



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Virtual Desk Monitoring Review for Pathways to Career Opportunities

FloridaMakes, Incorporated

August 18-22, 2025

Final Report

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Florida Department of Education
Division of Career and Adult Education

FloridaMakes, Inc
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.

II. AUTHORITY

Pursuant to Section 1008.32, Florida Statutes, Rule 6A-20.046, Florida Administrative Code, the Pathways to Career Opportunities Grant 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 is located 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.

FloridaMakes, Incorporated (FloridaMakes, Inc.) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Ms. Rovena Pando, President, on August 15, 2025. The designated representative for the agency was Mr. Marcelo Dossantos. The Division's representative conducting the VDMR was Program Specialist Dantavia Davis of the QAC.

V. FloridaMakes, Inc.

Finance

The provider was awarded the following grant for fiscal years 2020-21 through 2024-2025:

FY 2020-21

<u>Grant</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	48M-90310-1D301	\$117,717.63	\$13,369.96

FY 2023-24

<u>Grant</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	48M-90310-4Q001	\$263.633.00	\$9,243.94

FY 2024-25

<u>Grant</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	48M-90310-5Q001	\$425,914.00	\$ N/A*

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

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

<https://www.marinemax.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

Since the provider did not have capitalized equipment above the \$5,000 threshold, an onsite visit was not required:

Entrance and Exit Conferences

An introductory pre-visit for FloridaMakes, Inc. took place on August 7, 2025. An exit conference was conducted on August 25, 2025. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Marcello Dossantos	Director, Workforce Development Executive Director, Advance Manufacturing Workforce Leadership Council	X	X
Danielly Orozo-Cole	Manager, Career & Technical Education Programs	X	
Kaitlin Centonze	Manager of Finance & Grants	X	
Rovena Pando	President, FloridaMakes	X	
Division Monitoring Team			

Michael Swift	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	X	X
Dantavia Davis	Program Specialist, QAC	X	X

Narrative

Based out of Orlando, FL, FloridaMakes, Inc. is a statewide, industry-led public-private partnership with the sole mission of strengthening and advancing Florida's economy by improving the productivity and technological performance of its manufacturing sector, with an emphasis on small- and medium-sized firms. FloridaMakes, Inc., offers an Advanced Manufacturing Apprenticeship Industrial Manufacturing Technician program to upskill entry level employees. The program is registered with the state of Florida and the manufacturing Skills Standards Council.

VII. OBSERVATION

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

- FloridaMakes, Inc., continues to work with sector partners to expand the Industrial Manufacturing Technician (IMT) Apprentice program in regions that are identified with critical entry level worker shortages which include CareerSource (CS) Broward, CS Brevard, CS Central Florida, CS Northeast, CS Citrus Marion, Levy and CS Capital Region.
- The IMT Apprenticeship is competency based, and the apprentices learn to set up, operate, monitor and control production equipment. There are 200 hours of Related Technical Instruction (RTI) which contain four modules. The RTI also includes a Ready to Work career readiness training and credentialing program.
- Curriculum is delivered online through Manufacturing Standards Skills Council Amatrol eLearning platform. The employer identifies internal mentors for the entry level program with at least 2-3 years of experience. The approved mentor to apprentice ratio is 1:2. The employer monitors the quality of training to meet their needs. The mentors must attest to the competency of the apprentices by submitting a signed document to FloridaMakes, Inc., showing all 43 competencies have been met for the apprentice to exit the program and receive the nationally recognized Industrial Manufacturing Technician certification from the state.

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.

- The Division's Office of Research and Evaluation requested that the monitoring staff confirm the enrollment numbers for FloridaMakes, Inc., submitted to state data reporting systems. Enrollment data was requested for the following occupations:
 - Manufacturing
 - Industrial Manufacturing Technician
 - Quality Control Technician
 - Production Technologist
 - Production Maintenance
- FloridaMakes, Inc., provided enrollment data and supporting documentation as required by the Department. The PCOG team, in coordination with the Office of Research and Evaluation, reviewed and resolved 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 FloridaMakes, Inc., as part of the monitoring review.

C. **CURRICULUM AND INSTRUCTION** refer to those elements that contribute to student learning and skill acquisition.

- No curriculum and instruction were observed during the monitoring review.

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.

- All inventory with the value of \$1,000 or more met the criteria set forth by federal, state and local guidelines and is included within their fixed asset system.

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 were:

- Procedures for finance and procurement
 - Policies and procedures for property management
 - Inventory records
 - Procurement records
- Standards of Apprenticeship manual
- Employee/employer apprenticeship contract
- Instructional and On-Job-Training Manual

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.

- The Finance Director ensures the efficient management of PCOG grant funds. The following components of their financial policies and procedures manual were reviewed:
 - Budget Implementation
 - Cash Management
 - Methods of Accounting
 - Fiscal Internal Controls
 - Records and Reporting
 - Inventory Management
 - Procurement
 - Conflict of Interests
- Monitoring staff conducted a grant budget analysis of the FloridaMakes, Inc. grants. All object codes and dollar amounts pre-approved on their grant award were adhered to.

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

- FloridaMakes, Inc., has numerous collaborations and MOUs within the local community. They often offer additional educational and job experiences to students. The list of partners includes, but is not limited to, the following:
 - Florida Commerce’s workforce veteran programs
 - Veterans Florida
 - The Able Trust and Brevard Achievement Center

VIII. RESULTS

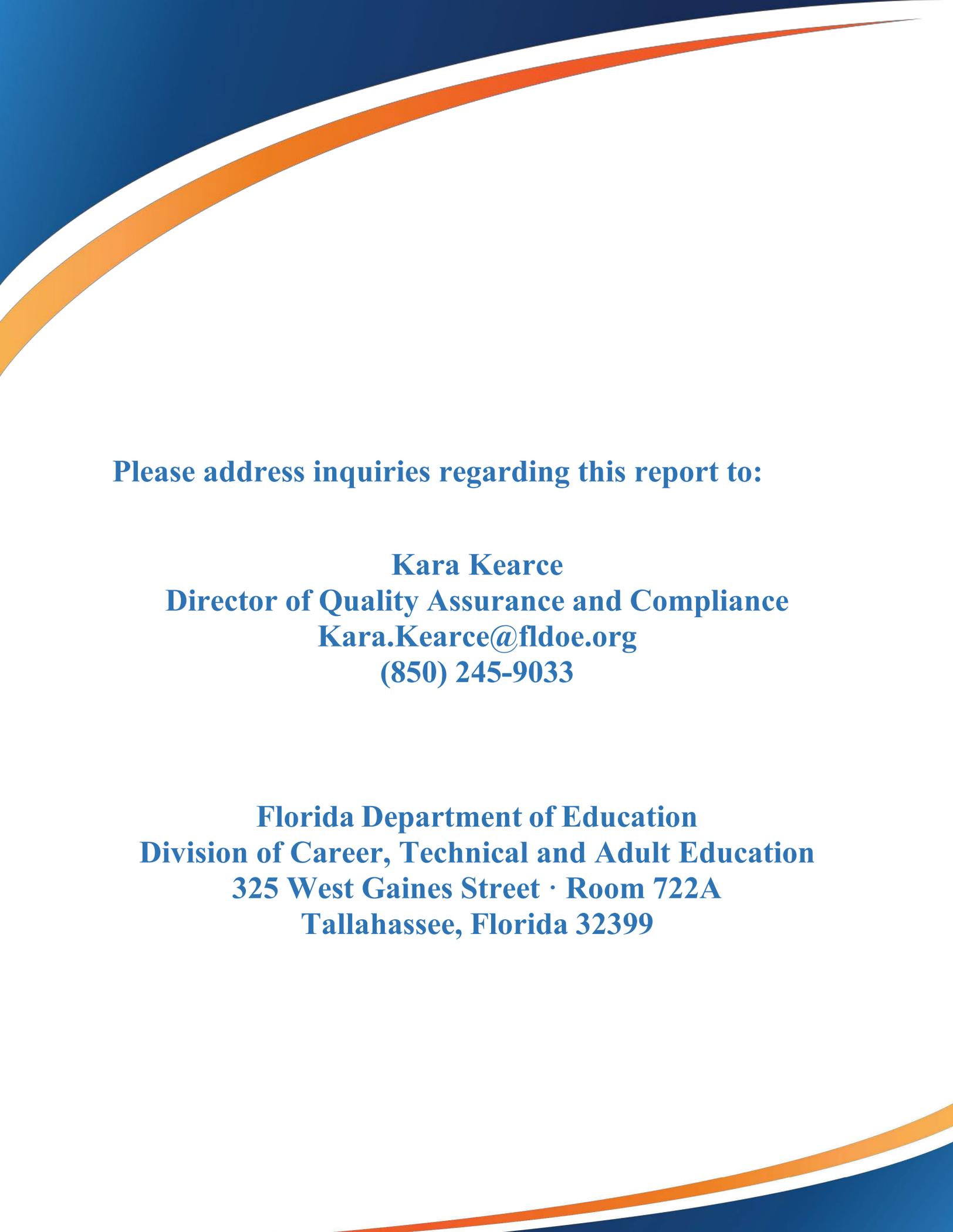
FloridaMakes, Inc., was not found to be out of compliance.

X. 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, 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 FloridaMakes, Inc VDMR. A special thanks is offered to Mr. Marcello Dossantos for his participation and leadership during this process.



Please address inquiries regarding this report to:

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