Annual Monitoring Presentation Program Year (PY) 2024-25

Farmworker Career Development Program (FCDP)

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Grantor:
United States Department of Labor
National Farmworker Job Program

Grantee:
Florida Department of Education
Farmworker Career Development Program

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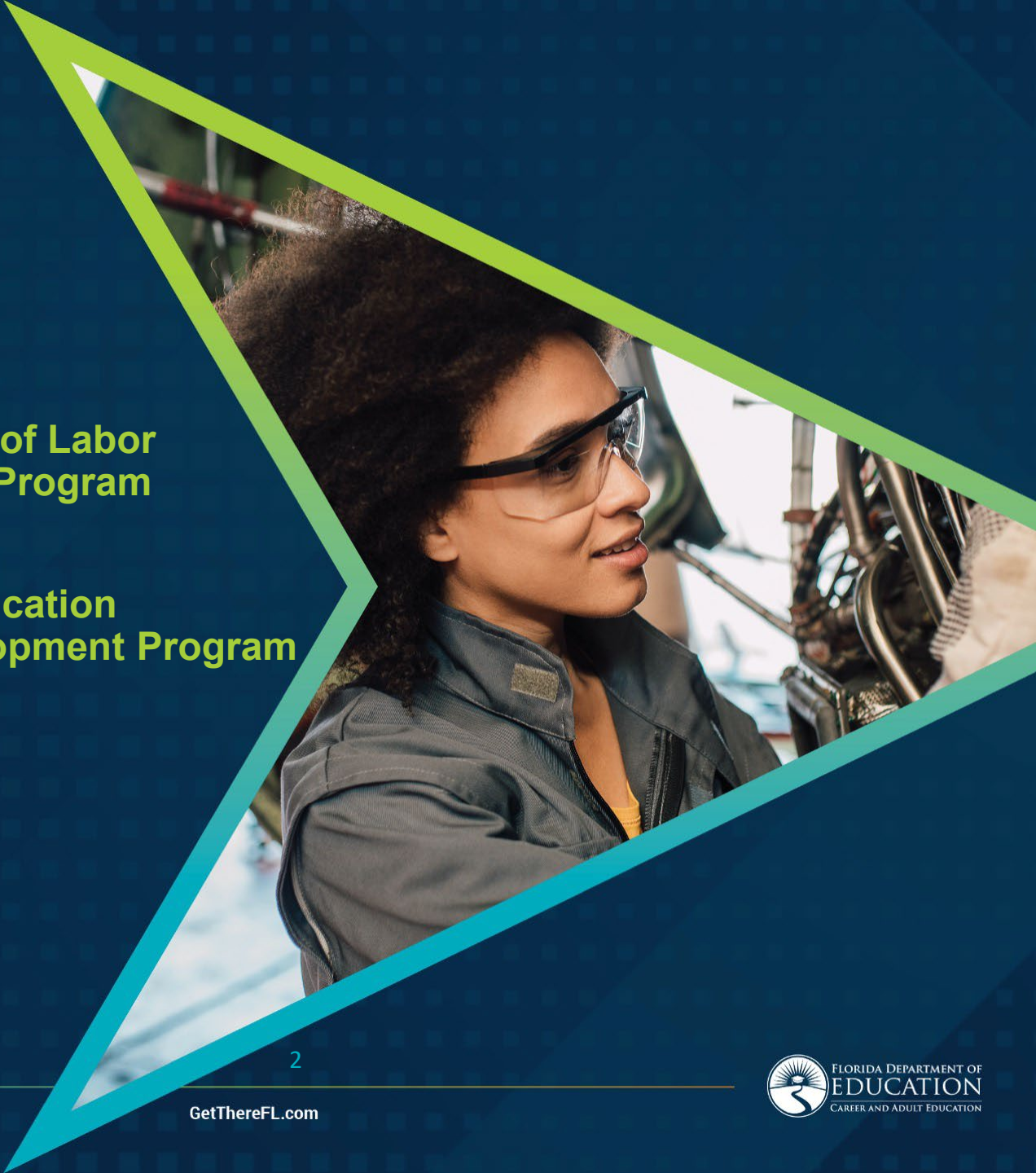
Program & Finance

Shirley Caban, Program Specialist IV, FCDP

Julie Furlong, Program Specialist III, FCDP

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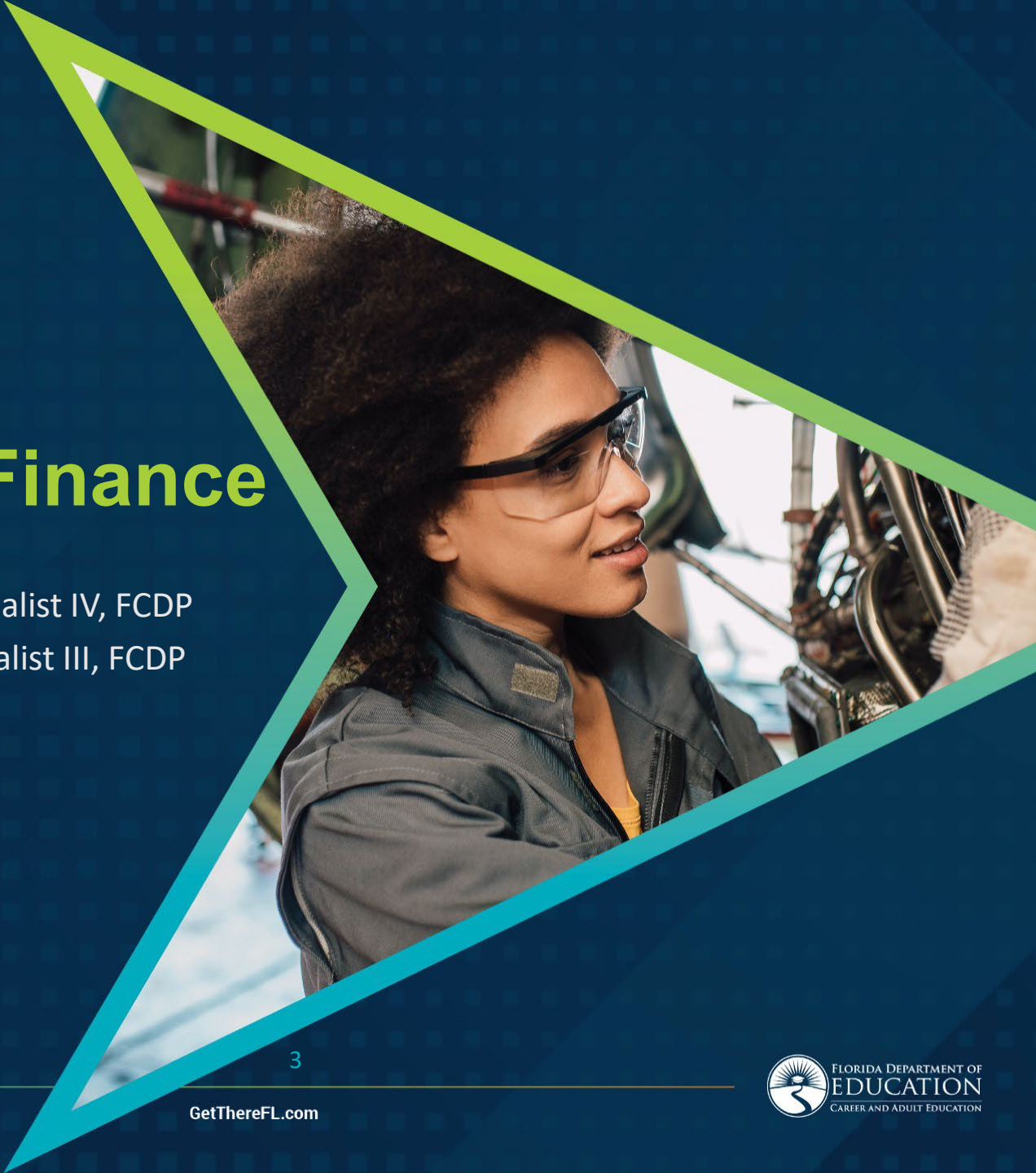
FCDP Monitoring PY 2024-2025 Agenda

- Monitoring Compliance and Resources

- Monitoring Work File Purpose

- Three Components of Monitoring
  - Pre-Monitoring, Review and Preparation
  - Monitoring Review
  - Post-Monitoring Activity

Monitoring Compliance and Resources

The Florida Department of Education (FDOE), Farmworker Career Development Program (FCDP) monitoring for PY 2024-2025 is using the following tools provided by the United States Department of Labor (USDOL) and FDOE.

Monitoring Compliance and Resources

- National Farmworker Jobs Program Guide, June 2023

- United States Department of Labor (USDOL), Employment and Training Administration Core Monitoring Guide, August 2018

- National Farmworker Jobs (NFJP) Supplement to the Core Monitoring Guide, July 2021

- Sub-recipient Awards

- Florida Department of Education 2024-2025 Request for Application (RFA Discretionary/Non-competitive)

- Florida Department of Education 2024-2025 Request for Application (RFA Discretionary/Non-competitive) Statewide Emergency Assistance

Monitoring Work File Purpose

- A monitoring work file consists of several types of information that, taken together, contain all the necessary documentation a reviewer needs to monitor and manage a project effectively.

- The information contained in the working file supports assessments of whether the project recipient is fulfilling the specified requirements outlined in the Project Award.

Monitoring Schedule PY 2024-2025

	Program Site	Dates	Review Month of 599 Report	FCDP Staff	Program /Finance	Virtual / Site Visit
1	FCDP Polk	March 3 to 10, 2025	January 599	Shirley Caban	Program	Virtual
				Julie Furlong	Finance	
2	FCDP Manatee	April 21 to 25, 2025	February 599	Shirley Caban	Program	Virtual
				Julie Furlong	Finance	
3	FCDP Collier	April 7 to 11, 2025	N/A	Shirley Caban	Program	Virtual
4	FCDP Hillsborough	March 3 to 7, 2025	January 599	Julie Furlong	Finance	Virtual
5	FCDP Indian River State College					
6	FCDP Putnam					
7	FCDP South Florida State College	April 7 to 11, 2024	February 599	Julie Furlong	Finance	Virtual
8	FCDP Miami-Dade					
9	The Agriculture and Labor Program, Incorporated	On-going yearly				

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Monitoring Work File Purpose

A monitoring work file:

- Provides documentation that is critical in making important decisions about the project;

- Provides information to the reviewer on how to advise the project recipient when seeking technical assistance;

- Furnishes a chronological, up-to-date record of project activities; and

- Allows for a smooth transition if/when there is a change in staff.

Three Components
of Monitoring

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Three Components of Monitoring

- Pre-Monitoring, Review and Preparation

- Monitoring Review

- Post-Monitoring Activity

First Component

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First Component of Monitoring

Pre-monitoring Review and Preparation

- Request for documentation
    - Monitoring notification and schedule
    - Monitoring presentation
    - Program request for specific documentation
    - Fiscal request for specific documentation
- Review of documents
    - Project Awards - RFP's (Competitive) or RFA's (Non-competitive)
    - NFJP Guide, USDOL and NFJP Supplement of Core Monitoring Guide
- Develop a plan
    - Complete a risk assessment of sub-recipient's monitoring needs
    - Identify core monitoring guide questions for sub-recipients

Pre-Monitoring Develop a Plan

PY 2024-25

FCDP Sub-recipient Risk Assessment

Pre-Monitoring

Develop a Plan for PY 2024-25: Risk Assessment

- Risk Assessment is a process used to evaluate variables associated with the awards which assigns a rating for the level of risk to the Florida Department of Education and the Division of Career and Adult Education.

- A Risk Matrix, identifying certain operational risk factors, is completed for each sub-recipient. Various sources of data are used throughout the implementation of the monitoring system. The results of the risk assessment process and consideration of resources at risk are used to determine appropriate monitoring strategies to be implemented. Agencies may be required to complete a self-assessment and/or be subject to a desk review at any time.

- Monitoring factors for 2024-25 are assessed, weighed and scored by way of the following risk assessment calculation template.

PY 2024-2025
Risk Assessment Template

Program Year 2024-2025											
Risk Assessment Calculation Based on PY 2023-2024											
Project Name:						**Date:**					
Risk Factor	**Criteria Scale**	**Value**	**Risk Factor Weight**	**Score**	**Total Points**	**Risk Factor**	**Criteria Scale**	**Value**	**Risk Factor Weight**	**Score**	**Total Points**
	Program Monitoring PY 2023-2024						Fiscal Monitoring PY 2023-2024				
Previous Monitoring	Finding	4	4		0	**Monitoring**	Finding	4	5		0
	Concerns	3					Concerns	3			
	Observation	2					Observation	2			
	Recommendation	1					Recommendation	1			
	No Issues	0					No Issues	0			
Performance as of PY 2023-2024	Adult New Participants - % of goal met					**Total Amount Agency Funding**	>$ 350,000	5	5		0
	< 69%	4	4		0		$300,001 - $350,000	4			
	70% - 79%	3					$200,001 - $300,001	3			
	80% - 89%	2					$100,001 - $200,000	2			
	90% - 99%	1					< $100,000	1			
	>100%	0				**Spending Patterns as PY 2023-2024 (From 599)**	100%	0	4		0
	Youth Total Participants % of goal met						95% - 99%	1			
	< 69%	4	4		0		90% - 94%	2			
	70% - 79%	3					85% - 89%	3			
	80% - 89%	2					< 84%	4			
	90% - 99%	1				**Cost Per Participant PY 2022-2023**	> $3,500	5	2		0
	>100%	0					$3,000 - $3,499	4			
	Adult Entered Employment % of goal met						$2,500 - $2,999	0			
	< 69%	4	4		0		$2,000 - $2,499	0			
	70% - 79%	3					< $1,999	0			
	80% - 89%	2				**Director Change**	< 1 year	3	1		0
	90% - 99%	1					1 - 2 years	2			
	>100%	0					N/A	0			
	Youth Entered Employment % of goal met					**Coordinator Change**	< 1 year	3	1		0
	< 69%	4	4		0		1 - 2 years	2			
	70% - 79%	3					N/A	0			
	80% - 89%	2				**Total Score Program**			0		
	90% - 99%	1				**Total Score Finance**			0		
	>100%	0				**Total Score**			0		

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PY 2024-2025 Risk Assessment Risk Factor Weight Scale Values

Weight Scale	Weight Scale Values
5 Both	History of audit findings: The number of findings from prior audits; negative findings indicate increased risk; repeated or uncorrected findings even greater risk
4 Fiscal	Spending patterns: Spending patterns from previous awards may indicate spending concerns
4 Program	Program Performance Goal: An agency that is not meeting the planned performance goals may have additional requirements
3 Both	Volume of federal funds: Greater funding may entail greater risk
2 Both	Cost per participant: An agency that is not meeting the cost per participant planned may have additional issues that need to be addressed
1 Both	Organization changes: A change in director and/or coordinator during recent two years may affect coordination and implementation of the grant

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Second Component of Monitoring

Monitoring Review

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Monitoring Review

The second component monitoring review includes the following actions:

- Entrance conference, virtual through TEAMS
- Provide technical assistance
- Identify findings, areas of concern, observations or best practices
- Collect supporting evidence for findings
- Conclude with exit conference, virtual through TEAMS

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Monitoring Review Charts

Fiscal Monitoring Chart Example:

Core Activity 1: Service Design & Delivery
For Core Activity 1 only, the Reviewer will be required to make a determination on whether an indicator is either compliance (C), Effective (E) or both and identify the appropriate citation applicable to the indicator.

Objective 1.b: Implementation
The project recipient has implemented service design and delivery activities in order to accomplish all project activities and goals.

(C) Indicator 1.b.1: Designating Personnel, Staff, and Hiring
The project recipient has the necessary staff to successfully conduct its administrative and operational duties under the project.
FDOE Policies
Subrecipient Project Award
RFP, Attachment E, Staffing Parameters, Position Descriptions and Personnel Selection and Personnel Related Changes

Provider Review Protocol	Methods of Collection / Examples of Documentary Evidence	Notes
1. Has the project recipient hired additional staff for this project consistent with the project/budget? If so, a) Is the State Director's approval on file? b) Was a new Staffing Breakout Form received within 10 days of the change?	Project Award Budget Award Staffing Breakout Form Director approval Training documentation	

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Third Component of Monitoring

Post-Monitoring Activity

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Post-Monitoring

The third component post-monitoring includes the following actions:

- Develop and issue a written monitoring report
    - Assess reviewing results: Commendations, observations, concerns or findings
    - Findings and corrective actions will be identified using the following criteria:
        - Condition (Clear, concise and specific statement describing the violation)
        - Cause (Statement that explains why the condition occurred)
        - Criteria (Standards or legal requirements that are being violated)
        - Corrective Action (Actions that eliminate the cause, correct or cure the condition and allow symptoms to disappear)

    - Compile the assessment into a monitoring report

Post-Monitoring

- Maintain a work file
  - Supporting evidence is attached to each indicator in chart (if applicable)
  - The final monitoring report and subsequent closing letter will serve as a complete work file

- Resolve findings
  - Closing monitoring letter at end of PY will state if concerns and/or findings have been resolved

Resources

- National Farmworker Job Program Guide: https://d2leuf3vilid4d.cloudfront.net/-/media/Communities/Ag-Connection/Files/09202018-NFJP-Program-Guide/NFJP-Program-Guide_August-2022.ashx?rev=2834a14a4fa44dbd9aced5eeedc0da5b.

- Core Monitoring Guide, United States Department of Labor (USDOL) Employment and Training Administration, August 2018 https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/2%20CMG%20CoreMonitoringGuide_FINAL_20180816(R).pdf

- National Farmworker Jobs Program (NFJP) Supplemental to the Core Monitoring Guide, July 2021, United States Department of Labor: https://farmworker.workforcegps.org/resources/2019/09/26/18/06/NFJP_Grant_Administration_Operations/NFJP_Core_Monitoring_Guide

Resources (Continued)

- Florida Department of Education 2023-2024 Request for Application (RFA Discretionary) Farmworker Career Development Program and:

- Florida Department of Education 2023-2024 Request for Application (RFA) Farmworker Career Development Program – Statewide Emergency Assistance Program [2023-2024 Funding Opportunities (fldoe.org)](https://fldoe.org)

Questions?

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