



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

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

Florida DECA Association and Foundation Inc.

August 23 - 27, 2021

Final Report

TABLE OF CONTENTS

I.	Introduction	1
II.	Authority	1
III.	QAC Core Monitoring Guide.....	1
IV.	Provider Selection	1
V.	Florida DECA Association and Foundation, Inc.....	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 DECA Association and Foundation, Inc.
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 designing, developing, implementing, and evaluating a comprehensive quality assurance system, 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 strategies 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 DECA Association and Foundation, Inc. (FL DECA) was determined to be a virtual desk monitoring review (VDMR). A notification memorandum was sent to Dr. Lynore Levenhagen, executive director, Florida DECA Association and Foundation, Inc. on July 14, 2021. Dr. Levenhagen 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 DECA ASSOCIATION AND FOUNDATION, INC.

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	187-1629B-9PL01	\$ 29,509.00	\$ 0.00

FY 2019-20

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins CTSO	187-1620B-0PL01	\$ 27,018.00	\$ 0.00

FY 2020-21*

<u>Grants</u>	<u>Grant Number</u>	<u>Grant Amount</u>	<u>Unexpended</u>
Perkins CTSO	187-1621B-1PL01	\$ 28,297.00	\$ N/A

*Final expenditure reports not yet available

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

<http://www.fldeca.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 Dr. Levenhagen took place on August 23, 2021. An exit telephone meeting took place on August 27, 2021, to inform her of the final standing of the monitoring review.

Interviews

The FL DECA Executive Director (Dr. Lenore Levenhagen) was available via teleconference for interviews, if necessary.

Records Review

Due to the unique nature of the FL DECA grants, only 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.

- FL DECA's CTE grant is managed by Dr. Lynore Levenhagen, executive director. Dr. Levenhagen was also the primary contact for FL DECA and the FDOE project manager assigned to federal grants received.
- The Executive Director works alongside the Board of Directors to ensure all aspects of their grant requirements 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
 - 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
 - Implement and Coordinate leadership development, testing materials, overseeing new leaders needs and questions

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

- FL DECA offers advanced training for students and chapter advisors that focuses on professionalism, communication and leadership skills.
- 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 and FL DECA provides students from across the United States the opportunity to compete in multiple CTE-related competitive events and attend professional development seminars. Two notable seminars held annually are the Emerging Leaders' Summit (ELS) held in Orlando and the International Career Development Conference (ICDC). The DECA teams are represented at the state level for the ICDC.
- Newly elected officers attend the National DECA Emerging Leader Summit (ELS) in Washington DC.

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.

- FL DECA 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
 - Travel records
 - State officer election records
 - Community and stakeholder outreach
 - Membership applications and materials
 - Correspondence between FL DECA and state-wide stakeholders
 - State-wide training materials
- FL DECA's internal controls and procedures
- 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 FL DECA.
- Dr. Levenhagen is a hired consultant for FL DECA. The Contract can be canceled by mutual agreement between Dr. Levenhagen and the Board of Advisors for FL DECA.
- FL DECA has policies and procedures in place ensuring accounting best practices, budgeting and the reporting of financial data. Procedures for contractual agreements, procurement and travel were also provided as part of the VDMR.
- FL Documentation was included in their quarterly deliverables submitted to their FDOE program manager.
- FL DECA submitted their quarterly deliverables correctly and in a timely manner to the FDOE, and received payment appropriately for the work represented within the records and documentation.
- All deliverables were paid at the correct rate that was authorized in the original grant.

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.

- FL DECA Association and Foundation Inc. has multiple 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:
 - High Schools all over the state
 - Men's Warehouse
 - Vector Marketing Corporation
 - Busch Gardens Resort (holds Emerging Leadership Seminar)
 - Hilton Hotels

- Publix Supermarkets
- Printing USA
- M&M Productions
- Awards Unlimited
- Universal Studios
- Otis Spunkenmeyer
- AT&T
- Keiser University

VIII. RESULTS

FL DECA Association and Foundation, Inc. was not found to be out of compliance. Documentation was up to date and deliverables were submitted within a reasonable timeframe to the FDOE.

IX. SUMMARY

Once the VDMR is completed, including receipt of the 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 DECA Association and Foundation, Inc., virtual desk monitoring review. Special thanks are offered to Dr. Levenhagen for her participation and leadership during this process.

APPENDIX A

Florida DECA Association and Foundation, Inc.
 Career and Technical Education
 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 DECA Association and Foundation, Inc.					
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	7	<u>X 6</u>	42
	No	0			
Unexpended Funds from all Perkins Grants Combined	Upper Quartile	7	5	<u>X 4</u>	20
	Upper Middle	5			
	Lower Middle	3			
	Lower Quartile	1			
	0	0			
AGENCY RISK SCORE:					124

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



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