



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Virtual Desk Monitoring Review for Pathways to Career Opportunities Grant

Florida Nursery, Growers and Landscape Association,
Inc.

September 3-6 2024

Final Report

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Florida Department of Education
Division of Career and Adult Education

**Florida Nursery, Growers, and Landscape Association, 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. Some circumstances may warrant onsite monitoring, desk monitoring review or other strategies regardless of a provider's risk matrix score.

Florida Nursery, Growers and Landscape Association, Inc. (FNGLA) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Mr. Tal Coley, Chief Executive Officer, on July 23, 2024. The designated representative for the agency was Ms. Merry Mott.

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

V. FLORIDA NURSERY, GROWERS AND LANDSCAPE ASSOCIATION, INC.

Finance

The provider was awarded the following grant(s) for fiscal years 2019-2020 and 2020-2021:

FY 2019-20

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	562-90320-1D301	70,000.00	\$.00

FY 2020-21

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	562-90310-1D301	\$ 35,000.00	\$.00

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

<https://fn gla.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 Merry Mott took place on July 26, 2024. An exit telephone meeting took place on Sept 6, 2024, to inform her of the final standing of the monitoring review.

Name	Title	Entrance Conference	Exit Conference
Merry Mott	Director of Industry Certifications and Career Development, FNGLA	X	X
Division Monitoring Team			
Michael Swift	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	X	X

Narrative

As the nation's largest state nursery and landscape association, FNGLA represents Florida's environmental horticulture industry which generates more than \$31 billion total output sales and directly employs 266,000 plus people. Through FNGLA's efforts, the entirety of Florida's nursery and landscape industry benefits. FNGLA dates back to 1952 and today is a vibrant network of professionals who work in unison to shape the future of Florida's nursery and landscape industry. Through the association's activities, FNGLA strives to advance member's business interests and enhance their success. FNGLA is a

member-driven association that recognizes the need for individual industry members to unify. FNGLA works to better the industry, raising the bar on professionalism by spearheading marketing programs, providing promotional and educational venues for members, taking a leadership role in protecting and promoting their members' business interests, communicating the latest industry issues and providing professional accreditation to interested individuals, promoting their members' business interests, communicating the latest industry issues and providing professional accreditation to interested individuals.

VII. OBSERVATION

- A. **ADMINISTRATION** refers to the management and supervision of programs, the structure of programs and services, grant oversight and other administrative areas.
- Apprenticeship is a structured training program in which the apprentice works full-time for a sponsoring employer, learning the skills of the trade through on the job training. FNGLA's Nursery & Landscape Apprenticeship Program includes specialization as:
 - Horticulture Technician
 - Landscape Technician
 - Irrigation Technician
- 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 criteria set forth by federal, state and local guidelines are 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

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.

- The Director of Industry Certifications and Career Development 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 FNGLA's Department grants.

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

- FNGLA 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:
 - Eastern Florida State College
 - First Coast Technical College
 - Florida Future Farmers of America
 - Indian River State College

VIII. RESULTS

FNGLA 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 Nursery, Growers and Landscape Association, Inc. VDMR. A special thanks is offered to Ms. Merry Mott for her participation and leadership during this process.



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