



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Virtual Desk Monitoring Review for Pathways to Career Opportunities Grant

Greater Miami Service Corps

February 3-7, 2025

Final Report

TABLE OF CONTENTS

I.	Introduction	1
II.	Authority	1
III.	QAC Core Monitoring Guide.....	1
IV.	Provider Selection	1
V.	Greater Miami Service Corps.....	2
VI.	Monitoring Activities	2
VII.	Observation	3
VIII.	Results	4
IX.	Summary	5

Florida Department of Education
Division of Career and Adult Education

Greater Miami Service Corps
**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 can be found on the Division's website at: <http://fldoe.org/academics/career-adult-edu/compliance>.

IV. PROVIDER SELECTION

The QAC office may implement specific monitoring strategies for any federal or state-funded provider during any monitoring review. There may be circumstances that warrant onsite monitoring, as well as desk strategies, regardless of a provider's risk matrix score.

Greater Miami Service Corps monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Ms. Deborah Dorsett, Division Director, on December 12, 2024. The designated representative for the agency was Ms. Dorsett. The Division's representative conducting the VDMR was Program Specialist Charles Davis of the QAC.

V. GREATER MIAMI SERVICE CORPS

Finance

The provider was awarded the following grant for fiscal year 2023-2024:

FY 2023-24

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	85V-90310-4P001	\$ 52,000.00	\$ 52,000.00

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

<https://gmscmiami.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 Teams meeting with Ms. Deborah Dorsett took place on January 27, 2025. An exit telephone meeting took place on February 5, 2025 to inform her of the final standing of the monitoring review.

Name	Title	Entrance Conference	Exit Conference
Deborah Dorsett	Division Director, Greater Miami Service Corps	X	X
Division Monitoring Team			
Michael Swift	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	X	X

Narrative

Greater Miami Service Corps uses service as a strategy to engage young people between the ages of 18-24 in service. The majority of young people (Corpsmembers) come to Corps looking for a second chance to succeed in life. In return for their efforts, Corpsmembers receive guidance by adult leaders who serve as mentors and role models. Corpsmembers receive a modest stipend and a wide range of member development services including significant educational opportunities, career preparation and the opportunity to invest in their communities. Greater Miami Service Corps' goal is to provide an environment where out-of-school young people can receive "Real Learning for Real Life" leading to positive educational outcomes that provide a foundation toward long-term self-sufficiency.

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 Registered Preapprenticeship Program includes South Florida Laborers and South Florida Carpenters. The responsibilities of both sponsors included assisting with training, mentoring, serving on the preapprenticeship committee and ensuring the overall successful operation of the program and the welfare of preapprentices. Additionally, they provide support to prepare preapprentices for entry into their respective apprenticeship programs. The established preapprenticeship committee notifies the appropriate apprenticeship and training representatives of all representative meetings and update, curriculum updates to improve effectiveness and efficiency and provided a pathway to placement. Greater Miami Service Corps has an agreement with the preapprenticeship sponsors.
 - The average length of the program was nine (9) months.
 - The program delivery was classroom based and online. Hands-on was provided in person.
 - Travel was budgeted as the instructor traveled between both centers for testing and hands-on application.
- 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.
- The PCOG team requested that the monitoring staff confirm Greater Miami Service Corps's PCOG enrollment numbers submitted to the PCOG office. Enrollment data was requested for the following occupations:
 - Construction Craft Laborer
 - Carpentry
 - Greater Miami Service Corps provided sufficient enrollment data and documentation as required by the Department.
 - All documentation was provided by Greater Miami Service Corps 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 prepprenticeship 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 Fiscal 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 Greater Miami Service Corps grant. All object codes and dollar amounts pre-approved in their grant award were adhered to.

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

- Greater Miami Service Corps 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:
 - CareerSource South Florida
 - Miami Dade County
 - City of Miami
 - South Florida Laborers
 - South Florida Carpenters

VIII. RESULTS

Greater Miami Service Corps 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 Greater Miami Service Corps VDMR. A special thanks is offered to Ms. Deborah Dorsett for her participation and leadership during this process.



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