

# FLORIDA DEPARTMENT OF EDUCATION

Request for Application (RFA Discretionary)

Farmworker Career Development Program – Statewide Emergency Assistance

Bureau / Office

Division of Career and Adult Education, Farmworker Career Development Office

TAPS Number

26B002

Program Name

National Farmworker Jobs Program (NFJP), Workforce Innovation and Opportunity Act (WIOA), Title I, Section 167/Statewide Emergency Assistance.

Specific Funding Authority(ies)

Workforce Innovation and Opportunity Act of 2014, Title I, Section 167 National Farmworker Jobs Program (NFJP), CFDA # 17.264.

Funding Purpose / Priorities

Describe the purpose (for the use of funds) the applicants are to address. This should be a brief abstract reflecting the broad goals of the project. A detailed explanation of these intentions is to be included in the Scope of Work / Narrative Section of the RFA.

Total Funding Amount

$**80,000.00 (Allocation is contingent on Florida’s 2025 Federal Award)**

Type of Award

Discretionary Non-Competitive

Budget / Program Performance Period

Program Performance Period: July 1, 2025 – June 30, 2026.

Budget Period: July 1, 2025 – September 30, 2026.

Target Population(s)

Eligible Migrant and Seasonal Farmworkers, as outlined in Title I, section 167 of the Workforce Innovation and Opportunity Act (Refer to Attachment C).

Eligible Applicant(s)

Agriculture and Labor Program, Incorporated (ALPI), as indicated on the Allocation Chart (Attachment B).

Application Due Date

Friday, June 30, 2025.

**The due date refers to the date of receipt in OGM.**

**For Federal programs, the project effective date will be the date that the application is received within meeting conditions for acceptance, or the budget period specified in the Federal Award Notification, whichever is later.**

**For State programs, the project effective date will be no earlier than the effective date of the legislative appropriation, usually July 1 of the fiscal year. The ending date can be no later than June 30 of the fiscal year unless otherwise specified in Florida Statutes or proviso.**

Matching Requirement

None

Contact Persons

**Program Contact** **Grants Management Contact**

Charles Feehrer Terrence Walton

Interim State DirectorGrant Specialist II

850-245-9053 850-245-0711

[Charles.Feehrer@fldoe.org](mailto:Charles.Feehrer@fldoe.org)[Terrence.Walton@fldoe.org](mailto:Terrence.Walton@fldoe.org)

Assurances

The Florida Department of Education (FDOE) has developed and implemented a document entitled **General Terms, Assurances and Conditions for Participation in Federal and State Programs** to comply with:

2 Code of Federal Regulations (C.F.R.) 200, Uniform Grant Guidance (UGG) requiring agencies to submit a common assurance for participation in Federal programs funded by the United States Education Department (USED); applicable regulations of other Federal agencies; and State regulations and laws pertaining to the expenditure of State funds.

In order to receive funding, **applicants must have on file with FDOE, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State and Federal Programs.** The complete text may be found in Section D of the Green Book.

**School Districts, Community Colleges, Universities, and State Agencies**

The certification of adherence, currently on file with the FDOE Comptroller’s Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this application, unless a change occurs in Federal or State law, or there are other changes in circumstances affecting a term, assurance or condition.

**Private Colleges, Community-Based Organizations and Other Agencies**

In order to complete requirements for funding, applicants of this type must certify adherence to the General Assurances for Participation in State and Federal Programs by submitting the certification of adherence page, signed by the agency head with each application.

**Note:** The UGG combines and codifies the requirements of eight Office of Management and Budget (OMB) Circulars: A-89, A-102 (former 34 C.F.R. Part 80), A-110 (former 34 C.F.R. Part 74), A-21, A-87, A-122, A-133, A-50. For FDOE, this means the requirements in EDGAR Parts 74 and 80 have also been subsumed under the UGG. The final rule implementing the UGG was published in the Federal Register on December 19, 2014, and became effective for new and continuation awards issued on or after December 26, 2014.

Technical assistance documents and other materials related to the UGG, including frequently asked questions and webinar recordings are available at The Chief Financial Officers Council website at <https://cfo.gov/cofar>.

Risk Analysis

Every agency must complete a Risk Analysis form. The appropriate DOE 610 or DOE 620 form will be required prior to a project award being issued. The Risk Analysis must be submitted with the application. If an agency is submitting applications for multiple programs, only one Risk Analysis is required.

**School Districts, State Colleges, and State Universities and State Agencies** must use the DOE 610 form. Once submitted and approved, the risk analysis will remain in effect unless changes are required by changes in Federal or State law, changes in the circumstances affecting the financial and administrative capabilities of the agency or requested by the Department. A change in the agency head or the agency’s head of financial management requires an amendment to the form. The DOE 610 form may be found at <http://www.fldoe.org/core/fileparse.php/5625/urlt/doe610.xls>.

**Governmental and Non-Governmental Entities** must use the DOE 620 form. The DOE 620 form is required to be submitted each state fiscal year (July 1-June 30) prior to a Project Award being issued for that agency. An amendment is required if significant changes in circumstances in the management and operation of the agency occurs during the state fiscal year after the form has been submitted. The appropriate Risk Analysis form may be found athttps://www.fldoe.org/core/fileparse.php/5625/urlt/doe620.xlsx.

**Grants Management Training**

Non-public entities are required to take the Grants Fiscal Management Training and Assessment annually. The agency head and/or the agency’s chief financial manager (CFO) must complete this training within 60 days of the date of execution (Block 12) on the DOE 200 form, Project Award Notification. Training and assessment can be found at

<https://portal.fldoesso.org/PORTAL/Sign-On/SSO-Home.aspx>.

Non-participation in the training program may result in termination of payment(s) until training is completed.

Funding Method

Federal Cash Advance (Public Entities only as authorized by FDOE)

**Federal cash advances will be made by State warrant or electronic funds transfer (EFT) to a recipient or subrecipient for disbursements. For Federal-funded programs, requests for federal cash advance must be made through FDOE’s Florida Grants System (FLAGS). In accordance with federal regulations outlined in the Cash Management Improvement Act (CMIA), cash should be requested no more than three business days from the anticipated date of disbursement. Supporting documentation for expenditures should be kept on file at the program. Examples of such documentation include, but are not limited to, payroll records, contracts, invoices with check numbers verifying payment and/or bank statements – all or any of these items must be available upon request.**

Fiscal Records Requirements and Documentation

Applicants must complete a Budget Narrative form, DOE101S. Budget pages must be completed to provide sufficient information to enable FDOE reviewers to understand the nature and reason for the line item cost.

All accounts, records, and other supporting documentation pertaining to costs incurred shall be maintained by the recipient for five years. Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include, but are not limited to, invoices with check numbers verifying payment, bank statements, time and effort logs for staff, and/or salary/benefits schedules for staff. All must be available upon request.

Funded programs and any amendments are subject to the procedures outlined in the FDOE Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs, which may be found at <http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml>.

Budgeted items must correlate with the narrative portion of the project application that describes the specific activities, tasks and deliverables to be implemented.

To report expenditures, all project recipients must submit a completed DOE 399 form, Final Project Disbursement Report by the dates specified on the DOE 200 form, Project Award Notification.

Financial Consequences

**The grant manager shall periodically review the progress made on the activities and deliverables listed. If the sub-recipient fails to meet and comply with the activities/deliverables established in the grant or to make appropriate progress on the activities and/or towards the deliverables and they are not resolved within two weeks of notification, the grant manager may approve a reduced payment or request the sub-recipient redo the work or terminate the grant**. **The grant manager must assess one or more of these consequences based on the severity of the failure to perform and the impact of such failure on the ability of the sub-recipient to meet the timely and desired results. These financial consequences shall not be considered penalties.**

Farmworker Career Development Program Project Statewide Emergency Award criteria is **fifty two percent (52%) of funding be dedicated to emergency services**. If the emergency need is lower, the funding will be reduced accordingly

**Allowable Expenses:**

Program funds must be used solely for activities that directly support the accomplishment of the program purpose, priorities and expected outcomes during the program period. All expenditures must be consistent with the approved application, as well as applicable Federal and State laws, regulations and guidance. Allowable expenditures may include costs associated with employing appropriate staff for administering the project, office materials and supplies and other relevant costs associated with the administration of the project, including meeting room rentals, consultant fees, printing, etc.

Expenses for personal digital assistants (PDA), cell phones, smart phones and similar devices, including the service costs to support such devices may be allowable, with FDOE prior approval. Applicants will need to describe and justify the need for such devices, identify the amount that will be applicable to the project and how the device will be kept secure.

**Unallowable Expenses:**

Unless otherwise specifically authorized herein, sub-recipient shall not convey anything of value, including but not limited to gifts, loans, rewards, favors or services, directly to any agent, employee or representative of FDOE, and shall promptly notify FDOE in the event that an agent, employee or representative of FDOE attempts to solicit the same.

Below is a list of items or services that are generally not allowed or authorized as expenditures. This is not a comprehensive list of unallowable items. Subrecipients are expected to consult the FDOE program office with questions regarding allowable costs.

* Pre-award costs
* Entertainment (e.g., a field trip without the approved academic support will be considered entertainment)
* Meals, refreshments or snacks
* End-of-year celebrations, parties or socials
* Game systems and game cartridges (e.g., Wii, Nintendo, PlayStation)
* Out-of-state travel without FDOE pre-approval
* Overnight field trips (e.g. retreats, lock-ins)
* Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
* Gift cards
* Decorations
* Purchase of facilities or vehicles (e.g., buildings, buses, vans, cars)
* Land acquisition
* Furniture
* Kitchen appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
* Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences, wiring)
* Dues to organizations, federations or societies for personal benefit
* Costs for items/services already covered by indirect costs allocation
* Costs not allowable for Federal programs per the U.S. Education Department General Administration Regulations (EDGAR), which may be found at <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html> and the Reference Guide for State Expenditures, which may be found at <https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/manuals/agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_6>.

Equipment Purchases

Any equipment purchased under this program must follow the UGG at <http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl> and the Reference Guide for State Expenditures at <https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/manuals/agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_6>.

Any equipment purchases not listed on the original budget approved by FDOE require an amendment submission and approval prior to purchase by the agency awarding the funds.

Further guidance and instruction on property records, inventory and disposition requirements for property are outlined in the Green Book at <https://www.fldoe.org/core/fileparse.php/5625/urlt/0076985-2013greenbook.pdf>.

Administrative Costs including Indirect Costs

In accordance with WIOA, Section 167, administrative and indirect are shared costs that cannot exceed 5% of the award amount. The administrative cost must apply to an administrative function.

The term ‘administration’, when used with respect to an eligible agency or eligible recipient, means activities necessary for the proper and efficient performance of the eligible agency or eligible recipient’s duties under this Act, including the supervision of such activities. Such terms do not include curriculum development activities, personnel development, or research activities.

This rate is intended to be all-inclusive of typical administrative and overhead costs, including but not limited to rental of office space, bookkeeping and accounting services, and utilities.

Administrative costs are costs that cannot be identified with any single program but are indispensable to conducting agency activities and to the organization's survival. The Florida Department of Education recognizes that allowable general and administrative costs are essential and legitimate costs of provider agencies.

The administrative costs of the provider represent costs which are incurred for common or joint objectives in providing services. Such costs are distributed to all provider programs on an allocation basis; that is, a fair share of expenses is distributed to each service program. G & A costs may include:

* Salaries and wages plus applicable fringe benefits for staff engaging in administrative duties.
* Audit costs.
* Legal fees.
* Equipment associated with administrative tasks or positions.
* Office supplies, postage, communications, travel and other general office costs associated with administrative tasks.
* Maintenance and housekeeping costs are incurred through salaries and wages plus fringe benefits or through a contract for the administrative offices.
* Facility costs, such as depreciation, rental of space, maintenance and repair, utilities, and property insurance if approved by FDOE.
* Liability insurance; and
* Any other cost associated with administrative activities or tasks.

**State Agencies, Public Universities and State Colleges**

FDOE will allow other state agencies, state universities and state colleges to charge an indirect cost (administrative and/or overhead) up to 5 percent or the recipient’s rate approved by the appropriate cognizant agency, whichever is lower. This rate may be charged on the total direct costs disbursed less the amounts of subcontracts in excess of $50,000, stipends, tuition and related fees, and for items of equipment, alterations, renovations and flow-through funds (“pass through” to another entity) on programs issued by FDOE. This rate is intended to be all-encompassing of typical administrative and overhead costs, including, but not limited to, rental of office space, costs for bookkeeping and accounting services, and utilities. In the alternative, FDOE will approve an indirect cost rate of 5 percent plus the direct charges for typical administrative and overhead costs such as rental of office space when such costs can be directly and appropriately allocated to the program. **Indirect costs shall only apply to Federal programs**.

Chapter 1010.06 Florida Statute (F.S.) Indirect cost limitation – State funds appropriated by the Legislature to the Division of Public Schools (DPS) within FDOE may not be used to pay indirect costs to a university, state university, school district or any other entity.

State of Florida, Executive Order 11-116

The employment of unauthorized aliens by any contractor is considered a violation of section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract. In addition, pursuant to Executive Order 11-116, for all contracts providing goods or services to the state in excess of nominal value: (a) the contractor will utilize the E-verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of all new employees hired by the contractor during the contract term, (b) require contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the State contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. Executive Order 11-116 may be viewed at <http://www.flgov.com/wp-content/uploads/orders/2011/11-116-suspend.pdf>. More information can be found at <https://www.fldoe.org/core/fileparse.php/7736/urlt/EC-11-116-EVerify.pdf>.

State of Florida, Executive Order 20-44

In accordance with Executive Order 20-44, each grantee meeting the following criteria: 1) all entities named in statute with which the agency must form a sole source, public private agreement and 2) all entities, through contract or other agreement with the State, annually receive 50% or more of their budget from the State, or from a combination of State and Federal funds, shall provide to FDOE an annual report in the format required by FDOE. Email [exorder@fldoe.org](mailto:exorder@fldoe.org) to obtain the form. This report shall detail the total compensation for the entities’ executive leadership teams. Total compensation shall include salary, bonuses, cashed in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts and any other payout. In addition, the grantee shall submit with the annual report the most recent Return of Organization Exempt from Income Tax, Form 990, if applicable, or shall indicate the grantee is not required to file such Form 990. This report shall be submitted by March 1 of each year to exorder@fldoe.org. . Executive Order 20-44 may be found at <https://www.flgov.com/eog/news/executive-orders/2020-44>.

For Federal Programs – General Education Provisions Act (GEPA)

The agency head’s certification of the DOE 100A serves as an attestation of compliance with the General Education Provisions Act (GEPA) requirements, incorporated herein by reference, to ensure equitable access to and participation of students, teachers and other program beneficiaries with special needs. GEPA requirements may be accessed at <https://www.govinfo.gov/content/pkg/USCODE-2020-title20/html/USCODE-2020-title20-chap31-subchapII-part2-sec1228a.htm>.

For Federal Programs - Equitable Services for Private School Participation – If Applicable

In accordance with 20 U.S.C., Title IX, Part E Uniform Provisions, Subpart 1, Section 7881, the applicant must provide a detailed plan of action for providing consultation for equitable services to private school children and teachers with the LEAs service area. For details, refer to <https://www.govinfo.gov/content/pkg/USCODE-2011-title20/html/USCODE-2011-title20-chap70-subchapIX-partE-subpart1-sec7881.htm>.: <https://www2.ed.gov/policy/elsec/leg/essa/essaguidance160477.pdf>.

This page intentionally left blank

Project Performance Accountability Form

**Definitions**

* **Scope of Work-** The major tasks that the grantee is required to perform
* **Tasks-** The specific activities performed to complete the Scope of Work
* **Deliverables-** The products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantified, measurable, and verifiable
* **Evidence-** The tangible proof
* **Due Date-** Date for completion of tasks

|  |  |  |  |
| --- | --- | --- | --- |
| **Scope of Work**  **(See Project Design – Narrative)** | **Tasks**  **(See Project Design – Narrative)** | **Deliverables** | **Due Date** |
| **Total Participants Assisted** – To achieve 100% of DOE performance measure set by Department of Labor (DOL).  Sub-recipients must enter, accurately and timely, the eligible recipients who received at least one Emergency Assistance Service into the statewide database, Employ Florida. | Implement the strategies outlined in the application and process all Emergency Assistance Service requests in a timely and efficient manner. | Management Information System of the DOE/FCDP Office.  A monthly report pulled out of Employ Florida showing all recipients who received emergency assistance the previous month. Documentation must be uploaded into Employ Florida (EF) and Grantee Performance Management System (GPMS). | By the fifth of the month following the month for which activities are reported. |



**Division of Finance and Operation Requirements**

In addition to adhering to the requirements in the Request for Application, eligible applicants must have a valid W-9 on file with the Division of Financial Services to receive state or federal funds.

**Agency Registrations**

Depending on the funding source, agencies must complete registrations with the following entities:

**State and Federal Funding**

1. **My Florida Market Place (MFMP)**
   * Website: [My Florida Market Place](https://flvendor.myfloridacfo.com/)
   * For questions about submitting the application, contact the My Florida Market Place Customer Service Desk at 1-866-352-3776 or visit the Vendor Information Portal.
2. **W-9 Information**
   * Additional information can be found at the [Florida Department of Financial Services Vendor Management](https://flvendor.myfloridacfo.com/).
   * For questions about submitting the W-9, contact the DFS Vendor Management Services Customer Service Desk at (850) 413-5519 or email [FLW9@myfloridacfo.com](mailto:FLW9@myfloridacfo.com).
3. **Sunbiz**
   * Website: [Sunbiz](https://dos.myflorida.com/sunbiz/)
   * For questions about submitting the application, contact the Florida Department of State at (850) 245-6000.
   * **Note:** Florida public government agencies are not required to register with Sunbiz. All other entities must register with the Division of Corporations.

**Federal Funding**

In addition to the above registrations, agencies receiving federal funds must register in SAM.gov to receive a Unique Entity Identifier.

1. **SAM.gov**
   * Website: [SAM.gov](https://sam.gov/content/home)
   * For questions about submitting the application, contact the Florida Department of State at 1-866-606-8220 or email [IAEOutreach@gsa.gov](mailto:IAEOutreach@gsa.gov).

**Risk Analysis**

1. **DOE 610 Risk Analysis Form (Local and Charter Educational Agencies Only)**

This form should be updated and emailed to [FDOERiskAnalysis@fldoe.org](mailto:FDOERiskAnalysis@fldoe.org) in the following situations:

* + A change in the management of the Superintendent or Chief Financial Officer.
  + An update to the Green Book.

1. **DOE 620 Risk Analysis Form**
   * Form: [DOE 620 Risk Analysis Form](https://www.fldoe.org/core/fileparse.php/5625/urlt/doe620.xlsx)
   * For questions about submitting the form, email [FDOERiskAnalysis@fldoe.org](mailto:FDOERiskAnalysis@fldoe.org). Submit the signed form and required attachments to the same email address.
2. **FDOE General Assurances, Terms, and Conditions**
   * Page two of section D in the FDOE General Assurances, Terms, and Conditions for Participating in Federal and State Programs form should be submitted with the application. This form is located at <https://www.fldoe.org/core/fileparse.php/5625/urlt/0076977-secd.doc>.
   * For questions about submitting General Assurances, contact Dwayne Gordon at [Dwayne.Gordon1@fldoe.org](mailto:Dwayne.Gordon1@fldoe.org) or Katrina Wilson at [Katrina.Wilson@fldoe.org](mailto:Katrina.Wilson@fldoe.org) or call (850) 245-9220.

|  |
| --- |
| **NARRATIVE SECTION** |
| **Instructions for Completing the Narrative**  **Follow all the instructions:**   * **Responses should be clear and concise and not just a copy of the RFP language.** * **Ensure all forms have the required signatures.** * **The department will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statues.**  1. **Submit the application through the Office of Grant Management ShareFile system folder Agency Number\_AgencyName\_XXB002\_submit with agency head signatures.** 2. **Place all documents in the order specified on the Checklist (Refer to the last page of this RFA document).** 3. **NARRATIVE SECTIONS (1-6): MAXIMUM PAGE LIMIT IS TWENTY (20) PAGES**   **This does not include any required forms, tables/charts, and/or other pertinent information.**  **Narrative Section response format:**   1. **Font: Times New Roman, Size: 12 fonts** 2. **Spacing: Double space with one-inch margins** 3. **Instructions: Refer to this document for specificity of content. Complete the narrative using the same sequence presented in the Scope of Work/Narrative Components Section.** |

**National Farmworker Jobs Program Federal Regulations**

To access information related to NFJP Regulations use the following link: [title-20/chapter-V/part-685](https://www.ecfr.gov/current/title-20/chapter-V/part-685).

1. **Project Abstract or Summary (Two page maximum)**

Provide a summary of the proposed project including:

* General purpose.
* Specific goals.
* Brief program design.
* Significance for providing emergency assistance to eligible Farmworker and their families throughout the state.

1. **Project Need – Agricultural and Service Industries**

Describe the need for the proposed project and provide supporting data as evidence relative to local factors and conditions that may affect a farmworker and his/her family’s ability to achieve economic self-sufficiency, socio-economic and educational barriers.

* Geographic service areas.
* Socio-economic needs and problems.
* The magnitude or severity of the problem is evident, compelling, and clearly linked to the outcome(s) of the proposed project.
* Proposed project is focused on those with greatest needs.
* Gaps or weaknesses in services are explained.

1. **Project Design and Implementation**

**a. Objectives and Timelines**

Describe the measurable objectives and activities for the proposed project

* + The goals.
  + The objectives outcomes of the proposed project.
  + The design of the proposed project aligns with and will successfully address.
  + The needs of the target population.
  + Other identified needs.

**b. Assessing Participant Need for Emergency Assistance**

Describe the methodology and criteria to be used for:

* Assessing FCDP participant eligibility and
* Need for emergency assistance and the
* Procedures are used to develop support for eligible participants.

**c. Emergency Assistance Services**

Explain the types of emergency assistance services to be provided that will help farmworkers and their families overcome socio-economic and educational barriers and promote self-sufficiency. Include the strategies that will be used to stabilize participants and ensure that all program requirements are met to include either working through a local FCDP provider to provide these services, or where necessary, directly with an eligible participant.

**d. Emergency Assistance FCDP Staff Advisory Council**

Describe the structure and role of the **Emergency Assistance FCDP Staff Advisory Council (FCDP SA**C**)** in assisting the deployment of emergency assistance services throughout the state within the guidelines set forth by the program office for Emergency Assistance Advisory Staff Members operations **(see Attachment D).**

* *The* SAC *services and activities are aligned with the intent of the proposed project and follow state guidelines for its organizational structure and how business is conducted.*
* *The proposed* SAC *schedule of activities facilitates the success of ensuring emergency assistance services are provided in a pro rata fashion throughout the state.*
* *A list of* SAC *members is included and contains at least one member of each FCDP site.*

**e. Evidence of Capability**

Provide evidence of the capability to operate WIOA Title I, Section 167, programs. Explain past experiences, successes, and obstacles with the target population and provide supportive data that cover operations for the time-period of July 1, 2023, through March 31, 2024.

1. **Evaluation**

Describe the instruments and method(s) for on-going evaluation of the proposed project**.** The applicant’s internal evaluation should go beyond the evaluation that is conducted by the Florida Department of Education. It should be comprehensive and include an approach that leads to necessary adjustments that will result in successful outcomes.

Elements for conducting an internal evaluation can include data collection or management tools; reports generated by the Florida Department of Education; monthly activity reports; review of staffing requirements; regularly scheduled staff meetings; and monthly expenditure reports.

**Note:** In addition to completing this narrative Evaluation section the applicant must complete and submit the **Self-Evaluation Form** located in the **Attachments** section. The form is not included in the maximum narrative page count.

1. **Dissemination Plan**

Describe the methods / strategies to disseminate and share information about FCDP emergency assistance to appropriate populations (migrant and seasonal farmworkers and collaborating agencies). Information should include services to be offered, where and when services can be obtained, and information on eligibility for receipt of services. Dissemination of information should incorporate proactive outreach and recruitment efforts, such as the agriculture community, day labor and health care organizations.

1. **Budget**

**Budget must reflect that at least 52% of the overall allocation has been targeted for the purpose of directly providing emergency assistance to eligible FCDP participants.**

1. Budget Narrative Component - Describe a budget that reflects objectives and proposed costs of the project. Explain how project funds will be used in a cost-effective and cost-efficient manner, alone or in combination with other resources to meet the planned performance goals. Planned expenditures should be realistic, reasonable, support project activities and objectives and should focus on performance improvement. Additional budget details are available in Attachment E.
   1. Describe any in-kind contributions that will be made by the applicant and assign a monetary value to the contributions.
2. Complete the **DOE 101S, Budget Narrative Form.** The form is available at the following link: [DOE 101 S](https://www.fldoe.org/core/fileparse.php/5625/urlt/0076847-doe101s.xls) and includes instructions and example tabs.

***Criteria***

* *The budget narrative is thorough, specific, and supports the proposed project.*
* *The proposed budget presents expenses that are necessary, allowable, allocable, accurate, and clearly relate to and reflect project activities, objectives, and outcomes.*
* *The costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.*
* *The costs are reasonable in relation to the number of participants to be served and to the anticipated results and benefits.*
* *The required personnel, professional and technical services, and / or travel for the proposed project are clearly and adequately explained as detailed in Attachment E.*
* *The justification for each expenditure is reasonable and clearly explained.*

1. Complete **Attachment H**, Staffing Breakout Form using local position titles. Job positions and salary schedules for each staff member must be submitted with the staffing form. The form is available at the following link: [Staffing Breakout Form](https://www.fldoe.org/core/fileparse.php/5654/urlt/staffing-breakout-form.xlsx) and includes instructions and example tabs.
2. The staffing parameters for **Attachment H** and **DOE 101S** Forms are detailed in **Attachment E.**

**Notes:**

* The totals on the **DOE 101S** and **Attachment H** must match.
* The applicant’s **DOE 101S** and **Attachment H** are not included in the maximum page count for the Narrative Components.

The staffing parameters for **Attachment H** and **DOE 101S** Forms are detailed in **Attachment H**

Attachments

* Attachment A – Program Purpose and Overview of Allowable Activities and Services
* Attachment B – FCDP Emergency Assistance Allocation Chart
* Attachment C – Target Population
* Attachment D – Special Conditions for WIOA, Section 167, Project Awards Form
* Attachment E – Self-Evaluation Form
* Attachment F – DOE 101S, Example Budget Narrative Form
* Attachment G – DOE 599, Project Disbursement Report Form and Instructions
* Attachment H – Staffing Breakout Form
* Attachment – DOE 100A, Project Application Form
* Attachment – Projected Equipment Purchases Form (if applicable)
* Attachment – Application Checklist
* Attachment – Share File Instructions

**Attachment A**

**Program Purpose and Overview of Allowable Activities and Services**

The purpose of the program is to strengthen the ability of eligible migrants and seasonal farmworkers and their families to achieve economic self-sufficiency. The program serves eligible farmworkers and their dependents (Refer to **Attachment C**) that have the following socio-economic and educational barriers, as identified by the United States Department of Labor for WIOA, Title I, Section 167 funded programs:

|  |  |
| --- | --- |
| * Dropout * Unemployed * Limited English proficient * English reading below grade 9 * Math skill below grade 9 * Migrant * Seasonal * Economically disadvantaged * Food stamps * Veteran | * Unemployment claimant * Unemployment exhausted * Offender or parolee * Disability * Single parent with dependent under 18 * Pregnant / parenting youth * Long term agriculture employed * Lacks work history outside agriculture * Lacks transportation or means to access it * Homeless |

**Allowable Program Activities**

To meet the education, training and employment needs of farmworkers and their families, program funds should be used to provide individuals with **Emergency Assistance Services** as described in Section 134, paragraph (d)(2) of the Act.

**Emergency Assistance Services**

* Emergency assistance / non-training related supportive services to stabilize farmworkers
* Training related emergency supportive services that will enable farmworkers to complete training services (transportation, childcare, medical, etc.)
* Emergency supportive services such as transportation, family care, medical care.

**Related Assistance Services –** Related assistance may include such services and activities as:

* Workplace safety and farmworker pesticide safety instruction.
* Heat stress prevention.
* Housing development assistance.
* Allowance payments.
* Other supportive services described in the grant plan; and
* English language classes and basic education classes for participants not enrolled in intensive or training services.

**Reportable Individuals**

* Reportable Individual - An individual who receives only related assistance services that 1) do not require significant involvement of grantee staff time; and 2) do not require a career assessment by grantee staff of an individual’s skills, education, or career objectives (including all emergency assistance services) will be considered a “reportable individual,” as defined in 20 CFR 677.150(b). Such individuals are not included in performance calculations and are not enrolled as program participants.

**Attachment B**

**FCDP Emergency Assistance Allocation Chart**

The Allocation below is subject to change based on the final federal allocation; agencies will be notified of final allocation prior to the issuance of their 2024-2025, DOE 200, Award Notification.

Federal cash advances will be made by state warrant or electronic funds transfer (EFT) to sub-recipients for disbursements. For federally funded programs, requests for federal cash advance must be made through FDOE’s Florida Grants System (FLAGS).

| **Program Title: National Farmworker Jobs Program**  **(WIOA Section 167) – Statewide Emergency Assistance**  **FY 2025-2026** | | |
| --- | --- | --- |
| **Agency Name** | **2025-26**  **Project Number** | **2025-26**  **Projected Allocation** |
| Agriculture and Labor Program, (ALPI) Emergency Assistance | 755-TBD | $80,000 |
|  | **Total** | **$80,000** |

**Attachment C**

**Target Population**

**To be eligible for participation in the WIOA §685.100 Section 167 NFJP program an individual:**

A MSFW Adult (aged 18+)

**OR;**

**A** MSFW Youth (aged 14-24)

1. *Must* be a citizen or national of the United States, a lawfully admitted permanent resident alien, refugee, asylee, or parolee, or other individual legally authorized to work in the United States [WIOA Section 188 (a)(5)].

***AND*;**

1. *A male* musthave not violated Section 3 of the Military Selective Service Act by knowingly and willfully failing to register for the Selective Service registration [20CFR §667.250; WIOA Section 189 (h) TEGL No. 11-11 Change 2 and 3.

**AND;**

1. A low‐income individual means an individual as defined in WIOA Section 3(36)(A) and incorporating the low-income provision of the NFJP appropriations language in Public Law 116-260. (TEGL No. 18-16 Change 2).

***AND*;**

* *Must* have performed labor for wages in occupations and industries within agricultural production and agricultural services for 12 consecutive months out of the 24 months prior to application for the program involved [20 CFR §685.110]. Primarily employed in agricultural or fish farming labor (earns at least 50 percent of his/her total income from farm work or is employed at least 50 percent of his/her total employment time in farm work) TEGL No. 18-16 Change 1.

***OR;***

* Is a **dependent of an eligible MSFW** (A dependent is an individual who was claimed as a dependent on the qualifying farmworker's federal income tax return for the previous year); If not claimed as a dependent for federal income tax purposes, is able to establish a qualifying relationship with the farmworker (TEGL No. 18-16 Change 1).
* The individual receives half of his/her total support from the eligible farmworker's family during the eligibility determination period.

**Attachment D**

**Special Conditions for WIOA, Section 167, Project Awards Form**

**General**

The sub-recipients agree 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 sub-recipients agree to fully perform the services prescribed in the Project Application and will comply with the Florida Department of Education (FDOE) Green Book General Assurance, Terms and Conditions for Participation of Federal and State programs, which are required to be signed and submitted to FDOE 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**

Sub-recipients must implement project operations as instructed in WIOA, Title I, Section 167, USDOL guidance notices/letters, all FCDP State Office policy related technical assistance papers, memos, and manuals no later than July 31 of the program year. The FCDP State Office requires the use of an online database system to conduct and manage daily business. Employ Florida is used to enter, update, and store participants’ information. In addition, SUNTAX is used to confirm participants’ wages and employer information. Access to Employ Florida requires completion of the Department of Economic Opportunity’s Tier I, training and successful completion of a Level 2 Security Background check.

**NFJP Eligibility Determination**

Sub-recipients will be required to have coordinators and all intake/case management staff successfully complete NFJP eligibility certification training provided by the FCDP State Office to determine and document participant eligibility for the FCDP program. Instructions on how to maintain source documentation validating eligibility criteria and entering applicable eligibility data into Employ Florida provided for this purpose will be included in this eligibility certification training.

**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** – Thesub-recipients 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. The sub-recipients must submit to the State Office the Time and Effort form in September and March of the project year to document the staff work 100% on single cost objective. Time and Efforts forms are to be maintained for a period of five years.
* **Personal Activities Report (PAR)** – Sub-recipients 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 sub-recipients must submit to the FCDP office the PAR forms by the 6th of each month. PAR forms are to be maintained for a period of five years. The project recipient must receive prior written

authorization from the Department of Education prior to changes to direct personnel costs charged to the budget.

* **Position Descriptions and Personnel Selection** – TheDepartment will review the position descriptions of the 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 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.

**Collaboration with Local Agencies**

* **Emergency Assistance / Reportable Individuals FCDP Staff Advisory Council (SAC)** – An Emergency Assistance FCDP Staff Advisory Council to assist participants obtaining necessary emergency assistance to stabilize living and working conditions under extraordinary economic or life-impacting conditions must be established within the guidelines set forth by the program office for Emergency Assistance FCDP Staff Advisory Council operations. Membership of this Staff Advisory Council should be comprised of key stakeholders throughout the state who will be able to inform the emergency assistance plan and deployment process by providing clearly defined emergency assistance pathways for NFJP participants through this program or other assistance programs in the state and assist in the development of the FCDP Emergency Assistance Manual. **The SAC** **must meet once a month under EA staff guidance**. At least One (1) FCDP Site staff should be members of this Emergency Assistance / Reportable Individuals FCDP Staff Advisory Council.
* **Title I Migrant Education Office** – Collaboration with the Title I Migrant Education Office(s) serving migrant children in the state is required and should be documented with a signed collaboration agreement. This agreement should identify the specific way 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 a local Title I Migrant Education Office sit on the Emergency Assistance Advisory Council.

**Cost Standards**

The sub-recipients agree 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. The 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**

The sub-recipients 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, and Project Disbursement Report.

**Travel Costs**

The sub-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**

Sub-recipients must request prior permission in writing from the FCDP State Director 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.stml>

**Fiscal Management**

* **Project Amendments – Green Book Section B – page B-1** – Requestsfor 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 State Office for review and approval using the appropriate budget and project amendment forms identified in the Green Book.
* **Electronic Budget and Monthly Disbursement Reports** – Fundedagencies will be required to send the State 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 must be provided to the State Office at the same time as the originals are forwarded to the FDOE.
* **Close-Out** – Eachproject must be closed out promptly after expiration or termination. The final expenditure report is due to the Office of the Comptroller no later than November 20   
  following the close of the Program Year. One copy must be submitted to the FCDP State Office. If the business operations of the sub-recipient agency are suspended, such agency will deliver the most current program records within 30 days of the close of business to the FCDP State Office. The FCDP State Office may terminate the project award for cause. In this event, a written termination notice will be prepared by the FCDP State 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 sub-recipients agree that the FDOE may discontinue the project award, not refund the sub-recipient, or impose special conditions if the sub-recipients failed to provide services specified herein or in the project award or failed to achieve goals and performance standards.

**Property Standards**

The sub-recipients may purchase items/property with a value or cost less than $1,000 without prior written approval from the FCDP State Office. However, all purchases must be necessary for the support of staff and/or participants and considered allowable activities WIOA Title I, Section 167. Sub-recipients must request written permission from the Department of Education to purchase items/property with a value or cost of $1,000 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 $1,000 or more and the normal expected life is one year or more. The sub-recipients agree that items purchased with WIOA Section 167 funds and defined as property with a cost of $1,000 or more may be inventoried by the FDOE.

**Record Retention**

The sub-recipients agree to retain all records pertinent to the project award including financial, statistical, property and participant records, and supporting documentation for five years from the final closing date of the project award. If at the end of five years, there is ongoing litigation or an outstanding audit involving those records, the sub-recipients 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 State Office.

**Employ Florida (EF) and/or Grantee Performance Management System (GPMS)**

Sub-recipients must use EF and/or GPMS to enter participant data, including but not limited to the following: NFJP eligibility information, case notes, voucher documentation, and program exit date.

Sub-recipients must scan all related documents into EF and/or GPMS. This includes all participant information needed to validate participation.

The system will include data elements required by the Workforce Innovation and Opportunity Act, Section 167, the U.S. Department of Labor (USDOL) and Social Policy Research Associates, a USDOL contractor. The system will permit automated case management services at the subrecipient project level and tracking of case management services at the State administrative level. Sub-recipients will receive training, technical support, system maintenance, and ongoing updates for the database system.

All FCDP staff must be Tier One certified to have access to EF and / or GPMS.

**Compliance Monitoring**

The State will evaluate the effectiveness of project activities based on established and approved performance goals. Department staff will monitor providers’ compliance with program and fiscal requirements according to applicable federal and state laws and regulations specified by: Education Department General Administrative Regulations (EDGAR), Office of Management and Budget (OMB) Circulars, and Florida Department of Financial Services *Reference Guide for State Expenditures* and guidelines published in the Florida Department of Education Green Book.

**Project Performance Accountability**

The Florida Department of Education has a standardized process for preparing applications for discretionary funds. This section of the RFA, Project Performance Accountability, is to assure proper accountability and compliance with applicable state and federal requirements.

**The Department’s project managers will:**

* track each project’s performance based on the information provided and the stated criteria for successful performance
* verify the receipt of required deliverables prior to payment

For projects funded via Cash Advance, the Department’s project managers will verify that the project activities/deliverables are progressing in a satisfactory manner, consistent with the Scope of Work/Project Narrative and Performance Expectations, on a quarterly basis.

**The Scope of Work/** **Project Narrative** must include the specific tasks that the sub-recipients are required to perform.

**Deliverables must:**

* be directly linked to a specific line item/cost item that in turn links to the specific task/activity/service
* identify the minimum level of service to be performed
* be quantifiable, measurable, and verifiable.

**Deliverables include, but are not limited to**:

* documents such as manuals, websites, web videos, CD ROMs, training materials, brochures, and any other tangible product to be developed by the project
* training and technical assistance activities whether provided onsite, through distance learning media, conferences, workshops, or other delivery strategies
* deliverables that are specific to student performance (e.g., test scores, attendance, behavior, award of diplomas, certificates, etc. “Students” may include prekindergarten, K-12, and adult learners, as well as parents)
* specific services to target population (e.g., adult literacy services, child find services, student evaluation services, etc.)
* evidence to include record of attendance, agenda’s, URL addresses for web-based delivery and attendance, receipts from registrations, certificates, printed material provided in the course of service delivery.

**The Department of Education’s criteria for the acceptance of the above deliveries includes, but is not limited to, the following:**

* meets technical specifications, as appropriate as stated in the scope of work
* quantity and quality of service meets established minimums
* quantity and quality of evaluations/assessments meet established minimums
* participation rate meets established minimums
* review of follow-up data or participant feedback that indicates level of effectiveness and usefulness of service
* student evaluations/assessments are administered appropriately
* quantity of evaluations/assessments meets established minimums
* review of state/district/school/student data indicates level of effectiveness of service
* specified agencies collaborated
* use of consultants met levels of performance as stated in the scope of work
* design, organization, format, and readability levels are appropriate for intended use and audience
* content is accurate and grammatically correct
* documents are compliant with the Americans with Disabilities Act (ADA)
* copyright and funding information is noted on products.

The applicant must complete the information related to the required tasks to be performed and timelines/due dates for the respective tasks/deliverables consistent with the provided instructions. Per Chapter 215.971 F.S. financial consequences will be applied if the sub-recipient fails to achieve the minimum level of services required by the agreement. Unit cost is not necessary for each item but can be used to establish a methodology for reduction in the event minimum performance is not met.

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| Signature of Authorized Agency Representative |  | Date |

**Attachment E**

**Self-Evaluation Form**

Projects recommended for PY 2025-2026 continuation funding must show successful performance accomplishments during the 2023-2024 project year. Any shortfalls or negative answer(s) must be explained below.

Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date prepared: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project # for 2023-2024: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form prepared by (name and title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency project coordinator (name and title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cells will expand when text is typed.**

| **Evaluation of PY 2023-2024** **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 |  |  |  |
| 1. Has the most recent available NFJP Emergency Assistance performance data for the last program year been reviewed for compliance with the approved performance plans by the grantee’s project coordinator, and corrective action plans developed if necessary? |  |  |  |
| 1. Does the grantee project coordinator understand the need to enter participant data and provide ongoing case documentation in the centralized database system; and correctly exit participants from the database system at the appropriate time? |  |  |  |
| 1. Is the centralized database system information used for follow-up retention services at the sub-recipient project level? |  |  |  |
| 1. Are all applicable collaboration arrangements still in place (financial and non-financial)? |  |  |  |
| 1. Was Emergency Assistance FCDP Staff Advisory Council established and utilized? |  |  |  |
| 1. Were the services to be provided to the target population for two consecutive years. |  |  |  |
| 1. Are performance outcomes achieved in the previous year meeting the minimum performance benchmarks outlined in the previous year’s FCDP Emergency Assistance Plan? |  |  |  |
| 1. Have all projected performances and grant deliverables been satisfied to date as stated in the approved application? |  |  |  |
| 1. What was the total amount of your agency’s FCDP |  |  |  |

|  |  |
| --- | --- |
| 1. What was the total amount of your agency’s FCDP funding allocation for this project? | $ |
| 1. How much has been spent to date? | $ |
| 1. What amount will be spent and/encumbered by June 30, 2025? | $ |
| 1. If 100% of the total allocation will not be spent and/or encumbered by June 30, 2025, 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 \_\_\_\_\_

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

**Please respond below.**

**Attachment F**

**Example – DOE 101S Budget Narrative Form**

DOE 101S Budget Form: [**DOE 101S**](https://www.fldoe.org/core/fileparse.php/5625/urlt/0076847-doe101s.xls)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (1) | (2) | (3) | (4) | (5) | (6) |
| FUNCTION | OBJECT | ACCOUNT TITLE and NARRATIVE | FTE POSITION | AMOUNT | % ALLOCATED to this PROJECT |
| ##### | ##### | Salaries: Program Specialist responsible for program outreach, participant recruitment, participant case management, client services. Projected board approved increase up to 3% to salary. | 1 | $30,000 |  |
| ##### | ##### | Employee Benefits, Retirement: Contributions for Specialist at 8.26% |  | $2,478 | 100% |
| ##### | ##### | Employee Benefits, Social Security: Contributions for Specialist at 7.65% |  | $2,295 | 100% |
| ##### | ##### | Employee Benefits, Worker’s Compensation: Contributions for Specialist at 0.51% |  | $150 | 100% |
| ##### | ##### | Computer Hardware: Purchase of 5 computers and monitors for staff to use for input and management of program and participant data. Projected Equipment Purchases Form attached |  | $4,500 | 100% |
| ##### | ##### | Contractual Services: 1 Staff member to utilize office space in One Stop Center as per DOL policy. Contractual Service Agreement attached |  | $500 | 100% |
| ##### | ##### | Travel: 3 Staff Members to attend Annual Farmworker Career Development Program Conference ($550 each) and 1 Staff Member to attend annual AFOP Conference ($1,600) |  | $2,100 | 100% |
|  |  |  | Total | $42,023 |  |

**Attachment G**

**DOE 599 Project Disbursement Form and Instructions**

The DOE 599, Project Disbursement Form (Excel). <https://www.fldoe.org/core/fileparse.php/7604/urlt/DOE599.xlsx>

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(A) District / Agency Name:** | | | **FLORIDA DEPARTMENT OF EDUCATION** | | | | **(F) Agency Number:** | |
|  | | | **PROJECT DISBURSEMENT REPORT** | | | | **(G) Grant Number:** | |
| **(B) Project Name:** | | | **Workforce Innovation and Opportunity Act, Title I, Section 167** | | | | **(H) Project Code:** | |
| **(C) Effective Approval Date:** | | | |  | | --- | | Florida Department of Education LogoFlorida Department of Education Logo**Migrant and Seasonal Farmworkers** | | | | | **(I) Contact Person Name:** | |
| **(D) Termination Date:** | | |  | | | |  | |
| **(E) Total Project Funds:** | | | ***(INSTRUCTIONS ON PAGE 3)*** | | | | **(J) Phone: ( )** | |
| (1) | (2) |  | (3) | (4) | (5) | (6) | (7) | (8) |
| Function | Object | Description of Disbursement | | Budget | Total Disbursements | Obligations | Unobligated | Current Disbursement |
| Code | Code |  |  | Amount | As of \_\_\_/\_\_\_/\_\_\_ |  | Balance | 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** | | | |  |  |  |  |  |
|  |  | STAFF SALARIES | |  |  |  | $0.00 |  |
|  |  | STAFF BENEFITS | |  |  |  | $0.00 |  |
|  |  | OUT-OF-COUNTY TRAVEL | |  |  |  | $0.00 |  |
|  |  | IN-COUNTY TRAVEL | |  |  |  | $0.00 |  |
|  |  | TRAVEL | |  |  |  | $0.00 |  |
|  |  |  | |  |  |  | $0.00 |  |
|  |  |  | |  |  |  | $0.00 |  |
| **(10) TOTAL STAFF COSTS** | |  | | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
|  | | | | | | | | |
| **RELATED ASSISTANCE** | | |  |  |  |  |  |  |
|  |  | EMERGENCY ASSISTANCE | |  |  |  | $0.00 |  |
|  |  |  | |  |  |  | $0.00 |  |
|  |  |  | |  |  |  | $0.00 |  |
| **(11) TOTAL RELATED ASSISTANCE** | | |  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| **SUPPORTIVE SERVICES** |  |  |  |  |  |  |  |  |
|  |  | HEALTH SERVICES - VENDOR | |  |  |  | $0.00 |  |
|  |  |  | |  |  |  | $0.00 |  |
|  |  |  | |  |  |  | $0.00 |  |
|  |  |  | |  |  |  | $0.00 |  |
| **(12) TOTAL SUPPORTIVE SERVICES** |  |  | |  |  |  |  |  |
|  |  |  | |  | | | | |
| **OTHER PROGRAM COSTS** |  |  | |  |  |  | $0.00 |  |
|  |  | POSTAGE | |  |  |  | $0.00 |  |
|  |  | OTHER PURCHASED SERVICES | |  |  |  | $0.00 |  |
|  |  | SUPPLIES | |  |  |  | $0.00 |  |
|  |  | SUPPLIES - OFFICE | |  |  |  | $0.00 |  |
|  |  | TECHNOLOGY RELATED SUPPLIES | |  |  |  | $0.00 |  |
|  |  |  | |  |  |  | $0.00 |  |
|  |  |  | |  |  |  | $0.00 |  |
|  |  |  | |  |  |  | $0.00 |  |
|  |  |  | |  |  |  | $0.00 |  |
|  |  |  | |  |  |  | $0.00 |  |
|  |  |  | |  |  |  | $0.00 |  |
|  |  |  | |  |  |  | $0.00 |  |
| **(13) TOTAL OTHER PROGRAM COSTS** | | |  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
|  | | | | | | | | |
| **(14) TOTAL COSTS** | |  |  | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |
|  | | |  |  |  |  |  |  |
|  | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **(15) 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 fate; 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: |  |  |  |  |  |  |
| Rev. 01/13 | Report Number \_\_\_\_ | | Finance Officer or Authorized Representative | | | DOE | Audited By: |  |
|  | Page \_\_\_ of \_\_\_\_ |  |  |  |  | USE | Date: | \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ |

**INSTRUCTIONS FOR DOE 599 PROJECT BUDGET SUMMARY AND DISBURSEMENT REPORT**

**Workforce Innovation and Opportunity Act, Title I, Section 167, National Farmworker Jobs Program**

**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).

**COLUMNS**

1. **SCHOOL DISTRICTS ONLY:**

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

1. **SCHOOL DISTRICTS:**

**OBJECT:** 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 five-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.

1. **ALL APPLICANTS:**

**DESCRIPTION-** Provide a specific description of the type of expenditures.

1. **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).

1. 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
2. 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)–(12) as values are entered in columns (4) through (8). No entries are required.

1. The Totals in the cells for line (13) automatically sun Lines (9) through (12) to represent the complete project status. No entries are required.
2. FEDERAL PROGRAM INCOME is not applicable for this program.

**ITEM**

(15) The Finance Officer or authorized representative must sign and date the project disbursement report on the last page. Enter the Disbursement Report Number and page information in the lower left-hand corner of the last page.

Submit copies by email by the 20th of each month following the month of disbursement to: [Julie.furlong@fldoe.org](mailto:Julie.furlong@fldoe.org)

**Attachment H**

**Staffing Breakout Form**

Staffing Breakout Form (Excel): [**Staffing Breakout Form**](https://www.fldoe.org/core/fileparse.php/5654/urlt/staffing-breakout-form.xlsx)

Project / Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TAPS: \_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (1)  Position Title | | | (2)  FTE | (3)  Name of Staff Member | | (4)  Total Annual Salary | (5)  Total Annual Benefits | | (6)  Benefits  % | (7)  Total Salary Charged to WIOA 167 | | (8)  Salary  % | (9)  Total Benefits Charged to WIOA 167 | 10)  Total Benefits |
| 1. |  | |  |  | |  |  | |  |  | |  |  |  |
| 2. |  | |  |  | |  |  | |  |  | |  |  |  |
| 3. |  | |  |  | |  |  | |  |  | |  |  |  |
| 4. |  | |  |  | |  |  | |  |  | |  |  |  |
| 5. |  | |  |  | |  |  | |  |  | |  |  |  |
| Subtotals | | | | | |  |  | |  |  | |  |  |  |
| Total Salary and Benefits Charged to WIOA 167 | | | | | |  |  | |  |  | |  |  |  |
| (11) Total Salary + Benefits Charged to WIOA 167 | | | | | |  | | | | | | | | |
| (12) Grant Amount | |  | | | Total Staff + Benefits Amount | | |  | | | % | | | |

Submit Job Descriptions and Salary Schedules with the Staffing Breakout Form

**Florida Department of Education**

**Project Application**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please return to:**  Office of Grants Management - ShareFile System Folder #1 TAPS# XXB002  Telephone: (850) 245-0496 | **A) Program Name:**  **National Farmworker Jobs Program**  **WIOA Section 167**  **Statewide Emergency Assistance**  **Discretionary, Continuation**  **Fiscal Year 2023-2024**  **TAPS NUMBER: \_\_\_\_\_** | | **FDOE USE ONLY**  Date Received | |
| **B) Name and Address of Eligible Applicant:** | | |
| **Project Number (FDOE Assigned)** | |
|
|
| **C) Total Funds Requested:**  $  DOE USE ONLY  **Total Approved Project:**  $ | |  | | |
|  | | **D)**  **Applicant Contact & Business Information** | | |
| Contact Name:  Fiscal Contact Name: | | Telephone Numbers: |
| Mailing Address: | | E-mail Addresses: |
| Physical/Facility Address: | | DUNS number:  FEIN number: |
| **CERTIFICATION** | | | | |
|  | | | | |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (*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 RFA 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.  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. | | | | |
| **E) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**  Signature of Agency Head Title Date | | | | |
|  | | | | |

FDOE Logo_Small (2)

DOE 100A

Revised June 2022 Page 1 of 2 Manny Diaz Jr., Commissioner

|  |
| --- |
| **Instructions for Completion of DOE 100A** |
| 1. If not pre-populated, enter the name and TAPS number of the program for which funds are requested. 2. Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project. 3. Enter the total amount of funds requested for this project. 4. Enter requested information for the applicant’s program and fiscal contact person(s). These individuals are the people responsible for responding to all questions, programmatic or budgetary, regarding information included in this application. The Unique Employer Identifier (UEI), or unique agency identifier number, requirements are explained on page A-2 of the Green Book. The Applicant name must match the name associated with their UEI registration. The Physical/Facility address, and Federal Employer Identification Number/Tax Identification Number (FEIN/FEID or TIN) (also known as) Employer Identification Number (EIN) are collected for department reporting. 5. **The original signature of the appropriate agency head is required.** The agency head is the school district superintendent, university or community college president, State agency commissioner or secretary, or the chairperson of the Board for other eligible applicants.  * **Note:** **Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to DOE 100A when the application is submitted.** |
|  |
|  |
|  |
|  |

FDOE Logo_Small (2)

DOE 100A

Revised June 2022 Page 1 of 2 Manny Diaz Jr., Commissioner

**Florida Department of Education**

**Division of Career and Adult Education**

**PROJECTED EQUIPMENT PURCHASES FORM**

Equipment projected to be purchased from this grant must be submitted on this form **or** in a format that contains the information appearing on this form.

**A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TAPS Number**

**\_\_\_\_\_\_\_**

23

Name of Eligible Recipient

**B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Project Number **(DOE USE ONLY)**

Agencies are accountable for all equipment purchased using grant funds including those below the agencies threshold.

**PROJECTED EQUIPMENT PURCHASES**

**(Cells will expand when text is typed.)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEM**  **#** | **FUNCTION CODE** | **OBJECT CODE** | **ACCOUNT TITLE** | **DESCRIPTION** | **SCHOOL /**  **PROGRAM** | **NUMBER OF ITEMS** | **ITEM COST**  **($)** | **TOTAL AMOUNT**  **($)** |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |

**Inventory Guidelines**

The following elements are required on the inventory of all equipment purchased.

2 C.F.R. 200, Uniform Guidance sections: 200.313 Equipment: Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use

and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

State Requirements for inventory elements are located in Rule 69I-72.003, Florida Administrative Code, Recording of Property.

Does the agency’s inventory system contain all required federal and state elements listed above?    

YES NO

**Florida Department of Education**

**Division of Career and Adult Education**

**PROJECTED EQUIPMENT PURCHASES FORM**

**Instructions for Completion**

This form should be completed based on the instructions outlined below, unless instructed otherwise in the Request for Proposal (RFP) or Request for Application (RFA). Use multiple forms as needed.

1. Enter Name of Eligible Recipient.
2. Project Number **(DOE USE ONLY)**

|  |  |
| --- | --- |
| **COLUMN A - FUNCTION CODE:** | **SCHOOL DISTRICTS ONLY:** Use the four-digit function codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual. |
| **COLUMN B - OBJECT CODE:** | **SCHOOL DISTRICTS:** Use the three-digit object codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.  **STATE COLLEGES:**  Use the five-digit object codes listed in the Accounting Manual for Florida’s Public State Colleges.  **UNIVERSITIES AND STATE AGENCIES:**  Use the five-digit object code listed in the Florida Accounting Information Resource Manual.  **OTHER AGENCIES:** Use theobject codes as required in the agency’s expenditure chart of accounts. |
| **COLUMN C – ACCOUNT TITLE:** | Use the account title that applies to the object code listed in accordance with the agency’s accounting system. |
| **COLUMN D – DESCRIPTION:** | Provide detailed descriptions/specifications of all equipment items to be purchased that have a projected unit value of $5000 (State’s threshold) or more with a useful life of one year or more. |
| **COLUMN E – SCHOOL/PROGRAM:** | Providethename of the school and the name of the program for which the equipment is being purchased. |
| **COLUMN F – NUMBER OF ITEMS:** | Provide the total number purchased of this item. |
| **COLUMN G – ITEM COST:** | Provide the projected cost for each item. |
| **COLUMN H – TOTAL COST:** | Provide the total projected cost of all items. |

**Workforce Innovation and Opportunity Act, Section 167**

**Migrant and Seasonal Farmworker Program**

**Program Year 2023-2024**

**APPLICATION REVIEW CRITERIA AND CHECKLIST**

* Include this form in the application package. (Do not include **Instructions** pages).
* Place all items requested in the order indicated below.
* Include only the items requested.
* Place page numbers on every page consecutively, at the bottom, beginning with the DOE 100A as page one of the application package. Page numbers written by hand are permissible if electronic numbering is a problem.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PLACEMENT ORDER** | **ITEM** | **APPLICANT** | **DOE STAFF**   * **Check appropriate box below** | |
| **Indicate Page Numbers Below** | **Complete** | **Incomplete** |
| **1** | DOE 100A, Project Application – with original signature |  |  |  |
| **2** | DOE 101S, Budget Narrative Form |  |  |  |
| **3** | DOE 599, Project Disbursement Form |  |  |  |
|  | **Narrative Components** |  |  |  |
| **4** | 1. Project Abstract or Summary |  |  |  |
| 2. Project Need |  |  |  |
| 3. Project Design and Implementation (a-e) |  |  |  |
| 4. Evaluation |  |  |  |
| 5 Dissemination Plan |  |  |  |
| 6. Budget Narrative |  |  |  |
| 7. Support Strategic Plan |  |  |  |
| 8. General Education Provisions Act (GEPA) – one page |  |  |  |
|  | **Attachments** |  |  |  |
| **5** | Project Performance and Accountability Form |  |  |  |
| **6** | Program Purpose and Overview of allowable Activities and Services |  |  |  |
| **7** | Target Population |  |  |  |
| **8** | Special Conditions for WIOA, Section 167, Project Awards Form |  |  |  |
| **9** | Staffing Breakout Form, Job Descriptions and Salary Schedules |  |  |  |
| **10** | Self-Evaluation Form |  |  |  |
| **11** | Projected Equipment Purchases Form - *if applicable* |  |  |  |
| **12** | Contractual Service Agreements – *if applicable* |  |  |  |
| **13** | DOE 610 or 620 Risk Analysis Form – *if applicable* |  |  |  |
| **14** | Application Review Criteria and Checklist Form |  |  |  |