



**Farmworker Career Development Program
Funding Webinar
April 4, 2018**

**Division of Career and Adult Education
Rod Duckworth, Chancellor**



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Welcome and Introduction

Jim Haugli,
State Director,
Farmworker Career Development Program

FCDP Funding Webinar

April 4, 2018

10:00 AM -11:00 AM (EDT)

AUDIO:

Call number: 1-888-670-3525

Conference code: 4627553902 then #

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Webinar Agenda

- Welcome, Introductions, Call Goals
- Request for Proposal Overview
- Preparing and Submitting the Proposal Application
- Budget Narrative
- Staffing Form
- Special Conditions (Attachment E)
- Participants' Questions



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Request for Proposals Overview

Funding Purpose and Priorities

Strengthen the ability of eligible migrant and seasonal farmworkers and their families to achieve economic self-sufficiency.

Allocation Determination

- Based on the total population of farmworkers in the state broken down by region.
- Each region receives a proportionate share based on the region's population of farmworkers and historical performance.
- See Allocation Chart at Attachment B of RFP.

2018-2019 Funding Allocations

Farmworker Career Development Program Budget Estimate

Aid to Districts	\$3,220,505
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Funding is contingent upon approval by the US Dept. of Labor.

Eligible Applicants

Public and private organizations in regions indicated on the Allocation Chart (Attachment B).

Target Population

Eligible migrant and seasonal farmworkers, as outlined in Title I, Section 167, of the Workforce Innovation and Opportunity Act (Refer to Attachments A and C)



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Preparing and Submitting Application

Preparing the Application

- Choose the correct RFP from the website:
<http://fldoe.org/academics/career-adult-edu/funding-opportunities/>
- Read the entire RFP carefully and follow the instructions.
- Applications must contain a series of forms and a narrative.
- Use the Checklist (last page of the RFP) to assure all required items are included and arranged in the proper order.

Preparing the Narrative Components

Thirty page maximum for addressing Narrative Components – excluding any required forms

Any pages exceeding the thirty page Narrative Components will not be included in the evaluation.

Follow the Narrative Component response format:

- Font - Arial / Size – 12
- Margin size - 1” – both sides and top/bottom margins
- Double spaced
- Single-sided pages
- Complete the narrative using the same sequence presented in the Narrative Components section.

Preparing the Narrative Components

1. Project Abstract or Summary
2. Project Need
3. Labor Market Assessment
4. Project Design and Implementation (a-g)
5. Support for Strategic Imperatives
6. Dissemination Plan
7. Budget
8. Apprenticeship Capability

Submitting the Application

- Submit Notice of Intent to Apply by April 4, 2018
- Submit one application not later than **April 27, 2018** with the original Agency Head signature and three identical copies of the original proposal.
- It is the submitting agency's responsibility to ensure that all seven copies are identical to the original application.
- Submit to:

Office of Grants Management
Florida Department of Education
325 West Gaines Street, Room 332, Unit B
Tallahassee, FL 32399-0400

Budget Narrative Form, DOE 101S

- DOE 101S form is a part of the application and in addition to required Budget Narrative Component.
- The DOE 101S must also be submitted to Program Office electronically at the same time as the proposal.
- Expenditures must be:
 - Directly tied to program goals
 - Reasonable, allocable, allowable, and necessary
 - (See Example Budget in RFP)
- Line item descriptors – must indicate:
 - For whom; what; why; where; and quantity.

Budget Narrative Form, DOE 101S

- Examples of budget items are:
 - Salaries
 - Professional/Technical Services
 - Contractual Services (Signed contractual agreements needed)
 - Equipment
 - Must also provide Projected Equipment Purchases Form
 - See **Uniform Guidelines** for new guidance on thresholds for purchasing computing devices
 - Materials and Supplies
 - Administrative Costs

Budget Narrative Form, DOE 101S

- Function Codes are only required for school districts.
- Object Codes (only one per line item) are for:
 - School Districts
 - Colleges
 - Private Agencies: Agency Chart of Accounts

Contractual Service Agreements

- The RFP contains a Contractual Service Agreements section for subcontracting services to another entity (sub-recipient).
- The applicant is solely responsible for all programmatic, reporting, and fiscal management of the project and ensuring that sub-recipients who provide services accurately report all required data.
- **Additional resource information: State of Florida Contract and Grant User Guide (pages 11 and 12 for a checklist).**

<http://www.myfloridacfo.com/aadir/docs/ContractandGrantManagementUserGuide.pdf>

Funded Projects

- Project Award Notification, DOE 200, will outline the method of reimbursement requirements.
- Funding Methods:
 - **Federal Cash Advance** (electronic funds transfer through FDOE's Florida Grants System (FLAGS)).
 - **Reimbursement with Performance** (must invoice)

Funded Projects - Financial Reports

- DOE 599, Migrant and Seasonal Farmworker Program: Project Disbursement Reports
 - Monthly and Final DOE 599s required for program period
 - Initial DOE 599 with Columns 1, 2, 3, & 4 completed and signed by the Financial Officer/Authorized Representative must be included in application
 - This initial DOE 599 will be the basis for development of E-599 Workbooks by the Program Office
- **June 30, 2019:** Last day to encumber funds
- **August 20, 2019:** Final Fiscal Report (DOE 599) with original signature due at FLDOE Comptroller's Office

OMB Uniform Guidance Implementation

- OMB Uniform Guidance (UG) applies to this RFP as it is effective for new and continuation awards issued on or after Dec 26, 2014.
- UG combines and codifies requirements of eight (8) OMB Circulars
 - A-21, A-50, A-87, A-89; A-102 (former 34 CFR part 80); A-110 (former 34 CFR part 74); A-122, A-133
- FLDOE Green Book has been updated and is now available
 - An agency Risk Assessment determination process has been added to the grant review process prior to grant award which may result in funds being withheld in whole or in part.
 - <http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml>
- OMB Uniform Guidance Technical Assistance documents available at: <https://cfo.gov/cofar>

Staffing Breakout Form – Attachment G

- Must identify total annual salary and benefits for all personnel funded in whole or in part from this grant (see Attachment D for salary/benefit parameters based on site size) at any given time during the grant period. That is, staffing changes within the program year, will require that the Staffing form be updated.
- Overall total salary and benefits must equal total salary and benefits identified in Budget Narrative Form, DOE 101S.

Apprenticeship Capability

- Describe how the project will enroll participants in Registered Apprenticeship programs.
 - Detail a plan for enrolling participants in Registered Apprenticeship programs.
 - Include details regarding the region's Apprenticeship Training Representative (ATR) and local Registered Apprenticeship programs.



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WIOA Related Changes

Allowable Activities and Services Under WIOA – Attachment A

Workforce Investment Activities

- Focus on training & educational assistance leading to employment
- Self-employment and micro-enterprise development encouraged
- Coordination of services through one-stop delivery systems

Career Planning

- Client-centered approach to job, education, and career counseling leading to a comprehensive Individual Employment Plan (IEP); and
- Access to necessary workforce investment activities

Allowable Activities and Services Under WIOA – Attachment A

Career Pathway Development

- Enabling education, training, and support services leading to the attainment of high quality, high growth careers
- CTE training, apprenticeships, and other job-driven training encouraged

Career Services

- Outreach, intake, orientation, academic and career assessment, English language acquisition, basic skills development, pre-vocational and vocational training, financial literacy, workforce preparation, exploration of internship and work experience options linked to careers, referral to one-stop delivery system, job search and placement assistance, follow-up service, workplace counseling, and related assistance services are made available to eligible migrant and seasonal farmworkers.

Allowable Activities and Services Under WIOA – Attachment A

Related Assistance Services

- Emergency assistance
- Training and non-training related supportive services
- Workplace and farmworker pesticide safety
- Heat stress prevention
- English language instruction
- Allowance payments
- Other stabilizing supportive services such as:
 - Transportation
 - Family Care
 - Medical Care

Special Conditions (Attachment E)

General

- Fully comply with all state and federal regulations
- Comply with Florida Department of Education (FLDOE) Green Book and General Assurances, Terms and Conditions
- Project funding may be reduced based on failure to meet performance goals, meet minimum data accuracy requirements, or comply with resolution of program or fiscal monitoring findings

Operational Guidelines/Internal Procedures

- Program Office Policies
- Use of Employ Florida database to enter, update, store, and validate participant information required

Special Conditions (Attachment E)

Eligibility Determination

- Projects must maintain source documentation validating eligibility of participants.
- All FCDP staff making Migrant Seasonal and Farmworker (MSFW) eligibility decisions must be certified to do so by attending and completing the MSFW eligibility training provided by the state office.

Special Conditions (Attachment E)

Project Planning and Placement Process

- Individual Employment Plan
 - Must establish employment, educational, and support goals for individual progress success
 - Must be consistent with actual training and support services provided
- Monitoring Plan Progress
 - Participant progress on completion of IEP steps must be monitored
- Job-Driven Training
 - All training should be focused on reaching IEP employment goal
 - Development and approval of Eligible Training Provider List (ETPL) required within 30 days of receipt of award letter.

Special Conditions (Attachment E)

Project Planning and Placement Process

- Placement and Transition
 - Strategies for employment placement and transition services identified in project design which include:
 - Development of working partnerships with local CareerSource team and employment related community agencies and services.
 - All placement and transition related activity should be documented in case notes and appropriate placement sections in the data system.
- Follow-up Retention Activities
 - Follow program office guidelines regarding structure, form, and timing (90-Day Review Cycle Schedule) of follow-up retention;
 - Follow-up wage information should be obtained from a valid external source, e.g., wage records, direct employer contact, or the Florida Department of Revenue (SUNTAX).

Special Conditions (Attachment E)

Work Experience, Employability Skills, and Workforce System Access

- Employ Florida Registration
 - All participants must be registered in Employ Florida during intake process.
- Employability Skills
 - Prior to exit, all participants will be provided employability skills training through a stand-alone program or through a provider on the sites Eligible Training Provider List
- Work Experience
 - Paid Work Experience limit is 300 hours without state director approval
- Program Branding
 - Agency offices supported with FCDP funds should be named, “Farmworker Career Development Program of Grant Host Agency Name”

Special Conditions (Attachment E)

Personnel Requirements

- Time and Effort Reporting
 - Semi-annual reporting (September & March) required for staff funded through grant who dedicate 100% of time and effort to grant activities;
 - Monthly Personnel Activity Report (PAR) required for staff partially funded through grant indicating the proportionate percent of time and effort dedicated to this grant.
- Staffing Parameters
 - Utilize chart in Attachment G, Staffing Parameters section, to identify Full-Time Equivalent (FTE) benchmarks for sites based on site size and Salary/Benefit caps.
 - FTE benchmarks identified for total FTE, as well as, for coordination, case management, recruitment/placement, and office support categories of work.
 - Exceptions to FTE and/or Salary/Benefit caps must be based on service area coverage requirements, or other major issue; and, be approved by state director.

Special Conditions (Attachment E)

Personnel Requirements

- Position Descriptions and Personnel Selection
 - Current copies of position descriptions and incumbent resumes of all grant funded positions must be on file at the state program office;
 - New Project Coordinators must attend ‘New Project Coordinator Training’ provided by the state program office;
 - All coordinators & case managers must attend annual and content-specific professional development sessions provided by the state program office.
- Personnel Related Changes
 - Proposed changes in personnel, salary/benefits, or FTE configuration must be submitted in writing to the state office using the Staffing Form at Attachment E for review and approval within 10 days of the change;
 - Resumes of proposed new hires need to be submitted to the state office prior to the new hire start date to ensure minimum standards outlined in the position description are met.

Special Conditions (Attachment E)

Cost Standards

- Funds may only be used for allowable activities under state and federal guidelines
- Costs must be allocable, necessary, and reasonable

Program Costs

- Administration expenses may not exceed 5% including indirect costs.
- Expenditures cited on project disbursement report form (DOE 599) must align to DOE 101S budget function and object codes directly.
- Changes to approved budgetary expenditures in type or amount must be approved through the submission of a Program Amendment (DOE 150 & 151) to the state program office.

Special Conditions (Attachment E)

Collaboration with Local Agencies

- Local Advisory Council/Committee
 - Membership should be comprised of key community stakeholders , especially the CareerSource Center(s) in the service area, who will inform the employment plan development process as upskilling providers, job referral agencies, or employers who will provide employment opportunities.
- Title I Migrant Education Office
 - Collaboration with local Title I Migrant Education Office serving migrant children in the service area of the MSFW provider is required. There should be some type of collaboration agreement in place which describes the manner of collaboration addressing such issues as:
 - Shared outreach efforts;
 - Program awareness building;
 - Local Advisory Council membership; and
 - Participant benefit strategies

Special Conditions (Attachment E)

Collaboration with Local Agencies

- Local Workforce Development Board (LWDB)
 - Memorandum of Understanding (MOU) with the LWDB (CareerSource) regional team, with current signature and date, covering the funding period must be included in application.
 - The MOU must specify the role each party will play in supporting Migrant and Seasonal Farmworkers and identify (per WIOA guidelines) the local FCDP provider as a mandatory partner of the One-Stop Career Center team.
 - Membership of the FCDP provider on local workforce investment boards is recommended but optional.

Special Conditions (Attachment E)

Travel Costs and Approval

- Only individuals funded through the program may incur travel related costs charged to this grant.
- Prior approval is required from the FCDP state director for all out-of- state travel.

Fiscal Management

- Project Amendments
 - Submit all Project Amendments (DOE 150 & 151) for review and submission to the FLDOE Grants Management office with a review copy to the FCDP office.
- Electronic Budget and Monthly Disbursement Reports
 - Submit electronic version of DOE 101S to state program office at the same time as the proposal;
 - Using e599 workbooks provided to each site, submit DOE 599, Project Disbursement Report, to state office by 20th of the month for prior month.

Special Conditions (Attachment E)

Fiscal Management

- Close Out
 - Final DOE 599 closing out the project for your site must be submitted to the FLDOE Comptroller and the FCDP state office.
 - Project close out does not affect participant record retention period or record access rights by federal or state personnel.

Program Non-Compliance Policy

Project awards may be discontinued or be subject to special conditions if the project recipient fails to provide services as stipulated in their approved response to the RFP and/or fail to achieve project goals and performance standards.

Special Conditions (Attachment E)

Property Standards

- Project recipient must request written permission to purchase property with a value of \$500 or more and maintain accurate inventory records.

Record Retention

- Must maintain financial, property, and participant records for five years unless there is ongoing litigation or outstanding audit issues involving these records. In this case, records shall be maintained until resolution of the litigation or audit.

Audits

- All projects are subject to annual state and federal monitoring and private nonprofit organizations must provide a copy of an audit prepared in accordance with federal and state financial regulations.

Quality Assurance - Tools and Resources

- Workforce Innovation and Opportunity Act (2014), Title I, Section 167 - <http://www.doleta.gov/wioa/>
- Grant Award - Terms, Conditions, and Assurances
<http://www.fldoe.org/core/fileparse.php/5625/urlt/0076977-secd.doc>
- Uniform Guidance
 - <https://www.grants.gov/web/grants/learn-grants/grant-policies/omb-uniform-guidance-2014.html>
- Florida Department of Education “Green Book”
<http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.shtml>



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Participant Questions



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