

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: October 2, 2018	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Public Hearing

Department  
Submitted By: Community Services  
Submitted For: Farmworker Career Development Program

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I. EXECUTIVE BRIEF



**Motion and Title:** Staff recommends motion to:

- A) receive and file** Project Award Notification No. 760-4059B-9CFJ1 from the Florida Department of Education, for the budget period July 1, 2018, through September 30, 2019, in an amount not to exceed \$246,216; and
- B) approve** Budget Amendment of \$185,321 in the Farmworker Career Development Program fund to reconcile the budget to the actual grant award.

**Summary:** The Project Award Notification No. 760-4059B-9CFJ1 was received from the Florida Department of Education for a grant award of \$246,216 in the National Farmworker Jobs Program Workforce Investment Act, Title I Section 167. The Florida Department of Education Project Application was approved on June 5, 2018 (R2018-0826). The funds are used to provide services to the farmworker population of Palm Beach County, as well as the City of Clewiston in Hendry County, as the migrant seasonal farmworker population is often in transit from one county to another due to the seasonal crops. The funds are utilized to pay education/vocational fees for participants enrolled in the program. In accordance with County PPM CW-O-051, all delegated contracts, agreements, and grants must be submitted by the initiating Department as a receive and file agenda item. **No County funds are required.** (Farmworker Career Development Program) Countywide (HH)

**Background and Justification:** The Farmworker Career Development Program does not limit its program sites to serving participants based on county residency. There is no statewide policy to that effect due to the fact that the migrant seasonal farmworker population is often in transit from one county to another, and also because certain concentrations of the farmworker population may be located in one county, but are actually closer to the site office in another county. This program is currently funded under the Workforce Investment Act, Title I, Section 167 through the State of Florida, Department of Education.

- Attachments:**
1. Project Award Notification No. 760-4059B-9CFJ1
  2. Budget Amendment
  3. Memo from the State Director of the Farmworker Career Development Program
- =====

Recommended By:	<u></u>	<u>9/19/18</u>
	Department Director	Date
Approved By:	<u></u>	<u>9/24/18</u>
	Assistant County Administrator	Date

## II. FISCAL IMPACT ANALYSIS

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures					
Operating Costs	61,554	184,662			
External Revenue	(61,554)	(184,662)			
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	-0-	-0-			

# ADDITIONAL FTE POSITIONS (Cumulative)					
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Is Item Included in Current Budget? Yes X No \_\_\_\_\_


Does this item include the use of federal funds? Yes X No \_\_\_\_\_

Budget Account No.:

Fund 1004 Dept 142 Unit 1427 Object Var. Program Code Var. Program Period GY18

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


Florida Department of Education grant - Adult Migrant Program & Services  
\$246,216

C. **Departmental Fiscal Review:**   
Julie Dowe, Director, Financial & Support Svcs.

### III. REVIEW COMMENTS

**A. OFMB Fiscal and/or Contract Development and Control Comments:**

 7/14/18  
OFMB

  
 Contract Development and Control  
 9/20/18 TW

### B. Legal Sufficiency:

Deleene C. Hargis 9-24-18  
Assistant County Attorney

**C. Other Department Review:**

Department Director

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

Florida Department of Education  
Project Award Notification

<b>1 PROJECT RECIPIENT</b> Palm Beach County Board of County Commissioners		<b>2 PROJECT NUMBER</b> 760-4059B-9CFJ1	
<b>3 PROJECT/PROGRAM TITLE</b> Migrant and Seasonal Farmworkers (MSFW) Florida Farmworker Career Development Program (FCDP)  <b>TAPS 19B001</b>		<b>4 AUTHORITY</b> <b>17.264 National Farmworker Jobs Program (USDOL)</b> <b>USDE or Appropriate Agency</b>  FAIN#: AC303421860A12	
<b>5 AMENDMENT INFORMATION</b> Amendment Number: Type of Amendment: Effective Date:		<b>6 PROJECT PERIODS</b>  Budget Period: 07/01/2018 - 09/30/2019 Program Period:07/01/2018 - 09/30/2019	
<b>7 AUTHORIZED FUNDING</b> Current Approved Budget: \$246,216.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$246,216.00		<b>8 REIMBURSEMENT OPTION</b> Federal Cash Advance	
<b>9 TIMELINES</b> <ul style="list-style-type: none"><li>Last date for incurring expenditures and issuing purchase orders: 09/30/2019</li><li>Date that all obligations are to be liquidated and final disbursement reports submitted: 11/20/2019</li><li>Last date for receipt of proposed budget and program amendments: 08/30/2019</li><li>Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:</li><li>Date(s) for program reports:</li><li>Federal Award Date : 07/01/2018</li></ul>			
<b>10 DOE CONTACTS</b> Program: James Haugli Phone: (813) 224-1920 Email: James.Haugli@fldoe.org Grants Management: Unit B (850) 245-0496		<b>Comptroller Office</b> Phone: (850) 245-0401	<b>Duns#:</b> 078470481 <b>FEIN#:</b> F596000785027
<b>11 TERMS AND SPECIAL CONDITIONS</b> <ul style="list-style-type: none"><li>This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference.</li><li>For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project.</li><li>All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification.</li><li>Other:</li></ul>			
<b>12 APPROVED:</b> <div><div> Authorized Official on behalf of Pam Stewart Commissioner of Education</div><div><u>8/9/18</u> Date of Signing</div><div><div>FLORIDA DEPARTMENT OF EDUCATION fldoe.org</div></div></div>			

**INSTRUCTIONS  
PROJECT AWARD NOTIFICATION**

- 1** Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.
- 2** Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).
- 3** Project Description: Title of program and/or project. TAPS #: Departmental tracking number.
- 4** Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.
- 5** Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.
- 6** Project Periods: The periods for which the project budget and program are in effect.
- 7** Authorized Funding: Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).
- 8** Reimbursement Options:
  - Federal Cash Advance –On-Line Reporting required monthly to record expenditures.
  - Advance Payment – Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, 90% of previous expenditures must be documented and approved by the Department.
  - Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.
  - Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.
- 9** Timelines: Date requirements for financial and program reporting/requests to the Department of Education.
- 10** DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.
- 11** Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)
- 12** Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET AMENDMENT

BGEX - 148 - 08291800000000001787  
BGRV - 148 - 08291800000000000455

FUND (1004) - Farmworker Carrer Development Program

Use this form to provide budget for items not anticipated in the budget.

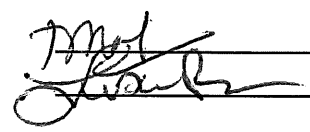
ACCT.NUMBER			ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 08/21/2018	REMAINING BALANCE
REVENUE									
142	1427	3168 Fed Grnt Indirect-Human Servcs	246,104	251,314	185,321	0	436,635		
Total Revenue			285,255	280,212	185,321	0	465,533		
EXPENDITURE									
142	1427	1201 Salaries & Wages Regular	128,869	128,869	100,000	0	228,869	104,587	124,282
142	1427	5411 *Educationa/Vocational Fees	30,740	19,856	85,321	0	105,177	13,550	91,627
Total Expenditures			285,255	280,212	185,321	0	465,533		

Signatures

Date

By Board of County Commissioners  
At Meeting on October 2, 2018

COMMUNITY SERVICES  
INITIATING DEPARTMENT/DIVISION James Green  
Administration/Budget Department Approval

 9/18/18  
9/19/18

Deputy Clerk to the



# Memo

**To:** Taruna Malhotra, Assistant Department Director, Palm Beach County Community Services Department

**From:** James Haugli, State Director, Farmworker Career Development Program

**cc:** Cynthia McMillan, Program Coordinator, Palm Beach County Farmworker Career Development Program

**Date:** August 22, 2018

**Re:** Services to Participants Who Do Not Live in Palm Beach County

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This memo is a follow up to our meeting on August 17, 2018 at which we discussed restrictions on providing services to participants who do not reside in Palm Beach County.

The Farmworker Career Development Program (FCDP) does not limit its program sites to serving participants based on county residency. There is no statewide policy to that effect due to the fact that the migrant seasonal farmworker population is often in transit from one county to another, and also because certain concentrations of the farmworker population may be located in one county but are actually closer to the site office in another county.

As we discussed at our meeting, the farmworkers in Clewiston, which is in Hendry County, are actually closer to the Palm Beach County FCDP site in Belle Glade than the FCDP site in LaBelle, which is actually served by the FCDP site in Immokalee, which is in Collier County. The FCDP State Office recommends that all site coordinators discuss with other nearby site coordinators any recruitment that may impact the each site.

Please contact me if you have any questions.