



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Onsite Monitoring Review for Pathways to Career Opportunities Grant

**Air Conditioning Contractors Association
of
Central Florida**

October 6 - 10, 2025

Final Report

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Florida Department of Education
Division of Career and Adult Education

**Air Conditioning Contractors Association
of
Central Florida**

**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) office 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. The guide can be found on the Division's website at: <http://fldoe.org/academics/career-adult-edu/compliance>.

IV. PROVIDER SELECTION

The QAC office may apply any specific monitoring strategy to any federal or state-funded provider at any time. There may be circumstances that may warrant onsite monitoring, desk monitoring review or other strategies regardless of a provider's risk matrix score.

The Air Conditioning Contractors Association of Central Florida (ACCA) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Ms. Erica Mattis, Executive Director, on August 4, 2025. The designated representative for the agency was also Ms. Mattis.

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

V. AIR CONDITIONING CONTRACTORS ASSOCIATION OF CENTRAL FLORIDA

Finance

The provider was awarded the following grant for the fiscal years 2020-22:

FY 2020-22

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	90X-90310-3S501	\$ 50,000.00	\$ 0.00

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

<https://accacf.com/>.

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.

Onsite Visits

- No onsite inventory reviews were conducted. The provider did not purchase any equipment with PCOG funding that met the capitalized threshold of \$5,000.

Entrance and Exit Conferences

A pre-visit introductory meeting for ACCA was conducted on October 2, 2025, via Microsoft Teams. An exit conference was conducted on December 18, 2025. The participants are listed below:

Name	Title	Introductory Conference	Exit Conference
Yolanda Pizarro	Director, Estimating and Sales, Mechanical One Plumbing Gas and Electrical	X	
Andy Brunkala	Vice President, Air Tech Central Florida	X	
Erica Mattis	Executive Director, ACCA	X	X
Paula Huband	Events Director, ACCA		X
Ellen Logue	Training Director, ACCA		X
Division Monitoring Team			
Michael Swift	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	X	X
Dantavia Davis	Program Specialist, QAC	X	

Interviews

No interviews were required as part of the PCOG review.

Records Review

Program, financial, administrative and student enrollment records were reviewed. A complete list is provided in section VII, part F. In addition, policies and procedures were examined and discussed at various times during the monitoring review.

VII. OBSERVATION

A. ADMINISTRATION refers to the management and supervision of programs, the structure of programs and services, grant oversight and other administrative areas.

- ACCA has offered apprenticeship and training programs for Heating, Ventilation and Air Conditioning (HVAC) since 1976, when their three-year Registered Apprentice (RA) program began. A network of instructors, an Apprenticeship Coordinator and a full time Apprenticeship Committee help to ensure all aspects of the program are aligned with their PCOG award and assurances.
- ACCA has demonstrated effectiveness in training and graduating students through its current RA program. At the time this PCOG grant was awarded, ACCA had graduated no fewer than 70 apprentices every year over the previous five year period.
- ACCA has a collaborative partnership with CareerSource Central Florida to provide additional workforce training, employment assistance and other services for those interested in the industry. Along with their employer sponsors, ACCA and CareerSource work together to provide continuous enhancement of programs and services that align with regional workforce needs.
- PCOG deliverables were submitted to the Division on time, needing limited technical assistance. All deliverables were paid at or near full value.

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 Office of Research and Evaluation requested that the monitoring staff confirm ACCA's PCOG enrollment numbers submitted to state data reporting systems. Enrollment data was requested for the following occupation(s):
 - HVAC Servicer and Installer
- ACCA provided enrollment data and supporting documentation as required by the Department. The PCOG team, in coordination with the Office of Research and Evaluation, will review and resolve any discrepancies identified in the data. Members of the QAC team did not take additional action beyond documentation and confirmation during the monitoring review.
- All documentation was provided by ACCA as part of the monitoring review.

C. CURRICULUM AND INSTRUCTION refers to elements contributing to student learning and skill acquisition.

- ACCA's PCOG funding went toward the expansion of their current HVAC RA program. The ACCA service region primarily comprises Orange, Seminole and Osceola counties in Florida.
- Market and labor data show that the need for skilled tradesmen in the HVAC sector is projected to grow by an estimated 21% and add over 400,000 new jobs over the next decade. Central Florida alone has over 5,800 current job openings.
- ACCA is unique in that apprentices are already employed by member sponsors within the ACCA association. Selection for the RA program is rigorous and directed at current employees looking to upscale their training with the goal of staying with their current employers and advancing within the company.
- Apprentices are required to have at least 6,000 on-the-job training (OJT) hours in the current three-year HVAC program, with the expansion granted from their PCOG award allowing for an additional 50 required hours of OJT for the Advanced Airflow Training component of the program.

- Employer sponsors are required to monitor the OJT component of their apprentices and approve all Monthly OJT forms prior to submission to the Assistant Apprenticeship Coordinator for review and processing.
- All required technical instruction (RTI) is overseen by ACCA, along with the Apprentice Coordinator at Orlando Technical College. RTI is classroom based, with a fully functioning instructional lab for hands-on learning.
- All individuals, including instructors, substitutes, the Apprentice Coordinator and the Apprentice Committee have years of experience in HVAC, with many being Licensed Contractors. All instructors are required to have at least five years of experience in the industry and hold a North American Technician Excellence certificate in Air Distribution and HVAC.

D. TECHNOLOGY AND EQUIPMENT refers to a review of the technology and equipment used by students and instructors in the classroom; addresses access, availability, innovation, use and condition.

- No capital equipment purchases were made with grant funds.
- No inventory review was required of the provider.

E. 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:

- Employer partnership agreements
- Final Project Disbursement Report
- Grant Budget Analysis (GBA)
- Memorandum of Understanding (MOU) – Orange Technical College
- PCOG performance outcome forms
- Purchase invoices
- Financial statements
- Quarterly deliverables
- Apprentice application forms
- RTI syllabus
- OJT monthly reports
- Student sign-in sheets
- Apprentice completion certifications

F. 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.

- No direct salaries were paid with PCOG funds. Expenditures covered the acquisition of instructional equipment, a contracted support representative and other operating expenses. ACCA provided appropriate documentation in support of their expenditures.
- As required by the assurances and deliverables in their PCOG grant, ACCA submitted the following fiscal documentation within their quarterly deliverables:
 - Interim project disbursement reports
 - Final expenditure report (DOE399)
 - Purchase orders and invoices
 - Ledger transaction reports

- The monitoring team lead conducted a grant budget analysis to compare ACCA's approved budget versus their final expenditure reports that are submitted to the Department Comptroller's office. Upon review, it was determined that all expenditures were in accordance with their approved budget narratives and any subsequent amendments.
- ACCA does use grant-funded P-cards for minor expenditures. All purchases made with P-cards must receive prior approval and be used solely for the operation of a grant-funded program or when encumbering expenses necessary for tasks such as travel and conferences. When a P-card is used, it is the responsibility of the authorized card holder to submit proper documentation for reconciliation toward the appropriate grant fund. Sample P-card transactions and reconciliations were provided by ACCA.
- All supplies, equipment and services charged to a grant-funded source shall be purchased using sound judgement and obtained at the lowest cost possible. Expenditures must go toward the operation of programs and fit within the scope of the grant. No purchases shall be authorized without prior approval from the Division via a grant award letter and/or subsequent amendment(s). No such instances were uncovered.

G. COLLABORATION refers to the collaborative agreements, partnerships or MOUs that are in place to benefit an agency's programs and students.

- ACCA has numerous collaborations, partnerships and MOUs within the local community. They offer additional educational and job experiences to students within their service area. The list of partners includes, but is not limited to:
 - CareerSource Central Florida
 - Orlando Technical College

VIII. RESULTS

ACCA 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 is located at:

<https://www.fldoe.org/academics/career-adult-edu/>.

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 Air Conditioning Contractors Association of Central Florida monitoring review. A special thanks is offered to Ms. Erica Mattis for her participation and leadership during this process.



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