

Farmworker Career Development Program (FCDP)  
The Agricultural and Labor Program, Inc. (ALPI)  
Statewide Emergency Assistance  
Fiscal Desk Top Review Quarter Three (Q3)  
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](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 including new program year enrollments, if applicable.*
- *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 (2025-2026 funding is discretionary and will be competitive).*

**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.
- Q3 overall spending is 33% below target.
- Emergency assistance is currently 72% of the budget.

*Technical Assistance:*

*Amendment may be needed before the year end to adjust the budget for the additional funding that was added to the emergency assistance line item only.*

## 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)	Amarilys 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	Amarilys 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: 

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 20<sup>th</sup> of the following month.
- Q3 overall spending is 33% (\$26,058.63) below projected budget.

### 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 - MARCH 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				(J) Phone:	
		(INSTRUCTIONS ON PAGE 3)				863-956-3491x210	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Function Code	Object Code	Description of Disbursement	Budget Amount	Total Disbursements As of 3/31/25	Obligations	Unobligated Balance	Current Disbursement Reported
<b>ADMINISTRATION</b>							
	1-59700-10	INDIRECT COSTS	\$ 2,375.00	\$ 1,616.26		\$ 758.74	\$ 683.72
			\$ -	\$ -		\$ -	
<b>(9) TOTAL ADMINISTRATIVE COST</b>			\$ 2,375.00	\$ 1,616.26	\$ -	\$ 758.74	\$ 683.72
<b>STAFF COSTS</b>							
	1-50000-10	STAFF SALARIES	\$ 16,319.00	\$ 8,415.12		\$ 7,903.88	\$ 1,217.93
	1-50600-10, 1-50700-10, 1-50800-10, 1-51000-10, 1-52000-10	STAFF BENEFITS	\$ 3,210.00	\$ 1,177.06		\$ 2,032.94	\$ 236.14
	1-52300-10	TRAVEL	\$ 446.00	\$ -		\$ 446.00	
			\$ -	\$ -		\$ -	
<b>(10) TOTAL STAFF COSTS</b>			\$ 19,975.00	\$ 9,592.18	\$ -	\$ 10,382.82	\$ 1,454.07
<b>RELATED ASSISTANCE (For Clients Only)</b>							
	1-57810-10	EMERGENCY ASSISTANCE	\$ 57,500.00	\$ 22,676.21		\$ 34,823.79	\$ 12,211.83
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
<b>(11) TOTAL RELATED ASSISTANCE</b>			\$ 57,500.00	\$ 22,676.21	\$ -	\$ 34,823.79	\$ 12,211.83
<b>SUPPORTIVE SERVICES</b>							
			\$ -	\$ -		\$ -	\$ -
<b>(12) TOTAL SUPPORTIVE SERVICES</b>			\$ -	\$ -	\$ -	\$ -	\$ -

RELATED ASSISTANCE (For Clients Only)							
	1-57810-10	EMERGENCY ASSISTANCE	\$ 57,500.00	\$ 22,676.21		\$ 34,823.79	\$ 12,211.83
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
(11) TOTAL RELATED ASSISTANCE			\$ 57,500.00	\$ 22,676.21	\$ -	\$ 34,823.79	\$ 12,211.83
SUPPORTIVE SERVICES							
			\$ -	\$ -		\$ -	\$ -
(12) TOTAL SUPPORTIVE SERVICES			\$ -	\$ -	\$ -	\$ -	\$ -
OTHER PROGRAM COSTS							
	1-53800	POSTAGE	\$ 150.00	\$ 56.72		\$ 93.28	\$ 8.12
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
(13) TOTAL OTHER PROGRAM COSTS			\$ 150.00	\$ 56.72	\$ -	\$ 93.28	\$ 8.12
(14) TOTAL COSTS			\$ 80,000.00	\$ 33,941.37	\$ -	\$ 46,058.63	\$ 14,357.74

### Copy of Spending Targets Chart:

Quarter 3 Spending Targets do not include the extension period or any monthly obligated funds

TARGET SPENDING BASED ON 599 DISBURSEMENT REPORTS							
Annual Amounts by Category	/12 Months	X 9 Months Jul-Mar Target	Actual Spent	\$ Under/Over Target	Target %	% Spent	% Under/Over Target
Administration \$ 2,375.00	\$197.92	\$1,781.25	\$1,616.26	(\$164.99)	75%	68%	-7%
Staff Costs \$ 19,975.00	\$1,664.58	\$14,981.25	\$9,592.18	(\$5,389.07)	75%	48%	-27%
Related Assistance \$ 57,500.00	\$4,791.67	\$43,125.00	\$22,676.21	(\$20,448.79)	75%	39%	-36%
Supportive Services \$ -	\$0.00	\$0.00	\$0.00	\$0.00	0%	0%	0%
Program Costs \$ 150.00	\$12.50	\$112.50	\$56.72	(\$55.78)	75%	38%	-37%
<b>Totals \$80,000.00</b>	<b>\$6,666.67</b>	<b>\$60,000.00</b>	<b>\$33,941.37</b>	<b>(\$26,058.63)</b>	<b>75%</b>	<b>42%</b>	<b>-33%</b>

### 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	\$0.00	\$0.00	1st Quarter				
	Aug	\$0.00	\$0.00					
	Sep	\$0.00	\$0.00	\$4,079.75	(\$4,079.75)	25%	0%	-25%
	Oct	\$3,387.06	\$3,387.06	2nd Quarter				
	Nov	\$0.00	\$3,387.06					
	Dec	\$1,260.21	\$4,647.27	\$8,159.50	(\$3,512.23)	50%	28%	-22%
	Jan	\$1,252.62	\$5,899.89	3rd Quarter				
	Feb	\$1,297.30	\$7,197.19					
	Mar	\$1,217.93	\$8,415.12	\$12,239.25	(\$3,824.13)	75%	52%	-23%

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	\$0.00	\$0.00	1st				
	Aug	\$0.00	\$0.00	Quarter				
	Sep	\$0.00	\$0.00	\$802.50	(\$802.50)	25%	0%	-25%
	Oct	\$437.46	\$437.46	2nd				
	Nov	\$0.00	\$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%

### **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

#### **Review**

- Emergency Assistance disbursements are within 6% of total funding disbursement.

#### **Reference Charts**

Quarter 2 Spending Performance			
Emergency Assistance Budget	Emergency Assistance Spent	Total Funding Disbursed	Under
72%	36%	42%	6%

### **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 for 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**

- 02/06/2025: FCDP Monitoring PY24-25 Schedule and Resources notification. ALPI risk matrix assessment results were low enough to be exempt for annual monitoring; monthly, quarterly and closeout monitoring will continue.
- 02/19-02/20/2025 Virtual Annual FCDP Conference.
- 03/19/2025: New USDOL drawdown requirement notification; must send justification email to comptroller's office and copy state office prior to drawing funds in FLAGS.
- 04/02/2025: (Q4) Project 755-4054C-4CFJE1 closed out.

### **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 Commendations (Best practices).
- 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 III

Date: 05/27/2025