



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

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

Florida Technology Students Association

May 16-20, 2022

Final Report

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**Florida Technology Students Association
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 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 Technology Students Association (TSA) was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Mr. Justin Lauer, executive director, on November 1, 2022. Mr. Lauer also served as the designated contact for the VDMR. The representative of the division conducting the VDMR was program specialist Michael Swift, of the Quality Assurance and Compliance section.

V. FLORIDA TECHNOLOGY STUDENTS ASSOCIATION

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	189-1629B-9PL01	\$ 51,304.00	\$ 0.04

FY 2019-20

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins CTSO	189-1620B-0PL01	\$ 52,045.00	\$ 0.00

FY 2020-21

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins CTSO	189-1621B-1PL01	\$ 50,794.00	\$ 0.00

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

<https://floridatsa.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. Lauer took place on May 13, 2022. An exit telephone meeting took place on May 20, 2022 to inform him of the final standing of the monitoring review.

Interviews

The Florida TSA Executive Director, Mr. Lauer, was available via teleconference for interviews, if necessary.

Records Review

Due to the unique nature of the Florida TSA 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 Florida TSA CTE grant is managed by Justin Lauer, executive director. Mr. Lauer is also the direct contact between Florida TSA and the FDOE project manager assigned to their federal grants.
- The Florida TSA Board of Directors (board) selects an executive director to fulfill the contractual services agreed upon in their Perkins Career and Technical Student Organization (CTSO) grant. The executive director works alongside the board to ensure all aspects of their grant(s) are achieved in a timely and efficient manner.
- The role of the Executive Director includes, but is not limited to:
 - Working with the Board of Directors
 - Ongoing engagement with statewide chapters of Florida TSA
 - 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
 - Coordinate with Florida TSA bookkeepers to maintain accurate financial records and accounts

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

- Florida TSA is a CTSO that provides opportunities for students to expand upon their technology education beyond the classroom. This allows students to demonstrate what they learn in the classroom and apply it to practical settings at Florida TSA events.
- Students are also able to explore various technology fields while gaining valuable leadership training through competitive events at local and national conferences.
- Every two years Florida TSA competitions and events are reviewed against current Science, Technology, Engineering and Math (STEM) standards. This fosters a strong learning environment centered around science and math.
- Florida TSA ensures equal access to all students, including those who have declared a disability through their local school district and chapter. Reasonable accommodations are provided for all students to participate in local, state and national events.
- 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 annual Florida TSA State Conference provides students from across the state the opportunity to compete in multiple CTE-related competitive events and attend professional development seminars. Students who excel during competitive events at the state level have the opportunity to compete against other students from around the country at the National TSA Conference.

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.

- Florida TSA quarterly deliverables for the years 2018-19 to 2020-21 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
 - Leadership training records
 - State Conference records
 - State officer election records
 - Community and stakeholder outreach
 - Membership applications and materials
 - Correspondence between Florida TSA and state-wide stakeholders
 - State-wide training materials
 - 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 Florida TSA.
- Florida TSA contracts a bookkeeper to ensure all records are maintained appropriately within QuickBooks®. The bookkeeper is responsible for generating all account statements, and ensuring that monthly reports are submitted to the executive director and board. In addition to preparing monthly financial statements, the bookkeeper will also prepare all records from the fiscal year to submit to a certified public accountant (CPA) for review and tax preparation.
- Florida TSA 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.
- Florida TSA enters into contractual agreements with numerous vendors including hotels and event venues. Appropriate documentation was included in their quarterly deliverables submitted to their FDOE program manager.
- The entirety of the CTSO Perkins grant goes towards the contracted services of the executive director.
- Florida TSA 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.

- Florida TSA 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:
 - Florida Technology Educators Association
 - Florida State University Stars Alliance
 - Bluegrass Educational Technologies

VIII. RESULTS

Finding Number	Florida TSA was not found to be out of compliance. Documentation was up to date and deliverables were submitted within a reasonable timeframe to FDOE.
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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 Florida Technology Students Association virtual desk monitoring review. Special thanks is offered to Mr. Justin Lauer for his participation and leadership during this process.

APPENDIX A

Florida TSA
 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 TSA					
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	5	<u>X 8</u>	40
	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:					78

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



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