



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

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

Florida Business Professionals of America

May 16 - 20, 2022

Final Report

TABLE OF CONTENTS

I. Introduction 1

II. Authority 1

III. Quality Assurance Policies, Procedures, and Protocols 1

IV. Provider Selection 1

V. Florida Business Professionals of America 2

VI. Monitoring Activities 2

VII. Observations 3

VIII. Results 5

IX. Summary 5

Appendix A 6

Florida Department of Education
Division of Career and Adult Education

**Florida Business Professionals of America
Career and Technical Student Organization
Quality Assurance and Compliance Monitoring Report**

I. INTRODUCTION

The Florida Department of Education (FDOE), Division of Career and Adult Education (division), in carrying out its roles of leadership, resource allocation, technical assistance, monitoring and evaluation, is required to oversee the performance and regulatory compliance of recipients of federal and state funding. The Quality Assurance and Compliance (QAC) section 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 assure 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 FDOE receives federal funding from the U.S. Department of Education (USDOE) 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 (WIOA) of 2014. FDOE awards sub-grants to eligible providers to administer local programs. FDOE 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 (EDGAR) and the Uniform Grant Guidance (UGG) 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 (CMG) is intended to be used broadly by any reviewer conducting an onsite or desk monitoring 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.

The QAC section 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 monitoring strategy for Florida Business Professionals of America (FBPA) was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Devin Alexander, State Advisor, Florida Business Professionals of America on November 1, 2021. Mr. Alexander also served as the designated contact for the VDMR.

The representative of the division conducting the VDMR was program specialist, Mr. Orion Price of the Quality Assurance and Compliance section.

V. FLORIDA BUSINESS PROFESSIONALS OF AMERICA

The provider was awarded the following grants for FY's 2018-19, 2019-20 and 2020-21.

Finance

FY 2018-19

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins CTSO	714-1629B-9PL01	\$ 21,771.00	\$ 0.00

FY 2019-20

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins CTSO	714-1620B-0PL01	\$ 21,702.00	\$ 0.00

FY 2020-21*

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins CTSO	714-1621B-1PL01	\$ 24,939.00	\$ 0.00

*Final expenditure reports not yet available

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

<https://flbpa.org/>.

VI. MONITORING ACTIVITIES

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

Onsite Visits

No onsite visits were made during the VDMR process.

Entrance and Exit Telephone Conferences

An introductory telephone meeting with Mr. Devin Alexander took place on May 16, 2022. An exit telephone meeting took place on May 20, 2022 to inform FBPA of the final standing of the monitoring review.

Interviews

The FBPA State Advisor (Devin Alexander) was available via teleconference for interviews, if necessary.

Records Review

Due to the unique nature of the FBPA grants, only Core Activity - Objective 1.e and their submitted deliverables/supporting documentation were reviewed as a part of the VDMR.

VII. OBSERVATIONS

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

- The FBPA CTE grant is managed by Devin Alexander, State Advisor. Mr. Alexander is also the direct contact between FBPA and the FDOE project manager assigned to their federal grants. The Treasurer for the FBPA is Sheela Wiley and the Vice President is Sonya Russell.
- The State Advisor works with the Vice President, the Treasurer, and Board of Directors to ensure all aspects of their grant(s) are achieved in a timely and efficient manner.
- The role of the State Advisor includes, but is not limited to:
 - Working with the Board of Directors
 - Plan, coordinate and conduct leadership training for chapter advisors and officers
 - Supervise state-wide membership and enrollment
 - Coordinate state conferences and workshops.
 - Timely and accurate submission of grant deliverables to FDOE
 - Maintain accurate financial records and accounts
- FBPA offers a local advisor certification series for professional development within the FBPA. When the course is completed, the local advisor will be recognized at the National Leadership Conference and a completion certificate.

B. CURRICULUM AND INSTRUCTION refer to those elements that contribute to student learning and skill acquisition.

- FBPA offers advanced training for students and chapter advisors that focuses on professionalism, communication and leadership skills for future business leaders.
- Leadership conferences and regional training institutes provide chapter officers with the opportunity to gain invaluable communication and teamwork skills that will be utilized while leading their local chapters.
- The State Leadership Conference in Lake Buena Vista, FL and National Leadership Conference in Anaheim, CA provides students from across the state and nation, an opportunity to compete in multiple CTE related competitive events and attend professional development seminars.

C. RECORDS REVIEW refers to reviewing the records and documents that evidence compliance with federal and state rules and regulations. In addition, a sampling of financial and programmatic records is reviewed.

- FBPA quarterly deliverables for the years 2018-19 to 2021-22 were examined as part of their monitoring review. The following items comprised the deliverables submitted to the FDOE grant manager:
 - Financial and bank statements
 - State conference records

- Board of Director meeting minutes, agendas, etc.
- Annual operating budgets
- Travel records
- State officer election records
- Community and stakeholder outreach
- Membership applications and materials
- Correspondence between FBPA and state-wide stakeholders
- FBPA internal controls and procedures
- FBPA Financial policies and procedures

D. 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 FBPA.
- FBPA requires the Treasurer, Sheela Wiley, to ensure all records are maintained appropriately within QuickBooks®.
- FBPA has policies and procedures in place for accounting practices, budgeting and the reporting of financial data. Procedures for contractual agreements, procurement and travel were also provided as part of the VDMR.
- Contracted vendors or services are thoroughly vetted prior to entering into any agreement with FBPA. Once a contract agreement is in place, a scope of work is agreed upon and the contractor is paid based off the completion of the approved tasks.
- The Career Technical Student Organization (CTSO) Perkins’s grant goes towards the consultation fees of the state advisor and the treasurer for FBPA. Additionally, contracted services for an annual media production company are also paid.
- FBPA submitted their quarterly deliverables in a timely manner to FDOE 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.

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

- FBPA has numerous collaborations and partnerships throughout the state of Florida. These partnerships help to support the operations of the organization. The list of partners include, but are not limited to:
 - Dell
 - Facebook
 - HP
 - Lead4Change
 - Adobe
 - Johnson & Wales University
 - Journalism Education Association (JEA)
 - Barefoot Athletics
 - MBA Research
 - Men’s Warehouse
 - National Technical Honor Society
 - StokTrak

VIII. RESULTS

Finding Number	There were no findings during the VDMR for Florida Business Professionals of America.
-----------------------	---

IX. SUMMARY

Once the VDMR 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 FDOE monitoring team lead. Once the final report is approved, it will be forwarded to the agency head with a copy sent to the provider 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 resolution items have been completed, when applicable, and that no further action is required. This letter will officially end your monitoring process.

On behalf of the department, the monitoring team extends its appreciation to all participants in the FBPA Florida virtual desk monitoring review. Special thanks is offered to Devin Alexander for his participation and leadership during this monitoring process.

APPENDIX A

Florida Business Professionals of America
 Career and Technical Student Organization
 Risk Matrix

Risk Scores Matrix for a Non-College or Non-School District Receiving Career and Technical Education (CTE) Carl D. Perkins Grants					
Agency Name: Florida Business Professionals of America					
Program type: CTE					
Monitoring Year: 2021-2022					
Metric	Scaling	Point Value	Points Assigned	Weight	Total Metric Points
Number of Years Since Last Monitored	7 or More Years	7	3	<u>X 10</u>	30
	5-6	5			
	3-4	3			
	0-2	1			
Total Budget for all Perkins Grants Combined	Upper Quartile	7	3	<u>X 8</u>	24
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
Number of Perkins Grants	4 or More	7	1	<u>X 8</u>	8
	3	5			
	2	3			
	1	1			
Agency CTE Program Director Change from Previous Fiscal Year	Yes	7	0	<u>X 6</u>	0
	No	0			
Unexpended Funds from all Perkins Grants Combined	Upper Quartile	7	0	<u>X 4</u>	0
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
AGENCY RISK SCORE:					62

Data sources used for calculations: Prior to July 1, 2020