



FLORIDA DEPARTMENT OF
EDUCATION
CAREER AND ADULT EDUCATION

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

University of Florida

September 10-12, 2025

Final Report

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**University of Florida
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 evaluating 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 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 University of Florida (UF) was determined to be a virtual desk monitoring review (VDMR). Notification was sent to Dr. Kent Fuchs, Interim President, University of Florida, on August 15, 2025. Ms. Tiffany Schmidt served as the designated contact for the VDMR.

The representative of the division conducting the VDMR was Program Specialist Mr. Chuck Davis of the Quality Assurance and Compliance section.

V. UNIVERSITY OF FLORIDA

The provider was awarded the following grants for FYs 2023-24 and 2023-25:

Finance

FY 2023-24

| <u>Grants</u> | <u>Grant Number</u> | <u>Grant Amount</u> | <u>Unexpended</u> |
|--------------------|---------------------|---------------------|-------------------|
| Perkins Leadership | 011-1624B-4C001 | \$ 250,000.00 | \$ 6,196.62 |

FY 2023-25

| <u>Grants</u> | <u>Grant Number</u> | <u>Grant Amount</u> | <u>Unexpended</u> |
|--------------------|---------------------|---------------------|-------------------|
| Perkins Leadership | 011-1624B-4C002 | \$ 199,534.00 | \$ * N/A |

*The 2023-25 grant had yet to close at the time of the review.

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

<https://impact.research.ufl.edu/>

VI. MONITORING ACTIVITIES

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

Onsite Visits

No onsite visits were made during the VDMR process.

Entrance and Exit Telephone Conferences

An introductory pre-visit for UF took place on August 18, 2025. The exit conference was conducted on September 12, 2025. The participants are listed below:

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

Interviews

Tiffany Casino Schmidt was available via teleconference for interviews.

Records Review

Due to the unique nature of the UF grants, only “CTE Core Activity - Objective 1.d – “Leadership Activities” 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.

- To answer the proposed research questions, UF conducted a quantitative analysis. To do so, they needed to obtain access to student-level data elements pertaining to demographic characteristics, course taking patterns, certificate or degree program (CIP), institution attended, whether a credential was earned, the Classification of Instructional Program and type of the credential (certificate, associate degree, bachelor’s degree), employment status and annual earnings.
- To compare otherwise-similar students and improve the validity of the proposed project, UF used an inverse probability treatment weighting approach. If the students who stack credentials differed from those who did not in ways that influenced their outcomes of interest, UF would face challenges determining whether differences in outcomes across groups are due to stacking credentials rather than the pre-treatment differences across student subgroups. In quasi-experimental studies, such as inverse probability treatment weighting, the counterfactual model could be used to allow treatment and control groups to be equivalent based on a host of pre-treatment characteristics. By using an inverse probability treatment weighting approach to account for individuals’ conditional probability of stacking credentials, UF was able to reduce selection bias and improve the balance between non-equivalent groups of data.

- B. SCOPE of WORK** the major tasks that the grantee is required to perform.
- The chief deliverable of the proposed project was a detailed report in which UF outlined all relevant findings and provided evidence-based recommendations pertaining to the role and influence of stackable credentials in the state of Florida. However, an amount of data work was required before that deliverable could be produced.
 - The proposed project and corresponding deliverables took approximately two years to complete, including data cleaning, analyses, drafting of the report and delivery of the final report and evidence-based recommendations. Personnel from UF's Institute of Higher Education, including Dr. Justin Ortagus, met with department personnel on a bi-monthly basis during the project period to provide consistent updates pertaining to the progress of the project and ensured optimal impact for the department and Florida College System institutions.
- 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.
- UF quarterly deliverables for the years 2023-25 were examined as part of their monitoring review. The following items comprised the deliverables submitted to the Department grant manager:
 - Financial and bank statements
 - Board of Director meeting minutes, agendas, etc.
 - Annual operating budgets
 - Travel records
 - Community and stakeholder outreach
 - Membership applications and materials
 - 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.
- UF 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.
 - The majority of the UF Perkins grant went toward salaries and travel.
 - UF submitted their quarterly deliverables in a timely manner to the Department and were paid appropriately for the level of work represented in the records and documentation.
 - No other 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.
- UF has numerous collaborations and partnerships throughout the state of Florida. These partnerships help to support the operations of the organization.

VIII. RESULTS

UF was found to be out of compliance due to the following. Documentation was up to date and deliverables were submitted within a reasonable timeframe to the department.

| | |
|--|--|
| Finding Number | 1 |
| Area | Finance |
| Finding Summary | A grant budget analysis (GBA) was conducted for UF for all grants from 2022-2025. There were errors in: Object codes were overspent with no budget amendments submitted. |
| Finding Detail | <ul style="list-style-type: none"> • FYs 2023-25 • Career and Technical Education 2023-25 <p>Object codes were overspent with no budget amendments submitted.</p> |
| Citation | Violation of the Project Application and Amendment Procedures for Federal and State Programs (Green Book), Section B "Project Amendments." Along with 2 CFR 200.308, (b) (c) revisions of the budget & program plan and 2 CFR 200.407 , not seeking prior approval before expending funds. |
| Recommended/Anticipated Corrective Action | The Vice President provided a letter of attestation and plan of corrective action. |
| Corrective Action Received | 9/24/2025 |
| Name and Title responsible for CAP | Tiffany Casino Schmidt, Assistant Vice President & Director of Contracts & Grants |

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 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 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 University of Florida virtual desk monitoring review. Special thanks is offered to Ms. Tiffany Schmidt for her participation and leadership during this process.

APPENDIX A

University of Florida
Risk Matrix

| Risk Scores Matrix for Districts Receiving Career and Technical Education (CTE) Carl D. Perkins Grants | | | | | |
|---|-----------------|--------------------|------------------------|--------------------|----------------------------|
| Agency Name: University of Florida Program Type: CTE Monitoring Year: 2025-2026 | | | | | |
| Metric | Scaling | Point Value | Points Assigned | Weight | Total Metric Points |
| Number of Years Since Last Monitored | 7 or More Years | 7 | 7 | <u>X 10</u> | 70 |
| | 5-6 | 5 | | | |
| | 3-4 | 3 | | | |
| | 0-2 | 1 | | | |
| Total Budget for all Perkins Grants Combined | Upper Quartile | 7 | 3 | <u>X8</u> | 24 |
| | Upper Middle | 5 | | | |
| | Lower Middle | 3 | | | |
| | Lower Quartile | 1 | | | |
| Number of Perkins Grants | 4 or More | 7 | 3 | <u>X 8</u> | 24 |
| | 3 | 5 | | | |
| | 2 | 3 | | | |
| | 1 | 1 | | | |
| Change in Management Information Systems (MIS) from Previous Fiscal Year | Yes | 7 | 0 | <u>X 6</u> | 0 |
| | No | 0 | | | |
| 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 | 7 | <u>X 4</u> | 28 |
| | Upper Middle | 5 | | | |
| | Lower Middle | 3 | | | |
| | Lower Quartile | 1 | | | |
| | 0 | 0 | | | |
| Number of Findings from the Office of the Auditor General | Upper Quartile | 7 | 5 | <u>X 4</u> | 20 |
| | Upper Middle | 5 | | | |
| | Lower Middle | 3 | | | |
| | Lower Quartile | 1 | | | |
| | 0 | 0 | | | |
| AGENCY RISK SCORE: | | | | | 208 |

Data sources used for calculations: Prior to July 1, 2023

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