



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

## **Quality Assurance and Compliance**

### **Virtual Desk Monitoring Review for Pathways to Career Opportunities Grant**

iBuild Central Florida, Inc.

**September 3-6, 2024**

**Final Report**

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Florida Department of Education  
Division of Career and Adult Education

**iBuild Central Florida, 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. 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.

iBuild Central Florida, Inc. (ICF) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Ms. Kathleen Lepow, Program Coordinator, on July 23, 2024. The designated representative for the agency was Ms. Kathleen Lepow.

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

## **V. IBUILD CENTRAL FLORIDA, INC.**

### **Finance**

The provider was awarded the following grant(s) for fiscal years 2019-2020, 2021-2022, 2022-2023:

#### **FY 2019-20**

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	95Y-90310-0D001	\$ 297,410.00	\$ .00
Pathways to Career Opportunities	95Y-90310-0D002	\$ 75,890.00	\$ .00
Pathways to Career Opportunities	95Y-90310-1D301	\$ 86,100.00	\$ 6.00
Pathways to Career Opportunities	95Y-90310-1D302	\$ 271,410.00	\$ 6.66

#### **FY 2021-22**

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	95Y-90310-2D401	\$ 278,985.00	\$ .00

#### **FY 2022-23**

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	95Y-90310-3Q501	\$ 302,217.00	\$ 11,390.02
Pathways to Career Opportunities	95Y-90310-3Q502	\$ 314,945.00	\$ 13,685.62

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

[ibuildcentralflorida.com](http://ibuildcentralflorida.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**

- Disney - Jobsite
- Habitat for Humanity – Jobsite
- Ocoee - Jobsite
- Winter Garden – Jobsite

### Entrance and Exit Conferences

An introductory telephone meeting with Kathleen Lepow 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
Kathleen Lepow	Program Coordinator, ICF	X	X
<b>Division Monitoring Team</b>			
Michael Swift	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	X	X

### Narrative

The ICF Preapprenticeship Corrections program is sponsored by multiple apprenticeships. The iBuild Carpentry Apprenticeship Program, Florida Electrical Apprenticeship & Training Program and the Plumbing Industry Professional Apprenticeship agreed to sponsor the iBuild Central Florida Preapprenticeship Corrections Program at its inception in 2020. Each apprenticeship offers orientations to the preapprentices regarding their apprenticeship opportunities and participating employers. Upon release from the correctional facility, preapprentices are provided the contact information for each partnering apprenticeship.

## **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 Related Technical Instruction (RTI) standards were drafted by the iBuild Central Florida Preapprenticeship Corrections Program committee members. The program consists of 450 hours of training in the competencies outlined in the standards. The competencies include the requirements for National Center for Construction Education and Research (NCCER) Core Certification and additional skills to prepare the preapprentice for entry-level employment in multiple construction areas.
  - The RTI competencies include the following: Construction Orientation, Employability Skills, Fundamentals of Professional and Community Organizations, Communications Skills, Soft Skills, Work Ethics, Computer Basics, Virtual Reality Basics, Basic Safety, Introduction to Construction Math, Hand and Power Tools, Introduction to Construction Drawings, Introduction to Materials Handling, Introduction to Basic Rigging, Introduction to Carpentry, Introduction to Electrical Wiring and Introduction to Plumbing. Students complete virtual simulations, performance check-offs and hands-on projects as they cover the competencies. At the completion of their training, students have Occupational Safety and Health Administration (OSHA) 10, Cardiopulmonary resuscitation (CPR)/First Aid and NCCER Core certifications and are prepared for entry-level employment in multiple construction specialties.
  - The School District of Osceola County acts as the local education authority (LEA) for the preapprenticeship and provide instructors with instructional support.
  - iBuild collaborates with CareerSource Central Florida and CareerSource Northeast to provide placement assistance and student support. Student support is an often overlooked component to a successful program but essential when working with justice-involved students

transitioning to employment. iBuild has established a foundation to assist with barriers to employment. Osceola County Jail and Bridges of America provide student support for clients from their respective programs. This outlined collaboration ensures every aspect of a successful program implementation is identified.

**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 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 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 Director of Programs 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 ICF's 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.

- ICF 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:
  - Associated Builders and Contractors
  - Bridges International
  - Career Source Central Florida
  - The School District of Osceola County

## **VIII. RESULTS**

ICF 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 iBuild Central Florida, Inc. VDMR. A special thanks is offered to Ms. Kathleen Lepow for her participation and leadership during this process.



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