

Farmworker Career Development Program (FCDP)
Miami-Dade County, Dep. Of Human Services
Fiscal Desk Top Review Quarter Four (Q4)
Project Number 761-4055C-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 761-4055C-5CFJ1 issued 11/01/2024 for 17% of subrecipient funding.
- Approved award start date of 07/01/2024 issued by email.
- Participant targets were reduced from 100 to **84** adults and from 84 to **81** youth.
- Overall spending 86% 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\(a\)\(1\)-\(2\)](#), [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.
- 4.75 Full time equivalent (FTE).
- 69% Salary / benefits allocation.
- Semi-Annual Time and Effort Certifications up to date.
- Monthly 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 Miami-Dade Pattern

Administrator	Coordinator	Job Developer	CFSW	Total FTE	Salary/Benefit Criteria
0.25 FTE	1.00 FTE	1.0 FTE	2.50 FTE	4.75	\$285,789
Ali Medel	Horst Belligrodt	Ana Maria Olalde	1.00 FTE Jose Lopez		<u>Grant:</u> \$415,656
			0.5 FTE Nelly Diaz-Lopez		<u>Allocation:</u>
			1.0 FTE Vanessa Elias (Funded by Miami)		69%

Current Staffing Form

ATTACHMENT H
PY 2024/25 Staffing Breakout Form
NFJP/Workforce Innovation and Opportunity Act, Section 167

Project / Agency: Miami-Dade County – Community Action and Human Services Department TAPS 25B001

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	Position Title	FTE	Name of Staff Member	Total Annual Salary	Total Annual Benefits	Benefits %	Total Salary Charged to WIOA 167	Salary %	Total Benefits Charged to WIOA 167	Total Benefits %
1	Program Administrator	0.25	Ali Echevarria	\$82,466.00	\$35,728.00	43%	\$20,616.50	25%	\$8,932.00	11%
2	Project Co-ordinator	1.00	Horst Bellingrodt	\$70,341.00	\$37,146.00	53%	\$70,341.00	100%	\$37,146.00	53%
3	Job Developer	1.00	Ana Olalde	\$53,967.00	\$28,759.00	53%	\$53,967.00	100%	\$28,759.00	53%
4	Community Family Service Worker	1.00	Jose Lopez	\$40,223.00	\$25,804.00	64%	\$40,223.00	100%	\$25,804.00	64%
5	Community Family Service Worker P/T (Cty)	0.50	Nelly Diaz-Lopez	35,145.00	\$24,717.00	70%	\$0.00	0%	\$0.00	0%
6	Community Family Service Worker	1.00	Vanesa Elias	\$42,628.00	\$26,321.00	62%	\$0.00	0%	\$0.00	0%
Subtotals				\$324,770.00	\$178,475.00		\$185,147.50		\$100,641.00	
Total Salary and Benefits Charged to WIOA 167							\$185,147.50		\$100,641.00	
(11) Total Salary + Benefits Charged to WIOA 167									\$285,788.50	
(12) Grant Amount:		(JF) \$415,656.00		Total Staff + Benefits Amount:		\$285,788.50		Allocation %		(JF) 68%

Supervisor Signature: _____

ALLOCATION % NOT TO EXCEED CHART BELOW
Date: 2/9/24

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](#)

Review

- Miami-Dade's coding, policies and procedures submitted and included in the award.
- 599's received before or on deadline of 20th of the following month.
- Overall spending 86% of project funds.

Reference Charts

Copy DOE 599 Project Disbursement Report

(A) District/Agency Name: MIAMI-DADE			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: 761	
(B) Project Name: FCDP						(G) Grant Number: 4055C	
(C) Effective Approval Date: 7/1/2024						(H) Project Code: 5CFJ1	
(D) Termination Date: 9/30/2025						(I) Contact Person Name: Alba Liz Roman	
(E) Total Project Funds: \$ 415,656.00						(J) Phone: 786-469-4763	
			☒ Interim Report ☐ Final Report (INSTRUCTIONS ON PAGE 3)				
(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							
		INDIRECT COSTS	\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
(9) TOTAL ADMINISTRATIVE COST			\$ -	\$ -	\$ -	\$ -	\$ -
STAFF COSTS							
	500110000-5001970000	STAFF SALARIES	\$ 185,147.50	\$ 147,867.25		\$ 37,280.25	\$ 14,454.67
	5001011000,5001010000 5001113000,5001111000 50011100000,500114000	STAFF BENEFITS	\$ 100,641.00	\$ 83,169.02		\$ 17,471.98	\$ 8,097.65
	5312100000	TRAVEL	\$ 5,000.00	\$ 5,523.98		\$ (523.98)	
			\$ -	\$ -		\$ -	
(10) TOTAL STAFF COSTS			\$ 290,788.50	\$ 236,560.25	\$ -	\$ 54,228.25	\$ 22,552.32
EMERGENCY RELATED ASSISTANCE (For Clients Only)							
			\$ -	\$ -		\$ -	\$ -
(11) TOTAL RELATED ASSISTANCE			\$ -	\$ -	\$ -	\$ -	\$ -
SUPPORTIVE SERVICES							
	5040110000	STUDENT ALLOWANCE	\$ 45,000.00	\$ 41,463.15		\$ 3,536.85	\$ 4,671.62
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
(12) TOTAL SUPPORTIVE SERVICES			\$ 45,000.00	\$ 41,463.15	\$ -	\$ 3,536.85	\$ 4,671.62
OTHER PROGRAM COSTS							
	5311300000	MEMBERSHIPS	\$ 150.00	\$ -		\$ 150.00	
	5470100000-5470150000	OFFICE SUPPLIES-CLIENTS	\$ 3,806.50	\$ 3,461.50		\$ 345.00	\$ 768.00
	5496300000	SUPPLIES-TUITION-TEXTBOOKS	\$ 45,911.00	\$ 45,911.00		\$ -	
	5496300000	SUPPLIES-OTHER MATERIALS	\$ 30,000.00	\$ 28,154.70		\$ 1,845.30	\$ 7,161.56
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
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			\$ -	\$ -		\$ -	
(13) TOTAL OTHER PROGRAM COSTS			\$ 79,867.50	\$ 77,527.20	\$ -	\$ 2,340.30	\$ 7,929.56
(14) TOTAL COSTS			\$ 415,656.00	\$ 355,550.60	\$ -	\$ 60,105.40	\$ 35,153.50

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					
\$ -	\$ -	\$ -	0%	0%	0%
\$ 290,788.50	\$ 236,560.25	\$ (54,228.25)	100%	81%	-19%
Related Assistance					
\$ -	\$ -	\$ -	0%	0%	0%
Supportive Services					
\$ 45,000.00	\$ 41,463.15	\$ (3,536.85)	100%	92%	-8%
Program Costs					
\$ 79,867.50	\$ 77,527.20	\$ (2,340.30)	100%	97%	-3%
Totals					
\$ 415,656.00	\$ 355,550.60	\$ (60,105.40)	100%	86%	-14%

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 %
\$ 185,147.50	Jul	\$ -	\$ -	1st				
	Aug	\$ -	\$ -	Quarter				
	Sep	\$ -	\$ -	\$ 46,286.88	\$ (46,286.88)	25%	0%	-25%
	Oct	\$ 1,592.45	\$ 1,592.45	2nd				
	Nov	\$ 39,357.91	\$ 40,950.36	Quarter				
	Dec	\$ 14,434.82	\$ 55,385.18	\$ 92,573.75	\$ (37,188.57)	50%	30%	-20%
	Jan	\$ 13,866.05	\$ 69,251.23	3rd				
	Feb	\$ 14,356.83	\$ 83,608.06	Quarter				
	Mar	\$ 13,797.85	\$ 97,405.91	\$ 138,860.63	\$ (41,454.72)	75%	53%	-22%
	Apr	\$ 14,157.11	\$ 111,563.02	4th				
	May	\$ 21,849.56	\$ 133,412.58	Quarter				
	Jun	\$ 14,454.67	\$ 147,867.25	\$ 185,147.50	\$ (37,280.25)	100%	80%	-20%

Benefits Quarterly Targets								
Benefits	Monthly 599 Disbursements		Total Disbursement	Quarterly Target \$	Under/Over Target \$	Quarterly Target %	Quarterly Disbursed %	Under/Over Target %
\$ 100,641.00	Jul	\$ -	\$ -	1st				
	Aug	\$ -	\$ -	Quarter				
	Sep	\$ -	\$ -	\$ 25,160.25	\$ (25,160.25)	25%	0%	-25%
	Oct	\$ 650.53	\$ 650.53	2nd				
	Nov	\$ 20,881.73	\$ 21,532.26	Quarter				
	Dec	\$ 7,754.03	\$ 29,286.29	\$ 50,320.50	\$ (21,034.21)	50%	29%	-21%
	Jan	\$ 7,800.26	\$ 37,086.55	3rd				
	Feb	\$ 7,889.91	\$ 44,976.46	Quarter				
	Mar	\$ 7,851.93	\$ 52,828.39	\$ 75,480.75	\$ (22,652.36)	75%	52%	-23%
	Apr	\$ 7,809.09	\$ 60,637.48	4th				
	May	\$ 14,433.89	\$ 75,071.37	Quarter				
	Jun	\$ 8,097.65	\$ 83,169.02	\$ 100,641.00	\$ (17,471.98)	100%	83%	-17%

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 100 to 84 adults and from 84 to 81 youth.

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

- Miami-Dade 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

- 04/22/2025: SUNTAX account assistance
- 05/07/2025: Quarterly professional development session via TEAMS.
- 05/12/2025: Notification of possible additional funding for 2024-2025, Miami-Dade requested \$110,000.00 additional funding for participants and outreach materials.
- 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