

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>6,741</u>	_____	_____	_____	_____
External Revenue	<u>(5,393)</u>	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>1,348</u>	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget? Yes X No _____
 Budget Account No.: Fund 1002 Dept. 147 Unit 1451 Object 3401
 Program Code: HD29

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Funding through Head Start grant - 80% from Health and Human Services (HHS), and 20% from Palm Beach County.

C. Departmental Fiscal Review.

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

[Signature] 8-3-07
 8/3/07 OFMB [Signature] 8/1/07

[Signature] 8/6/07
 Contract Dev. and Control

B. Legal Sufficiency:

This amendment complies with our review requirements.

[Signature] 8/6/07
 Assistant County Attorney

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.

AMENDMENT 001 TO DELEGATE AGENCY AGREEMENT

THIS AMENDMENT 001 TO DELEGATE AGENCY AGREEMENT dated September 12, 2006 (Document No. R2006 1895), made and entered into at West Palm Beach, Florida, on this day of _____, by and between Palm Beach County, a political subdivision of the State of Florida herein referred to as the COUNTY, and The Young Women's Christian Association of Palm Beach County, Inc. (YWCA), a corporation authorized to do business in the State of Florida, herein referred to as the DELEGATE AGENCY.

WITNESSETH:

WHEREAS, the need exists to amend the AGREEMENT to add 6 more children and families for the period of August 1, 2007 through September 30, 2007.

NOW, THEREFORE, the above named parties hereby mutually agree that the AGREEMENT is hereby amended as follows:

So much as Article 3 reads:

"Five Hundred Twenty-Five Thousand, Eight Hundred Twenty-Eight Dollars (\$525,828); is amended to read:

"Five Hundred Thirty-Two Thousand, Five Hundred Sixty-Nine Dollars (\$532,569) in accordance with the budget set forth herein as Exhibit "B1" dated August 21, 2007 hereof.

The existing Exhibit "B" Budget Data is deleted in its entirety and Exhibit "B1" dated August 21, 2007 attached hereto is substituted in its stead.

OTHER PROVISIONS

All provisions in the Agreement or exhibits to the AGREEMENT in conflict with this Amendment to the AGREEMENT shall be and are hereby changed to conform to this Amendment.

All provisions not in conflict with the Amendment are still in effect and are to be performed at the same level as specified in the AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have caused this 1 page Amendment to be executed by their officials thereupon duly authorized.

ATTEST:
Sharon R. Bock, Clerk & Comptroller

PALM BEACH COUNTY, FLORIDA
BY ITS BOARD OF COUNTY
COMMISSIONERS

By: _____
Deputy Clerk

By: _____
Addie L. Greene, Chairperson

WITNESS:

DELEGATE AGENCY:
YWCA of Palm Beach County, Inc.

By: Carol Henry

By: Nancy Marshall
Signature

Carol Henry
Witness Name

Nancy Marshall
Typed Name

President
Title

Reviewed and Approved As to Form
and Legal Sufficiency

By: [Signature]
County Attorney

Approved As to Terms and Conditions

[Signature]
Edward L. Rich, Department Head

EXHIBIT "B1"
Dated August 21, 2007

**SCHEDULE FOR PAYMENT AND BUDGET DATA FOR REIMBURSABLE EXPENSES ONLY
FOR DELEGATE AGENCY AGREEMENT WITH: YWCA OF PALM BEACH COUNTY, INC.**

ANNUAL RATE PER CHILD: \$6,741.38

MINIMUM DAYS: 248

The budget has been established based on the anticipated enrollment of 78 children.

<u>MONTH OF</u>	<u>BILLING RATE 1/12th OF ALLOCATION</u>
October, 2006	\$43,819.00
November, 2006	\$43,819.00
December, 2006	\$43,819.00
January, 2007	\$43,819.00
February, 2007	\$43,819.00
March, 2007	\$43,819.00
April, 2007	\$43,819.00
May, 2007	\$43,819.00
June, 2007	\$43,819.00
July, 2007	\$43,819.00
August, 2007	\$47,189.74
September, 2007	<u>\$47,189.74</u>
 TOTAL AMOUNT	 \$532,569.48
 MAXIMUM AMOUNT REIMBURSABLE EXPENSES AUTHORIZED UNDER THIS AGREEMENT	 \$532,569.00

BUDGET DATA

Payment will only be made for budgeted categories up to the maximum amount set forth below:

<u>COST CATEGORY</u>	<u>AUTHORIZED AMOUNT</u>
1. Personnel	\$363,464.00
2. Fringe Benefits	\$ 76,150.00
3. Supplies	
Child & Family Services -	\$ 5,214.00
4. Contractual	\$ 16,548.00
5. Travel	\$ 1,499.00
6. Equipment	\$ 4,679.00
7. Other	
Rent	\$ 29,220.00
Utilities, Telephone	\$ 19,422.00
Building & Child Liability Insurance	\$ 6,459.00
Local Travel	\$ 3,875.00
Parent Services	\$ 500.00
Nutrition Services	\$ 1,000.00

EXHIBIT "BI"
BUDGET DATA (Continued)
Dated August 21, 2007

Publications/Advertising Printing	\$ 500.00
Other -	<u>\$ 4,039.00</u>
Postage	
Field Trips	
Teacher Meals	
 TOTAL AMOUNT	 \$532,569.00
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Nothing below this line

EXHIBIT "B1"
SCHEDULE FOR PAYMENT (Continued)
Dated August 21, 2007

All reimbursable expenses shall be reimbursed only at cost.

Reimbursable expenses shall mean the actual expenses as authorized by the COUNTY pursuant to this Agreement, and reasonably incurred by the DELEGATE AGENCY directly in connection with the DELEGATE AGENCY'S performance of its duties and Scope of Work pursuant to this Agreement.

1. In accordance with the Head Start Performance Standards Enrollment Guidelines (1305.7):

The DELEGATE AGENCY must maintain its funded enrollment level. When the DELEGATE AGENCY determines that a vacancy exists, no more than 30 calendar days may elapse before the vacancy is filled. The DELEGATE AGENCY may elect not to fill a vacancy when 60 calendar days or less remain in the program's enrollment year.

The DELEGATE AGENCY must submit a monthly Enrollment/Attendance Report along with the Monthly Status Report.

2. In accordance with the Head Start Performance Standards Attendance Guidelines (1305.8):

When the monthly average daily attendance rate in a center-based program falls below 85 percent the DELEGATE AGENCY must analyze the causes of absenteeism. The analysis must include a study of the pattern of absences for each child, including the reasons for absences as well as the number of absences that occur on Consecutive days.

If the absences are a result of illness or if they are well documented absences for other reasons, no special action is required. If however, the absences result from other factors, including temporary family problems that affect a child's regular attendance, the DELEGATE AGENCY must initiate appropriate family support procedures for all children with four or more consecutive unexcused absences. These procedures must include home visits or other direct contact with the child's parents. Contacts with the family must emphasize the benefits of regular attendance, while at the same time remaining sensitive to any special family circumstances influencing attendance patterns. All contacts with the child's family as well as special family support service activities provided by DELEGATE AGENCY staff must be documented.

In circumstances where chronic absenteeism persists and it does not seem feasible to include the child in either the same or different program option, the child's slot must be considered an enrollment vacancy.

In the event the monthly average daily attendance rate does not meet 85%, the DELEGATE AGENCY must submit an analysis report to the COUNTY that identifies the causes for the absences.

Head Start/Early Head Start enrollment wait list should be maintained at all times. The DELEGATE AGENCY will submit a Wait List and Master Enrollment List 10 days prior to the first day of the program year. A Wait List and Master Enrollment List must be updated and submitted with the Monthly Status Report.

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By: Nancy Marshall
Signature

Carol Henry
Witness Name

Nancy Marshall
Typed Name

President
Title

Reviewed and Approved As to Form
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By: [Signature]
County Attorney

Approved As to Terms and Conditions
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