

Farmworker Career Development Program (FCDP)  
Collier County School District  
Fiscal Desk Top Review Quarter Three (Q3)  
Project Number 110-4055C-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 110-4055C-5CFJ1 issued 11/01/2024 for 14% of subrecipient funding.
- Approved award start date of 07/01/2024 issued by email.
- Participant targets were reduced from 84 to **75** adults and from 66 to **56** youth.
- Q3 overall spending is within 10% 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.
- 3.70 Full time equivalent (FTE).
- 82% Salary / benefits allocation approved.
- Semi-Annual Time and Effort Certifications up to date.
- 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 Collier Staffing Pattern

Coordinator	Facilitator	Specialist I	Secretary	FTE	Criteria
0.50 FTE	1.0 FTE	1.0 FTE	1.20 FTE	3.70 FTE	<u>\$278,927.00</u>
Julie Alfaro	Maribel Perez	Elida Arreguin	1.0 FTE Nadia Chavez (50% FCDP Funded)		<u>Grant:</u> \$338,850.00
			0.20 FTE Doraelia Adago		<u>Allocation:</u> 82% Approved

Current Staffing Form

**ATTACHMENT H**  
**PY 2024-2025 Staffing Breakout Form**  
 NFJP/Workforce Innovation and Opportunity Act, Section 167

Project / Agency: The School Board of Collier County

TAPS 25B001

(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 %
1. Coordinator	0.50	Julie Alfaro	\$ 97,689.75	\$ 32,874.83	34%	\$ 48,844.88	50%	\$ 16,437.41	50%
2. Facilitator	1.00	Maribel Perez	\$ 80,378.76	\$ 29,104.49	36%	\$ 80,378.76	100%	\$ 29,104.49	100%
3. Specialist 1	1.00	Elida Arreguin	\$ 42,653.05	\$ 20,887.84	49%	\$ 42,653.05	100%	\$ 20,887.84	100%
4. Secretary	1.0 (JF) <del>0.40</del>	Nadia Chavez	\$ 33,741.92	\$ 18,946.99	56%	\$ 16,870.96	50%	\$ 9,473.50	50%
5. Secretary	0.20	Doraelia Agado	\$ 49,089.02	\$ 22,289.59	45%	\$ 9,817.80	20%	\$ 4,457.92	20%
Subtotals			\$ 303,553	\$ 124,104		\$ 198,565		\$ 80,361	
Total Salary and Benefits			\$ 303,553	\$ 124,104		\$ 198,565		\$ 80,361	
(11) Total Salary + Benefits Charged to WIOA 167								\$ 278,927	
(12) Grant Amount:		\$ 338,850 (JF) <del>350,059</del>	Total Staff +Benefits:		\$ 278,927	%82% (JF) <b>80%</b>			

ALLOCATION % NOT TO EXCEED CHART BELOW

Supervisor Signature: 

Date: 2/10/2024

## 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](#), [Red Book](#)

### Review

- 599's received before or on deadline of 20<sup>th</sup> of the following month.
- Q3 overall spending is 10% (\$34,410.63) below.
- Combined salary (-8%) and benefits (+7%) budgets within 1% of target.
- Amendment 2 processed for projected spending.

## Reference Charts

Copy DOE 599 Project Disbursement Report

(A) District/Agency Name: <b>DSB Collier County</b>		<b>FLORIDA DEPARTMENT OF EDUCATION</b> <b>PROJECT DISBURSEMENT REPORT - MARCH 2025</b> <b>Workforce Innovation and Opportunity Act, Title I, Section 167</b> <b>Migrant and Seasonal Farmworkers</b>				(F) Agency Number: <b>110</b>	
(B) Project Name: <b>FCDP</b>						(G) Grant Number: <b>4055C</b>	
(C) Effective Approval Date: <b>7/1/2024</b>		<input checked="" type="checkbox"/> Interim Report <input type="checkbox"/> Final Report <b>(INSTRUCTIONS ON PAGE 3)</b>				(H) Project Code:	
(D) Termination Date: <b>9/30/2025</b>						(I) Contact Person Name:	
(E) Total Project Funds: <b>\$ 338,850.00</b>						(J) Phone:	
						<b>239-337-0031</b>	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Function Code	Object Code	Description of Disbursement	Budget Amount	Total Disbursements As of <b>3/31/25</b>	Obligations	Unobligated Balance	Current Disbursement Reported
<b>ADMINISTRATION</b>							
7200	792	INDIRECT COSTS	\$ 13,189.25	\$ 8,552.56		\$ 4,636.69	\$ 1,428.10
			\$ -	\$ -		\$ -	
<b>(9) TOTAL ADMINISTRATIVE COST</b>			\$ 13,189.25	\$ 8,552.56	\$ -	\$ 4,636.69	\$ 1,428.10
<b>STAFF COSTS</b>							
6120,6300	161,111	STAFF SALARIES	\$ 198,557.45	\$ 132,914.02		\$ 65,643.43	\$ 14,839.18
6120,6300	210,220,231	STAFF BENEFITS	\$ 80,369.16	\$ 65,824.51		\$ 14,544.65	\$ 18,042.82
6120,6300,7300	232,240	IN COUNTY TRAVEL	\$ 500.00	\$ -		\$ 500.00	
7730	330	OUT OF COUNTY TRAVEL	\$ 1,000.00	\$ 173.53		\$ 826.47	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
<b>(10) TOTAL STAFF COSTS</b>			\$ 280,426.61	\$ 198,912.06	\$ -	\$ 81,514.55	\$ 32,882.00
<b>RELATED ASSISTANCE (For Clients Only)</b>							
			\$ -	\$ -		\$ -	
<b>(11) TOTAL RELATED ASSISTANCE</b>			\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUPPORTIVE SERVICES</b>							
5911	397	ALLOWANCES	\$ 19,306.99	\$ 10,460.00	\$ 169.00	\$ 8,677.99	\$ 800.00
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
<b>(12) TOTAL SUPPORTIVE SERVICES</b>			\$ 19,306.99	\$ 10,460.00	\$ 169.00	\$ 8,677.99	\$ 800.00
<b>OTHER PROGRAM COSTS</b>							
5911	369	TECHNOLOGY RELATED RENTALS	\$ 2,000.00	\$ -		\$ 2,000.00	
5911	396	TUITION FEES-CLIENTS	\$ 6,000.00	\$ -		\$ 6,000.00	
5911	520	TEXTBOOKS-CLIENTS	\$ 3,000.00	\$ -		\$ 3,000.00	
5911	590	MATERIALS AND SUPPLIES-CLIENTS	\$ 9,310.00	\$ -		\$ 9,310.00	
5911	730	EXAMS/TESTING FEES-CLIENTS	\$ 3,000.00	\$ 222.50		\$ 2,777.50	
6300	510	OFFICE SUPPLIES-STAFF	\$ 1,436.30	\$ 1,398.90		\$ 37.40	\$ 1,398.90
6300	519	TECHNOLOGY RELATED SUPPLIES-STAFF	\$ 180.85	\$ 180.85		\$ 0.00	\$ 180.85
6400	730	DUES/ FEES/ REGISTRATION/ TUITION-STAFF	\$ 1,000.00	\$ -		\$ 1,000.00	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
			\$ -	\$ -		\$ -	
<b>(13) TOTAL OTHER PROGRAM COSTS</b>			\$ 25,927.15	\$ 1,802.25	\$ -	\$ 24,124.90	\$ 1,579.75
<b>(14) TOTAL COSTS</b>			\$ 338,850.00	\$ 219,726.87	\$ 169.00	\$ 118,954.13	\$ 36,689.85

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 \$ 13,189.25	\$1,099.10	\$9,891.94	\$8,552.56	(\$1,339.38)	75%	65%	-10%
Staff Costs \$ 280,426.61	\$23,368.88	\$210,319.96	\$198,912.06	(\$11,407.90)	75%	71%	-4%
Related Assistance \$ -	\$0.00	\$0.00	\$0.00	\$0.00	0%	0%	0%
Supportive Services \$ 19,306.99	\$1,608.92	\$14,480.24	\$10,460.00	(\$4,020.24)	75%	54%	-21%
Program Costs \$ 25,927.15	\$2,160.60	\$19,445.36	\$1,802.25	(\$17,643.11)	75%	7%	-68%
<b>Totals</b> <b>\$338,850.00</b>	<b>\$28,237.50</b>	<b>\$254,137.50</b>	<b>\$219,726.87</b>	<b>(\$34,410.63)</b>	<b>75%</b>	<b>65%</b>	<b>-10%</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 %
\$198,595.45	Jul	\$6,663.43	\$6,663.43	1st				
	Aug	\$14,039.32	\$20,702.75	Quarter				
	Sep	\$14,039.32	\$34,742.07	\$49,648.86	(\$14,906.79)	25%	17%	-8%
	Oct	\$14,039.32	\$48,781.39	2nd				
	Nov	\$23,924.65	\$72,706.04	Quarter				
	Dec	\$15,690.44	\$88,396.48	\$99,297.73	(\$10,901.25)	50%	45%	-5%
Amd.#2 \$198,557.45	Jan	\$14,839.18	\$103,235.66	3rd				
	Feb	\$14,839.18	\$118,074.84	Quarter				
	Mar	\$14,839.18	\$132,914.02	\$148,918.09	(\$16,004.07)	75%	67%	-8%
Benefits Quarterly Targets								
Benefits	Monthly 599 Disbursements		Total Disbursement	Quarterly Target \$	Under/Over Target \$	Quarterly Target %	Quarterly Disbursed %	Under/Over Target %
\$80,361.16	Jul	\$1,451.56	\$1,451.56	1st				
	Aug	\$3,058.30	\$4,509.86	Quarter				
	Sep	\$6,733.56	\$11,243.42	\$20,090.29	(\$8,846.87)	25%	14%	-11%
	Oct	\$6,733.56	\$17,976.98	2nd				
	Nov	\$10,726.45	\$28,703.43	Quarter				
	Dec	\$7,098.87	\$35,802.30	\$40,180.58	(\$4,378.28)	50%	45%	-5%
Amd.#2 \$80,369.16	Jan	\$5,070.65	\$40,872.95	3rd				
	Feb	\$6,908.74	\$47,781.69	Quarter				
	Mar	\$18,042.82	\$65,824.51	\$60,276.87	\$5,547.64	75%	82%	7%

### 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 26% above spending.
- Budget 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	75	71			
Youth	56	48			
Totals	131	119	91%	65%	26%

#### **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.
- 03/12/2025: Program amendment 1 reduced participant numbers due to natural disasters, from 84 to 75 adults and from 66 to 56 youth.
- 03/25/2025: Budget amendment 2 adjusted staff salary, staff benefits and participant line items.

#### **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

- Collier FCDP inventory last monitored 05/14/2025
- No inventory over \$1,000.00 on 24-25 budget

### Reference Chart

Copy of only monitored Inventory over \$1,000.00, disposed of 08/12/2024:

The School Board of Collier County, FL Farmworker Career Development Program - Funded Equipment Inventory 2 CFR 200.313									
Acquisition Date	Description of Item	Serial Number	Model Number	Other Identification Number	Unit Cost	Funding Sources Including the FAIN	Who Holds the Title	% Covered by Source	Location of Item
Over 5 years	Copier	L7076442087	Savin 9021D	CCPS Tag A0000000230178	\$2,494.00	FCDP Grant 4057A 7CFJ1	FCDP/Collier Hendry ITECH	100%	FCDP CareerSource of Southwest Florida 921 Anvil Way Labelle, FL 33935

Use and Condition	Date of Inventory	Disposition Date	COVID 19 Donated or Loaned	Photos	Virtually Monitored by Julie Furlong
C-Not Salvagable	N/A	8/12/2024	N/A		5/14/2025

### Asset History

Panel: \_\_\_\_\_ M206. Asset History Y: 2025

Asset: 00230178

Identity:	Item	Serial Number	Model Number	
	0280607	L7076442087	9021D	
Description:	BUSINESS M-COPIER		Loc: Cntr Room	Dept
			999R	
			Trsfr: 0581	
Status:	Tg Cn Ds	Last Inv	Deleted	Sold
	Y G 09	01122024	12102024	
			Receipt	Amount
				.00
Acquisition:	Date	S O PO#	Check#	Life Dp
	07272007	O D 07103519	73455	60 Y Y
				BD BD APRV
				12102024
Activity:	Date	Time Type	Old	New
	01162025	084103 Con/Disp	G 08	G 09
	12122024	112952 Location	999H	999R
	08162024	141712 Location	0581	01-125-LABELL999H
	07252012	103114 Acct Chg		
	07252012	103113 Con/Disp	G 01	G 01

1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc  
No previous records. Upd 01/16/2025 08:41:03 GALR2J

### Signed Surplus



Page 1 of 1  
Date: August 12, 2024

**SURPLUS PROPERTY**  
CIRCLE ONE: Computer / Related Equipment OR General Surplus

QTY	ITEM/DESCRIPTION	CC	WISE USE ONLY	PROPERTY RECORD #	SERIAL NUMBER	REMARKS (brief description)	TEC Code
1	1 Copier	C	✓	230178	L7076442087	Copier	
2	1 Filmarker 4200 Lighting Kit	C	✓	233317	0	Lighting Kit	
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

**LEGEND**  
1. CC - Condition code  
A - Useable  
B - Repairable  
C - Not Salvageable (red tag)  
Items must be tagged and ready for pick-up.

2. Form is to be typed with one item per line except for multiple items each less than \$1000.  
3. Description of each item, at the minimum include make, model and manufacturer.  
4. All items of \$1,000 or more must have a Property Record Number.  
5. TEC Code (District use only)  
CFK, CAN, SUR, OBS

SCHOOL/DEPT. NAME: ITECH LOCATION# \_\_\_\_\_  
CONTACT PERSON: Aaron Paquette DEPT: \_\_\_\_\_  
TELEPHONE #: 239-377-9904 EXT: \_\_\_\_\_  
\*\*\*Keep A Copy\*\*\*  
REQUIRED: \_\_\_\_\_  
PRINCIPAL/DEPT. HEAD AUTHORIZED SIGNATURE  
PRINT NAME: Aaron Paquette

Print Name: Marilyn Paquette WAREHOUSE PERSONNEL USE ONLY: 8.16.23  
School/Dept Confirming Signature / Date \_\_\_\_\_ Warehouse Personnel Signature / Date \_\_\_\_\_ Warehouse Foreman Signature / Date \_\_\_\_\_

31118 REV 09/2016

## 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

- 01/29/2025: Reduction of participants amendment assistance.
- 01/24/2025: SUNTAX account unlocked.
- 02/06/2025: FCDP Monitoring PY24-25 schedule and resources notification.
- 02/19-02/20/2025 Virtual Annual FCDP Conference.
- 03/03/2025: Preliminary amendment review.
- 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
- 03/19/2024: Program monitoring notification and request for entrance meeting 04/07/2025
- 03/20/2025 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: 05/27/2025