

Farmworker Career Development Program (FCDP)
Collier County School District
Fiscal Desk Top Review Quarter Four (Q4)
Project Number 110-4055C-5CFJ1
Program Year (PY) 2024-2025/ TAPS 25B001

Purpose:

Quarterly fiscal desk top reviews are performed for periodic monitoring. The purpose of monitoring is to identify the specific areas in which a provider is in compliance or non-compliance with federal law and regulations, state statutes and rules, and OMB Circulars. The timely identification of non-compliance provides a framework to make changes that are expected to result in programs becoming more efficient and effective. However, a comprehensive and multi-dimensional Quality Assurance System is a foundation for continuous improvement of services and systems both internally and externally. Our commitment to excellence supports accountability, collaboration, targeted technical assistance, continuous improvement and positive systemic change.

Monitoring items that require periodic assessments are reviewed in the sections below with the *referencing section of the core monitoring guides (CMG), federal regulation citations and/or FCDP policies*. The complete National Farmworker Jobs Program (NFJP) Supplement to the Core monitoring Guide, July 2021 and/or Core Monitoring Guide, (CMG) August 2018 United States Department of Labor, Employment and Training Administration available on the following Workforce GPS link: https://farmworker.workforcegps.org/resources/2019/09/26/18/06/NFJP_Grant_Administration_Operations/NFJP_Core_Monitoring_Guide

Technical Assistance

Please keep in mind the federal guidance below:

- *Between July 1 through September 30, grantees can use current funds on any allowable costs.*
- *If a grantee has both PY 2024-2025 and PY 2025-2026 grant funds from July through September, the grantee must expend PY 2024-2025 funds before using PY 2025-2026 funding.*

Timelines:

- *08/11/2025: Last date for preliminary amendment reviews from state office.*
- *08/29/2025: Last date for receipt of proposed amendments (through ShareFile).*
- *09/26/2025: Last date to draw down funds from FLAGS for PY 2024-2025.*
- *09/30/2025: Last date for incurring expenditures and issuing purchase orders.*
- *11/20/2025: Date that all obligations are to be liquidated and final disbursement reports submitted*

Summary

- Project 110-4055C-5CFJ1 issued 11/01/2024 for 14% of subrecipient funding.
- Approved award start date of 07/01/2024 issued by email.
- Participant targets were reduced from 84 to **75** adults and from 66 to **56** youth.
- Overall spending is 95% of project funds.

Section 1. Quarterly Personnel

Monitoring References

CMG Indicators 1.b.1: Designating Personnel, Staff, and Hiring, 2.h.1: Personnel Policy and Procedures, 2.h.2: Staff Positions, Indicator 2.h.3: Salaries, 3.g.2: Cost Allocation Plan

Citations: [200.430\(a\)\(1\)-\(2\)](#), [b, 200.113](#), [200.427](#), [200.416\(a\)](#) and (c)

FCDP Policies

Project Award / Request for Application, Attachment E, Special Conditions for WIOA, Section 167 Project Awards Form, Personnel Requirements [2024-2025 Farmworker Career Development Program Request for Application](#)

Review

- Job descriptions and salary schedules included in the award.
- 3.70 Full time equivalent (FTE).
- 82% Salary / benefits allocation approved.
- Semi-Annual Time and Effort Certifications up to date.
- Personnel Activity Reports (PARs) up to date.

Reference Charts

Copy of 4055C FCDP Pattern

Sub-Recipient Minimum Staff	Maximum Salary Plus Benefits Allocation Percentage
2.0 FTE	80% of Project Funding

Copy of Collier Staffing Pattern

Coordinator	Facilitator	Specialist I	Secretary	FTE	Criteria
0.50 FTE	1.0 FTE	1.0 FTE	1.20 FTE	3.70 FTE	\$277,331.83
Julie Alfaro	Maribel Perez	Elida Arreguin	1.0 FTE Nadia Chavez (50% FCDP Funded)		Grant: \$338,850.00
			0.20 FTE Doraelia Adago		Allocation: 82% Approved

Current Staffing Form

ATTACHMENT H
PY 2024-2025 Staffing Breakout Form
 NFJP/Workforce Innovation and Opportunity Act, Section 167

Project / Agency: The School Board of Collier County

TAPS 25B001

(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. Coordinator	0.50	Julie Alfaro	\$ 97,689.75	\$ 32,874.83	34%	\$ 48,844.88	50%	\$ 16,437.41	50%
2. Facilitator	1.00	Maribel Perez	\$ 80,378.76	\$ 29,104.49	36%	\$ 80,378.76	100%	\$ 29,104.49	100%
3. Specialist 1	1.00	Elida Arreguin	\$ 42,653.05	\$ 20,887.84	49%	\$ 42,653.05	100%	\$ 20,887.84	100%
4. Secretary	1.0 (JF) 0.40	Nadia Chavez	\$ 33,741.92	\$ 18,946.99	56%	\$ 16,870.96	50%	\$ 9,473.50	50%
5. Secretary	0.20	Doraelia Agado	\$ 49,089.02	\$ 22,289.59	45%	\$ 9,817.80	20%	\$ 4,457.92	20%
Subtotals			\$ 303,553	\$ 124,104		\$ 198,565		\$ 80,361	
Total Salary and Benefits			\$ 303,553	\$ 124,104		\$ 198,565		\$ 80,361	
(11) Total Salary + Benefits Charged to WIOA 167								\$ 278,927	
(12) Grant Amount:		\$ 338,850 (JF) 350,059	Total Staff + Benefits:		\$ 278,927	%82% (JF) 80%			

ALLOCATION % NOT TO EXCEED CHART BELOW

Supervisor Signature: 

Date: 2/10/2024

Section 2. DOE 599 Spending Targets Review

CMG Indicators: 2.a.1: Specific Award Conditions, 2.b.1: Budget Controls, 3.b.3: Sub-recipient's Financial Reporting, 3.c.1: Cash Disbursements, 3.f.2: Financial Management Systems, 3.g.1: Cost Allocation Principles

Citations: [200.302](#), [200.308](#), [200.331\(a\)\(3\)](#), [200.412](#), [200.403](#), [200.405](#)

- FCDP Policies: Project Award / Request for Application, Attachment E, Special Conditions for WIOA, Section 167 Project Awards Form, Fiscal Management, [2024-2025 Farmworker Career Development Program Request for Application](#), [Green Book](#), [FLAGS AgencyUser.pdf](#), [Red Book](#)

Review

- 599's received before or on deadline of 20th of the following month.
- Overall spending is 95% of project.

Reference Charts

Copy DOE 599 Project Disbursement Report

(A) District/Agency Name: DSB Collier County			FLORIDA DEPARTMENT OF EDUCATION PROJECT DISBURSEMENT REPORT - JUNE 2025 Workforce Innovation and Opportunity Act, Title I, Section 167 Migrant and Seasonal Farmworkers			(F) Agency Number: 110	
(B) Project Name: FCDP						(G) Grant Number: 4055C	
(C) Effective Approval Date: 7/1/2024						(H) Project Code:	
(D) Termination Date: 9/30/2025						(I) Contact Person Name:	
(E) Total Project Funds: \$ 338,850.00						Elena Zaprudski	
			<input checked="" type="checkbox"/> Interim Report <input type="checkbox"/> Final Report (INSTRUCTIONS ON PAGE 3)			(J) Phone:	
						239-337-0031	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Function Code	Object Code	Description of Disbursement	Budget Amount	Total Disbursements As of 6/30/25	Obligations	Unobligated Balance	Current Disbursement Reported
ADMINISTRATION							
7200	792	INDIRECT COSTS	\$ 13,189.25	\$ 12,486.08		\$ 703.17	\$ 1,264.43
			\$ -	\$ -		\$ -	
(9) TOTAL ADMINISTRATIVE COST			\$ 13,189.25	\$ 12,486.08	\$ -	\$ 703.17	\$ 1,264.43
STAFF COSTS							
6120,6300	161,111	STAFF SALARIES	\$ 197,510.71	\$ 197,130.18		\$ 380.53	\$ 21,520.40
6120,6300	210,220,231 232,240	STAFF BENEFITS	\$ 79,821.13	\$ 79,730.10		\$ 91.03	\$ 4,698.53
6120,6300,7300	330	IN COUNTY TRAVEL	\$ -	\$ -		\$ -	
7730	330	OUT OF COUNTY TRAVEL	\$ 173.53	\$ 173.53		\$ (0.00)	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
(10) TOTAL STAFF COSTS			\$ 277,505.37	\$ 277,033.81	\$ -	\$ 471.56	\$ 26,218.93
EMERGENCY RELATED ASSISTANCE (For Clients Only)							
			\$ -	\$ -		\$ -	\$ -
(11) TOTAL RELATED ASSISTANCE			\$ -	\$ -	\$ -	\$ -	\$ -
SUPPORTIVE SERVICES							
5911	397	ALLOWANCES	\$ 33,046.90	\$ 17,166.09	\$ 11,789.86	\$ 4,090.95	\$ 2,933.95
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
(12) TOTAL SUPPORTIVE SERVICES			\$ 33,046.90	\$ 17,166.09	\$ 11,789.86	\$ 4,090.95	\$ 2,933.95
OTHER PROGRAM COSTS							
5911	369	TECHNOLOGY RELATED RENTALS	\$ 1,331.00	\$ 1,241.00		\$ 90.00	\$ 674.00
5911	396	TUITION FEES-CLIENTS	\$ 5,077.48	\$ 5,077.48		\$ -	\$ 657.00
5911	520	TEXTBOOKS-CLIENTS	\$ -	\$ -		\$ -	
5911	590	MATERIALS AND SUPPLIES-CLIENTS	\$ 5,581.00	\$ 5,021.00		\$ 560.00	\$ 225.00
5911	730	EXAMS/TESTING FEES-CLIENTS	\$ 1,539.25	\$ 1,179.25		\$ 360.00	\$ 511.75
6300	510	OFFICE SUPPLIES-STAFF	\$ 1,398.90	\$ 1,398.90		\$ (0.00)	
6300	519	TECHNOLOGY RELATED SUPPLIES-STAFF	\$ 180.85	\$ 180.85		\$ 0.00	
6400	730	DUES/ FEES/ REGISTRATION/ TUITION-STAFF	\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
(13) TOTAL OTHER PROGRAM COSTS			\$ 15,108.48	\$ 14,098.48	\$ -	\$ 1,010.00	\$ 2,067.75
(14) TOTAL COSTS			\$ 338,850.00	\$ 320,784.46	\$ 11,789.86	\$ 6,275.68	\$ 32,485.06

Copy of Spending Targets Chart:

Quarter 4 Spending Targets do not include the extension period or any monthly obligated funds

TARGET SPENDING BASED ON 599 DISBURSEMENT REPORTS				
Annual Amounts by Category	Actual Spent	\$ Under/Over Target	% Spent	% Under/Over Target
Administration				
\$ 13,189.25	\$ 12,486.08	\$ (703.17)	95%	-5%
Staff Costs				
\$ 277,505.37	\$ 277,033.81	\$ (471.56)	100%	0%
Related Assistance				
\$ -	\$ -	\$ -	0%	0%
Supportive Services				
\$ 33,046.90	\$ 17,166.09	\$ (15,880.81)	52%	-48%
Program Costs				
\$ 15,108.48	\$ 14,098.48	\$ (1,010.00)	93%	-7%
Totals				
\$ 338,850.00	\$ 320,784.46	\$ (18,065.54)	95%	-5%

Copy of Salary and Benefits Targets: (Part of Staff Costs)

Salary Quarterly Targets								
Salary	Monthly 599 Disbursements		Total Disbursement	Quarterly Target \$	Under/Over Target \$	Quarterly Target %	Quarterly Disbursed %	Under/Over Target %
\$ 198,595.45	Jul	\$ 6,663.43	\$ 6,663.43	1st Quarter				
	Aug	\$ 14,039.32	\$ 20,702.75					
	Sep	\$ 14,039.32	\$ 34,742.07	\$ 49,648.86	\$ (14,906.79)	25%	17%	-8%
	Oct	\$ 14,039.32	\$ 48,781.39	2nd Quarter				
	Nov	\$ 23,924.65	\$ 72,706.04					
	Dec	\$ 15,690.44	\$ 88,396.48	\$ 99,297.73	\$ (10,901.25)	50%	45%	-5%
Amd.#2 \$ 198,557.45	Jan	\$ 14,839.18	\$ 103,235.66	3rd Quarter				
	Feb	\$ 14,839.18	\$ 118,074.84					
	Mar	\$ 14,839.18	\$ 132,914.02	\$ 148,918.09	\$ (16,004.07)	75%	67%	-8%
Amd.#3 \$ 197,510.71	Apr	\$ 14,684.78	\$ 147,598.80	4th Quarter				
	May	\$ 28,010.98	\$ 175,609.78					
	Jun	\$ 21,520.40	\$ 197,130.18	\$ 197,510.71	\$ (380.53)	100%	99%	-1%

Benefits Quarterly Targets								
Benefits	Monthly 599 Disbursements		Total Disbursement	Quarterly Target \$	Under/Over Target \$	Quarterly Target %	Quarterly Disbursed %	Under/Over Target %
\$ 80,361.16	Jul	\$ 1,451.56	\$ 1,451.56	1st Quarter				
	Aug	\$ 3,058.30	\$ 4,509.86					
	Sep	\$ 6,733.56	\$ 11,243.42	\$ 20,090.29	\$ (8,846.87)	25%	14%	-11%
	Oct	\$ 6,733.56	\$ 17,976.98	2nd Quarter				
	Nov	\$ 10,726.45	\$ 28,703.43					
	Dec	\$ 7,098.87	\$ 35,802.30	\$ 40,180.58	\$ (4,378.28)	50%	45%	-5%
Amd.#2 \$ 80,369.16	Jan	\$ 5,070.65	\$ 40,872.95	3rd Quarter				
	Feb	\$ 6,908.74	\$ 47,781.69					
	Mar	\$ 18,042.82	\$ 65,824.51	\$ 60,276.87	\$ 5,547.64	75%	82%	7%
Amd.#3 \$ 79,821.13	Apr	\$ 3,163.76	\$ 68,988.27	4th Quarter				
	May	\$ 6,043.30	\$ 75,031.57					
	Jun	\$ 4,698.53	\$ 79,730.10	\$ 79,821.13	\$ (91.03)	100%	100%	0%

Section 3. Performance Spending Review

CMG Indicator 3.b.4: Performance Reports

FCDP Policies: Project Award / Request for Application, Attachment E, Special Conditions for WIOA, Section 167 Project Awards Form, Fiscal Management, Program Non-Compliance Policy [2024-2025 Farmworker Career Development Program Request for Application](#)

FCDP is a performance-based award where the spending should be in accordance with performance. This review is for spending purposes only. Quarterly balance performance reports (BPR) are used for the performance data, the 599 report is used for spending data.

Spending Review Formula

- The percentage of actual new participants on the participant plan is determined
- Performance percentage is compared to spending percentage from 599 targets in section 2

Notes:

Q4 performance will not be equal spending for the following reasons:

- The performance period ended 06/30/2025.
- The budget period continues through 09/30/2025.

Final participant performance will be included in the fiscal closeout desktop review.

Section 4. Amendments Review

CMG Indicators: 2.a.2: Prior Approval of Project Modifications

Citations: [200.308](#), [200.407](#)

FCDP Policies Project Award / Request for Application, Attachment E, Special Conditions for WIOA, Section 167 Project Awards Form, Fiscal Management, Project Amendments: [Green Book, Section B - Project Amendments](#), [2024-2025 Farmworker Career Development Program Request for Application](#)

Review

- 11/05/2024: Approval issued by email for award start date of 07/01/2024.
- 03/12/2025: Program amendment 1 reduced participant numbers due to natural disasters, from 84 to 75 adults and from 66 to 56 youth.
- 03/25/2025: Budget amendment 2 adjusted staff salaries/benefits and participant line items.
- 06/19/2025: Budget amendment 3 increased allowances from unspent funds.

Section 5. Inventory Review

CMG Indicators: 1.b.6: Timely Equipment Purchases, 2.c.1: Insurance Coverage, 2.c.3: Equipment, 2.c.4: Rental or Leasing Costs for Property, 2.c.5: Supplies

Citations: [200.310](#), [200.313](#), [200.465](#), [200.314](#)

FCDP Policies:

Project Award / Request for Application, Attachment E, Special Conditions for WIOA, Section 167 Project Awards Form, Fiscal Management, Property Standards [2024-2025 Farmworker Career Development Program Request for Application](#), [REFERENCE GUIDE FOR STATE EXPENDITURES](#)


Review

- Collier FCDP inventory last monitored 05/14/2025
- No inventory over \$1,000.00 on 24-25 budget

Reference Chart

Copy of only monitored Inventory over \$1,000.00

The School Board of Collier County, FL Farmworker Career Development Program - Funded Equipment Inventory 2 CFR 200.313									
Acquisition Date	Description of Item	Serial Number	Model Number	Other Identification Number	Unit Cost	Funding Sources Including the FAIN	Who Holds the Title	% Covered by Source	Location of Item
Over 5 years	Copier	L7076442087	Savin 9021D	CCPS Tag A0000000230178	\$2,494.00	FCDP Grant 4057A 7CFJ1	FCDP/Collier Hendry ITECH	100%	FCDP CareerSource of Southwest Florida 921 Anvil Way Labelle, FL 33935

Use and Condition	Date of Inventory	Disposition Date	COVID 19 Donated or Loaned	Photos	Virtually Monitored by Julie Furlong
C-Not Salvagable	N/A	8/12/2024	N/A		5/14/2025

Section 6. Fiscal Technical Assistance

CMB Indicator 2.e.2: Progress Monitoring, 2.f.4: Subrecipient Monitoring

Citations: [200.329](#), [200.332](#)(f)

FCDP Policies: Project Award / Request for Application, Attachment E, Special Conditions for WIOA, Section 167 Project Awards Form, [2024-2025 Farmworker Career Development Program Request for Application](#)

Review

- 04/07-04/11/2025: Program monitoring (only).
- 05/02/2025: SUNTAX account assistance.
- 05/07/2025: Quarterly professional development session via TEAMS.
- 05/08 – 05/13: Inventory updated.
- 05/12/2025: Notification of possible additional funding for 2024-2025, Collier requested \$14,000.00 additional funding for participants.
- 06/03/2025: Amendment 3 preliminary review.
- 06/16/2025: SUNTAX account assistance.

- 06/18/2025: Notification that FDOE is no longer a member of AFOP and any travel to AFOP events with FCDP funds is not approved.

Section 7. Desk Top Results

CMB Indicator 3.a.1: Effectiveness and Efficiency of Operations, Indicator 2.e.2

Citation: [200.302](#), [200.303\(a\)](#), [200.400](#), [200.507](#), [200.514](#),

FCDP Policies: Project Award / Request for Application, Attachment E, Special Conditions for WIOA, Section 167 Project Awards Form, [2024-2025 Farmworker Career Development Program Request for Application](#), [Green Book](#)

Review

- No Best practices (Items that are implemented well).
- No Findings (Issue that violates federal or state statutes).
- No Concerns (Issue that could become a finding if it is not corrected).
- No Recommendations (For the process of improvements).

Julie Furlong, Program Specialist IV

Date: 07/29/2025