

Farmworker Career Development Program (FCDP)
Indian River State College
Fiscal Desk Top Review Through Quarter Four (Q4)
Project Number 562-4055C-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 562-4055C-5CFJ1 issued 11/01/2024 for 15% of subrecipient funding.
- Approved award start date of 07/01/2024 issued by email.
- Participant targets were reduced from 90 to **80** adults and from 75 to **65** youth.
- Overall spending 89% 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.
- 4.0 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 IRSC Pattern

IRSC Staffing Patterns as of 02/24/2025			
Coordinator	Case Managers	Total FTE	Salary/Benefits Criteria
1.0 FTE	3.0 FTE	4.00 FTE	\$274,873
Beatriz Guerrero	Guadalupe Sanchez		<u>Grant:</u>
	Sergio Laguerre		\$372,735
	Lezlee Almendarez (as of 02/24/2025)		<u>Allocation:</u> 74%

ATTACHMENT H

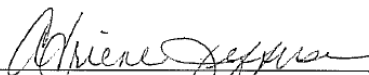
PY _____ Staffing Breakout Form

NFJP/Workforce Innovation and Opportunity Act, Section 167

Project / Agency: _____ TAPS _____

(1) Position Title	(2) FTE	(3) Name of Staff Member	(4) Total Annual Salary	(5) Total Annual Benefits	(6) Benefits %	(7) Total Salary Charged to WIOA 167	(8) Salary %	(9) Total Benefits Charged to WIOA 167	(10) Total Benefits %
<i>Examples:</i> Case Manager	0.50	Sarah Smith	\$ 45,000	\$ 11,700	26%	\$ 22,500	50%	\$ 5,850	50%
*Coordinator NOT funded by grant	0.50	Sarah Smith	\$ 45,000	\$ 11,700	26%	N/A	N/A	N/A	N/A
1. Program Coordinator	1.00	Beatriz Guerrero	\$ 64,699	\$ 25,546	39%	\$ 64,699	100%	\$ 25,545	100%
2. Case Manager	1.00	Guadalupe Sanchez	\$ 45,129	\$ 21,179	47%	\$ 44,851	99%	\$ 21,178	100%
3. Case Manager	1.00	Sergio Laguerre	\$ 40,477	\$ 20,217	50%	\$ 40,481	100%	\$ 20,218	100%
4. Case Manager	1.00	Lezlee Alemdarez	\$ 37,440	\$ 19,713	53%	\$ 38,189	102%	\$ 19,712	100%
Subtotals			\$ 187,745	\$ 86,655		\$ 188,220		\$ 86,653	
Total Salary and Benefits			\$ 187,745	\$ 86,655		\$ 188,220		\$ 86,653	
(11) Total Salary + Benefits Charged to WIOA 167								\$ 274,873	
(12) Grant Amount:		\$ 377,160	Total Staff +Benefits:		\$ 274,873	%		73%	

ALLOCATION % NOT TO EXCEED CHART BELOW

Supervisor Signature: Date: 2/24/2025**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](#), Accounting Manual for Florida's College System [Florida College System Accounting Manual 2024](#)

Review

- 599's received before or on deadline of 20th of the following month.
- Overall spending is 89% of project funds.

Reference Charts

Copy DOE 599 Project Disbursement Report

(A) District/Agency Name: IRSC		FLORIDA DEPARTMENT OF EDUCATION				(F) Agency Number: 562	
(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: \$ 372,735.00		<input checked="" type="checkbox"/> Interim Report <input type="checkbox"/> Final Report				Bryce Coleman	
		(INSTRUCTIONS ON PAGE 3)				(J) Phone:	
						772-462-7352	
(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							
	67600	INDIRECT COSTS	\$ 17,749.00	\$ 15,804.43		\$ 1,944.57	\$ 1,216.76
			\$ -	\$ -		\$ -	
(9) TOTAL ADMINISTRATIVE COST			\$ 17,749.00	\$ 15,804.43	\$ -	\$ 1,944.57	\$ 1,216.76
STAFF COSTS							
	5300,5400	STAFF SALARIES	\$ 183,785.00	\$ 161,997.46		\$ 21,787.54	\$ 14,340.12
	59100,59200						
	59700	STAFF BENEFITS	\$ 91,087.00	\$ 77,737.95		\$ 13,349.05	\$ 7,553.37
	60500	TRAVEL	\$ 11,500.00	\$ 9,487.53		\$ 2,012.47	\$ 540.22
			\$ -	\$ -		\$ -	
(10) TOTAL STAFF COSTS			\$ 286,372.00	\$ 249,222.94	\$ -	\$ 37,149.06	\$ 22,433.71
EMERGENCY RELATED ASSISTANCE (For Clients Only)							
			\$ -	\$ -		\$ -	
(11) TOTAL RELATED ASSISTANCE			\$ -	\$ -	\$ -	\$ -	\$ -
SUPPORTIVE SERVICES							
	64605	HEALTH SUPPORT	\$ 100.00	\$ -		\$ 100.00	
	68006	STUDENT STIPENDS	\$ 17,470.00	\$ 16,338.38		\$ 1,131.62	\$ 1,900.00
	68007	TRAINING AND RELATED FEES-STUDENTS	\$ 50.00	\$ -		\$ 50.00	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
(12) TOTAL SUPPORTIVE SERVICES			\$ 17,620.00	\$ 16,338.38	\$ -	\$ 1,281.62	\$ 1,900.00
OTHER PROGRAM COSTS							
	63503	INSURANCE-STUDENT	\$ 450.00	\$ 449.15		\$ 0.85	
	64500	OTHER SERVICES-MEMBERSHIPS, FEES	\$ 243.00	\$ 197.46		\$ 45.54	
	64608	OCCUPATIONAL SKILLS TRAINING-TUITION	\$ 50,000.00	\$ 50,023.52		\$ (23.52)	
	64609	OCCUPATIONAL SKILLS TRAINING-CONTRACTED	\$ -	\$ -		\$ -	
	64613	UNIFORMS	\$ -	\$ -		\$ -	
	64614	TOOLS/SUPPLIES	\$ 20.00	\$ -		\$ 20.00	
	65500	EDUCATIONAL AND OFFICE SUPPLIES	\$ 281.00	\$ 280.64		\$ 0.36	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
(13) TOTAL OTHER PROGRAM COSTS			\$ 50,994.00	\$ 50,950.77	\$ -	\$ 43.23	\$ -
(14) TOTAL COSTS			\$ 372,735.00	\$ 332,316.52	\$ -	\$ 40,418.48	\$ 25,550.47

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					
\$ 17,749.00	\$ 15,804.43	\$ (1,944.57)	100%	0%	0%
Staff Costs					
\$ 286,372.00	\$ 249,222.94	\$ (37,149.06)	100%	87%	-13%
Related Assistance					
\$ -	\$ -	\$ -	0%	0%	0%
Supportive Services					
\$ 17,620.00	\$ 16,338.38	\$ (1,281.62)	100%	93%	-7%
Program Costs					
\$ 50,994.00	\$ 50,950.77	\$ (43.23)	100%	100%	0%
Totals					
\$ 372,735.00	\$ 332,316.52	\$ (40,418.48)	100%	89%	-11%

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 %
\$ 188,220.00	Jul	\$ -	\$ -	1st				
	Aug	\$ 13,854.22	\$ 13,854.22	Quarter				
	Sep	\$ 14,506.42	\$ 28,360.64	\$ 47,055.00	\$ (18,694.36)	25%	15%	-10%
	Oct	\$ 14,506.42	\$ 42,867.06	2nd				
	Nov	\$ 19,556.43	\$ 62,423.49	Quarter				
	Dec	\$ 11,568.82	\$ 73,992.31	\$ 94,110.00	\$ (20,117.69)	50%	39%	-11%
Amd. #2	Jan	\$ 11,568.82	\$ 85,561.13	3rd				
	Feb	\$ 11,525.34	\$ 97,086.47	Quarter				
	Mar	\$ 14,448.82	\$111,535.29	\$141,165.00	\$ (29,629.71)	75%	59%	-16%
\$ 183,785.00	Apr	\$ 14,448.82	\$125,984.11	4th				
	May	\$ 21,673.23	\$147,657.34	Quarter				
	Jun	\$ 14,340.12	\$161,997.46	\$183,785.00	\$ (21,787.54)	100%	88%	-12%

Benefits Quarterly Targets								
Benefits	Monthly 599 Disbursements		Total Disbursement	Quarterly Target \$	Under/Over Target \$	Quarterly Target %	Quarterly Disbursed %	Under/Over Target %
\$ 86,653.00	Jul	\$ -	\$ -	1st				
	Aug	\$ 6,058.58	\$ 6,058.58	Quarter				
	Sep	\$ 6,349.57	\$ 12,408.15	\$ 21,663.25	\$ (9,255.10)	25%	14%	-11%
	Oct	\$ 6,349.56	\$ 18,757.71	2nd				
	Nov	\$ 8,804.16	\$ 27,561.87	Quarter				
	Dec	\$ 6,035.68	\$ 33,597.55	\$ 43,326.50	\$ (9,728.95)	50%	39%	-11%
	Jan	\$ 6,034.74	\$ 39,632.29	3rd				
	Feb	\$ 6,027.97	\$ 45,660.26	Quarter				
	Amd. #2	\$ 7,955.69	\$ 53,615.95	\$ 64,989.75	\$ (11,373.80)	75%	62%	-13%
\$ 91,087.00	Apr	\$ 7,504.44	\$ 61,120.39	4th				
	May	\$ 9,064.19	\$ 70,184.58	Quarter				
	Jun	\$ 7,553.37	\$ 77,737.95	\$ 91,087.00	\$ (13,349.05)	100%	85%	-15%

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.
- 02/18/2025: Program amendment 1 reduced participant numbers due to natural disasters, from 90 to **80** adults and from 75 to **65** youth.
- 05/25/2025: Budget amendment 2 adjusted salaries and benefits through August for full project spending.

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

- IRSC has no inventory over the \$1,000.00 threshold.
- No new inventory over \$1,000.00 in 2024-2025 budget.

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

- 04/03/2025: Amendment 2 preliminary review.
- 05/07/2025: Quarterly professional development session via TEAMS.
- 05/12/2025: Notification of possible additional funding for 2024-2025, IRSC confirmed additional funding was not needed.
- 05/19/2025: SUNTAX account assistance.
- 06/03/2025: 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