



# ELCHC Finance Committee Meeting

Monday, June 5, 2023 at 3:00 pm

6302 E. Martin Luther King Jr. Blvd., Suite 100 Tampa, FL 33619

<https://us06web.zoom.us/j/88307787983?pwd=RnFCVXBheFRnNTc4dDVBW2JiR1hsZz09>

Meeting ID: 883 0778 7983

Passcode: 910645



## ELCHC Finance Committee Meeting

Monday, June 5, 2023

### I. CALL TO ORDER

Carl Harness,  
Vice Chair

- A. Roll call/Quorum Verification
- B. Moment of Silence to honor the passing of provider, Ms. Kalene Robinson
- C. Approval of Minutes for March 29, 2023 Special Finance Committee Meeting - 3

### II. Review Fiscal Year 2024 Budget for Recommendation

- A. Fiscal Year 2024 Budget - 6

### III. PUBLIC COMMENT I

*Individuals wishing to address the Early Learning Coalition of Hillsborough County Board of Directors must complete a Public Comment Request Card and submit it to the official recorder prior to the noticed start time of the meeting. Said comments will be limited to three (3) minutes per individual on a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment. All public comment in Public Comment I must pertain to an item on the approved agenda*

### IV. ACTION ITEMS

G. Meyer

- A. Approval of allocation of funds to Brandz, for promotional items, in an amount not to exceed \$45,000 FY 2023-2024 - 17
- B. Approval of allocation of funds to Brandz, for printed materials, in an amount not to exceed \$45,000 FY 2023-2024 - 41
- C. Approval of allocation of funds to the Early Childhood Council 2023-2024 - 65

### V. FINANCIAL REPORT

G. Meyer

- A. Finance Report - 66
- B. 2022-2023 DEL Fiscal Monitoring Report - 69

### VI. CEO REPORT

Dr. Hicks

- A. Legislative Update: Special Appropriations Request
- B. Children's Summit 2023 Update
- C. Provider Site Visits

### VII. DISCUSSION ITEMS

Carl Harness

### VIII. ADJOURNMENT

Carl Harness



Wednesday, March 29, 2022, at 3:00 pm  
Hybrid Meeting  
6302 E. Martin Luther King Jr. Blvd., Suite 100  
Tampa, FL 33619

## MEETING ATTENDANCE

**Facilitator:** Carl Harness, Vice Chair

### Committee Members Present:

Carl Harness\*, Lee Bowers\*, and Allison Nguyen\*

### Committee Members Absent:

Dr. Jacquelyn Jenkins

### ELCHC Staff:

Kelley Minney\*, Alison Fraga\*, Gary Meyer, Yarima Hernandez Tamayo\*, Kevin Smith\*, Dr. Fred Hicks,

### Other Attendees:

Tonia Williams\*, Jeff Goolsby\*, and Frazier Carraway

*\*Indicates attendance via Zoom meeting platform.*

## CALL TO ORDER

### Quorum Verification

Noting a quorum had been established, Vice Chair Harness called the meeting to order at 3:00 pm.

*Vice Chair Harness called for a motion to approve the October 10, 2022, regular Finance Committee meeting minutes. Lee Bowers made a motion. Allison Nguyen made a second. The motion carried unanimously.*

*Vice Chair Harness called for a motion to approve the August 8, 2022, regular Finance Committee meeting minutes. Allison Nguyen made a motion. Lee Bowers made a second. The motion carried unanimously.*

## PUBLIC COMMENT

No, public comment.

## ACTION ITEMS

### A. Draft MSL Audited Financials for the Fiscal Years ended June 30, 2022, and 2021

Gary Meyer, Chief Financial Officer introduced Jeff Goolsby with MSL CPA's & Auditors who presented the findings of Federal Single Audit and State Single Audit. Result of the audits:

- Significant concentration on child eligibility, payments to providers, and attendance support
- Tested reconciliation for payments, support, and proper function and calculation.
- No financial statement or single audit compliance finding.

*Vice Chair Harness called for a motion to approve the Draft MSL Audited Financials for FY ended June 30, 2022 and 2021 as presented. Allison Nguyen made a motion. Lee Bowers made a second. The motion carried unanimously.*

**B. Proposal to Cancel Scheduled April 3, 2023, Finance Committee Meeting**

The Committee discussed cancelling April 3, 2023 due to the Special Meeting of the Finance Committee held on March 29, 2023.

*Vice Chair Harness called for a motion to approve cancelling the April 3, 2023 Finance Committee Meeting. Allison Nguyen made a motion. Lee Bowers made a second. The motion carried unanimously.*

## **FINANCIAL REPORT**

**A. Finance Report**

Gary Meyer, Chief Financial Officer presented the Budget to Actual FY 2022-2023/Forecast through January 2023, highlighting the following:

- 13,000 plus children enrolled for services with funding sources from School Readiness, VPK, Match, and Local funding
- Early Learning Coalition of Hillsborough (ELCHC) received \$7M in funding for the workforce initiative.

## **CEO REPORT**

Dr. Frederick, Hicks CEO ELCHC gave reports on the following:

**A. Legislative Update: Special Appropriations Request**

Dr. Hicks, shared how potential funds would be used to ensure children do not fall in the “summer slide” of not retaining curriculum learned during the previous academic year. The program, if funded would also include a parental piece for involvement of parents whose children are enrolled. The request was set for \$2 million and currently, at \$500,000 with support in both the state senate and state house of representatives.



## B. Children's Summit 2023 Update

Dr. Hicks shared that internally Alison Fraga, Chief of Development and her team are putting together the vision for the Summit. Dr. Hicks also shared the date of the Summit would be September 21, 2023 at The Portico Café from 11:30-1:30.

## C. Provider Site Visits

Dr. Hicks shared some of his experiences when visiting center and some of the needs he has seen and encouraged Board Members to join him when possible.

## ADJOURNMENT

*Citing no further business, Allison Nguyen made a motion to adjourn the meeting at 2:05 pm. Carl Harness made a second. The motion carried unanimously.*

Read and approved by: \_\_\_\_\_  
*Dr. Stephie Holmquist Johnson, Secretary* *Date*

## FY24 Budget Memo

How does our budget map to the Three Pillars of our strategy?

3 PILLARS	ACCESS	QUALITY	EDUCATION	
FY24	63%	6%	31%	
FY23	55%	10%	36%	
FY22	63%	5%	33%	
23-24 Y/Y	8%	-3%	-5%	* Decline due to loss of VPK \$15/hour supplement
22- 23 Y/Y	-8%	5%	3%	

FISCAL YEAR 2023 - 2024				
	ACCESS	QUALITY	EDUCATION	
School Readiness	\$ 67,464,388	INCENTIVES and T.E.A.C.H.	VPK*	\$ 34,210,805
ALICE > 150	\$ 1,251,770	Professional Development	Child Care Resource and Referral	\$ 2,338,007
		Workforce (Recruit/Upskill/Retain)	3 to 5 Initiative	\$ 432,000
		Performance Incentive Differentials	Community Partnerships	\$ 748,000
		Infant/Toddler		
		Special Needs / Inclusion		
Other	\$ 8,536,428	Other	Other	\$ 492,040
TOTAL	\$ 77,252,586	TOTAL	TOTAL	\$ 38,220,853
Total Budget FY24				\$ 123,384,587

FISCAL YEAR 2022 - 2023				
	ACCESS	QUALITY	EDUCATION	
School Readiness	\$ 61,464,566	INCENTIVES and T.E.A.C.H.	VPK	\$ 41,560,023
ALICE > 150	\$ 1,873,109	Professional Development	Child Care Resource and Referral	\$ 1,277,235
		Workforce (Recruit/Upskill/Retain)	3 to 5 Initiative	\$ 550,000
		Performance Incentive Differentials	Community Partnerships	\$ 793,000
		Infant/Toddler		
		Special Needs / Inclusion		
Other	\$ 5,826,093	Other	Other	\$ 1,229,152
TOTAL	\$ 69,163,768	TOTAL	TOTAL	\$ 45,409,410
Total Budget FY23				\$ 126,877,485

FISCAL YEAR 2021 - 2022				
	ACCESS	QUALITY	EDUCATION	
School Readiness	\$ 62,434,063	INCENTIVES and T.E.A.C.H.	VPK	\$ 31,058,603
ALICE > 150	\$ 1,685,881	Professional Development	Child Care Resource and Referral	\$ 1,277,235
		Performance Incentive Differentials	3 to 5 Initiative	\$ 537,580
		Infant/Toddler	Community Partnerships	\$ 669,903
		Other	3Ts	\$ 12,500
TOTAL	\$ 64,119,944	TOTAL	TOTAL	\$ 33,555,821
Total Budget FY22				\$ 102,530,773

For details of the FY24 budget by Pillar, see Appendix B.

## What environmental impacts are informing our strategy and budget?

### **A. Program Initiatives and Education: Stacey Francois, Director, Program Initiatives and Education**

Current American Rescue Plan Act (ARPA) funding has allowed us the ability to provide a plethora of financial incentives for educators. We want to help to strengthen low performing VPK sites with new literacy projects and a concentration on kindergarten transition. We plan to expand the iSpy initiative with a clearer timeline, incentives, and assessment windows, and the possibility of creating an app. What happens when ARPA funds are no longer available, how can we attain sustainable funding?

### **B. Family Services: Sabrina Ruiz, Director, Family Services**

We plan to increase the already growing VPK and School Readiness enrollments and support the eligibility process with clear tools for calculating income eligibility and redeterminations. We seek funding aimed at identifying and assisting students exhibiting developmental delays or early signs of varying exceptionalities. We are developing strategies to increase the Parent Voice and Training with at-home engagement activities to support early learning and Kindergarten readiness.

### **C. Provider Supports: Casie Haines, Director, Provider Supports**

We are seeing a more positive community view of our provider supports. We plan to actively onboard many new providers in FY24, providing consistent guidance and support. The ever-changing landscape of implementing new Federal and State Rules can be challenging.

### **D. Resource Development and Community Relations: Alison Fraga, Chief Development Officer and Abigail Perez, Director, Impact & Community Relations**

We have created a model for outreach events and the collection of outreach data. We have driven School Readiness awareness and increased enrollment, along with growing our website traffic and capabilities. We plan more robust efforts to cultivate donors while facing changes to donor engagement post-pandemic.

### **E. Information Systems (IS): Rick Rampersad, Chief Information Officer**

We have standardized our technology platforms and systems to leverage economies of scale. We have developed stronger development cycle and project management processes to align with organizational objectives. We plan to drive physical paper document security by implementing a document management system and enhance the cybersecurity footprint by developing a cyber roadmap, vulnerability testing, implementing security operations, and increasing end user training.

## **F. Human Resources: Gary Meyer (Interim)**

A recent organizational assessment has provided strategic direction to human resources. Recent leadership changes have team members craving direction, stability, and communication, and the leadership team is focused on meeting these needs with targeted plans. The Human Resources function plans to develop career pathways and formal training programs to provide team member development and opportunity and conduct salary benchmarking and align pay to enhance equity.

## **G. Finance: Gary Meyer, Chief Financial Officer**

We have received only small increases in base funding, and an increase in other indirect and administrative cost funding puts pressure on existing costs as inflation rises and American Rescue Plan Funding goes away. Potential new American Rescue Plan Act funding offers relief for provider supports and enhanced systems and processes, including a family phone app. We will ensure that the ELC monitors the changes to the DEL funding formula and optimizes the ability to fund direct slots for children, quality initiatives, and other non-direct costs while minimizing administrative overhead.

## **FY24 Budget Compared to FY23 Budget and FY23 Forecast**

### **Revenues**

School Readiness budgeted revenue of \$80.4M has increased from the prior year amount of \$74.2M due to known additions for Gold Seal, Quality, and Special Needs differentials reflected in the forecast and early indications of \$2.1M of base funding increases for Hillsborough. We do not receive Initial Notice of Awards (NOA) for FY24 until July, 2023, so this budget is based on our best information to date rather than a firm NOA. This funding pays for an average of 13,500 children throughout the year.

School Readiness Match – DEL revenue of \$1.3M is similar to the prior year amount of \$1.3M but reduced by the previous match for Child Care Licensing fees and fines revenue that goes away as licensing moves under the purview of DCF (Department of Children and Families), offset somewhat by a budgeted increase from the City of Tampa.

### **School Readiness Local Funders & Other Local Funder detail:**

- a) Children's Board HC funds of \$701K are for childcare slots.
- b) Hillsborough County BOCC funds of \$276K are for childcare slots for families 200% and below Federal Poverty level.
- c) Metro Ministries (Children's Board) funds of \$75K are for childcare slots for homeless children age 9 to 12 years old.
- d) City of Tampa funds of \$150K are for childcare slots for families 200% and below Federal Poverty level.
- e) United Way (Quality Initiative) funds of \$50K are for professional development opportunities/stipends to childcare teachers to improve quality of childcare services.
- f) Conn Foundation funds of \$58K are for kindergarten readiness and kindergarten transition supports for children from Southshore childcare centers.
- g) Spurlino Foundation funds of \$50K are for the Coalition's unrestricted use.
- h) Program Income (training, IECF membership) of \$30K funds provider supports, including conference scholarships.
- i) HELN (Hillsborough Early Learning Network) funds of \$37K are for an additional stipend for Mastery if the program is participating in HELN (see below).
- j) ELFL (Early Learning Florida) funds of \$100K is for University of Florida Professional Development stipends for Mastery of Flamingo Courses.
- k) Lastinger Project funds of \$200K are to build, implement, and refine an innovative, scalable professional development system for early childhood educators. They cover staffing, services, and project material needs.
- l) Misc Donations of \$273K is a placeholder, unspecified goal.

VPK budgeted revenue of \$35.9M has decreased from the prior year amount of \$41.6M as the State budget excludes the prior year additional allocation for providers paying teachers \$15 or more per hour.

This is slightly offset by a higher base allocation of \$145 per student. This funding pays for an average of 11,000 children.

American Rescue Plan Act – Build a World Class Workforce revenue of \$3.8M assumes the funding that ends June 30, 2023 will roll over into FY24. While this is not a certainty, it is a high probability, so we have budgeted for it. If the funding does not roll over, we will cease the activities and not incur the expenses.

### Expenses

1. School Readiness direct service expenses (expenses to pay providers for child care) are budgeted at \$68.7M, or 80.7% of School Readiness revenues. This percentage is consistent with the FY23 budgeted percentage of 81.0%.

The next section describes budgeted categories by expense type for combined School Readiness and VPK found on the last page of the financials in Appendix A.

2. Personnel expenses of \$13.1M have increased by \$2.3M from the prior year due to a 5% pay increase assumption for filled and vacant employees (in line with the Florida State Personnel System increases, effective July 1, 2023), an increase in headcount described below, and an increase in medical insurance premiums. The table below outlines the headcount increases by department and the rationale.

### **Headcount Changes:**

<u>New Headcount by Department</u>	<u>Number</u>	<u>Rationale</u>
Provider Supports	3	2 new Screening & Assessment team members to support increasing Special Needs children, and 1 new contract support related to increased VPK contract requirements
Resource Dev & Community Relations	1	New Outreach Coordinator to expand reach in community
Finance	2	1 new fiscal internal auditor to support compliance and 1 HR administrative support (temporary)
Program Initiatives and Education	3	ARPA Workforce implementation (temporary)
Information Systems	1	New data analyst to optimize enrollment and drive continuous improvements
	<u>10</u>	

3. Staff Development expense is \$109K compared to \$101K budgeted last year with a FY23 forecast of \$51K. The reduction in the forecast relates to the Human Resources trainings that were not realized with the absence of the Manager of Human Resources. Details are as follows for FY24 expenditures:

- a) Conferences (FLAEYC, One Goal, InSync, SECA) - \$57.5K
- b) HR trainings – \$25K
- c) Crisis Center Training - \$12K

- d) Staff Tuition Reimbursement - \$10.4K
- e) CLASS Observer Training - \$4K

4. Professional Services expense is \$1.3M compared \$1.8M budgeted last year with a FY23 forecast of \$2MK. The forecast reflects expenses such as the CEO Search Firm, increased engagement with legal services and various staff recruitment activities. Details are as follows for FY24 expenditures:

- a) Information Technology Services, including outsourced help desk and application development - \$450K
- b) Contractors for CLASS Observations - \$150K
- c) Printing Services - \$74K
- d) Maintenance - \$60K
- e) Legal Services - \$60K
- f) Communications and Website Updates - \$53K
- g) Auditing Services - \$47K
- h) Payroll and Human Resources System - \$39K
- i) Recruiting - \$19.2K
- j) LMS (Learning Management System) - \$12.8K
- k) Miscellaneous - \$19K

5. Occupancy expense is \$596K, compared to \$890K budgeted last year with a FY23 forecast of \$925K. The forecast reflects the type of expenditures relating to specific facets of the Suite 105 buildout. Details are as follows for FY24 expenditures:

- a) Rent for Suites 100 and 105 - \$570K
- b) Facilities services (Janitorial services, off-site file storage/shredding) - \$26K

6. Supplies expense is \$180K, compared to \$137K budgeted last year with a FY23 forecast of \$169K. The forecast increase accounts for the increased supplies incurred with additional staff returning to the office.

7. Tangible Personal Property expense is \$193K, compared to \$154K budgeted last year with a FY23 forecast of \$330K. The forecast depicts the effects of the VPK tablets/headsets purchased for providers for the new VPK monitoring requirements.

8. Quality expense is \$2M compared to \$1.9M budgeted last year with a FY23 forecast of \$2.1M. Budget details are as follows:

- a) INCENTIVE\$ - \$750K

- b) Grants / Scholarships and Other Education Opportunities for Providers – \$600K
- c) Outreach / Awareness - \$155K
- d) HITI (Hillsborough Infant Toddler Initiative) - \$150K
- e) ISPY Expenses- \$125K
- f) OMW2K (On My Way to Kindergarten) - \$120K
- g) Assessment Materials, including developmental screening kits – \$100K

9. Other Operating Expenses are budgeted at \$217K, compared to \$178K budgeted last year with a forecast of \$195K.



Appendix A:



FY24 Proposed Budget

	FY24 Budget	FY23 Forecast	\$ Variance	% Variance	FY23 Budget
<b>Program Revenue</b>					
School Readiness	80,438,248	77,953,346	2,484,902	3%	74,225,380
School Readiness Match - DEL	1,251,770	1,412,593	(160,823)	-11%	1,319,509
School Readiness - Local Funders:					
Children's Board HC	700,770	700,770	-	0%	700,770
HC Community Development, incl. ALICE>150	-	8,789	(8,789)	-100%	-
Hillsborough County BOCC	276,000	276,000	-	0%	276,000
HC Childcare -Licensing & Fees	-	500,000	(500,000)	-100%	500,000
Metro Ministries (Children's Board)	75,000	35,000	40,000	114%	75,000
City of Tampa	150,000	138,477	11,523	8%	100,000
United Way	-	-	-	-	121,339
United Way (Quality Initiative)	50,000	50,000	-	0%	50,000
Caspers	-	25,537	(25,537)	-100%	50,000
School Readiness - Local Funders	1,251,770	1,734,573	(482,803)	-28%	1,873,109
<b>Total School Readiness Revenue</b>	<b>82,941,788</b>	<b>81,100,512</b>	<b>1,841,276</b>	<b>2%</b>	<b>77,417,998</b>
Other Local Funders:					
Conn Foundation	58,000	58,000	-	0%	58,000
Spurlino Foundation	50,000	50,000	-	0%	60,000
SR Program Income (training, IECF memberships)	30,000	44,648	(14,648)	-33%	20,000
HELN (Hillsborough Early Learning Network)	37,000	37,000	-	0%	37,000
ELFL (Early Learning Florida)	100,000	100,000	-	0%	100,000
Lastinger Project	200,000	200,000	-	0%	212,000
Misc. Donations	273,000	151,111	121,889	81%	300,000
Other Local Funders	748,000	640,759	107,241	17%	787,000
<b>Total School Readiness Revenue and Local Revenue</b>	<b>83,689,788</b>	<b>81,741,272</b>	<b>1,948,516</b>	<b>2%</b>	<b>78,204,997</b>
<b>Program Expenses</b>					
School Readiness					
Direct Services	65,729,468	63,251,770	2,477,698	4%	60,145,057
School Readiness Match - DEL	1,251,770	1,412,593	(160,823)	-11%	1,319,509
School Readiness - Local Funders	1,201,770	1,758,031	(556,261)	-32%	1,800,609
General Contributions and Gifts	475,000	438,862	36,138	8%	452,305
<b>Total Direct Services</b>	<b>68,658,008</b>	<b>66,861,257</b>	<b>1,796,751</b>	<b>3%</b>	<b>63,717,480</b>
ELCHC Operating	14,240,780	12,615,022	(533,768)	-4%	12,837,299
CCL/ECC	71,500	1,192,383	(1,120,883)	-94%	1,192,383
Inclusion Cost	245,000	245,000	-	0%	245,000
Scholarships and Other	474,500	827,610	(353,110)	-43%	212,835
<b>Total School Readiness &amp; Other Expenses</b>	<b>83,689,788</b>	<b>81,741,272</b>	<b>1,948,516</b>	<b>2.5%</b>	<b>78,204,997</b>
<b>SR Change in Net Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>GOALS</b>					
< 5.00 % School Readiness - Admin	3.8%	4.2%	-0.4%	-9.8%	4.2%
> 4.00 % School Readiness - Quality	8.1%	10.1%	-2.0%	-20.2%	9.1%
< 22.00% School Readiness - Non-Direct	19.3%	20.4%	-1.1%	-5.6%	19.0%
> 78.00 % School Readiness - Direct	80.7%	79.6%	1.1%	1.4%	81.0%

	FY24 Budget	FY23 Forecast	\$ Variance	% Variance	FY23 Budget
<b>VPK Revenue</b>					
Voluntary Pre-Kindergarten	35,882,846	36,895,248	(1,012,402)	-2.4%	41,560,023
<b>Total VPK Revenue</b>	<b>35,882,846</b>	<b>36,895,248</b>	<b>(1,012,402)</b>	<b>-2.4%</b>	<b>41,560,023</b>

Voluntary Pre-Kindergarten					
Direct Services	34,210,805	35,735,289	(1,524,484)	-4%	39,897,622
ELCHC Operating	1,672,041	1,159,959	512,082	30.8%	1,662,401
<b>Total Voluntary Pre-Kindergarten</b>	<b>35,882,846</b>	<b>36,895,248</b>	<b>(1,012,401)</b>	<b>-2%</b>	<b>41,560,023</b>

<b>VPK Change in Net Assets</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0.0%</b>	<b>-</b>
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<b>GOALS</b>					
<b>&lt; 4.00 % VPK - Admin</b>	<b>3.6%</b>	<b>2.7%</b>	<b>0.9%</b>	<b>34.1%</b>	<b>3.3%</b>

<b>American Rescue Plan Act - Build a World Class Workforce</b>					
ARPA	3,811,953	4,935,524	(1,123,570)	-15.8%	7,112,465
<b>Total ARPA Revenue</b>	<b>3,811,953</b>	<b>4,935,524</b>	<b>(1,123,570)</b>	<b>-15.8%</b>	<b>7,112,465</b>

ARPA					
Direct Services	2,533,322	4,796,846	(2,263,524)	-47%	6,756,842
ELCHC Operating	1,278,631	138,678	1,139,954	822%	355,623
<b>Total (ARPA) - Build a World Class Workforce</b>	<b>3,811,953</b>	<b>4,935,524</b>	<b>(1,123,570)</b>	<b>-23%</b>	<b>7,112,465</b>

<b>ARPA Change in Net Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
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<b>Total Revenue</b>	<b>123,384,587</b>	<b>123,572,043</b>	<b>(187,456)</b>	<b>-0.2%</b>	<b>126,877,485</b>
<b>Total Expenses</b>	<b>123,384,587</b>	<b>123,572,043</b>	<b>(187,456)</b>	<b>-0.2%</b>	<b>126,877,485</b>
<b>Change in Net Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>

	FY24 Budget	FY23 Forecast	\$ Variance	% Variance	FY23 Budget
<b>ELCHC Expenditure Categories</b>					
Personnel	13,083,988	9,888,322	3,195,666	32%	10,838,881
Staff Development	108,875	51,425	57,450	112%	100,750
Professional Services	1,297,658	2,028,435	(730,776)	-36%	1,831,896
Occupancy	596,000	924,576	(328,576)	-36%	890,000
Postage, Freight and Delivery	62,000	67,854	(5,854)	-9%	6,885
Rentals	8,000	6,969	1,031	15%	2,500
Supplies	180,000	169,030	10,970	6%	136,620
Communications	40,000	27,002	12,998	48%	18,329
Insurance	118,041	124,285	(6,245)	-5%	105,959
Tangible Personal Property	192,500	330,431	(137,931)	-42%	153,750
Quality	2,003,500	2,067,088	(63,588)	-3%	1,927,122
Travel	66,300	53,638	12,662	24%	70,200
Other Operating	217,440	194,598	22,842	12%	177,651
Other Operating Expenses	4,890,315	6,045,330	(1,155,015)	-19.1%	5,421,661
<b>Total ELCHC Operating Expenses</b>	<b>17,974,302</b>	<b>15,933,651</b>	<b>2,040,651</b>	<b>12.8%</b>	<b>16,260,542</b>

Appendix B:

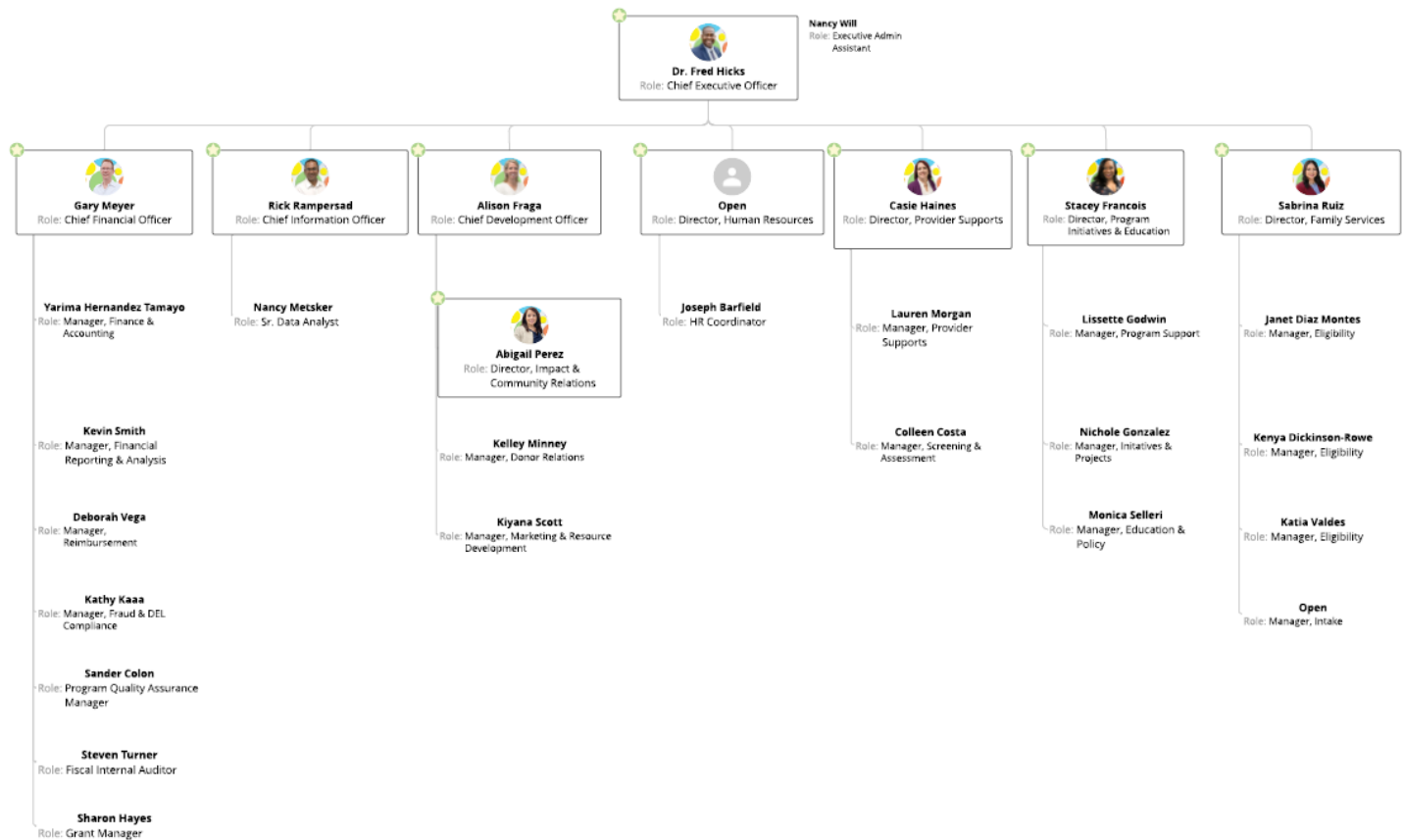
	<i>Access</i>	<i>Quality</i>	<i>Education</i>	<i>Total</i>
<b>Revenue</b>				
Federal & State	76,000,816	7,911,148	37,472,853	121,384,817
Local Funders	1,251,770		748,000	1,999,770
<b>Total Revenue</b>	<b>77,252,586</b>	<b>7,911,148</b>	<b>38,220,853</b>	<b>123,384,587</b>
Direct Services	68,666,158	2,533,322	34,210,805	105,410,286
Personnel	7,243,334	2,995,063	2,845,591	13,083,988
Staff Development	78,994	790	29,091	108,875
Professional Services	479,203	575,812	242,644	1,297,658
Occupancy	346,287	93,166	156,547	596,000
Postage, Freight and Delivery	28,508	6,150	27,342	62,000
Rentals	4,630	1,263	2,106	8,000
Supplies	33,848	66,499	79,653	180,000
Communications	23,152	6,316	10,532	40,000
Insurance	94,433	-	23,608	118,041
Tangible Personal Property	95,407	51,265	45,828	192,500
Quality	5,200	1,509,000	489,300	2,003,500
Travel	26,775	32,535	6,990	66,300
Other Operating	126,659	39,966	50,815	217,440
Other Operating Expenses	1,343,095	2,382,762	1,164,458	4,890,315
ELCHC Operating	8,586,428	5,377,826	4,010,048	17,974,302
<b>Total Expenses</b>	<b>77,252,586</b>	<b>7,911,148</b>	<b>38,220,853</b>	<b>123,384,587</b>
<b>Change in Net Assets</b>	-	-	-	-

## Appendix C:



## Organizational Chart April 2023

Sr. Leadership Member



## ELCHC BOARD OF DIRECTORS FINANCE MEETING – June 5, 2023

ACTION		ITEM
ISSUE:	Approval of allocation of funds to execute Brandz for Promotional Items	
FISCAL IMPACT:	\$45,000	
FUNDING SOURCE:	Florida Department of Education, Division of Early Learning School Readiness.	
RECOMMENDED ACTION:	Approval of allocation of funds to Brandz, for promotional items, in an amount not to exceed \$45,000 FY 2023-2024.	

**NARRATIVE:** The Early Learning Coalition of Hillsborough County (ELCHC) has identified one of the best ways to build brand awareness is by participating at local community events and distributing branded items and printed material. To increase efficiencies in obtaining needed items which in the past have included essential items for classrooms and play such as pens, notebooks, measuring cups, crayon wheels and bug boxes, an RFP for a sole source on demand company to produce all promotional items for FY 24 was needed. On May 9, 2023, a Request for Proposal (RFP) was posted to the ELCHC's new RFP webpage as well as My Florida Marketplace bid system. The RFP closed 14 days later, May 23, 2023 at 5:00 PM EST. A team of 4, using the matrix included in the posted RFP reviewed a total of 14 submissions with one submission left unscored due to its tardiness. Brandz scored the highest with a 17.0 out of a possible 20.

Below is a breakdown of all combined scores:

Reyes Family: 6.50  
4imprint: 12.995  
Brandz: 17.00  
Frye: 10.25  
Eagle: 7.0  
Panda Promo: 8.05  
Vampt: 15.42  
Proforma: 5.10  
MediumFour: 9.7  
Full Press: 5.75  
PostNet: 7.00  
Tampa Bay: 5.10  
Ink Barrel: 14.0  
LogoGear Store: late/unscored



Strategy · Relationship · Satisfaction

We help plan your next event, conference, customer appreciation and employee engagement and recognition programs with high quality printing, design and merchandise.

# Scope



The following summary is in response to the request for proposal (RFP) requested by the Early Learning Coalition of Hillsborough County (“ELCHC” or “Coalition”) who is seeking to identify and contract with a single organization that can produce on-demand promotional products from the time period of July 1, 2023 – June 30, 2024



## Objective

Brandz Agency will cover 4 elements to demonstrate our support to ELCHC in the form of our organization, our process, our clients’ feedback and our promise back to you.

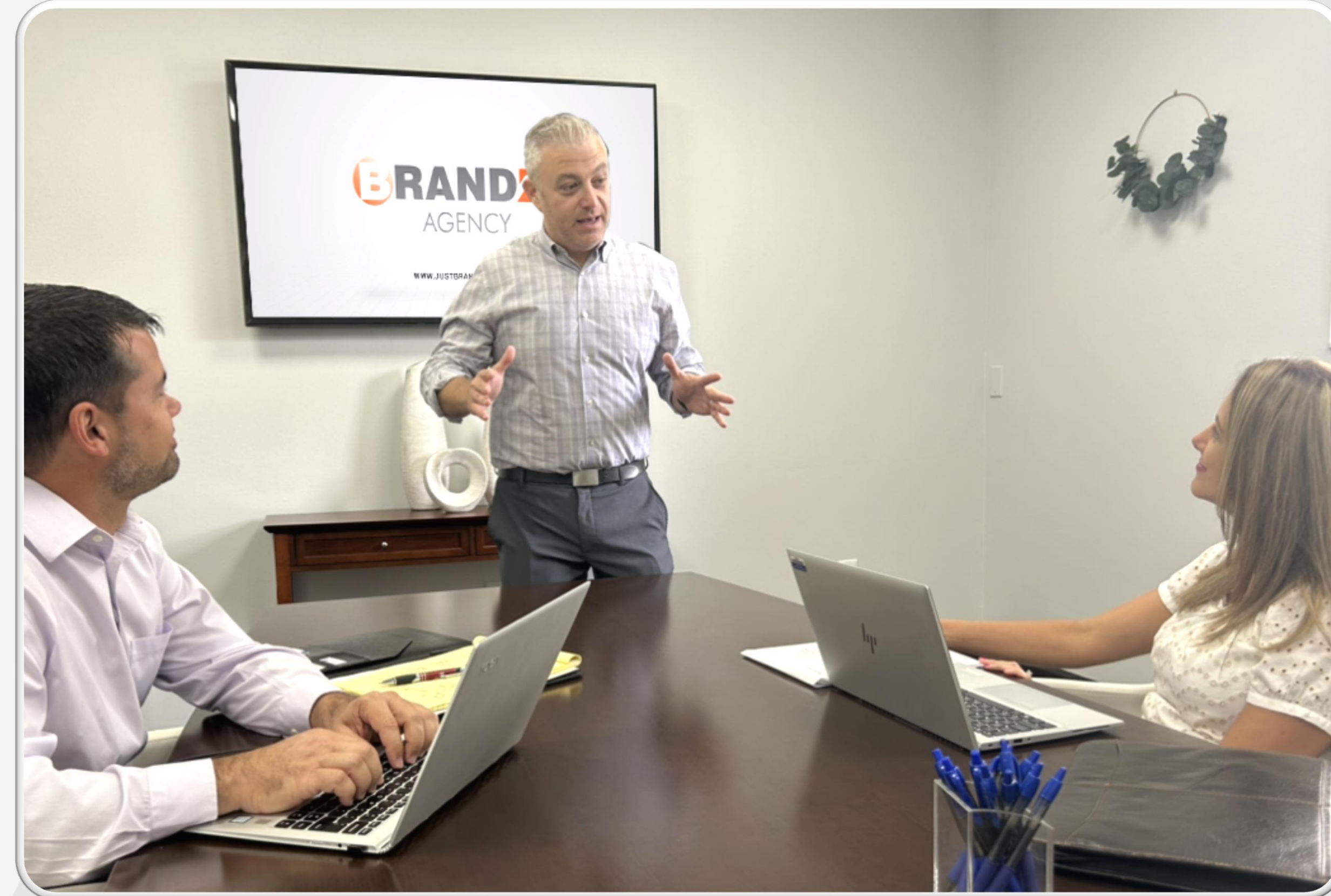


# Our story

Founded in 2011, Brandz Agency was born from the hard work of Sammy and Betty Veinger in an effort to combine the art of gift-giving along with meaningful marketing concepts. We provide the edge small to medium sized businesses (SMBs) need to better connect people to their brand or messaging. Our passion is to celebrate our client's relationships with their employees and customers through their vision and core values. These are demonstrated through our 2 strengths:

- (1) A knowledge base of advertising/marketing acumen so that lends to a well thought-out plan to meet the objective. It's a combination of ideation and creation through the art of sourcing, curating the selection process, designing the product(s) and managing the supply chain all the way through delivery.
- (2) Streamlining promotional product, design and printing through a single entity. As these industries have been notoriously fragmented and still are today, we've enabled these functions to coexist through brand messaging providing consistency in each medium.

Brandz Agency wants to connect with your organization to understand the intended purpose of your deliverable. We thrive most when we can listen to your goals and plan ahead. We take the burden of planning and tracking so we can become part of your team, or as we like to call it, part of the family.

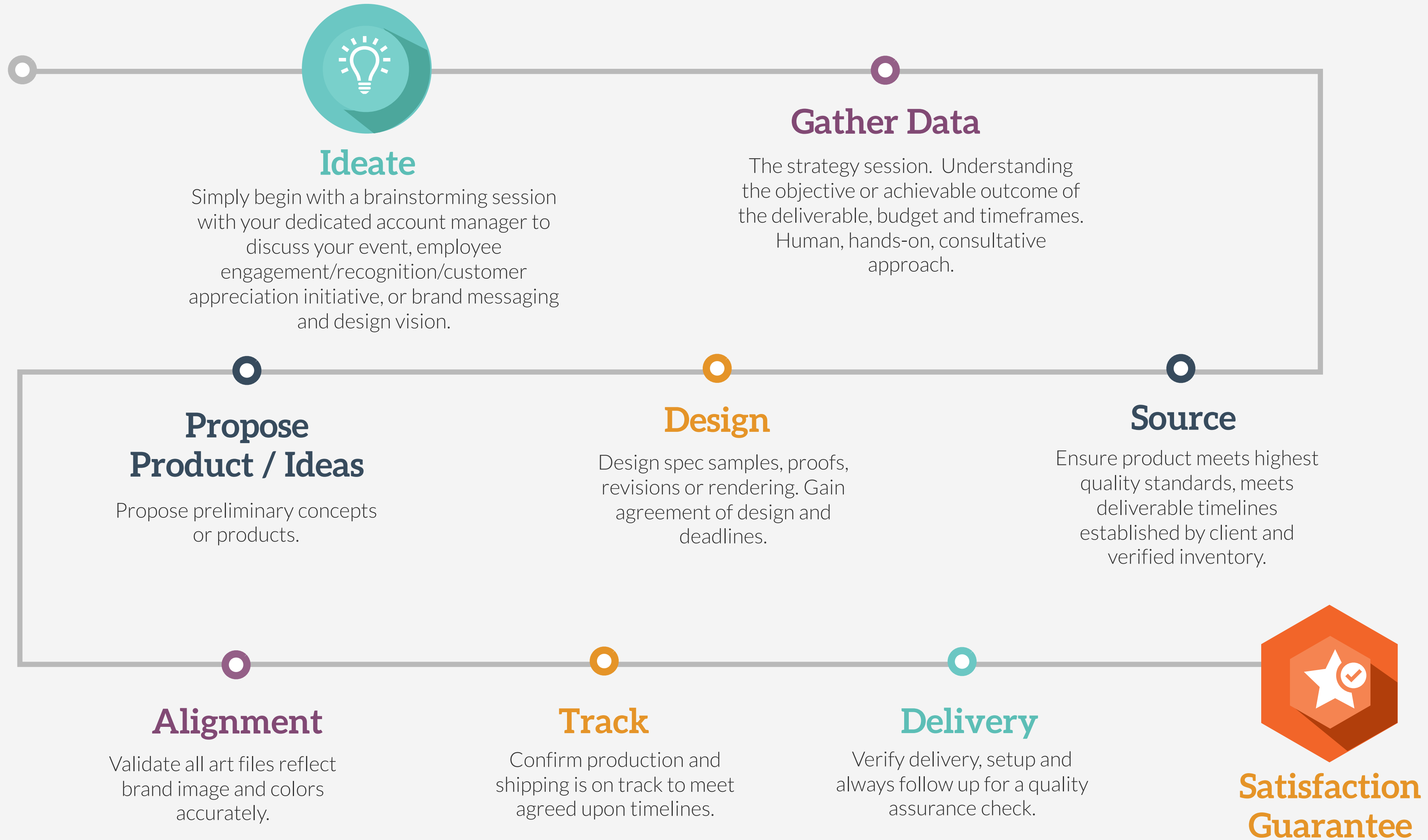




**“Everything begins  
with an idea.”**



# Our process

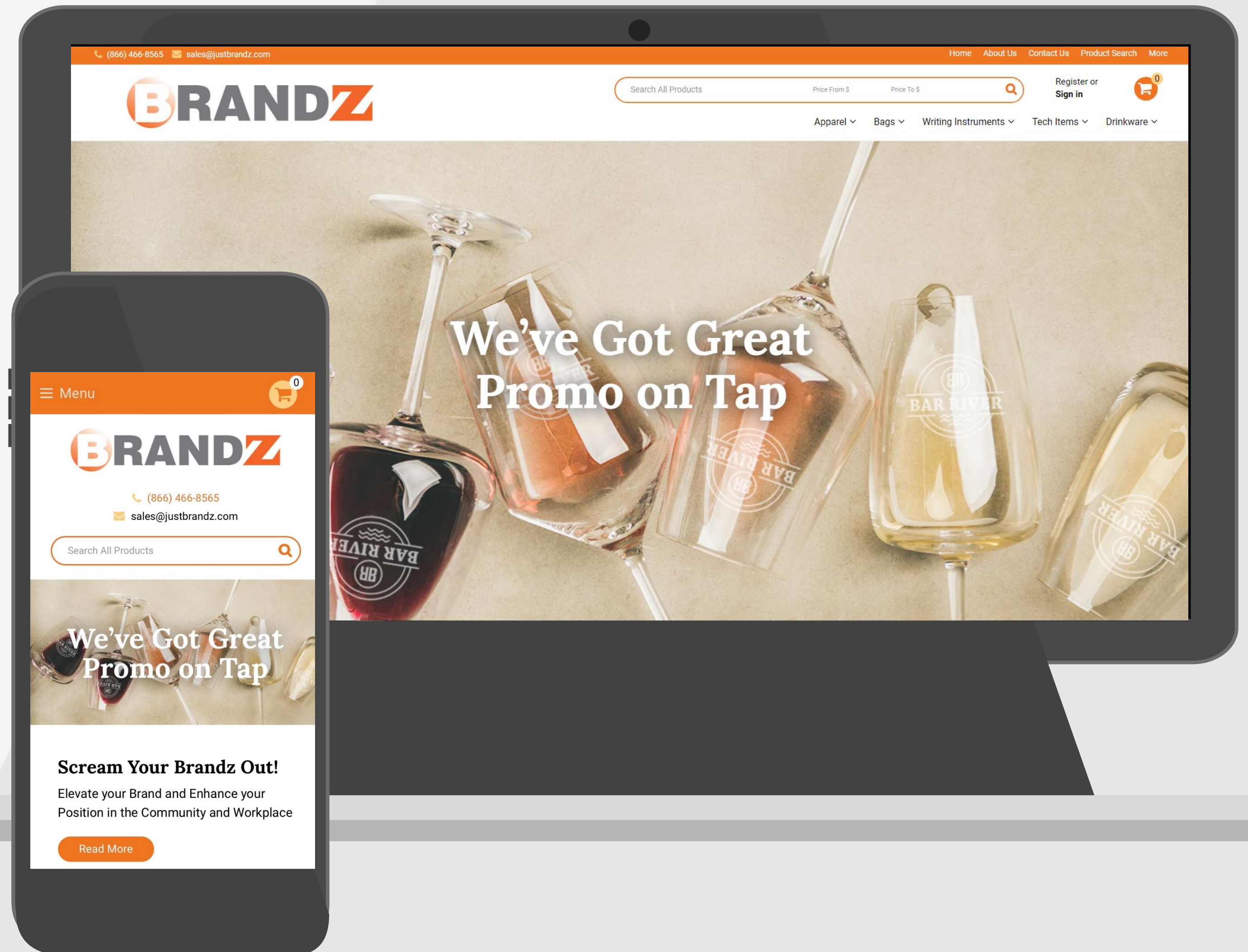




# Access anywhere

## Online Inspiration

Our website provides hundreds of thousands of ideas and inspirations for product which can be searched from any device. But to achieve customization at it's best, we take the extra step and vet every item to ensure quality meets price. We're here to help but self service is just as equally accessible when time is of the essence.





# Client success story



## “Going on Tour” Tradeshows and Conferences

**Idea:** Tappy is a new SaaS software app ready to launch into the Florida market. They wanted to gain registrations and brand awareness with educators in the market.

**Concept:** Devised messaging ‘Get Your Work-Life Balance Back!’ to display on a 30’ modular back drop, fully customized podium, tv and tablet stands for an interactive experience to attract everyone to their booth. We pushed a lifestyle more than the functionality of the app.

**Effect:** Tappy went on the road to several industry tradeshows which created extreme buzz and excitement with their very own custom branded set of bicycles as raffle giveaways and more. Registrations poured in!





# Client success story



## “The Big Show” Main Event Sponsor

**Idea:** FiCare Credit Union was targeting new member registrations within the healthcare industry. As the main sponsor, they wanted to bring the most amount of traffic and appeal from the general audience. They were an exclusive bank to BayCare employees for several years, this was their first year launching their services to the public.

**Concept:** Convertible table throw to fit any size table consisting with a double sided messaging both catering to events focused for healthcare professionals or to the general public. Design included embedded QR Code into the fabric to drive membership on the spot.

**Effect:** Every item had its purpose. The coveted FiCare Bear was born as the main giveaway to attract families with children to a fun spin-the-wheel game which included several other branded items such as a kid-friendly reflective coloring bag, talking pens, custom phone stands, tumblers, and none other than the \$100 bill stress reliever. All with their personal messaging. Their station was howling with laughter and traffic all weekend which resulted in several applications!





# Client success story



## “Searching Beyond” Program Launches & Custom Sourcing

**Idea:** Early Learning Coalition of Hillsborough County needed to source specific items to complement their outreach programs: iSpy Tampa Bay and Hillsborough Infant & Toddler Initiative. Instructors were challenged spending all day on the floor with very little ergonomic support.

**Concept:** Sourced multiple items including a custom floor chair which retailed for 3x more online, custom branded with their initiative logo and colors. All items came in with care, quality and under budget – all because of our understanding of the initiative.

**Effect:** Placed in several facilities with a minimum run. We hope comfort was achieved!





# The sky is the limit

Retail Frontage Sign



Employee Apparel Web Store

Complete Custom Products with Variable Printing



Retail Packaging



Indoor LED Signage



Fulfillment



Custom Rendering Etched Awards



We believe it's more than just a pen and a bag. It's about the journey together.

\*All images in this slide represent our actual clients and work.



# Our advantages



## Personal Touch

We believe each initiative has its own uniqueness. We want to listen and partner with you to ensure brand awareness is at its optimum level. Our consultative approach allows us to leverage all the options available to your disposal to attain the highest level of impact.



## Customization

We provide solutions outside the box. Our global sourcing partners are capable of finding unconventional products as well as traditional items to perfectly match any vision.



## Delivery

Free local delivery available on thousands of traditional apparel items and promotional product skus within the Tampa Bay area. Catalogs available upon request.



## Reach

We will follow you wherever you need us to go by offering an eclectic source of innovative products and manufacturing nationwide with a local feel. Our clients receiving the same exceptional service no matter where they're located or what they need.



## Design

We offer complimentary design up to 2 hours worth of work backed into any purchased product. Additional resources are available for dedicated marketing and design support.

As far as promotional products, we offer \$0 setup fees for reorders or orders over 500 units or \$2,500, whichever the greater.



## Small Business

Brandz is a Small Business Entity and is 50% women-owned. HQ in Tampa, FL

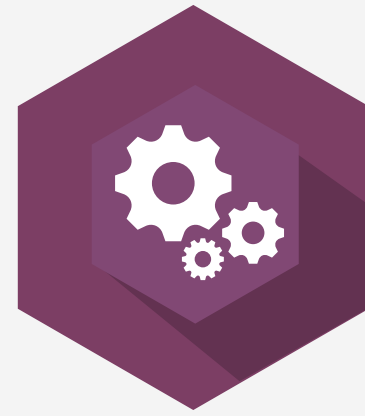


# Our promise



## Quick Response

Same day response from our team via email, phone or text. Our 12 hour days and weekend hours support our client's need for last minute requests or assistance for any event.



## Quality Assurance

Our years of experience have vetted the industry to ensure every product is produced with state-of-the-art technology and equipment. No need to work with printers who invest thousands of dollars each year in repairs and maintenance causing delays and sub par results. Your quality should be expected and not inspected.



## Satisfaction Guarantee

We stand behind all of our products and deliverables to meet and exceed your expectations. If we missed the mark on anything, we will make it right - guaranteed. We are here for the long haul.



## Competitive

We stand behind our competitive pricing. Our goal is to heavily reduce the time and cost spent in resources by becoming part of your team, building a library of design and IP, sourcing and shipping as a single entity provider. Our company thrives from volume of work and orders from each client which then translates to savings back to them. As a sole source vendor, your value exponentially increases. However, because we are so dependent on supply chain and market fluctuations, we cannot guarantee cost on every item, therefore any slight increases will be absorbed by us.



## Partner

As a small business, we seek to understand the importance and purpose of each initiative. Our value comes through our extensive knowledge of the industry and the market. We will take the time to learn your company, your initiatives and your objective over time as we continue through the ongoing vendor relationship to help reduce the administrative strain on your marketing teams.



## Giving Back

We believe in giving back and in client partnerships. As a commitment of your sole source agreement as the only vendor, we will provide you a 3% credit assessed twice per year onto your account and can be used towards additional orders or reorders.)



# Our clients

(Just a few verified Google Reviews)



Alice Bessette  
Executive Director  
Leadership Tampa Bay

"From start to finish, excellent customer service. Sammy was amazing to work with and Brandz is an incredible place to go for high quality goods from top tier brands and the customer service takes your ordering experience to the next level with customized support and personalized suggestions."

“

I wanted to thank the Brandz team for the fantastic job they did with both of my events this year.

The remote environment made figuring out recognition a little more challenging, and the Brandz team was there to help, making it painless and tremendously rewarding. The process was easy. They paid attention to details, guided me through the process, and ensured the gifts complemented and expressed the occasion.

Amy G.  
VP of People and Culture at MidAmerica



Brandz Agency has completed multiple orders for my office and for my child's school. His work is creative, clean, and classy! His orders are always available ahead of time. As Sammy says, "under promising and overdelivering" and this is exactly what he does!



**Denelle Miller, CEO**  
Recommends Brandz Agency  
FiCare Credit Union



**BRANDZ**  
AGENCY



"We have used **Brandz** multiple times now and they are always great to work with and a **great help, providing solutions to quick timeline orders.**"

- KERRA KUZMICK, BUSINESS DEVELOPMENT



**Dr. Stefanie Boyer**

Professor,  
Bryant University

So professional, responsive, and timely with all materials and recommendations. We ordered backdrops for professional photographs, event shirts, signs, tablecloths, and promotional giveaways. We needed a last-minute order of custom totes for our attendees, which were designed and shipped to us at the last minute within 36 hours. I am so impressed with everyone at the Brandz Agency.

Google

Verified Reviews



**BRANDZ**  
AGENCY

"As a small firm, we don't always have time to venture out creatively and seek out ideas for new marketing efforts. Brandz has been a great asset to us and complements our firm as a perfect extension to our current staff."

Charles Spinner, Esq., Owner/Attorney  
Spinner Law Firm

"You cannot go wrong with Brandz Agency! Sammy had many great new ideas and marketing products for my swim school that I would never have thought of myself. Each one had super designs and amazing creativity. Brandz has fantastic customer service, is extremely helpful, patient, and very professional."

**Ms. Emma, Owner**  
Ms. Emma's Swim and Survival Academy





# Price Quotes



Product	250 Qty	1000 qty	2500 qty	5000 qty
Full Color Wrap Design Plunger Ballpoint Pen	\$.70	\$.70	\$.70	\$.63

Pricing includes Setup and Shipping




\*Prices reflect current market rates and are subject to change.  
Several versions of stock and finishes are available to meet any size budget with any type of style.

# Video



Our Commercial  
[https://vimeo.com/468240432?  
share=copy](https://vimeo.com/468240432?share=copy)





Thank you for your  
consideration.  
We look forward to  
building something  
special with you.



# Contact



**Sammy Veinger | CEO**

direct: (813) 390-9269

main: (866) 466-8565

fax: (877) 466-3110



[www.justbrandz.com](http://www.justbrandz.com)



[sammy@justbrandz.com](mailto:sammy@justbrandz.com)



[linkedin.com/company/brandz-agency](https://www.linkedin.com/company/brandz-agency)



[facebook.com/justbrandz](https://www.facebook.com/justbrandz)



Mailing: PO Box 46806, Tampa, FL 33646



Physical: 18115 U.S. Hwy. 41 N, STE 500  
Lutz, FL 33559



# EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

## REQUEST FOR PROPOSAL PROMOTIONAL ITEMS

May 9, 2023 – May 23, 2023

Inquiries and proposals should be directed to:

Alison Fraga  
Chief Development Officer

Early Learning Coalition of Hillsborough County  
6302 E. Dr. Martin Luther King, Jr. Blvd.  
Suite 100  
Tampa, FL 33619  
813-515-2340 extension 360  
[afraga@elchc.org](mailto:afraga@elchc.org)

## I. GENERAL INFORMATION

- A. **Purpose.** This request for proposal (RFP) is for the Early Learning Coalition of Hillsborough County ("ELCHC" or "Coalition") to identify and contract with a single organization that can produce on demand promotional products from time period July 1, 2023 to June 30, 2024.
- B. **Who May Respond.** Any U.S. based organization providing promotional items/branded items
- C. **Instructions on Proposal Submission.**
1. **Closing Submission Date.** Proposals must be submitted no later than 5:00 pm EST on Tuesday May 23, 2023.
  2. **Inquiries.** Inquiries concerning this RFP should be emailed to:  
Alison Fraga  
Chief Development Officer  
afraga@elchc.org
  3. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Coalition.  
  
It is the responsibility of the Offeror to ensure that the proposal is received via email by the Coalition by the date and time specified above. Late proposals will not be considered.  
  
To ensure a fair review and selection process, personnel submitting proposals are specifically requested not to make other contacts with Coalition staff or members of the Board of Directors regarding this proposal during the proposal's timeline. Failure to comply with this request will result in disqualification of the proposal.
  4. **Right to Reject.** The Coalition reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in the RFP.
  5. **Minority-Owned Businesses.** Efforts will be made by the Coalition to utilize woman, minority and/or service-disabled veteran owned businesses.



**6. Notification of Award.** It is expected that a decision selection will be made within two (2) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations, all Offerors submitting proposals to this Request for Proposal will be informed about the selection decision. If both parties cannot agree on prices for a formal contract, the work will be rebid.

**II. DESCRIPTION OF ENTITY.** The Early Learning Coalition of Hillsborough County (ELCHC) was created in response to the School Readiness Act (s. 411.01, Florida Statutes (FS)) in 2000 and is dedicated to ensuring quality early care and education for children in Hillsborough County. The Coalition is a nonprofit corporation which has been determined to be exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code.

The project included in this RFP will be funded 100% from federal funds, with disclosure to comply with Public Law (P.L.) 103-333, s. 508.

**Mission:** The Early Learning Coalition of Hillsborough County provides children, birth to 5 years, high quality, equitable and inclusive early learning experiences preparing them for success in school and life through the collaboration of families, educators, and the community.

**FAST FACTS:**

- Current number of staff: 145
- 2021-2022 Operating Budget: \$130,801,273
- Current number of board of directors: 22
- Approximately 1,200 child care providers in Hillsborough County
- 2021-2022 School Readiness children served: 18,468
- 2021-2022 Voluntary Pre Kindergarten (VPK) children served: 9,953
- Website to learn more: [www.elchc.org](http://www.elchc.org)

**III. SCOPE OF SERVICES NEEDED**

The Early Learning Coalition Hillsborough County is seeking a company who can on demand source, fulfill, ship/deliver a variety of ALL branded promotional items for the fiscal year July 1, 2023 to June 30, 2024. Items purchased will be used to both raise awareness of the Coalition and functionally help our early learning community. We estimate a spend of approximately \$35,000 for the fiscal year July 1, 2023 to June 30, 2024. Examples in the past include items that promote outdoor play such as

bug box collection kits and picnic blankets or office products such as notebooks and pens.

A company that offers sourcing outside of traditional promotional items (examples in the past include floor mats and electric pencil sharpeners) with a consultative approach is preferred.

#### **IV. CONTRACT ETHICS.**

1. No employee of the Coalition who exercises any responsibilities in the review, approval, or implementation of the proposal or contract shall participate in any decisions, which affects his or her direct or indirect personal or financial interest.
2. It is a breach of ethical standards for any person to offer, give or agree to give any Coalition employee, Board of Director, or for any Coalition employee, or Board of Director to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

#### **V. PROPOSAL SUBMISSION.** Proposals received after the deadline will not be accepted. It is neither Coalition's responsibility nor practice acknowledging receipt of any proposal. It is the responder's responsibility to assure that a proposal is received in a timely manner.

The Coalition reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from all respondents, and further reserves the right to select the proposal which furthers the best interests of the Early Learning Coalition of Hillsborough County.

Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal opening.

#### **VI. PROPOSAL CONTENTS.** The Offeror, in its proposal, shall at a minimum include the following:

- 1. Organizational information.**

- a. Bidder name
- b. Address
- c. Email
- d. Phone, and preferred method of contact
- e. Indicate, if appropriate, if the firm is a small or Certified Minority Owned Business (CMOB include certificate with RFP)
- f. Name where you maintain office(s)
- g. Provide cost (including design, set up), production time and delivery method of a full color design wrapped ball point pen

## 2. Detailed Scope of work Items:

### RFP Timeline.

RFP Issue Date:	May 9, 2023
Deadline to submit questions	May 16 <sup>th</sup> to <a href="mailto:communityrelations@elchc.org">communityrelations@elchc.org</a> . Please title subject RFP: Promo Item Question  Questions will be answered by May 19 <sup>th</sup>
Proposal Due Date	May 23, 2023, 5:00 pm (EST)
Evaluation Period	May 24, 2023
Award and Contract Execution	On or before June 30, 2023

**VI. RFP SCORING.** Proposals will be scored based on the following attributes and weights:

<b>Attribute</b>	<b>Weight</b>
Ability to demonstrate variety of high-quality product offerings	25%
List of 5-7 current client reviews	25%
Ability to demonstrate exceptional response time and satisfaction guaranteed	20%
Demonstration of additional services at no charge such as set up fees, delivery and/or creative work/design	20%
Cost/Value	5%
Certified Minority-Owned Business	5%

## ELCHC BOARD OF DIRECTORS FINANCE MEETING – June 5, 2023

ACTION	ITEM
<b>ISSUE:</b>	<b>Approval of allocation of funds to execute Brandz for Print Materials</b>
<b>FISCAL IMPACT:</b>	\$45,000
<b>FUNDING SOURCE:</b>	Florida Department of Education, Division of Early Learning School Readiness.
<b>RECOMMENDED ACTION:</b>	Approval of allocation of funds to Brandz, for printed materials , in an amount not to exceed \$45,000 FY 2023-2024.

**NARRATIVE:** The Early Learning Coalition of Hillsborough County (ELCHC) has the need for several printed items throughout the year from brochures, flyers, postcards and signage. These materials assist ELCHC communicating with our community and increase awareness about services, initiatives, trainings and events from the ELCHC. To increase efficiencies in obtaining needed items such as the aforementioned, an RFP for a sole source on demand company to produce all printed materials i for FY 24 was needed. On May 9, 2023, a Request for Proposal (RFP) was posted to the ELCHC’s new RFP webpage as well as My Florida Marketplace bid system. The RFP closed 14 days later, May 23, 2023 at 5:00 PM EST. A team of 4, using the matrix included in the posted RFP reviewed a total of 12 submissions. Brandz scored the highest with a 16.10 out of a possible 20.

Below is a breakdown of all combined scores:

Florida Print Solutions: 11.4  
 Sir Speedy: 3.8  
 RFG LLC: 4.1  
 All Things: 9.60  
 Vampt: 15.10  
 Medium Four: 12.2  
 MLI: 4  
 Tampa Bay Signs: 3.9  
 Ink Barrel: 12.3  
 Brandz: 16.10  
 Fastsigns: 3.2  
 RPM Design: 5.2



Strategy · Relationship · Satisfaction

We help plan your next event, conference, customer appreciation and employee engagement and recognition programs with high quality printing, design and merchandise.

# Scope



The following summary is in response to the request for proposal (RFP) requested by the Early Learning Coalition of Hillsborough County (“ELCHC” or “Coalition”) who is seeking to identify and contract with a single organization that can produce ALL printed materials during the period of July 1, 2023 – June 30, 2024



## Executive Summary

Brandz Agency will cover the 4 elements of this proposal to demonstrate our support to ELCHC in the form of our story, our process, our clients’ feedback and our promise back to you.

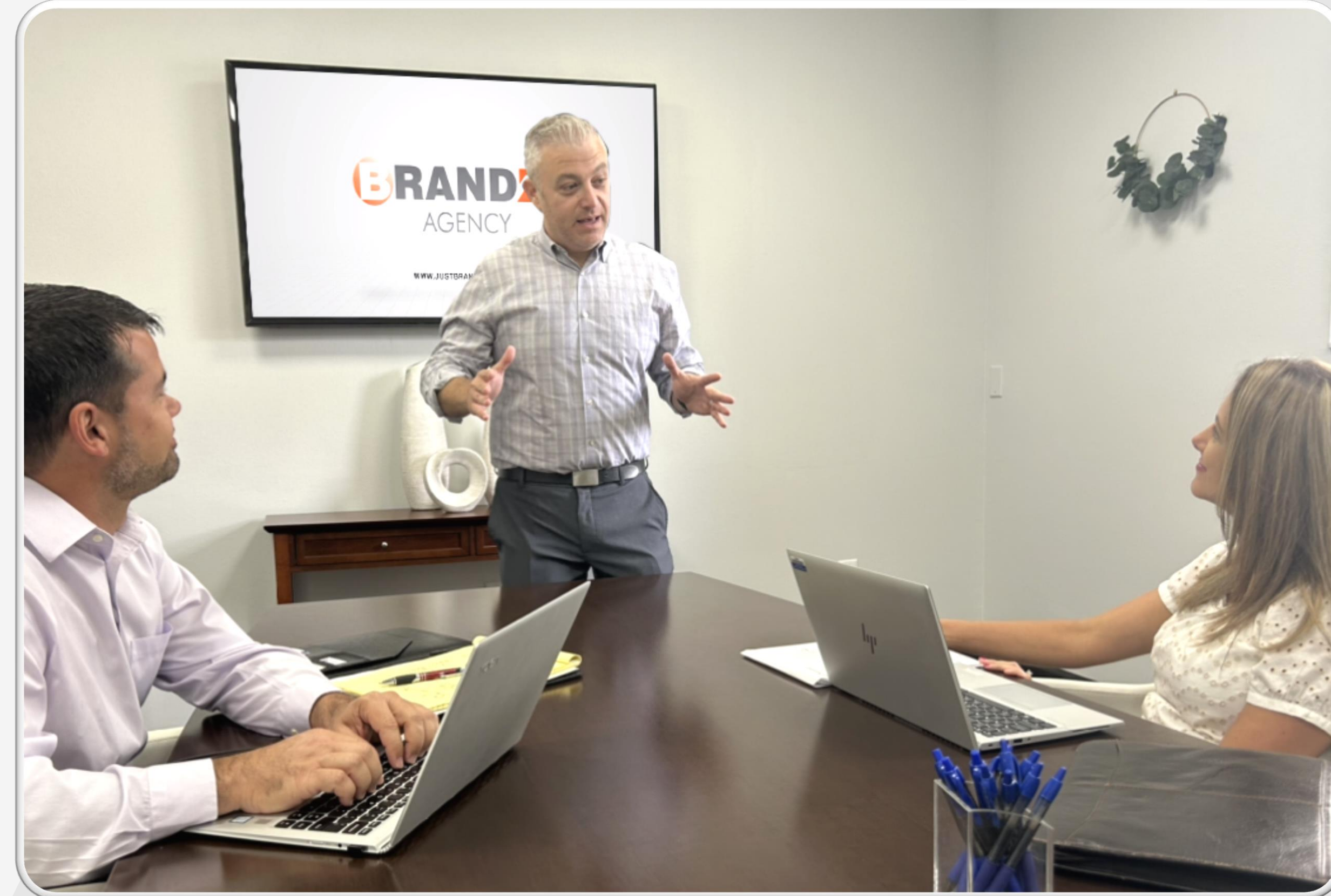


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- (1) A knowledge base of advertising/marketing acumen so that lends to a well thought-out plan to meet the objective. It's a combination of ideation and creation through the art of sourcing, curating the selection process, designing the product(s) and managing the supply chain all the way through delivery.
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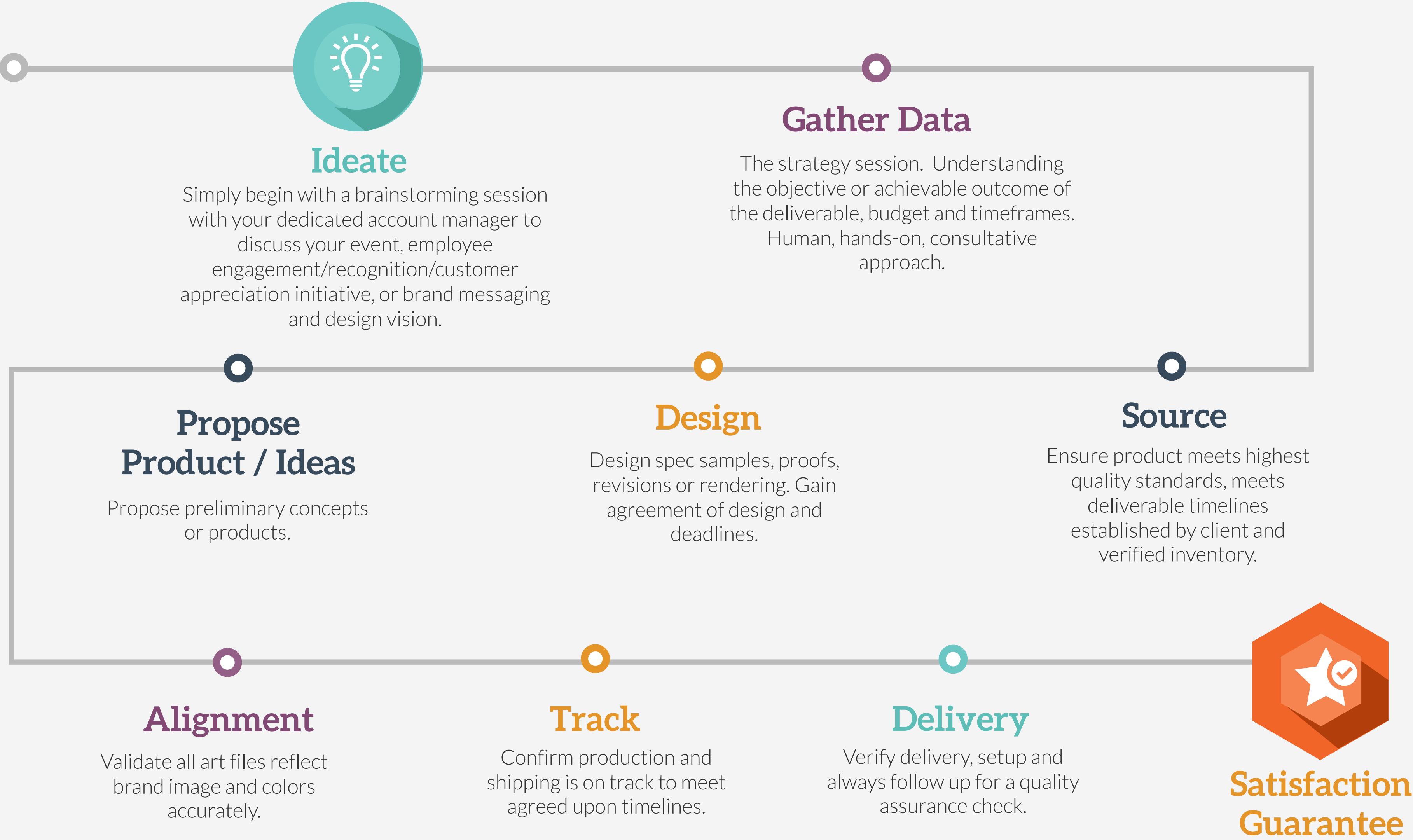




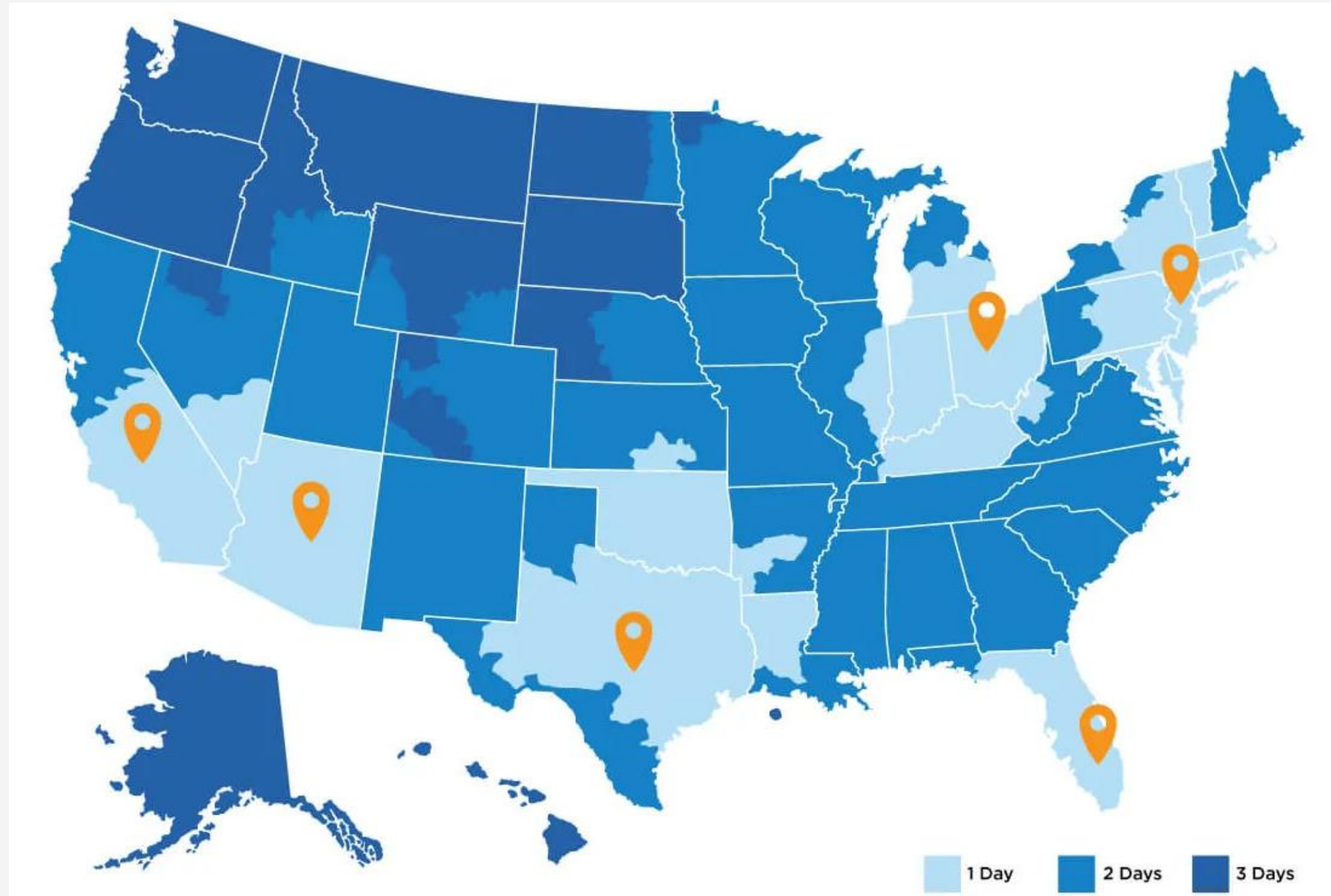
**“Everything begins  
with an idea.”**



# Our process



# Production



## State-of-the-art printer

We understand the integrity of your marketing material is just as important as your message. Our promise is to deliver the highest quality of product by using innovative technologies with nationwide coverage. Virtually no downtime and quick turnarounds from a library of printing material and signs at the highest quality, and as quick as a 48 hour turnaround on several products from postcards, brochures, business cards, posters, banners, signs, and direct mail to list just a short few.



# Client success story

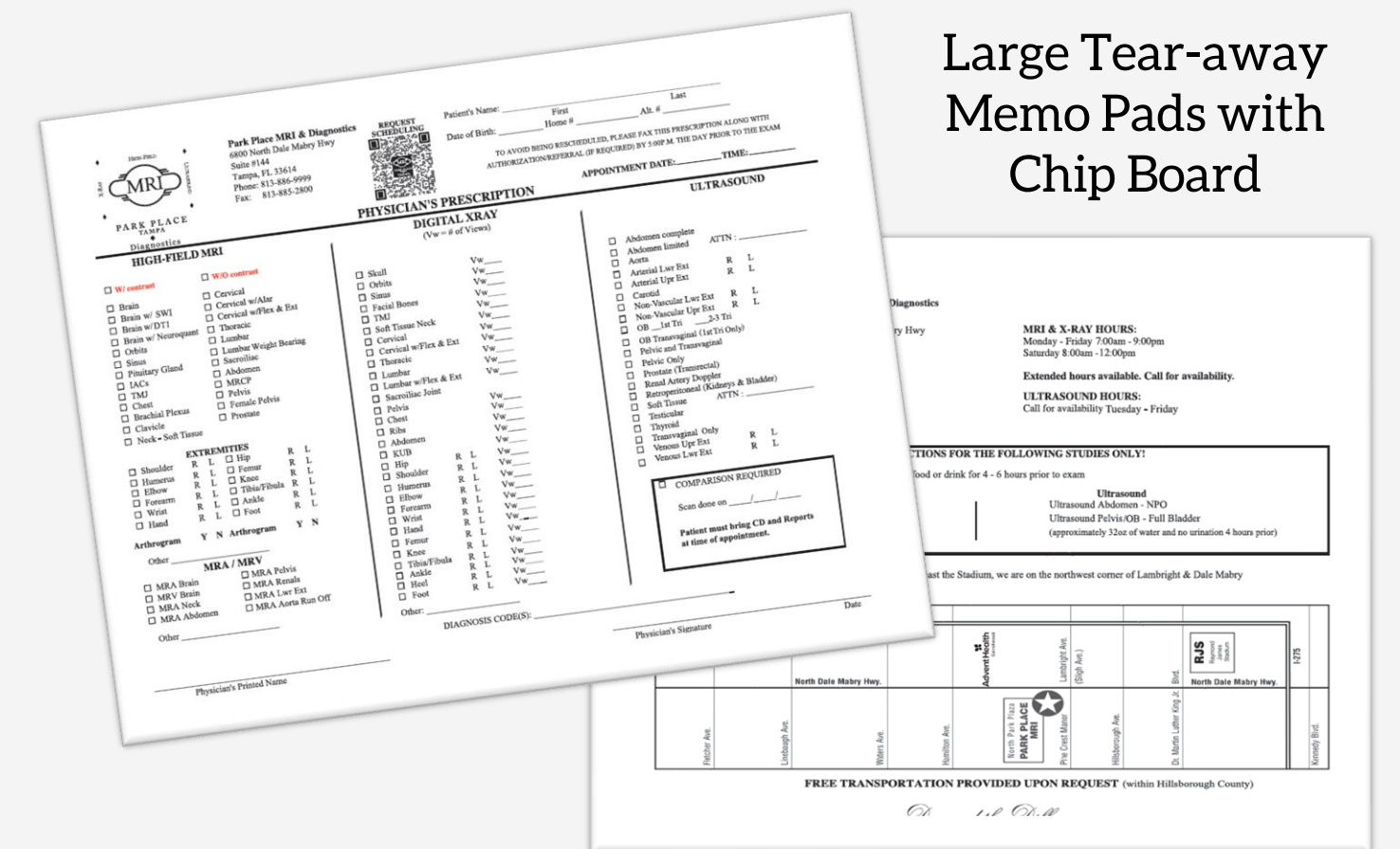


## “Office Space” Corporate Collateral

**Idea:** Park Place Diagnostic relies heavily on various types of printing material on specific stock in large volumes throughout the year. They needed to partner with a printer that had a vast library of product so that their brand would remain consistent on each piece of collateral whether it be envelopes, letterhead, business cards, pads or even doctor script pads. The pandemic struck hard with several suppliers and manufacturers.

**Concept:** Brandz partnered with their trusted paper supplier to ensure inventory and rate was secured with a 12-18 months of supply at a time. Master run of business card shells allowed us to just as easily keep up with the demand of their new employee onboarding without any hiccups. No local printer was able to fulfill these specific requests and defaulted to common paper and stock.

**Effect:** Due to recent supply chain shortages, no one was able to source this specific stock in the US but with the careful planning and forecasting, we were able to secure enough product to keep their business moving right along.



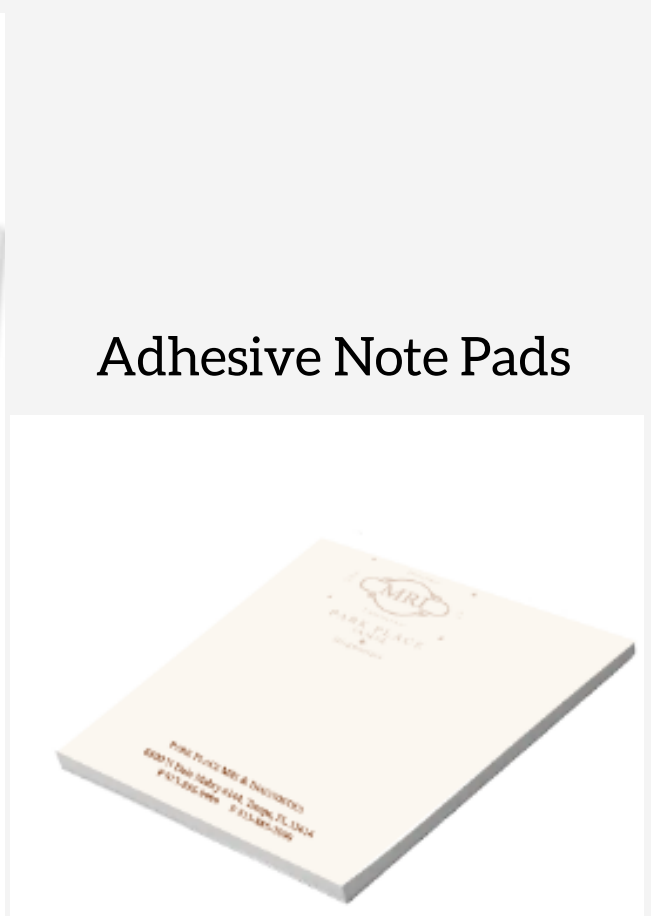
Large Tear-away  
Memo Pads with  
Chip Board



Master Shell and Business Cards



Billing and Mailing  
Envelopes



Adhesive Note Pads



# Client success story



## “The Package Deal” Business Startup

**Idea:** ABC Autotrader was recently acquired and needed a new brand, new logo and new presence with all new marketing material. They wanted to make sure their brand would be consistently represented in every touch point.

**Concept:** Brandz went to work with a new logo design first and then the rest ensued with business cards, document folders, banners, decals and more. No detail was too small and left untouched.

**Effect:** Aside from promotional and apparel, Brandz complemented their brand through a variety of print material with rapid design and production to have an immediate impact as soon as they launched.



Document Folders



Bill of Sale

SELLER/DEALER: ABC AUTOTRADER LLC, 856 E. BUSCH BLVD, TAMPA, FL, 33612, P.O. BOX 930-6300 FAX: (813) 930-6322

Buyers Order / Bill of Sale

Date: \_\_\_\_\_

Sales Person: \_\_\_\_\_

Buyer: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Co-Buyer: \_\_\_\_\_ Birthdate: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Year: ( ) Pre-owned ( ) Demo ( ) Retail ( ) Factory Official ( ) Salvage title ( )

Make: \_\_\_\_\_ Mileage: \_\_\_\_\_

Vehicle Identification Number (VIN): \_\_\_\_\_

Trade-In Vehicle: Cyl \_\_\_\_\_ Color \_\_\_\_\_ Body Miles \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Vehicle Identification Number (VIN): \_\_\_\_\_

This is Trade-In #1 of 1

Trade-In Vehicle: Cyl \_\_\_\_\_ Color \_\_\_\_\_ Body Miles \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Vehicle Identification Number (VIN): \_\_\_\_\_

This is Trade-In #2 of 2

Used motor vehicle buyers guide

The information you see on the window form for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale.

FOR "AS IS" SALE ONLY

UNDERSTAND THAT THIS VEHICLE IS BEING SOLD "AS IS" WITH ALL FAULTS AND IS NOT COVERED BY ANY DEALER WARRANTY. UNDERSTAND THAT THE DEALER IS NOT REQUIRED TO MAKE ANY REPAIRS AFTER I BUY THIS VEHICLE. I WILL HAVE TO PAY FOR ANY REPAIRS THIS VEHICLE WILL NEED.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Dealer may receive a fee, commission, or other compensation for providing, procuring, or arranging financing for the retail purchase or lease of a motor vehicle, for which the customer may be responsible.

Installation Contract to be assigned to: \_\_\_\_\_

Licenseholder name and address and phone # \_\_\_\_\_

ALL PRIOR ORAL STATEMENTS, NEGOTIATIONS, COMMUNICATIONS OR REPRESENTATIONS ABOUT THE PRODUCTS SOLD HEREIN, WHETHER MADE BY THIS BUYER'S ORDER / BILL OF SALE, AND, IF NOT EXPRESSLY STATED HEREIN, ARE NOT BINDING.

By signing below, you acknowledge that you have read all pages of this contract. You also acknowledge receipt of: (1) a true and completely filled in copy of all pages of this contract at the time you sign and (2) if arbitration is agreed upon, a copy of the arbitration agreement pertaining to this contract. purchaser certifies he/she is of legal age to purchase a motor vehicle. If this transaction is to be a retail installment sale, this contract is not effective unless financing is obtained on terms satisfactory to the Seller / Dealer.

Buyer Signature: \_\_\_\_\_ Dealer Signature: \_\_\_\_\_

Co-Buyer Signature: \_\_\_\_\_ Dealer Representative: \_\_\_\_\_

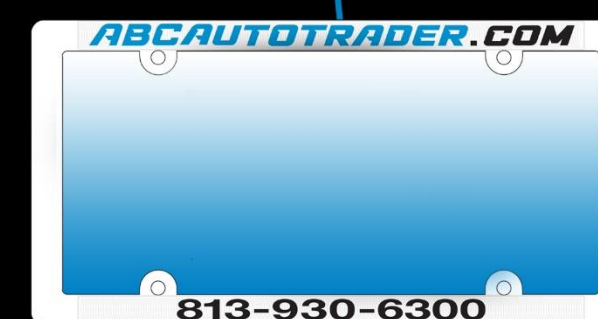
NO LIABILITY INSURANCE INCLUDED  
10% CANCELLATION ON TOTAL SALES PRICE

Buyer's Initials: \_\_\_\_\_



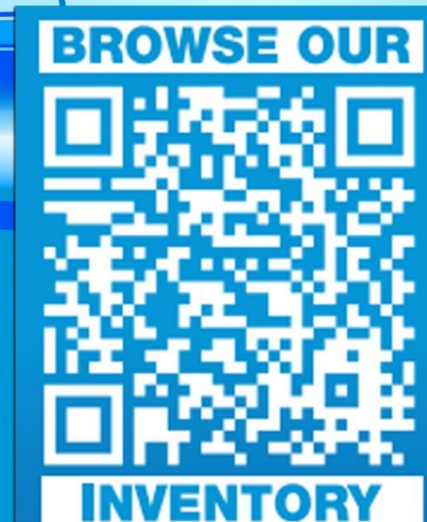
Pro Cut  
Weather Proof  
Vinyl Decal

Double Hemmed  
Outdoor Grade  
Vinyl Banner



UV Die Cut  
License Plate  
Frame

# MASS MARKETING



QR Code  
Billboard  
Call To Action



# Client success story



## “Go Big” Banners and Signs

**Idea:** Learning Gate Community School sponsors several annual events and programs which require several sponsor updates, signage promotion, but more importantly, design.

**Concept:** Brandz offered a combination of on-demand design with printing and production with almost 4 business day turnaround with proofing.

**Effect:** Learning Gate has been able to successfully promote all their events throughout the community with high impact design and messaging to better raise awareness of their programs.



Canvas Indoor Banners



# The sky is the limit

## Office

Business Cards  
Envelopes  
Letterhead  
Folders  
Stamps  
NCR Forms  
Floor Graphics  
Menus  
Mailing Labels  
Receipts  
Name Plates  
Checks  
Business Forms  
Greeting Cards  
Catalogs  
Binding

## Marketing

Newsletters  
Announcement Cards  
Planners  
Magnets  
Event Tickets  
Boxes / Packaging  
Stickers  
Roll Labels  
Desk Calendars  
Packaging  
Postcards  
Posters  
Flyers  
Door Hangers  
Product Labels  
Folders  
Adhesive Pads  
Paper Coasters

## Sales

Name Badges  
Rack cards  
Note Pads  
Memo Pads  
Catalogs  
Notebooks  
Direct Mail  
EDDM  
Laminates  
Booklets  
Playing Cards

## Signage

Banners  
Table Covers  
Hang Tags  
Table Tents  
Acrylic Signs  
Aluminum Signs  
Canvas Signs  
Vinyl Signs  
Rigid Signs  
Yard Signs

## Styles

Die-Cut  
Foil  
UV/Matte  
Aqueous  
Eco-Friendly  
Pearl  
Kraft  
Spot UV  
Silk and Suede



# Our advantages



## Personal Touch

We believe each initiative has it's own uniqueness. We want to listen and partner with you to ensure brand awareness is at it's optimum level. Our consultative approach allows us to leverage all the options available to your disposal to attain the highest level of impact.



## Customization

We provide solutions outside the box. Our global sourcing partners are capable of finding unconventional products as well as traditional items to perfectly match any vision.



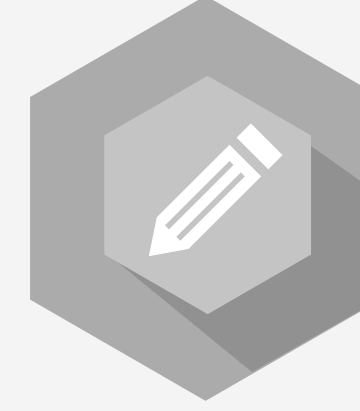
## Delivery

Free local delivery available on thousands of traditional apparel items and promotional product skus within the Tampa Bay area. Catalogs available upon request.



## Reach

We will follow you wherever you need us to go by offering an eclectic source of innovative products and manufacturing nationwide with a local feel. Our clients receiving the same exceptional service no matter where they're located or what they need.



## Design

We offer complimentary design up to 2 hours worth of work backed into any purchased product. Additional resources are available for dedicated marketing and design support.

As far as promotional products, we offer \$0 setup fees for reorders or orders over 500 units or \$2,500, whichever the greater.



## Small Business

Brandz is a Small Business Entity and is 50% women-owned. HQ in Tampa, FL

# Our promise



## Quick Response

Same day response from our team via email, phone or text. Our 12 hour days and weekend hours support our client's need for last minute requests or assistance for any event.



## Quality Assurance

Our years of experience have vetted the industry to ensure every product is produced with state-of-the-art technology and equipment. No need to work with printers who invest thousands of dollars each year in repairs and maintenance causing delays and sub par results. Your quality should be expected and not inspected.



## Satisfaction Guarantee

We stand behind all of our products and deliverables to meet and exceed your expectations. If we missed the mark on anything, we will make it right - guaranteed. We are here for the long haul.



## Competitive

We stand behind our competitive pricing. Our goal is to heavily reduce the time and cost spent in resources by becoming part of your team, building a library of design and IP, sourcing and shipping as a single entity provider. Our company thrives from volume of work and orders from each client which then translates to savings back to them. As a sole source vendor, your value exponentially increases. However, because we are so dependent on supply chain and market fluctuations, we cannot guarantee cost on every item, therefore any slight increases will be absorbed by us.



## Partner

As a small business, we seek to understand the importance and purpose of each initiative. Our value comes through our extensive knowledge of the industry and the market. We will take the time to learn your company, your initiatives and your objective over time as we continue through the ongoing vendor relationship to help reduce the administrative strain on your marketing teams.



## Giving Back

We believe in giving back and in client partnerships. As a commitment of your sole source agreement as the only vendor, we will provide you a 3% credit assessed twice per year onto your account and can be used towards additional orders or reorders.)



# Our clients

(Just a few verified Google Reviews)



Alice Bessette  
Executive Director  
Leadership Tampa Bay

"From start to finish, excellent customer service. Sammy was amazing to work with and Brandz is an incredible place to go for high quality goods from top tier brands and the customer service takes your ordering experience to the next level with customized support and personalized suggestions."

“

I wanted to thank the Brandz team for the fantastic job they did with both of my events this year.

The remote environment made figuring out recognition a little more challenging, and the Brandz team was there to help, making it painless and tremendously rewarding. The process was easy. They paid attention to details, guided me through the process, and ensured the gifts complemented and expressed the occasion.

Amy G.  
VP of People and Culture at MidAmerica



Brandz Agency has completed multiple orders for my office and for my child's school. His work is creative, clean, and classy! His orders are always available ahead of time. As Sammy says, "under promising and overdelivering" and this is exactly what he does!



**Denelle Miller, CEO**  
Recommends Brandz Agency  
FiCare Credit Union



**BRANDZ**  
AGENCY



"We have used **Brandz** multiple times now and they are always great to work with and a **great help, providing solutions to quick timeline orders.**"

- KERRA KUZMICK, BUSINESS DEVELOPMENT



**Dr. Stefanie Boyer**

Professor,  
Bryant University

So professional, responsive, and timely with all materials and recommendations. We ordered backdrops for professional photographs, event shirts, signs, tablecloths, and promotional giveaways. We needed a last-minute order of custom totes for our attendees, which were designed and shipped to us at the last minute within 36 hours. I am so impressed with everyone at the Brandz Agency.

Google

Verified Reviews



**BRANDZ**  
AGENCY

"As a small firm, we don't always have time to venture out creatively and seek out ideas for new marketing efforts. Brandz has been a great asset to us and complements our firm as a perfect extension to our current staff."

Charles Spinner, Esq., Owner/Attorney  
Spinner Law Firm

"You cannot go wrong with Brandz Agency! Sammy had many great new ideas and marketing products for my swim school that I would never have thought of myself. Each one had super designs and amazing creativity. Brandz has fantastic customer service, is extremely helpful, patient, and very professional."

**Ms. Emma, Owner**  
Ms. Emma's Swim and Survival Academy





# Price Quotes



Product	100 Qty	500 qty	1000 qty	2500 qty
4 x 6" UV Postcards 16 pt Gloss, Full Color, 2 Sided Premium Card Stock, UV	\$89	\$129	\$149	\$209
8.5 x 11" Gloss Flyer 2 Sided, Full Color Premium Stock, No Coating	\$85	\$175	\$199	\$275
24 x18" Coroplast Sign Full Color, One Side	\$19ea. (1 qty)	\$10ea. (12 qty)		

Add \$2.50 more for a second side full color imprint.


\*Prices reflect current market rates and are subject to change.  
Several versions of stock and finishes are available to meet any size budget with any type of style.

# Video



Our Commercial  
[https://vimeo.com/468240432?  
share=copy](https://vimeo.com/468240432?share=copy)





Thank you for your  
consideration.  
We look forward to  
building something  
special with you.



# Contact



**Sammy Veinger | CEO**

direct: (813) 390-9269

main: (866) 466-8565

fax: (877) 466-3110



[www.justbrandz.com](http://www.justbrandz.com)



[sammy@justbrandz.com](mailto:sammy@justbrandz.com)



[linkedin.com/company/brandz-agency](https://www.linkedin.com/company/brandz-agency)



[facebook.com/justbrandz](https://www.facebook.com/justbrandz)



Mailing: PO Box 46806, Tampa, FL 33646



Physical: 18115 U.S. Hwy. 41 N, STE 500  
Lutz, FL 33559





# EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

## REQUEST FOR PROPOSAL PRINTED MATERIALS

May 9, 2023 – May 23, 2023

Inquiries and proposals should be directed to:

Alison Fraga  
Chief Development Officer

Early Learning Coalition of Hillsborough County  
6302 E. Dr. Martin Luther King, Jr. Blvd.  
Suite 100  
Tampa, FL 33619  
813-515-2340 extension 360  
[afraga@elchc.org](mailto:afraga@elchc.org)

## I. GENERAL INFORMATION

A. **Purpose.** This request for proposal (RFP) is for the Early Learning Coalition of Hillsborough County ("ELCHC" or "Coalition") to identify and contract with a single organization that can produce ALL printed materials during the period July 1, 2023 to June 30, 2024. \* NOTE – this RFP does not include promotional items, a separate RFP has been released.

B. **Who May Respond.** Any U.S. based organization providing printed materials.

C. **Instructions on Proposal Submission.**

1. **Closing Submission Date.** Proposals must be submitted via email no later than 5:00 pm EST on Tuesday May 23, 2023.

2. **Inquiries.** Inquiries concerning this RFP should be emailed to:

Alison Fraga

Chief Development Officer

afraga@elchc.org

3. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Early Learning Coalition of Hillsborough County (the "Coalition"),

It is the responsibility of the Offeror to ensure that the proposal is received via email by the Coalition by the date and time specified above. Late proposals will not be considered.

To ensure a fair review and selection process, personnel submitting proposals are specifically requested not to make other contacts with Coalition staff or members of the Board of Directors regarding this proposal during the proposal's timeline. Failure to comply with this request will result in disqualification of the proposal.

4. **Right to Reject.** The Coalition reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in the RFP.

5. **Minority-Owned Businesses.** Efforts will be made by the Coalition to utilize woman, minority and/or service-disabled veteran owned businesses.

**6. Notification of Award.** It is expected that a decision selection will be made within two (2) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations, all Offerors submitting proposals to this Request for Proposal will be informed about the selection decision. If both parties cannot agree on prices for a formal contract, the work will be rebid.

**II. DESCRIPTION OF ENTITY.** The Early Learning Coalition of Hillsborough County (ELCHC) was created in response to the School Readiness Act (s. 411.01, Florida Statutes (FS)) in 2000 and is dedicated to ensuring quality early care and education for children in Hillsborough County. The Coalition is a nonprofit corporation which has been determined to be exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code.

The project included in this RFP will be funded 100% from federal funds, with disclosure to comply with Public Law (P.L.) 103-333, s. 508.

**Mission:** The Early Learning Coalition of Hillsborough County provides children, birth to 5 years, high quality, equitable and inclusive early learning experiences preparing them for success in school and life through the collaboration of families, educators, and the community.

**FAST FACTS:**

- Current number of staff: 145
- 2021-2022 Operating Budget: \$130,801,273
- Current number of board of directors: 22
- Approximately 1,200 child care providers in Hillsborough County
- 2021-2022 School Readiness children served: 18,468
- 2021-2022 Voluntary Pre Kindergarten (VPK) children served: 9,953
- Website to learn more: [www.elchc.org](http://www.elchc.org)

**III. SCOPE OF SERVICES NEEDED**

The Early Learning Coalition Hillsborough County is seeking a company who can on demand source, fulfill, ship/deliver a variety of ALL on demand printed items for the fiscal year July 1, 2023 to June 30, 2024. Examples in the past include brochures, flyers, postcards, foam-core signage, yard signs and direct mailers. We estimate a spend of approximately \$35,000 for the fiscal year July 1, 2023 to June 30, 2024.



A company that offers direct mailing services, the ability to integrate with on demand signage needed by our provider community is strongly preferred.

#### **IV. CONTRACT ETHICS.**

1. No employee of the Coalition who exercises any responsibilities in the review, approval, or implementation of the proposal or contract shall participate in any decisions, which affects his or her direct or indirect personal or financial interest.
2. It is a breach of ethical standards for any person to offer, give or agree to give any Coalition employee, Board of Director, or for any Coalition employee, or Board of Director to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

#### **V. PROPOSAL SUBMISSION.** Proposals received after the deadline will not be accepted. It is neither Coalition's responsibility nor practice acknowledging receipt of any proposal. It is the responder's responsibility to assure that a proposal is received in a timely manner.

The Coalition reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from all respondents, and further reserves the right to select the proposal which furthers the best interests of the Early Learning Coalition of Hillsborough County.

Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal opening.

#### **VI. PROPOSAL CONTENTS.** The Offeror, in its proposal, shall at a minimum include the following:

##### **1. Organizational information.**

- a. Bidder name
- b. Address
- c. Email
- d. Phone, and preferred method of contact

- e. Indicate, if appropriate, if the firm is a small or Certified Minority Owned Business (CMOB include certificate with RFP)
- f. Name where you maintain office(s)
- g. Provide pricing for the following:
  - i. 4 x 6 cardstock full color print – 100 units
  - ii. 8 1/2 x 11 full color gloss flyer – 500 units
  - iii. 24 x 18 coroplast full color sign, single sided

## 2. Detailed Scope of work Items:

### RFP Timeline.

RFP Issue Date:	May 9, 2023
Deadline to submit questions	May 16 <sup>th</sup> to <a href="mailto:communityrelations@elchc.org">communityrelations@elchc.org</a> . Please title subject RFP: Promo Item Question  Questions will be answered by May 19 <sup>th</sup>
Proposal Due Date	May 23, 2023, 5:00 pm (EST)
Evaluation Period	May 24, 2023
Award and Contract Execution	On or before June 30, 2023

- VI. **RFP SCORING.** Proposals will be scored based on the following attributes and weights:

Attribute	Weight
List of 5-7 current client reviews	30%
Ability to demonstrate exceptional response time and satisfaction guaranteed	30%
Demonstration of additional services at no charge such as set up fees, delivery and/or creative work/design	30%
Cost/Value	5%
Certified Minority-Owned Business	5%





ACTION	ITEM
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ISSUE:	Approve allocation of funds to the Early Childhood Council
FISCAL IMPACT:	\$80,000
FUNDING SOURCE:	Florida Department of Education Division of Early Learning, School Readiness
RECOMMENDED ACTION:	Approve the allocation of funds to the Early Childhood Council of \$80,000 for FY 2023-2024.

**NARRATIVE:**  
Allocation for the FY 2023-2024 agreement with Early Childhood Council (ECC) for Inclusion Classroom Support Services. ECC will provide training for 30 School Readiness classrooms to increase the availability of inclusion focused providers, focusing on providers already receiving a special needs rate for children with an IEP (Individualized Education Plan) or IFSP (Individualized Family Services Plan for child younger than 3).

Early Childhood Council	FY 21-2022	FY 22-2023	FY 23-2024
School Readiness	\$71,500	\$71,500	\$80,000





# EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

	Budget to Actual March 31, 2023							
	Actual	Budget	Difference		Actual	Budget	Difference	
	YTD	YTD	YTD favorable /(unfavorable)	%	2023 Forecast	2023 Budget	YTD favorable /(unfavorable)	%
<b>Program Revenue</b>								
School Readiness	59,090,203	58,721,240	368,963	0.6%	77,953,346	74,225,380	3,727,967	5.0%
School Readiness Match - DEL	1,116,312	1,059,445	56,868	5.4%	1,412,593	1,319,509	93,084	7.1%
School Readiness - Local Funders:								
Children's Board HC	700,770	467,180	233,590	50.0%	700,770	700,770	-	0.0%
HC Community Development, incl. ALICE>150	8,789	8,789	-	100.0%	8,789	-	8,789	100.0%
Hillsborough County BOCC	276,000	184,000	92,000	0.0%	276,000	276,000	-	0.0%
HC Childcare -Licensing & Fees	370,483	375,000	(4,517)	-1.2%	500,000	500,000	-	0.0%
Metro Ministries (Children's Board)	29,048	56,250	(27,202)	-48.4%	35,000	75,000	(40,000)	-53.3%
City of Tampa	138,477	75,000	63,477	84.6%	138,477	100,000	38,477	38.5%
United Way	-	-	-	-	-	121,339	(121,339)	-100.0%
United Way (Quality Initiative)	38,507	37,500	1,007	2.7%	50,000	50,000	-	0.0%
Caspers	25,537	50,000	(24,463)	100.0%	25,537	50,000	(24,463)	-48.9%
School Readiness - Local Funders	1,587,611	1,253,719	333,892	26.6%	1,734,573	1,873,109	(138,536)	-7.4%
<b>Total School Readiness Revenue</b>	<b>61,794,126</b>	<b>61,034,404</b>	<b>759,722</b>	<b>1.2%</b>	<b>81,100,512</b>	<b>77,417,998</b>	<b>3,682,515</b>	<b>4.8%</b>
Other Local Funders:								
Conn Foundation	48,180	58,000	(9,820)	-16.9%	58,000	58,000	-	0.0%
Spurlino Foundation	50,000	50,000	-	100.0%	50,000	60,000	(10,000)	-16.7%
SR Program Income (training, IECF memberships)	44,648	15,000	29,648	197.7%	44,648	20,000	24,648	123.2%
HELN (Hillsborough Early Learning Network)	9,315	36,100	(26,785)	0.0%	37,000	37,000	-	0.0%
ELFL (Early Learning Florida)	31,410	75,000	(43,590)	-58.1%	100,000	100,000	-	0.0%
Lastinger Project	150,000	150,000	-	0.0%	200,000	212,000	(12,000)	-5.7%
Misc. Donations	95,101	225,000	(129,899)	-57.7%	151,111	300,000	(148,889)	-49.6%
Other Local Funders	428,655	609,100	(180,445)	-29.6%	640,759	787,000	(146,241)	-18.6%
<b>Total School Readiness Revenue and Local Revenue</b>	<b>62,222,781</b>	<b>61,643,504</b>	<b>579,277</b>	<b>0.9%</b>	<b>81,741,272</b>	<b>78,204,997</b>	<b>3,536,275</b>	<b>4.5%</b>
<b>Program Expenses</b>								
School Readiness								
Direct Services	48,280,905	48,565,990	285,085	0.6%	63,251,770	60,145,057	3,106,713	5.2%
School Readiness Match - DEL	1,116,312	1,059,445	(56,867)	-5.4%	1,412,593	1,319,509	93,084	7.1%
School Readiness - Local Funders	1,453,678	1,305,068	(148,609)	0.0%	1,758,031	1,800,609	(42,578)	-2.4%
General Contributions and Gifts	428,655	329,146	(99,509)	0.0%	438,862	452,305	(13,443)	-3.0%
<b>Total Direct Services</b>	<b>51,279,550</b>	<b>51,259,649</b>	<b>(19,901)</b>	<b>0.0%</b>	<b>66,861,257</b>	<b>63,717,480</b>	<b>3,143,777</b>	<b>4.9%</b>
Personnel	6,948,170	6,495,249	(452,921)	-7.0%	9,106,842	9,488,743	(381,901)	-4.0%
Staff Development	23,095	64,639	41,543	64.3%	44,860	103,518	(58,658)	-56.7%
Professional Services	527,891	556,607	28,717	5.2%	733,971	528,692	205,279	38.8%
Occupancy	615,002	580,706	(34,296)	-5.9%	842,027	538,905	303,122	56.2%
Postage, Freight and Delivery	53,972	4,700	(49,272)	-1048.3%	61,737	4,777	56,960	1192.3%
Rentals	5,131	1,648	(3,483)	-211.3%	5,709	15,748	(10,039)	-63.7%
Supplies	61,219	74,346	13,127	17.7%	110,709	63,982	46,728	73.0%
Communications	19,300	10,549	(8,751)	-83.0%	22,999	35,501	(12,502)	-35.2%
Insurance	83,491	68,334	(15,157)	-22.2%	109,265	51,211	58,054	113.4%
Tangible Personal Property	57,498	101,133	43,635	43.1%	118,787	105,906	12,881	12.2%
Quality	812,391	1,167,300	354,910	30.4%	1,238,205	1,346,035	(107,830)	-8.0%
Travel	29,466	47,213	17,747	37.6%	45,990	67,606	(21,616)	-32.0%
Other Operating	133,816	118,121	(15,695)	-13.3%	173,920	486,674	(312,754)	-64.3%
Depreciation	-	-	-	0.0%	-	-	-	0.0%
Other Operating Expenses	2,422,272	2,795,296	373,025	13.3%	3,508,180	3,348,556	159,624	4.8%
ELCHC Operating	9,370,442	9,253,046	3,244,581	25.7%	12,615,022	12,837,299	(222,277)	-1.7%
CCL/ECC	623,548	890,538	266,990	30.0%	1,192,383	1,192,383	-	0.0%
Inclusion Cost	183,750	183,750	-	0.0%	245,000	245,000	-	0.0%
Scholarships and Other	257,546	56,521	(201,025)	-355.7%	827,610	212,835	614,775	288.9%
<b>Total School Readiness &amp; Other Expenses</b>	<b>61,714,835</b>	<b>61,643,504</b>	<b>3,290,645</b>	<b>5.3%</b>	<b>81,741,272</b>	<b>78,204,997</b>	<b>3,536,275</b>	<b>4.5%</b>
<b>SR Change in Net Assets</b>	<b>507,946</b>	<b>-</b>	<b>(507,946)</b>		<b>-</b>	<b>-</b>	<b>-</b>	

## GOALS

< 5.00 %	School Readiness - Admin	3.8%	4.3%	-0.5%	-10.6%	4.2%	4.2%	0.0%	0.6%
> 4.00 %	School Readiness - Quality	6.6%	8.9%	-2.3%	-25.8%	10.1%	9.1%	1.0%	10.7%
< 22.00 %	School Readiness - Non-Direct	16.8%	19.0%	-2.2%	-11.7%	20.4%	19.0%	1.4%	7.2%
> 78.00 %	School Readiness - Direct	83.2%	81.0%	2.2%	2.7%	79.6%	81.0%	-1.4%	-1.7%



# EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

	Budget to Actual March 31, 2023							
	Actual	Budget	Difference		Actual	Budget	Difference	
	YTD	YTD	YTD favorable /(unfavorable)	%	2023 Forecast	2023 Budget	YTD favorable /(unfavorable)	%
<b>VPK Revenue</b>								
Voluntary Pre-Kindergarten	26,465,555	28,798,356	(2,332,800)	-8.1%	36,895,248	41,560,023	(4,664,775)	-11.2%
<b>Total VPK Revenue</b>	<b>26,465,555</b>	<b>28,798,356</b>	<b>(2,332,800)</b>	<b>-8.1%</b>	<b>36,895,248</b>	<b>41,560,023</b>	<b>(4,664,775)</b>	<b>-11.2%</b>
Voluntary Pre-Kindergarten								
Direct Services	25,566,863	27,657,289	2,090,425	7.6%	35,735,289	39,897,622	(4,162,333)	-10.4%
Personnel	399,712	708,496	308,784	43.6%	642,802	1,017,628	(374,826)	-36.8%
Staff Development	2,332	10,113	7,781	76.9%	6,566	16,005	(9,440)	-59.0%
Professional Services	82,926	62,158	(20,768)	-33.4%	102,080	115,858	(13,777)	-11.9%
Occupancy	53,697	63,472	9,775	15.4%	82,549	61,095	21,453	35.1%
Postage, Freight and Delivery	7,984	464	(7,520)	-1622.4%	6,117	523	5,595	1070.4%
Rentals	1,213	227	(986)	-434.9%	1,260	3,752	(2,492)	-66.4%
Supplies	41,173	47,789	6,616	13.8%	58,320	5,118	53,202	1039.4%
Communications	3,702	1,451	(2,250)	-155.1%	4,003	4,082	(79)	-1.9%
Insurance	14,305	11,135	(3,169)	-28.5%	15,020	5,944	9,076	152.7%
Tangible Personal Property	144,687	205,993	61,306	29.8%	211,643	13,693	197,950	1445.6%
Quality	123,423	7,965	(115,458)	-1449.6%	1,273	5,689	(4,416)	-77.6%
Travel	6,621	5,437	(1,184)	-21.8%	7,648	2,594	5,054	194.9%
Other Operating	17,620	16,368	(1,252)	-7.7%	20,678	10,977	9,701	88.4%
Depreciation	-	-	-	0.0%	-	-	-	0.0%
Other Operating Expenses	499,683	432,571	(67,111)	-15.5%	517,157	245,330	271,827	110.8%
ELCHC Operating	899,395	1,141,067	241,673	21.2%	1,159,959	1,662,401	(502,442)	-30.2%
<b>Total Voluntary Pre-Kindergarten</b>	<b>26,466,258</b>	<b>28,798,356</b>	<b>2,748,328</b>	<b>9.5%</b>	<b>36,895,248</b>	<b>41,560,023</b>	<b>(4,664,775)</b>	<b>-11%</b>
<b>VPK Change in Net Assets</b>	<b>(702)</b>	<b>-</b>	<b>702</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>GOALS</b>								
<b>&lt; 4.00 % VPK - Admin</b>	<b>2.2%</b>	<b>3.3%</b>	<b>-1.0%</b>	<b>-31.7%</b>	<b>2.7%</b>	<b>3.3%</b>	<b>-0.6%</b>	<b>-18.6%</b>
<b>American Rescue Plan Act (ARPA)</b>								
ARPA	74,885,371	71,337,604	3,547,768	5.0%	95,635,714	80,753,518	14,882,196	18.4%
<b>Total ARPA Revenue</b>	<b>74,885,371</b>	<b>71,337,604</b>	<b>3,547,768</b>	<b>5.0%</b>	<b>95,635,714</b>	<b>80,753,518</b>	<b>14,882,196</b>	<b>18.4%</b>
ARPA								
Direct Services	74,665,425	69,950,021	(4,715,404)	-6.7%	93,785,603	80,071,044	13,714,560	17.1%
ELCHC Operating	219,947	1,387,583	1,167,637	84.1%	1,850,111	682,474	1,167,637	100.0%
<b>Total ARPA</b>	<b>74,885,371</b>	<b>71,337,604</b>	<b>(1,224,624)</b>	<b>-1.7%</b>	<b>95,635,714</b>	<b>80,753,518</b>	<b>14,882,196</b>	<b>18.4%</b>
<b>ARPA Change in Net Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CRSSA - ROAFS - OUTREACH</b>								
ROAFS - OUTREACH	332,218	429,233	(97,015)	-22.6%	572,311	355,000	217,311	61.2%
<b>Total CRSSA - ROAFS - OUTREACH Revenue</b>	<b>332,218</b>	<b>429,233</b>	<b>(97,015)</b>	<b>-22.6%</b>	<b>572,311</b>	<b>355,000</b>	<b>217,311</b>	<b>61.2%</b>
Direct Services	-	-	-	-	-	-	-	-
ELCHC Operating	332,218	429,233	97,015	22.6%	572,311	355,000	217,311	61.2%
<b>Total CRSSA - ROAFS - OUTREACH</b>	<b>332,218</b>	<b>429,233</b>	<b>97,015</b>	<b>22.6%</b>	<b>572,311</b>	<b>355,000</b>	<b>217,311</b>	<b>61.2%</b>
<b>CRSSA - ROAFS - OUTREACH</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CRSSA / ARPA - Workforce</b>								
CRSSA ADMIN	260,481	195,361	65,120	33.3%	260,481	-	260,481	100.0%
Workforce	3,536,680	6,276,084	(2,739,404)	-43.6%	8,842,276	1,863,452	6,978,824	374.5%
<b>Total Workforce Revenue</b>	<b>3,797,161</b>	<b>6,471,445</b>	<b>(2,674,284)</b>	<b>-41.3%</b>	<b>9,102,757</b>	<b>1,863,452</b>	<b>7,239,305</b>	<b>388.5%</b>
Workforce								
Direct Services	3,855,132	6,276,084	2,420,952	38.6%	8,842,276	991,261	7,851,015	792.0%
ELCHC Operating	807,070	195,361	(611,710)	-313.1%	260,481	872,191	(611,710)	(1)
<b>Total Workforce</b>	<b>4,662,202</b>	<b>6,471,445</b>	<b>1,809,243</b>	<b>28.0%</b>	<b>9,102,757</b>	<b>1,863,452</b>	<b>7,239,305</b>	<b>388.5%</b>
<b>Workforce Change in Net Assets</b>	<b>(865,041)</b>	<b>-</b>	<b>865,041</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>





# EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

	Budget to Actual March 31, 2023							
	Actual	Budget	Difference		Actual	Budget	Difference	
	YTD	YTD	YTD favorable /(unfavorable)	%	2023 Forecast	2023 Budget	YTD favorable /(unfavorable)	%
<b>Preschool Development Grant (PDG) Revenues</b>								
PDG Revenues	262,995	290,253	(27,258)	-9.4%	386,460	-	386,460	100.0%
<b>Total PDG Revenue</b>	<b>262,995</b>	<b>290,253</b>	<b>(27,258)</b>	<b>-9.4%</b>	<b>386,460</b>	<b>-</b>	<b>386,460</b>	<b>100.0%</b>
<b>Preschool Development Grant (PDG) Expenses</b>								
Direct Services	-	-	-	-	-	-	-	-
ELCHC Operating	262,995	290,253	27,258	9.4%	386,460	-	386,460	100.0%
<b>Total PDG Expenses</b>	<b>262,995</b>	<b>290,253</b>	<b>27,258</b>	<b>9.4%</b>	<b>386,460</b>	<b>-</b>	<b>386,460</b>	<b>-</b>
<b>PDG Change in Net Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>167,966,083</b>	<b>168,970,395</b>	<b>(1,004,312)</b>	<b>-0.6%</b>	<b>224,333,762</b>	<b>202,736,990</b>	<b>21,596,772</b>	<b>10.7%</b>
<b>Total Expenses</b>	<b>168,323,880</b>	<b>168,970,395</b>	<b>(646,515)</b>	<b>-0.4%</b>	<b>224,333,762</b>	<b>202,736,990</b>	<b>21,596,772</b>	<b>10.7%</b>
<b>Change in Net Assets</b>	<b>(357,797)</b>	<b>-</b>	<b>(357,797)</b>	<b>100.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Independent Accountants' Report on  
Financial Compliance Advisory Services**

**Early Learning Coalition of Hillsborough County, Inc.  
(ELC 19)**

**2022-23 Financial Monitoring Report**  
*Period Reviewed: August 1, 2021 – July 31, 2022*



**Independent Accountants' Report on  
Financial Compliance Advisory Services  
Early Learning Coalition of Hillsborough County, Inc. (ELC 19)  
2022-23 Financial Monitoring Report  
*Period Reviewed: August 1, 2021 – July 31, 2022***

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October 21, 2022

State of Florida Department of Education  
Division of Early Learning  
Tallahassee, Florida

We have performed specific financial compliance consulting services as described in the Florida Department of Education Division of Early Learning's 2022-23 Onsite Financial Monitoring Tool for the Early Learning Coalition of Hillsborough County, Inc. (the ELC or ELC 19). These services were contracted by the Division of Early Learning (DEL) to comply with its oversight and monitoring responsibilities as outlined in applicable federal regulations and state statutes:

- 45 Code of Federal Regulations (CFR) § 75.342(a), USDHHS, *Monitoring and reporting program performance*,
- 2 CFR § 200.329(a), *Monitoring and reporting program performance*,
- 2 CFR § 200.332(d), *Requirements for pass-through entities*, and
- Chapter 1002.82(2)(s), Florida Statutes (F.S.), *Dept. of Education; powers and duties*.

These advisory services were conducted in accordance with the attestation standards established by the American Institute of Certified Public Accountants. DEL is solely responsible for the sufficiency of the procedures performed. Consequently, we make no representation regarding the sufficiency of the procedures performed, either for the purpose for which this report has been requested or for any other purpose.

On October 17, 2022 through October 21, 2022, we visited the Early Learning Coalition of Hillsborough County, Inc. (ELC 19) and performed financial compliance consulting services as summarized in DEL's 2022-23 Onsite Financial Monitoring Tool for the August 1, 2021, through July 31, 2022. Detailed descriptions of the procedures performed, and our related findings begin on page 6 of this report.

These consulting procedures were not designed to express an opinion on the business, operational, and internal control risks associated with the ELC's compliance with the previously described financial management standards as outlined in applicable Office of Management and Budget Uniform Grant Guidance, Code of Federal Regulations, or other state and federal requirements. Accordingly, we do not express such an opinion. Additionally, because of inherent limitations of internal control systems, the procedures performed should not be relied upon to prevent or detect errors or fraud associated with grant related revenues or expenditures. Had we performed additional procedures, other matters might have come to our attention that would have been reported to DEL.



This report is intended solely for the information and use of DEL and DEL's management and is not intended to be and should not be used by anyone other than these specified parties.

*Thomas Howell Ferguson P.A.*

Thomas Howell Ferguson P.A.  
Tallahassee, Florida

# Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

## 2022-23 Financial Monitoring Report Period Reviewed: August 1, 2021 – July 31, 2022

### *Executive Summary*

#### I. Executive Summary

##### 1.0 Findings

We performed financial monitoring procedures based on the testing procedures included in DEL's 2022-23 Onsite Financial Monitoring Tool, which is available on DEL's SharePoint Coalition Zone. Contact your SharePoint manager for access to the tools via your local SharePoint website.

Our procedures were performed using firm and professional standards. A summary of the testing categories, or Objectives used during this engagement and the related monitoring results are summarized here.

Early Learning Coalition of Hillsborough County, Inc. (ELC 19)		
2022-23 Monitoring Results		
Objectives <sup>(1)</sup>	Prior Period Findings <sup>(2)</sup>	Current Period Findings
1.0 – Preventive /corrective action plan (PCAP) Implementation	-	-
2.0 – Financial management systems	-	-
3.0 – Internal control environment	-	-
4.0 – Cash management	-	-
5.0 – DEL's statewide information system <sup>1</sup>	N/A	N/A
6.0 – Prepaid program items	-	-
7.0 – Cost allocation and disbursement testing	1	1
8.0 – Travel	2	-
9.0 – Purchasing	-	-
10.0 – Contracting	-	-
11.0 – Subrecipient monitoring	1	1
<b>TOTAL</b>	<b>4</b>	<b>2</b>

(1) Objective 5.0 – For 2022-23, testing of this objective is not included in the scoped onsite financial monitoring tasks. This objective shown for disclosure purposes only.

(2) Refer to the ELC's 2021-22 fiscal monitoring report for detailed disclosures of all noted prior period findings.



# Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

## 2022-23 Financial Monitoring Report Period Reviewed: August 1, 2021 – July 31, 2022

### *Executive Summary*

Included in the table below is a summary of the results from our review of prior period findings. New findings may occur in the current period if prior period findings, which should have been corrected, remain unresolved.

Early Learning Coalition of Hillsborough County, Inc. (ELC 19)				
Status of Prior Period Findings				
Finding	Resolved	Partially Resolved	Unresolved	New Finding
<b>ELC 19-2021-22-001</b> Cost Allocation and Disbursement – <i>Pooled cost allocation errors</i>	X			None
<b>ELC 19-2021-22-002</b> Travel – <i>Missing required supporting documentation</i>	X			None
<b>ELC 19-2021-22-003</b> Travel – <i>Untimely processing of employee reimbursement</i>	X			None
<b>ELC 19-2021-22-004</b> Subrecipient Monitoring – <i>Missing required federal processes for subrecipient</i>	X			None

These financial monitoring procedures apply to both the School Readiness (SR) and Voluntary Prekindergarten (VPK) programs. Chapter 1002, F.S. does not provide specific financial monitoring steps for the federally-funded School Readiness program or the state-funded VPK program. The minimum federal standards have been applied to both programs.

The attached Schedule of Findings contains detailed information about current period and prior period findings. Your ELC must submit a preventive/corrective action plan (PCAP) response to DEL within 30 days of receiving this report, if there are current period findings. Contact DEL staff with any questions about the PCAP process.

# Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

## 2022-23 Financial Monitoring Report *Period Reviewed: August 1, 2021 – July 31, 2022*

### ***Executive Summary***

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#### **2.0 Observations**

Other matters or circumstances may have been noted by us as we completed the indicated monitoring tasks. Detailed information about these observations is provided in the ***Schedule of Observations*** and is summarized here.

#### **Observations from 2022-23 onsite visit**

The monitoring team noted no observations in the current period.

#### **Items for DEL follow-up**

The monitoring team noted no items for DEL follow-up in the current period.

This monitoring report is intended solely for the information and use of DEL and DEL's management and is not intended to be and must not be used by anyone other than these specified parties.



# Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

## 2022-23 Financial Monitoring Report Period Reviewed: August 1, 2021 – July 31, 2022

### *Schedule of Findings*

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#### II. Schedule of Findings

We performed financial monitoring procedures based on the Testing Procedures included in DEL's SharePoint Coalition Zone. Contact your SharePoint manager for access to the tools via your local SharePoint website.

The monitoring procedures performed included tests of details of transactions, file inspections and interviews with the ELC's personnel (1) to determine the status of recommendations from the prior period monitoring visit(s) and (2) to adequately support the current period findings and recommendations. Detailed information for these items is disclosed in the following sections of this report.

#### **1.0 – Preventive/corrective action plan (PCAP) implementation**

---

The current period monitoring procedures were performed to determine if the ELC implemented the required preventive and corrective actions as described in the accepted PCAP from the most recently closed grant program year.

##### **Prior Period Finding # ELC 19-2021-22-001**

Cost Allocation and Disbursement – *Pooled cost allocation errors*

Finding/Condition: Monitor identified various expenditures with insufficient documentation for the related cost allocation calculations made. This compliance deficiency represents a potential pervasive issue that could impact all detailed transaction items sampled for the monitoring period.

Status: **Corrective actions resolved.**

##### **Prior Period Finding # ELC 19-2021-22-002**

Travel – *Missing required supporting documentation*

Finding/Condition: Monitor noted two of four sampled transactions missing supporting documentation as required by state travel rules and the Coalition's Travel Policy.

Status: **Corrective actions resolved.**

##### **Prior Period Finding # ELC 19-2021-22-003**

Travel – *Untimely processing of employee reimbursement*

Finding/Condition: Monitor noted one of five sampled transactions was not reimbursed in a timely manner in accordance with the Coalition's Finance Policy.

# Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

## 2022-23 Financial Monitoring Report Period Reviewed: August 1, 2021 – July 31, 2022

### *Schedule of Findings*

---

Status: **Corrective actions resolved.**

**Prior Period Finding # ELC 19-2021-22-004**

Subrecipient Monitoring – *Missing required federal processes for subrecipient*

Finding/Condition: Monitor noted lack of documentation of subrecipient monitoring and instances of required monitoring activities that were not performed.

Status: **Corrective actions resolved.**

**No findings noted in the current period.**

#### **2.0 – Financial management systems**

The current period monitoring procedures were performed to gain an understanding of the ELC's financial and operational environments through review of policies and procedures, observation of processes, document inspection and interviews of ELC personnel.

**No findings noted in the current period.**

#### **3.0 – Internal control environment**

The current period monitoring procedures were performed to gain an understanding of the ELC's internal control environment through testing of key internal controls and observation of ELC's operations to ensure compliance with Federal laws, regulations and grant program compliance requirements.

**No findings noted in the current period.**

#### **4.0 – Cash management**

The current period monitoring procedures were performed to determine if sampled documentation demonstrated appropriate and sufficient cash management procedures are in place and being followed. The processes examined include cash management procedures related to sources of other non-grant revenues.

**No findings noted in the current period.**

#### **5.0 – DEL's statewide information system reporting and reconciliation – N/A for 2022-23**



# Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

## 2022-23 Financial Monitoring Report Period Reviewed: August 1, 2021 – July 31, 2022

### *Schedule of Findings*

#### 6.0 – Prepaid program items

The current period monitoring procedures were performed to identify any prepaid program activity for this ELC. If such activity was found, monitoring procedures were applied to determine if all prepaid program items were appropriately safeguarded, managed, tracked and reported.

**Based on results obtained from inquiries made to and an inspection of data items provided by ELC personnel, the monitors noted no current year prepaid program item activity.**

#### 7.0 – Cost allocation and disbursement testing

The current period monitoring procedures were performed to determine if sampled disbursements were appropriately incurred and posted within the ELC's financial records. Sampled items were tested to ensure the activity is allowable, has appropriate approval (including pre-approval from DEL if needed), and meets the period of availability requirements for the grant monies used to fund disbursements. Sampled items are also tested to verify appropriate allocation in accordance with applicable cost principles, grant program compliance requirements and guidance issued by DEL.

##### **Finding # ELC 19-2022-23-001**

Cost Allocation and Disbursement – *Incomplete support of timely applying of allocations*

Finding/Condition: During detailed onsite testing, we identified five expenditures with inadequate written documentation to support the cost allocation effective date applied. *Note: we noted no instances of errors for the OCA codes used or amounts charged to the SR/VPK programs.*

All disbursements should be expensed in the period in which they were incurred and written documentation maintained to support the cost allocation effective date used. The following table displays the samples identified with incomplete documentation.

Description	OCA Code	Invoice Date	Cost Allocation Effective Date	Amount
Employee reimbursement - Tuition	97BBA	12/9/2021	10/29/2021	\$1,000.00
Employee reimbursement – Tuition	VPADM	5/10/2022	3/18/2022	\$849.34
Annual membership dues	97BBA	8/6/2022	9/17/2022	\$21,900.00
Security laser check	97BBA	6/29/2022	5/27/2022	\$1,887.28
Office furniture	VPADM	8/25/2021	1/21/2022	\$2,252.67

# Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

## 2022-23 Financial Monitoring Report Period Reviewed: August 1, 2021 – July 31, 2022

### *Schedule of Findings*

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Criteria: ELC Cost Allocation Plan, 2013; ELC Financial P&P Manual, 78-84; PG 250.01, OCAs; FDOE Green Book; 45 CFR 75.302; .402-.405; 2 CFR 200.302; .402- .405.

Cause: Inadvertent oversight by staff of Coalition documentation guidelines.

Effect: Potential misallocation of shared costs which causes noncompliance with ELC policies and a misrepresentation of allocated costs to the grant programs managed by the ELC and/or incomplete documentation.

Recommendation(s): The Coalition should complete tasks that include, but are not limited to, the following.

1. Confirm for OEL the results reported here. Testing records identified five sampled transactions totaling \$27,889.29 with incomplete documentation of cost allocation the effective date used for cost allocation calculations applied for the items listed.
2. Review other expenditures and related cost allocation schedules used for program year 2022-23 to determine if there are other instances of missing documentation of the cost allocation effective date.
3. If other instances of incomplete documentation of cost allocation calculation effective dates are identified, prepare a summary. The summary should include details to identify each expenditure, the amount, date, purpose, vendor/payee, and grant program OCA code(s) impacted.
4. Analyze each listed transaction to identify the missing/incomplete documentation and to submit the ELC's suggested "after-the-fact" documentation to add to current ELC files to support the methodology applied and cost allocation effective date utilized.
5. Submit supporting files from items #2, #3 and #4 to DEL. Upon review, DEL will provide technical assistance suggestions and related instructions to help complete any ELC file updates needed.
6. Review Coalition's policies, procedures, and internal controls, related to processing disbursements and documentation of allocating costs to benefitting grant programs to determine if any revisions are needed to provide adequate guidance to staff.
7. Update the Coalition's policies, procedures and internal controls as appropriate.
8. Conduct training to help ensure Coalition staff knows about and can follow established or revised internal controls, policies and procedures.



# Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

## 2022-23 Financial Monitoring Report Period Reviewed: August 1, 2021 – July 31, 2022

### *Schedule of Findings*

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#### 8.0 – Travel

The current period monitoring procedures were performed to determine if the ELC's sampled travel-related expenditures are paid in accordance with applicable federal/state laws and rules, and ELC-established policies.

**No findings noted in the current period.**

#### 9.0 – Purchasing

The current period monitoring procedures were performed to determine if the sampled procurement transactions comply with the appropriate federal or state procurement laws, as well as the ELC's procurement policies.

**No findings noted in the current period.**

#### 10.0 – Contracting

The current period monitoring procedures were performed to determine if the sampled contract transactions demonstrate the ELC's contracting processes comply with federal and state requirements, as well as the ELC's own contracting policies.

**No findings noted in the current period.**

#### 11.0 – Subrecipient monitoring

The current period monitoring procedures were performed to identify any subrecipient activity for this ELC. If such activity was found, monitoring procedures were applied to determine if the ELC's disclosure requirements and subrecipient monitoring activities comply with federal grant program requirements, state laws and the ELC's own policies and procedures.

##### **Finding # ELC 19-2022-23-002**

Subrecipient Monitoring – *Missing required federal processes for subrecipient*

Finding/Condition: Monitor noted lack of documentation of subrecipient monitoring and instances of required monitoring activities that were not performed. In relation to this, monitor noted the Coalition's written subrecipient monitoring plan does not include an analysis of subrecipient's single audit results.

- **Date:** 7/1/2022-6/30/2023; **Contract Number:** SR-CCL2122; **Amount:** \$1,098,904; **Grant period/OCA Code:** 2022- 23/97Q00; **Vendor/Payee:** Hillsborough County

# Early Learning Coalition of Hillsborough County, Inc. (ELC 19)

## 2022-23 Financial Monitoring Report Period Reviewed: August 1, 2021 – July 31, 2022

### *Schedule of Findings*

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Board of County Commissioners; **Description:** Child Care Licensing; **Issue(s):** Monitoring procedures required by federal/state grant program rules were not performed.

- **Date:** 7/1/2022-6/30/2023; **Contract Number:** SRVPK-ECC22; **Amount:** \$71,500; **Grant period/OCA Code:** 2022- 23/97Q00; **Vendor/Payee:** Early Childhood Council of Hillsborough County; **Description:** provides inclusion support services at local contracted service provider centers; **Issue(s):** Monitoring procedures required by federal/state grant program rules were not performed.
- **Date:** 7/1/2022-6/30/2023; **Contract Number:** SR21-22; **Amount:** \$750,000; **Grant period/OCA Code:** 2022- 23/97Q00; **Vendor/Payee:** Children’s Forum, Inc.; **Description:** administer Child Care INCENTIVE\$ Florida Program; **Issue(s):** Monitoring procedures required by federal/state grant program rules were not performed.

Criteria: Coalition Financial Policies and Procedures Manual states, “When Early Learning Coalition of Hillsborough County utilizes Federal funds to make subawards to subrecipients, Early Learning Coalition of Hillsborough County is subject to a requirement to monitor each subrecipient in order to provide reasonable assurance that subrecipients are complying, in all material respects, with laws, regulations, and award provisions applicable to the program.”

Cause: Inadvertent oversight by the ELC in completing subrecipient monitoring processes.

Effect: Noncompliance with the ELC’s policies related to the subrecipient monitoring process and requirements.

Recommendation(s): The Coalition should complete tasks that include, but are not limited to, the following.

1. Confirm for DEL the results reported here. Testing results indicate three subrecipient agreements listed above totaling \$1,920,404 for which proper subrecipient monitoring procedures were not performed.
2. Review Coalition records for the current monitoring period to identify other instances where proper subrecipient monitoring procedures may also be incomplete.
3. If additional instances are found where proper subrecipient monitoring procedures were not performed, prepare a summary. The summary should include details to identify the amount, purpose of the agreement/award, grant period, OCA code, and vendor/payee.



## **Early Learning Coalition of Hillsborough County, Inc. (ELC 19)**

### **2022-23 Financial Monitoring Report** *Period Reviewed: August 1, 2021 – July 31, 2022*

### ***Schedule of Findings***

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4. Submit summary from items #2 and #3 above to DEL. Upon review, DEL will provide technical assistance suggestions to identify proper monitoring activities (programmatic and fiscal-related tasks) and will help prepare “after-the-fact” documentation for Coalition files and instructions on remitting any funds determined to be incurred for unallowable costs (if applicable).
5. Review Coalition’s existing internal controls, policies and procedures related to monitoring subrecipient agreements to determine if any revisions are needed.
6. Update the Coalition’s policies, procedures and internal controls as appropriate.
7. Conduct training to help ensure Coalition staff knows about and can follow established or revised internal controls, policies and procedures.

# **Early Learning Coalition of Hillsborough County, Inc. (ELC 19)**

## **2022-23 Financial Monitoring Report** *Period Reviewed: August 1, 2021 – July 31, 2022*

### ***Schedule of Observations***

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#### **III. Schedule of Observations**

##### **1.0 Observations from 2022-23 onsite visit**

The monitoring team noted no observations in the current period.

##### **2.0 Items for DEL follow-up**

The monitoring team noted no items for DEL follow-up in the current period.