



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

**Virtual Desk Monitoring Review
for
Perkins Career and Technical Student Organizations**

Florida Public Service Association, Incorporated

August 18-22, 2025

Final Report

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Florida Department of Education
Division of Career and Adult Education

**Florida Public Service Association, Incorporated
Perkins Career and Technical Student Organization (CTSO)
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

The Department receives federal funding from the U.S. Department of Education's Office of Career and Technical Education under the Carl D. Perkins Strengthening Career and Technical Education (CTE) for the 21st Century Act and for Adult Education (AE) under the Workforce Innovation and Opportunity Act of 2014. The Department awards sub-grants to eligible providers to administer local programs. The Department must monitor providers to ensure compliance with federal requirements, including Florida's approved state plans for CTE and Adult Education/Family Literacy. Each state shall have procedures for reviewing and approving applications for sub-grants and amendments to those applications, for providing technical assistance, for evaluating projects and for performing other administrative responsibilities the state has determined are necessary to ensure compliance with applicable statutes and regulations pursuant to 34 Code of Federal Regulations 76.770, Education Department General Administrative Regulations and the Uniform Grant Guidance for grant awards issued on or after December 26, 2014. The Florida Department of Education, Division of Career and Adult Education, is required to oversee the performance of sub-grantees in the enforcement of all laws and rules (Sections 1001.03(8) and 1008.32, Florida Statutes).

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

Various sources of data are used throughout the implementation of the quality assurance system. The monitoring component of the system is risk-based. Risk assessment is a process used to evaluate variables associated with the grants and assign a rating for the level of risk to the Department and the Division. A risk matrix identifying certain operational risk factors is completed for each provider. The risk matrix for each program monitored is located in Appendix A. The results of the risk assessment process and

consideration of available resources are used to determine one or more appropriate monitoring strategy(ies) to be implemented.

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 Florida Public Service Association, Incorporated (FPSA) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Mr. Michael Byrd, Board President, on August 15, 2025. The designated representative for the agency was Mr. Lee Gilreath, State Director.

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

V. FLORIDA PUBLIC SERVICE ASSOCIATION, INCORPORATED

Finance

The provider was awarded the following grants for the fiscal years 2022-23 through 2024-25:

FY 2022-23

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins Leadership - CTSO	195-1623B-3PL01	\$ 23,684.00	\$ 0.00

FY 2023-24

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins Leadership - CTSO	195-1624B-4PL01	\$ 21,831.00	\$ 0.00

FY 2024-25

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins Leadership - CTSO	195-1625B-5PL01	\$ 21,831.00	\$ N/A*

*The 2024-25 grant had yet to close at the time of the review.

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

<https://myfpsa.us/>.

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 visits were necessary as part of the VDMR.

Pre-visit and Exit Conferences

An introductory pre-visit meeting was conducted on August 6, 2025. An exit conference was conducted via Microsoft Teams on August 26, 2025. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Lee Gilreath	State Director, FPSA	X	X

Division Monitoring Team			
Michael Swift	Program Specialist, QAC	X	X
Charles Davis	Program Specialist, QAC	X	X
Dantavia Davis	Program Specialist, QAC	X	X

Interviews

No formal interviews were held as part of the monitoring review.

Records Review

Program deliverables, financial and administrative records were reviewed. A complete list is provided in section VII, part F. In addition, policies and procedures were reviewed as part of 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.

- The State Director is responsible for the fiscal management and implementation of their CTSO grants and programs. This includes the collection and submission of deliverables in accordance with the approved scope of work in each year's grant application.
- The State Director also serves as the liaison between the Division, the FPSA Advisory Committee, Board of Directors and Chairman. A job description was provided as part of the monitoring review.
- CTSO Leadership grants are unique in that they are reimbursement with performance, as opposed to general cash advance. Within each year's approved grant award, a scope of work is included with specific deliverables that must be met on a quarterly basis. Each deliverable is assigned a dollar value and is paid upon completion and submission of the required service and/or task.
- The Division grant manager reported that FPSA submits quarterly reports and deliverables on time and has been paid the full value of their grant award for the years reviewed.

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.

- FPSA is not required to submit student data to the state reporting system, but records such as membership numbers were reported to their Division grant manager.

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

- FPSA is a not-for-profit organization led by a Board of Directors with a State Director to run operations and coordinate the chapter affairs within the association. Each chapter is self-governing and elects students to serve as officers under the supervision of a school-approved advisor. The State Director is responsible for coordinating efforts to elect state-wide officers.
- State Officers provide student leadership on a state-wide level and regional officers provide guidance at the local level.
- FPSA provides content aligned with academic standards and relevant technical knowledge and skills needed to prepare for Science, Technology, Engineering and Mathematics

education. Professional learning and career development events also help prepare students for professions in criminal justice, law studies, firefighting, public administration and teaching.

- FPSA has approximately 1,400 student members across the state.

D. EQUAL ACCESS refers to compliance with federal non-discrimination laws' requirements relating to recruitment, enrollment, participation and completion of programs.

- FPSA included the necessary policies required by the General Education Provisions Act (GEPA) and other federal laws, which ensure equal access and participation in programs regardless of sex, race, national origin, color, disability or age.

E. 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.

- FPSA did not purchase any grant-funded equipment during the years monitored.
- In the event that equipment is acquired using future grant dollars, FPSA has policies and procedures in place regarding those purchases.

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 were:

- Operational policies and procedures
- CTSO rosters
- Events calendar
- Final Project Disbursement Report
- Grant Budget Analysis (GBA)
- Monthly transaction ledger
- Purchase invoices
- Financial statements
- Quarterly deliverables

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.

- FPSA uses grant funds solely for the State Director's salary. No other expenditures are charged to the grant.
- Although no grant funds are used for the operation of the organization, FPSA did provide fiscal records to support their deliverables submitted to the Division. Records included:
 - Purchase invoices
 - Time and effort reports
 - Financial and bank statements
 - Travel records

All records were in accordance with the agreed upon scope of work and paid accordingly.

- QAC monitoring staff conducted a fiscal review of the providers' GBA. Upon review, no instances of non-compliance were uncovered.

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

- FPSA has numerous collaborations, partnerships and MOUs throughout the state. They offer additional educational and job experiences to students within their service area(s). The list of partners includes, but is not limited to:
 - Orange County Public Schools
 - Learning Labs, Incorporated
 - Florida Police Chief's Association
 - Florida Highway Patrol
 - St. Leo's College
 - Osceola Fire Department
 - Keiser University
 - 911 Call Ready
 - Dana Safety Supply

VIII. RESULTS

FPSA 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 can be found at:

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

<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.

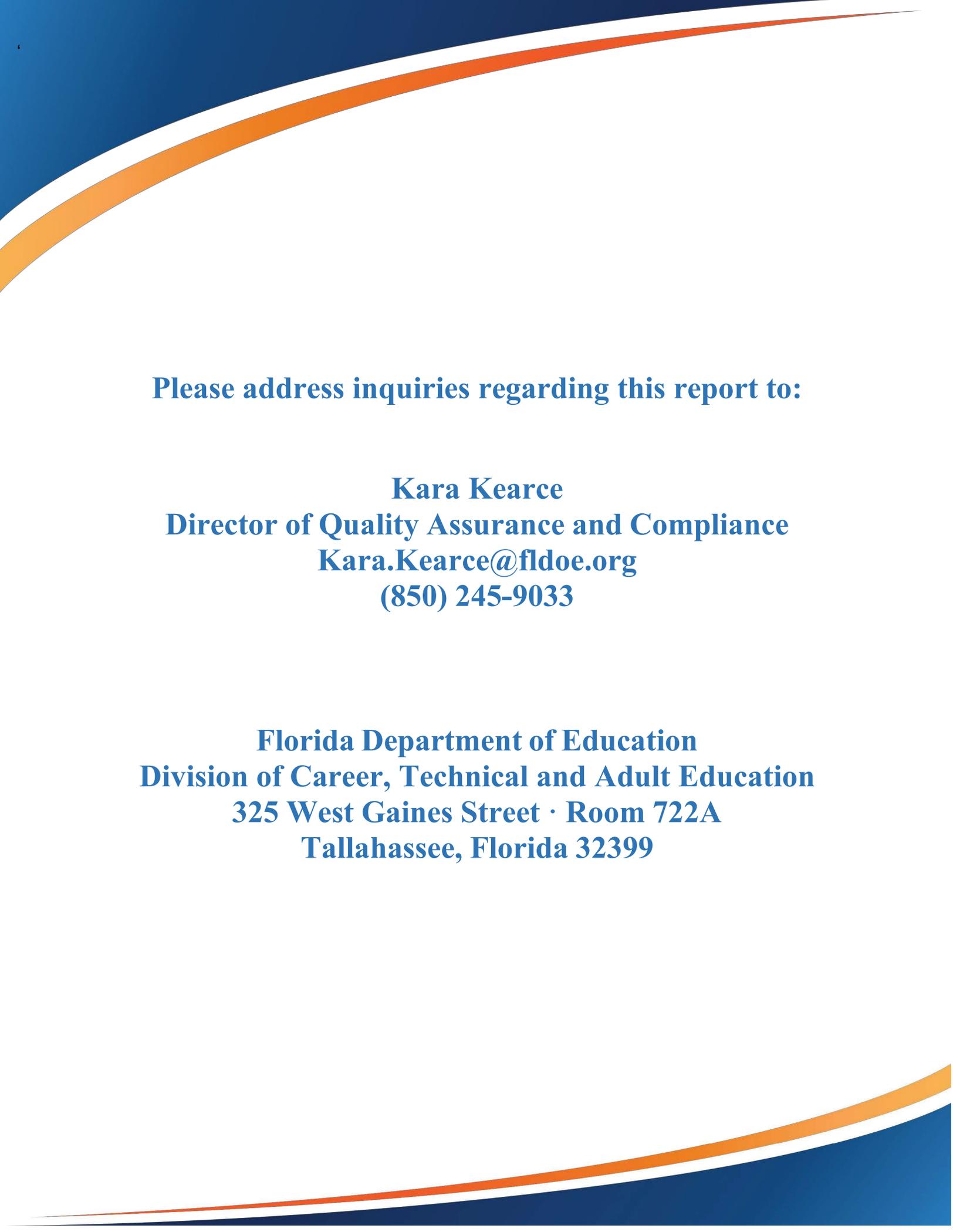
On behalf of the Division, the monitoring team would like to extend their appreciation to all participants in the FPSA monitoring review. A special thanks is offered to Mr. Lee Gilreath for his participation during this process.

APPENDIX A

Florida Public Service Association, Incorporated
Perkins - Leadership
Risk Matrix

Risk Scores Matrix for Districts Receiving Perkins Grants					
Agency Name: Florida Public Service Association, Incorporated					
Program Type: CTE					
Monitoring Year: 2025-26					
Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
Number of Years Since Last Monitored	7 or More Years	7	7	<u>X10</u>	70
	5-6	5			
	3-4	3			
	0-2	1			
Total Budget for all Perkins Grants Combined	Upper Quartile	7	1	<u>X 8</u>	8
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
Number of Perkins Grants	4 or More	7	1	<u>X 8</u>	8
	3	5			
	2	3			
	1	1			
	No	0			
Agency CTE Program Director Change from Previous Fiscal Year	Yes	7	0	<u>X 6</u>	0
	No	0			
Unexpended Funds from all Perkins Grants Combined	Upper Quartile	7	0	<u>X 4</u>	0
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
Agency Risk Score					86

Data sources used for calculations: Prior to July 1, 2024



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