



FLORIDA DEPARTMENT OF  
**EDUCATION**  
CAREER AND ADULT EDUCATION

**Quality Assurance and Compliance  
Virtual Desk Monitoring Review  
for  
Florida Advanced Technological Education Center  
(FLATE)**

**FloridaMakes, Incorporated**

**August 18-22, 2025**

**Final Report**

## TABLE OF CONTENTS

I.	Introduction .....	1
II.	Authority .....	1
III.	QAC Core Monitoring Guide.....	1
IV.	Provider Selection .....	1
V.	FloridaMakes, Inc. ....	2
VI.	Monitoring Activities .....	2
VII.	Observations.....	3
VIII.	Results .....	5
IX.	Summary .....	5
	Appendix A.....	6

Florida Department of Education  
Division of Career and Adult Education

**FloridaMakes, Incorporated.**  
**Quality Assurance and Compliance Monitoring Report**

**I. INTRODUCTION**

The Florida Department of Education (FDOE), Division of Career and Adult Education (division), in carrying out its roles of leadership, resource allocation, technical assistance, monitoring and evaluation, is required to oversee the performance and regulatory compliance of recipients of federal and state funding. The Quality Assurance and Compliance (QAC) section is responsible for the design, development, implementation and evaluating a comprehensive system of quality assurance including monitoring. The role of the quality assurance system is to assure financial accountability, program quality and regulatory compliance. As stewards of federal and state funds, it is incumbent upon the division to monitor the use of workforce education funds and regulatory compliance of providers on a regular basis.

**II. AUTHORITY**

The FDOE receives federal funding from the U.S. Department of Education (USDOE) for Career and Technical Education (CTE) under the Carl D. Perkins (Perkins) Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act, and for Adult Education (AE) under the Workforce Innovation and Opportunity Act (WIOA) of 2014. FDOE awards sub-grants to eligible providers to administer local programs. FDOE 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 CFR 76.770, Education Department General Administrative Regulations (EDGAR) and the Uniform Grant Guidance (UGG) 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 CMG is intended to be used broadly by any reviewer conducting an onsite or desk monitoring of any program currently administered by the division. The guide provides a summary of each facet of the monitoring design and the process. It also contains objectives that may be used as agencies are monitored or reviewed. It is located 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 section 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 monitoring strategy for FloridaMakes, Incorporated, (FloridaMakes, Inc.) was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Ms. Rovena Pando, President, FloridaMakes, Inc., on August 15, 2025. Mr. Marcelo Dossantos served as the designated contact for the VDMR.

The representative of the division conducting the VDMR was program specialist, Ms. Dantavia Davis of the Quality Assurance and Compliance section.

**V. FloridaMakes, Inc.**

The provider was awarded the following grants for FY’s 22-23, 2023-24

**Finance**

**FY 2022-23**

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins FLATE	48M-1623B-3P001	\$ 390,000.00	\$ 35,739.06

**FY 2023-24**

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins FLATE	48M-1624B-4P001	\$ 372,406.00	\$ 34,947.66

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

<https://www.floridamakes.com/home>

**VI. MONITORING ACTIVITIES**

The monitoring activities included pre and post-visit planning, an entrance and exit conference, records review and interviews with administrators, if necessary.

Onsite Visits

No onsite visits were made during the VDMR process.

Entrance and Exit Telephone Conferences

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

<b>Name</b>	<b>Title</b>	<b>Entrance Conference</b>	<b>Exit Conference</b>
Marcelo 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	
<b>Division Monitoring Team</b>			
Charles Davis	Program Specialist, QAC	X	X
Dantavia Davis	Program Specialist, QAC	X	X
Michael Swift	Program Specialist, QAC	X	X

### Interviews

FloridaMakes, Inc., Executive Coordinator Marcello Dossantos was available via teleconference for interviews, if necessary.

### Records Review

Due to the unique nature of the FloridaMakes grants, only “CTE Core Activity - Objective 1.d – “Leadership Activities” and their submitted deliverables/supporting documentation were reviewed as a part of the VDMR.

## **VII. OBSERVATIONS**

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

- FLATE’s goal is to improve manufacturing and engineering technology education. The only way to respond to the workforce capacity and skills needs of their stakeholders is to monitor their needs and devise innovative ways to meet them. The team lead was Marcello Dossantos, Director of Florida Advanced Technical Education.
- The Executive Director works alongside the Board of Directors to ensure all aspects of their grant(s) are achieved in a timely and efficient manner.
- The role of the Executive Director includes, but is not limited to:
  - Work with the Board of Directors
  - Plan, coordinate and conduct Professional Learning Conferences
  - Supervise state-wide Regional Manufacturing Association Meetings
  - Timely and accurate submission of grant deliverables to the Department
  - Maintain accurate financial records and accounts

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

- FLATE provides industry partnerships and workforce opportunity by connecting industry and workforce needs to targeted educational endeavors at many community and state colleges across Florida.
- FloridaMakes, Inc., continues to implement a three-year strategy to promote economic opportunities in Florida by enhancing skilled manufacturing workforce education in the state

with focus on regions that have specific skills gaps and insufficient supply of workers with the needed skills.

- The project helped build the relationship established in the prior year by bringing together key stakeholders to build a sufficient supply of skilled workers in different regions and statewide. The project plan incorporated adjustments and revisions for CTE programs offered, curriculum changes, educator professional learning and recruitment strategies to build the needed workforce.
- FloridaMakes, Inc., is engaged in a wide variety of activities to help manufactures develop a skilled pipeline and workforce practice to create an effective organizational workforce by developing programs such as apprenticeships, employer of choice and training and development.

C. **RECORDS REVIEW** refers to reviewing the records and documents that evidence compliance with federal and state rules and regulations. In addition, a sampling of financial and programmatic records is reviewed.

- FloridaMakes, Inc., quarterly deliverables for the years 2022-23 to 2023-24 were examined as part of their monitoring review. The following items comprise the deliverables submitted to the grant manager:
  - Financial and bank statements
  - Board of Director meeting minutes, agendas, etc.
  - Annual operating budgets
  - Leadership training records
  - Travel records
  - Community and stakeholder outreach
  - Membership applications and materials
  - Correspondence between skills and state-wide stakeholders
  - State-wide training materials
- FloridaMakes, Inc., internal controls and procedures
- Financial policies and procedures

D. **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.

- FloridaMakes, Inc., has policies and procedures in place for accounting practices, budgeting and the reporting of financial data. Procedures for contractual agreements, procurement and travel were also provided as part of the VDMR.
- Contracted vendors or services are thoroughly vetted prior to entering into any agreement with FloridaMakes, Inc. Once a contract agreement is in place, a scope of work is agreed upon and the contractor is paid based on the completion of the approved tasks.
- FloridaMakes, Inc., enters into contractual agreements with numerous vendors including hotels and event venues. Appropriate documentation was included in their quarterly deliverables submitted to their program manager.
- The majority of the FLATE Perkins grant goes toward the salary of the executive director and travel.
- FloridaMakes, Inc., submitted their quarterly deliverables in a timely manner to the Department and were paid appropriately for the level of work represented in the records and documentation.

- No other deliverables were rejected or paid at a lesser rate than what was authorized in their grants.

**E.** **COLLABORATION** refers to the 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 partnerships throughout the state of Florida. These partnerships help to support the operations of the organization. The list of partners include, but are not limited to:
  - Big Bend Manufactures Association
  - Florida Photonics
  - South Florida Manufacturers Association
  - Northwest Regional Hub
  - Neptune Research, Inc.

## **VIII. RESULTS**

FloridaMakes, Inc., was not found to be out of compliance. Documentation was up to date and deliverables were submitted within a reasonable timeframe to the department.

## **IX. SUMMARY**

Once the VDMR is completed, including receipt of additional requested information when applicable, a preliminary report is forwarded to the provider for review. Comments are accepted and will be considered at the discretion of the FDOE monitoring team lead. Once the final report is approved, it will be forwarded to the agency head with a copy sent to the provider designated contact person. The final report will be posted on the department's website at the following address: <http://fldoe.org/academics/career-adult-edu/compliance>.

Finally, the division issues a closure letter to the agency head and designated contact person. This letter indicates that all outstanding resolution items have been completed, when applicable, and that no further action is required. This letter will officially end your monitoring process.

On behalf of the department, the monitoring team extends its appreciation to all participants in the FloridaMakes, Inc. VDMR Special thanks is offered to Marcelo Dossantos for his participation and leadership during this process.

**APPENDIX A**

FloridaMakes, Inc.  
FLATE  
Risk Matrix

<b>Risk Scores Matrix for a Non-College or Non-School District Receiving Career and Technical Education (CTE) Carl D. Perkins Grants</b>					
Agency Name: <b>FloridaMakes, Inc.</b>					
Program type: <b>CTE</b>					
Monitoring Year: <b>2025-2026</b>					
<b>Metric</b>	<b>Scaling</b>	<b>Point Value</b>	<b>Points Assigned</b>	<b>Weight</b>	<b>Total Metric Points</b>
<b>Number of Years Since Last Monitored</b>	7 or More Years	7	<b>3</b>	<u><b>X 10</b></u>	<b>30</b>
	5-6	5			
	3-4	3			
	0-2	1			
<b>Total Budget for all Perkins Grants Combined</b>	Upper Quartile	7	<b>7</b>	<u><b>X 8</b></u>	<b>56</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
<b>Number of Perkins Grants</b>	4 or More	7	<b>1</b>	<u><b>X 8</b></u>	<b>8</b>
	3	5			
	2	3			
	1	1			
<b>Agency CTE Program Director Change from Previous Fiscal Year</b>	Yes	7	<b>0</b>	<u><b>X 6</b></u>	<b>0</b>
	No	0			
<b>Unexpended Funds from all Perkins Grants Combined</b>	Upper Quartile	7	<b>7</b>	<u><b>X 4</b></u>	<b>28</b>
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
<b>AGENCY RISK SCORE:</b>					<b>122</b>

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



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