

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Capital Expenditures					
Operating Cost	<u>55,871</u>	<u>167,615</u>			
External Revenues	<u>(55,871)</u>	<u>(167,615)</u>			
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	<u>0</u>	<u>0</u>			

* see below *

ADDITIONAL FTE POSITIONS (Cumulative) _____

and Proposed

Is Item Included in Current Budget: Yes X No _____

Budget Account No.: Fund 1004 Dept 142 Unit 1427 Object Var
 Program Code Var

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

Funding source is the Florida Department of Education.* No County match is required. The Budget will be aligned once the grant is approved by the Florida Department of Education.

C. Departmental Fiscal Review: Tauna Malhotra
 4/3/12

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

OFMB [Signature] 3/20/12
 3/20/12 3/20/12 3/20/12
 Contract Dev. and Control [Signature] 3/28/12
 3-28-12 Alchery

B. Legal Sufficiency:

 Assistant County Attorney

C. Other Department Review:

 Department Director

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

**FLORIDA DEPARTMENT OF EDUCATION
Project Application**

TAPS Number
13BO16

Please return to: Florida Department of Education Bureau of Grants Management Room 325B Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0498 Suncom: 205-0498	Program Name: <p align="center">National Farmworker Jobs Program WIA Section 167 Discretionary/Continuation Fiscal Year 2012-2013</p>	<p align="center">DOE USE ONLY</p> Date Received						
B) Name and Address of Eligible Applicant: Palm Beach County Board of County Commissioners Community Services Department 810 Datura Street, West Palm Beach, FL 33401		Project Number (DOE Assigned)						
C) Total Funds Requested: <p align="center">\$ 223,486</p> <hr/> <p align="center"><i>DOE USE ONLY</i></p>	D) Applicant Contact Information <table border="1"> <tr> <td data-bbox="578 849 1036 989"> Contact Name: Minerva Acosta </td> <td data-bbox="1036 849 1502 989"> Mailing Address: 607 S. Main Street Belle Glade, FL 33430 </td> </tr> <tr> <td data-bbox="578 989 1036 1102"> Telephone Number: 561 996-1654 </td> <td data-bbox="1036 989 1502 1102"></td> </tr> <tr> <td data-bbox="578 1102 1036 1185"> Fax Number: 561 992-7516 </td> <td data-bbox="1036 1102 1502 1185"> E-mail Address: Macosta@pbcgov.org </td> </tr> </table>		Contact Name: Minerva Acosta	Mailing Address: 607 S. Main Street Belle Glade, FL 33430	Telephone Number: 561 996-1654		Fax Number: 561 992-7516	E-mail Address: Macosta@pbcgov.org
Contact Name: Minerva Acosta	Mailing Address: 607 S. Main Street Belle Glade, FL 33430							
Telephone Number: 561 996-1654								
Fax Number: 561 992-7516	E-mail Address: Macosta@pbcgov.org							
<p>CERTIFICATION</p> <p>I, <u>Shelley Vana</u>, (Please Type Name) do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.</p> <p>Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.</p> <p>E) _____ Signature of Agency Head</p>								

**MEMORANDUM OF UNDERSTANDING
BETWEEN WORKFORCE ALLIANCE, INC.
AND BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY**

**FOR THE DELIVERY OF SERVICES TO FARMWORKERS
UNDER TITLE I, SECTION 167 OF WORKFORCE INVESTMENT ACT**

The following Memorandum of Understanding (the "Agreement") sets forth the terms of Agreement for cooperation and consultation between Workforce Alliance, Inc. (the "Alliance") and the Board of County Commissioners of Palm Beach County (the "County") with regard to the workforce program services delivered by County staff in the One-Stop System established within Workforce Region #21 as part of the Palm Beach County Farmworker Jobs and Education Program (the "Program").

I. Applicable Workforce Programs

This Agreement covers the delivery of the following program services:

- Workforce activities authorized under Title I of the Workforce Investment Act including counseling, training, and placement.
- Provision of Labor Market Information (LMI)
- Other workforce program services that may be directly provided by the Program.

II Governing Law

The Workforce Investment Act of 1998 shall be the principle law that governs the Alliance and the County relative to the delivery of Program services within the One-Stop system established by the Alliance. The Alliance and the County shall also comply with the applicable federal and state law and rule that governs each of the above referenced Program delivered workforce service.

III Purpose of Agreement

It is the purpose of this Agreement to establish an organizational framework to integrate the delivery of Program workforce services into the One-Stop delivery system established by the Alliance. The Agreement satisfies the requirements contained in the Workforce Investment Act of 1998 for a Memorandum of Understanding between the Alliance and the County for the delivery of these services within the locally managed One-Stop delivery system. The Agreement defines the partnership between the Alliance and the County to provide Program workforce services in a coordinated, seamless, and customer friendly manner within the locally established One-Stop delivery system.

IV Duration of Agreement

This Agreement shall commence on July 01, 2012, and shall remain in full force and effect until the 30 day of June, 2013 or until the Agreement is cancelled by either party in accordance with the terms set forth herein.

V. Statement of Work

The County shall retain fiscal responsibility and accountability for the administration of the funds allocated to it under WIA Title I, Section 167 and any other applicable federal and state laws for the workforce program services directly delivered by the Program. It is understood by the parties to this Agreement that each should be able to fulfill its responsibilities under the Agreement in accordance with the provisions of law and regulation that govern their respective activities. Nothing in this Agreement is intended to negate or otherwise render ineffective any such provision or mandated operating procedure.

The Alliance and the County agree to share resources in supporting those core and intensive services common to each of the programs administered by each party. The County will support the Board in providing the following common core and intensive One-Stop Services.

Core Services:

- Outreach and recruitment
- One-Stop delivery system orientation
- Employment statistics information
- Information on training providers
- Local area performance measures
- Supportive services information
- Eligibility determination for all WIA Title I programs
- Assistance in establishing eligibility for WIA funded financial aid and other financial aid
- Job search, job referral, and placement assistance
- Career counseling
- Initial assessment

Intensive Services:

- Comprehensive assessment of skill levels and service needs
- Diagnostic testing and evaluation of occupational skills, educational skills
- Identification of employment barriers and employment goals
- Development of an Individual Employment Plan
- Individual and group counseling
- Career planning
- Adult education, literacy, ESOL, and GED
- Dropout prevention activities
- Needs based payments
- Paid work experience

Training Services:

- Occupational skills training
- On-the-job training
- Occupational training programs operated by the private sector
- Skill upgrading and retraining
- Training related supportive services which will enable farm workers to complete training services

Related Assistance:

- Emergency assistance
- Workplace safety and farm worker pesticide safety instruction
- English language classes and basic education classes
- Other supportive services described in the project plan

VI Program Records

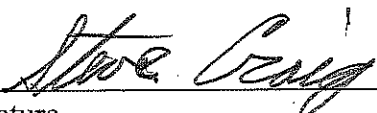
Both parties agree to share confidential customer and program information within the limits established by federal and state laws and regulations governing confidentiality. Both parties also agree to provide access and share any forms that may be used in the delivery of workforce services in the local One-Step System.

VII Modification or Cancellation of Agreement

The Agreement may be modified at any time in writing by mutual consent of the parties. Either party upon written notification of the change to the other party can effect simple and minor changes. Unless requested by the other party, these changes do not require a formal modification of this Agreement.

The Agreement may be cancelled by either party upon twenty-four (24) hours written notice except where the cancellation is for cause due to a material breach of any of the provisions of the Agreement in which case it may be cancelled upon delivery of written notice to the other party.

IN WITNESS THEREOF, the parties here to have cause this Agreement to be executed by their duly authorized representative respective on the latest day and year noted below.



Signature

Steve Craig, President and CEO
For the Regional Workforce Board
Workforce Alliance, Inc.

2-3-12

Date

Signature

Shelley Vana, Chair
For the Board of County Commissioners
of Palm Beach County

Date

A) Palm Beach County Board of County Commissioners

Name of Eligible Recipient/Fiscal Agent

C) TAPS Number

13B016

B) _____

DOE Assigned Project Number

FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	ALLOWABLE DOE USE ONLY	REASONABLE DOE USE ONLY	NECESSARY DOE USE ONLY
	1201	Program Coordinator Salary – Responsible for the general management of the program, staff, and operation of two offices	1	45,261.00	100%			
	1201	Farmworker Counselor – Responsible for recruitment, enrollment, career counseling, education, and placement of participants.	1	33,987.00	95%			
	1201	Farmworker Counselor – Responsible for Recruitment, Enrollment, Career Counseling, Education, and Placement of Participants.	1	33,987.00	95%			
	2101	Program Coordinator Benefits – FICA, Health Insurance, and Retirement	1	26,048.00	100%			
	2101	Farmworker Counselor Benefits – FICA, Health Insurance, and Retirement.	1	12,139.00	95%			
	2101	Farmworker Counselor Benefits – FICA, Health Insurance, and Retirement.	1	4,216.00	95%			
	2401	Employees Worker Compensation. Required by the County Risk Management Department		304.00	100%			
	3103	Medical Health Care Services –Physical Exams and Medical Assistance for Participants		100.00	100%			
	3128	Investigative Services – Background Checks for Child Care Workers.		100.00	100%			
	3401	Other Contractual Services (On-The-Job-Training) to Reimburse Private Sector.		1,500.00	100%			
	3438	Related Emergency Assistance for Clients (Food, Vouchers, etc.)		2,000.00	100%			
	4007	Out-of-County Travel To Attend Coordinator's Meetings, and Staff Development Trainings.		2,000.00	100%			
	4007	In-County-Mileage – for Outreach, Recruitment, Job Development, Follow Up with clients, and Pick Up Participants time sheets		4871.00	100%			

4101	Communications Services – telephone Services in two offices	550.00	100%			
4205	Postage – To mail RFA to grantors and Follow Up Letters to Participants	500.00	100%			
4301	Utilities – To Pay Water and Electricity Services for the Belle Glade Office	3,500.00	100%			
4406	Rent Office Equipment – To Pay Rental of Copy Machine for the Belle Glade Office (\$90.00 a month x 12 months).	1,080.00	100%			
4410	Rent – To Maintain Office for the Glades Area (\$610.00 a Month x 12 Months).	7,367.00	100%			
4502	Casualty Self Insurance for Clients-Required by the County Risk Management Department	2,116.00	100%			
4610	Maintenance Building – Cleaning Srv. For Belle Glade office. 2 x per wk. (\$157.17 x 12 = 41886.04 + \$95.00 charge 2x per yr. for changing air filter),	2076.00	100%			
4620	Repair of Equipment – Emergency Repair of Office machines/Equipment.	50.00	100%			
4703	Graphics Charges – Printing of Staff Business Cards, Envelops, and Letterhead Paper.	300.00	100%			
4931	Allowances – Paid to Participants Enrolled in Classroom Training in Accordance with Program Policy.	16,021.00	100%			
4941	Registration Fees (Staff) – For Staff Attendance to Conferences, Workshops, and Staff Development Trainings.	1,000.00	100%			
5101	Office Supplies – Supplies and Consumables (Staff) to Run Offices.	3,000.00	100%			
5111	Office Furniture and Equipment for Offices.	500.00	100%			
5220	Supplies and Consumables (Staff) to Buy Water for the Belle Glade Office	72.00	100%			
5401	Subscription to Newline – To Pay Annual Subscription to AFOP Newsletter	300.00	100%			
5402	Tuition Fees (Clients) – Tuition for Students Attending Vocational Schools and Adult Education Programs.	16,041.00	100%			
5402	Textbooks and Workbooks (Clients) – To Buy Books for Courses	2,000.00	100%			
5402	Testing Fees – GED and State Board Exams	500.00	100%			
D) TOTAL		\$ 223,486				

DOE USE ONLY (Program)

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Name

Signature

Title

Date

DOE USE ONLY (Grants Management)

I certify that the cost for each line item budget category has been evaluated and determined to be allowable as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Name

Signature

Title

Date

Submit this form with the application as is. See Checklist (last page of this RFA) for proper placement of this form in the application package.

Project Performance and Accountability			
Scope of Work (see Project Design – Narrative)	Tasks (see Project Design – Narrative)	Deliverables	Due Date
1) Total Participants Enrolled – Number of applicants who meet the WIA, Title I, Section 167 eligibility requirements and are provided at least one Assisted Core Service	100% of DOE negotiated goal in Plan Vs Actual Progress Report Form	Management Information System of the DOE/AMPS Office	By the fifth of the month following the month for which activities are reported
2) Total Participants Entering Employment – Number of participants that are job placed after receipt of Core, Intensive, Training, and/or Related Assistance Services	100% of the DOE negotiated goal in Plan Vs Actual Progress Report Form	Management Information System of the DOE/AMPS Office	By the fifth of the month following the month for which activities are reported
3) Total Participants Completing a Training Service – Number of participants that have completed a minimum of one training service, such as vocational, occupational, on-the-job training, cooperative education or entrepreneurial training	100% of negotiated goal in Plan Vs Actual Progress Report Form	Management Information System of the DOE/AMPS Office	By the fifth of the month following the month for which activities are being reported
4) Total Participants Attaining a Credential – Number of participants that have exited and attained a recognized credential, such as the GED, an occupational license or certificate	100% of the negotiated goal in the Plan Vs Actual Progress Report Form	Management Information System of the DOE/AMPS Office	By the fifth of the month following the month for which activities are reported
5) Literacy/Numeracy Gains – Number of participants who have exited and attained a minimum of one grade increase in either English reading or mathematics	100% of the negotiated goal in Plan Vs Actual Progress Report Form	Management Information System of the DOE/AMPS Office	By the fifth of the month following the month for which activities are reported
6) Follow-up Wage Rates – Wages at placement	100% of negotiated goal in Plan Vs. Actual Progress Report Form	Management Information System of the DOE/AMPS Office	By the fifth of the month following the month for which activities are reported
7) Retention Rate – Measured at second and third quarters after placement	Retention rate of 70% of those placed in unsubsidized employment	Management Information System of the DOE/AMPS Office	By end of third quarter after exit quarter

Attachment D
Plan Vs. Actual Progress Report Form

Project Name:		Quarter I		Quarter II		Quarter III		Quarter IV	
(Numbers are cumulative, by Quarter, except for Carried Over, which is constant)		July 1 – September 30, 2012		October 1 – December 31, 2012		January 1 – March 31, 2013		April 1 – June 30, 2013	
		Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual
A	Total Participants*	45		63		81		99	
A1	New Participants	16		52		52		70	
A2	Participants Carried Over	29		29		29		29	
B	Participant Outcomes								
B1	Entered Employment*	9		18		27		36	
B2	Completed Training Service*	5		10		14		18	
C	Number Participants Exiting	9		15		22		29	
C1	Attained a Credential*	5		5		9		12	
C2	Literacy/Numeracy Gain*	5		7		9		12	
C3	Other Exits								
D	Participants On-Board (End of Period)	36		48		59		70	
E	Participants Enrolled in Program Services								
E1	Core Services	45		63		81		99	
E2	Intensive Services	45		63		81		99	
E3	Training Services	16		20		25		30	
E4	Related Assistance Services	16		20		25		30	

(A) **Total Participants*** – Total number of participants enrolled in the program. (A1) plus (A2) must equal (A). Goal is 100% or better.

(A1) **New Participants** - Total number of new participants enrolled in the program during the current program year.

(A2) **Participants Carried Over** – Total number of participants carried over from previous program year. This number is constant for all four quarters.

(B) **Participant Outcomes** – Leave blank

(B1) **Entered Employment*** - Number of participants placed on a job. Goal is 100% or better.

(B2) **Completed Training Service*** - Number of participants that have completed a minimum of one Training Service. Training Services include vocational, occupational, OJT, Cooperative Education or Entrepreneurial training. Goal is 100% or better.

(C) **Number Participants Exiting** - Number of participants who have exited from the program at the end of the quarter.

(C1) **Attained a Credential*** - Number of participants who have exited and attained a recognized credential. Credentials include High School Diplomas, GED, Associate or Bachelors Degrees, Occupational License, Occupational Skill certificate or Ready to Work certificate. Goal is 100% or better. (C1) is a subset of (C).

(C2) **Literacy/Numeracy Gains*** - Number of participants who have exited and attained a literacy/numeracy gain, which is measured by a one grade increase in either English reading or Math. Goal is 100% or better. (C2) is a subset of (C).

(C3) **Other Exits** - Number of participants who have exited and did not attain a credential or demonstrate at least one grade level increase. (C3) is a subset of (C). Leave blank.

(D) **Participants On-Board (End of Period)** - Currently active in the program. (A) minus (C) must equal (D).

(E) **Participants Enrolled in Program Services** - (E1) must equal (A). Others can be duplicative counts.

Attachment E

Special Conditions for WIA, Section 167 Project Awards Form

General

The project recipient agrees that it will fully comply with the requirements of the Workforce Investment Act (WIA) and all federal regulations, policies, or procedures that may replace or modify WIA Title I, Section 167.

The project recipient agrees that it will fully perform the services prescribed in the Project Application and will comply with all terms and conditions set forth, including all other applicable federal, state, and local laws, regulations, or policies.

Cost Standards

The project recipient agrees that WIA Title I, Section 167 funds may only be used for activities allowable under WIA Title I, Section 167. Costs must be necessary and reasonable for proper and efficient performance and administration of the project. A cost is allocable to a particular project grant if the goods or services involved are chargeable or assigned to such project grant in accordance with relative benefits received. This would include the cost for compensation of employees for the time devoted and identified specifically to the performance of the project, cost of materials acquired, consumed, or expended specifically for the purpose of the project, and equipment and other approved capital expenditures.

Program Goals and Standards

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

Property Standards

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

Program Costs

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

Staff Costs

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

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

Travel Costs

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

Travel Approval

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

Record Retention

The project recipient agrees to retain all records pertinent to the project award including financial, statistical, property and participant records, and supporting documentation for three years from the final closing date of the project award. If at the end of three years, there is ongoing litigation or an outstanding audit involving those records, the project recipient shall retain the records until resolution of the litigation or audit.

Reports Required

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

Monthly Reports

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

Individual Employment Plan

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

Operational Guidelines and Internal Procedures

Project recipients must implement project operation as instructed in the WIA, Title I, Section 167 "Program Operation and Management Manual" and "Record Keeping and Reporting Manual" no later than July 31 of the program year. Adult Migrant Program and Services Section Office will make manuals and forms available in electronic form.

Personnel Changes

Recipients will notify the Director of the Adult Migrant Program and Services Section, Florida Department of Education, of any personnel changes (such as vacancies), in writing, within five (5) days of any such change.

Close-Out

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

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

Audits

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

Insurance

School time compulsory accident insurance will be carried for those participants not qualifying as "employees," and all participants enrolled in work experience programs will be covered under worker's compensation insurance. The project recipient will provide a Student Accident Policy with limits no less than as follows: \$5,000 for accidental death, \$5,000 for accidental dismemberment and a maximum benefit allowance for accident medical expense of \$10,000. Participants may be covered under existing policies of the project operator.

Signature of Authorized Agency Representative

Date

Attachment G
PY 2012 Staffing Breakout Form
NFJP/Workforce Investment Act, Section 167

Project / Agency: Palm Beach County Board of County Commissioners

(1) Position Title	(2) Name of Incumbent	(3) Total Annual Salary	(4) Total Annual Benefits and Per Cent	(5) Total Salary Charged to WIA 167 and Per Cent	(6) Total Benefits Charged to WIA 167 and Per Cent
1. Program Coordinator	Minerva Acosta	\$45,261	\$26,048 (58%)	\$45,261 (100%)	\$26,048 (58%)
2. Farmworker Counselor	Cynthia McMillan	\$33,987	\$12,139 (36%)	\$33,987 (95%)	\$12,139 (36%)
3. Farmworker Counselor	Maria Reyes	\$33,987	\$4,216 (12%)	\$33,987 (95%)	\$4,216 (12%)
4.					
5.					
6.					
7.					
	(7) Total of Salary and Benefits	\$113,235	\$42,403		

Supervisor Signature: _____

Date: _____

Instructions: The Florida Department of Education (FDOE) is required to report the above information to the US Department of Labor each Program Year (PY). For all positions to be compensated in whole or part by WIA Section 167 funds:

- (1) Enter the position title and include any vacant positions
- (2) Enter the name of the position incumbent
- (3) Enter the total annual salary of incumbent
- (4) Enter total annual benefits and percentage of salary for incumbent
- (5) Enter the total salary and per cent of salary charged to WIA Section 167
- (6) Enter the total benefits and per cent charged to WIA Section 167
- (7) Enter the total salary and benefit amounts for columns (3), (4), (5), and (6)

Attachment H
Self-Evaluation Form
National Farmworker Jobs Program

Projects recommended for FY 2012-2013 continuation funding must show successful performance accomplishments during the 2011-2012 project year. Any shortfalls or negative answer(s) must be explained below.

Agency name: Palm Beach County Board of County Commissioners County: Palm Beach Date prepared: February 21, 2012

Project # for 2011-2012: 2C760PB Form prepared by (name and title): Minerva Acosta, Program Coordinator

Agency project coordinator (name and title): Minerva Acosta, Program Coordinator E-mail: macosta@p0bcgov.org

Cells will expand when text is typed.

Evaluation of FY 2010-2011 Project	✓ YES	✓ NO	If NO, recipient must adequately explain any changes. Use 12-point font and single spacing.
1. Are grant expenditures directly related to and proportionate with performance outcomes achieved in 2011-2012?	√		
2. Has data for NFJP most recent available performance data for 2011-2012 been reviewed for accuracy by the grantee's project coordinator?	move		
3. The grantee's project coordinator understands the centralized database system required to enter participant data and provide ongoing case management?	√		
4. The centralized database system's information is used for case management services at the sub-recipient project level?	√		
5. Applicant has received training, technical support, system maintenance, and ongoing updates for the database system?	√		
6. Are the services to be provided to the target population for 2012-2013 consistent with the approved 2011-2012 project plan?	√		
7. Are all applicable collaboration arrangements still in place (financial and non-financial)?	√		

Evaluation of FY 2010-2011 Project	✓ YES	✓ NO	If NO, recipient must adequately explain any changes. Use 12-point font and single spacing.
8. Are grant expenditures directly related to and proportionate with performance outcomes achieved in 2011-2012?	√		
9. Have all projected performances and grant deliverables been satisfied to date as stated in the 2011-2012 approved application?	√		Program staff continues the efforts and developing different strategies to improve program performance

Address the following:

Cells will expand when text is typed.

10. What was the total amount of your agency's NFJP 2011-2012 funding allocation for this project?	\$ 268,486
11. How much has been spent to date?	\$ 115,374.24
12. What amount will be spent and/encumbered by June 30, 2012?	\$ 268,486
13. If 100% of the total allocation will not be spent and/or encumbered by June 30, 2012, 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 here: I will need some technical assistance for a new Counselor who came on board on January 17, 2012.

APPLICATION CHECKLIST

National Farmworker Jobs Program

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

Refer to the Technical/Formatting and Application Submission Requirements information in the Narrative Section in this RFA, along with the Checklist below, for proper formatting and placement of all requested items for completing the application package.

Placement Order	Item	DOE Staff	
		✓ Check appropriate box below	
		Complete	Incomplete
ITEMS			
1	DOE 100A, Project Application (with original signature)	√	
2	DOE 101 S, Budget Narrative Form	√	
3	Program Performance and Accountability (include as is)	√	
4	Plan Vs. Actual Progress Report Form	√	
5	Special Conditions for WIA Project Awards Form	√	
6	FY 2012 Staffing Breakout Form	√	
7	Self-Evaluation Form	√	
8	Projected Invoice Schedule (if applicable)	N/A	
9	Application Checklist (this page)	√	
Narrative Section			
10	1. Project Abstract or Summary	√	
	2. Labor Market Analysis	√	
	3. Project Design and Implementation (a through g)	√	
	4. Evaluation	√	
	5. GEPA	√	
	6. Support Strategic Imperatives	√	
	7. Budget – this narrative is in addition to the DOE 101	√	
Community-Based Organizations <u>must</u> include the following:			
11	1. General Terms, Assurances and Conditions– certification of adherence page signed by the agency head	N/A	
	2. Copy of the organization's current operating budget	N/A	
	3. List of current Board of Directors <u>and</u> Articles of Incorporation	N/A	
	4. Chart of Accounts	N/A	
	5. Proof of eligibility to operate a business in Florida (signed document from Florida Secretary of State)	N/A	
	6. Copy of agency's most recent audit report prepared by an independent Certified Public Accountant licensed in FL – if available	N/A	

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

1) Project Abstract

Migrant and seasonal farm workers are at the bottom of the socio-economic scale. According to a recent survey these workers are employed in the least desirable of 200 classified occupations, as far as earning power, quality of life, job benefits, advancement opportunities, etc., are concerned. Income from Farm work is highly volatile since agricultural productivity is dependent on the weather and other variables out of human control. These farm workers are in great need of assistance; especially with education and training which will provide them with better opportunities to improve their lives.

In order to provide opportunities to farm workers and their dependents, the Palm Beach County Farmworker Jobs & Education Program proposes to operate a farm worker training program with funds from WIA Title I, Section 167, which is administered at the National level. Palm Beach County has directed this program for the past thirty three years, with grants from the Florida Department of Education. In collaboration with other groups, such as the Workforce Alliance of Palm Beach County, Palm Beach State College, and the School District of Palm Beach County we will recruit and enroll 99 farm workers in vocational training and academic education, including English as a second language, GED preparation, and remedial education to overcome the barriers to better employment. We will perform initial assessment, pay education fees and supplies, and will provide participants with a living allowance and career counseling while in school. By the end of the program year, we will have fifty-two participants placed in jobs and will complete job follow ups. The estimated funding for the program year is \$223,486.

Our target group will be the hard-to-serve, those with multiple barriers to training and employment. This includes the Hispanic Population, mainly of Guatemalan and Mexican origin; who have very low education levels and who are in great need of ESOL education. The Haitian population who are in need of ESOL, remedial education and vocational training and the African American population who need the change to complete their education by getting a high school diploma, or who need remedial education and vocational training.

Our area of operation is all of Palm Beach County, encompassing the Glades area in the Western part of the County. This program has received a significant contribution from the Palm Beach County Board of County Commissioners. We operate under the direct supervision of Mr. Channell Wilkins, Director of Community Services Department. This project will be operating from the Belle Glade office with the Coordinator and two Counselors.

2) Labor Market Assessment - Project Need - Palm Beach County Farmworker Jobs & Education Program's area of concern is Palm Beach County, which lies in southeastern Florida, in an area called the Gold Coast. It is one of the largest counties in size with a population of 1,325,758 (2011), which makes it one of the country's fastest growing counties. It is known worldwide as the home of the rich and famous, and is a Mecca for retirees and tourist. Farming is second after tourists among the main industries of Palm Beach County.

Both industries provide plenty of employment, though both are seasonal, from October through April. Both industries offer little to their employees, but the employment in the hospitality field is actually a step up from farm work, which by all accounts is at the bottom of the economic ladder. Palm Beach County is very urban and is growing rapidly. However, there is still some room for agriculture. The main concentration area for agriculture is the Glades in Western part of the County, and on the Southeastern rim of Lake Okeechobee, encompassing the area around Belle Glade, Pahokee, South Bay, and Canal Point.; the center areas of production of sugar cane, sweet corn and some winter vegetables. The second one is in the Eastern County, also called the agricultural reserve area, along route 441 in Lake Worth, Boynton Beach and Delray Beach. About ten miles from the coast, in Delray Beach and Boynton Beach is still home to some farming areas and nurseries. Palm Beach County is one of the largest Counties with agricultural laborers in the State of Florida, a traditional home base for migrant farm workers. Farm workers live in all parts of the county, but most are concentrated in the Glades area, where they work in the sugar cane fields, pick vegetables such as lettuce, beans and sweet corn. They also work in vegetable packing sheds, preparing agricultural products for the market. Farm workers who live closer to the coast commute

to fields owned by large agricultural producers where they harvest and prepare for market vegetables such as tomatoes and peppers. They may also work in smaller crops such as celery, radishes, basil and other herbs. As more and more farmland near the coast have been sold for real state development by farms, more farm workers have moved westward to find jobs in other areas such as plant nurseries. Nursery work is considered agricultural work and many of the program's clients on the coast are employed in nurseries. Still the disappearance of farmland due to housing developments in Palm Beach County continues to threaten farm worker job security. There's no other WIA167 program operating in the same service area. We cooperate with all neighboring programs, especially with Hendry County, from where we received referral of applicants that are attending schools close to this project.

According to the US Census, Palm Beach remains the third largest County in the state. Palm Beach County leads the nation in sugar cane (October - March) and fresh sweet corn (March - July). The biggest problems related to farm workers poverty are second class health care, inadequate housing and inadequate education. These are the most evident needs amongst the farm workers. Lack of education and job skills training is preventing them from obtaining year-round permanent employment.

The Farmworker Jobs and Education Program statistics of the participants served during PY 10-11, shows that 87.50 percent of participants were seasonal farm workers and only 12.50 percent were migrant workers. Farm workers usually rely on unstable day labor or other temporary jobs to support themselves and their families. The ethnic/racial makeup of participants is 68.18 percent Black and 31.82 percent Hispanic. About half of the Black populations are African Americans, whose families have worked in the Glades for generations. The other half is Haitians who have been migrating to

United States due to the economic crisis in their Country, (which is considered the poorest Country of the Western Hemisphere). Many Haitians and Mexicans speak little English while others do not speak any English. The Haitian speaks Haitian Creole and/or French. These clients are referred to the ESOL classes, to increase their English skills. In the Glades communities reading and math skills are below grade level. Many of them have a low grade level of education and lack of a high school diploma. A high number of these clients have never had a job outside of agriculture.

According to the statistics of the Florida Department of Education School Accountability Report for school year 2010-2011, in Glades Central High School only 24 percent of the students met reading standards and 61 percent met math standards. In Pahokee Middle/High School 34 percent met reading standards while 44 percent met math standards. These statistics show the high need of programs like the Farmworker Program that provides assistance to the farm workers population to achieve economic self-sufficiency. Transportation is another barrier clients are being faced with when trying to attend school. Many clients do not rely on a personal car. When relying on public transportation it takes approximately two hours to travel from the City of Belle Glade to the City of West Palm Beach, where most of the vocational schools, trainings, and better paying jobs are available. Having to take the bus at 5:00 am in order to be in the East Coast by 8:00 am , makes the situation more difficult for those with small children, and this leads to another barrier which is child care because Day Care Centers do not open until 7:00 am.

Many of the farm workers we have served in the past, stated that they began working in the fields at an early age, as young as seven and eight years of age to help their families with their household and family expenses. A high number of farm worker's

children drop-out of school without any other job experience other than farm work. In some cases they work an average of two to three hours before going to school. This is an indication of the high drop-out rate within the farm worker's children.

The Florida Department of Education Dropout Rate Reports shows that during the School Year of 2010-2011. Palm Beach County had a 2.6 percent drop-out rate and 78.08 percent graduation rate. There are two high schools located in the Glades Communities, Pahokee Middle/Senior High School with a graduation rate of 81.3, 91.0 percent free & reduced lunch, and 98.0 percent minority rate. While Glades Central High School has a graduation rate of 82.3 percent, 91.0 percent free & reduced lunch, and 99.0 percent minority rate; compared to Alexander Dreyfoos Jr. School of the Arts located in West Palm Beach, with a 99.7 percent graduation rate, 16 percent free & reduced lunch, and 41 percent minority rate. The Farmworker Program Statistics Report for participants served during PY 10-11 shows that a 44.32 percent of the participants dropped-out of school, 32.95 percent had a reading skill below the 9th grade, 32.95 percent had a math skill below 9th grade, and 18.18 had limited English skills.

According to Steve Craig, Executive Director of Palm Beach County Workforce Alliance, "The Glades region has an unemployment rate that doubles the rate for the remaining of the County". He said that they are anxious to work with the Glades Community leaders to "develop strategies to bring more employment and economic opportunities to the Glades area". Shirley Walker-Turner, mayor of South Bay, said "We must zero in on training our citizens so they are ready for the possible jobs that may be available that provide livable wages".

J.P. Sasser, mayor of Pahokee, added, "Most of our clients are former farm workers and are unskilled for the jobs of today. We need a program of training in basic

computer skills and other skills that are needed for the jobs that will be coming available to the Glades". Sherry Howard, director of the Palm Beach County Office of Economic Development, "added that they are working on an enhance website "PBC Interactive" to provide real time information to assist businesses and developers with site selection for relocation or expansions. This Glades Partners meeting is in intent to discuss the high unemployment rate in the Glades communities as well as the lack of training sites and employment in the glades area.

According to the Agency for Workforce Innovation (AWI), Labor Market Statistics, Employer Survey data, some of the fastest-growing occupations in Palm Beach County are; License Practical Nurse, Nursing Aide, Medical Assistant, Carpenters, Sheet Metal Workers, truck drivers' welders, among others. The sad news is that but many of these jobs are part-time and the smaller companies do not pay the benefits that larger companies provide. The growing economy is welcomed news, to those farm workers who want to leave the farm work. Jobs are fairly plentiful in landscaping, construction and janitorial services. These jobs offer farm workers their first opportunity of entering the American work force full-time, providing experience indispensable for future advancement. Our program currently has five clients whom are completing the Nurse Assistant Program and one client completing the License Practical Nurse Program. This program may enroll six to eight participants in these trainings.

Fastest Growing Occupations – Almost all of the top 20 fastest-growing occupations require some type of education or training beyond high school with almost three-fourths requiring postsecondary vocational certificate or higher.

Occupation	Annual Percentage Increase	Aver. Hourly Rate
Home Health Aide	6.31%	\$10.08
Personal & Home Care Aide	4.32%	\$10.04
Customers Service Representatives	3.91%	\$14.80

Heating, A.C., and Refrigeration Mechanic and Installers	3.85%	\$20.96
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3-a) Objectives and Timeline - The main goals of our program are vocational training and job placement. Learning a new skill will offer the participants a best possibility for long-term retention and economic self-sufficiency. During last program year, 2010-2011, 137.21% of our participants were enrolled in vocational training. These trainings will help them to overcome the barrier of lack of job skills. The barrier of reading (32.95%) and math (32.95%) skills below nine grade level which is very common amongst farm workers. When the barrier to employment is the lack of high school diploma (44.32%, PY 10-11), we referred the participants to a full-time GED program to prepare them for the exam. Finally, for the farm workers whose main obstacle of employment is the lack of English language skills (18.18%), we referred them to full-time ESOL classes at various training sites. Our participants have also the opportunity to enroll in different vocational trainings as; nursing assistant, truck driving, heavy equipment operator, child care, security guard, and many others. All of these trainings are reached within a relative short period of time.

3-b) Assessing Participants - The Counselors will use the Individual Employment Plan (IEP) to record the participant's progress throughout intensive training and related assistance services. The applicants will have the opportunity to express their opinions and desires based on the results of the assessments (TABE and CHOICES.) Using the IEP the Counselor and the participant's outline a plan to deal with the obstacles and barriers to complete vocational training. All referrals must be indicated on the Individual Employment Plan (IEP). The Farmworker Program may help the participants to overcome some of the barriers that stand in their way to accomplish their career and employment goals. For other barriers such

as child care, health benefits, bus passes, gas cards, and housing assistance, the Counselors will refer them to one of our partner agencies to assist them in removing those barriers that are beyond our control.

3-c) Training and Other Services - To recruit potential candidates, we will use various means of disposal; posting and distributing flyers and brochures at social services offices, Workforce Alliance West, Child Care Centers, Migrant Camps, Grocery Stores, Churches, packing houses, and among the families of the Child Migrant Program. Presentations are made as needed or requested at local social services agencies, Workforce Alliance, Palm Beach State College and to County Head Start Centers. These have been proved to be great tools to bring awareness of the services available for the farm worker population. Beside referrals from these partner agencies, we received referrals from the Farmworker Coordinating Council of PBC, Glade Central, Pahokee Middle/High School, Academy for Practical Nurse Health & Occupation, and Workforce Alliance among others. Word of mouth also continues to be a great recruitment tool. To bring more awareness of the location of the program, the Coordinator is now working with Palm Beach County Facility Department to place a sign in front of the office, visible to the pedestrian and drivers whom past by Main Street. In the meantime two big posters were placed in the front windows of the office.

The initial Assessment - is one of the most important steps in the enrollment process. This assessment will help the program staff to identify and match the applicant's skills and determine attitudes. The Counselors will discuss training opportunities and local labor market information with the applicant. This information is available to clients and staff through Employ Florida Market Place, a computerized job bank that is updated in a daily basis and contains thousands of job listings.

The staff is always informed of employment opportunities by direct contact with local employers, Workforce Alliance Business Consultants, employflorida.com website and Hendry County Weekly Job Link. For those who are just seeking employment, the Counselors will provide them with job search assistance; these clients may also be referred to Workforce Alliance workshops to improve their job search skills. The workshop topics include; resume writing, proper dressing, job seeking strategies, and interview techniques. If the participant is ready for training services, the Counselors will review and discuss the client's skills, career of interest, and career goal.

The staff will determine the applicants income eligibility according to the Federal Poverty Guidelines and 70% Lower Standard Income Levels (LLSIL). The farm work income earned will be determined by using the applicant's pay stubs, W2's or the SUNTAX wages report. Once it's determined that the applicant meets the income guidelines mandated by this program, the Counselor will schedule an appointment for a more in-depth assessment of the individual's interest and skills. To determinate the applicants grade level; they must complete the test for Adult Basic Education (TABE) and for English Speakers of other Languages (ESOL), the School District has adopted the Comprehensive Adult Student Assessment System (CASAS), which results will be available to the program staff. To determine an applicant's career of interests the staff use the CHOICES Career Assessment tool which is a web based program. It's an assessment of an individual's skills to help the clients identify their strengths and career of interest.

Related Assistance Services - participants may receive Basic Allowance based on the program they are enrolled or Related Assistance Payment, which is based on specific characteristics identified on the Intake Form. The student's school attendance is

recorded on a time sheet. The allowance checks are issued on a bi-weekly basis by the County Payroll Department. These time sheets are handled between school officials and the program staff. Participants are not allowed to handle time sheets.

Job training - is still one of the most important elements for those who need to overcome obstacles to employment. Among the various trainings and educational program a client can choose are: vocational training, remedial education, on-the-job training, and/or work experience. Vocational training and remedial education are offered through different vocational schools as; Palm Beach County school District, Palm Beach County Literacy Coalition, Palm Beach State College, and other Workforce Alliance Providers. The courses being offered by these training providers are the results of the studies on future job demand in our area.

Vocational Courses - are still the most popular courses for those that want to leave farm work. Many of the demand occupations require only short-term training. The most popular vocational courses in the Glades area are medical assistant, nurse assistant, home health aide, license practical nurse, patient care assistant, truck driver, child care, and security guard. Jobs in these fields are available to those who are willing to commute. All these providers are located in the east Coast except for the child care training which is offer at the State College Belle Glade campus. We hope to enroll between eight to ten students in the nursing classes.

Child Care Workers - are always but most day care centers require not only the 40 hrs but the Child Development Associate (CDA) license. These courses are available at the State College and online, both in English and Spanish, which is convenient to those with language barrier. We expect to enroll five to six participants in the child care program at Palm Beach State College.

Truck Driver training is available through a private school, Metropolitan Trucking Inc. The CDL training is brief, between 50-180 hours and the job market is comparable good. Many of those who seek their CDL-A license do so with the intention of obtaining employment out of farm work, or to stay in farm work and obtain an upgraded position as truck driver. We are keeping high hopes that the State College will open some training in clerical skills or administrative assistance in the Belle Glade Campus. Participants can be trained relatively quickly in computer skills which is required for most office work. A six months course at the College will be enough for a person to become employable at \$9.00 - \$11.00 an hour. If the college opens these classes we are planning to enroll between five to six participants. Community leaders as well as many social services agencies are still negotiating with the college.

Florida Ready to Work - After completion of vocational training the Program staff will refer the participants to Workforce Alliance to complete the Florida Ready to Work Assessment to obtain the credential. This program has a computer designated for the use of the program participants. The participants are allowed to use the computer to create their resume, cover letter, for job search and homework assignments. Each Counselor is responsible for the supervision of their clients while they are using the computer. The use of unauthorized websites is not permitted. Ongoing contacts with local employers will continue to be a very helpful tool for future job placements.

3-d) Collaboration with local Agencies - The program staff is constantly collaborating, and coordinating their efforts with other partner agencies. This efforts and collaborations will continue opening the doors for the recruitment of new participants. These are some of our partners:

Palm Beach State College
1977 College Drive – MS#43
Belle Glade, FL 33430
561 996-1187
Services provided: cosmetology, child care, welding, referral, Financial Aid available for those who qualify.

Palm Beach County, Community Action Program CAP
James Green, Program Coordinator
561 355-4727
jgreen@pbcgov.org
810 Datura Street. West Palm Beach, FL 33401
Services provided: Provide LIHEAP (FPL bill) assistance, FPL Deposit, and rental assistance.

Palm Beach County Literacy Coalition, Glades Education Center
981 S 1st Street
561 992-8068
Belle Glade, FL 33430
Service provided: ESOL, GED, and Child Care

Metropolitan Trucking School, CDL
Juan, Finance Adviser
561 753-7667
199 Pike Rd.
West Palm Beach, FL 33414
Services provided: CDL training A, B, and C license, 50-180 training hours.

Farmworker Coordinating Council of Palm Beach Inc.
Lois Monroe, Office Director – Belle Glade
lmonroe@farmworkercouncil.org
233 West Avenue A – Suite D
Belle Glade, FL 33430
561 992-0603
Services provided: rental assistance (up to two month to clients enrolled in the Farm worker jobs & Education Program), bus passes (Monthly) to eligible clients attending school.

Palm Beach County Human Services Division
Claudia Tucker, Director
561 355-4772
810 Datura Street. West Palm Beach, FL 33401
Services provided: rental assistance, LIHEAP assistance.

Glades Central High School
Queen Miller, Teacher
561 993-4404
1001 SW Avenue M
Belle Glade, FL 33430
Services provided: GED and ESOL. Evening program

Academy for Practical Nursing, C.N.A & LPN Program
Financial Partners by offering full scholarships to youth 18-21 yrs old
Patsy Mitchell, Financial Aid Advisor
561 683-6773
5154 Okeechobee Blvd.
West Palm Beach, FL
Services provided: C.N.A, Patient care technician, LPN training, job search, and job placement assistance.

3-e) Collaboration with the RWDB - For thirty three years (since 1978), the Palm Beach County Farmworker Program has collaborated with other entities which are involved in job training. One of our greatest partners is Workforce Alliance, Inc. We have established a close relationship which survives to this date. Our collaboration is spelled out in a Memorandum of Understanding, recently renewed and signed by both

agencies. We work closely with the Workforce Alliance staff to better serve our clients. Those potential candidates who applies for assistance at our office, whether eligible for section 167 or not, will also be evaluated and referred to other services provided by Workforce Alliance, which in many instances resulted in a dual enrollment with both agencies. While Workforce Alliance pays the participants's tuition, for those attending the nursing programs, often adding to many thousands of dollars, the Farmworker Program can pay allowance assistance payments. For those clients who are just seeking employment, and not to duplicate services, the staff may refer them to workshops conducted by Workforce Alliance. The skills learned in these workshops will help the participants to improve their job search techniques. The topics include; resume writing, proper dressing, job seeking strategies, and interview techniques.

3-f) Local Advisory Council - The Palm Beach County Farmworker Program is still facing several challenges to officially establishing a Local Advisory Committee, and to appoint the members to serve on the Committee. Unfortunately, the Program Coordinator has not been able to finalize the process to reappoint the new members needed to form this committee. Secondly, with the implementation of the Commission on Ethics and the Palm Beach County Code of Ethics, all Palm Beach County employees are now required to review the new Palm Beach County Code of Ethics and sign an "Acknowledgement Form", which it will also apply to all appointed and reappointed Board/Committee Members. This make process more difficult, due to the fact that many of our potential members do not feel the need to sign this document; while others expressed that they will not feel comfortable signing the document. The Department Director, Mr. Channell Wilkins, is aware of the need for the Farmworker Program to reappoint the new members for the Local Advisory Committee.

3-g) Evidence of Capability - The Palm Beach County Farmworker Program is in need of improvement in two of the more critical areas of performance; total participants and entered employment. The staff is working and focusing all their effort in improving these numbers by the end of the third quarter, March 31, 2012.

Performance Analysis - PY 11-12 July 01, 2011 – February 22, 2012

	Actual	Plan	Percent
Total Participants	58	90	64.44%
Entered Employment	13	36	36.11%
Completed Training	13	24	54.17%
Attained Credentials	11	11	100.00%
Literacy /Numeracy Gains	09	11	81.82%

The Western part of the County is where we serve the largest clientele, an area of seasonal agricultural employment which is temporary. This has created a lot of social economic problems in the Glades Communities. The region's farming-dependent economy is one of the sources for the constant joblessness.

Due to the seasonal employment, the farm workers of this area often move back and forth between agriculture and other industries as construction and landscaping. The fear of deportation is another devastating situation among the Hispanic population of Palm Beach County. Fear and lack of trust are some of the primary reasons why farm workers are leaving the Palm Beach County area. According to a Southeast data collected for 2011 Assessment of the eastern Stream (AES) and for the FACHC Impact of Immigration Laws in the Southeast Survey (IILSS), the number of farm workers in Florida are declining, which is a real situation we have been facing in Palm Beach County for about two years now.

"Agents of U.S. Customs and Border Protection have continued showing up in public venues and asking people for their legal documents with no reason to believe they have committed crimes". Palm Beach County is one of the Counties participating

in the ICE Secure Communities Program. This situation has forced many farm worker families to move out of Palm Beach County with the fear of being detained and deported to their country. This situation has created a major obstacle for the recruitment and enrollment of new participants.

Palm Beach County has been faced with a high unemployment rate. Officials in the Glades stated that the unemployment rate in the Glades is more than doubles the rate for the remainder of the County.

According to Workforce Alliance the unemployment rate in Palm Beach County in December 2011, was 9.7 percent, a decline from the 10.1 percent rate of the previous month. This is a situation that has continued creating a big impact in the economy of these communities. Therefore our placement efforts have continued to be affected by the lack of employment and entry level positions in Palm Beach County, more specifically in the Western part of the County; the Glades communities.

Placement Barriers: The Glades is an area with a high drop-out rate and an alarming way of criminal activities. In these communities we still have a high number of job seekers that are ex felons with minimal or no job history. It is noted that the Glades prison and jail, are still housing approximately 2,000 inmates of working age. With all these barriers to employment it has become very hard for the residents of the Glades to find employment.

We have been partnering with Workforce Alliance in many projects .The Young Adult Program sponsored by Workforce Alliance is one of the program where we are most successful. As of February 21, 2012, we have twelve participants, with dual enrollment between this program and Workforce Alliance. Out of these twelve, we have one participant who is a High School student enrolled in the License Practical Nurse

Program sponsored by Workforce Alliance and the Academy for Practical Nursing. Out of this twelve, five are enrolled in the Nurse Assistant Program with scholarships awarded by Workforce Alliance, and five out of this twelve are enrolled in their GED program.

The Glades communities have been trying to attract some jobs but are still faced with a major obstacles; the company working in the re modeling of the Marina in Lake Okeechobee, Pahokee, brings their own workforce, employing only few residents from the Glades. The company has indicated that it will create difficult staffing issues for their company to lay-off their permanent employees to hire a labor force from the local communities.

For several years this program has been facing other several challenges that include short staffing, which continues to affect the performance of the program. A decrease in our budget for PY 10-11 and another \$45,000 decreased in our budget for PY 12-13, this forced us to eliminate two positions; a part time Job Developer Position that was created to be responsible for finding and developing job opportunities for those participants whom completed job skills trainings and were ready for job search. This position will make a positive impact in the job placement and retention rate performance, and to permanently eliminate the Secretary position as of July 29, 2011. This program has been operating with a Coordinator, and one Counselor, from January 20, 2011, when Ms. Ferrer resigned to her job as a Farmworker Counselor, until April 11, 2011, when we hired a new Counselor to replace Ms. Ferrer. Unfortunately, this person was only on the job from April 2011 to September 2011. One more time the program was operating with a Coordinator and a Counselor to cover two offices, from September 2011, until January 17, 2012, when a new Counselor was hired. For several

years this staffing issues has been making the situation even more difficult for only two staff to accomplish the goals mandate by the Florida Department of Education and the U.S. Department of Labor, The Palm Beach County Community Services Department.

4) Evaluation - Comprehensive Service Plan Designed to Remove Barriers -

The main thrust of our program is training for job placement. Learning a new skill offers the best possibility of long-term retention and economic self-sufficiency. During the last program year, 2010-2011, 137.21 of our participants were enrolled in vocational training, in order to overcome the barrier of lack of job skills. One of the common barriers among farm workers is the reading (32.95%, PY 10-11) and math (32.95%, PY 10-11) skills below ninth grade level. When lack of high school diploma is a barrier to employment, (44.32%, PY 10-11), we will enroll them in full-time GED programs to prepare them for the GED exam. Those farm workers whom main obstacle of employment is lack of English language skills (18.18% PY 10-11), we will help them to enroll in full-time ESOL classes at various training sites locate in the Glades.

The labor market assessment of Palm Beach County indicates that some of the employment needs of specific job opportunities will be in the fields of retail, office clerk, security guard, and nursing aides among others. Our program participants have the opportunity not only to study courses on those fields but also in truck driver, child care, cosmetology, nail technician, and several other trainings. All of these vocational trainings are reached in a relative short period of time. ESOL classes for six to twelve months gives many Spanish and Haitian Creole speaking clients the opportunity to obtain better employment outside agriculture.

Past Performance - Palm Beach County farmworker program has been Sub-Grantee of the Florida Department of Education for the past thirty three years (since 1978). During these past years a high number of farm workers have been served with academic, vocational trainings, and job placement. Our staff will continue acquiring the knowledge they need to better serve the farm worker population of Palm Beach County, and to better understand their needs and the solution to their issues, concerns, and barriers to better employment.

Statistic for the most recent program years; July 01, 2009 - June 30, 2010, and July 01, 2010 - June 30, 2011, shows that this program is in need of improvement in two of the major areas of performance; enrollment and placement.

Performance Analysis (July 09, 2010 - June 30, 2011), the results are as follow:

	Plan	Actual	Percent
Enrollments	95	51	53.68%
Entered Employment	38	21	55.26
Average Wage at Placement	\$7.25	\$9.44	130.21%
Credential Achievement Rate	70	76.09	108.70%

Performance Analysis (July 01, 2009 - June 30, 2010), the results are as follow:

	Plan	Actual	Percent
Enrollments	97	67	69.07%
Entered Employment	52	30	57.69%
Average Wage at Placement	\$7.25	\$8.90	122.76%
Credential Achievement Rate	70	66.67	95.24%

The Palm Beach County staff continues creating employer contact lists, working in collaboration with Workforce Alliance, Palm Beach State College, and other agencies in our communities to identify expected job growth trends, barriers for expansion of jobs and skills required for each job. In obtaining this information we will be able to provide a more qualified workforce. The program staff will continue utilizing the participant's contact log, to ensure that each participant will be contacted a minimum of three times a month, this also includes follow-up participants. Each

Counselor is conducting outreach twice a week. Another big transition that may turn out to be a positive and productive outcome is the transfer of the program coordinator from the West Palm Beach office to the Belle Glade office. After thirty three years of services, this program will no longer occupied an office in the administrative building locate at 810 Datura Street, West Palm Beach. The Coordinator will be now be coaching and empowering the program staff in a daily basis.

5) General Education Provisions Act (GEPA) - The Palm Beach County Farmworkers Jobs and Education program comply with -the General Education Provisions Act (GEPA). It has made provisions to provide equitable access to, and equitable participation in the program, by establishing a "Notice to All Applicants" of the provisions in the General Provisions Act (GEPA). The Farmworkers Program will provide equitable access or participation to its participants regardless of gender, race, national origin, color disability, or age. Our staff will determine whether these barriers may prevent our participants from such access and participation in the project, and to help them to overcome these barriers if there is any.

The Palm Beach County Farmworker Program will address equity concerns that may affect the ability of participants to participate fully in the project. Our staff will ensure that Section 427 of GEPA information is included in each participant application.

6) Support for Reading /Strategic Imperatives - The Farmworker Jobs and Education Project (WIA Section 167) plan, is to support the State of Florida's Reading, Math, and Science Initiative by continuing to help our participants and their dependents to increase their English, Science and Math grade levels. Referrals to The Palm Beach County Literacy Coalition, ESOL day time program, Glades Central High School, General Educational Diploma (GED) and ESOL evening program will continue, General

Education Diploma (GED) morning and afternoon program facilitated by Workforce Alliance West Career Center, remedial classes facilitated at Palm Beach State College, to improve participant's reading and math skill levels. A high percentage of our farm workers' reading and math skills are below 9th grade level. An integral part of this program is to help our clients to improve their employability skills, such as understanding the basic of the English language.

7) Budget Narrative

- 1201 Salary, Coordinator (1) - In charge of general management of program, staff and operation of office.
- 1201 Salary, Counselors (2) - Responsible for recruitment, enrollment, career counseling, education, and direction of clients.
- 2101 Benefits (3 Employees) - Staff benefits as FICA, health insurance, and retirement system.
- 2401 Worker Compensation – employees Worker Compensation mandated by Risk Management Department.
- 3103 Medical Health Care – to pay physical exams for child care worker applicants and medical assistance to other participants.
- 3128 Investigative Services - to pay for state mandated background check for child care workers.
- 3401 Contractual Services - to reimburse private sector employers for 50% of participants' training expenses, On-The-Job-Training and paid work experience.
- 3438 Emergency Assistance - to provide one-time assistance to eligible farm worker families.
- 4007 Out-of-County Travel- to attend Coordinator's meeting and staff development workshops out of Palm Beach County.
- 4007 Mileage-In-County travel- to pay staff mileage for outreach, recruitment, interagency meetings, counseling, and follow up activities.
- 4101 Communications - to pay for program telephone services.
- 4205 Postage – to buy stamps to mail follow up letters to client and administrative communications.
- 4301 Utilities - to pay for electric and water services for rental space at the Belle Glade service site.
- 4406 Rent-Office Equipment - to pay monthly rental (\$90.00) of copy machine at Belle Glade service site (\$90.00 x 12 = 1,080.00).

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

In-Kind contributions of Palm Beach County Community Services Department to The Farmworker Jobs & Education Program in our county service areas. The following list provides some of the in-kind enhancements provided for the program and students being served in the Farmworker Program at Palm Beach County.

Belle Glade Site

607 S Main Street Suite 103 Belle Glade, FL 33430

Communications, Computer Access and Payroll

Indirect Cost – PBC Gov't Rate Schedule

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

TOTAL OF ALL IN-KIND REPORTED

Per Month = \$3,846.92

Annual Cost = \$46,163.04