



**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2008	2009	2010	2011	2012
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>\$23,119,640</u>	_____	_____	_____	_____
External Revenue	<u>\$14,786,005</u>	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>\$8,333,635</u>	_____	_____	_____	_____

**# ADDITIONAL FTS POSITIONS (Cumulative)** \_\_\_\_\_

Is Item Included In Proposed Budget: Yes X No \_\_\_\_\_  
 Budget Account No.: Fund 1002 Dept. 147 Unit 1451,1454,1457 Object Various  
 Program Code Various Revenue=

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

Federal US HHS	\$14,331,041
PBC	\$ 8,333,635
CSC	\$ 454,964
	<u>\$ 23,119,640</u>

**HEAD START GRANT PROGRAM**

Departmental Fiscal Review: 8/8/07

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Administration Comments:**

Jim Dink 8-8-07  
 OFMB  
 8/8/07 8/7/07 8/8/07 8/7/07

John H. White  
 Contract Administration  
 8/8/07

**This item complies with current County policies.**

**B. Legal Sufficiency:**

[Signature]  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

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

**APPLICATION FOR FEDERAL ASSISTANCE**

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application		<b>2. DATE SUBMITTED</b>	Applicant Identifier O4CH3046/42
<input type="checkbox"/> Construction	<input type="checkbox"/> Construction	<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
<input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Non-Construction	<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier 596000785
<b>5. APPLICANT INFORMATION</b>			
Legal Name: Palm Beach County, Board of County Commissioners		Organizational Unit: Department: Community Services	
Organizational DUNS: 078470481		Division: Head Start & Children Services	
Address: Street: 3323 Belvedere Road, Building 502		Name and telephone number of person to be contacted on matters involving this application (give area code)	
City: West Palm Beach		Prefix:	First Name: Carmen
County: Palm Beach		Middle Name A	
State: Florida		Last Name Nicholas	
Zip Code 33406	Suffix:		
Country: United States of America		Email: cnicholas@co.palm-beach.fl.us	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> 59-6000785		Phone Number (give area code) (561)233-1611	Fax Number (give area code) (561)233-1633
<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>		<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) B. County Other (specify)	
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> TITLE (Name of Program): 93-600		<b>9. NAME OF FEDERAL AGENCY:</b> Department of Health & Human Services	
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> Palm Beach County, Florida		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> Head Start & Early Head Start Refunding Application for October 1, 2007 through September 30, 2008	
<b>13. PROPOSED PROJECT</b> Start Date: 10/01/07 Ending Date: 09/30/08		<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant 16, 19, 22, 23 b. Project 16, 19, 22, 23	
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>	
a. Federal	\$ 14,331,041 <sup>00</sup>	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:	
b. Applicant	\$ <sup>00</sup>	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
c. State	\$ <sup>00</sup>	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$ 8,788,599 <sup>00</sup>	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>	
e. Other	\$ <sup>00</sup>	<input type="checkbox"/> Yes if "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
f. Program Income	\$ <sup>00</sup>		
g. TOTAL	\$ 23,119,640 <sup>00</sup>		
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b>			
<b>a. Authorized Representative</b>			
Prefix	First Name Addie	Middle Name L	
Last Name Greene		Suffix	
b. Title Chairperson		c. Telephone Number (give area code) (561)355-2207	
d. Signature of Authorized Representative <i>Addie L. Greene</i>		e. Date Signed	

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APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY  
*[Signature]*  
COUNTY ATTORNEY

**BUDGET INFORMATION - Non-Construction Programs**

OMB Approval No. 0348-0044

<b>SECTION A - BUDGET SUMMARY</b>						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. PA-22		\$	\$	\$ 12,477,482.00	\$ 7,958,967.00	\$ 20,436,449.00
2. PA-20				134,059.00	33,515.00	167,574.00
3. PA-25				1,679,577.00	786,136.00	2,465,713.00
4. PA-1126				39,923.00	9,981.00	49,904.00
5. Totals		\$ 0.00	\$ 0.00	\$ 14,331,041.00	\$ 8,788,599.00	\$ 23,119,640.00
<b>SECTION B - BUDGET CATEGORIES</b>						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1) PA-22	(2) PA-20	(3) PA-25	PA-25		
a. Personnel	\$ 5,394,846.00	\$	\$ 687,183.00	\$	\$ 6,082,029.00	
b. Fringe Benefits	2,376,909.00		314,961.00		2,691,870.00	
c. Travel	7,937.00				7,937.00	
d. Equipment	4,308.00				4,308.00	
e. Supplies	64,108.00		10,901.00		75,009.00	
f. Contractual	3,469,356.00		595,960.00		4,065,316.00	
g. Construction	0.00				0.00	
h. Other	1,160,018.00	134,059.00	70,572.00	39,923.00	1,404,572.00	
i. Total Direct Charges (sum of 6a-6h)	12,477,482.00	134,059.00	1,679,577.00	39,923.00	14,331,041.00	
j. Indirect Charges					0.00	
k. TOTALS (sum of 6i and 6j)	\$ 12,477,482.00	\$ 134,059.00	\$ 1,679,577.00	\$ 39,923.00	\$ 14,331,041.00	
7. Program Income	\$	\$	\$	\$	\$ 0.00	

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. PA-22	\$ 7,661,416.00	\$	\$ 297,551.00	\$ 7,958,967.00	
9. PA-20	33,515.00			33,515.00	
10. PA-25	631,846.00		154,290.00	786,136.00	
11. PA-1126	6,858.00		3,123.00	9,981.00	
12. TOTAL (sum of lines 8-11)	\$ 8,333,635.00	\$ 0.00	\$ 454,964.00	\$ 8,788,599.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 0.00	\$	\$	\$	\$
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. PA-22	\$	\$	\$	\$	
17. PA-20					
18. PA-25					
19. PA-1126					
20. TOTAL (sum of lines 16-19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					

**EARLY HEAD START REFUNDING APPLICATION  
BUDGET FOR 1457 (PA-25, PA-1126)  
FISCAL YEAR 2007-2008**

FEDERAL	MATCH	TOTAL
\$1,719,500	\$ 796,117	\$ 2,515,617

OBJECT	DESCRIPTIONS	FEDERAL BUDGET	CSC	PBC	TOTAL
<b>SALARIES &amp; BENEFITS</b>					
1201	Salaries & Wages, FRS Employees Jt Cost	662,762	60,883	249,327	972,971
1301	Salaries & Wages Non FRS	21,696	1,993	8,162	31,851
1401	Salaries & Wages Overtime	2,723	250	1,025	4,000
1504	Wages Special Pay Non FRS Contribution	-	-	-	-
	<b>TOTAL SALARIES</b>	\$ 687,183	\$ 63,126	\$ 258,514	\$ 1,008,822
<b>FRINGE BENEFITS</b>					
2101	FICA - TAXES	41,503	3,813	15,613	60,929
2105	FICA - MEDICARE	9,695	891	3,647	14,233
2301	LIFE & HEALTH	182,657	16,779	68,714	268,150
2201	RETIREMENT CONTRIBUTIONS	72,621	6,671	27,320	106,612
2401	WORKERS COMP.	8,485	779	3,192	12,456
	<b>TOTAL FRINGE BENEFITS</b>	\$ 314,961	\$ 28,933	\$ 118,486	\$ 462,380
	<b>TOTAL SALARIES &amp; BENEFITS</b>	\$ 1,002,143	\$ 92,059	\$ 377,000	\$ 1,471,202
<b>SUPPLIES</b>					
5101	OFFICE SUPPLIES	4,087	375	1,538	\$ 6,000
5201	MATERIALS SUPPLIES OPERATING	6,814	626	2,564	\$ 10,004
	<b>TOTAL SUPPLIES</b>	10,901	1,001	4,101	16,004
<b>CONTRACTUAL SERVICES</b>					
3103	MEDICAL & DENTAL HEALTH	10,218	939	3,844	15,000
3401	DELEGATE AGENCY CONTRACTS	585,675	53,802	220,327	859,803
3422	CONTRACT SERVICES-RECREATION	68	6	26	100
	<b>TOTAL CONTRACTUAL SERVICES</b>	\$ 595,960	\$ 54,746	\$ 224,196	\$ 874,903
<b>OTHER OPERATING COSTS</b>					
4007	TRAVEL-MILEAGE	4,087	375	1,538	6,000
4101	COMMUNICATION SERVICE	341	31	128	500
4104	COMM/COMMERCIAL-TOLL	136	13	51	200
4301	UTILITIES - ELECTRIC	6,471	594	2,434	9,500
4304	UTILITIES - WATER	1,703	156	641	2,500
4310	UTILITIES - WASTE DISPOSAL	68	6	26	100
4410	RENT- BUILDING	16,348	1,502	6,150	24,000
4406	RENT OFFICE EQUIPMENT	68	6	26	100
4420	RENT MOTOR POOL	11,370	1,044	4,277	16,692
4501	INSURANCE & SURETY BOND	1,328	122	500	1,950
4601	REPAIRS & MAINTENANCE	1,703	156	641	2,500
4625	REPAIRS & MAINTENANCE - MOTOR POOL	5,449	501	2,050	8,000
4909	LICENSES & PERMITS	1,737	160	653	2,550
4932	PARENT ACTIVITY	136	13	51	200
4979	INDIRECT	18,638	1,712	7,012	\$ 27,362
5111	OFFICE FURNITURE & EQUIPMENT	341	31	128	\$ 500
5215	GAS	511	47	192	750
5220	PURCHASE WATER	136	13	51	200
	<b>TOTAL OTHER OPERATING COST</b>	\$ 70,572	\$ 6,483	\$ 26,549	\$ 103,604
	<b>TOTAL EARLY HEAD START (UNIT 1457)</b>	\$ 1,679,577	\$ 154,290	\$ 631,846	\$ 2,465,713
<b>TRAINING AND TECHNICAL ASSISTANCE (PA 1126)</b>					
3421	CONTRACTUAL SERVICE TRAINING	12,000	939	2,061	15,000
4001	TRAVEL & PER DIEM	9,046	708	1,554	11,308
4205	POSTAGE	400	31	69	500
4703	GRAPHICS	1,600	125	275	2,000
4801	PROMOTIONAL ACTIVITIES	3,200	250	550	4,000
4941	REGISTRATION FEES	2,954	231	508	3,693
4941	TUITION REIMBURSEMENT	7	1	1	9
5121	DATA PROCESSING SOFTWARE	3,200	250	550	4,000
5201	MATERIALS SUPPLIES OPERATING	1,126	88	193	1,407
5401	BOOKS PUBLICATIONS	1,560	122	268	1,950
5412	DUES & MEMBERSHIP	160	13	27	200
5402	EDUCATION TRAINING MATERIALS	4,670	365	802	5,837
	<b>TOTAL (T&amp;TA) PA 1126</b>	\$ 39,923	\$ 3,123	\$ 6,858	\$ 49,904
	<b>TOTAL EARLY HEAD START</b>	\$ 1,719,500	\$ 157,413	\$ 638,704	\$ 2,515,617

HEAD START REFUNDING APPLICATION

Head Start  
Training

FEDERAL	MATCH	TOTAL
12,477,482	7,958,967	20,436,449
134,059	33,515	167,574
\$ 12,611,541	\$ 7,992,482	\$ 20,604,023

BUDGET FOR 1451-1454 (PA-22-PA-20)  
FISCAL YEAR 2007-2008

OBJECT	DESCRIPTIONS	FEDERAL BUDGET	CSC	PBC	TOTAL
<b>SALARIES &amp; BENEFITS</b>					
1201	SALARIES & WAGES REGULAR	5,260,335	125,443	3,229,948	8,615,726
1301	SALARIES & WAGES NON FRS EMPLOYEES	71,306	1,700	43,783	116,789
1401	SALARIES & WAGES - OVERTIME	63,205	1,507	38,809	103,522
1501	WAGES - SPECIAL PAY - NO FRS CONTRIBUTION	-	-	-	-
1504	WAGES - UNION SICK - NO FRS CONTRIBUTION	-	-	-	-
	<b>TOTAL SALARIES</b>	\$ 5,394,846	\$ 128,651	\$ 3,312,540	\$ 8,836,037
<b>FRINGE BENEFITS</b>					
2101	FICA - TAXES	329,254	7,852	202,168	539,274
2105	FICA - MEDICARE	77,340	1,844	47,488	126,672
2201	RETIREMENT CONTRIBUTIONS	579,495	13,819	355,821	949,135
2301	INSURANCE LIFE & HEALTH	1,274,092	30,383	782,317	2,086,792
2401	WORKERS COMP.	116,729	2,784	71,674	191,187
	<b>TOTAL BENEFITS</b>	\$ 2,376,909	\$ 56,682	\$ 1,459,468	\$ 3,893,060
	<b>TOTAL SALARIES &amp; BENEFITS</b>	\$ 7,771,755	\$ 185,333	\$ 4,772,008	\$ 12,729,497
<b>TRAVEL</b>					
4001	TRAVEL & PER DIEM	6,106	146	3,749	10,000
4941	REGISTRATION FEES	1,832	44	1,125	3,000
	<b>TOTAL TRAVEL</b>	\$ 7,937	\$ 189	\$ 4,874	\$ 13,000
<b>EQUIPMENT</b>					
5111	OFFICE FURNITURE/EQUIP.	4,308	103	2,645	7,056
6401	EQUIPMENT	-	-	-	-
6405	DATA PROCESSING EQUIPMENT	-	-	-	-
	<b>TOTAL EQUIPMENT</b>	\$ 4,308	\$ 103	\$ 2,645	\$ 7,056
<b>SUPPLIES</b>					
5101	SUPPLIES	24,422	582	14,996	40,000
5201	MATERIAL/SUPPLIES/OPERATING	9,158	218	5,623	15,000
5402	EDUCATION TRAINING MATERIAL	30,528	728	18,744	50,000
	<b>TOTAL SUPPLIES</b>	\$ 64,108	\$ 1,529	\$ 39,363	\$ 105,000
<b>CONTRACTUAL SERVICES</b>					
3103	MEDICAL & DENTAL HEALTH	32,970	786	20,244	54,000
3118	DENTAL SERVICES	3,053	73	1,874	5,000
3401	OTHER CONTRACTUAL SERVICES	3,404,637	81,191	2,090,513	5,576,341
3404	TEMPORARY SERVICES CONTRACT SALARIES	3,053	73	1,874	5,000
3405	SECURITY SERVICES	17,706	422	10,872	29,000
3421	CONTRACTUAL SERVICES TRAINING	611	15	375	1,000
3422	CONTRACT SERVICES-RECREATION	7,327	175	4,499	12,000
	<b>TOTAL CONTRACTUAL SERVICES</b>	\$ 3,469,356	\$ 82,734	\$ 2,130,252	\$ 5,682,341
<b>OTHER OPERATING COSTS</b>					
4007	TRAVEL MILEAGE	30,528	728	18,744	50,000
4101	COMMUNICATION SERVICES	20,651	492	12,680	33,823
4103	COMMUNICATIONS-SUNCOMM-TOLL	305	7	187	500
4104	COMMUNICATION/COMMERCIAL/TOLL	1,832	44	1,125	3,000
4205	POSTAGE	1,221	29	750	2,000
4301	UTILITIES/ELECTRIC	120,889	2,883	74,228	198,000
4304	UTILITIES/WATER	16,485	393	10,122	27,000
4308	UTILITIES/GAS	3,969	95	2,437	6,500
4310	UTILITIES/WASTE	12,211	291	7,498	20,000
4406	RENT- OFFICE EQUIPMENT	24,422	582	14,996	40,000
4410	RENT- BUILDING	46,711	1,114	28,681	76,506
4412	WAREHOUSE	2,025	48	1,244	3,317
4417	RENT TELEPHONE/EQUIPMENT	-	-	-	-
4418	RENT-PAGER	427	10	262	700
4420	RENT MOTOR POOL	224,002	5,342	137,542	366,886
4501	INSURANCE & SURETY BONDS-OUTSIDE	2,503	60	1,537	4,100
4502	CASULTY SELF-INSURANCE PREMIUMS	101,070	2,410	62,039	165,539
4601	REPAIRS & MAINTENANCE	4,274	102	2,624	7,000
4605	MAINTENANCE/GROUNDS	36,633	874	22,493	60,000
4610	REPAIR/MAINTENANCE/BUILDING	122,110	2,912	74,978	200,000
4620	REPAIR/MAINTENANCE/EQUIPMENT	7,327	175	4,499	12,000
4622	REPAIR/MAINTENANCE/TELEPHONE	-	-	-	-
4623	REPAIR/MAINTENANCE-RADIO	2,351	56	1,443	3,850
4625	REPAIR/MAINTENANCE/MOTOR POOL	108,067	2,577	66,355	177,000
4701	PRINTING/BINDING	-	-	-	-
4703	GRAPHICS CHARGES	10,990	262	6,748	18,000
4801	PROMOTION ACTIVITY	2,137	51	1,312	3,500
4901	OTHER CURRENT CHARGE	3,053	73	1,874	5,000
4904	PROPERTY ASSESSMENT	183	4	112	300
4909	LICENSES/PERMITS	3,969	95	2,437	6,500
4932	PARENT ACTIVITY	3,969	95	2,437	6,500
4940	800 MHZ SYSTEM R/R	4,003	95	2,457	6,555
4942	TUITION REIMBURSEMENT	3,663	87	2,249	6,000
4943	ADVERTISEMENT	1,221	29	750	2,000
4979	INDIRECT BCC.	146,306	3,489	89,834	239,629
5112	TEL. EQUIP. - IN.	611	15	375	1,000
5121	DP. SOFTWARE ACC.	5,037	120	3,093	8,250
5215	GAS	73,724	1,758	45,268	120,750
5220	PURCHASE WATER	1,221	29	750	2,000
5244	FOOD/DIET	6,411	153	3,936	10,500
5401	BOOKS/PUBLICATION/SUBSCRIPTION	153	4	94	250
5412	DUES/MEMBERSHIPS	3,358	80	2,062	5,500
6201	BUILDING	-	-	-	-
6301	IMPROVEMENTS OTHER THAN BUILDINGS	-	-	-	-
8101	CONTRIBUTIONS OTHER GOVT.	-	-	-	-
	<b>TOTAL OPERATING COST</b>	\$ 1,160,018	\$ 27,663	\$ 712,274	\$ 1,899,955
<b>TOTAL HEAD START UNIT 1451</b>		\$ 12,477,482	\$ 297,551	\$ 7,661,416	\$ 20,436,449
<b>TRAINING AND TECHNICAL ASSISTANCE (UNIT 1454)</b>					
3421	CONTRACTUAL SERVICE TRAINING	46,904	-	11,726	58,630
4001	TRAVEL & PER DIEM	22,400	-	5,600	28,000
4801	PROMOTIONAL ACTIVITIES	48,403	-	12,101	60,504
4941	REGISTRATION FEES	8,326	-	2,080	10,400
5201	MATERIAL SUPPLIES OPERATING	6,453	-	1,613	8,066
5402	EDUCATION TRAINING MATERIALS	1,579	-	395	1,974
	<b>TOTAL (T&amp;TA) UNIT 1454</b>	\$ 134,059	\$ -	\$ 33,515	\$ 167,574
<b>TOTAL HEAD START+ T&amp;TA (UNIT 1451 &amp; UNIT 1454)</b>		\$ 12,611,541	\$ 297,551	\$ 7,694,931	\$ 20,604,023



**PALM BEACH COUNTY HEAD START AND EARLY HEAD START**

**NHSA & Carnegie Foundation Program of Excellence**

**GRANTEE: BOARD OF COUNTY COMMISSIONERS**

3323 Bevedere Road, 502  
West Palm Beach, FL 33406

2007/2008 HEAD START/EHS CONTINUING APPLICATION  
JUNE 30, 2007

**MISSION STATEMENT**

*"We provide World Class Comprehensive Services  
That Empower Children, Families and the Community"*



## Abbreviated Project Description

This is a Continuation Application to provide center-based, full day/full year Head Start and Early Head Start services which comply with HHS/ACF Performance Standards, Palm Beach County Child Care Regulations, Board of County Commissioners (Palm Beach County Policies and Procedures and other program specific goals and objectives as outlined in the Division's Management by Objective (MBO) Service Area Plans).

### 1. Objectives, Need for Assistance and Geographic Area

Data for the 07/08 Continuation Application is derived from Palm Beach County Head Start/Early Head Start (HS/EHS) 2006 Community Assessment conducted by Consulting for Results. Additional sources of data includes 2006 State of the Child in Palm Beach County by Children's Services Council; For the Children: The Economic Wellbeing of Families with Children in Palm Beach County and Data Briefs: State of the Child in Palm Beach County; Birth outcomes update by Children's Services Council.

#### Objectives and Need for Assistance

Palm Beach County HS/EHS serves the entire Palm Beach County with directly managed, delegates and contracted child care provider centers and family child care homes strategically located in twenty-six (26) cities and neighborhoods throughout the county. ATTACHMENT I

Palm Beach County (PBC) is one of the largest counties in the country with land area occupying 2,385 square miles in the South Florida Region. Based on the most recent Census of year 2000, the county's population is ranked 31<sup>st</sup> of 3,141 counties in the country. Ranked fifteenth in the nation for numeric population change during the period 1990 to 2000, PBC is the third largest and continues to be the third fastest growing county in Florida. The population increased 31% to 1,131,184 from 1990 to 2000. The University of Florida Bureau of Economic & Business Research projects that PBC will experience the highest rate of growth in the state between the years 2000 and 2020. The projected 70% increase will surpass both Dade and Broward Counties. PBC population estimated for 2007 is 1,242,270 (PBC HS/EHS Community Assessment).

A summary of findings from the 2006 Community Assessment which follows, indicate that the need for HS/EHS services in the targeted communities remains high.

#### Summary of 2006 Community Assessment

An affordable housing crisis exists. Although in the county there is job growth, most existing and new jobs are low paying, unskilled, and/or part-time or temporary positions. Seventy-nine percent of respondents report an annual household income of less than \$20,000, compared to 50% last year. This may be an anomaly, but is cause for concern and will be monitored in upcoming annual assessments. With an average of 3.75 people per household, this income is at poverty level and well below the county average of \$43,540. Meanwhile, the average cost of used housing in the county is currently approaching \$400,000, compared to \$261,000 in 2004.

The number of Single Parent Households is at 56% of the total, up from 44% last year. Thirty-one percent are Mother and Father Households, down from 40% last year. The combination composes the

two predominant types of households in the county. Ninety percent of survey respondents are female. Almost two-thirds of the average county household population is made up of females compared to 52% of the households surveyed (1.6 females per 3.0 people per household). The number of respondents indicating head of household status is down, from 82% to 75% compared to last year.

Population growth projections continue to be realistic and robust, compared to last year. The County's population is becoming increasingly diverse. It can be characterized as a mix of white, black African-American, Caribbean, and Central/South American Hispanic. The combination of various cultures presents a variety of challenges concerning projection and application of trends on demographic effects, family lifestyles, economic well-being, health care issues, and delivery of quality education.

A trend to watch is the increasing desire – or demand – for higher educational attainment. Last year, 51.5% of respondents had a high school diploma, this year 60.5% do. Respondents this year indicated 38% are currently enrolled in some type of educational course, up from 27% last year. Although the client population has shown an increasing educational level over a three year period, income levels actually declined during the same period. Simultaneously, housing costs continue to spiral higher, well beyond the affordable level, making property ownership an unachievable goal. The unavoidable implication is that in spite of a continuously improving education level, the typical quality of life for the target population is continually declining.

There are no program changes resulting from a reconsideration of the decisions described in the following six (6) areas listed in 45CFR 1305.3 (c)

1. Help determine the grantee's philosophy, and its long range and short-range program objectives;
2. Determine the type of component services that are most needed and the program option or options that will be implemented;
3. Determine the recruitment area that will be served by the grantee, if limitations in the amount of resources make it impossible to serve the entire service area.
4. If there are Delegate Agencies, determine the recruitment area that will be served by the grantee and the recruitment area that will be served by the Delegate Agency.
5. Determine appropriate locations for centers and the areas to be served by home-based programs; and
6. Set criteria that define the types of children and families who will be given priority for recruitment and selection.

## Program Approach and Results or Benefits Expected

### Program Approach

There are no changes to the long-range goals and shorter-term program objectives presented in the 2006 Continuation Application.

There are four (4) major proposed program changes as follows:

### **1. Reduce the length of the Head Start day to six-and-half (6 ½) hours for the four (4) year old children.**

Currently our programs operate five (5) days/week, ten (10) hours/day for a full year. Federal Head Start funding has failed to keep pace with inflation and rising operational costs. Palm Beach County Head Start was able to maintain the level of services because of the significant cash overmatch provided by its Grantee, the Board of County Commissioners. Recent state property tax legislation has resulted in significant reductions in the County budget. It has now become impossible to continue the present level of services at the present funded enrollment.

We are therefore proposing the following:

Decrease the length of the Head Start day to 6 ½ hours for the four (4) year olds and 6 ½ -up to 10 hours for the three (3) year olds as needed. The length of the EHS day will remain at ten (10) hours. This change will allow us to prevent reducing our funded enrollment, operate a full day/full year program, and clears the way for PBCHS to apply for State Voluntary Pre-K (VPK) funds to provide the additional three (3) hours/day to the four (4) year olds.

**2. Adjustment in Early Head Start Agreement with Hispanic Human Resources Council Inc. (HHRC)**

The Grantee currently maintains a Delegate Agency Agreement with Hispanic Human Resources Council (HHRC, Inc) to serve twenty-four (24) Early Head Start children and families. This agreement will be re-negotiated and converted to a contract provider (child care partner). This will ensure that the children and families enrolled in this program receive the highest quality services with additional support from the Grantee.

**3. Termination of contractual agreement with Apostolic Children's Academy for Growth and Education and extension of contracts with existing Delegate/Contract Agencies to serve the thirty-two (32) slots.**

Apostolic Children's Academy for Growth and Education which currently serves thirty-two (32) Head Start children is losing the lease to their present facility. A new agreement will not be sought and the thirty-two (32) slots will be distributed among Grantee and other present Delegate and Contracted Agencies as follows:

Grantee	+ 3
Florence Fuller (Delegate)	+ 10
Union Missionary Baptist (Contracted)	+ 5
YWCA (Delegate)	+ 6
Education Development Center, Inc. dba my First Steps (Contracted)	+ 8

**4. Termination of Lease with Easter Seals**

PBCHS currently leases space for two (2) Head Start classrooms from Easter Seals Center in West Palm Beach. The lease will be terminated and the children transferred to the Grantee owned West Palm Beach Center which has been renovated to accommodate two (2) more classrooms.

The Grantee currently maintains a Delegate Agency agency agreement with Hispanic Human Resources Council (HHRC, Inc.) to serve twenty-four (24) Early Head Start children and families. This agreement will be re-negotiated and converted to a contract provider (child care partners). This will ensure that the children and families enrolled in this program receive the highest quality services with additional support from the grantee.

**Results or Benefits Expected**

PBC HS/EHS has made significant progress towards meeting goals and objectives established for the previous program year. This culminated in successful application for recertification as a NHTSA Program of Excellence (POE) for the fourth (4) time.

Six major goals were established for the program as follows:

Strategic Goal I: To Improve Business Management and internal Synthesis and Integration

Strategic Goal II: To Enhance the Use of Technology

Strategic Goal III: To Improve Quality Assurance and Outcomes

Strategic Goal IV: To place an Increased Focus on Human Resources and Organizational Development (HRD/OD)

Strategic Goal V: To Implement Value Added Family and Community Partnering

Strategic Goal VI: To Augment Facilities

Progress for Goals I, III and IV will be discussed as they relate to a special initiative that was titled, "Staying Federally Fit." This special initiative is designed to ensure that the Delegates and Contracted Agencies meet and/or exceed all HSPS and other requirements at all times. Four (4) major strategies towards this end were successfully implemented. They are:

**1. Development and full implementation of a new ongoing monitoring system called Quality Assurance and Service Reliability System (QA&SRS) – this is a planned systematic way of identifying and correcting potential non-compliance with HSPS in directly operated programs, Delegate Agencies and contracted services agencies; PBCHS/EHS programs policies and procedures; and finding and eliminating the root causes of quality problems in management and service delivery.**

Both Grantee Delegates and Contracted Agencies are doing a better job with ongoing monitoring utilizing the knowledge, experience and desire of a matrix of Quality Assurance teams to identify, document and correct management and service delivery problems. There is a daily, weekly, bi-weekly, monthly, quarterly and bi-annual cycle of monitoring. ATTACHMENT II

**2. Reorganization**

**The organization was restructured to "establish dynamic and cohesive management systems that support continuous improvement and foster commitment to providing the highest level of services to children and families in accordance with legislation, regulations and policies."**

Previously the organizational chart had an Outcomes and Quality (O&QA) unit. This unit was managed by the O&QA supervisor and had a complement of five (5) other staff including the Training and Technical Assistance Coordinator, Training Specialist, and three (3) Program Monitors. One of the consultant recommendations from the 2005 Strategic Plan is as follows: "Transfer the HR functions from O&QA. This serves to enable focus on the primary function of providing excellent products to the decision makers. The change offers full ability to center on the role of providing meaningful and useful feedback for guided decision making; and, to meet all compliance requirements along with fulfilling the strategic goal and its associated action plan."

As a result, the T&TA unit was moved under the supervision of the Assistant Director. PBCHS/EHS was found out of compliance with ongoing monitoring in the May/June 2005 Federal Review. The consultant who was hired to help us remediate the findings recommended shifting the function of monitoring from O&QA to the experts, i.e. the service area supervisors.

This was done and the capacity of their units strengthened to be able to conduct more frequent monitoring and technical assistance activities. The following adjustments were made to the organizational structure.

**Health** - Health Specialist was upgraded to Health Coordinator and given additional responsibilities. This brings the number of Health Coordinators to three (3).

**Inclusion** - Disabilities Specialist was upgraded to Disabilities Coordinator and this increased the number to two (2). The Mental Health contract was also extended.

**Early Childhood Education** - A fourth curriculum specialist was added to this unit.

**Early Head Start** - A curriculum specialist was added to the unit.

The Program monitors and O&QA supervisor positions were deleted from the staff complement.

**Family & Community Partnership** - This unit was split to create a Family and Parent Services Unit and an ERESA and Community Partnership Unit. Additional Outreach Workers and Family Service staff were added as needed to more effectively serve, monitor and provide technical assistance and training to all grantee and partner agencies.

These changes have resulted in monitoring being conducted according to the QA&SRS ongoing monitoring chart. Better corrective action plans (CAPs) are being written and implemented by conducting root cause analysis and proper follow-up. ATTACHMENT III

### **3. Evaluation of Organizational Capacity of Delegates and Contracted Services Agencies -**

The organizational capacity of all Delegates and Contracted Services Agencies was evaluated. This evaluation included programmatic as well as an audit of their Fiscal Management Systems.

Four (4) Head Start and two (2) EHS Delegates failed to meet the minimum threshold and their contracts were renegotiated to Contracted Services Agreements. Contracts were terminated two (2) others and Contracted Services were negotiated with two (2) new agencies. In addition, the Delegate Agency agreements were reviewed and modified to ensure that the language is adequate to hold delegates accountable for compliance with Head Start financial management rules and regulations.

These changes have resulted in all partner agencies providing higher quality services that match their capacity and experience. The grantee also has more control over the quality of their services and is more effectively using the agency's human resources to monitor and provide technical assistance and other support.

### **4. Training on Program Design and Management and Fiscal Management Systems and strengthening the partnership between the Grantee, Delegates and Contracted Agencies -**

Beginning January 2005, PBCHS/EHS began intensive retraining of Delegates and Contracted Agencies. Particular emphasis was placed on improving the leadership in these organizations. To that end, a 3-1/2 day retreat was conducted October 31-November 2, 2006 for the Grantee's management staff and the top leadership (Board, Directors, Policy Committee) of the Delegates and Contracted Services Agencies. A two (2) day follow-up Retreat was conducted in January 2007.

The purpose of the Staying Federally Fit Retreat is to:

Further enhance the partnership between the Grantee, Delegates and Contracted Child Care partners through better communication, effective interpersonal relationships, shared value, increased trust and creative synergy.

Further enhance partner agency's capacity to operate well-functioning programs and deliver high-quality services to children and families in accordance with Head Start and Early Head Start legislation, regulations and policies (HS/SPS 1304.50-1304.53, Subpart D; Fiscal Management i.e. part 1301, Part 74 & OMB Circular OMB A-122).

The progress of the partnership is being evaluated with a partnership survey which is done every six months. The survey has shown that we are making progress in the areas measured by the survey i.e., Communication, Collaboration, Teamwork, Decision Making, Conflict Resolution, Sensitivity to Time, Flexibility, Trust, Confidence and Leadership. ATTACHMENT IV

Progress towards Goal II: To enhance the use of technology, included implementation of the new ChildPlus engine and E-DECA. PBCHS/EHS also purchased the Talk System by Talk Technology which allows for communication in multiple languages simultaneously .

Progress towards Goal V: To implement Value Added Family and Community Partnership. PBCHS/EHS has seen tremendous increases in Male Involvement during this period. This was made possible by strategies such as monthly events, field trips, annual conference and tee-ball league. We continue to forge new partnerships and strengthen existing ones throughout the community. This was aided by such special initiatives as parent Internship and Work Experience, Youth Crime Prevention Summit and Partnership with Beacon Schools etc.

Progress towards Goal VI: To augment facilities, include:

- Major renovation of one center (Westgate)
- Enhanced ongoing monitoring of facilities and play grounds
- Installation of closed circuit television (CCTV) in several more of centers.
- Planning for expansion of one center (WPB), construction of a new replacement facility for Delray HS and EHS and administrative head quarters continues.

PBC HS is confident that we are making strides towards realizing the intended results:

- Head Start and Early Head Start children will be prepared for school and have better academic, social, emotional and health outcomes. Special initiatives such as Excelled Learners, Language Enrichment, Family Literacy and Kids Smart Computers are helping to realize this result. (Goals I-VI).
- Families will be helped towards economic independence and otherwise strengthened in their ability to care for and advocate for their children. (Goal V)
- HS and EHS communities will be strengthened as HS/EHS families and program collaborate with schools and other community agencies to tackle issues of drugs, violence, substandard housing and other destructive forces in the communities in which our families live. (Goal V)
- Through the partnerships with community child care agencies, it is expected that more children will be the beneficiary of the comprehensive services provided by Head Start and Early Head Start program. (Goals I, III, IV)
- The Grantee, Delegates and Contract for Services HS/EHS programs will be engaged in effective ongoing monitoring and continuous improvement and remain in full compliance with Performance Standards and other regulations at all times. (Goals I, III, IV)
- Fathers and significant males in the lives of The Head Start/EHS children will become more involved in the children's lives. (Goal V)
- The gap in minority academic, health and other outcomes will be narrowed and removed. (Goals I-VI)

- Palm Beach County HS/EHS staff will develop their skills and qualifications, work in environments more conducive to learning, thus ensuring better outcomes for the children and families. Other Special initiatives towards this include enhance new employee orientation, career counseling and advisement. (Goal VI)

In Fiscal year 07/08, Palm Beach County HS/EHS intends to “invest in present and future generations”. We intend to continue striving to fulfill our *mission “to provide world class comprehensive services that will empower the children, families and the communities”* we serve.

**DISCLOSURE OF LOBBYING ACTIVITIES**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: _____	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known: _____	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u>Addie L. Greene</u> Print Name: <u>Addie L. Greene</u> Title: <u>Chairperson</u> Telephone No.: <u>355-2207</u> Date: _____	
Federal Use Only		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

**APPROVED AS TO TERMS AND CONDITIONS**

BY: [Signature]  
**DEPARTMENT HEAD**

**APPROVED AS TO FORM AND LEGAL SUFFICIENCY**

[Signature]  
**COUNTY ATTORNEY**



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## CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

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### Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

*Controlled substance* means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

*Conviction* means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

*Criminal drug statute* means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

*Employee* means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

#### Certification Regarding Drug-Free Workplace Requirements

##### Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number (s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



Signature

Addie L. Greene

Title

Chairperson

Organization

Palm Beach County Board of County Commissioners

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

  
COUNTY ATTORNEY

APPROVED AS TO TERMS  
AND CONDITIONS

BY:

  
DEPARTMENT HEAD

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## **CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

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## CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

### Certification Regarding Debarment, Suspension, and Other Responsibility Matters-- Primary Covered Transactions

#### Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency

entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

\*\*\*\*\*

#### Certification Regarding Debarment, Suspension, and Other Responsibility Matters-- Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-- Lower Tier Covered Transactions



## Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

\*\*\*\*\*

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--  
Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

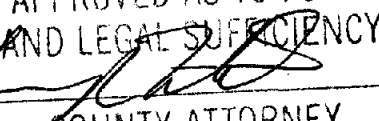
1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

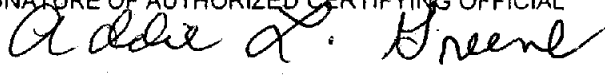
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

**APPROVED AS TO TERMS  
AND CONDITIONS**

BY:

  
DEPARTMENT HEAD

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY  
  
COUNTY ATTORNEY

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 		TITLE	
Addie L. Greene		Chairperson	
APPLICANT ORGANIZATION		DATE SUBMITTED	
Palm Beach County Board of County Commissioners			



**HEAD START POLICY COUNCIL**  
**WEDNESDAY - June 27, 2007**  
**Riviera Beach Center**  
**MINUTES**

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**The Meeting started at 6:12 PM**

**MEMBERS PRESENT:**

Kenny Higgins, Riviera Rep.  
Tracy Saunders, Boynton, Alt.  
James Stewart, EHS Delray, Alt  
Juliet Murdock, San Castle Rep  
Blondsha Harris, Westgate, Alt  
Retha Lowe, Community Rep.  
Maxine Schoolfield, Community Rep.  
Theresa Lamoureux, South Bay Rep.

Stephanie Taylor, Boynton Rep  
Gloria Bostwick, HS Delray, Alt.  
Yolanda Warren, Palm Glade Rep.  
Nancy Ramos, HS South Bay, Rep.  
Sharon Watson Grant, WPB, Rep.  
Diane L. Walker, Community Rep.  
Gwenette Royal, Community Rep

**HEAD START STAFF PRESENT:**

Dr. Carmen Nicholas, Director  
Nicole Muhammad, Senior Secretary  
Patrice Thompson, Parent Involv. Specialist

John Quatrini, Assistant Director  
Phyllis Blackmon, Family Serv. Spec.

**OTHERS**

None

**Quorum was reached at 6:30 P.M.**

**CALL TO ORDER**

Mr. Higgins, Policy Council Chair, called the meeting to order.

**MEDITATION**

Mr. Higgins requested a moment of meditation.

**ROLL CALL.....Patrice Thompson, Parent Involvement Specialist**

Roll Call was conducted by Ms. Thompson, Parent Involvement Specialist for Head Start/Early Head Start and Children's Services.

**CHANGES/ADD-ON'S/DELETIONS TO AGENDA**

There were no add-on's or deletions to the agenda.

**MOTION TO APPROVE AGENDA - JUNE 27, 2007**

A motion to approve the agenda of June 27, 2007 as is was made by Retha Lowe and seconded by Nancy Ramos. The motion carried.

**READING AND/OR APPROVAL OF MINUTES - MAY 23, 2007**

The minutes were motioned for approval by Retha Lowe and seconded by Nancy Ramos. The motion carried.

## REPORTS

### **Director's Report - May, 2007 - Approval**

Dr. Nicholas announced that this is the last meeting for this school year. You received a package in the mail which included her report. Dr. Nicholas stated that the only thing she would like to thoroughly explain is the 2007-2008 School Calendar that Michele Troy put together.

Dr. Nicholas explained what is going to take place during the Summer break 1 and Summer break 2. One half of the Head Start/EHS centers will be open for five days for Summer break one(1) with reduced attendance from July 28 through August 1, 2008 and the other half will be closed. The other half of the centers for summer break two(2) will be open for five days with reduced attendance from August 4 through August 8, 2008 and the other half will be closed. All children needing care during both periods will receive services either in their own center or another center. The teachers will also have time to prepare their classrooms during that time. The school year will start August 19, 2007. There were some discussions regarding the school year calendar.

Mr. Higgins requested a motion to approve the May, 2007 Director's report.

A motion was made to approve the May, 2007 Director's report by Juliet Murdock and seconded by Sharon Watson Grant. Motion carried.

### **Fiscal Report - May, 2007 - Approval**

Dr. Nicholas discussed the Head Start and Early Head Start Budgets separately. She described how much has been spent for Salaries and Benefits as well as Operating Costs. Dr. Nicholas stated that we are on target with our spending. Overall spending is 54% for the Early Head Start Budget. Dr. Nicholas talked about the nurse that they are trying to get for Early Head Start. Dr. Nicholas has been unsuccessful in hiring a nurse. Because of the budget situation, Dr. Nicholas found another way to get a nurse by getting a sub-contract. Some questions were raised: Is it a Registered nurse or LPN nurse? What a nurse does? Dr. Nicholas gave a brief overview of the duties. Dr. Nicholas asked if there were any questions.

Mr. Higgins requested a motion to approve the May, 2007 Fiscal Report for Head Start and Early Head Start.

A motion was made to approve the Fiscal Report for HS/EHS for May, 2007 by Juliet Murdock and seconded by Retha Lowe. Motion carried.

**Personnel Committee Reports - June, 2007 - Approval**

The Staff Issues/New hire list was distributed. Mr. Higgins stated that a justification must be submitted before filling any position because of the budget situation. Mr. Higgins also stated that position 6690 Child Development Associate I is not a vacancy and is not a promotion.

Dr. Nicholas explained the reason why a Justification Form has to be submitted with each Requisition. Dr. Nicholas also explained the reason why some positions are on hold or were deleted from the complement. One member asked about why EHS South Bay doesn't have a CDA II position? Dr. Nicholas explained that HS South Bay and EHS South Bay are in the same building therefore, one CDA II is over the all center. There are others alternatives that Dr. Nicholas is working on to upgrade CDA II who are in the larger centers.

Mr. Higgins requested a motion to approve the June, 2007 Personnel Committee Reports with the changes.

Ms. Murdock made a motion to approve the Personnel Committee Reports for June, 2007 and seconded by Ms. Lowe. The motion carried.

**FY 2006/2007 COLA Application - Approval**

Dr. Nicholas stated that we received the COLA Application on June 19, 2007. COLA stands for "Cost of Living Adjustment." Dr. Nicholas stated that we received this year a 1.5% Cost of Living Adjustment and the county will match 20% to it. We are required by law to give the Delegate Agencies the same percentage under the award that we received. We have four(4) Delegate Agencies (Florence Fuller, Hispanic Human Resources, Delray Full Service and YWCA). We are also giving this to the contract providers.

Mr. Higgins requested a motion to approve the FY 2006/2007 COLA Application.

A motion was made by Mr. Stewart to approve the 2006/2007 COLA Application and seconded by Ms. Murdock. Motion carried.



**2007-2008 Refunding Application - Approval**

Dr. Nicholas stated that the Refunding Application is due to the Regional Office no later than June 30, 2007. We requested an extension of the deadline to submit the Refunding Application, as well as a reduction of the length of day for the four(4) year olds, or decrease in funded enrollment.

Dr. Nicholas stated that she was required to present four(4) different versions of budget reductions in anticipation of property tax reductions. Dr. Nicholas gave a detailed review of the 2007/2008 Refunding Application.

Mr. Higgins requested a motion to approve the 2007/2008 Refunding Application.

A motion to approve the 2007/2008 Refunding Application was made by Ms. Lowe and seconded by Ms. Ramos. Motion carried.

**Delegate Agency/Contract Provider Changes - Approval**

Dr. Nicholas stated that the contractual agreement with Apostolic Academy for Growth and Education (1125 Grant Street) to serve thirty-two(32) Head Start children will be terminated June 30<sup>th</sup>, 2007, due to the fact that they are losing the lease on the building. The thirty-two slots will be distributed as follows:

- Three (3) at Riviera Beach/Delray Head Start
- Five (5) Union Baptist
- Six (6) at YWCA
- Eight (8) My First Steps
- Ten (10) Florence Fuller

Some questions were raised regarding location and teachers. Dr. Nicholas explained that some of the children were transitioned to Public School and the teachers are not Head Start teachers. This decision saves the Grantee \$19,000.00.

A motion to approve the Delegate Agency/Contract Provider Changes was made by Ms. Stephanie Taylor and seconded by Ms. Yolanda Warren. Motion carried.

**New Curriculum - Approval**

Dr. Nicholas stated that a Curriculum change was needed to be more consistent with VPK certified curricula. The Education Committee conducted a review and has recommended "The Creative Curriculum for Preschool" by Teaching Strategies Inc. which addresses all areas of development. Curriculum Training for thirty (30) Administrators will be provided by Teaching Strategies Inc. July 16, 17, and 18, 2007. Kaplan will provide additional training at half price at Pre-Service. Everyone is invited to participate at the training. Policy Council members and Volunteers are welcome.

During the Pre-Service Conference, there will be special track sessions for Family Service Specialists, Supervisors and staff to learn how to communicate and work with parents.

Mr. Quatrini talked about the Pre-Service Conference at the Northwood University from July 25-27, 2007. The theme is "Strengthening Families by Building Positive Relationships." Dr. Nicholas mentioned that there will be special sessions on Wednesday Thursday and Friday morning for the parents.

Ms. Murdock made a motion to approve the New Curriculum as presented. Seconded by Ms. Taylor. Motion carried.

**OTHER/COMMENTS/SUGGESTIONS**

A member requested to have the meeting at night at South Bay. Dr. Nicholas said that at the beginning of each year, Policy Council members have the opportunity to determine "by survey" the location and time they would like to have those meetings. In September, we will have this opportunity.

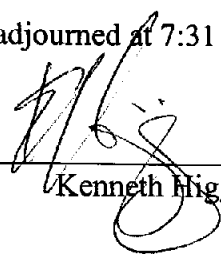
Dr. Nicholas stated that Policy Council members are still seated even though we are in recess until September. They should be available when called upon for "Emergency Meetings" such as Pre-Termination hearings and so on.

Next Policy Council meeting will be in September, 2007

**ADJOURNMENT**

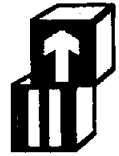
The meeting was adjourned at 7:31 p.m.

Reviewed by:



Kenneth Higgins, Chair

7/2/07  
Date



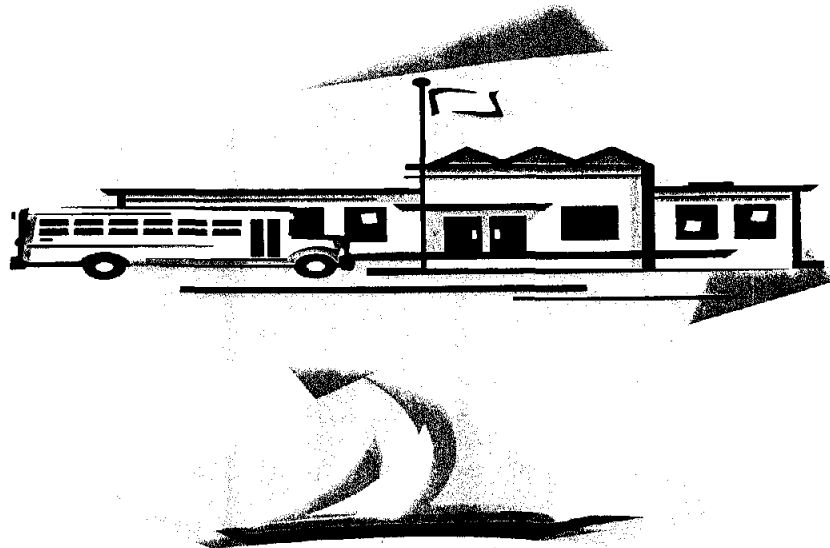
**Palm Beach County Head Start/Early Head Start & Children's Services  
2007 - 2008 Pre-School Head Start Funded Enrollment**

	<b>DIRECTLY OPERATED CENTERS</b>	<b># CLASSROOMS</b>	<b># CHILDREN</b>
1.	Delray Beach	4	66
2.	Boynton Beach	6	114
3.	Lake Worth	5	90
4.	West Palm Beach	8	117
5.	Westgate	2	32
6.	Riviera Beach	6	113
7.	Jupiter	4	65
8.	Palm Glades	4	74
9.	South Bay	7	128
10.	Pahokee	6	99
11.	Easter Seals	2	37
	<b>Sub-Total</b>	<b>54</b>	<b>935</b>
<b>DELEGATE AGENCIES/FULL START CENTERS</b>			
1	Florence Fuller Child Development Center (2 SITES)	8	156
2	School District (Delray Full Services)	10	185
3	Young Women's Christian Association (2 SITES)	6	84
4	Hispanic Human Resources Council (2 SITES)	15	261
	<b>Sub-Total</b>	<b>39</b>	<b>686</b>
<b>CONTRACTED CHILD CARE SERVICES</b>			
1	Apostolic Child Development Center	5	78
2	Union Baptist Missionary Church	2	37
3	A Step Above Early Learning Center	1	20
4	My First Steps Preschool	5	82
5	The King's Kids Early Learning Center	2	33
	<b>Sub-Total</b>	<b>15</b>	<b>250</b>
	<b>Total Number of Classrooms /Children</b>	<b>108</b>	<b>1,871</b>
	<b>Total Funded Enrollment</b>		<b>1,871</b>



# **Palm Beach County**

Head Start/Early Head Start and Children's Services



## **Grantee, Delegate Agency/Contracted Services Geographic Service/Recruitment Areas**

May 2, 2006

**Carmen A. Nicholas, PhD**  
Head Start/Early Head Start Director

# Palm Beach County Head Start Early Head Start

Grantee, Delegate Agency/Contracted Services



**Dr. Carmen A. Nicholas**  
**Head Start Director**  
 (561) 233-1611

- G** Grantee
  - Head Start
  - Boynton Beach
  - Delray Beach
  - Jupiter
  - Lake Worth
  - West Palm Beach
  - Westgate
  - Riviera Beach
  - Palm Glades
  - South Bay
  - Pahokee
  - Easter Seals

- E** Grantee
  - Early HS
  - Delray Beach
  - San Castle
  - South Bay

- D** Delegate
  - Head Start
  - Delray Full Ser Ctr.
  - Florence Fuller E
  - Florence Fuller W
  - YWCA E.
  - YWCA W.
  - Hispanic HRC E
  - Hispanic HRC W

**HS Contracted Services**

- \*\*Apostolic CDC
- \*Apostolic CAGE
- \*\*My First Steps
- \*The Kings Kids, ELC
- \*Union Baptist Church
- \*A Step Above ELC

- E** Delegate
  - Early HS
  - Hispanic HRC, INC

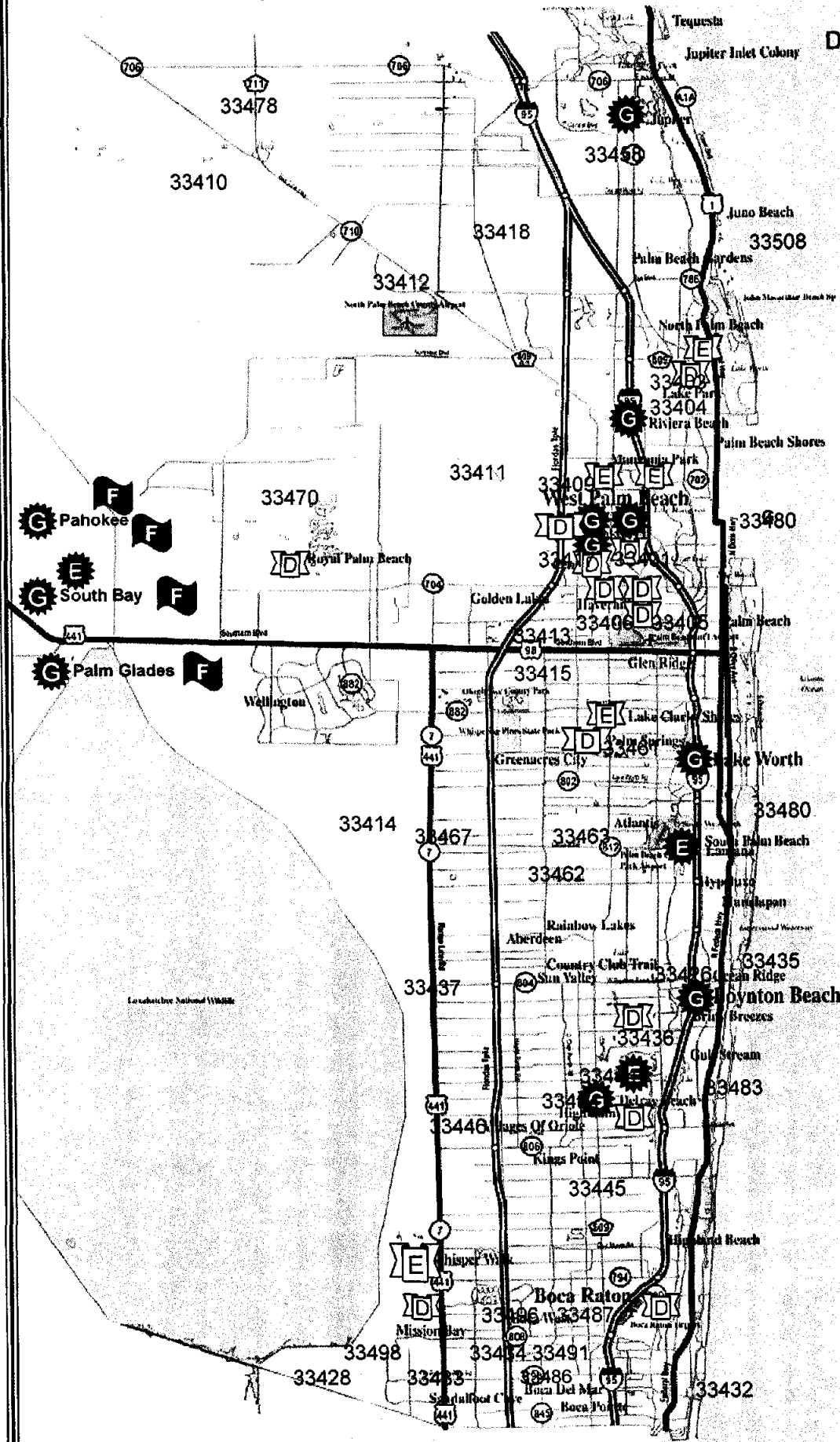
**EHS Contracted Services**

- \*\*Apostolic CD, INC
- \*Emmanuel CD, INC

- F** Florence Fuller, Inc.
  - Family Central**
  - Sub-Contracted
  - Child Care Services

\*Family Child Care Homes

RW - O&QA 5/02/06



•ECE & CCFP

•• FCF, F&CPs & CCFP



Martin County  
Palm Beach County



# Palm Beach County

Atlantic Ocean

## LEGEND

- 3 Map Number
- ★ Important Place
- Florida's Turnpike
- ⊙ Airport
- ⊙ Fishing Pier
- YWCA WPB
- YWCA RPB

- Pahokee HS
- FCCH (2)
- 33476
- South Bay HS/EHS
- Palm Glades HS

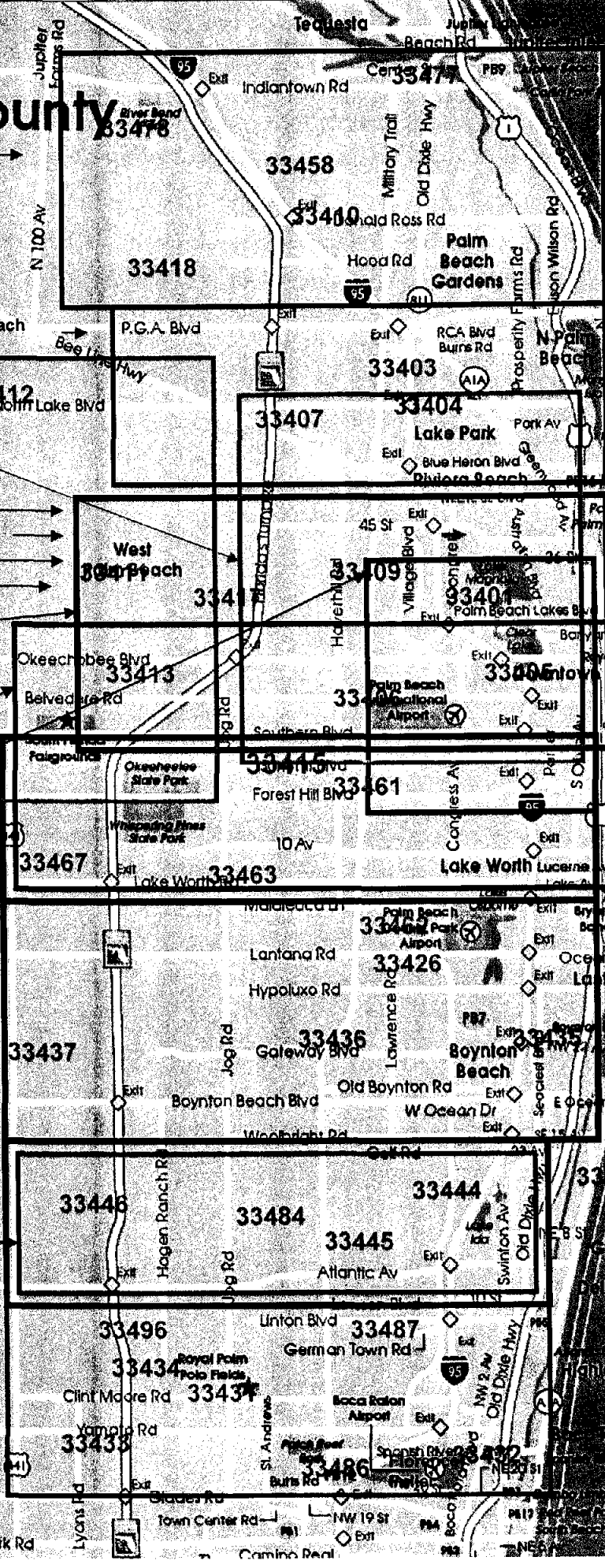
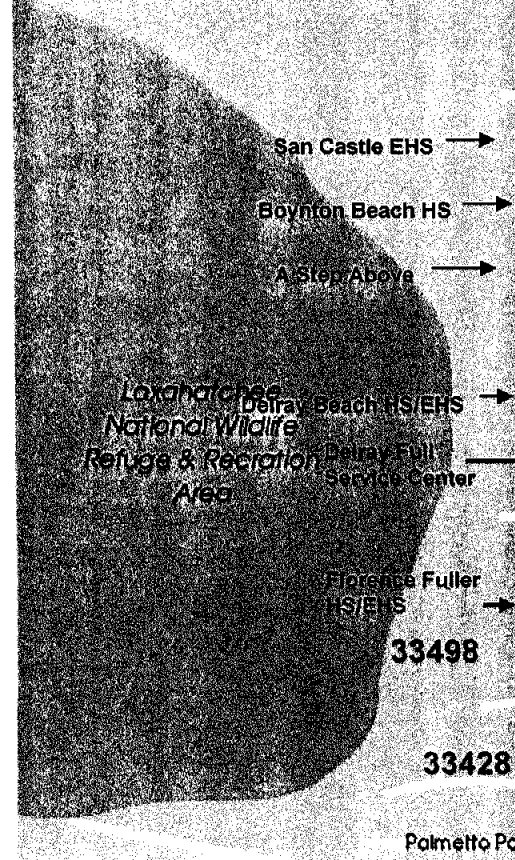
- 33430
- 33493
- FCCH (1-SB)
- FCCH (1-BG)

- Hispanic NP
- Hispanic G HS/EHS
- Wellington
- Lake Worth HS

- San Castle EHS
- Boynton Beach HS
- A Step Above

- Loxahatchee National Wildlife Refuge & Recreation Area
- DeLay Beach HS/EHS
- DeLay Full Service Center

- Florence Fuller HS/EHS
- 33498



Atlantic Ocean



# Palm Beach County

## Head Start, Delegate Agencies/Contracted Services Recruitment Area

<b>Grantee - Head Start</b>		<b>Delegate Agency</b>	
Boynnton Beach 909 NE 3 <sup>rd</sup> Street Boynnton Beach, FL 33435	North of Gulf Stream South of Lantana Rd. East of 441, West of the Atlantic Ocean	The School Board of PBC Delray Full Service Center 301 S.W. 14th Avenue Delray Beach, FL 33444	Entire City of Delray Beach
Delray Beach 600 SW 15 <sup>th</sup> Avenue Delray Beach, FL 33444	North of Clint Moore Rd South of Gulf Stream East of 441 West of the Atlantic Ocean	Florence Fuller CDC, Inc. (East) 200 NE 14th Street Boca Raton, FL 33432	Entire City of Boca Raton
Easter Seals 213 S. Congress Avenue West Palm Beach, FL 33409	North of Forest Hill So. of Riviera Bch Line (1 <sup>st</sup> St.) East to Florida Turnpike West of the Atlantic Ocean	Florence Fuller CDC, Inc. (West) 10130 185 <sup>th</sup> Street South Boca Raton, FL 33498	Entire City of Boca Raton
Jupiter 6415 Indiantown Road Jupiter, FL 33458	North of PGA South of the County Line East of 441 West of the Atlantic Ocean	Hispanic Human (West) Resources Council, Inc. 1427 Congress Ave. West Palm Beach, 33406	North to Belvedere Rd. South to Lantana Rd. East to Flagler Dr. West to 441
Lake Worth 1699 Wingfield Street Lake Worth, FL 33460	North of Lantana Rd South of Forrest Hill Blvd. East of 441 West of the Atlantic Ocean	Hispanic Human (East) Resources Council, Inc. 2727 Georgia Avenue West Palm Beach, 33406	North to Palm Beach Lakes Blvd. South to Lake Worth Rd. East to Flagler Dr. West to Military Trail.
Pahokee 380 East 5 <sup>th</sup> Street Pahokee, FL 33476	Entire city of Pahokee	YWCA of Sapodilla (East) 1009 N. Sapodilla Avenue West Palm Beach, 33401.	North to Silver Beach Road South to Forest Hill Blvd East to Flagler Drive West To Jog Road
Palm Glades 850 Palm Glades Drive Belle Glades, FL 33430	Entire city of Belle Glades and South Bay	YWCA of PBC (West ) 1030 Royal Palm Beach Royal Palm Beach 33411	North to Northlake Blvd South to Lake Worth Road West to 210th Trail Loxahatchee East to Jog Road
Riviera Beach 1440 W. Martin Luther King Blvd. Riviera Beach, FL 33404	North of 1 <sup>st</sup> Street South of PGA East of Florida Turnpike West of the Atlantic Ocean		
South Bay 990 US HWY 27 North South Bay, FL 33493	Entire city of Belle Glades and South Bay		
West Palm Beach 100 Chillingsworth Drive West Palm Beach, FL 33409	North of Forrest Hill So. of Riviera Bch Line (1 <sup>st</sup> St.) East to Florida Turnpike West of the Atlantic Ocean		
Westgate 3691 Oswego Avenue West Palm Beach, FL 33409	North of Forrest Hill So. of Riviera Bch Line (1 <sup>st</sup> St.) East to Florida Turnpike West of the Atlantic Ocean		

**Palm Beach County**  
**Early Head Start/Delegate Agency**

Grantee Early Head Start		Delegate Agency Early Head Start	
Delray Beach 346 SW 6 <sup>th</sup> Avenue Delray Beach, FL 33444	North of Clint Moore Rd South of Gulf Stream East of 441 West of the Atlantic Ocean	Hispanic Human RC 1427 Congress Ave. West Palm Beach, 33406	North to Belvedere Rd. South to Lantana Rd. East to Flagler Dr. West to 441
San Castle 1101 Mentone Road Lake Worth, FL 33406	North of Gulf Stream South of Lantana Rd. East of 441, West of the Atlantic Ocean		
South Bay 990 US HWY 27 North South Bay, FL 33493	Entire city of Belle Glades and South Bay		

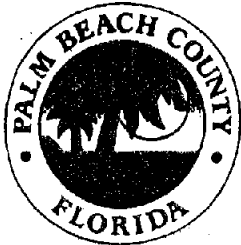
**Contracted Services**

Head Start		Early Head Start	
Apostolic CDC, Inc. 800 14th Street West Palm Beach, 33401	Located in Head Start catchment area, West Palm Beach Boundary	Apostolic CDC, Inc. 800 14th Street West Palm Beach, 33401	Located in Head Start catchment area, West Palm Beach Boundary
Apostolic CAGE. 1125 Grant Street West Palm Beach, 33407	Located in Head Start catchment area, West Palm Beach Boundary.	Emmanuel CDC, Inc. 1309 Georgia Avenue West Palm Beach, 33401	Located in Head Start catchment area, West Palm Beach Boundary
The King's Kids E LC, Inc. 5917 Haverhill Road West Palm Beach, 33407	Located in Head Start catchment area, West Palm Beach and Riviera Beach Boundaries.	Florence Fuller CDC, Inc. (West) 10130 185 <sup>th</sup> Street South Boca Raton, FL 33498	Entire City of Boca Raton
The Union MBC, Inc. 3900 Broadway West Palm Beach, 33407	Located in Head Start catchment area, West Palm Beach & Riviera Beach Boundary		
Education Development Center, Inc., dba My First Steps 1. Vilma 4718 Vilma Lane, WPB, FL 33417 2. Westgate 2440 Westgate Ave, W.P.B. FL 33401 3. Parker 2300 Parker Lane, W.P.B, FL 33401	Located in Head Start catchment area, West Palm Beach Boundary		
A Step Above Learning Ctr Inc. (dba A Step Above Early Learning Ctr) 1114 S.E. 2 <sup>nd</sup> Street Boynton Beach, FL 33435	Located in Head Start catchment area, Boynton Beach Boundary		

**Family Central - Family Child Care Homes**

Vivene Smith 205 SW 7 <sup>th</sup> Avenue South Bay, FL 33493	Entire city of Belle Glades and South Bay	Monica Walkes-Watt 8816 Eldorado Drive Pahokee, FL 33476	Entire City of Pahokee
Essie Snipe 8860 Eldorado Drive Pahokee, FL 33476	Entire City of Pahokee	Monica Turner 916 SW 12 <sup>th</sup> Street Belle Glades, FL 33430	Entire city of Belle Glades and South Bay





**PALM BEACH COUNTY**  
**HEAD START / EARLY HEAD START & CHILDREN'S SERVICES**

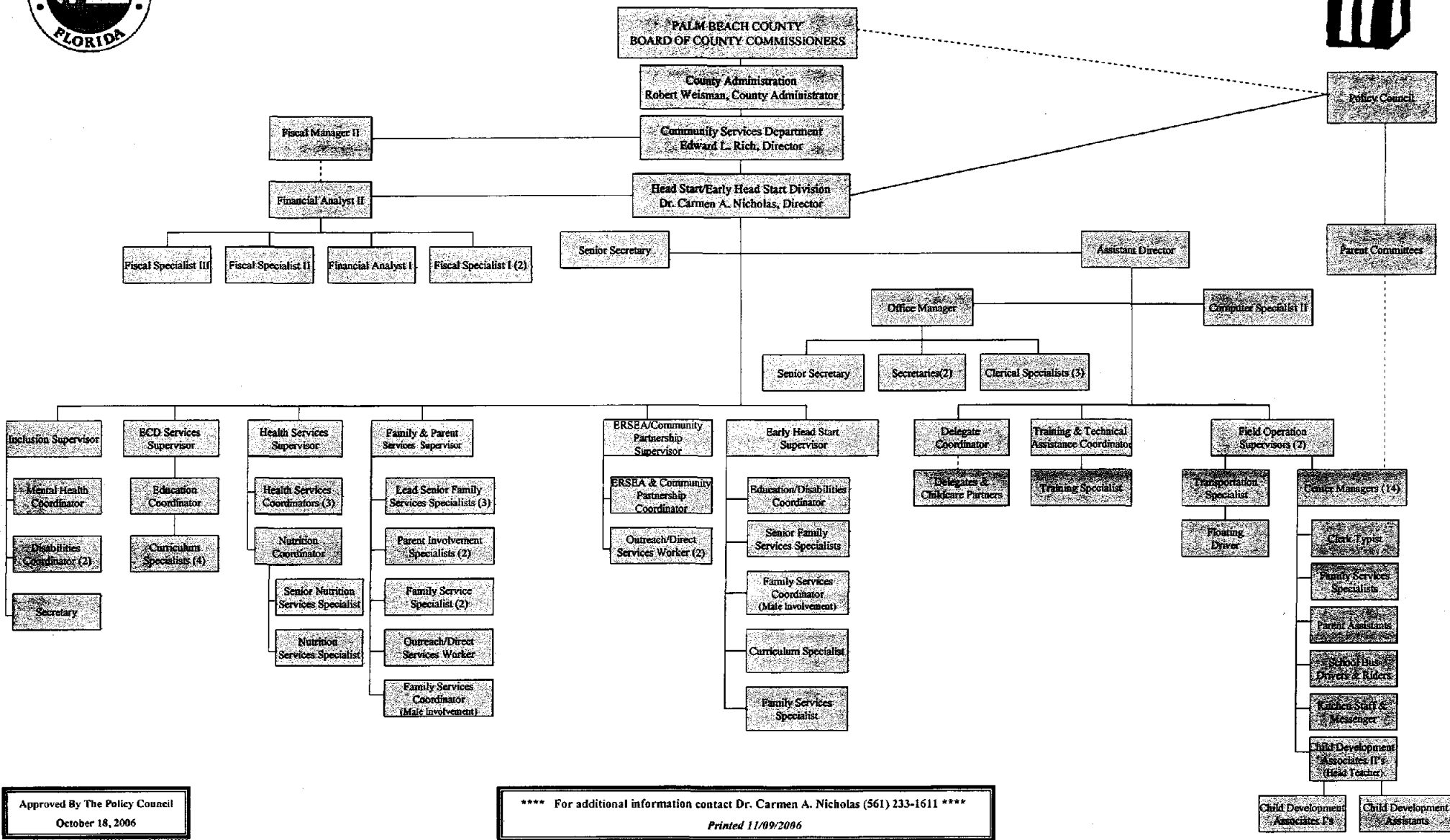
**QUALITY ASSURANCE & SERVICE RELIABILITY SYSTEM**

ATTACHMENT 3



PALM BEACH COUNTY, FLORIDA  
HEAD START/EARLY HEAD START & CHILDREN SERVICES

ORGANIZATIONAL CHART



Approved By The Policy Council  
October 18, 2006

\*\*\*\* For additional information contact Dr. Carmen A. Nicholas (561) 233-1611 \*\*\*\*  
Printed 11/09/2006

File: Head Start Org 2006 1018 2006 rj/tdm 11/09/06

**ATTACHMENT 4**

**EVALUATING PBCHS/EHS, DELEGATES & CONTRACTED SERVICES PARTNERSHIP SUCCESS**

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

**INSTRUCTIONS:** Check the box you believe best describes the partnership relationship for the period April 2007 - June 2007

**1 = None of the time      2 = Some of the time      3 = Most of the time      4 = All of the time      N/A**

<b>CRITERION</b>	<b>QUESTIONS</b>					
<b>Communication</b>	1. I am kept informed about situations or changes that may affect upon the HS/EHS Services					
	2. Partners effectively communicate with each other about HS/EHS related issues.					
	3. I believe that partners give and receive constructive feedback from each other.					
<b>Collaboration and Teamwork</b>	1. Goals are clear and universally accepted.					
	2. Partners collaborate with one another to accomplish our purpose.					
	3. My input is valued and utilized just as much as anyone else is within our partnership.					
<b>Decision Making</b>	1. Issues or challenges are easily resolved among partners.					
	2. I believe that my partners are able to solve routine problems before they become major conflicts					
<b>Conflict Resolution</b>	1. When a conflict exists, partners tend to focus on the situation and not on the person.					
	2. I believe that conflicts are resolved appropriately based upon the partnering agreement.					
<b>Sensitivity to Time</b>	1. I receive what I need from my partners in a timely manner.					
	2. When scheduling a meeting, partners are sensitive to and considerate of each other's busy schedule.					
<b>Flexibility</b>	1. When able, partners are willing to change their schedule to accommodate each other's needs.					
	2. Partners are flexible to try a new idea, even if they personally disagree with it.					
<b>Trust and Confidence</b>	1. I feel that I can share my true feelings and concerns with other partners.					
	2. I have confidence that partners are making decisions based upon what is best for children, families and the HS/EHS Program overall.					
	3. Overall, I believe that other partners are committed to the partnership agreement.					
<b>Leadership</b>	1. I believe that PBCHS/EHS provides appropriate leadership and coordination of the ECE partnership.					
	2. Leadership facilitates and supports team building.					

If you checked a "3" on a "1-5" on any question, please comment on how the program can improve in this area:

PLEASE PRINT OR TYPE YOUR COMMENTS IN THIS AREA

Thank you very much for your participation!

Portions of this survey instrument draw on the work of Roz D. Lasker, M.D., Center for the Advancement of Collaborative Strategies in Health, Division of Public Health, The New York Academy of Medicine, New York, NY and Keith Provan, Ph.D., School of Public Administration and Policy, The University of Arizona, Tucson, AZ.