

Farmworker Career Development Program (FCDP)
Miami-Dade County, Dep. Of Human Services
Fiscal Desk Top Review Quarter Three (Q3)
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 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 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.
- Q3 overall spending is within budget plan.

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.
- 4.75 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)		

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	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: _____

Date: 7/9/24

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 systems, policies and procedures submitted and included in the award.
- 599's received before or on deadline of 20th of the following month.
- Spending will be on target when salaries and benefits are disbursed through extension period of this project (July, August and September 2024 were disbursed to PY 2023-2024 project).

Reference Charts

Copy DOE 599 Project Disbursement Report

(A) District/Agency Name: MIAMI-DADE			FLORIDA DEPARTMENT OF EDUCATION			(F) Agency Number: 761	
(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 16			(H) Project Code: 5CFJ1	
(D) Termination Date: 9/30/2025			Migrant and Seasonal Farmworkers			(I) Contact Person Name:	
(E) Total Project Funds: \$ 415,656.00			<input checked="" type="checkbox"/> Interim Report <input type="checkbox"/> Final Report (INSTRUCTIONS ON PAGE 3)			(J) Phone:	
						786-469-4763	

(1) Function Code	(2) Object Code	(3) Description of Disbursement	(4) Budget Amount	(5) Total Disbursements As of 3/31/25	(6) Obligations	(7) Unobligated Balance	(8) Current Disbursement Reported
ADMINISTRATION							
		INDIRECT COSTS	\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
(9) TOTAL ADMINISTRATIVE COST			\$ -	\$ -	\$ -	\$ -	\$ -
STAFF COSTS							
	500110000-5001970000	STAFF SALARIES	\$ 185,147.50	\$ 97,405.91		\$ 87,741.59	\$ 13,797.85
	5001011000,5001010000 5001113000,5001111000 50011100000,500114000	STAFF BENEFITS	\$ 100,641.00	\$ 52,828.39		\$ 47,812.61	\$ 7,851.93
	5312100000	TRAVEL	\$ 5,000.00	\$ 5,523.98		\$ (523.98)	
			\$ -	\$ -		\$ -	
(10) TOTAL STAFF COSTS			\$ 290,788.50	\$ 155,758.28	\$ -	\$ 135,030.22	\$ 21,649.78
RELATED ASSISTANCE (For Clients Only)							
			\$ -	\$ -		\$ -	\$ -
(11) TOTAL RELATED ASSISTANCE			\$ -	\$ -	\$ -	\$ -	\$ -
SUPPORTIVE SERVICES							
	5040110000	STUDENT ALLOWANCE	\$ 45,000.00	\$ 41,306.56		\$ 3,693.44	\$ 12,922.22
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
(12) TOTAL SUPPORTIVE SERVICES			\$ 45,000.00	\$ 41,306.56	\$ -	\$ 3,693.44	\$ 12,922.22
OTHER PROGRAM COSTS							
	5311300000	MEMBERSHIPS	\$ 150.00	\$ -		\$ 150.00	
	5470100000-5470150000	OFFICE SUPPLIES-CLIENTS	\$ 3,806.50	\$ 2,660.50		\$ 1,146.00	\$ 515.25
	5496300000	SUPPLIES-TUITION-TEXTBOOKS	\$ 45,911.00	\$ 20,757.87		\$ 25,153.13	
	5496300000	SUPPLIES-OTHER MATERIALS	\$ 30,000.00	\$ -		\$ 30,000.00	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
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(13) TOTAL OTHER PROGRAM COSTS			\$ 79,867.50	\$ 23,418.37	\$ -	\$ 56,449.13	\$ 515.25
(14) TOTAL COSTS			\$ 415,656.00	\$ 220,483.21	\$ -	\$ 195,172.79	\$ 35,087.25

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							
\$ -	\$0.00	\$0.00	\$0.00	\$0.00	0%	0%	0%
Staff Costs							
\$ 290,788.50	\$24,232.38	\$218,091.38	\$155,758.28	(\$62,333.10)	75%	54%	-21%
Related Assistance							
\$ -	\$0.00	\$0.00	\$0.00	\$0.00	0%	0%	0%
Supportive Services							
\$ 45,000.00	\$3,750.00	\$33,750.00	\$41,306.56	\$7,556.56	75%	92%	17%
Program Costs							
\$ 79,867.50	\$6,655.63	\$59,900.63	\$23,418.37	(\$36,482.26)	75%	29%	-46%
Totals							
\$415,656.00	\$34,638.00	\$311,742.00	\$220,483.21	(\$91,258.79)	75%	53%	-22%

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	\$0.00	\$0.00	1st				
	Aug	\$0.00	\$0.00	Quarter				
	Sep	\$0.00	\$0.00	\$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%
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	\$0.00	\$0.00	1st				
	Aug	\$0.00	\$0.00	Quarter				
	Sep	\$0.00	\$0.00	\$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%

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 72% above spending.
- Spending will be on target when salaries and benefits are disbursed in the extension period of this project (July, August and September).

Reference Charts

Spending Performance Through Q3					
Participant Type	Plan	Actual	Performance Percentage	Spending Percentage	Performance Over Spending Percentage
Adult	84	96			
Youth	81	110			
Totals	165	206	125%	53%	72%

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

- 01/07/2025: MOU status inquiry: still pending.
- 01/23/2025: SUNTAX access assistance.
- 02/06/2025: FCDP Monitoring PY24-25 Schedule and Resources notification.
Miami-Dade 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.
- 03/06/2025 New FCDP Logo request to update old logo items and confirm by April 9, 2025.
- 03/11/2025: SUNTAX access assistance.
- 03/28/2025 -Confirmation of logo updates received.
- 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.

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