

Farmworker Career Development Program (FCDP)
The Agricultural and Labor Program, Inc. (ALPI)
Statewide Emergency Assistance
Fiscal Desk Top Review Quarter Four (Q4)
Project Number 755-4055C-5CFE1
Program Year (PY) 2024-2025/ TAPS 25B002

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 755-4055C-5CFE1 issued 11/01/2024 for \$80,000.00 (funding increase of \$30,000.00).
- Approved award start date of 07/01/2024 issued by email.
- Overall spending is 94% of project funds
- Emergency assistance 72% of project spending, 52% minimum exceeded.

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\(a\)\(1\)-\(2\)](#), [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 description and salary schedule included in award.
- 0.3 Full time equivalent (FTE).
- 24% Salary / benefits allocation.
- Monthly Personnel Activity Reports (PARs) are up to date.

Reference Charts

Senior Manager Community Services	Client Services Specialist II	Total FTE	Salary/Benefit Criteria
	0.30 FTE	0.3	\$19,529
Cheryl Burnham (Not funded by FCDP)	Amarilis DeLeon		Grant: \$80,000
			Allocation: 24%

Copy of Staffing Breakout Form

ATTACHMENT H

PY_2024-2025_____ Staffing Breakout Form

NFJP/Workforce Innovation and Opportunity Act, Section 167

Project / Agency: _The Agricultural and Labor Program, Incorporated (ALPI)_____ TAPS_25B002_____

(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	0.00	Sarah Smith	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Client Services 1. Specialist II	0.30	Amyllis DeLeon	\$46,625	\$9,171	19.67%	\$16,319	35.00%	\$3,210	7%
2.					#DIV/0!	\$0	#DIV/0!		#DIV/0!
3.					#DIV/0!	\$0	#DIV/0!		#DIV/0!
4.					#DIV/0!	\$0	#DIV/0!		#DIV/0!
5.					#DIV/0!	\$0	#DIV/0!		#DIV/0!
6.					#DIV/0!	\$0	#DIV/0!		#DIV/0!
Subtotals			\$46,625	\$9,171		\$16,319		\$3,210	
Total Salary and Benefits Charged to WIOA 167						\$16,319		\$3,210	
(11) Total Salary + Benefits Charged to WIOA 167									\$19,529
(12) Grant Amount:		\$80,000	Total Staff + Benefits Amount:			\$19,529	Allocation %		39%

Supervisor Signature: _____

ALLOCATION % NOT TO EXCEED CHART BELOW
Date: 7/15/24

Section 2. DOE 599 Spending Targets

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](#),

Review

- 599's received before or on deadline of 20th of the following month.
- Overall spending 94% of project funds.

Reference Charts

Copy DOE 599 Project Disbursement Report

(A) District/Agency Name: ALPI		FLORIDA DEPARTMENT OF EDUCATION				(F) Agency Number: 755	
(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: 5CFE1	
(D) Termination Date: 9/30/2025		Migrant and Seasonal Farmworkers				(I) Contact Person Name:	
(E) Total Project Funds: \$ 80,000.00		<input checked="" type="checkbox"/> Interim Report <input type="checkbox"/> Final Report (INSTRUCTIONS ON PAGE 3)				Dennis Gniewek	
						(J) Phone:	
						863-956-3491x210	
(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							
	1-59700-10	INDIRECT COSTS	\$ 2,375.00	\$ 2,375.00		\$ -	
			\$ -	\$ -		\$ -	
(9) TOTAL ADMINISTRATIVE COST			\$ 2,375.00	\$ 2,375.00	\$ -	\$ -	\$ -
STAFF COSTS							
	1-50000-10	STAFF SALARIES	\$ 16,319.00	\$ 13,250.71		\$ 3,068.29	\$ 1,685.95
	1-50800-10, 1-51000-10	STAFF BENEFITS	\$ 3,210.00	\$ 1,788.63		\$ 1,421.37	\$ 193.30
	1-52300-10	TRAVEL	\$ 446.00	\$ -		\$ 446.00	
			\$ -	\$ -		\$ -	
(10) TOTAL STAFF COSTS			\$ 19,975.00	\$ 15,039.34	\$ -	\$ 4,935.66	\$ 1,879.25
EMERGENCY RELATED ASSISTANCE (For Clients Only)							
	1-57810-10	EMERGENCY ASSISTANCE	\$ 57,500.00	\$ 57,505.00		\$ (5.00)	\$ 1,433.60
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
(11) TOTAL RELATED ASSISTANCE			\$ 57,500.00	\$ 57,505.00	\$ -	\$ (5.00)	\$ 1,433.60
SUPPORTIVE SERVICES							
			\$ -	\$ -		\$ -	
(12) TOTAL SUPPORTIVE SERVICES			\$ -	\$ -	\$ -	\$ -	\$ -
OTHER PROGRAM COSTS							
	1-53800	POSTAGE	\$ 150.00	\$ 72.96		\$ 77.04	\$ 4.06
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
(13) TOTAL OTHER PROGRAM COSTS			\$ 150.00	\$ 72.96	\$ -	\$ 77.04	\$ 4.06
(14) TOTAL COSTS			\$ 80,000.00	\$ 74,992.30	\$ -	\$ 5,007.70	\$ 3,316.91

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					
\$ 2,375.00	\$ 2,375.00	\$ -	100%	100%	0%
Staff Costs					
\$ 19,975.00	\$ 15,039.34	\$ (4,935.66)	100%	75%	-25%
Related Assistance					
\$ 57,500.00	\$ 57,505.00	\$ 5.00	100%	100%	0%
Supportive Services					
\$ -	\$ -	\$ -	0%	0%	0%
Program Costs					
\$ 150.00	\$ 72.96	\$ (77.04)	100%	49%	-51%
Totals					
\$ 80,000.00	\$ 74,992.30	\$ (5,007.70)	100%	94%	-6%

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

Salary Quarterly Targets								
Salary Budget	Monthly 599 Disbursements		Total Disbursements	Quarterly Target %	Under/Over Target \$	Quarterly Target %	Quarterly Disbursed	Under/Over Target %
\$ 16,319.00	Jul	\$ -	\$ -	1st				
	Aug	\$ -	\$ -	Quarter				
	Sep	\$ -	\$ -	\$ 4,079.75	\$ (4,079.75)	25%	0%	-25%
	Oct	\$ 3,387.06	\$ 3,387.06	2nd				
	Nov	\$ -	\$ 3,387.06	Quarter				
	Dec	\$ 1,260.21	\$ 4,647.27	\$ 8,159.50	\$ (3,512.23)	50%	28%	-22%
	Jan	\$ 1,252.62	\$ 5,899.89	3rd				
	Feb	\$ 1,297.30	\$ 7,197.19	Quarter				
	Mar	\$ 1,217.93	\$ 8,415.12	\$ 12,239.25	\$ (3,824.13)	75%	52%	-23%
	Apr	\$ 1,261.55	\$ 9,676.67	4th				
	May	\$ 1,888.09	\$ 11,564.76	Quarter				
	Jun	\$ 1,685.95	\$ 13,250.71	\$ 16,319.00	\$ (3,068.29)	100%	81%	-19%

Benefits Quarterly Targets								
Benefits Budget	Monthly 599 Disbursements		Total Disbursements	Quarterly Target %	Under/Over Target \$	Quarterly Target %	Quarterly Disbursed	Under/Over Target %
\$ 3,210.00	Jul	\$ -	\$ -	1st				
	Aug	\$ -	\$ -	Quarter				
	Sep	\$ -	\$ -	\$ 802.50	\$ (802.50)	25%	0%	-25%
	Oct	\$ 437.46	\$ 437.46	2nd				
	Nov	\$ -	\$ 437.46	Quarter				
	Dec	\$ 172.20	\$ 609.66	\$ 1,605.00	\$ (995.34)	50%	19%	-31%
	Jan	\$ 159.30	\$ 768.96	3rd				
	Feb	\$ 171.96	\$ 940.92	Quarter				
	Mar	\$ 236.14	\$ 1,177.06	\$ 2,407.50	\$ (1,230.44)	75%	37%	-38%
	Apr	\$ 172.49	\$ 1,349.55	4th				
	May	\$ 245.78	\$ 1,595.33	Quarter				
	Jun	\$ 193.30	\$ 1,788.63	\$ 3,210.00	\$ (1,421.37)	100%	56%	-44%

Section 3. Performance Spending

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](#) Special condition for ALPI: Budget must reflect that at least **52%** of the overall allocation has been targeted for the purpose of directly providing emergency assistance to eligible FCDP participants.*

Spending Review Formula

- The amount of emergency funds disbursed to total disbursements is calculated in percentage
- The emergency assistance percentage is compared to the overall percentage for the quarter

Notes:

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

- The performance period ended 06/30/2025.
 - ALPI exceeded the 52% minimum, spending 72% of project funds on related assistance.
- The budget period continues through 09/30/2025

Section 4. Amendments

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.
- 09/18/2024-10/30/2024: Amendment discussed due to funding increase from \$50,000 to \$80,000. (Additional funding was added to the emergency funding budget line only).

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

- ALPI has no inventory over the \$1,000.00 threshold.

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

- 05/07/2025: Quarterly professional development session via TEAMS.
- 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