

Farmworker Career Development Program (FCDP)  
Indian River State College  
Fiscal Desk Top Review Through Quarter Three (Q3)  
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](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 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.
- IRSC was understaffed through Q2
- Q3 overall spending under 11% of target; amendment 2 processed for projected spending.

## **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.
- 02/06/2024: Resume approved for Lezlee Almendarez to fill case manager position.
- Case manager position vacant from 11/11/2024 through 02/24/2025.
- New staffing breakout form received prior to 10-day policy.

### **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%

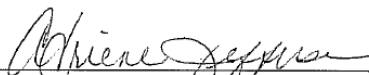
## ATTACHMENT H

 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 20<sup>th</sup> of the following month.
- Q3 overall spending is 11% (42,670.00) below target.
- Salaries under Q3 target by 16%, benefits by 13% due to temporary vacancy; amendment 2 processed for projected spending.

## Reference Charts

### Copy DOE 599 Project Disbursement Report

(A) District/Agency Name: JRSC		FLORIDA DEPARTMENT OF EDUCATION				(F) Agency Number: 562	
(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:	
(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 (INSTRUCTIONS ON PAGE 3)				Bryce Coleman	
						(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 3/31/25	Obligations	Unobligated Balance	Current Disbursement Reported
<b>ADMINISTRATION</b>							
	67600	INDIRECT COSTS	\$ 17,749.00	\$ 11,260.82		\$ 6,488.18	\$ 1,180.47
			\$ -	\$ -		\$ -	
<b>(9) TOTAL ADMINISTRATIVE COST</b>			\$ 17,749.00	\$ 11,260.82	\$ -	\$ 6,488.18	\$ 1,180.47
<b>STAFF COSTS</b>							
	5300,5400	STAFF SALARIES	\$ 188,220.00	\$ 111,535.29		\$ 76,684.71	\$ 14,448.82
	59100,5920						
	059700	STAFF BENEFITS	\$ 86,653.00	\$ 53,615.95		\$ 33,037.05	\$ 7,955.69
	60500	TRAVEL	\$ 11,500.00	\$ 8,521.16	\$ 2,091.90	\$ 886.94	\$ 572.01
			\$ -	\$ -		\$ -	
<b>(10) TOTAL STAFF COSTS</b>			\$ 286,373.00	\$ 173,672.40	\$ 2,091.90	\$ 110,608.70	\$ 22,976.52
<b>RELATED ASSISTANCE (For Clients Only)</b>							
			\$ -	\$ -		\$ -	\$ -
<b>(11) TOTAL RELATED ASSISTANCE</b>			\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUPPORTIVE SERVICES</b>							
	64605	HEALTH SUPPORT	\$ 100.00	\$ -		\$ 100.00	
	68006	STUDENT STIPENDS	\$ 16,000.00	\$ 12,238.38		\$ 3,761.62	\$ 988.40
	68007	TRAINING AND RELATED FEES-STUDENTS	\$ 50.00	\$ -		\$ 50.00	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
<b>(12) TOTAL SUPPORTIVE SERVICES</b>			\$ 16,150.00	\$ 12,238.38	\$ -	\$ 3,911.62	\$ 988.40
<b>OTHER PROGRAM COSTS</b>							
	63503	INSURANCE-STUDENT	\$ 500.00	\$ 449.15		\$ 50.85	
	64500	OTHER SERVICES-MEMBERSHIPS, FEES	\$ 1,603.00	\$ 36.26		\$ 1,566.74	\$ 36.26
	64608	OCCUPATIONAL SKILLS TRAINING-TUITION	\$ 50,000.00	\$ 38,963.39	\$ 1,674.99	\$ 9,361.62	
	64609	OCCUPATIONAL SKILLS TRAINING-CONTRACTED	\$ 20.00	\$ -		\$ 20.00	
	64613	UNIFORMS	\$ 20.00	\$ -		\$ 20.00	
	64614	TOOLS/SUPPLIES	\$ 20.00	\$ -		\$ 20.00	
	65500	EDUCATIONAL AND OFFICE SUPPLIES	\$ 300.00	\$ 260.85	\$ 19.79	\$ 19.36	\$ 9.65
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
<b>(13) TOTAL OTHER PROGRAM COSTS</b>			\$ 52,463.00	\$ 39,709.65	\$ 1,694.78	\$ 11,058.57	\$ 45.91
<b>(14) TOTAL COSTS</b>			\$ 372,735.00	\$ 236,881.25	\$ 3,786.68	\$ 132,067.07	\$ 25,191.30

### 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 Jul 24 -Jun 25	X 9 Months Jul-Mar Target	Actual Spent	\$ Under/Over Target	Target %	% Spent	% Under/Over Target
Administration							
\$ 17,749.00	\$1,479.08	\$13,311.75	\$11,260.82	(\$2,050.93)	75%	0%	0%
Staff Costs							
\$ 286,373.00	\$23,864.42	\$214,779.75	\$173,672.40	(\$41,107.35)	75%	61%	-14%
Related Assistance							
\$ -	\$ -	\$0.00	\$0.00	\$0.00	0%	0%	0%
Supportive Services							
\$ 16,150.00	\$1,345.83	\$12,112.50	\$12,238.38	\$125.88	75%	76%	1%
Program Costs							
\$ 52,463.00	\$4,371.92	\$39,347.25	\$39,709.65	\$362.40	75%	76%	1%
<b>Totals</b>							
<b>\$372,735.00</b>	<b>\$31,061.25</b>	<b>\$279,551.25</b>	<b>\$236,881.25</b>	<b>(\$42,670.00)</b>	<b>75%</b>	<b>64%</b>	<b>-11%</b>

### 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	\$0.00	\$0.00	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%
	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%

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	\$0.00	\$0.00	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				
	Mar	\$7,955.69	\$53,615.95	\$64,989.75	(\$11,373.80)	75%	62%	-13%

## 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.

#### Review

- The new participant performance is 32% above spending.
- Amendment 2 adjusted line items for projected spending.

#### Reference Charts

Spending Performance Through Q3					
Participant Type	Plan	Actual	Performance Percentage	Spending Percentage	Performance Over Spending Percentage
Adult	80	76			
Youth	65	63			
Totals	145	139	96%	64%	32%

#### 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 (Q4) adjusted salaries and benefits through August.

#### 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**

- 01/06-01/14/2025: SUNTAX access for Coordinator Betty Guerrero requested and granted.
- 01/21/2025: Offer to join IRSC interview committee/hiring process received.
- 01/29/2025: Reduction of participants amendment assistance.
- 02/06/2025: FCDP Monitoring PY24-25 Schedule and Resources notification.  
IRSC risk matrix assessment results were low enough to be exempt for annual monitoring; monthly, quarterly and closeout monitoring will continue.
- 02/06/2025: Director approved new case manager resume for Lezlee Almendarez.
- 02/19-02/20/2025 Virtual Annual FCDP Conference.
- 02/25/2025: New staffing form received within 10 days per staffing policy.
- 03/06/2025 New FCDP Logo request to update old logo items and confirm by April 9, 2025.
- 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.
- 04/03/2025: (Q4) Confirmation of logo updates received.

## **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: 05/16/2025