

Farmworker Career Development Program (FCDP)
Manatee County School District
Fiscal Desk Top Review Quarter Four (Q4)
Project Number 410-4055C-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 410-4055C-5CFJ1 issued 11/01/2024 for 9% of subrecipient funding.
- Award start date of 07/11/2024.
- Participant targets were reduced from 57 to **47** adults and from 48 to **47** youth.
- Overall spending 92% 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.
- 3.0 Full time equivalent (FTE).
- 74% Salary / benefits allocation.
- Semi-Annual Time and Effort Certifications 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 Manatee Staffing Pattern

Coordinator	Bookkeeper/ Recruiter	Recruiter/ Case Manager	Total FTE	Salary/Benefit Criteria
1.00 FTE	1.0 FTE	1.0 FTE	3.0 FTE	\$174,699
	Carolina Prokic	Mary Ann Guerrero		<u>Grant:</u> \$237,195
				<u>Allocation:</u> 74%

Current Staffing Form

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

Project / Agency: Manatee County School District 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	1.00	Anibal Rosario Planas	\$ 49,225	\$ 20,469	42%	\$ 49,225	100%	\$ 20,469	100%
2. Bookkeeper/ Recruiter	1.00	Carolina Prokic	\$ 37,264	\$ 15,300	41%	\$ 37,264	100%	\$ 15,300	100%
3. Recruiter/ Case Manager	1.00	Mary Ann Guerrero	\$ 37,196	\$ 15,245	41%	\$ 37,196	100%	\$ 15,245	100%
4.					#DIV/0!		#DIV/0!		#DIV/0!
5.					#DIV/0!		#DIV/0!		#DIV/0!
Subtotals			\$ 123,685	\$ 51,014		\$ 123,685		\$ 51,014	
Total Salary and Benefits			\$ 123,685	\$ 51,014		\$ 123,685		\$ 51,014	
(11) Total Salary + Benefits Charged to WIOA 167								\$ 174,699	
(12) Grant Amount:		\$ 237,195	Total Staff +Benefits:		\$ 174,699	%		74%	

ALLOCATION NOT TO EXCEED 80%

Supervisor Signature: Dr. Paul M. Janssen

Date: Oct 3, 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 92% of project funds.

Reference Charts

Copy DOE 599 Project Disbursement Report

(A) District/Agency Name: SD MANATEE C			FLORIDA DEPARTMENT OF EDUCATION			(F) Agency Number: 410	
(B) Project Name: FCDP			PROJECT DISBURSEMENT REPORT - JUNE 2025			(G) Grant Number: 4055C	
(C) Effective Approval Date: 7/1/2024			Workforce Innovation and Opportunity Act, Title I, Section 167			(H) Project Code:	
(D) Termination Date: 9/30/2025			Migrant and Seasonal Farmworkers			(I) Contact Person Name:	
(E) Total Project Funds: \$ 237,195.00			<input checked="" type="checkbox"/> Interim Report <input type="checkbox"/> Final Report			Amanda Means	
			(INSTRUCTIONS ON PAGE 3)			(J) Phone:	
						941-708-8770 X41148	
(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	\$ 10,734.24	\$ 9,886.08		\$ 848.16	\$ 977.71
			\$ -	\$ -		\$ -	
(9) TOTAL ADMINISTRATIVE COST			\$ 10,734.24	\$ 9,886.08	\$ -	\$ 848.16	\$ 977.71
STAFF COSTS							
6190	112,161	STAFF SALARIES	\$ 123,684.76	\$ 117,166.16		\$ 6,518.60	\$ 11,782.95
6190	210,220,231 232,240	STAFF BENEFITS	\$ 51,013.50	\$ 46,715.31		\$ 4,298.19	\$ 2,683.15
6190	330	TRAVEL	\$ 1,757.63	\$ 1,270.32		\$ 487.31	\$ 194.30
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
(10) TOTAL STAFF COSTS			\$ 176,455.89	\$ 165,151.79	\$ -	\$ 11,304.10	\$ 14,660.40
EMERGENCY RELATED ASSISTANCE (For Clients Only)							
			\$ -	\$ -		\$ -	\$ -
(11) TOTAL RELATED ASSISTANCE			\$ -	\$ -	\$ -	\$ -	\$ -
SUPPORTIVE SERVICES							
5350	790	MISCELLANEOUS-ALLOWANCES	\$ 19,025.00	\$ 17,830.00		\$ 1,195.00	\$ 1,080.00
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
(12) TOTAL SUPPORTIVE SERVICES			\$ 19,025.00	\$ 17,830.00	\$ -	\$ 1,195.00	\$ 1,080.00
OTHER PROGRAM COSTS							
5350/5400	520	TEXTBOOKS/EBOOKS (CLIENTS)	\$ 798.55	\$ 690.30		\$ 108.25	\$ (4.08)
5350/5400	590	OTHER MATERIALS AND SUPPLIES (CLIENTS)	\$ 4,251.06	\$ 4,082.30		\$ 168.76	\$ (167.54)
5350/5400	730	TUITION FEES (CLIENTS)	\$ 24,772.26	\$ 20,049.86		\$ 4,722.40	\$ 5,085.80
6190	390	OTHER PURCHASED SERVICES-COPYING/PRINTING	\$ 200.00	\$ 198.02		\$ 1.98	
6190	519	TECHNOLOGY RELATED SUPPLIES	\$ 900.00	\$ 508.44		\$ 391.56	\$ (26.15)
6190	730	DUES AND FEES-STAFF-TRAINING/REGISTRATION	\$ 58.00	\$ 56.32		\$ 1.68	\$ (1.68)
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
(13) TOTAL OTHER PROGRAM COSTS			\$ 30,979.87	\$ 25,585.24	\$ -	\$ 5,394.63	\$ 4,886.35
(14) TOTAL COSTS			\$ 237,195.00	\$ 218,453.11	\$ -	\$ 18,741.89	\$ 21,604.46

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	Target %	% Spent	% Under/Over Target
Administration \$ 10,734.24	\$ 9,886.08	\$ (848.16)	100%	92%	-8%
Staff Costs \$ 176,455.89	\$ 165,151.79	\$ (11,304.10)	100%	94%	-6%
Related Assistance \$ -	\$ -	\$ -	0%	0%	0%
Supportive Services \$ 19,025.00	\$ 17,830.00	\$ (1,195.00)	100%	94%	-6%
Program Costs \$ 30,979.87	\$ 25,585.24	\$ (5,394.63)	100%	83%	-17%
Totals \$ 237,195.00	\$ 218,453.11	\$ (18,741.89)	100%	92%	-8%

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 %
\$123,684.76	Jul	\$ -	1st				
	Aug	\$ -	Quarter				
	Sep	\$ 5,784.99	\$ 30,921.19	\$ (25,136.20)	25%	5%	-20%
	Oct	\$ 13,057.25	2nd				
	Nov	\$ 13,979.80	Quarter				
	Dec	\$ 12,231.75	\$ 61,842.38	\$ (16,788.59)	50%	36%	-14%
	Jan	\$ 11,889.91	3rd				
	Feb	\$ 11,526.27	Quarter				
	Mar	\$ 12,238.26	\$ 92,763.57	\$ (12,055.34)	75%	65%	-10%
	Apr	\$ 12,349.55	4th				
	May	\$ 12,325.43	Quarter				
	Jun	\$ 11,782.95	\$123,684.76	\$ (6,518.60)	100%	95%	-5%

Benefits Quarterly Targets							
Benefits	Monthly 599 Disbursements	Total	Quarterly	Under/Over	Quarterly	Quarterly	Under/Over
\$ 51,013.50	Jul	\$ -	1st				
	Aug	\$ -	Quarter				
	Sep	\$ 1,957.18	\$ 12,753.38	\$ (10,796.20)	25%	4%	-21%
	Oct	\$ 5,142.76	2nd				
	Nov	\$ 5,330.38	Quarter				
	Dec	\$ 4,292.30	\$ 25,506.75	\$ (8,784.13)	50%	33%	-17%
	Jan	\$ 5,096.97	3rd				
	Feb	\$ 4,844.99	Quarter				
	Mar	\$ 5,256.51	\$ 38,260.13	\$ (6,339.04)	75%	63%	-12%
	Apr	\$ 5,163.47	4th				
	May	\$ 6,947.60	Quarter				
	Jun	\$ 2,683.15	\$ 51,013.50	\$ (4,298.19)	100%	92%	-8%

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

- 02/27/2025: Program amendment 1 reduced participant numbers due to natural disasters, from 57 to 47 adults and from 48 to 47 youth.
- 05/02/2025: Budget amendment 2 increased/adjusted participant line items using travel and staff dues and fees funding.

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](#)

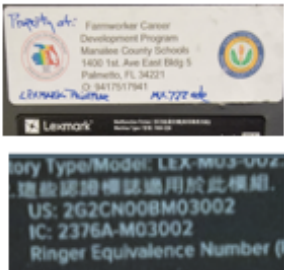
Review

- Manatee FCDP Inventory over \$1,000 threshold last monitored 04/21/2025.
- No new inventory over \$1,000.00 in 2024-2025 budget.

Reference Charts

Copy of monitored item over \$1,000.00

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
11/10/2021	Lexmark Printer MX722ade	2G2CN008M03002	N/A	School District of Manatee Cnty Tag MX722	2,500	FCDP Grant 4051B-1CFJ1	Manatee School District	100%	FCDP Manatee School District 1400 1st Ave. E Bldg. 5 Palmetto, FL 34224

Use and Condition	Date of Inventory	Disposition Date	COVID 19 Donated or Loaned	Photos	Monitored 04/21/2025 by Photos
Good	8/6/2024	n/a	n/a		JF

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

- 04/15/2025: Preliminary amendment 2 review.
- 04/21 – 04/25/2025: Annual fiscal monitoring found Manatee FCDP to be compliant.
- 05/07/2025: Quarterly professional development session via TEAMS.

- 05/12/2025: Notification of possible additional funding for 2024-2025, Manatee confirmed additional funding was not needed.
- 05/19/2025: Stipend assistance for supportive services; stipends for measurable skill gains can only be offered once as only one measurable skill gain is documented for FCDP.
- 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