



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Virtual Desk Monitoring Review for Pathways to Career Opportunities Grant

Florida Gulf Coast Chapter, ABC

September 23-27, 2024

Final Report

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Florida Department of Education
Division of Career and Adult Education

**Florida Gulf Coast Chapter, ABC
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. You can find the guide 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. Some circumstances may warrant onsite monitoring, desk monitoring review or other strategies regardless of a provider's risk matrix score.

Florida Gulf Coast Chapter, ABC monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Mr. Steve Cona, on July 23, 2024. The designated representatives for the agency was Mr. Steve Cona.

The Division's representative conducting the VDMR was Program Specialist Charles Davis of the QAC.

V. FLORIDA GULF COAST CHAPTER, ABC

Finance

The provider was awarded the following grant(s) for fiscal years 2021-2022, 2022-2023:

FY 2021-22

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	89O-90310-2D401	\$ 198,505.00	\$.00

FY 2022-23

Pathways to Career Opportunities	89O-90310-3Q501	\$ 258,715.00	\$ 5,902.30
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Additional information about the provider may be found at the following web address:

<https://abcflgulf.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.

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 telephone meeting with Steve Cona took place on July 24, 2024. An exit telephone meeting took place on September 27, 2024 to inform him of the final standing of the monitoring review.

Name	Title	Entrance Conference	Exit Conference
Steve Cona	President/CEO, Florida Gulf Coast Chapter, ABC	X	X
Division Monitoring Team			
Michael Swift	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	X	X

Narrative

Florida Gulf Coast Chapter, ABC is one of the largest providers of apprenticeship education, as well as the largest commercial contractor trade association in Florida. ABC has over 500 member companies (employers) and 88 participating employers who employ apprentices. ABC also partners with local CareerSource boards to utilize braided funding opportunities for employers to defray the hiring and training costs of employees. They provide participating employers and association members with information on grant and training funding with partners such as Hillsborough Community College, Polk State College, Pinellas County and Hillsborough County School Districts. Their charitable partners include Boys and Girls Clubs, AMIKids (current partner in providing preapprenticeship education and a source of potential new employees and enrollees), Corporation to Develop Communities of Tampa, Inc. (current partner in providing preapprenticeship education and potential apprenticeship enrollment). These

partnerships help them identify under-employed individuals who may be interested in a potential career in construction, employment by a supportive participating employer and potential enrollment in a registered apprenticeship program.

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 employer provides the on the job training (OJT) component, supervised by a journeyman on existing real-life construction projects. Reports are required by the student and employer and are made through their exclusive web-based system. ABC's Flashpoint Learning Management System allows real-time reporting and tracking of the required 2,000 annual hours of OJT credits. The ABC Florida Gulf Coast Chapter monitors and audits OJT reports to determine who is deficient and incentivizes students and employers to make timely reports to help ensure they complete the program on time. The traditional duration for an Apprenticeship education is 4 years. During this period, apprentices are granted credit for the work experience they gain on the job. Apprentices are required to complete a work progress form monthly. It is their responsibility to enter the number of hours for their work in each of the given trade categories. Their completed information is recorded in the ABC's Flashpoint Learning Management System. The ABC Florida Gulf Coast Chapter Apprenticeship Committee and sponsoring employers monitor to ensure the allowable ratio of apprentices to journeymen is maintained.
- 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.
- Since the provider is not required to report student data through the state data reporting system, no data was verified during the 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 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 the 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 Chief Financial Officer and Accounting Controller 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 budget analysis of Florida Gulf Coast Chapter, ABC Department grants.

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

- Florida Gulf Coast Chapter, ABC 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:
 - Piper Fire Protection
 - Tri City Electrical Contractors
 - Hillsborough Community College

VIII. RESULTS

Florida Gulf Coast Chapter, ABC 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, 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 Florida Gulf Coast Chapter, ABC VDMR. A special thanks is offered to Mr. Steve Cona for his participation and leadership during this process.



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