electric, Water, Waste Diposal, Rent-Office Equipment, Rent- Building)	\$ 14,000.00	100%			
FW65	5412	Dues & Memberships - Chamber of Commerce (Resources and Information provided for the clients to utilize)	\$ 125.00	100%			
			\$ 247,864.00				

DOE 101S- Print version - Page 1 of 2

September 2011

DOE USE ONLY (Program)

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by

Printed Name:

Signature:

Title:

Date:

DOE USE ONLY (Grants Management)

I certify that the cost for each line item budget category has been evaluated and determined to be allowable as required by Section 216.3475, Florida

Printed Name:

Signature:

Title:

Date:

DOE 101S- Print version - Page 2 of 2

September 2011

(A) District / Agency Name: Palm Beach County	FLORIDA DEPARTMENT OF EDUCATION PROJECT DISBURSEMENT REPORT Workforce Investment Act, Title I, Section 167 Migrant and Seasonal Farmworkers <input type="checkbox"/> Interim Report <input checked="" type="checkbox"/> Final Report (INSTRUCTIONS ON PAGE 3)	(F) Agency Number: 760
(B) Project Name: Farmworker Career Development P		(G) Grant Number:
(C) Effective Approval Date: 07/01/2016		(H) Project Code: GCFJ1
(D) Termination Date: 06/30/2017		(I) Contact Person Name: Victoria Jones
(E) Total Project Funds: 247,864		(J) Phone: (561) 355-4768

(1) Function Code	(2) Object Code	(3) Description of Disbursement	(4) Budget Amount	(5) Total Disbursements As of ___/___/___	(6) Obligations	(7) Unobligated Balance	(8) Current Disbursement Reported
ADMINISTRATION							
		INDIRECT COSTS - DOE Approved Rate				\$0.00	
		DIRECT COSTS				\$0.00	
(9) TOTAL ADMINISTRATIVE COST			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

STAFF COSTS							
FW10	1201	STAFF SALARIES	\$125,114.00			\$125,114.00	
FW12	2101, 2105, 2201, 2301	STAFF BENEFITS	\$58,761.00			\$58,761.00	
FW13	3404	TEMP/CONTRACTED SALARIES	\$6,236.00			\$6,236.00	
FW14	4001	OUT-OF-COUNTY TRAVEL	\$5,000.00			\$5,000.00	
FW15	4007	IN-COUNTY TRAVEL	\$2,000.00			\$2,000.00	
		PROFESSIONAL SERVICES				\$0.00	
		OTHER PURCHASED SERVICES (OPS)				\$0.00	
						\$0.00	
(10) TOTAL STAFF COSTS			\$197,111.00	\$0.00	\$0.00	\$197,111.00	\$0.00

RELATED ASSISTANCE (For Clients Only)							
FW25	4931	ALLOWANCES - DIRECT PAYMENT	\$14,000.00			\$14,000.00	
		COUNSELING - VENDOR				\$0.00	
		EMERGENCY ASSISTANCE - VENDOR				\$0.00	
		FAMILY CARE - CHILDCARE - VENDOR				\$0.00	
		HEALTH CARE - VENDOR				\$0.00	
		HOUSING - VENDOR				\$0.00	
		RENTAL / SETTLEMENT - VENDOR				\$0.00	
		TRANSLATION - VENDOR				\$0.00	
		TRANSPORTATION - VENDOR				\$0.00	
		TRANSPORTATION - AGENCY PROVIDED				\$0.00	
						\$0.00	
(11) TOTAL RELATED ASSISTANCE			\$14,000.00	\$0.00	\$0.00	\$14,000.00	\$0.00

OTHER PROGRAM COSTS							
		BACKGROUND CHECKS (CLIENTS ONLY)					\$0.00
FW24	3128	BACKGROUND CHECKS (STAFF ONLY)	\$200.00				\$200.00
		EQUIPMENT OVER \$500					\$0.00
		EQUIPMENT UNDER \$500					\$0.00
FW23	4703	GRAPHICS	\$200.00				\$200.00
		INSTRUCTIONAL SUPPLIES					\$0.00
FW20	4703	CAUSALTY SELF INSURANCE	\$2,370.00				\$2,370.00
		INTERNET					\$0.00
		LEASE COST OF COPY MACHINES					\$0.00
		MEDICAL/HEALTH CARE SERVICES	\$300.00				\$300.00
		MAINTENANCE COST FOR EQUIPMENT					\$0.00
		ON-THE-JOB TRAINING WAGES					\$0.00
FW54	4205	POSTAGE	\$140.00				\$140.00
		PRINTING AND COPYING					\$0.00
		RECRUITMENT MATERIAL					\$0.00
FW58	4941	REGISTRATION FEES (STAFF)	\$500.00				\$500.00
		REPAIR COST OF EQUIPMENT					\$0.00
		SOFTWARE					\$0.00
FW63	3000	PURCHASED SERVICES	\$14,000.00				\$14,000.00
FW65	5412	DUES AND MEMBERSHIPS-CHAMBER OF COM	\$125.00				\$125.00
		SUPPLIES AND CONSUMABLES (CLIENTS)					\$0.00
FW59	5101	OFFICE SUPPLIES	\$1,300.00				\$1,300.00
		TELEPHONES					\$0.00
		TESTING FEES					\$0.00
FW27	5402	EDUCATIONAL TRAINING MATERIAL	\$400.00				\$400.00
		EDUCATIONAL /VOCATIONAL/TESTING FEES (CLIENTS)					\$17,000.00
FW27	5411	(CLIENTS)	\$17,000.00				\$17,000.00
		TUITION FEES (STAFF)					\$0.00
		WORK EXPERIENCE WAGES					\$0.00
FW20	4502	WORKER'S COMPENSATION	\$218.00				\$218.00
(12) TOTAL OTHER PROGRAM COSTS			\$36,753.00	\$0.00	\$0.00	\$0.00	\$36,753.00
(13) TOTAL COSTS			\$247,864.00	\$0.00	\$0.00	\$0.00	\$247,864.00
(14) FEDERAL PROGRAM INCOME							
(15) FEDERAL PROGRAM INCOME FOOTNOTE							

(16) CERTIFICATION (Complete on last page only)

I hereby certify that I have reviewed this disbursement report and that all items shown above are in accordance with applicable laws and regulations 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 the state and federal monitoring staff. I further certify that as a disbursement report, all disbursements; were obligated 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, all inventory items included have been entered properly on the inventory records required by state and federal regulations.

DOE 599

Certified Correct by:

Taruna Malhotra

Finance Officer or Authorized Representative

Rev. 01/13

Report Number _____

Page ___ of ___

DOE
USE

Audited By: _____

Date: ___/___/___

PROJECT BUDGET SUMMARY AND DISBURSEMENT REPORT
Workforce Investment Act, Title I, Section 167, Migrant and Seasonal Farmworkers
Instructions

DISBURSEMENT REPORT

Complete Items (A) through (J)

Mark "X" in the box provided below the title to indicate that this is an interim or a final report (a final report is that which closes out the project). In the title box to Column (5), enter the month, day and year (e.g. 07/31/12) that represents the ending date for the month of disbursement being reported.

Submit two copies by the 20th of each month following the month of disbursement to:
(copy one) Comptroller's Office, Florida Department of Education, 914 Ralph Turlington Building, Tallahassee, Florida 32399-0400, (850)245-0401.
(copy two) Adult Migrant Program and Services Section, 1313 N. Tampa Street, Suite 103, Tampa, Florida 33602, (813)224-1920.

COLUMNS

(1)
FUNCTION

SCHOOL DISTRICTS ONLY:

Use the four digit function codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

(2)
OBJECT

SCHOOL DISTRICTS:

Use the three digit codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

COMMUNITY COLLEGES:

Use the five digit object codes as required in the Accounting Manual for Florida's Public Community Colleges.

UNIVERSITIES AND STATE AGENCIES

Use the six digit object codes as required in the Florida Accounting Information Resource Manual.

OTHER AGENCIES

Use the object code as required in the agency's expenditure chart of accounts.

(3)
DESCRIPTION

ALL APPLICANTS:

Provide a specific description of the type of expenditures.

(4)
AMOUNT

For each function and object code indicate the budget amount requested. (Cells on the spreadsheet that are highlighted in gray do not require entries, as explained below.)

(5)

Complete by reporting total project disbursements as of the date indicated at the top of the column (Do not include obligations).

(6)

Enter total of encumbered obligations at the end of reporting month. (Do not include salaries and fringe benefits)

(7)

Column (7), the Unobligated Balance, automatically calculates when entries are made for Columns (4) through (6). No entries are required. [Column (7) = Col.(4), the Budget Amount, minus Col.(5), the Total Disbursements, minus Col.(6), the Obligations]

(8)

Complete by reporting all current disbursements for both cost categories. Enter the difference between the amount shown in Column (5) on the previous disbursement report and Column (5) of this report.

LINES

(9)-(12)

The Totals for Columns (4)-(8) automatically sum on Lines (9) through (12) as values are entered in columns (4) through (8). No entries are required.

(13)

The Totals in the cells for line (13) automatically sum Lines (9) through (12) to represent the complete project status. No entries are required.

(14)

FEDERAL PROGRAM INCOME is not applicable for this program.

(15)

FEDERAL PROGRAM INCOME FOOTNOTE - not applicable for this program.

ITEM

(16)

The Finance Officer or authorized representative must certify and date the project disbursement report on the last page. Enter the Disbursement Report Number and page information in the lower lefthand corner of the last page.

Palm Beach County
Board of County Commissioners
The Farmworker Career Development Program

1) Project Abstract/Summary

The Palm Beach County Farmworker Career Development Program is a Workforce Innovation and Opportunity Act (WIOA) Title I, Section 167 fund program with grants from the Florida Department of Education. For the past thirty eight years, Palm Beach County has helped seasonal and migrant farm workers, or their dependents enroll into vocational training, or enter careers that will help them become self-sufficient.

For this program year, our goal is to recruit and enroll one hundred seven (107) farm workers, or their dependents in vocational training and educational programs, including English as a Second Language (ESOL), GED preparations, and remedial education to help participants overcome barriers to better employment. To help the participants succeed in their goals we will perform an initial assessment, pay education fees and supplies, and will provide a living allowance and cover counseling while in school. By the end of the program year, we will have thirty four (34) participants placed in unsubsidized jobs. To accomplish these goals, the estimated funding allocation for the program year is \$247,864.

Our area of operation is all of Palm Beach County, encompassing the Glades area in the Western part of the county. This program received a significant contribution from the Palm Beach County Board of County Commissioners. We operate under the direct supervision of Channell Wilkins, Director of Community Services Department. This project will be operated by a program coordinator, two counselors and a temporary

receptionist. The receptionist position is needed to assist the program coordinator with all clerical work for her to better accomplish her job duties and responsibilities.

2) Labor Market Assessment

According to CareerSource Palm Beach County (CareerSource) the unemployment rate in the Glades communities is a staggering 49%. Belle Glade, Pahokee, South Bay and Canal Point has historically been among the highest in Florida and the Nation. Collaborative efforts with business and community leaders to increase employment and economic prospects have helped to improve employment opportunities. CareerSource has partnered with local officials, business and community leaders in the Glades communities to increase employment opportunities in Western Palm Beach County.

Medical and construction jobs are on the rise in Palm Beach County. According to the report from the Florida Department of Economic Opportunity Labor Market Statistics (Jan 2016), the largest growth in jobs during the fourth quarter of (2015) in Palm Beach County was in the medical and construction industries. This can be good news to those farm workers who want to find employment outside of farm work. These jobs offer farm workers their first opportunity of entering the workforce full-time, providing them with the experience which is indispensable for future advancement. According to AWI, Labor Market Statistic, these are the top fastest growing occupations in Palm Beach County.

Occupation Projected Growth Rates:

Home Health Aides-----	4.96%
HVAC (Heating, Ventilation and Air Conditioning)-----	4.86%
Construction-----	4.18%
Medical Secretaries-----	3.17%
Dental Assistants-----	3.06%

3) Project Need

Palm Beach County geographically is the largest county of the 67 counties in Florida. Major industries in Palm Beach County include tourism, construction and agriculture. Palm Beach County covers 1,977 square miles of land with the four largest lakes covering 489,297 acres including Lake Okeechobee (488,000), Lake Mangonia (540), Clear Lake (401), and Lake Osborne (356). Eastern Palm Beach County is a thriving urban area while the central and western areas are mainly suburban and rural. As of 2012, Palm Beach County's base population is 1.33 million making it the third largest county in Florida behind Miami-Dade and Broward.

Palm Beach County leads the nation in the production of sugar and sweet corn. Eighteen percent of all sugar in the United States is produced here. Sugar cane covers some 400,000 acres or about 1/3 of the county's overall landmass. The county is also the leading producer in the state of rice, bell peppers, lettuce, radishes, Chinese vegetables, specialty leaf and celery. Today cane harvesting is mostly mechanized. Mechanized harvesting is also moving into other areas of agriculture, and some predict that within 20 years, most fruit and vegetables will be picked by machine, not by hand. This has forced many farm workers in the sugar cane industry to get out of farm work and go into construction.

According to the Glades Region Master plan, a study funded by the HUD Office of Economic Resilience although isolated, due to its location being at the crossroads of numerous Southeast Florida highways and within a two-hour drive to a large number of major population centers the Glades region is an ideal logistics, recreational or employment hubs. There are two immediate employment prospects for new jobs in area. The new rehab facility Passages Belle Glade is scheduled to open in the Fall of 2016, and could bring up to 250 jobs in the following areas, clinical therapists, social workers, administrative assistants, kitchen staff, IT, and support functions similar to the needs of any hospital/medical facility. Another future aspect is a Bio-Mass Recycling plant in Pahokee, which is scheduled to be completed in the Summer of 2016, and can bring up to 200 additional jobs to the fields of truck and forklift driving, welding and heavy equipment repair and jobs similar to those in a sugar cane plants.

Agriculture remains the principle employer category for the area, which makes occupations that support their operations more available. Examples of these jobs include manufacturing and constructions, electricians, diesel mechanics, welders and machine operators, etc. About 400 jobs could come with three serious prospective employers looking to locate their operations in the area. These jobs include manufacturing and warehouse staff, production line workers and truck drivers. The Agency of Workforce Innovation (AWI), Labor Market Statistics, included that the fastest-growing occupations in Palm Beach County are Home Health Aide (4.96%), HVAC (4.86%), Construction Laborers (4.18%), Medical Secretaries (3.58%) and Dental Assistants (3.32%). According to WIOA some occupations with the most openings are

telemarketers, healthcare practitioners, accountants & auditors, retail salesperson and registered nurses.

According to the National Farm Worker Ministry, farm workers have the second lowest annual family income of any US wage and salary workers after domestic labor. To have a better idea, the federal poverty line is \$11,880 for an individual and \$24,300 for a family of four (2016). According to NAWS (National Agricultural Workers Survey) the average income of crop workers is between \$10,000 to \$12,499 for individuals and \$15,000 to 17,499 for a family. Other factors such as single parent homes, language barriers, and undocumented immigrants contribute to the poverty of farm workers. According to the 2008 NAWS, farm worker unemployment rates are double those of all wage and salary workers, as agriculture work by nature provides virtually no job security. Lack of education, job skills, training, lack of knowledge of resources, and transportation also prevents them from obtaining year round jobs.

The Palm Beach County Farmworker Career Development Program statistics of participants served during PY 15-16 shows that 78.57% of participants were seasonal farm workers and only 21.43% were migrant workers. Farm workers usually rely on unstable day labor or other short-term employment to support themselves and their families. The ethnic/racial makeup of participants is 64.29% Black/African Americans and 35.71% Hispanic. A considerable percentage of the black population is African American, whose families have worked in the Glades for generations and those of Haitian decent. The African American population has better opportunities for training and employment, as they do not have to overcome the language barrier unlike the other populations. Another barrier facing many clients of Hispanic and Haitian decent is that

while some may be bilingual, have low grade level and education, lack of a high school diploma and have never worked outside of agriculture. These clients are referred to ESOL and GED classes.

In the Glades community, reading and math skills are below grade level. According to the statistics of the Florida Department of Education School Accountability Report for school year 2013-2014, 22% of students attending Glades Central High School in Belle Glade met reading standards and 63% met math standards. Twenty-eight percent (28%) of students at Pahokee Middle/Senior High School in Pahokee met the reading standard and 63% met the math standard. These statistics show the high need of programs like the Farmworker Career Development Program that provides assistance to the farm worker population to achieve economic self-sufficiency. There is no other WIOA 167 program operating in Palm Beach County or near the service area.

Transportation is another barrier clients are being faced with when trying to attend school and working long hours and this causes them not to enroll in higher education. Many clients do not rely on a personal car. Relying on public transportation takes between two to three hours to travel from the Glades to Lake Worth or West Palm Beach or Boynton Beach, where most of the vocational/technical and security guard schools and better paying jobs are located. To use public transportation clients may have to leave their homes around 5:30 a.m., which makes the situation more difficult for those participants with small children. No child care centers open before 6:00 a.m.

Many of the farm workers that 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. In some

cases they work an average of two to three hours before going to school. This is one of the many reasons why farm worker's children drop out of school.

The Florida Department of Education reported that during the school year of 2014 – 2015, Palm Beach County reported a 79.4% graduation rate and a 5.9% drop-out rate. The two high schools located in Glades community, Pahokee Middle/Senior High School in Pahokee has a graduation rate of 85.5%, dropout rate 2.4%, and free lunch of 91%, while Glades Central Community High School reported a graduation rate of 64.8%, dropout rate of 7.9%, and free lunch of 90%. This compared to schools like Alexander Dryfoos Jr. School of the Arts located in West Palm Beach, with a graduation rate of 99.4%, dropout rate of 0%, and a free lunch rate of 7%. The Farmworker Career Development Program Statistics Report for participants served during program year 15-16 shows that 16.67% of participants served dropped out of school, 58.33% scored reading skills below the 9th grade level, 60.71% scored math skills below 9th grade level, and 8.33% had limited English skills.

4) Project Design & Implementation (A-G)

A) Objectives and Timelines

The main thrust of the Farmworker Career Development Program (FCDP) is training and jobs placement. The program's goal is to complete the eligibility requirements, assessments and enrollment process the same day of the applicant's completion of the program application. After determining the vocational skill or choice of educational training the participant is interested in, the counselor will assist them in enrolling into the next available class. During program year 2015-2016, 75 out of 100 (75%) of our participants were enrolled in vocational training, in order to overcome the

barrier of lack of job skills. When the reading (29.41%) and math (30.25%) skills are below 9th grade, which is a very common barrier amongst farm worker, we refer them to programs in the area that will help them overcome that barrier. When the barrier to employment is the lack of an employment-mandated high school diploma (58.82%), participants will be referred to a local GED program to prepare them for the GED exam. Finally, for the farm workers whose main obstacle of employment is the lack of English language skills (32.77%), they will be referred to a full-time ESOL class are various training sites throughout Palm Beach County. For those who are ready for training and have the opportunity to start training, they will be referred to a variety of short term training including, but not limited to: home health aide, nursing assistant, medical assistant, patient care technician, CDL, child care, security guard, and mechanic, among other training available.

B) Assessing Participants

In assessing participants, there are certain criteria that they must meet before they are enrolled into the program. The first is to determine if the applicant is a seasonal or migrant farm worker, or a dependent of a seasonal or migrant farm worker. If the applicant meets the first criteria, the next step is to determine the applicants income eligibility according to the Federal Poverty Guidelines and 70% Lower Standard Income Levels (LLSIL). The farm worker's income earned will be determined by using the applicant's pay stubs, W-2's or the SUNTAX wage reports. Once it is determined that the applicant meets the income guidelines mandated by this program, the counselor will schedule an appointment for a more in-depth assessment of the individuals interest and skills. The applicant will have the opportunity to express their

opinions and desires and this will be supported with the results of the two assessments, a TABE test and Kuder Navigator assessment. The Test for Adult Basic Education (TABE) is used to determine the applicant's grade level. The Kuder Navigator, which is a web based program, is used to determine various careers that might be an interest to the applicant.

C) Training and Other Services

Once the assessment of the applicant is done, the counselor will then assist the applicant in entering a vocational program, and/or ESOL or GED program. Some of the vocational training that we can help applicants enroll in are nursing, home health aide, medical assistant, CDL, Security D & G, HVAC, welding, food service/handler and many more. For those applicants that are facing a language barrier or education barrier, the counselor will provide the necessary information to the applicant to enroll themselves into ESOL and GED classes.

Career Planning – after the completion of the initial assessment process the counselors and the participant will develop a plan to overcome any barriers that stands in the applicant's way to accomplish their career and employment goals, known as an Individual Employment Plan (IEP). All activities and referrals must be indicated on the IEP and recorded in the Consumer Records Database (CRD) system. For other barriers, such as child care, health benefits, transportation, we will recommend programs that will help the client overcome those barriers. The counselors will also use the IEP to record the participant's progress throughout intensive training and related assistance services.

Career Pathway Development – job training/vocational courses are still the most important elements for our program, for those who need to overcome obstacle to employment and want to leave farm work. Many of the occupations in demand require only short term training. The most popular vocational courses are in the medical field and construction, medical assistant, nurse assistant, home health aide, and patient care technician, and CDL-A. The program staff will encourage participants to complete training programs based on future jobs in demand in the area.

The counselors will also discuss training opportunities and local labor market information with the applicant. This information is available to clients and staff through Employ Florida Market Place, which is updated in a daily basis and contains thousands of job listing. The program will also ensure that every FCDP participant is enrolled in employflorida marketplace.

The staff is always informed of employment opportunities by direct contact with local employers, CareerSource Business Consultants, and the employflorida website. For those who are just seeking employment, the program will provide them employability skills, job search assistance and resume writing. If the participant is in need of training services, the Counselors will review and discuss the clients skills, career of interest, and employment goal.

Related Assistance Service - Participants may receive a basic allowance based on the program enrolled and if they qualify for related assistance payment, which is based on specific characteristics identified on the Intake form. Services that are provided include: stress prevention, transportation assistance (Bus passes and gas card), child care, LIHEP (Low Income Home Energy Assistance Program), rental

assistance, GED and ESOL classes, food stamp and cash assistance through the Department of Children and Families, and assistance with the purchase of uniforms, tools, books, and cosmetology kits for classes.

Green Jobs Initiative – We all know “Green Jobs” involve products and services that are environmental-friendly. The Palm Beach State College Green Building Trades program include the following courses: weatherization, biofuels, nuclear, wind, solar, photovoltaic installation, HVAC (Heating, Ventilation & Air Conditioning Installation & repair) indoor air quality, building management systems, alternative heating and cooling systems, sustainable electrical systems, sustainable plumbing components and “Green” concept for insulation in the plumbing and HVAC trades. All these components will provide trainees knowledge with the latest techniques that are required to make a building more energy efficient. According to the Bureau of Labor Statistics projections for 2018, the following will be among the top 20 faster growing occupations in Palm Beach County: heating, A.C. and refrigeration, helpers/electricians, construction, and extraction workers. Employment of HVAC technicians is expected to grow 5.12 percent by 2018, much faster than the average of all occupations.

The Farmworker Career Development Program staff is continually working with the college Palm Beach State Academic Vocational (PSAV) Coordinator to screen students that may be potential candidates. These students are attending classes at the Palm Beach State College Green Institute and other vocational trainings offered by the college like, cosmetology, diesel mechanic, etc. This is an effort to recruit and train new participants in “Green Job Trainings”. The Green Institute will prepare them with new

career opportunities and to expand their job knowledge and skills to obtain employment with the existing "green" industry.

Florida Ready to Work - After completion of the training program, staff will refer the participants to CareerSource to register and complete the Florida Ready to Work Assessment in order to obtain the credential. The program has two computers designated for the participants, to create their resumes, cover letters, for job searches, to complete homework assignments and register with employflorida marketplace. Each counselor is responsible for the supervision of their clients while they are using the office computers. The use of unauthorized websites is not permitted by the FCDP.

D) Collaborations with Local Agencies

The program staff continues collaboration and coordinating their efforts with other partner agencies. This effort and collaboration helps the FCDP to reach out to other partners and potential clients. This effort will continue opening doors for the recruitment of new participants.

Palm Beach State College

Contact Person: Gloria McAllister
PSAV Coordinator
mcallisg@palmbeachstate.edu
1977 College Drive – MS#43
Belle Glade, FL 33430
561-996-1175
Services Provided: Cosmetology, Child care, welding, mechanic, etc.

RMCA Belle Glade CDC

Contact Person: Faith Green
Program Director
faith@rmca.org
20 Carver St.
Belle Glade, FL 33430
561-992-2060
Services Provided: Child Care

Palm Beach County Community Action

Contact Person: Doris Davi
ddavis1@pbcgov.org
810 Datura St.
West Palm Beach, FL 33401
561-355-4727

Palm Beach County Literacy Coalition, Glades Education Center

Contact Person: Alejandro Garzon
AGarzon@literacycoalition.org
981 S 1st Street
Belle Glade, FL 33430

Services Provided: LIHEAP (FPL Bill) and training assistance

561-992-8068
Services Provided: ESOL, GED, And Child Care

Glades Central High School

Contact person: Dr. McDade
1001 SW Avenue M
Belle Glade, FL 33430
561-993-4404
Services Provided: Free GED, ESOL, and evening programs

Invictus Security

Contact Person: Phillip Noblin
Vice-President
pnoblin@invictussecurity.com
3200 S Congress Ave
Boynton Beach, FL 33426
866-640-8971
Services Provided: Security D&G

Farmworker Coordination Council Of Palm Beach County

Contact Person: Lois Monroe
Office Director
lmonroe@farmworkercouncil.org
233 West Avenue A- Ste D
Belle Glade, FL 33430
561-992-0603
Services Provided: rental assistance, bus passes, light and water bill assistance

Academy for Nursing and Health Occupation

Contact Person: Allison Pverstreet
aoverstreet@anho.edu
5154 Okeechobee Blvd
West Palm Beach, FL 33409
561-683-6773
Service Provided: C.N.A, LPN, PCT training, job search, and job placement assistance.

Department of Children and Families

Contact Person: Michelle Bergen
Client Relations Coordinator
111 Sapodilla Avenue
West Palm Beach, FL 33401
561-227-6748
Services Provided: Food stamps
Medicade, and cash assistance

East Coast Migrant Head Project

Contact Person: Mae D Campbell
Childcare Director
mcambell@ecmhsp.org
2050 Duda Rd
Belle Glade, FL 33430
561-996-2939
Services Provided: Childcare

Career Source West Center

Contact Person: Charles Duval
West Center Business Manager
1085 S Main St.
Belle Glade, FL 33430
561-996-2232
Services Provided: Employability Skills and job search

Health Care District of PBC

Contact Person: Erica Dhanpat
Office Coordinator
38754 State Rd. 80
Belle Glade, FL 33430
561-992-1600
Services Provided: Healthcare services and insurance

A & Associates, Inc

Contact: Evelyn Loony

Care Hope College

Contact Person: Ms. Bobbet

evelyn@associatestaffing.com
951 Sansbury Way
West Palm Beach, FL 33417
888-852-7272
Services Provided: Security
And food handler training, job
Placement

bobbet@pbvi.org
901 N Congress Ave. Ste. C-201
Boynton Beach, FL 33426
561-966-0551
Services Provided: HHA and PCT
training

E) Collaboration with the Regional Workforce Development Board (RWDB)

The Palm Beach County Farmworker Career Development Program has always collaborated with other entities which are involved in job training. One of our best partnerships is with CareerSource of Palm Beach County. Our collaboration is spelled out in a Memorandum of Understanding, recently renewed and signed by both agencies. To better serve our clients we work closely with the CareerSource staff, Center Manager, Workforce Innovation and Opportunity Act (WIOA), Welfare Transition Program (WTP) staff, and the Migrant Seasonal Farmworker (MSFW) Specialist.

In the past, anyone who applies for the FCDP services, whether eligible for WIOA Section 167 or not, they were evaluated for other training services provided by CareerSource, in many instances resulting in dual-enrollment. Unfortunately this has changed tremendously due to severe changes made in the WIOA program. In recent years, while CareerSource will pay the participants tuition, often resulting in many thousands of dollars, the FCDP will better budget its money to provide needed training services for participants that can't just go to the center to apply for WIOA Individual Training Account (ITA) Scholarship Program. CareerSource has changed the process and has implanted a web based system where all interested applicants have to complete an application for service online. CareerSource WIOA representative is never aware in advance of the date CareerSource will open the link to accept applications for

training. This is also another barrier for the Hispanic population who want to complete the CDL training. If the clients do not speak English they become ineligible to receive training assistance through CareerSource. The ITA link was opened in December 2013 and the few clients from Belle Glade who have had the opportunity to complete the application are still waiting for the CareerSource staff to call them to complete the application process. Many of our clients are not computer literate and have language barrier issues. Even with these barriers, they are still able to find employment as truck drivers.

F) Local Advisory Council

Palm Beach County (PBC) conducted its advisory board meeting on January 27, 2016 and there were five members in attendance which brings Palm Beach County FCDP into compliance with the Florida Department of Education Advisory Board mandate.

List of Advisory Board Members Attached

G) Evidence of Capability

The Palm Beach County Farmworker Career Development Program accomplished above 80% in three of their most critical areas of performance planned for the end of the third quarter, March 31, 2016.

Performance Analysis July 1, 2015 – March 31, 2016

	Plan	Actual
Total Participants	87	84
Entered Employment	95%	94.87%
Average Wage Placement	\$12.00	\$10.12

The western part of the county is where we serve the largest clientele. The average per-capital income in the county was 32,852 in 2013, compared with 15,134 in Belle Glade. Haitians, Mexicans, as well as Jamaicans are imported to cut sugar cane. Many African Americans find themselves unable to get good mill jobs. It is not unusual to find middle age residents in the Glades that have been seasonal farm workers for more than a decade.

According to the CareerSource Economic and Demographic report the unemployment rate in Palm Beach County in December 2015 was 4.7%, a decline of 0.3% from the previous percentage rate of 4.8% from the previous year. The state of unemployment has decreased 15.8% and is creating new jobs, which has had an impact in the economy of the Glades communities. With an unemployment rate of 18.78% and with all these barriers, the program staff placement efforts have been reporting a 100% increase for the fourth quarter of PY 14-15, which ended on December 31, 2015.

Placement Barriers: The Glades is an area with a high drop-out rate. A master plan has been developed for the Glades Region through a \$1.98 million Community Challenge Planning Grant awarded to Palm Beach County by Department of Housing and Urban Development (HUD). The project known, as the Glades Region Master Plan, will serve as a guiding blueprint to enhance economic competitiveness focusing on major employment centers. Project partners are studying the following plan components and will recommend improvements that are aligned with HUD-endorsed livability principles.

The many barriers to employment are making it very hard for the residents of the Glades to find employment. The Farmworker Career Development Program will continue to partner with CareerSource on different projects to recruit WIOA and WTP clients completing any and all vocational training as mandated by CareerSource policies and procedures. To maximize services and funds the Farmworker Career Development Program plan is to partner with the Community Action Program (CAP) to complete dual-enrollment with these clients who will be completing vocational training with tuition provided/paid by CAP. This will leave FCDP with a commitment of assisting these clients with bi-weekly allowance payment to assist with transportation and other education.

5) Evaluation

The Palm Beach County staff continues working in collaboration with CareerSource, Palm Beach State College, and other agencies in their communities to identify expected job growth trends, barriers for expansion of jobs and skills requires for each job. In obtaining this information the staff will be able to provide a more qualified workforce. The program staff will be in contact with participants twice a month, including pending follow-ups. Staff meetings will be held once a week (Wednesday) to evaluate the projects performance and participant's needs.

The program staff will discuss each case, as well as placement, training, opportunities, recruitment/outreach strategies, and review the performance analysis report with special emphasis on the major areas of performance, which include number of new participants, employment rate, average wage at placement, and retention of unsubsidized employment.

6) General Education Provisions Act (GEPA)

The Palm Beach County Farmworker Career Development Program serves an academically culturally and socio-economically diverse population of farm worker families. The Board of County Commissioners and the Palm Beach County Farmworker Career Development Program are strongly committed to equal access and treatment for all farm worker families, their dependents, and the general public. The program will proceed in accordance with Section 427 of the Department of Education's General Provisions Act (GEPA), to ensure equal access and participation to all clients regardless of their race, color, ethnicity, religion, national origin, gender, age, or disability to programs and services offered pursuant to No Child Left Behind.

To achieve this goal our staff will address equity concerns that may affect the ability of participants to participate fully in the project. Our staff will ensure that Section 427 of GEPA information is included in each participant application.

The Palm Beach County Farmworker Career Development has made provisions to provide equitable access to and equitable participation in the program, by establishing a "Notice to All Applicants" of provisions in GEPA.

The above listed provisions and strategies will help to ensure that the following principles are reflected in our work with the farm worker population: valuing diversity and similarities among all peoples, understanding and effectively responding to cultural differences, making adaptations to the delivery of services, and institutionalizing cultural knowledge and avenues for improvements in programming and services delivery.

7) Support for Strategic Imperatives

The Farmworkers Jobs and Education Project (WIOA Section 167) plan is to support the State of Florida's Reading, Math, and Science Initiative by continuing to help our participants and their dependents increase their English, Science and Math grade levels. Referrals to the Palm Beach County Literacy Coalition, ESOL day and evening program, Glades Central High School, General Education Diploma (GED) morning and afternoon sections facilitated at Palm Beach State College, will continue to improve participant's reading and math skills.

BUDGET NARRATIVE

- 1201 Salary, Coordinator (1) – In charge of general management of budget, program, and operation of the Farmworker Career Development Program. (\$45,316)
- 1201 Salary, Counselors (2) – Responsible for the recruitment, enrollment, career counseling, education, and placement of participants. (\$79,798)
- 2001 Employees Benefits (3) – Staff benefits as FICA, Health Insurance, and Retirement System. (\$7,758)
- 2105 Employees Benefits – Medicare benefits for (3) employees (\$1,814)
- 2201 Employee Benefits – Retirement Contributions for (3) employees (\$9,409)
- 2301 Employee Life Insurance and Health Insurance – To Pay (3) employee's life and Health insurance benefits. (\$39,780)
- 2401 Worker's Compensation – Employees worker compensation as required by the Risk Management Department (\$218)
- 3103 Medical/Health Care Services Participants – To pay for the physicals and TB testing for participants completing HHA, Child Care, and Food Service training (\$300)
- 3128 Background Check for Staff (2) – Background checks for staff to use Suntax (\$200)
- 3404 Temporary Services/Contracted Salaries (1) – Support the operations and function of the program to ensure that the office staff can complete program duties in a timely manner. Position involves assisting potential clients files, administering TABE test, answering phones, making copies and faxing information for staff and clients, ordering supplies, and inputting data.(\$6,236)

- 4931 Allowances – To Pay a by weekly allowance/stipend to students attending vocational training (\$14,000)
- 4001 Travel Out of County – To reimburse employees for out of county business travel (\$5,000)
- 4007 Travel Mileage – To reimburse employees for in county travel to employees, conducting outreach, recruitment, home visits, and other work related travel. (\$2,000)
- 4205 Postage – To buy US Postal Service stamps to mail RFP and other required documents to granter and to mail eligibility and follow up letters to clients and applicants (\$140)
- 4502 Casualty Insurance – Fee required by the County Risk Management Department (\$2,370)
- 4703 Graphics Charges – To pay fee charged for staff business cards and envelopes with the County logo, program name and address (\$200)
- 4941 Registration Fees for Staff – To pay any registration fees for staff attending conferences, workshop, and staff development trainings (\$500)
- 5101 Office Supplies – To buy office supplies for the Belle Glade office, including TABE test answer sheets (\$1,300)
- 5402 Educational Training Materials – To buy textbooks and workbooks for participants attending educational or vocational trainings (\$400)
- 5411 Educational Vocational Fees (Clients) – To pay school tuition for participants attending educational or vocational schools, including GED testing fees and C.N.A State board exam (\$17,000)
- 3000 Purchase Services – Satellite operations support the Belle Glade office (\$14,000)
- 5412 Dues & membership – To pay one time membership fee of \$125 annual fee to the Belle Glade Chamber of Commerce, for the Farmworker Career Development Program to continue to be a member of this Chamber. (\$125)

The Division of Career and Adult Education has already populated this form with the required information.

- Simply submit this form with the application as printed.
- See Checklist (last page of this RFA) for proper placement of this form in the application package.

Project Performance and Accountability			
Scope of Work (see Project Design – Narrative)	Tasks (see Project Design – Narrative)	Deliverables	Due Date
1) Total Participants Enrolled – Number of applicants who meet the WIOA, Title I, Section 167 eligibility requirements and are provided at least one Career Development Service	1) 100% of DOE negotiated goal in Balanced Performance Report Form	1) Management Information System of the DOE/FCDP Office – Data System	1) Enrollment activities are entered into data system as they occur.
2) Total Participants Entering Employment – Number of participants that are job placed after receipt of Career Development, Training, and/or Related Assistance Services	2) 100% of the DOE negotiated goal in Balanced Performance Report Form	2) Management Information System of the DOE/FCDP Office – Data System	2) Employment placement activities are entered into data system as they occur.
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	3) 100% of the DOE negotiated goal in Balanced Performance Report Form	3) Management Information System of the DOE/FCDP Office – Data System	3) Training service completions are entered into data system as they occur.
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	4) 100% of the DOE negotiated goal in Balanced Performance Report Form	4) Management Information System of the DOE/FCDP Office – Data System	4) Credential completion activities are entered into data system as they occur.
5) Entered Employment Rate – Number of participants who have exited and attained employment in the second quarter after exit.	5) 100% of the DOE negotiated goal in Balanced Performance Report Form	5) Management Information System of the DOE/FCDP Office – Data System	5), 6), 7) Participant exit, first, second, third, and fourth quarter after exit retention data are entered into data system using approved 90 day cycle review schedule available from state office.
6) Median Earnings – Median earnings during the second quarter after exit for all participants who have been placed as a result of program support.	6) 100% of the DOE negotiated goal in Balanced Performance Report Form	6) Management Information System of the DOE/FCDP Office – Data System	
7) Employment Retention Rate – Percentage of participants who are employed in the fourth quarter after exit.	7) 100% of the DOE negotiated goal in Balanced Performance Report Form	7) Management Information System of the DOE/FCDP Office – Data System	

Attachment D

Special Conditions for WIOA, Section 167, Project Awards Form

General

The project recipient agrees to fully comply with the requirements of the Workforce Innovation and Opportunity Act (WIOA) and all federal regulations, policies, or procedures that may replace or modify WIOA Title I, Section 167. The project recipient agrees to fully perform the services prescribed in the Project Application and will comply with the Florida Department of Education (DOE) Green Book General Assurance, Terms and Conditions for Participation of Federal and State programs", which are required to be signed and submitted to DOE prior to the issuance of grant award notification. The Department has the option of reducing project funding due to a project's failure to meet performance goals, meet minimum data accuracy requirements, or comply with the resolution of program, fiscal, or data validation / monitoring findings.

Operational Guidelines and Internal Procedures

Project recipients must implement project operations as instructed in WIOA, Title I, Section 167, US DOL guidance notices/letters, all state program office policy related technical assistance papers, memos, and manuals no later than July 31 of the program year. The FCDP state program office requires the use of an online database system to conduct and manage daily business. The Employ Florida Marketplace (EFM) Database is used to enter, update, and store participants' information. In addition, the EFM database is used to confirm participants' wages and employer information. Both systems are fully compatible with Internet Explorer, but may not be with other internet browsers. To prevent work interference as a result of incompatible browsers, computers equipped with Internet Explorer should be used to access these databases. Access to the EFM database requires completion of the Department of Economic Opportunity's Tier I training and successful completion of a Level 2 Security Background check.

MSFW Eligibility Determination

Project recipients will be required to have all intake and case management staff successfully complete MSFWeligibility certification training provided by the state office in order to determine and document participant eligibility for the FCDPprogram. Instructions on how to maintain source documentation validating eligibility criteria and entering applicable eligibility data into the centralized database provided for this purpose will be included in this eligibility certification training.

Project Planning and Placement Process

- **Individual Employment Plans** – The Individual Employment Plan (IEP) with associated counseling notes will be completed for each participant in the centralized database reporting system prior to receipt of training services in accordance with program office policy. The IEP establishes employment, education, and support goals for the individual, denotes barriers, and provides a service plan. The *first step* in the planning process should be to identify a specific employment goal, followed by an assessment of participant fluency in English and academic levels in reading and mathematics. Following steps in the planning process should be the development of a specific plan of action to improve any deficiencies in language and academic areas, the development and/or improvement of specific work-related skills through work-based experiences, career and technical coursework, or other postsecondary skill development program, and employability skills. Where possible, IEP goals should be accomplished concurrently instead of sequentially; and, always kept current.

Attachment D

Special Conditions for WIOA, Section 167, Project Awards Form

- **Monitoring Plan Progress** – It is critically important that participant progress on accomplishing various steps identified in the IEP be monitored on a regular and consistent basis. Participant monitoring comments should be documented via the data system Case Notes. To assess the efficacy of a site's participant monitoring efforts, local programs will be required to develop and maintain a 'Participant On-Track' metric, i.e., a data collection system to identify and document the percentage of active participants who are actually meeting all IEP benchmarks by the time indicated in the IEP.
- **Job-Driven Training** – All training provided to FCDP participants should be focused on ultimately resulting in a high-wage job for the participant and be provided by either the host educational agency or through a training provider identified on the site's Eligible Training Provider List (ETPL). All sites will need to submit to the state office a prospective ETPL for the funded program year within 30 days of receipt of the Project Award Letter for review and approval. Guidance will be provided to all sites on the specific information required on their ETPL with the approved grant application package. Sites may not encumber participant training funds on agencies/trainers not identified on the approved ETPL for that site.
- **Placement and Transition** – Since the focus of the Farmworker Career Development Program is to find meaningful and sustainable careers for farmworkers, direct service providers are expected to include in their project design strategies for assisting the target population with employment placement and transition services. These strategies should include the development of working partnerships with the local CareerSources team, prospective employers, and other community agencies charged with providing employment assistance to job-seekers. All placement and transition related activity provided to eligible participants should be documented in the case notes and the appropriate placement sections of the program's data collection system.
- **Follow-Up Retention Activities** – US DOL guidelines regarding this federal program require an organized, consistent, and accurate follow-up and retention process be established for all eligible participants after their exit from the program. State program office guidelines regarding the structure, timing, and form of this follow-up must be followed not only to ensure participants receive every assistance possible to be successful, but also, to ensure the accurate reporting of employment related performance data to US DOL. Follow-up and retention wage information should be obtained from a valid external source such as wage records, direct employer contact, or the Employ Florida Marketplace system.

Work Experience, Employability Skills, and Workforce System Access

- **Employ Florida Marketplace Registration** - All MSFW participants must be registered with the Workforce Florida system through the Employ Florida Marketplace (EFM) data system during the participant intake process. This registration, as well as, the selection of the appropriate training type will be included in the NFJP module of the EFM system.
- **Employability Skills** – All MSFW participants will be provided employability skills training prior to their exit from the program through either a site provided stand-alone program or through referral to an external provider who is listed on the sites ETPL.

Attachment D

Special Conditions for WIOA, Section 167, Project Awards Form

Work Experience – Work experience (paid or unpaid) may be used to supplement employability skill training for participants who have been identified in the IEP as needing additional work-related experience before they are exited with employment. Paid Work Experience must be for a limited period of time and be administered in keeping with state office policies. Participants may not be enrolled in paid Work Experience for more than 300 total hours without written approval from the State Director.

Program Branding

An organization name and logo are the centerpiece of a brand and sets the stage for how an organization is perceived among its key stakeholders. All funded agencies must ensure that the office(s) supported by these funds are named, “Farmworker Career Development Program of Grant Host Agency Name” and that all program promotional materials, web sites, agreements, memoranda of understanding, and contracts use this name (and the associated program logo) to identify and describe program services. In addition, telephone and email forms of communication should include this name as part of the ongoing effort to brand the program statewide as one whose main purpose is to build sustainable and rewarding careers for eligible farmworkers.

Personnel Requirements

- **Time and Effort Reporting** – The project recipient agrees that staff whose total annual compensation is derived from WIOA Title I, Sections 167 funds shall contribute 100% of compensated time to completion of approved WIOA Title I, Section 167 project activities. Project recipient staff positions funded in part by WIOA 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 must submit to the FCDP office Personnel Activity Report (PAR) forms in September and March of the project year to document the portion of the time that staff funded by this project is dedicated to work associated with this project.
 - The project recipient must receive prior written authorization from the Department of Education prior to changes to direct personnel costs charged to the budget.
- **Staffing Parameters** – Staffing and associated salary/benefits should meet staffing patterns outlined in the chart below. Requests to vary from this staffing model may be submitted to the State Director for approval, but must be temporary, strongly justified, avoid jeopardizing the overarching goal of assisting farmworkers build sustainable and rewarding careers, and under no circumstances exceed 82.5% of the grant allocation.

Attachment D

Special Conditions for WIOA, Section 167, Project Awards Form

Size Site	Coordinator	Case Management	Recruitment/ Placement	Office Support	Total FTE*	Salary/Benefit Criteria**
Small	1.0 FTE	.50 FTE	-	-	1.50 FTE	< 75% Alloc
Medium	1.0 FTE	1.0 FTE	.50 FTE	-	2.50 FTE	< 76% Alloc
Large	1.0 FTE	1.5 FTE	.50 FTE	.50 FTE	3.50 FTE	< 77% Alloc
X-Large	1.0 FTE	2.0 FTE	.50 FTE	.50 FTE	4.00 FTE	< 78% Alloc

* FTE for any position can be combined with other positions to create a 1.0 FTE position. Personnel hired on a part-time contractual basis should be included in this FTE count.

** FTE amount and type may vary from recommended model as long as Salary/Benefit Criteria is met.

- Position Descriptions and Personnel Selection** – The Department will review the position descriptions of all grant funded positions to ensure they document the required knowledge, skills, and abilities for positions supporting the FCDP grant. In addition, the qualifications of individuals hired by sub-recipients must be reviewed by the program office to ensure they meet the minimum standards outlined in the applicable position description. Personnel hired as Project Coordinators will be required to attend and complete “New Project Coordinator Training” provided by the FCDP Office. All coordinators and case managers must, as a minimum, attend annual professional development sessions provided by the state office, complete required certifications related to their specific position, and continuously seek to upgrade and enhance their professional skills related to effectively building participant career plans, project management best practices, and developing employment-seeking and referral skills.
- Personnel Related Changes** – Recipients will notify the Director of the Farmworker Career Development Program (FCDP) Office, Florida Department of Education, of any proposed personnel, salary, or FTE changes, in writing using the approved Staffing Form at **Attachment E**, within ten (10) days of the proposed change and include copies of any new position descriptions for the positions being filled along with the resume of the individual being considered for the vacant position. Any changes to salary or benefits as outlined on the originally approved Staffing Form must be pre-approved by the State Director before any grant funds are encumbered for this purpose.

Cost Standards

The project recipient agrees that WIOA Title I, Section 167 funds may only be used for activities allowable under WIOA 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 Costs

Attachment D

Special Conditions for WIOA, Section 167, Project Awards Form

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.

Collaboration with Local Agencies

- **Local Advisory Council/Committee** – A Local Advisory Council/Committee (LAC) to assist participants obtain meaningful employment must be established within the guidelines set forth by the program office for local advisory council/committee operations. Membership of this council/committee should be comprised of key stakeholders in the community who will be able to inform the employment plan development process by providing clearly defined career pathways for MSFW participants. For potential LAC members, refer to FLDOE's list of business partner's at: <http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/business-partners.shtml>
- **Title I Migrant Education Office** – Collaboration with the Title I Migrant Education Office(s) serving migrant children in the service area of the MSFW provider is required and should be documented with a signed collaboration agreement. This agreement should identify the specific manner in which the collaboration will take place to include shared outreach efforts, program awareness building, and identification of ways in which program participants may benefit from this collaboration. It may be value-added to have a representative from the local Title I Migrant Education Office sit on the Local Advisory Council/Committee.

Travel Costs

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

Travel Approval

Recipients must request prior permission, in writing, from the State Director, Farmworker Career Development Program Office 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 WIOA 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/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.shtml>

Fiscal Management

- **Project Amendments – Green book Section B – page B-1** – Requests for realignment of funds between approved budget categories and any requests for additional funds prior to the end of the project year must be submitted to the FCDP Office for review and approval using the appropriate budget and project amendment forms identified in the Green Book.

Attachment D

Special Conditions for WIOA, Section 167, Project Awards Form

- **Electronic Budget and Monthly Disbursement Reports** – Funded agencies will be required to send the FCDP program office an electronic version (Excel) of the Budget Narrative Form, DOE 101S, at the beginning of the program year and agree to generate the monthly DOE-599, Project Disbursement Report, using the e599 (electronic 599) workbooks provided by the state office at the beginning of the program year. Final certified copies of the DOE 599 must be submitted monthly to the FDOE Comptroller's office no later than twenty (20) days following the close of the reporting month indicating the amount of funds expended (by budget category) for this project during the reporting month. A copy of these monthly DOE 599s should be provided to the FCDP state office at the same time the originals are forwarded to FDOE.
- **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 Farmworker Career Development Program (FCDP) 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 FCDP Office. FDOE may terminate the project award for cause. In this event, a written termination notice will be prepared by the FCDP 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, FDOE retains the right to disallow an appropriate amount after fully considering any recommended disallowance resulting from a subsequent audit.

Program Non-Compliance Policy

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 WIOA 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 WIOA Section 167 funds and defined as property with a cost of \$500 or more may be inventoried by the Florida Department of Education.

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

Attachment D
Special Conditions for WIOA, Section 167, Project Awards Form

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.

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 Farmworker Career Development 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
Mary Lou Berger, Mayor

Date

Approved As to Form and Legal Sufficiency

Attest:
Sharon R. Bock
Clerk and Comptroller

By: _____
Assistant County Attorney

By: _____
Deputy Clerk

Attachment E
PY 2016 Staffing Breakout Form
MSFW/Workforce Innovation and Opportunity Act, Section 167

Project / Agency: Palm Beach County Farmworker Career Development Program

(1) Position Title	(2) FTE	(3) Name of Incumbent	(4) Total Annual Salary	(5) Total Annual Benefits and Per Cent	(6) Total Salary Charged to WIOA 167 and Per Cent	(7) Total Benefits Charged to WIOA 167 and Per Cent
Example: Case Manager	1.00	Sarah Smith	45,000	11,700 (26%)	14,850 (33%)	3,861 (33%)
1. Farmworker Coordinator	1.00	Cynthia McMillan	44,166	19,137 (43%)	44,166 (100%)	19,137 (100%)
2. Counselor	1.00	Alma Rios	39,572	18,477 (47%)	39,572 (100%)	18,477 (100%)
3. Counselor	1.00	Diana Colunga	38,101	18,226 (48%)	38,101 (100%)	18,226 (100%)
4. Temp Office Clerk		Latrise Richardson	6,326		6,326 (100%)	
5.						
6.						
		(8) Total of Salary and Benefits	128,165	55,840		

Supervisor Signature: *Chell Wil*

Date: _____

FCDP Program Specialist Signature: _____

Date: _____

FCDP Director 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 in part by WIOA Section 167 funds:

- (1) Enter the position title and include any vacant positions
- (2) Enter the total or partial FTE for position where 1.00 = full-time. If FTE is based on a contractual service agreement add a 'C' to FTE amount.
- (3) Enter the name of the position incumbent
- (4) Enter the total annual salary of incumbent
- (5) Enter total annual benefits and percentage of salary for incumbent
- (6) Enter the total salary and per cent of salary charged to WIOA Section 167
- (7) Enter the total benefits and per cent charged to WIOA Section 167
- (8) Enter the total salary and benefit amounts for columns (4), (5), (6), and (7)

**Attachment F
Self-Evaluation Form
Migrant and Seasonal Farmworkers Program**

Projects recommended for FY 2016-2017 continuation funding must show successful performance accomplishments during the 2015-2016 project year. Any shortfalls or negative answer(s) must be explained below.

Agency name: Palm Beach County Board of County Commissioners County: Palm Beach Date prepared: 3/1/16

Project # for 2015-2016: 760-4056B-6CFJ1 Form prepared by (name and title): Cynthia R. McMillan FCDP Coordinator

Agency project coordinator (name and title): Cynthia R. McMillan E-mail: cmcmilla@pbcgov.org

Cells will expand when text is typed.

Evaluation of FY 2015-2016 Project	✓ YES	✓ NO	If NO, recipient must adequately explain any changes. Use 12-point font and single spacing.
1. Are grant expenditures directly related to and proportionate with performance outcomes achieved in 2015-2016?	✓		
2. Has MSFW's most recent available performance data for 2015-2016 been reviewed for compliance with approved performance plans by the grantee's project coordinator, and corrective action plans developed if necessary?	✓		
3. The grantee's project coordinator understands the need to enter participant data and provide ongoing case documentation in the centralized database system; and correctly exits participants from the database system at the appropriate time?	✓		
4. The centralized database system's information is used for follow-up retention services at the sub-recipient project level?	✓		
5. Are all applicable collaboration arrangements still in place (financial and non-financial)?	✓		
6. Were the services to be provided to the target population for 2015-2016 consistent with the approved project plan?	✓		
7. Are performance outcomes achieved in 2015-2016 meeting the minimum performance benchmarks outlined in the project plan?	✓		
8. At least 80% of participants are on track with meeting their Individual Employment Plan goals-?	✓		

Attachment F
Self-Evaluation Form
Migrant and Seasonal Farmworkers Program

9. What was the total amount of your agency's MSFW 2015-2016 funding allocation for this project?	\$ 245,519
10. How much has been spent to date?	\$ 136,341
11. What amount will be spent and/encumbered by June 30, 2016?	\$ 245,519
12. If 100% of the total allocation will not be spent and/or encumbered by June 30, 2016, explain why:	

Any performance shortfalls must be explained by including corrective measures put into place to prevent future shortfalls.

Please respond here and use as much room as necessary to adequately address:

Do you need technical assistance? Yes _____ No X

If yes, to facilitate service, please state your need(s) and your program manager will contact you.

Please respond here:

Attachment G
Balanced Performance Reporting Form

BALANCED PERFORMANCE FORM

Project Name: Palm Beach County Career Development		Quarter I		Quarter II		Quarter III		Quarter IV	
		Jul-Sep 2015		Oct-Dec 2015		Jan-Mar 2016		Apr-Jun 2016	
		Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual
A	Total Participants	74	80	79	80	87	87	96	
A1	New Participants	18	24	23	24	31	31	40	
A2	Participants Carried Over	56	56	56	56	56	56	56	
B	Participant Outcomes								
B1	Entered Employment	10	26	15	26	28	28	31	
B2	Completed Training Service	11	21	15	21	26	26	29	
C	Number Participants Exiting	10	30	15	30	30	30	31	
C1	Attained a Credential	5	14	16	14	19	19	29	
C2	Literacy/Numeracy Gain	10	14	19	14	19	19	39	
D	Participants Enrolled in Program Services								
D1	Career Services	74	80	79	80	84	84	96	
D2	Training Services	50	67	70	67	72	72	90	
D3	Related Assistance Services	28	22	38	22	22	22	52	
D4	Emergency Assistance	4	10	8	10	10	10	16	
E	USDOL Common Measure Performance Goals								
E1	Entered Employment Rate	85%	95%	90%	95%	95%	93%	98%	
E2	Employment Retention Rate	82%	82%	87%	82%	92%	60%	95%	
E3	Average Earnings	\$9,500	\$11,515	\$10,000	\$10,000	\$10,500	\$10,273	\$11,000	

Attachment G

Balanced Performance Reporting Form

INSTRUCTIONS FOR COMPLETING PERFORMANCE REPORTING FORM

Numbers entered into each Quarter should be cumulative by Quarter, except for Carried Over, which is constant. USDOL Common Measure Performance Goals are established by the program office and apply to all project recipients.

- (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 Enrolled in Program Services** - D1 must equal (A). Others can be duplicative counts.
 - (D1) **Career Services** – See Attachment A
 - (D2) **Training Services** – See Attachment A
 - (D3) **Related Assistance Services** – See Attachment A
 - (D4) **Emergency Assistance** – See Attachment D

**Farmworker Career Development Program
Authorized Signature Form**

Sponsor Name: Palm Beach County Board of County Commissioners

Department: Community Services

Farmworker Career Development Program Grant
Migrant and Seasonal Farmworkers Program WIOA Section 167

Authorized Personnel, at its discretion may modify and sign documents and forms
pertaining to the grant.

Authorized Personnel:

Taruna Malhotra
Taruna Malhotra, Director of Finance & Support Svcs.

Channell Wilkins
Channell Wilkins, Community Services, Department Director

I certify that the person(s) above are authorized to operate the program and/or sign
documents and forms pertaining to the grant.

R 2015 40710
JUN 02 2015

Authorized Representative:

Shelley Vana
Shelley Vana, Mayor

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Helene C. Drizel
Assistant County Attorney

ATTEST: SHARON R. BOCK
CLERK AND COMPTROLLER

Sharon R. Bock
Deputy Clerk

