



FINANCE COMMITTEE MEETING
October 26th, 2016, 10:00 am
ELC Board Room

- | | | |
|------|--|--------------|
| I. | Welcome & Introductions | Robert Eadie |
| II. | Approval of Minutes | Robert Eadie |
| | A. Motion to approve minutes for the month of September 2016 | |
| III. | Financial Statements | Robert Eadie |
| | A. School Readiness/VPK | |
| | B. Early Head Start | |
| IV. | Resolutions | Robert Eadie |
| | A. 10262016-01 | |
| | B. 10262016-02 | |
| | C. 10262016-03 | |
| V. | Information Items | Robert Eadie |
| | A. Slot Utilization | |
| | • Miami Dade County | |
| | • Monroe County | |
| | • Early Head Start | |
| | • Title V | |
| | B. Early Head Start Credit Card Report | |
| VI. | Public Comments | Robert Eadie |
| VII. | Meeting Adjourn | Robert Eadie |

Mission: To promote high-quality school readiness, voluntary pre-kindergarten and after school programs, thus increasing all children's chances of achieving future educational success and becoming productive members of society. The Coalition seeks to further the physical, social, emotional and intellectual needs of Miami-Dade and Monroe County children with a priority toward the ages before birth through age 5.



Finance Committee Meeting
September 27th 2016; 10:00 AM
Early Learning Coalition Board Room

Committee Attendees: Robert Eadie (via conference call); Adrian Alfonso (via conference call); Theresa Axford (via conference call); Alex Soto (via conference call); Philip Gassman (via conference call)

Absent Committee:

Staff Attendees: Mercy Castiglione; Lisney Badillo; Angelo Parrino; Lisa Sanabria; Jackye Russell; Juan Castillo; Jose Hernandez; Fred Hicks; Sandra Gonzalez; Natalie Cabrera; Miguel Alfonso; Milton Silvera

I. Welcome and Introductions **Adrian Alfonso**

- B. Eadie called the meeting to order and welcomed everyone. Quorum was established.

II. Approval of Minutes **Adrian Alfonso**

- Motion to approve minutes by P. Gassman.
- Motion seconded by A. Soto.
- Motion was unanimously passed.

III. Financial Statements **Adrian Alfonso**

- M. Castiglione reviewed the finance statements and stated that it was in line with prior years.

IV. Resolutions **Adrian Alfonso**

- Resolution 09282016-01 authorizes the President and CEO to negotiate and execute an agreement with Miami Dade Family Learning Partnership. Fiscal Impact: A total amount not to exceed \$75,000.00 for the fiscal year 2016-2017, which is subject to the availability of funding. Funding Source: Miami Dade County Public Schools.



- Motion to approve resolution by T. Axford.
 - Motion seconded by P. Gassman.
 - Motion was unanimously passed.
- Resolution 09282016-02 to approve the Early Learning Coalition's First Amendment to the Annual Budget for the fiscal year 2016-2017. Fiscal Impact: Decreasing the Approved Initial Annual Budget to \$188,647,197.00 Funding Source: Multiple Funding Sources
 - Motion to approve resolution by T. Axford.
 - Motion seconded by A. Alfonso.
 - Motion was unanimously passed.

V. Informational Items

Adrian Alfonso

- A. Parrino stated that the snapshots show an increase in number of children and dollars spent, the wait list continues to grow and 500 letters were sent to families to enroll.
- A. Parrino stated that Monroe County continues to have 0 children on the wait list.
- A. Parrino stated that EHS has 564 children on the wait list.
- A. Parrino asked the committee members to review the credit card charges made by the EHS program.

VI. Adjourn

Adrian Alfonso

Early Learning Coalition of Miami-Dade and Monroe Counties

Statement of Financial Position

(In thousands \$000)

	Unaudited As of 9/30/2016
Assets	
Cash & Cash Equivalents	3,010
Grants Receivable	23,653
Property and Equipment, Net	395
Other Assets	390
	<hr/>
Total Assets	\$ 27,448
	<hr/> <hr/>
Liabilities	
Accounts Payable	410
Deferred Revenues	53
Advances Due to OEL & Other	15,427
Accrued Expenses & Other Liabilities	10,725
Total Liabilities	26,615
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Net Assets	
Unrestricted	457
Temporarily Restricted	376
Total Net Assets	833
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Total Liabilities and Net Assets	\$ 27,448
	<hr/> <hr/>

Early Learning Coalition of Miami-Dade and Monroe Counties

Statement of Activities
(In thousands \$000)

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>YTD 09/30/2016</u>
Support and revenues			
Grants	\$ 0	\$ 37,606	\$ 37,606
Contributions and Other	0	0	0
Net Assets Released from Restrictions	<u>37,606</u>	<u>(37,606)</u>	<u>0</u>
Total Support and Revenues	37,606	0	37,606
Expenses			
Early Education Services	36,371		36,371
Administration	<u>1,243</u>		<u>1,243</u>
Total Expenses	<u>37,614</u>	<u>0</u>	<u>37,614</u>
Change in Net Assets	(8)	0	(8)
Beginning Net Assets	465	376	841
Ending Net Assets	\$ <u><u>457</u></u>	\$ <u><u>376</u></u>	\$ <u><u>833</u></u>

Early Learning Coalition of Miami-Dade and Monroe Counties
Statement of Functional Expenses
(In thousands \$000)

	<u>Early Education Services</u>	<u>Administration</u>	<u>Preliminary YTD 09/30/2016</u>
Expenses:			
Payroll & Employee Benefits	2,708	1,051	3,758
Direct Child Care Services	32,274	-	32,274
Contracted Services-Subrecipients	846	-	846
Dues & Subscriptions	0	0	1
Occupancy Costs	234	40	274
Telephone & Communications	43	3	46
Equipment Repair & Maintenance	45	2	47
Postage & Freight	9	1	10
Printing	31	1	32
Professional Fees	56	109	165
Travel & Transportation Expenses	35	10	45
Program Supplies	(24)	10	(13)
Meetings & Conferences	4	4	9
Insurance-General & Liability	37	1	38
Office	19	6	24
Other Administrative Costs	54	6	60
Total Expenses	\$ <u>36,371</u>	<u>1,243</u>	<u>37,614</u>

Early Learning Coalition of Miami-Dade and Monroe Counties
Statement of Cash Flows
(In thousands \$000)

	Preliminary YTD 9/30/2016
Cash Flows From Operating Activities	
Change In Net Assets	(8)
Adjustments to reconcile change in net cash provided by	
Depreciation Expense	0
(Increase) Decrease in Assets:	
Grants Receivables	(1,220)
Other Assets	(79)
VPK Prepayment	0
Increase (Decrease) in Liabilities:	
Accounts Payable-Vendors	(60)
Other Accrued Expenses & Other Payables	107
Advances Due to OEL	844
Advances Due to Other Grantors	0
Deferred Revenues	0
Total Adjustments	0
Net Cash Flows From Operating Activities	(416)
Cash Flows from Investing Activities:	
Purchase of furniture and equipment	
Net Cash Flows From Investing Activities	
Change in Cash	(416)
Cash - Beginning of Period	3,426
Cash Balance End of Period	\$ 3,010

BUDGET VARIANCE
September
2016
In 000'S

SCHOOL READINESS					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	111,997	7,694	24,835	77.83%	75.00%
EXPENDITURES					
Salary and Fringe	10,383	814	2,375	77.13%	
Child Care Services	96,215	6,773	21,894	77.24%	
Contractual Services	3,004	86	245	91.85%	
Occupancy	1,241	35	268	78.43%	
Travel/Conf/Dev	87	8	47	45.57%	
Program Activity	675	-29	-24	103.49%	
IT	211		4	97.88%	
Other	182	6	26	85.81%	
TOTAL EXP	111,997	7,694	24,835	77.82%	75.00%

VPK					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	58,763	6,314	8,645	85.29%	75.00%
EXPENDITURES					
Salary and Fringe	1,602	170	616	61.57%	
Child Care Services	56,503	6,129	7,950	85.93%	
Contractual Services	122	5	16	86.98%	
Occupancy	185	8	51	72.57%	
Travel/Conf/Dev	15	1	8	45.15%	
Program Activity	75			100.00%	
IT	216			99.78%	
Other	46	1	4	90.73%	
TOTAL EXP	58,763	6,314	8,645	85.29%	75.00%

EARLY HEAD START					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
Office of Head Start	9,695	886	2,742	71.72%	75.00%
EXPENDITURES					
Salary and Fringe	2,429	174	501	79.38%	
Child Care Services	5,780	692	2,056	64.42%	
Contractual Services	645	5	39	93.95%	
Occupancy	163	10	75	54.12%	
Travel/Conf/Dev	35	4	59	-69.23%	
Program Activity	303			99.92%	
IT	15			96.82%	
Other	325	1	11	96.54%	
TOTAL EXP	9,695	886	2,742	71.72%	75.00%

OTHER					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
The Children's Trust	4,930	357	789	83.99%	
Other	858	46	180	79.06%	
Refugee	2,000	119	388	80.60%	
Teen Parent	405	20	27	93.28%	
	8,193	543	1,384	83.11%	75.00%
EXPENDITURES					
Salary and Fringe	929	78	246	73.52%	
Child Care Services	3,347	182	546	83.69%	
Contractual Services	2,999	291	543	81.88%	
Occupancy	246	2	8	96.81%	
Travel/Conf/Dev	27	6	23	16.05%	
Program Activity	574		10	98.26%	
IT	15		2	85.87%	
Other	57		13	76.49%	
TOTAL EXP	8,193	560	1,391	83.02%	75.00%
NET		-17	-7		

TOTAL	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	170,761	14,008	33,480	80.39%	
Office of Head Start	9,695	886	2,742	71.72%	
The Children's Trust	4,930	357	789	83.99%	
Refugee	858	46	180	79.06%	
Teen Parent	2,000	119	388	80.60%	
Other	405	20	27	93.28%	
TOTAL REVENUE	188,648	15,436	37,606	80.07%	75.00%
EXPENDITURES					
Salary and Fringe	15,342	1,236	3,737	75.64%	
Child Care Services	161,845	13,776	32,446	79.95%	
Contractual Services	6,769	388	843	87.55%	
Occupancy	1,834	55	401	78.13%	
Travel/Conf/Dev	164	20	137	16.10%	
Program Activity	1,627	-29	-13	100.82%	
IT	456		8	98.35%	
Other	610	8	55	91.02%	
TOTAL EXP	188,647	15,453	37,614	80.06%	75.00%
NET	-	-17	-8		



Early Learning Coalition Finance Committee Meeting

October 26, 2016

Resolution: 10262016-01

Action Requested: Present RFP#ELCMDM2016-06 (Social Emotional Services) Evaluation Committee's scoring results to the Finance Committee for review and recommendation of vendor selection to the Board of Directors. This resolution also requests authorization and approval for the President and CEO to award, negotiate, and execute contract(s) with the selected vendor.

Fiscal Impact: A total amount not to exceed \$200,000.00 for the fiscal year 2016-2017, which is subject to the availability of funding. The cost amount is for a twelve month period and will be prorated for fiscal year 2016-2017 in the amount of \$100,000.00 to reflect the term of the contract from January 1, 2017-June 30, 2017.

Funding Source: Office of Early Learning, Administration for Children and Families U.S. Department of Health and Human Services.

Strategic Goal:

<input checked="" type="checkbox"/> Neediest Children	<input checked="" type="checkbox"/> Providers
<input checked="" type="checkbox"/> Youngest Children	<input type="checkbox"/> Internal Capacity
<input checked="" type="checkbox"/> Educate All	<input type="checkbox"/> Funding

RESOLUTION: 10262016-01

PRESENT RFP#ELCMDM2016-06 (SOCIAL EMOTIONAL SERVICES) EVALUATION COMMITTEE'S SCORING RESULTS TO THE FINANCE COMMITTEE FOR REVIEW AND RECOMMENDATION OF VENDOR SELECTION TO THE BOARD OF DIRECTORS. THIS RESOLUTION ALSO REQUESTS AUTHORIZATION AND APPROVAL FOR THE PRESIDENT AND CEO TO AWARD, NEGOTIATE, AND EXECUTE CONTRACT(S) WITH THE SELECTED VENDOR.

WHEREAS, the Finance Committee has been apprised of the program goals through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action;

NOW, THEREFORE, be it resolved that the Finance Committee shall present this action to the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the "Board"), and shall recommend that the Board approve this action at the next meeting of the Board.

Background:

Resolution #06062016-12 authorized the President and CEO to release a request for proposals (RFP) for Social Emotional Services on June 6, 2016. On August 26, 2016, the Early Learning Coalition released RFP#ELCMDM2016-06 for Social Emotional Services for Miami-Dade and Monroe Counties. On September 26, 2016, the Coalition received proposals from the following: Citrus Health Network, Inc. and Family Central, Inc. On October 5, 2016 the two proposers presented to the Evaluation Committee. Each proposal was reviewed and rated by three (3) evaluators who made up the Evaluation Committee.

The following table illustrates the final ratings for each proposal:

Proposer's Name	Final Rating (Max of)
Citrus Health Network, Inc.	283
Family Central, Inc.	277

On October 20, 2016, at the second RFP Evaluation Committee Meeting, the Evaluation Committee moved and passed a motion to present both proposals to the Board for final determination of selecting the Provider and awarding the contract. Staff is recommending Citrus Health Network, Inc. based on final ranking score.

Evaluation Committee Members:

#1 Sandy Ampudia Mental Health Consultant University of Miami 917 NW 97 th Ave Miami, FL 33172	#3 Otilia Gonzalez EHS-Disabilities and Mental Health Manager Early Learning Coalition of Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Suite 500 Coral Gables, Florida 33134
#2 Rebecca Shearer Unable to attend.	#4 Erika Erched VPK Manager Early Learning Coalition of Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Suite 500 Coral Gables, Florida 33134

	RFP # ELCMDM2016-06 Social Emotional Services	Max. Score	Citrus Health Network, Inc.			Family Central, Inc.		
			#1	#3	#4	#1	#3	#4
	General Specifications (Maximum Score 7)							
1	The organizational history and background of successful implementation of prior comprehensive projects provides specific indications for success of this program.	7	7	7	7	7	7	7
	Program Management (Maximum Score 45)							
1	Proposal describes in detail program management schema including an organizational and program flow chart.	5	5	4	5	5	3	3
2	Narrative provides a detailed menu of trainings for early care and education staff intended to nurture and support the social emotional development of children in early care settings using a program/model that is evidence-based.	9	9	8	9	9	7	9
3	Narrative provides a detailed menu of trainings for early care and education staff (administrators and practitioners) intended to highlight the importance of developing and strengthening practices/protocols that minimize, and ultimately eliminate stressors at home and in the workplace.	8	7	7	8	8	7	8
4	Narrative provides a detailed menu of trainings for parents/guardians intended to nurture and support the social emotional development of family units using a program/model that is evidence based.	8	8	7	8	8	6	8
5	Narrative provides a plan for data reporting that details provider and parent participation in targeted trainings.	5	5	5	5	5	4	5
6	Narrative provides sample training outlines and summaries with detailed objectives for targeted audience (parent/guardian and early care and education staff).	5	5	4	5	5	5	5
7	Narrative provides examples of related-agencies and the ability to collaborate with community agencies to provide a comprehensive series of trainings.	5	4	4	5	5	4	5
	Staffing (Maximum Score 15)							
1	Staffing narrative provides clear descriptions of each position to be used to implement the work plan.	10	10	8	10	10	8	8
2	Staffing plans indicate exemplary levels of education of identified staff as needed and identified by job responsibilities.	5	5	5	5	5	5	3
	Work Plan (Maximum Score 23)							
1	Work plan clearly delineates the development of Training Menu for both parent/guardian and staff	13	11	13	13	13	11	13
2	Work plan clearly indicates staff utilization.	10	10	5	10	10	9	10
	Budget (Maximum Score 10)							
1	Budget reflects staffing requirements.	4	4	4	4	4	3	2
2	Budget and narrative shows calculations of non-personnel programmatic costs.	3	3	3	3	3	3	3
3	Budget is reflective of limitations of indirect allocations.	3	3	3	3	3	3	3
	TOTAL	100	96	87	100	100	85	92
	TOTAL SUM		283			277		



Early Learning Coalition Finance Committee Meeting

October 26, 2016

Resolution: 10262016-02

Action Requested: Present RFP#ELCMDM2016-07 (Developmental Screening Follow-up and Inclusion) Evaluation Committee's scoring results to the Finance Committee for review and recommendation of vendor selection to the Board of Directors. This resolution also requests authorization and approval for the President and CEO to award, negotiate, and execute a contract with the selected vendor.

Fiscal Impact: A total amount not to exceed \$950,000.00 for the fiscal year 2016-2017, which is subject to the availability of funding. The cost amount is for a twelve month period and will be prorated for fiscal year 2016-2017 in the amount of \$475,000.00 to reflect the term of the contract from January 1, 2017-June 30, 2017.

Funding Source: Office of Early Learning

Strategic Goal:

- Neediest Children
- Youngest Children
- Educate All

- Providers
- Internal Capacity
- Funding

RESOLUTION: 10262016-02

PRESENT RFP#ELCMDM2016-07 (DEVELOPMENTAL SCREENING FOLLOW-UP AND INCLUSION) EVALUATION COMMITTEE'S SCORING RESULTS TO THE FINANCE COMMITTEE FOR REVIEW AND RECOMMENDATION OF VENDOR SELECTION TO THE BOARD OF DIRECTORS. THIS RESOLUTION ALSO REQUESTS AUTHORIZATION AND APPROVAL FOR THE PRESIDENT AND CEO TO AWARD, NEGOTIATE, AND EXECUTE A CONTRACT WITH THE SELECTED VENDOR.

WHEREAS, the Finance Committee has been apprised of the program goals through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action;

NOW, THEREFORE, be it resolved that the Finance Committee shall present this action to the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the "Board"), and shall recommend that the Board approve this action at the next meeting of the Board.

Background:

Resolution #06062016-11 authorized the President and CEO to release a request for proposals (RFP) for Developmental Screening Follow-up and Inclusion on June 6, 2016. On August 26, 2016, the Early Learning Coalition released RFP#ELCMDM2016-07 for Developmental Screening Follow-up and Inclusion for Miami-Dade and Monroe Counties. On September 26, 2016, the Coalition received one (1) proposal from the following: Citrus Health Network, Inc. On October 5, 2016 the proposer presented to the Evaluation Committee. The proposal was reviewed and rated by three (3) evaluators who made up the Evaluation Committee.

The following table illustrates the final ratings for the proposal:

Proposer's Name	Final Rating (Max of)
Citrus Health Network, Inc.	496

On October 20, 2016, at the second RFP Evaluation Committee Meeting, the Evaluation Committee moved and passed a motion to recommend that the Board award the contract to Citrus Health Network, Inc., subject to successful negotiation.

Evaluation Committee Members:

#1 Sarah Zubairi Curriculum Support Specialist Miami Dade College North Campus 11380 NW 27 Ave Bldg 600 Miami, FL 33167	#3 Maria Shrack Unable to attend.
#2 Dr. Lynne Katz Director/Research Associate Professor University of Miami Linda Ray Intervention Center 750 NW 15 ST Miami, FL 33136	# 4 Wanda Garcia Education Quality and Coaching Specialist Early Learning Coalition of Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Suite 500 Coral Gables, Florida 33134

	RFP # ELCMDM2016-07 Developmental Screening Follow-Up and Individualized Support Services For Miami-Dade and Monroe Counties	Max. Score	Citrus Health Network, Inc. (Developmental)		
			#1	#2	#4
General Specifications (Maximun Score 7)					
1	The organizational history and background of successful implementation of prior comprehensive projects provides specific indications for success of this program.	7	7	7	6
Program Management (Maximun Score 45)					
1	Proposal describes in detail program management scheme including an organizational and program flow chart of program's management.	5	5	5	5
2	Narrative explains the screening follow up process and services for children whose ASQ-3 results indicate a concern as identified in Rule 6M-4.720 (see Attachment 5).	15	13	10	15
3	Narrative explains the screening follow up process and services for children whose ASQ-3 results indicate 3 or more monitoring as identified in Rule 6M-4.720 (see Attachment 5).	15	12	10	15
4	Provide a plan for data reporting.	5	5	5	4
5	Sample Reports	2	2	2	1
6	Narrative provides examples of related-agencies and the ability to collaborate with community agencies.	3	3	3	2
Staffing (Maximum Score 15)					
1	Staffing narrative provides clear descriptions of each position to be used to implement the work plan.	10	10	10	10
2	Staffing plans indicate exemplary levels of education of identified staff as needed and identified by job responsibilities.	5	5	5	5
Work Plan (Maximun Score 23)					
1	Work plan clearly delineates screening follow-up process for all children whose ASQ-3 results indicate a concern or fall within the monitor range	10	8	9	9
2	Work plan describes organizational understanding of tiered support systems and provides clear implementation plans	10	8	10	8
3	Work plan clearly indicates staff utilization	3	2	2	2
Budget (Maximun Score 10)					
1	Budget reflects staffing requirements.	4	3	4	3
2	Budget and narrative shows calculations of non-personnel programmatic costs.	3	2	2	2
3	Budget is reflective of limitations of indirect allocations.	3	2	3	2
TOTAL		100	87	87	89
TOTAL SUM			263		

	RFP # ELCMDM2016-07 Developmental Screening Follow-Up and Individualized Support Services For Miami-Dade and Monroe Counties	Max. Score	Citrus Health Network, Inc. (Care Coordination)		
			#1	#2	#4
General Specifications (Maximum Score 7)					
1	The organizational history and background of successful implementation of prior comprehensive projects provides specific indications for success of this program. Including but not limited to, case management accreditation (i.e. National Committee for Quality Assurance)	7	5	7	6
Program Management (Maximum Score 45)					
1	Proposal describes in detail program management scheme including an organizational and program flow chart of program's management.	5	4	5	5
2	Narrative describes in detail the development of a Memorandum of Understanding (MOU) that is a multidisciplinary and multi-agency, county wide effort to improve care coordination for children at risk for developmental delay/disabilities, as well as children with identified disabilities.	5	4	3	4
3	Narrative describes in detail the care coordination process for children receiving supports from one ELC program and/or community agency.	5	5	3	3
4	Narrative describes in detail the care coordination process for children receiving supports from two or more ELC programs and/or community agencies	5	5	3	3
5	Narrative describes in detail the process of integrating supports amongst multiple programs/and or community agencies.	5	4	3	3
6	Provide a plan for data tracking, data maintenance and data reporting	5	5	5	4
7	Sample Reports	5	5	0	0
8	Narrative describes in detail the process intended to inform providers and community agencies of the care coordination services.	5	4	5	4
9	Narrative provides examples of related-agencies and the ability to collaborate with community agencies and community agencies joining the care coordination network.	5	4	5	3
Staffing (Maximum Score 15)					
1	Staffing narrative provides clear descriptions of each position to be used to implement the work plan.	10	9	8	9
2	Staffing plans indicate exemplary levels of education of identified staff as needed and identified by job responsibilities.	5	5	5	4
Work Plan (Maximum Score 23)					
1	Work plan clearly delineates care coordination process for children receiving supports from one program/community agency	7	7	4	5
2	Work plan clearly delineates care coordination process for children receiving supports from two or more programs/ community agencies.	7	6	4	5
3	Work plan clearly describes an organizational understanding of a Systems Representative Perspective of care coordination.	7	6	7	5
4	Work plan clearly indicates staff utilization.	2	2	1	1
Budget (Maximum Score 10)					
1	Budget reflects staffing requirements.	4	3	3	3
2	Budget and narrative shows calculations of non-personnel programmatic costs.	3	2	1	2
3	Budget is reflective of limitations of indirect allocations.	3	2	3	2
TOTAL		100	87	75	71
TOTAL SUM			233		



Early Learning Coalition Finance Committee Meeting

October 26, 2016

Resolution: 10262016-03

Action Requested: Present RFP#ELCMDM2016-08 (Environmental Assessment Services) Evaluation Committee's scoring results to the Finance Committee for review and recommendation of vendor selection to the Board of Directors. This resolution also requests authorization and approval for the President and CEO to award, negotiate, and execute contract(s) with the selected vendor.

Fiscal Impact: A total amount not to exceed \$772,358.00 for the fiscal year 2016-2017, which is subject to the availability of funding. The cost amount is for a twelve month period and will be prorated for fiscal year 2016-2017 in the amount of \$386,179.00 to reflect the term of the contract from January 1, 2017- June 30, 2017.

Funding Source: Office of Early Learning/ Administration for Children and Families U.S. Department of Health and Human Services

Strategic Goal:

<input checked="" type="checkbox"/> Neediest Children	<input checked="" type="checkbox"/> Providers
<input checked="" type="checkbox"/> Youngest Children	<input type="checkbox"/> Internal Capacity
<input checked="" type="checkbox"/> Educate All	<input type="checkbox"/> Funding

RESOLUTION: 10262016-03

PRESENT RFP#ELCMDM2016-08 (ENVIRONMENTAL ASSESSMENT SERVICES) EVALUATION COMMITTEE'S SCORING RESULTS TO THE FINANCE COMMITTEE FOR REVIEW AND RECOMMENDATION OF VENDOR SELECTION TO THE BOARD OF DIRECTORS. THIS RESOLUTION ALSO REQUESTS AUTHORIZATION AND APPROVAL FOR THE PRESIDENT AND CEO TO AWARD, NEGOTIATE, AND EXECUTE CONTRACT(S) WITH THE SELECTED VENDOR.

WHEREAS, the Finance Committee has been apprised of the program goals through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein;

WHEREAS, the Finance Committee recommends approving this action;

NOW, THEREFORE, be it resolved that the Finance Committee shall present this action to the Board of the Early Learning Coalition of Miami-Dade/Monroe, Inc. (the "Board"), and shall recommend that the Board approve this action at the next meeting of the Board.

Background:

Resolution #06062016-01 authorized the President and CEO to release a request for proposals (RFP) for Environmental Assessment Services on June 6, 2016. On August 26, 2016, the Early Learning Coalition released RFP#ELCMDM2016-08 for Environmental Assessment Services for Miami-Dade and Monroe Counties. On September 26, 2016, the Early Learning Coalition received proposals from the following: Devereux Advanced Behavioral Health and Nova Southeastern University. On October 5, 2016 the two proposers presented to the Evaluation Committee. Each proposal was reviewed and rated by four (4) evaluators who made up the Evaluation Committee.

The following table illustrates the final ratings for each proposal:

Proposer's Name	Final Rating (Max of)
Devereux Advanced Behavioral Health	375
Nova Southeastern University	350.5

On October 20, 2016, at the second RFP Evaluation Committee Meeting, the Evaluation Committee moved and passed a motion to recommend that the Board award the contract to Devereux Advanced Behavioral Health, subject to successful negotiation.

Evaluation Committee Members:

#1 Rachel Spector Senior Program Manager The Children's Trust 3150 SW 3 rd Ave Coral Gables, FL 33136	#3 Paloma Lopez-Barcena Quality Counts Project Manager Early Learning Coalition of Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Suite 500 Coral Gables, Florida 33134
#2 Alison Gonzalez Quality Improvement Manager Florida International University 11200 SW 8 th ST Miami, FL 33199	#4 Frances Wilkinson Technical Assistance Specialist Early Learning Coalition of Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Suite 500 Coral Gables, Florida 33134

	RFP # ELCMDM2016-08 Environmental Assessment Services	Max. Score	Devereux Advance Behavioral Health				Nova Southeastern University			
			#1	#2	#3	#4	#1	#2	#3	#4
Organizational Capacity (Maximun Score 10)										
1	The organization demonstrates at least 3 years of experience in the management and execution of observational assessment services.	5	5	5	5	5	5	5	5	5
2	The organization has prior experience conducting and managing observational assessments in an early care or educational setting.	5	5	5	5	5	5	5	5	5
Program Management (Maximun Score 55)										
1	The implementation plan demonstrates the capacity to conduct reliable assessments using the Classroom Assessment Scoring System (CLASS) and the Environment Rating Scales (ERS).	10	10	8	10	10	8	6	9	9
2	A plan for achievement and maintenance of interrater reliability on each assessment with the authors/developing organization is clearly outlined.	10	10	9	10	10	9	6	10	9
3	A plan for continuous maintenance of high interrater reliability within the assessment team for each assessment is clearly outlined.	10	10	9	10	10	9	8	10	10
4	The plan clearly addresses the ability to develop reports summarizing the scores and detail of each assessment, at a minimum in English and Spanish.	5	4	5	5	5	4	5	5	5
5	The plan clearly addresses the ability to work with the existing data system (e.g. Web-based Early Learning System - WELS).	10	8	7	10	10	7	7	10	10
6	A plan for assessor evaluation and provider satisfaction with services is outlined.	5	3	4	5	5	3	4	5	5
7	The plan clearly addresses the building of collaborative relationships and community partnerships.	5	3	5	5	5	4	4	4.5	4
Staffing (Maximum Score 10)										
1	Staffing narrative provides clear descriptions of each position to be used to implement the work plan.	5	4	4	5	5	4	4	5	5
2	Staffing plan indicates appropriate qualifications of identified staff as needed and identified by job responsibilities.	5	4	3	4	5	4	4	5	3
Work Plan (Maximun Score 10)										
1	The work plan demonstrates an organizational understanding of the assessment and reporting process and details a clear implementation plan.	5	5	4	5	5	4	4	5	5
2	The work plan includes a reasonable transition plan and sets attainable goals for service delivery.	5	5	4	5	5	4	3	4	4
Budget (Maximum Score 15)										
1	The budget clearly reflects staffing requirements for management, support and assessment staff.	5	5	4	5	5	5	3	5	4
2	Budget and narrative shows calculations of non-personnel programmatic costs.	5	5	4	5	5	5	3	4	5
3	Budget is reflective of limitations of indirect allocations.	5	5	5	5	5	5	5	5	5
TOTAL		100	91	85	99	100	85	76	96.5	93
TOTAL SUM			375				350.5			

Early Learning Coalition of Miami-Dade/Monroe

School Readiness Slot Utilization Snapshot - Miami-Dade

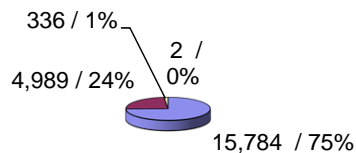
September 2016

(all dollar amounts in thousands '000)

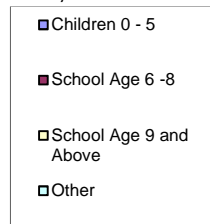
Children Served	Amount
Total actual paid - YTD	23,053
Total actual paid - September 2016	19,726
Net Slot Payment and Gold Seal Match (BG8 and CCEP)	\$ 5,918
	\$ 110
Total cost (in thousands) (incl match)	\$ 6,715
Change month over month	
Total Net Increase(decrease) children	(1,075)
Net increase/(decrease) dollars	\$ (887)
Monthly Activity	Amount
Beginning Census	20,801
NET Increase/(Decrease)	(1,075)
Total	19,726
Current Data	
Enrolled As of Oct 24, 2016	22,126
Projected Paid for October (96% of enrolled)	21,241
Ready Pool and Waitlist	
Ready Pool as of Oct 24, 2016	-
Waitlist as of Oct 25, 2016	4,271
Waitlist as of Sep 26, 2016	4,603
Waitlist as of Aug 29, 2016	4,472
VPK Enrolled As of Oct 24, 2016	
Regular	20,579
Summer	
VPK Total Actual Paid - September 2016	
SISP	9
Regular	19,864
Summer	15
VPK Total Actual Paid - YTD	
SISP	36
Regular	20,174
Summer	388

Eligibility Breakdown	Children Paid by Billing Group				Dollars Paid by Billing Group			
	Receiving Service	% of Total	Diff Prior Month	% Change Prior Month	Amount*	% of Total	Diff Prior Month	% Change Prior Month
Type								
AT Risk (BG1)	2,164	10.87%	(124)	-5.42%	\$816.15	12.36%	(\$86.88)	-9.62%
Income Eligible (BG8)	14,535	73.02%	(854)	-5.55%	\$4,884.26	73.96%	(\$687.42)	-12.34%
Florida One Parent	-	0.00%	-	-	\$-	0.00%	\$-	-
Transitional Child Care (BG5)	1,279	6.43%	(99)	-7.18%	\$422.36	6.40%	(\$58.64)	-12.19%
Work Force Development (BG3x)	1,197	6.01%	27	2.31%	\$371.15	5.62%	(\$39.27)	-9.57%
CCEP (Purchasing Pool) (CCPP)	731	3.67%	(20)	-2.66%	\$110.38	1.67%	(\$15.28)	-12.16%
ARRA	-	0.00%	-	-	\$-	0.00%	\$0.00	-
BGSNT	-	0.00%	-	-	\$-	0.00%	\$0.00	-
Total	19,906	100%	(1,070)	-5.10%	\$6,604.31	100%	(\$887.49)	-11.85%
Minus 180 Overlap	19,726							
GOLD SEAL					\$686.32	10.39%	(\$98.96)	-12.60%
categories above)	-	-	-	-	\$-	-	\$0.00	-
SFW GOLD SEAL					\$-	-	\$0.00	-
Age Break Down	All Eligible Clients-Paid				Dollars Paid by Age Category			
Type	Receiving Service	% of Total	Diff Prior Month	% Change Prior Month	Amount-\$	% of Total	Diff Prior Month	% Change Prior Month
Infant	3,669	17.39%	(53)	-1.42%	\$1,468.13	21.89%	(\$73.81)	-4.79%
Toddler	3,773	17.88%	(71)	-1.85%	\$1,458.40	21.74%	(\$36.69)	-2.45%
Three Year Old	4,135	19.60%	(113)	-2.66%	\$1,449.87	21.62%	(\$58.53)	-3.88%
Pre-School	4,207	19.94%	(2,339)	-35.73%	\$1,158.56	17.27%	(\$809.62)	-41.14%
<i>Sub-Total</i>	<i>15,784</i>	<i>74.81%</i>	<i>(2,576)</i>	<i>-14.03%</i>	<i>\$5,534.97</i>	<i>82.52%</i>	<i>(\$978.66)</i>	<i>-15.02%</i>
School Age: 6 yrs	1,644	7.78%	(117)	-6.64%	\$349.47	5.21%	(\$81.49)	-18.91%
School Age: 7 yrs	821	3.89%	(91)	-9.98%	\$162.74	2.43%	(\$58.70)	-26.51%
School Age: 8 yrs	214	1.01%	(43)	-16.73%	\$42.07	0.63%	(\$18.37)	-30.39%
Unduplicated School Age: 6 - 8 yrs**	4,989	23.63%	(239)	-4.57%	\$1,102.82	16.44%	\$179.77	19.48%
School Age: 9 yrs and above	336	1.59%	(26)	-7.18%	\$65.59	0.98%	(\$10.22)	-13.48%
School Age Total Includes 12 Overlap	5,325	25.22%	(265)	-4.74%	\$1,168.41	17.42%	\$169.56	16.97%
School Age (Unduplicated)	5,313	25.18%	(216)	-3.91%	\$1,168.41	17.42%	\$169.56	16.97%
Other	2	0.01%	2	-	\$4.24	0.06%	\$4.24	-
<i>Sub-Total</i>	<i>5,315</i>	<i>25.19%</i>	<i>(214)</i>	<i>-3.87%</i>	<i>\$1,172.66</i>	<i>17.48%</i>	<i>\$173.80</i>	<i>17.40%</i>
Total	21,099	100%	(2,790)	-11.68%	\$6,707.63	100%	(\$804.86)	-10.71%
Minus 1335 Overlap	19,764							

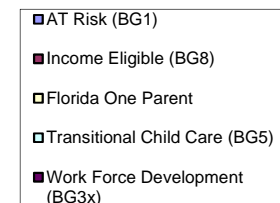
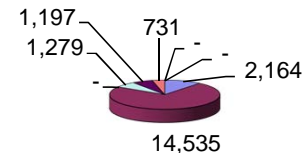
Children By Age Group



**There are 2324 5-year-old within this count.



Children Paid by BG Group



Note: Legends with too small percentage are not shown on the pie chart.

Early Learning Coalition of Miami-Dade/Monroe

School Readiness Slot Utilization Snapshot - Monroe

September 2016

(all dollar amounts in thousands '000)

Children Served	Amount
Total actual paid - September 2016	502
Net Slot Payment and Gold Seal	\$ 155
Match (BG8 and CCEP)	\$ 7
Total cost (in thousands) (incl match)	\$ 165
Change month over month	
Total Net Increase(decrease) children	(4)
Net increase/(decrease) dollars	\$ (8)
Monthly Activity	
Beginning Census	506
Net Increase/(Decrease)	(4)
Total	502

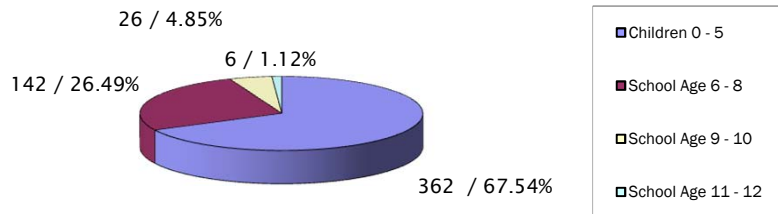
Current Data	
Enrolled as of Oct 25, 2016	549
Projected Paid for October (96% of enrolled)	527
Waitlist	
Waitlist as of Oct 25, 2016	0
Waitlist as of Sep 26, 2016	0
Waitlist as of Aug 28, 2016	0
VPK Enrolled as of Oct 25, 2016	424
VPK Total Actual Paid - September 2016	422

Eligibility Breakdown Type	Children Paid by Billing Group				Dollars Paid by Billing Group			
	Receiving % of Service	% of Total	Diff Prior Month	% Change Prior Month	Amount	% of Total	Diff Prior Month	% Change Prior Month
AT Risk (BG1)	91	18.06%	(7)	-7.14%	\$34.54	21.04%	(\$2.71)	-7.27%
Income Eligible (BG8)	384	76.19%	1	0.26%	\$120.61	73.47%	(\$4.63)	-3.70%
Florida One Parent	-	0.00%	0	-	\$ -	0.00%	\$ -	-
Transitional Child Care (BG5)	6	1.19%	2	50.00%	\$2.19	1.34%	\$0.33	17.92%
Work Force Development (BG3x)	16	3.17%	-2	-11.11%	\$5.88	3.58%	(\$0.81)	-12.15%
CCEP (Purchasing Pool) (CCPP)	7	1.39%	0	0.00%	\$0.93	0.57%	(\$0.11)	-10.91%
ARRA	-	0.00%	-	-	\$0.00	0.00%	\$0.00	-
Total	504	100%	(6)	-1.18%	\$164.16	100%	(\$7.93)	-4.61%
Minus 2 Overlap	502							
GOLD SEAL	-	-	-	-	\$8.81	5.37%	(\$1.60)	-15.35%

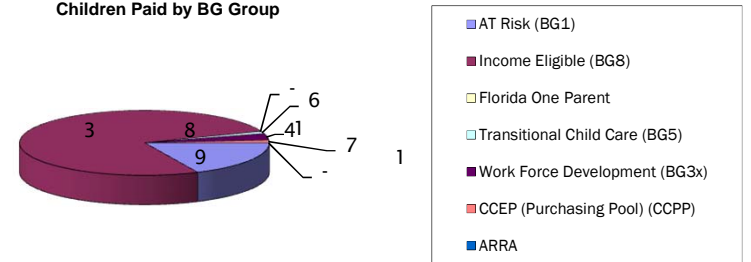
Age Break Down Type	All Eligible Clients-Paid				Dollars Paid by Age Category			
	Receiving % of Service	% of Total	Diff Prior Month	% Change Prior Month	Amount-\$	% of Total	Diff Prior Month	% Change Prior Month
Infant	100	18.66%	6	6.38%	\$43.36	26.41%	\$3.16	7.86%
Toddler	85	15.86%	(2)	-2.30%	\$33.73	20.55%	(\$3.12)	-8.46%
Three Year Old	89	16.60%	(1)	-1.11%	\$30.61	18.65%	(\$0.96)	-3.04%
Pre-School	88	16.42%	(24)	-21.43%	\$22.38	13.63%	(\$7.80)	-25.84%
<i>Sub-Total</i>	<i>362</i>	<i>67.54%</i>	<i>(21)</i>	<i>-5.48%</i>	<i>\$130.08</i>	<i>79.24%</i>	<i>(\$8.72)</i>	<i>-6.28%</i>
School Age: 6	37	6.90%	3	8.82%	\$7.31	4.45%	\$0.36	5.18%
School Age: 7	39	7.28%	(3)	-7.14%	\$8.07	4.91%	(\$2.10)	-20.63%
School Age: 8	24	4.48%	(6)	-20.00%	\$4.57	2.78%	(\$1.42)	-23.76%
School Age: 6 - 8**	142	26.49%	4	2.90%	\$28.17	17.16%	\$1.82	6.92%
School Age: 9 - 10	26	4.85%	-2	-7.14%	\$4.97	3.03%	(\$1.04)	-17.30%
School Age: 11 - 12	6	1.12%	2	50.00%	\$0.93	0.56%	\$0.29	45.69%
School Age: Other Age	0	0.00%	-3	-100.00%	\$0.00	0.00%	(\$0.29)	-100.00%
School Age Total	174	32.46%	4	2.35%	\$34.07	20.76%	\$0.78	2.36%
Other	-	0.00%	-	-	\$ -	0.00%	\$ -	-
<i>Sub-Total</i>	<i>174</i>	<i>32.46%</i>	<i>4</i>	<i>2.35%</i>	<i>\$34.07</i>	<i>20.76%</i>	<i>\$0.78</i>	<i>2.36%</i>
Total	536	100%	(17)	-3.07%	\$164.16	100%	(\$7.93)	-4.61%
Minus 34 Overlap	502							

**There are 43 5-year-old within this count.

Children By Age Group



Children Paid by BG Group



Early Learning Coalition of Miami-Dade/Monroe

EHS Slot Utilization Snapshot - Miami-Dade

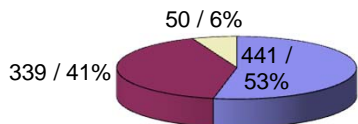
September 2016

(all dollar amounts in thousands '000)

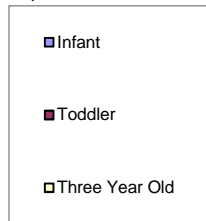
Children Served	Amount
Total actual paid - YTD	957
Total actual paid - September 2016	754
Net Slot Payment and Gold Seal Match (BG8 and CCEP)	\$ 691
Total cost (in thousands) (incl match)	\$ 692
Change month over month	
Total Net Increase(decrease) children	(19)
Net increase/(decrease) dollars	\$ (18)
Monthly Activity	
Amount	
Beginning Census	773
NET Increase/(Decrease)	(19)
Total	754
Current Data	
Enrolled As of Oct 25, 2016	743
Projected Paid for October (96% of enrolled)	713
Waitlist	-
10/11/2016	251
8/30/2016	564

Eligibility Breakdown	Children Paid by Billing Group				Dollars Paid by Billing Group			
	Receiving Service	% of Total	Diff Prior Month	% Change Prior Month	Amount*	% of Total	Diff Prior Month	% Change Prior Month
EHS	754	100.00%	(19)	-2.46%	\$692.38	100.00%	(\$17.86)	-2.51%
Total	754	100%	(19)	-2.46%	\$692.38	100%	(\$17.86)	-2.51%
Minus 0 Overlap	754							
GOLD SEAL					\$1.39	0.20%	(\$0.10)	-6.94%
categories above)	-		-		\$ -		\$0.00	-
SFW GOLD SEAL					\$ -		\$0.00	-
Age Break Down					Dollars Paid by Age Category			
All Eligible Clients-Paid					Dollars Paid by Age Category			
Type	Receiving Service	% of Total	Diff Prior Month	% Change Prior Month	Amount-\$	% of Total	Diff Prior Month	% Change Prior Month
Infant	441	53.13%	(24)	-5.16%	\$368.39	53.21%	(\$27.05)	-6.84%
Toddler	339	40.84%	(14)	-3.97%	\$290.64	41.98%	(\$11.03)	-3.66%
Three Year Old	50	6.02%	13	35.14%	\$33.36	4.82%	\$20.22	153.98%
Pre-School	0	0.00%	-	-	\$0.00	0.00%	\$0.00	-
<i>Sub-Total</i>	830	100.00%	(25)	-2.92%	\$692.38	100.00%	(\$17.86)	-2.51%
School Age: 6 yrs	0	0.00%	-	-	\$0.00	0.00%	\$0.00	-
School Age: 7 yrs	0	0.00%	-	-	\$0.00	0.00%	\$0.00	-
School Age: 8 yrs	0	0.00%	-	-	\$0.00	0.00%	\$0.00	-
Unduplicated School Age: 6 - 8 yrs**	0	0.00%	-	-	\$0.00	0.00%	\$0.00	-
School Age: 9 yrs and above	0	0.00%	-	-	\$0.00	0.00%	\$0.00	-
School Age Total Includes 0 Overlap	0	0.00%	-	-	\$0.00	0.00%	\$0.00	-
School Age (Unduplicated)	0	0.00%	-	-	\$0.00	0.00%	\$0.00	-
Other	-	0.00%	0	-	\$0.00	0.00%	\$0.00	-
<i>Sub-Total</i>	-	0.00%	-	-	\$0.00	0.00%	\$0.00	-
Total	830	100%	(25)	-2.92%	\$692.38	100%	(\$17.86)	-2.51%
Minus 76 Overlap	754							

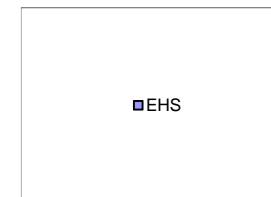
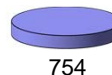
Children By Age Group



**There are 0 5-year-old within this count.



Children Paid by BG Group



Note: Legends with too small percentage are not shown on the pie chart.

Early Learning Coalition of Miami-Dade/Monroe

School Readiness Slot Utilization Snapshot - Miami-Dade

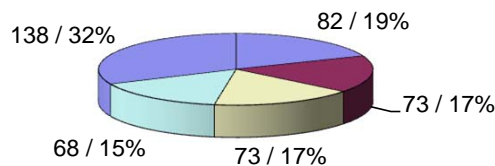
September 2016

(all dollar amounts in thousands '000)

Children Served	Amount
Total actual paid - YTD	493
Total actual paid - September 2016	408
Net Slot Payment and Gold Seal Match (BG8 and CCEP)	\$ 102
	\$ -
Total cost (in thousands) (incl match)	<u>\$ 114</u>
Change month over month	
Total Net Increase(decrease) children	10
Net increase/(decrease) dollars	\$ (7)
Monthly Activity	
Amount	
Beginning Census	398
NET Increase/(Decrease)	<u>10</u>
Total	408
Current Data	
Enrolled As of Oct 26, 2016	397
Projected Paid for October (96% of enrolled)	381

Eligibility Breakdown	Children Paid by Billing Group				Dollars Paid by Billing Group			
	Receiving Service	% of Total	Diff Prior Month	% Change Prior Month	Amount*	% of Total	Diff Prior Month	% Change Prior Month
Type								
V	408	100.00%	10	2.51%	\$113.71	100.00%	(\$7.19)	-5.95%
Total	408	100%	10	2.51%	\$113.71	100%	(\$7.19)	-5.95%
Minus 0 Overlap	408							
GOLD SEAL					\$11.42	10.05%	(\$1.33)	-10.42%
categories above)	-		-		\$ -		\$0.00	-
SFW GOLD SEAL					\$ -		\$0.00	-
Age Break Down					All Eligible Clients-Paid			
					Dollars Paid by Age Category			
Type	Receiving Service	% of Total	Diff Prior Month	% Change Prior Month	Amount-\$	% of Total	Diff Prior Month	% Change Prior Month
Infant	82	18.89%	1	1.23%	\$31.12	27.28%	\$0.50	1.62%
Toddler	73	16.82%	3	4.29%	\$24.81	21.75%	\$0.93	3.91%
Three Year Old	73	16.82%	6	8.96%	\$21.46	18.81%	\$1.64	8.30%
Pre-School	68	15.67%	(32)	-32.00%	\$16.32	14.31%	(\$9.85)	-37.63%
	<i>Sub-Total</i>	<i>296</i>	<i>68.20%</i>	<i>(22)</i>	<i>\$93.72</i>	<i>82.15%</i>	<i>(\$6.77)</i>	<i>-6.74%</i>
School Age: 6 yrs	0	0.00%	-	-	\$0.00	0.00%	\$0.00	-
School Age: 7 yrs	0	0.00%	-	-	\$0.00	0.00%	\$0.00	-
School Age: 8 yrs	0	0.00%	-	-	\$0.00	0.00%	\$0.00	-
Unduplicated School Age: 6 - 8 yrs**	0	0.00%	-	-	\$0.00	0.00%	\$0.00	-
School Age: 9 yrs and above	0	0.00%	-	-	\$0.00	0.00%	\$0.00	-
School Age Total Includes -138 Overlap	0	0.00%	-	-	\$0.00	0.00%	\$0.00	-
School Age (Unduplicated)	138	31.80%	12	9.52%	\$20.37	17.85%	(\$0.04)	-0.18%
Other	-	0.00%	0	-	\$0.00	0.00%	\$0.00	-
	<i>Sub-Total</i>	<i>138</i>	<i>31.80%</i>	<i>12</i>	<i>\$20.37</i>	<i>17.85%</i>	<i>(\$0.04)</i>	<i>-0.18%</i>
Total	434	100%	(10)	-2.25%	\$114.09	100%	(\$6.81)	-5.63%
Minus 26 Overlap	408							

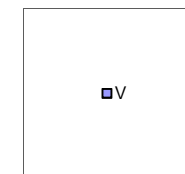
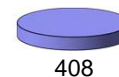
Children By Age Group



**There are 0 5-year-old within this count.

- Infant
- Toddler
- Three Year Old
- Pre-School
- School Age (Unduplicated)

Children Paid by BG Group



Note: Legends with too small percentage are not shown on the pie chart.

September 2016 BTA AMEX

Trans. Date	AMEX Description	Amount	ELC Description	GL	Dist Code
Sept 27 2016	AMERICAN AIRLINES DALLAS TX	\$ 361.20	AA airfare for O. Baruwa Castro to attend The Family Services Manager Orientation 10-10 to 10-14	65500	520EH0
Sept 27 2016	AMERICAN AIRLINES DALLAS TX	\$ 361.20	AA airfare for C. Santana to attend The Family Services Manager Orientation 10-10 to 10-14	65500	520EH0

\$ 722.40

Quaterly breakdown - Airfare , Hotel, Car Rental	
Total Airfare July	\$ 772.40
Total Hotel July	\$ -
Total car rental & tolls July	\$ -