



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Virtual Desk Monitoring Review for Pathways to Career Opportunities Grant

Santa Rosa County District Schools

October – November 2023

Final Report

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Florida Department of Education
Division of Career and Adult Education

**Santa Rosa County District Schools
Pathways to Career Opportunities Grant (PCOG)
Quality Assurance and Compliance Monitoring Report**

I. INTRODUCTION

The Division of Career and Adult Education (Division) within the Florida Department of Education (Department) has several key responsibilities, including leadership, resource allocation, technical assistance, monitoring and evaluation. These duties require the Division to oversee the performance and regulatory compliance of federal and state funding recipients. The Quality Assurance and Compliance (QAC) unit plays a critical role in this process by designing, developing, implementing and evaluating a comprehensive quality assurance system, which includes monitoring. This system aims to ensure financial accountability, program quality and regulatory compliance. As stewards of federal and state funds, it is the Division's duty to regularly monitor the use of workforce education funds and regulatory compliance of providers on a regular basis.

II. AUTHORITY

Pursuant to Section 1008.32, Florida Statutes, Rule 6A-20.046, Florida Administrative Code, the PCOG Request for Proposal and the Uniform Grant Guidance, also referred to as 2 Code of Federal Regulations Part 200, the Department is responsible for monitoring programs run by a sub-grantee or provider of supported activities to ensure adherence to relevant federal and state regulations.

III. QAC CORE MONITORING GUIDE

The Core Monitoring Guide is designed to be utilized by any reviewer who is conducting an onsite or desk monitoring of any program currently administered by the Division. The guide includes a brief overview of each aspect of the monitoring design and the process, as well as objectives that can be used when agencies are monitored or reviewed. You can find the guide on the Division's website at <http://fldoe.org/academics/career-adult-edu/compliance>. The QAC unit may apply any specific monitoring strategy to any federal or state-funded provider at any time. Some circumstances may warrant onsite monitoring, desk monitoring review or other strategies regardless of a provider's risk matrix score.

IV. PROVIDER SELECTION

The Santa Rosa County District Schools (SRCDS) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Ms. Maria LaDuouceur, Director, Locklin Technical College, on September 14, 2023. The designated representative for the agency was Mr. Keith Hines, as Ms. LaDuouceur was no longer the Director.

The Division's representative conducting the VDMR was Program Specialist Michael Swift of the QAC.

V. SANTA ROSA COUNTY DISTRICT SCHOOLS

APPRENTICESHIP ENROLLMENT: 73 enrollees in 2021-22; 94 enrollees in 2022-23

Finance

The provider was awarded the following grant(s) for fiscal years 2019-20, 2020-21 and 2021-22:

FY 2019-21

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	570-90310-0D001	\$ 84,773.00	\$ 0.00

FY 2020-22

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	570-90310-1D301	\$ 97,613.00	\$ 0.00

FY 2021-23

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	570-90310-2D401	\$ 112,746.00	\$ 0.01

Additional information about the provider may be found at the following web address:

<https://www.santarosaschools.org/>

VI. MONITORING ACTIVITIES

The monitoring activities include pre- and post-review planning, an entrance and exit conference, records review and interviews with administrators, if necessary. Inventory reviews are also conducted, as necessary.

Onsite Visits

No onsite visits were conducted as part of the monitoring review.

Entrance and Exit Conferences

The entrance conference for SRCDS was conducted on October 5, 2023. The exit conference was conducted on November 20, 2023. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Keith Hines	Director, Locklin Technical College	X	X
Division Monitoring Team			
Michael Swift	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	X	X

VII. OBSERVATION

- A. **ADMINISTRATION** refers to the management and supervision of programs, the structure of programs and services, grant oversight and other administrative areas.
- The SRCDS PCOG grant is managed by the Director of Locklin Technical College (LTC). Prior to the introduction of PCOG funding, Mr. Hines and his staff at LTC were longtime partners of Registered Apprenticeship (RA) programs in Northwest Florida. This experience has helped them to thrive since the receipt of state funded PCOG grant dollars.
 - In May of 2019, the Division approved LTC as a new RA program sponsor for Region 1B of the state. This further proves the ability of SRCDS and LTC to manage its PCOG and RA programs.
- B. **DATA AND ASSESSMENT** refers to all the data and assessment system components, including test administration, test security, data collection, entry, reporting and procedures. The use of data in program decision-making is also explored and commented on.
- The Division's Data, Research and Evaluation team requested that the monitoring staff confirm SRCDS's PCOG enrollment numbers submitted to the state via the PK-20 Education Reporting and Accessibility (PERA) database. Enrollment data was requested for the following occupations:
 - Heating and Air Conditioner Installer
 - Plumber
 - Electrician
 - SRCDS provided sufficient enrollment data and documentation, as required by the state.
 - All documentation was provided by SRCDS, as part of the monitoring review.
- C. **CURRICULUM AND INSTRUCTION** refer to those elements that contribute to student learning and skill acquisition.
- Data provided by the Santa Rosa County Economic Development Agency and the Florida Department of Economic Opportunity, Bureau of Workforce Statistics & Economic Research, drove the decision to utilize PCOG grant dollars to support the following RA programs:
 - Electrician
 - Heating and Air Conditioning Installer/Service
 - Plumbers, Pipe Fitters and Steam Fitters
 - Through a collaborative partnership with CareerSource Escarosa, SRCDS works to engage in targeted marketing efforts aimed at attracting new students and employers. In addition to expanding community engagement, the partnership will also provide greater access to financial assistance and support services.
 - Regional stakeholders help assist LTC with creating and maintaining program standards for all RA sub-specialties sponsored by the PCOG grant. Such relationships within the LTC service area also help to expand the reach of the program to students and employers outside of Santa Rosa County.
 - Since the introduction of the PCOG grant, SRCDS has seen a steady increase in enrollment for its RA programs, specifically in Santa Rosa, Escambia and Okaloosa Counties.

- D. **TECHNOLOGY AND EQUIPMENT** refer to a review of the technology and equipment used by students and instructors in the classroom; addresses access, availability, innovation, use and condition.
- SRCDS provided their Property Accounting Manual that included policies on inventory management, methods of procurement and inventory procedures.
 - Policies on lost and stolen property were also provided by the district. SRCDS reported that there have been no reports of stolen or lost equipment over the previous three fiscal years.
 - SRCDS did not purchase any capitalized equipment during the years monitored. Thus, no site visits for made for inventory purposes.
 - In the event the PCOG program does purchase capitalized equipment, the Assistant Director of LTC will serve as custodian of those items.
- E. **EQUAL ACCESS** refer to compliance with federal non-discrimination laws' requirements relating to recruitment, enrollment, participation and completion of programs.
- SRCDS included the necessary policies required by the General Education Provisions Act which ensures equal access and participation in programs regardless of sex, race, national origin, color, disability or age.
- F. **RECORDS REVIEW** refers to reviewing the records and documents supporting compliance with federal and state rules and regulations. In addition, a sampling of financial and programmatic records is reviewed.

Documents reviewed are:

- District policies and procedures for finance, procurement, accounts payable, etc.
 - District policies and procedures for property accounting and management
 - Final Project Disbursement Report
 - Time and effort reports
 - Travel records
 - Purchasing card (P-Card) reconciliation forms
 - CareerSource Escarosa Memorandum of Understanding (MOU)
 - All supporting documentation for the PCOG Provider Self-Assessment
- G. **FINANCIAL** refers to aspects of the federal fiscal requirements that providers must meet when expending federal funds, including financial management, procurement, inventory management and allowable costs.
- Focus® is used as the SRCDS financial management system. The LTC director uses reports generated by FOCUS® to ensure the appropriate handling and allocations of grant funds.
 - Policies and procedures for cash management and procurement were reviewed as part of the monitoring process. Financial records were provided by SRCDS at the time of monitoring.
 - Monitoring staff conducted a grant budget analysis of SRCDS's PCOG grant and no deviations from their approved grant award were uncovered.
 - SRCDS does utilize grant-funded P-cards for minor procurement needs. Monthly credit card statements are sorted and charged to the correct PCOG account for applicable purchases. A sample P-card reconciliation report was provided by the district as part of the monitoring review process.

H. COLLABORATION refers to the collaborative agreements, partnerships or memoranda of understanding that are in place to benefit an agency's programs and students.

- SRCDS has numerous collaborations and MOUs within the local community. They offer additional educational and job experiences to students within the district. The list of partners include but are not limited to:
 - CareerSource Escarosa
 - Association of Building Contractors of Northwest Florida
 - Northwest Florida HVAC Contractors
 - Marathon Electrical Contractors
 - Casey Electric

VIII. RESULTS

SRCDS was not found to be out of compliance.

IX. SUMMARY

After completing the monitoring review and receiving any additional information requested, a preliminary report is sent to the provider for their review. The Division monitoring team lead may consider comments at their discretion. Once the final report is approved, it will be sent to the agency head and a copy will be sent to the provider's designated contact person. The final report will also be posted on the Department's website, which you can find at:

<http://fldoe.org/academics/career-adult-edu/compliance>

Once all outstanding corrective action plan items have been completed (when applicable), the Division will issue a closure letter to the agency head and designated contact person. This letter will signify the end of the monitoring process and that no further action is required.

On behalf of the Division, the monitoring team would like to extend their appreciation to all participants in the Santa Rosa County District Schools VDMR. A special thanks is offered to Mr. Keith Hines for his participation and leadership during this process.



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