



FLORIDA DEPARTMENT OF
EDUCATION

CAREER AND ADULT EDUCATION

**Quality Assurance and Compliance
Virtual Desk Monitoring Review
for
Perkins Career and Technical Student Organizations**

Florida Association and Foundation
of
Family, Career and Community Leaders of
America

January – March 2024

Final Report

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Florida Department of Education
Division of Career and Adult Education

Florida Association and Foundation of Family, Career and Community Leaders of America
**Perkins Career and Technical Student Organizations
Quality Assurance and Compliance Monitoring Report**

I. INTRODUCTION

The Florida Department of Education (Department), Division of Career and Adult Education (Division), in carrying out its roles of leadership, resource allocation, technical assistance, monitoring and evaluation, oversees the performance and regulatory compliance of recipients of federal and state funding. The Quality Assurance and Compliance (QAC) office is responsible for the design, development, implementation and evaluation of a comprehensive system of quality assurance including monitoring. The role of the quality assurance system is to ensure financial accountability, program quality and regulatory compliance. As stewards of federal and state funds, it is incumbent upon the Division to monitor the use of workforce education funds and regulatory compliance of providers on a regular basis.

II. AUTHORITY

The Department receives federal funding from the U.S. Department of Education for Career and Technical Education (CTE) under the Carl D. Perkins (Perkins) Strengthening Career and Technical Education for the 21st Century Act, and for Adult Education (AE) under the Workforce Innovation and Opportunity Act of 2014. The Department awards sub-grants to eligible providers to administer local programs. The Division must monitor providers to ensure compliance with federal requirements, including Florida's approved state plans for CTE and Adult Education/Family Literacy. Each state shall have procedures for reviewing and approving applications for sub-grants and amendments to those applications, for providing technical assistance, for evaluating projects and for performing other administrative responsibilities the state has determined are necessary to ensure compliance with applicable statutes and regulations pursuant to 34 CFR 76.770, Education Department General Administrative Regulations and the Uniform Grant Guidance for grant awards issued on or after December 26, 2014. The Florida Department of Education, Division of Career and Adult Education, is required to oversee the performance of sub-grantees in the enforcement of all laws and rules (Sections 1001.03(8) and 1008.32, Florida Statutes).

III. QAC CORE MONITORING GUIDE

The Core Monitoring Guide is intended to be used broadly by any reviewer conducting an onsite or desk monitoring review of any program currently administered by the Division. The guide provides a summary of each facet of the monitoring design and the process. It also contains objectives that may be used as agencies are monitored or reviewed. It is located on the Division's website at <http://fldoe.org/academics/career-adult-edu/compliance>.

IV. PROVIDER SELECTION

Various sources of data are used throughout the implementation of the quality assurance system. The monitoring component of the system is risk-based. Risk assessment is a process used to evaluate variables associated with the grants and assign a rating for the level of risk to the Department and the Division. A risk matrix, identifying certain operational risk factors, is completed for each provider. The risk matrix for each program monitored is located in Appendix A. The results of the risk assessment process and

consideration of available resources are used to determine one or more appropriate monitoring strategy(ies) to be implemented.

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.

The monitoring strategy for the Florida Association and Foundation of Family, Career and Community Leaders of America (FCCLA) was determined to be a virtual desk monitoring review (VDMR). A notification was sent to Ms. Jessica Raia-Long, State Executive Director, on November 15, 2023. The designated representative for the agency was also Ms. Raia-Long.

The review for the agency was conducted January 2024. The representative of the Division present during the review was Program Specialist Michael Swift of the QAC office.

V. Florida Association and Foundation of Family, Career and Community Leaders of America

The provider was awarded the following grants for FY’s 2020-21, 2021-22 and 2022-23:

Finance

FY 2020-21

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins – Career and Technical Student Organization	705-1621B-1PL01	\$ 52,413.00	\$ 0.00

FY 2021-22

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins – Career and Technical Student Organization	705-1622B-2PL01	\$ 39,903.00	\$ 0.00

FY 2022-23

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins – Career and Technical Student Organization	705-1623B-3PL01	\$ 33,703.00	\$ 0.00

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

<https://flfccla.org/>

VI. MONITORING ACTIVITIES

The monitoring activities included pre- and post-review planning, an entrance and exit meeting, a records review and interviews with administrators, if necessary.

Onsite Visits

No onsite inventory review was conducted as part of the VDMR.

Entrance and Exit Conferences

An introductory telephone meeting with Ms. Raia-Long took place on December 18, 2023. An exit telephone meeting took place on April 15, 2024, to inform her of the final standing of the monitoring review.

Name	Title	Entrance Conference	Exit Conference
Jessica Raia-Long	State Advisor, FCCLA	X	X
Division Monitoring Team			
Michael Swift	Program Specialist, QAC	X	X

Interviews

No interviews were required as part of the VDMR. FCCLA submitted thorough and qualitative documentation and records via the Department ShareFile.

Records Review

Program, financial and administrative records were reviewed. Additionally, project quarterly deliverables were reviewed and no inconsistencies were discovered. A complete list is provided in section VII, item D.

VII. Observation

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

- The State Executive Director (ED) for FCCLA is responsible for ensuring all obligations and deliverables included in their grant and federal award are completed and submitted in a timely manner to the Division.
- At the district level, leadership is provided by officers determined by each individual district; a District Adviser; and an Assistant District Adviser.
- The ED works directly with District Advisors, State Officers and the State Board of Directors to ensure the operational needs of all chapters across the state are being met.
- The role of the ED includes, but is not limited to:
 - Plan, coordinate and conduct all Board of Directors meetings.
 - Plan, coordinate and conduct state leadership conferences and professional learning events.
 - Serve as the liaison between state chapters and the national association of FCCLA.
 - Responsible for new member recruitment and outreach.
 - Timely and accurate submission of grant deliverables to the Division.
 - Maintain accurate financial records and accounts.

B. 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.

- FCCLA does not purchase equipment with grant funds.

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

- FCCLA 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.
- In conjunction with the multiple school districts that have local chapters, FCCLA encourages students with disabilities to participate in the organization. FCCLA has specific staff that work with the organization and a student's home district to ensure equal access and participation for all students.

D. **RECORDS REVIEW** refers to a review of the records and documents that evidence compliance with federal and state rules and regulations. Samples of financial and programmatic records are reviewed.

Items reviewed during the VDMR included, but were not limited to:

- FCCLA policies and procedures manual – fiscal and general operating procedures for chapters
- Guidelines for officer elections and election results
- 2020-21, 2021-22, 2022-23 quarterly deliverables submitted to the Division.
- Training schedules, records and resources
- Calendar of statewide training events and conferences
- Board of Directors meeting documentation
- Time and effort reports and payment records
- Travel documentation and expense reports
- Invoices for contracted services
- Board approved operating budget
- Bank statements and financial records

E. **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.

- QuickBooks® is used as the accounting and financial management system for FCCLA and DLG Enterprises, Inc., serves as the management system for invoices and payments.
- Fiscal and operational policies and procedures were reviewed during the monitoring review. FCCLA adheres to all state mandates as it pertains to procurement and contractual services.
 - As a 501c (3) non-profit organization, additional policies and procedures are in place.
- The majority of the FCCLA federal grant award goes toward the salary of the ED, with minimal funding going toward travel for competitions and conferences.
- Contracted vendors and/or services are thoroughly vetted prior to entering into any agreement with FCCLA. Once a contract agreement is in place, a scope of work is agreed upon and the contractor is paid based on the completion of the approved tasks.
- FCCLA enters into contractual agreements with numerous vendors including hotels and event venues. Appropriate documentation was included in their quarterly deliverables submitted to their Division program manager.
- The ED creates an annual operating budget that must be approved by the Board of Directors and submitted to the Division for further approval.
- It is also the responsibility of the ED to prepare financial reports for the State Board of Directors, in addition to finance reports submitted to the Division.

- FCCLA retains accounting records for five years within their financial management system. Physical copies of all records are held in accordance with state law.
- FCCLA submitted their quarterly deliverables in a timely manner to the Division and were paid appropriately for the level of work represented in the records and documentation.
 - No deliverables were rejected or paid at a lesser rate than what was authorized in their grants.

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

- FCCLA has numerous collaborations and partnerships throughout the state of Florida. These partnerships help to support the operations of the organization. The list of partners includes, but is not limited to:
 - Rosen College of Hospitality at University of Central Florida
 - VetCor of Tampa
 - Johnson and Wales University
 - Keiser University
 - Let's Talk Solutions, Inc.
 - The Arts Institute

VIII. RESULTS

FCCLA was not found to be out of compliance. All items reviewed were compliant in accordance with applicable local, state and federal laws and/or policies and procedures.

IX. SUMMARY

Once the monitoring review is completed, including receipt of additional requested information when applicable, a preliminary report is forwarded to the provider for review. Comments are accepted and will be considered at the discretion of the Department monitoring team lead. Once the final report is approved, it will be forwarded to the agency head with a copy sent to the provider's designated contact person. The final report will be posted on the Department's website at the following address:

<http://fldoe.org/academics/career-adult-edu/compliance>

Finally, the Division issues a closure letter to the agency head and designated contact person. This letter indicates that all outstanding corrective action plan items have been completed, when applicable, and that no further action is required. This letter will officially end your monitoring process.

The monitoring team extends its appreciation to all participants of the FCCLA monitoring review on behalf of the Department. Special thanks is offered to Ms. Jessica Raia-Long for her participation and leadership during this process.

APPENDIX A

Florida Association and Foundation of Family, Career and Community Leaders of America Risk Matrix

Risk Scores Matrix for a Non-College or Non-School District Receiving Career & Technical Education (CTE) Grants					
Agency Name: FL FCCLA					
Program Type: CTE					
Monitoring Year: 2023-2024					
Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
Number of Years Since Last Monitored	7 or More Years	7	5	<u>X 10</u>	50
	5-6	5			
	3-4	3			
	0-2	1			
Total Budget for all Career & Technical Education Grants Combined	Upper Quartile	7	3	<u>X 8</u>	24
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
Number of Career & Technical Education Grants	4 or More	7	1	<u>X 8</u>	8
	3	5			
	2	3			
	1	1			
	No	0			
Agency CTE Program Director Change from Previous Fiscal Year	Yes	7	0	<u>X 6</u>	0
	No	0			
Unexpended Funds from all Career & Technical Education Grants Combined	Upper Quartile	7	1	<u>X 4</u>	4
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
	Target Not Met on 2 of 3 Indicators	3			
	Target Not Met on 1 of 3 Indicators	1			
	All Targets Met	0			
AGENCY RISK SCORE:					86

Data sources used for calculations: Prior to July 1, 2022



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