



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Virtual Desk Monitoring Review for Pathways to Career Opportunities Grant

Miami EdTech

February 3-7, 2025

Final Report

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Florida Department of Education
Division of Career and Adult Education

Miami EdTech
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. There may be circumstances that may warrant onsite monitoring, desk monitoring review or other strategies regardless of a provider's risk matrix score.

Miami EdTech monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Mr. Carlos Vazquez, President and Chief Executive Officer, on December 12, 2024. The designated representative for the agency was Mr. Vazquez. The Division's representative conducting the VDMR was Program Specialist Charles Davis of the QAC.

V. MIAMI EDTECH

Finance

The provider was awarded the following grant(s) 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 | 85G-90310-4Q001 | \$ 99,370.00 | \$.00 |

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

<https://miamiedtech.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

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 Mr. Carlos Vazquez took place on January 27, 2025. An exit telephone meeting took place on February 5, 2025, to inform him of the final standing of the monitoring review.

| Name | Title | Entrance Conference | Exit Conference |
|---------------------------------|--|----------------------------|------------------------|
| Carlos Vazquez | President & Chief Executive Director, Miami EdTech | X | X |
| Division Monitoring Team | | | |
| Michael Swift | Program Specialist, QAC | X | X |
| Chuck Davis | Program Specialist, QAC | X | X |

Narrative

Miami EdTech onboarded two apprentices. These apprentices were placed in occupations critical to Florida's burgeoning tech industry: one in Artificial Intelligence (AI) and the other in User Experience/User Interface (UX/UI) Design. The official start date for both apprentices was May 23, 2024. Additionally, they submitted and received official approval from the Department to transition from an Individual Non-Joint (INJ) to a Group Non-Joint (GNJ) Registered Apprenticeship Program, enabling us to serve multiple employers. Their program provides opportunities for Florida's students and citizens by offering hands-on experience and practical skills in high-demand fields. The apprentices in their program are gaining expertise that will make them competitive in the job market, thus enhancing their career prospects. Furthermore, their program supports the state's economic growth and innovation by addressing the talent gap in AI and UX/UI Design. These apprentices are the first in their programs, setting a precedent for future cohorts and establishing a robust framework for scaling up their efforts. The onboarding of apprentices and the approval to operate as a multi-employer Registered Apprenticeship Program represent a new chapter for Miami EdTech.

VII. OBSERVATION

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

- For both occupations, employers are responsible for providing 2,000 hours, approximately 12 months, of continuous on-the-job employment. The standard ratio for both occupations is two apprentices per one journeyworker/mentor. Miami EdTech utilized GoSprout to monitor on-the-job training (OJT). GoSprout is a tool that streamlines program management. It provides a central platform for sponsors, employers and apprentices to track progress, access resources and communicate. This software is used in maintaining program consistency and efficiency. All employers and apprentices in this sponsored program have access to GoSprout to support the administration and navigation of their apprenticeship program.
- Related Technical Instruction (RTI) for both programs utilizes a web-based learning model. The Data Scientist (Alternate Title: Artificial Intelligence/Machine Learning Developer) occupation requires 200 hours of RTI. The User Experience Designer (alternate title: User Experience and Interface Designer) requires 240 hours of RTI.

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.

- The PCOG team requested that the monitoring staff confirm Miami EdTech's PCOG enrollment numbers submitted to the PCOG office. Enrollment data was requested for the following occupations:
 - Artificial Intelligence Specialist
 - User Experience and Interface Designer
- Miami EdTech provided sufficient enrollment data and documentation as required by the Division.
- All documentation was provided by Miami EdTech 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 President & Chief Executive 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 Miami EdTech's grants.
- 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.

- Miami EdTech 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
 - Kiddie Credit
 - LTX Connect
 - Watsco

VIII. RESULTS

Miami EdTech 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 Miami EdTech VDMR. A special thanks is offered to Mr. Carlos Vazquez for his participation and leadership during this process.



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