

and earnings of migrant and seasonal farmworkers in the area.

### **B. Familiarity With the Proposed Service Area**

To achieve high performance in increasing farmworkers' employment and earnings, an NFJP grantee must have the capacity to mobilize a broad array of resources to meet the diverse needs of migrant and seasonal farmworkers in the proposed service area. The task of mobilizing resources must be informed by an understanding of the One-Stop Career Center system in the area(s) and the network of social, educational and health services available to support farmworkers' labor force participation and to assist them in improving their employment and earnings over time.

This section calls for information that demonstrates an understanding of the One-Stop system and the applicant's experience and effectiveness in establishing collaborative working relationships that achieve the integrated service delivery needed to increase employment and training opportunities for farmworkers. This section also calls for information that demonstrates the applicant's experience and effectiveness in collaborating with the network of social, educational and other services that exist in the proposed service area(s) and how the applicant proposes to engage these service networks to obtain appropriate services for migrant and seasonal farmworkers.

1. Describe the applicant's experience, if any, as an operator of a WIA Title I formula-funded program that served farmworkers. Include a description of how the applicant's work with the local One-Stop Career Center system resulted in enhancing the scope of workforce development assistance available to farmworkers. If the applicant is currently, or was previously, designated as the One-Stop Career Center operator, the operator of a "satellite" One-Stop Career Center, by the Local Workforce Investment Board, describe efforts to integrate services provided by all One-Stop partners to enhance workforce and related services to farmworkers. Indicate the success of these efforts.

2. Describe the applicant's experience in engaging One-Stop partners, other than the NFJP partner, in its service delivery strategy for migrant and seasonal farmworkers. The discussion should include a description of the applicant's experience at developing or continuously improving the working relationships between partners to enhance the scope and quality of workforce development services available to farmworkers. Include

instances where co-enrollment of eligible migrant and seasonal farmworkers was achieved and how.

3. Describe the network of faith-based and community-based organizations in the service area; describe the applicant's experience in engaging these organizations in its service delivery strategy for migrants and seasonal farmworkers. Include a description of the applicant's experience in working with grassroots faith-based and community-based organizations in providing for supplementary and supportive services.

4. Describe the applicant's experience in representing the NFJP or another One-Stop partner in negotiations of Memoranda of Understanding (MOUs) with local workforce investment boards (local boards). Include specific examples of successfully negotiated arrangements that benefited the partner program represented by the organization, whether NFJP or any other partner. Also discuss how the negotiated terms of the MOU enhanced services for farmworkers and/or other participants. Where the applicant represents a partner program in a state and has been unable to negotiate an MOU with a local board, describe the efforts to develop an action plan with the local board and the results achieved.

5. If the applicant is a Local Workforce Investment Board (LWIB), or a One-Stop Career Center operator applying on behalf of a LWIB, describe efforts to integrate services provided by all One-Stop partners to enhance workforce and related services provided to farmworkers. Indicate the success of these efforts. Additionally, describe the success achieved in enrolling and serving farm workers in WIA formula-funded programs.

6. Describe the network of social, educational, faith-based and other services that exist in the proposed service area. Include a discussion of the applicant's existing (or proposed) working relationships with the One-Stop system and with other agencies, organizations, and institutions that are part of the service network and are relevant to the needs of farmworkers. Provide examples of the other services available, such as adult education, English as a Second Language, etc.

7. Describe the applicant's strategy mobilizing the local services network to provide comprehensive services to farmworkers while achieving optimal use of limited NFJP resources. The description should clearly present how the strategy will engage the local services network, including faith-based and community-based organizations, to provide the supportive services (also

called "related assistance services") farmworkers may need to remain in the labor force or to participate in training. A major objective of the strategy should be to maximize the amount of NFJP funds available for training and other workforce development assistance by identifying other funding sources for supportive services.

### **C. Administrative Capacity**

The information provided in this section should describe the applicant's capacity to effectively administer a diversified program of workforce investment activities. Applicants must describe the mechanisms it plans to use to establish and maintain program and fiscal oversight and integrity.

#### **1. Program Integrity**

The applicant should describe its management information and performance management systems and its plans to maintain the program records (including individual participant records) needed for reporting and performance accountability and management, and to establish and to maintain a case management system.

Additionally, the applicant must describe its experience with performance management systems and explain its perspective on the role of performance management and how it should be used to improve customer service.

Case management presumes a client-centered approach to delivering workforce investment activities and support services. For optimum results, case management should be technology-based; *i.e.*, fully utilizing computer technology and other electronic tools. Applicants should describe their experience in using case management systems, including the results achieved from using that approach.

#### **2. Fiscal Integrity**

The applicant must describe a record keeping system that is sufficient to prepare financial reports and to trace funds to adequate levels of expenditures to ensure lawful spending. In this connection, applicants must describe their capacity to manage the supportive services, often referred to as "related assistance services" and to account for expenditures related to these services.

"Related assistance services" refers to short-term support services designed to assist farmworkers to retain or stabilize their agricultural employment or to enable their participation in NFJP activities.

Describe the applicant's approach to managing the delivery of related