



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Onsite Monitoring Review for Pathways to Career Opportunities Grant

Skill Builders Solutions, Inc.

November 3-7, 2025

Final Report

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Florida Department of Education
Division of Career and Adult Education
Skill Builders Solutions, 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 can be found 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.

The Skill Builders Solutions, Inc. (SBS), monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Jenna Colvin, Founder and President, on August 1, 2025. The designated representative for the agency was Ms. Jenna Colvin.

The Division's representative conducting the VDMR was program specialist, Dantavia Davis of the Quality Assurance and Compliance section.

V. Skill Builders Solutions, Inc.

Finance

The provider was awarded the following grants for fiscal years 2023-24 through 2024-25:

FY 2023-24

<u>Grant</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	86Z-90310-4Q001	\$ 288,000.00	\$ 18,254.04
Pathways to Career Opportunities	86Z-90310-4Q002	\$ 125,000.00	\$ 259.15

FY 2024-25

<u>Grant</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Pathways to Career Opportunities	86Z-90310-5Q001	\$ 288,000.00	\$ 22,556.90
Pathways to Career Opportunities	86Z-90310-5Q002	\$ 288,000.00	\$ NA

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

<https://skillbuilderssolutions.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

An onsite inventory verification was conducted and validated at a remote location.

Entrance and Exit Conferences

The entrance conference for SBS was conducted on August 14, 2025. The exit conference was conducted on 12/8/2025. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Jenna Colvin	Founder and President, SBS	X	X
Division Monitoring Team			
Dantavia Davis	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	X	

Narrative

SBS provides training and apprenticeship-related programs in skilled trades. The organization offers training, apprenticeship pathways and career readiness activities for individuals seeking employment in construction and related industries.

SBS reported that its apprenticeship and preapprenticeship programs combine paid on-the-job training with related instructional training provided through partnerships with industry organizations associated with its Construction Craft Laborer and Heavy Equipment Operator apprentice and preapprenticeship programs.

SBS also reported partnerships with organizations that deliver training programs within correctional institutions. In addition, SBS reported working with a public school district to implement these programs in high schools.

VII. OBSERVATION

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

- A contractual apprenticeship coordinator provides support to participants enrolled in preapprenticeship and apprenticeship programs.
- SBS preapprenticeship and apprenticeship programs include the following occupations:
 - o Construction Craft Laborer
 - o Childcare Specialist
 - o Solar Energy Technician
 - o Cybersecurity
 - o Heavy Equipment Operator
- SBS reported collaboration with state agencies and industry organizations to develop and deliver related technical instruction (RTI) for certain preapprenticeship programs.
- SBS reported the introduction of additional preapprenticeship occupations, including Construction Craft Laborer and Heavy Equipment Operator. The preapprenticeship pathways include a total of 20 participant seats, with 10 seats allocated to each occupation.
- Participants in the Heavy Equipment Operator apprenticeship program receive instruction from program instructional staff.
- SBS reported partnerships with industry organizations that provide on-the-job training (OJT) opportunities for apprentices. The Construction Craft Laborer and Childcare Specialist programs each require 4,000 hours of OJT.

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 SBS PCOG enrollment numbers submitted to the PCOG office. Enrollment data was requested for the following occupations:
 - o Constructional Craft Laborer
 - o Child Care Development Specialist
 - o Solar Energy Technician
 - o Cybersecurity

- Heavy Equipment Operator
 - SBS provided enrollment data and supporting documentation as required by the Department. The PCOG team, in coordination with the Office of Research and Evaluation, will review and resolve any discrepancies identified in the data. Members of the QAC team did not take additional action beyond documentation and confirmation during 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:

- Inventory records
 - Standards of Apprenticeship & Pre-apprenticeship Manual
 - Fiscal Compliance Allowable Cost and Budget Management records
 - Participating employers agreements
 - Accounting policies and procedures
 - Grant Budget Analysis (GBA)
 - Purchase invoices
 - Quarterly deliverables
 - PCOG performance outcome
- 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 Vice President of Finance 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

- Monitoring staff conducted a grant budget analysis of GBA grant. All object codes and amounts pre-approved in their grant awards were adhered to.

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

- SBS has 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:
 - The GEO Group

VIII. RESULTS

SBS has a Program Concern in the following areas:

Program Concern	1
Concern Summary	During the monitoring review, RAPIDS records indicated that they had not registered apprentices in the following occupations: • Solar Energy Technician • Cybersecurity • Heavy Equipment Operator
Concern Detail	Per Title 29, Code of Federal Regulations (CFR), Part 29.5, Standards of Apprenticeship programs must have an organized, written plan that includes the terms and conditions of employment, training and supervision of one or more apprentices in an apprenticeable occupation. Review of RAPIDS records indicated that the Space Coast Consortium Apprenticeship Program (GNJ 2019-FL-72095) has not registered apprentices in the occupations listed above.
Potential Impact	Program concern could adversely affect future funding.

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: <https://www.fldoe.org/academics/career-adult-edu/>.

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.

The monitoring team would like to extend their appreciation to all participants in the Skill Builders Solutions, Inc. monitoring review, on behalf of the Division. A special thanks is offered to Ms. Jenna Colvin for her participation and leadership during this process.



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