FLORIDA DEPARTMENT OF EDUCATION

CAREER AND ADULT EDUCATION

Quality Assurance and Compliance

Virtual Desk Monitoring Review
for
Pathways to Career Opportunities Grant

University of Florida

March 2024

Final Report

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Florida Department of Education
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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 Statues, Florida Administrative Code, Rule 6A-20.046, 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. 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.

IV.   PROVIDER SELECTION

The University of Florida (UF) monitoring strategy was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Dr. Ben Sasse, President, on November 15, 2023. The designated representative for the agency was Ms. Tiffany Casino Schmidt, Assistant Vice President & Director Contracts & Grants

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

V.   University of Florida

Finance
The provider was awarded the following grant(s) for fiscal year 2022-2023:

FY 2022-23

Grants	Grant Number	Grant Amount	Unexpended
Pathways to Career Opportunities	011-90310-3S501	$ 186,500.00	$ 90,775.94

Additional information about the provider may be found at the following web address:
https://www.ufl.edu/

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
The college did not expend any grant funds on capitalized equipment, therefore, an onsite visit was not required.

Entrance and Exit Conferences
The entrance conference for UF was conducted on January 4, 2024. The exit conference was conducted on March 22, 2024. The participants are listed below:

Name	Title	Entrance Conference	Exit Conference
Tiffany Casino Schmidt	Assistant Vice President & Director Contracts & Grants, UF	X	X
Division Monitoring Team			
Michael Swift	Program Specialist, QAC	X	X
Chuck Davis	Program Specialist, QAC	X	X

Narrative

The University of Florida Office of Professional and Workforce Development (OPWD) entered into a collaborative partnership with CareerSource North Central Florida (CSNCFL) to produce Certified Community Health Workers. The partnership conducted a pilot program where members of the community who qualified through the WIOA (Workforce Innovation Opportunity Act) program were offered a full scholarship that included the cost of training, mentorship, a percentage of the required 500 practicum hours through on-the-job training (OJT) and the certifying exam. The purpose of this pilot was to prove the viability and scalability of the program across state workforce development boards. OPWD submitted and was approved to be an education provider by The Florida Certification Board. Specific roles: 1) OPWD provides the educational component required for an individual to become a CommunityHealth Worker; 2) CSNCFL conducted the screening process for applicants and paid for the scholarships, which included the cost of training and mentorship, to OPWD; 3) Mentorship was provided by a contracted subject matter expert and paid out of the scholarship funds provided by CSNCFL. The

mentor worked with students during the course of the program to assist in completing the training and subsequent placement with an employer to earn practicum hours. CSNCFL,working with OPWD and the mentor, determined the number of funds to be applied to support OJT and certifying exams.

VII.   OBSERVATION

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

- UF provides the educational training portion of the program and engages participating businesses/employers to employ and provide the technical training, supervision and oversight for the apprentices. The mentor is critical to the success of the program as they continually engage with the apprentices, businesses/employers and the community. OPWD created a workforce development committee over four years ago to unite community organizations, educational institutions, industry and businesses in order to accomplish those goals: 1) Provide workforce readiness programs that create successful transitions to career pathways that meet current and future employer needs; 2) Expand access to education and training programs for unemployed and underemployed populations in order to close workforce skills gaps; and 3) Build federal, state and local collaborative partnerships for the purpose of developing employer relationships, securing funding, data collection and research and program development.

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 Research and Evaluation department does not have access to University student data.

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.   **EQUAL ACCESS** refers to compliance with federal non-discrimination laws' requirements relating to recruitment, enrollment, participation and completion of programs.

- UF included the necessary policies required by the General Education Provisions Act and other federal laws which ensure equal access and participation in programs regardless of sex, race, national origin, color, disability or age.

F.   **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 are:
- College policies and procedures for finance and procurement
- College policies and procedures for property management
- Inventory records
- Procurement records
- Standards of Apprenticeship manual
- Employee/employer Apprenticeship contract
- Instructional and OJT 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.

- PeopleSoft® is used as the college's enterprise resource planning and financial management system. It is also used to house contractual bids and track payments for vendors.
- The college's finance department 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
  - Temporary duty assignment (travel) – UF uses state-approved guidelines for travel-related expenditures such as mileage rates, per diem and food allowances.
- The college does not use purchasing cards specifically for grant funds.
- UF provided additional fiscal records such as time and effort reports, procurement records and travel records. All documents were in accordance with applicable local, state and federal law.
- Monitoring staff conducted a budget analysis of UF'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.

- UF has numerous collaborations and MOUs within the local community. The University also offers additional educational and job experiences to students. The list of partners includes but are not limited to the following:

  - Alachua County Chamber of Commerce
  - Alachua County Public Schools
  - CareerSource North Central Florida

VIII. RESULTS

University of Florida was not found to be out of compliance.

X.   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, which you can find 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 University of Florida VDMR. A special thanks is offered to Ms. Tiffany Casino Schmidt for her participation and leadership during this process.

Please address inquiries regarding this report to:

Kara Kearce
Director of Quality Assurance and Compliance
Kara.Kearce@fldoe.org
850 245-9033

Florida Department of Education
Division of Career, Technical and Adult Education
325 West Gaines Street · Room 722A
Tallahassee, Florida 32399