

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

Meeting Date: June 17, 2008    Consent                     Regular  
      Ordinance                      Public Hearing

Department

Submitted By: Community Services

Submitted For: Head Start/Early Head Start & Children's Services

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**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve: a Refunding Application for Federal assistance in the amount of \$14,331,041 (Head Start \$12,611,541 & Early Head Start \$1,719,500) to operate the Full Day/Full Year Head Start and Early Head Start programs for the period October 1, 2008 through September 30, 2009.

**Summary:** The FY 2008/2009/Full Day/Full Year Head Start/Early Head Start Program will provide comprehensive child development services to 1,871 (3-5 years) and 180 pregnant women, infants/toddlers and economically disadvantaged children in Palm Beach County. Total funding of \$23,143,914 (for the Head Start /Early Head Start Program) consists of Federal funds of \$14,331,041; Children’s Services Council funds of \$454,964 and Palm Beach County required funding of \$3,582,760 with overmatch funding of \$4,775,149. The County’s portion has been requested in the FY 2009 budget. The refunding application is due to Department of Health & Human Services by June 30, 2008. (Head Start) Countywide (TKF)

**Background and Justification:** In accordance with the Head Start Act, The Palm Beach County Head Start/Early Head Start & Children’s Services Division operates programs funded by the Administration for Children, Youth, and Families (ACYF), U.S. Department of Health & Human Services. The division will operate the FY 2009 program to serve 2,051 economically disadvantaged children (0-5 years) at twelve (12) County operated child care centers and eleven (11) contractually operated child care agencies. The funding distribution is summarized below:

Program	Federal	County	CSC	Total
Head Start	\$12,611,541	\$8,207,860	\$297,551	\$ 21,116,952
Early Head Start	<u>\$ 1,719,500</u>	<u>\$ 729,118</u>	<u>\$157,413</u>	<u>\$ 2,606,031</u>
FY08 Total	<u>\$14,331,041</u>	<u>\$8,936,978</u>	<u>\$454,964</u>	<u>\$ 23,722,983</u>
Head Start	\$12,611,541	\$7,606,286	\$297,551	\$20,515,378
Early Head Start	<u>\$ 1,719,500</u>	<u>\$ 751,623</u>	<u>\$157,413</u>	<u>\$ 2,628,536</u>
FY09 Total	<u>\$14,331,041</u>	<u>\$8,357,909</u>	<u>\$454,964</u>	<u>\$23,143,914</u>

**Attachments:** FY 2009 Funding Application

Recommended by: \_\_\_\_\_  
 Department Director

5-30-2008  
 Date

Approved By: \_\_\_\_\_  
 Assistant County Administrator

6-12-08  
 Date

**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2008	2009	2010	2011	2012
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	\$23,722,983	\$23,143,914	_____	_____	_____
External Revenue	(\$14,786,005)	(\$14,786,005)	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<b>\$8,936,978</b>	<b>\$8,357,909</b>	_____	_____	_____
<b># ADDITIONAL FTS POSITIONS (Cumulative)</b>	_____	_____	_____	_____	_____

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

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

Federal US HHS	\$14,331,041
PBC	\$ 8,357,909
CSC	\$ 454,964
	<u>\$ 23,143,914</u>

**HEAD START GRANT PROGRAM**

**Departmental Fiscal Review:**

**III. REVIEW COMMENTS**

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

<p><u>Atwillhite 6.5.08</u>                  OFMB                  6/5/08 m 6/4                  en 6/2/08</p>	<p><u>Don J. Jacobs 6/9/08</u>                  Contract Administration                  B. Jones 6/9/08</p>
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**B. Legal Sufficiency:**

J. [Signature] 6/10/08  
 Assistant County Attorney

**C. Other Department Review:**

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

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

**BUDGET INFORMATION -Non-Construction Programs**

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal	Non-Federal	Federal	Non-Federal	Total
1. Program Operation	93.600			\$12,477,482.00	\$7,903,837.00	\$20,381,319.00
2. T&TA	93.600			\$134,059.00		\$134,059.00
3.						
4.						
5. Totals				\$12,611,541.00	\$7,903,837.00	\$20,515,378.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total	
	(1) Program Operation	(2) T&TA	(3)	(4)		
a. Personnel	\$5,609,955.00				\$5,609,955.00	
b. Fringe Benefits	\$2,407,308.00				\$2,407,308.00	
c. Travel						
d. Equipment						
e. Supplies	\$37,159.00				\$37,159.00	
f. Contractual	\$3,533,916.00				\$3,533,916.00	
g. Construction						
h. Other	\$734,854.00	\$134,059.00			\$868,913.00	
i Total Direct Charges (sum of 6a - 6h)	\$12,323,192.00	\$134,059.00			\$12,457,251.00	
j. Indirect Costs	\$154,290.00				\$154,290.00	
k. TOTALS (sum of 6a - 6j)	\$12,477,482.00	\$134,059.00			\$12,611,541.00	
7. Program Income						

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Standard Form 424A (Rev. 7-97)  
Prescribed by OMB Circular A-102

# APPLICATION FOR FEDERAL ASSISTANCE

		2. DATE SUBMITTED:	Applicant Identifier 04CH3046
1. TYPE OF SUBMISSION		3. DATE RECEIVED BY STATE:	State Application Identifier
Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY	
Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		Federal Identifier 596000785	
<b>5. APPLICANT INFORMATION</b>			
Legal Name: Palm Beach County		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 the 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: FL Zip Code: 33406		Last Name: Nicholas	
Country: United States of America		Suffix:	
		Email: cnicholas@co.palm-beach.fl.us	
6. EMPLOYER IDENTIFICATION NUMBER (EIN)		Phone Number (give area code)	Fax Number (give area code)
5 9 - 6 0 0 0 7 8 5		561-233-1611	561-233-1633
8. TYPE OF APPLICATION		7. TYPE OF APPLICANT (enter appropriate letter in box) <span style="border: 1px solid black; padding: 2px;">B</span>	
<input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> Other (specify):		Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:		9. NAME OF FEDERAL AGENCY:	
9 3 - 6 0 0		Department of Health & Human Services	
TITLE (Name of Program):		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States etc.): Palm Beach County, Florida		Head Start & Early Head Start Refunding Application for October 1, 2008 through September 30, 2009	
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:	
Start Date: 10/1/2008	Ending Date: 9/30/2009	a. Applicant 16, 19, 22, 23	b. Project 16, 19, 22, 23
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a Federal	\$ 12,611,541.00	a. YES THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON	
b Applicant	\$ 7,903,837.00	Date	
c State	\$ 0.00	b. NO <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372	
d Local	\$ 0.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e Other	\$ 0.00		
f Program Income	\$ 0.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
g Total	\$ 20,515,378.00	<input type="checkbox"/> Yes If "Yes," attach an explanation. <input checked="" type="checkbox"/> No	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION 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			
a. Authorized Representative			
Prefix	First Name Addie	Middle Name L	Suffix
Last Name Greene		c. Telephone number 561-355-2207	
b. Title Chairperson		e. Date Signed	
d. Signature of Authorized Representative			

**BUDGET INFORMATION -Non-Construction Programs**

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
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2. T&TA	93.600			\$134,059.00		\$134,059.00
3.						
4.						
5. Totals				\$12,611,541.00	\$7,903,837.00	\$20,515,378.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total	
	(1) Program Operation	(2) T&TA	(3)	(4)		
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b. Fringe Benefits	\$2,407,308.00				\$2,407,308.00	
c. Travel						
d. Equipment						
e. Supplies	\$37,159.00				\$37,159.00	
f. Contractual	\$3,533,916.00				\$3,533,916.00	
g. Construction						
h. Other	\$734,854.00	\$134,059.00			\$868,913.00	
i Total Direct Charges (sum of 6a - 6h)	\$12,323,192.00	\$134,059.00			\$12,457,251.00	
j. Indirect Costs	\$154,290.00				\$154,290.00	
k. TOTALS (sum of 6a - 6j)	\$12,477,482.00	\$134,059.00			\$12,611,541.00	
7. Program Income						

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Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. NFS	\$7,903,837.00			\$7,903,837.00	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$7,903,837.00			\$7,903,837.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$12,611,541.00	\$3,152,885.00	\$3,152,885.00	\$3,152,885.00	\$3,152,886.00
14. Non-Federal	\$7,903,837.00	\$1,975,959.00	\$1,975,959.00	\$1,975,959.00	\$1,975,960.00
15. TOTAL (sum of lines 13 -14)	\$20,515,378.00	\$5,128,844.00	\$5,128,844.00	\$5,128,844.00	\$5,128,846.00
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.					
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)					
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:			22. Indirect Charges:		
23. Remarks:					

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EARLY HEAD START  
BUDGET FOR GRANT APPLICATION PA-25)  
FISCAL YEAR 2008-2009

FEDERAL	CSC	PBC	TOTAL
\$1,679,577	\$ 157,413	\$741,642.25	\$ 2,578,632
539,923		\$9,980.75	\$ 49,904
<b>\$1,719,500</b>	<b>\$ 157,413</b>	<b>\$751,623.00</b>	<b>\$ 2,628,536</b>

OBJECT	DESCRIPTIONS	65.134%	6.105%	28.761%	100.00%
		FEDERAL BUDGET	CSC	PBC	TOTAL
<b>SALARIES</b>					
1201	(1) Program Managers & Content Area Experts - (Education Coordinator)	30,693.94	2,876.69	13,553.37	47,124.00
1201	(2) Teachers Infant /Toddler Teachers - (CDA 1)	122,580.36	11,488.45	54,127.19	188,196.00
1201	(5) Teacher Aides & Other Educational Personnel - (CDA)	167,667.71	15,714.12	74,036.17	257,418.00
1201	(9) Other Child Services Personnel - (Curriculum Spec)	25,207.02	2,362.45	11,130.53	38,700.00
1201	(10) Program Managers & Content Area Experts - (ERL HS FAM Svs Coord)	32,796.48	3,073.75	14,481.77	50,352.00
1201	(11) Other Family & Community Partnership Personnel - (Family Serv. Spec.)	110,183.98	10,326.64	48,653.38	169,164.00
1201	(11) Other Family & Community Partnership Personnel - (Sr. Family Serv. Spe	53,149.68	4,981.28	23,469.03	81,600.00
1201	(14) Managers - (Early HS Supv.)	34,523.84	3,235.64	15,244.52	53,004.00
1201	(14) Managers - (EHS Center Manager 1)	59,887.19	5,612.74	26,444.08	91,944.00
1201	(16) Clerical Personnel - (Secretary)	21,212.98	1,988.12	9,366.91	32,568.00
1201	(17) Fiscal Personnel - (Joint Cost)	12,519.56	1,173.36	5,528.20	19,221.12
1201	(18) Other Administrative Personnel - (Program Monitor)				
1201	(20) Transportation Personnel - (EHS Passenger Driver CDA)	17,219	1,614	7,603	26,436
1301	Salaries & Wages Non FRS	0	0	0	0
1401	Salaries & Wages Overtime	0	0	0	0
1504	Wages Special Pay no FRS Contribution	0	0	0	0
<b>TOTAL SALARIES</b>		<b>687,642</b>	<b>64,447</b>	<b>303,638</b>	<b>1,055,727</b>

<b>BENEFITS</b>					
2101	FICA - TAXES	43,038	4,034	19,004	66,076
2105	FICA - MEDICARE	10,069	944	4,446	15,459
2301	LIFE & HEALTH	180,583	16,925	79,739	277,246
2201	RETIREMENT CONTRIBUTIONS	75,361	7,063	33,277	115,701
2401	WORKERS COMP.	2,501	234	1,104	3,839
<b>TOTAL BENEFITS</b>		<b>311,552</b>	<b>29,199</b>	<b>137,570</b>	<b>478,321</b>

<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>999,193</b>	<b>93,646</b>	<b>441,209</b>	<b>1,534,048</b>
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<b>CONTRACTUAL SERVICES</b>					
3401	DELEGATE AGENCY CONTRACTS	562,913	52,757	248,563	864,233

<b>OTHER CONTRACTUAL SERVICES</b>					
3103	MEDICAL & DENTAL HEALTH	44,291	4,151	19,558	68,000
3403	CUSTODIAL/JANITORIAL SERVICES	7,270	681	3,210	11,162
3422	CONTRACTUAL SERVICES/RECREATION	163	15	72	250

<b>TOTAL CONTRACTUAL SERVICES</b>		<b>614,638</b>	<b>57,605</b>	<b>271,402</b>	<b>943,645</b>
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<b>OTHER OPERATING COSTS</b>					
4007	TRAVEL-MILEAGE	1,795	168	793	2,756
4101	COMMUNICATION SERVICES	130	12	58	200
4301	UTILITIES/ELECTRIC	6,188	580	2,732	9,500
4304	UTILITIES/WATER	1,628	153	719	2,500
4310	UTILITIES/WASTE DISPOSAL	65	6	29	100
4410	RENT- BUILDING	24,634	2,309	10,877	37,820
4420	RENT MOTOR POOL	5,503	516	2,430	8,448
4501	INSURANCE	130	12	58	200
4605	MAINTENANCE/GROUNDS	326	31	144	500
4607	REPAIR/MAINTENANCE- OUTSIDE SERVICE	156	15	69	240
4625	REPAIR/MAINTENANCE-POOL	5,211	488	2,301	8,000
4909	LIC&PERMITS	404	38	178	620
4932	PARENT ACTIVITY	163	15	72	250
4979	INDIRECT COSTS - BCC	18,713	1,754	8,263	28,730
5215	GASOLINE	570	53	252	875
5220	PURCHASE WATER	130	12	58	200

<b>TOTAL OPERATING COSTS</b>		<b>65,746</b>	<b>6,162</b>	<b>29,031</b>	<b>100,939</b>
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<b>EARLY HEAD START (T&amp;TA:PA-26)</b>		80%	20%	100%
3421	CONTRACTUAL SERVICE TRAINING	12,000	3,000	15,000
4001	TRAVEL & PER DIEM	6,651	1,663	8,314
4205	POSTAGE	380	95	475
4701	PRINTING & BINDING	200	50	250
4703	GRAPHIC CHARGES	1,380	345	1,725
4801	PROMOTIONAL ACTIVITIES	3,200	800	4,000
4941	REGISTRATION FEES	1,640	410	2,050
5121	DATA PROCESSING SOFTWARE	1,456	364	1,820
5201	MATERIAL SUPPLIES OPERATING	5,765	1,441	7,206
5401	BOOKS PUBLICATION	1,136	284	1,420
5402	EDUCATION TRAINING MATERIALS	5,555	1,389	6,944
5412	DUES AND MEMBERSHIP	560	140	700

<b>TOTAL (T&amp;TA)</b>		<b>39,923</b>	<b>9,981</b>	<b>49,904</b>
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<b>TOTAL EXPENDITURES</b>		<b>\$1,719,500</b>	<b>\$ 157,413</b>	<b>\$ 751,623</b>	<b>\$ 2,628,536</b>
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HEAD START REFUNDING APPLICATION  
 BUDGET FOR 1451-1454 (PA-22-PA-20)  
 FISCAL YEAR 2008-2009

FEDERAL	MATCH	TOTAL
\$ 12,611,541	\$ 7,903,837	\$ 20,515,378

\$12,477,482.00	\$7,870,322.25	
\$134,059.00	\$33,514.75	\$167,573.75

UNIT:1451  
 UNIT:1454  
 61.32102%      1.46232%  
 37.21665%

OBJECT	DESCRIPTIONS	FEDERAL BUDGET	CSC BUDGET	PBC BUDGET	TOTAL BUDGET
	<b>SALARIES &amp; BENEFITS</b>				
1201	(1) program Managers and content area expert	599,912.87	14,306.15	364,096.13	978,315.15
1201	(2) Teachers/infant Toddler Teachers	1,108,783.40	26,441.20	672,937.30	1,808,161.90
1201	(5) Teacher Aides & Others Educational Personnel	1,094,209.54	26,093.66	664,092.20	1,784,395.40
1201	(6) Mental Health Personnel	0.00	0.00	0.00	0.00
1201	(8) Nutrition Service Personnel	68,809.55	1,640.90	41,761.55	112,212.00
1201	(9) Other Child Service Personnel	133,691.94	3,188.16	81,139.65	218,019.75
1201	(10) Program Manager & content area Experts	100,511.93	2,396.91	61,002.20	163,911.04
1201	(11) Other family & Community Partnerships Personnel	845,289.77	20,157.66	513,019.06	1,378,466.48
1201	(13) Head Start/Early Head Start Director	117,574.48	2,803.80	71,357.72	191,736.00
1201	(14) Managers	402,661.70	9,602.29	244,381.43	656,645.42
1201	(15) Staff Development	55,144.57	1,315.03	33,468.07	89,927.68
1201	(16) Clerical Personnel	325,923.70	7,772.32	197,807.99	531,504.00
1201	(17) Fiscal Personnel	147,162.58	3,509.39	89,315.18	239,987.15
1201	(18) Other Administrative Personnel	77,441.10	1,846.74	47,000.16	126,288.00
1201	(19) Maintenance Personnel	23,797.46	567.50	14,443.04	38,808.00
1201	(20) Transportation Personnel	509,040.56	12,139.11	308,944.37	830,124.04
1301	SALARIES & WAGES NON FRS EMPLOYEES	0.00	0.00	0.00	0.00
1401	SALARIES & WAGES - OVERTIME	0.00	0.00	0.00	0.00
1501	WAGES - SPECIAL PAY - NO FRS CONTRIBUTION	0.00	0.00	0.00	0.00
1504	WAGES - UNION SICK - NO FRS CONTRIBUTION	0.00	0.00	0.00	0.00
	<b>TOTAL SALARIES</b>	<b>5,609,955.15</b>	<b>133,780.82</b>	<b>3,404,766.05</b>	<b>9,148,502.01</b>
2101	FICA - TAXES	350,748.50	8,364.31	212,874.53	571,987.35
2105	FICA - MEDICARE	82,169.74	1,959.50	49,870.05	133,999.29
2201	RETIREMENT CONTRIBUTIONS	618,236.31	14,743.11	375,216.90	1,008,196.32
2301	INSURANCE LIFE & HEALTH	1,301,179.94	31,029.29	789,705.65	2,121,914.88
2401	WORKERS COMP.	54,973.69	1,310.96	33,364.36	89,649.00
2501	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00
	<b>TOTAL BENEFITS</b>	<b>2,407,308.18</b>	<b>57,407.17</b>	<b>1,461,031.49</b>	<b>3,925,746.84</b>
	<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>8,017,263.32</b>	<b>191,187.99</b>	<b>4,865,797.54</b>	<b>13,074,248.85</b>

OBJECT	DESCRIPTIONS	FEDERAL BUDGET	CSC BUDGET	PBC BUDGET	TOTAL BUDGET
	<b>OPERATING COSTS</b>				
3103	MEDICAL/HEALTH CARE SERVICES	32,751.56	781.03	19,877.41	53,410.00
3118	DENTAL SERVICES	3,066.05	73.12	1,860.83	5,000.00
3128	INVESTIGATIONS SERVICES	0.00	0.00	0.00	0.00
3401	OTHER CONTRACTUAL SERVICES	3,441,334.05	82,065.63	2,088,597.33	5,611,997.00
3403	Custodial Or Janitorial Services	44,870.43	1,070.03	27,232.54	73,173.00
3404	TEMPORARY SERVICES CONTRACT SALARIES	8,827.77	210.52	5,357.71	14,396.00
3405	SECURITY SERVICES	0.00	0.00	0.00	0.00
3421	CONTRACTUAL SERVICES TRAINING	0.00	0.00	0.00	0.00
3422	CONTRACTUAL SERVICES RECREATION	3,066.05	73.12	1,860.83	5,000.00
	<b>TOTAL OPERATING COSTS</b>	<b>32,751.56</b>	<b>821.15</b>	<b>21,738.24</b>	<b>54,310.95</b>
4001	TRAVEL & PER DIEM	0.00	0.00	0.00	0.00
4007	TRAVEL MILEAGE	16,681.21	397.80	10,124.08	27,203.09

4101	COMMUNICATION SERVICES	18,594.37	443.42	11,285.21	30,323.00
4103	COMMUNICATIONS-SUNCOMM.-TOLL	306.61	7.31	186.08	500.00
4104	COMMUNICATION/COMMERCIAL/TOLL	1,839.63	43.87	1,116.50	3,000.00
4205	POSTAGE	1,226.42	29.25	744.33	2,000.00
4301	UTILITIES/ELECTRIC	90,755.12	2,164.24	55,080.64	148,000.00
4304	UTILITIES/WATER	16,556.68	394.83	10,048.50	27,000.00
4308	UTILITIES/GAS	3,985.87	95.05	2,419.08	6,500.00
4310	UTILITIES/WASTE	9,198.15	219.35	5,582.50	15,000.00
4406	RENT- OFFICE EQUIPMENT	0.00	0.00	0.00	0.00
4410	RENT- BUILDING	0.00	0.00	0.00	0.00
4412	WAREHOUSE	0.00	0.00	260.52	700.00
4417	RENT TELEPHONE/EQUIPMENT	429.25	10.24	92,321.97	248,066.30
4418	RENT -PAGER	152,116.80	3,627.54	92,321.97	3,880.00
4420	RENT MOTOR POOL	2,379.26	56.74	1,444.01	173,816.00
4501	INSURANCE & SURETY BONDS-OUTSIDE	106,585.75	2,541.75	64,688.49	173,816.00
4502	CASULTY SELF-INSURANCE PREMIUMS	0.00	0.00	0.00	0.00
4601	REPAIRS & MAINTENANCE	42,591.74	1,015.69	25,849.57	69,457.00
4605	MAINTENANCE/GROUNDS	1,166.33	27.81	707.86	1,902.00
4607	REPAIR/MAINTENANCE-GROUND	0.00	0.00	0.00	0.00
4610	REPAIR/MAINTENANCE/BUILDING	0.00	0.00	0.00	0.00
4620	REPAIR/MAINTENANCE/EQUIPMENT	7,358.52	175.48	4,466.00	12,000.00
4622	REPAIR/MAINTENANCE/TELEPHONE	0.00	0.00	0.00	0.00
4623	REPAIR/MAINTENANCE-RADIO	2,360.86	56.30	1,432.84	3,850.00
4625	REPAIR/MAINTENANCE/MOTOR POOL	101,179.69	2,412.84	61,407.47	165,000.00
4701	PRINTING/BINDING	0.00	0.00	0.00	0.00
4703	GRAPHICS CHARGES	0.00	0.00	0.00	0.00
4801	PROMOTION ACTIVITY	0.00	0.00	0.00	0.00
4901	OTHER CURRENT CHARGE	0.00	0.00	0.00	0.00
4904	PROPERTY ASSESSMENTS	183.96	4.39	111.65	300.00
4909	LICENSES/PERMITS	3,985.87	95.05	2,419.08	6,500.00
4932	PARENT ACTIVITY	919.82	21.93	558.25	1,500.00



**BUDGET INFORMATION -Non-Construction Programs**

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal	Non-Federal	Federal	Non-Federal	Total
1. Program Operation	93.600			\$640,853	\$309,102	\$949,955
2. T&TA	93.600					
3.						
4.						
5. Totals				\$640,853	\$309,102	\$949,955
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total	
	(1) Program Operation	(2) T&TA	(3)	(4)		
a. Personnel	\$400,573				\$400,573	
b. Fringe Benefits	\$151,238				\$151,238	
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual	\$18,000				\$18,000	
g. Construction						
h. Other	\$71,042				\$71,042	
i Total Direct Charges (sum of 6a - 6h)	\$640,853				\$640,853	
j. Indirect Costs						
k. TOTALS (sum of 6a - 6j)	\$640,853				\$640,853	
7. Program Income						

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. NFS	\$309,102			\$309,102	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$309,102			\$309,102	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$640,853	\$160,213	\$160,213	\$160,213	\$160,214
14. Non-Federal	\$309,102	\$77,276	\$77,276	\$77,276	\$77,274
15. TOTAL (sum of lines 13-14)	\$949,955	\$237,489	\$237,489	\$237,489	\$237,488
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.					
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)					
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					

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**BUDGET INFORMATION -Non-Construction Programs**

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal	Non-Federal	Federal	Non-Federal	Total
1. Program Operation	93.600			\$960,094	\$629,255	\$1,589,349
2. T&TA	93.600					
3.						
4.						
5. Totals				\$960,094	\$629,255	\$1,589,349
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total	
	(1) Program Operation	(2) T&TA	(3)	(4)		
a. Personnel	\$1,307,467				\$1,307,467	
b. Fringe Benefits	\$180,967				\$180,967	
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual	\$7,620				\$7,620	
g. Construction						
h. Other	\$93,295				\$93,295	
i Total Direct Charges (sum of 6a - 6h)	\$1,589,349				\$1,589,349	
j. Indirect Costs						
k. TOTALS (sum of 6a - 6j)	\$1,589,349				\$1,589,349	
7. Program Income						

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**SECTION C - NON-FEDERAL RESOURCES**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. NFS				
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)				

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal					
14. Non-Federal					
15. TOTAL (sum of lines 13 -14)					

**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.				
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)				

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

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**BUDGET INFORMATION -Non-Construction Programs**

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal	Non-Federal	Federal	Non-Federal	Total
1. Program Operation	93.600			\$659,450	\$432,211	\$1,091,661
2. T&TA	93.600					
3.						
4.						
5. Totals				\$659,450	\$432,211	\$1,091,661
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total	
	(1) Program Operation	(2) T&TA	(3)	(4)		
a. Personnel	\$453,095				\$453,095	
b. Fringe Benefits	\$183,650				\$183,650	
c. Travel	\$1,200				\$1,200	
d. Equipment						
e. Supplies	\$2,520				\$2,520	
f. Contractual	\$13,320				\$13,320	
g. Construction						
h. Other	\$5,665				\$5,665	
i Total Direct Charges (sum of 6a - 6h)	\$659,450				\$659,450	
j. Indirect Costs						
k. TOTALS (sum of 6a - 6j)	\$659,450				\$659,450	
7. Program Income						

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. NFS	\$432,211			\$432,211	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$432,211			\$432,211	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$659,450	\$164,862	\$164,862	\$164,862	\$164,864
14. Non-Federal	\$432,211	\$108,053	\$108,053	\$108,053	\$108,052
15. TOTAL (sum of lines 13-14)	\$1,091,661	\$272,915	\$272,915	\$272,915	\$272,916
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.					
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)					
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:			22. Indirect Charges:		
23. Remarks:					

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**BUDGET INFORMATION -Non-Construction Programs**

OMB Approval No. 0348-0044

SECTION A: BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal	Non-Federal	Federal	Non-Federal	Total
1. Program Operation	93.600			\$308,955	\$202,560	\$511,515
2. T&TA	93.600					
3.						
4.						
5. Totals				\$308,955	\$202,560	\$511,515
SECTION B: BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total	
	(1) Program Operation	(2) T&TA	(3)	(4)		
a. Personnel	\$203,775				\$203,775	
b. Fringe Benefits	\$43,361				\$43,361	
c. Travel	\$2,396				\$2,396	
d. Equipment	\$2,239				\$2,239	
e. Supplies	\$3,965				\$3,965	
f. Contractual	\$14,523				\$14,523	
g. Construction						
h. Other	\$38,696				\$38,696	
i Total Direct Charges (sum of 6a - 6h)	\$308,955				\$308,955	
j. Indirect Costs						
k. TOTALS (sum of 6a - 6j)	\$308,955				\$308,955	
7. Program Income						

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Prescribed by OMB Circular A-102

**SECTION C - NON-FEDERAL RESOURCES**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. NFS	\$202,560			\$202,560
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$202,560			\$202,560

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$308,955	\$77,239	\$77,239	\$77,239	\$77,238
14. Non-Federal	\$202,560	\$50,640	\$50,640	\$50,640	\$50,640
15. TOTAL (sum of lines 13 -14)	\$511,515	\$127,879	\$127,879	\$127,879	\$127,878

**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.				
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)				

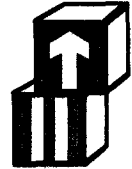
**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

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

**NHSA & Carnegie Foundation Program of Excellence**

**GRANTEE: BOARD OF COUNTY COMMISSIONERS**

**3323 Belvedere Road, 502  
West Palm Beach, FL 33406**

**2008/2009 HEAD START/EHS CONTINUING APPLICATION  
JUNE 30, 2008**

**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 08/09 Continuation Application is derived from Palm Beach County Head Start/Early Head Start (HS/EHS) 2007 Community Assessment conducted by Consulting for Results. Additional sources of data includes 2008 State of the Child in Palm Beach County by Children's Services Council; Economic Indicators Report and the Palm Beach County Early Learning Coalition.

#### 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. The program has a funded enrollment of 1871 Head Start children which are served in a center-based option in ten(10)grantee-owned and operated centers, four (4) delegates and five (5) contract provider agencies. 180 EHS children and families are served in grantee and contract provider agencies in home-based, center-based and family child homes options (ATTACHMENT 1).

#### Population & Demographics

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 has continued to be the third fastest growing county in Florida. 1,287,987 persons reside in Palm Beach County in 2006 – a 13.86% increase in population since 2000. Some characteristics of the population are as follows:

- 15 racial groups from 27 countries
- Over 25% speak a language other than English at home
- More than 80% of the local population is not native to the area and
- 59,928 individuals lived elsewhere last year.

The county's wide range of children and ethnic groups, and the transient nature of the population present a challenge to PBCHS/EHS and other social service agencies.

#### How Children & Families are Faring

Income and Poverty: 12.2% of all families with children live below federal poverty level (\$20,650 for a family of 4).

- 14.3% of families with children under 5
- 20.3% of Hispanic families with children under 5
- 28.9% of black families with children under 5
- 48% of single mothers with children under age 5

The cost for quality child care per child/week is \$130-\$170 depending on the age of the child. 6,889 children qualified to receive subsidized child care are on the waiting list due to scarce funds.

- Every child on the waiting list is from a family whose income is below 150% of poverty level
- Over 2,200 children have been on the child care wait list six months to three or more years

Groceries is the most expensive in the state and 1 in 3 households earning up to \$35,000/year run out of food before having money to buy more. Health care costs are the second highest in the state and 250,000 residents are uninsured.

Housing is the most expensive in the state. The price of a single family house was \$369,400 at the end of 2007, a slight decrease over the figure of \$384,700 at the same time in 2006. Rental housing cost remains high but relatively unchanged at \$1,146 compared to \$1,141 one year ago. Housing costs remain out of reach for many of Palm Beach County's families. A minimum wage earner would have to work over 100 hours to afford a 2 bedroom apartment and 55,949 renters pay over 35% of their total monthly income for housing costs.

Homelessness: The homeless count is down from 2,697 in 2005 to 1,766 in January, 2007. 59% have no access to either emergency shelter or transitional housing. These numbers include 546 children under school age.

Examination of the 2007 community assessment data also indicated a threefold increase in children with behavioral concerns. Palm Beach County Head Start/EHS conducted its 2005-2010 Strategic Planning Update in February 2008. Information from the updated community assessment, the Children's Services Council and the Early Learning Coalition was presented to the participants and considered.

Program changes resulting from a reconsideration of the decisions described in the following six (6) areas listed in 45CFR 1305.3© are as follows:

1. Help determine the grantee's philosophy, and its long-range and short-range program objectives.  
*One relevant short-range program objective added is "to enhance mental health services for children with behavioral concerns."*
2. Determine the type of component services that are most needed and the program option or options that will be implemented.  
*No Change*

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.  
*No Change*
44. 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.  
*No Change*
5. Determine appropriate locations for centers and the areas to be served by home-based programs.  
*No Change*
6. Set criteria that define the types of children and families who will be given priority for recruitment and selection.  
*Homeless children are now being given higher priority for recruitment and selection in accordance with the Head Start Act as amended December, 2007.*

## 2. Program Approach and Results or Benefits Expected.

At this agency's 2005-2010 Strategic Plan Update conducted in February 2008, there was one new strategic goal added to be accomplished during this three year cycle which ends September 2009. This goal is as follows:

*"To implement a plan by January 2, 2009 for meeting or exceeding the requirements of the Head Start Act as amended, December 12, 2007."*

Additional objectives were considered to all strategic goals to ensure full implementation and continuous program improvement. However, one substantive objective added to Strategic Goal IV: Focused Human Resource (HRD) and Organizational Development (OD) is  
*"To enhance mental health services for children with behavioral concerns."*

There are no major changes from previous year's program being proposed.

### Results or Benefits Expected:

PBCHS/EHS had six Strategic Goals for this program cycle. Major activities and resulting benefits are as follows:

#### Strategic Goal 1: Improved Business Management and Internal Synthesis and Integration

The program developed a new Quality and Service Reliability System; reorganized, evaluated the organizational capacity of delegates and renegotiated contractual agreements based on their capacity and provided training on PDM and Fiscal Management for the Board, Policy Committee and administration of the delegates.

As a result, delegates are implementing HSPS more effectively and the program's ongoing monitoring is much more robust and has been very effective in identifying potential non-compliances and eliminating root cause.

In addition, additional funding has been secured through a partnership with the state's Voluntary Pre-Kindergarten programs.

Strategic Goal II: Enhanced use of Technology

The ChildPlus Management Information system was updated and all grantees, delegates and contracted agencies are now using ChildPlus.Net the web-based version. The Talk System by Talk Technology, Inc., now allows for communication to take place in multiple languages simultaneously.

Strategic Goal III: Improved Quality Assurance and Outcomes

Strategic Goal IV: Focused Human Resources (HRD) & Organizational Development (OD)

The new ongoing monitoring system implemented in 2005 continues to be further improved and is effectively helping the program to identify potential non-compliances and eliminating root cause. Other progress include closer tracking and enforcement of credentials (Degrees, CDA, Food Managers, CDL for bus riders and Director's credentials); enhanced parent internship and work experience resulting in more parents trained and hired as on-calls; expansion of the substitute pool (on-calls). Progress has been facilitated by the reorganization and transfer of HRD functions to the Assistant Director.

Strategic Goal V: Value-added Family & Community Partnering

Creating a separate ERSEA and Community Partnership unit and the addition of outreach workers has greatly increased our visibility and credibility in our community. This has boosted our recruitment efforts tremendously.

Strategic Goal VI: Facilities Augmentation

There is increased security at our centers, all of which are now equipped with closed circuit television systems.

The plan for new and expanded facilities has been modified due to budget restraints. However the more modest plan includes:

- Moving Head Start administration to another county building rather than construction of a new facility.
- Plans for the construction of a new facility to replace the modular Delray Head Start facility is moving forward rapidly and expected to be completed by 2010.
- The planned expansion of the West Palm Beach Head Start center will continue to include space for Early Head Start. The EHS space will be enclosed but left as a shell until EHS operational dollars become available.

PBCHS/EHS continues to implement strategies towards realizing our intended results:

- Head Start and Early Head Start children are being prepared for school and have better academic, social, emotional and health outcomes (Goals I-VI).
- Families are being helped towards economic independence and otherwise strengthened in their ability to care for and to advocate for their children (Goal V).

- HS and EHS communities are being 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, more children are 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 are engaged in effective ongoing monitoring and continuous improvement. (Goals I, III,IV)
- Fathers and significant males in the lives of the Head Start/EHS children are becoming more involved in their children's lives (Goal V).
- PBCHS/EHS is working towards seeing that the gap in minority academic, health and other outcomes is narrowed and eventually removed (Goals I-VI).
- PBCHS/EHS staff are developing their skills, qualifications, work in environments more conducive to learning, thus ensuring better outcomes for the children and families (Goal VI).

Progress on Managing Challenges as requested at the Pre-Application Risk Management Meeting of April 17, 2009

Challenge: Recruiting and retaining qualified classroom staff.

Although our salaries and benefits are quite competitive, we are still experiencing some difficulties recruiting and retaining qualified classroom staff especially with BA and AA degrees in ECE. Ongoing strategies to overcome this challenge include:

- Supporting existing staff to get degrees. This includes a tuition reimbursement program, securing TEACH and other scholarships and financial assistance, as well as career counseling and mentoring.
- Working with the local and other colleges and universities
- Working with the local interagency committee that is working on professional development for ECE professionals (PD<sup>2</sup>) as well as many other approaches.

As indicated in the April 17 meeting, one of the trends is that many classroom staff who received degrees while working for us, take higher paying positions within Head Start notably as Family Services or Parent Involvement Specialists. We will therefore be redesigning the career lattice to bring about a closer alignment between academic credentials and salaries across categories of staff. The HS/EHS administrative career lattice work group is scheduled to meet on May 22 and a meeting with the county's HR department is scheduled for May 23.

Challenge: Lack of funding to assist classroom staff to meet the HSPS educational requirements and to effect higher salaries to promote retention after attainment of higher credentials.

See response to previous challenge. Additional strategy includes seeking additional sources of funding to provide tuition assistance and other supports as well as higher salaries. One source of additional revenue is through partnership with the state's Voluntary Pre-K (VPK) program. PBCHS intends to request ACF Office of Head Start One-time Training and Technical Assistance Funding as indicated in ACF-IM-HS-08-09.

**Challenge: Serving non-English speaking children and families from diverse cultures.**

In addition to the standard strategies of translating recruitment and other printed materials in different languages, and working with partner agencies to provide referrals, translation and other supports, we have stepped up our efforts to communicate with culturally diverse non-English speakers. These strategies include:

- Purchase of the "Talk System" by Talk Technology, Inc., which allows for communication to take place in multiple languages simultaneously.
- More targeted recruitment of staff who speak the language and who are from or familiar with the cultures of the children and families we serve.
- Looking into a strategy to ensure that someone will always be available to answer or respond to calls from speakers of Spanish and Creole.

**Challenge: Securing contracts with pediatric dentists to serve uninsured children and limited number willing to serve children with Medicaid insurance.**

For the 2007-2008 school year, more than 100 letters were sent to prospective dentists. Only one (1) Dr. Edward Peters was interested in contracting with Head Start. The reluctance stems from the fact that the county requires that the dentist carries 1 million dollars in general liability insurance coverage. Dentists are opting not to contract with us as it is too costly and the average amount of the contracts (\$3,000) does not make it cost effective. Since the Pre-application Risk Management meeting, the BOCC did approve a contract with Dr. Peters. However, it had a contingency that "services shall not commence until a Certificate of Insurance for General Liability" is obtained. Dr. Peters did not have this and I appealed to the Assistant County Administrator to seek a waiver of this requirement. A waiver was granted and there is now a contract with Dr. Peters

**Challenge: An increasing number of children entering our program with behavioral concerns.**

As indicated in the Pre-Application meeting the Inclusion Supervisor had requested the addition of a Behavioral Specialist to our staff complement.

A person in this position would aid the teaching staff to effectively deal with this increase in atypical behaviors, ensure the timely delivery of necessary services and adequately support the teaching staff in understanding and implementing Behavioral Support Plans. The Head Start Director allocated funding from revenue from the state's VPK partnership to support this position. We are currently awaiting approval from county administration and the BOCC.

**Challenge: Insufficient number of EHS slots to meet the needs of the community.**

There is a great need for quality infant and toddler programs in Palm Beach County. Our EHS program has a funded enrollment of 180 from the first grant award and two (2) expansions. The grantee is prepared to seek EHS expansion funding whenever available. The plan to expand the West Palm Beach HS center to include space for EHS is progressing. As soon as the opportunity arises, we will seek operational funds to serve additional EHS children.

**Challenge: Enrolling 10% of children with disabilities in EHS is difficult due to the small funded enrollment (180) and the inability to slots vacant.**

We have increased our recruitment efforts through the Palm Beach County Interagency Council for young children with special needs and the Part C provider Early Steps, Pediatricians' offices and community health clinics. A new approach will be to have the EHS nurse conduct vision, hearing and speech screening for toddlers during our annual mass screening in July as well as throughout the program year. This would give us a 'head start' on identifying EHS-age children with disabilities. Generally our Head Start programs enroll 12-13% of children with disabilities. We are requesting clarification on the following:

- Can the 10% mandatory requirement be based on Head Start and EHS combined?

**Other**

The 2008/09 T/TA Plan and 08/09 Self-Assessment Report are included (ATTACHMENTS II,III).

In FY08/09, Palm Beach County Head Start/EHS will continue to "invest in present and future generations" of Americans. We will continue to strive towards fulfilling our mission "to provide world class comprehensive services that will empower the children, families and 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: 4c	<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 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: _____ Print Name: <u>Addie L. Greene</u> Title: <u>Chairperson</u> Telephone No.: <u>561-355-2207</u> Date: _____	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)



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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)

\_\_\_\_\_  
\_\_\_\_\_

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;

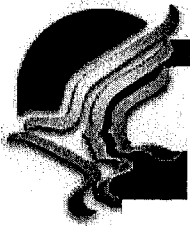
(b) If convicted of a criminal drug offense resulting from a violation occurring during the

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]

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## 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

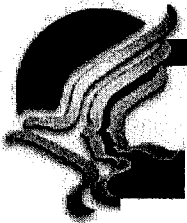
Organization

Palm Beach County Board of County Commissioners

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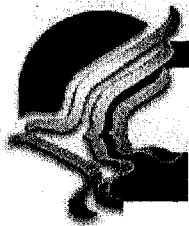
**Administration for Children & Families**[Home](#) | [Services](#) | [Working with ACF](#) | [Policy/Planning](#) | [About ACF](#) | [ACF News](#)**Office of Financial Services**[Financial Data](#)[Audits](#)[Forms/Reports](#)[Overview](#)**CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

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.

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#### 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.

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#### Certification Regarding Debarment, Suspension, Ineligibility an 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), EQ 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:**

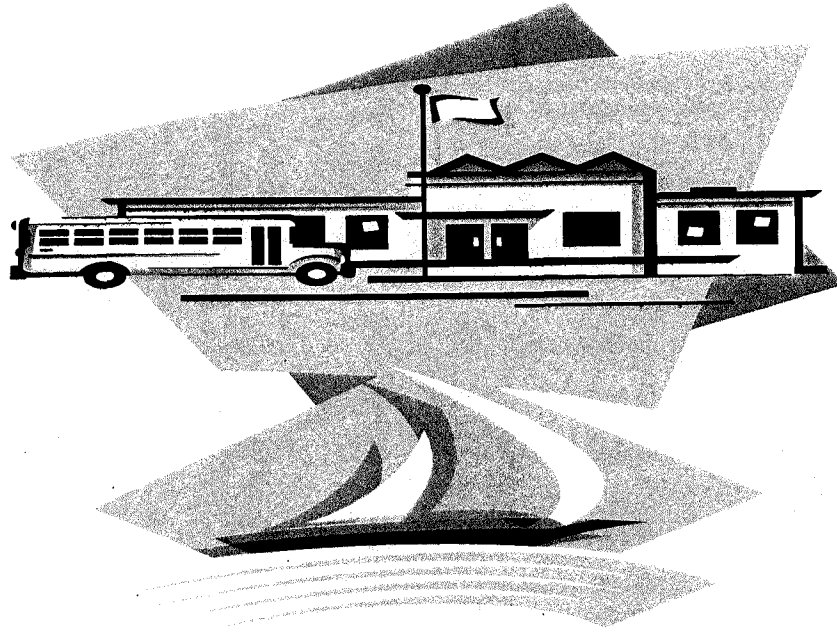
*[Signature]*  
**DEPARTMENT HEAD**

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



# **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

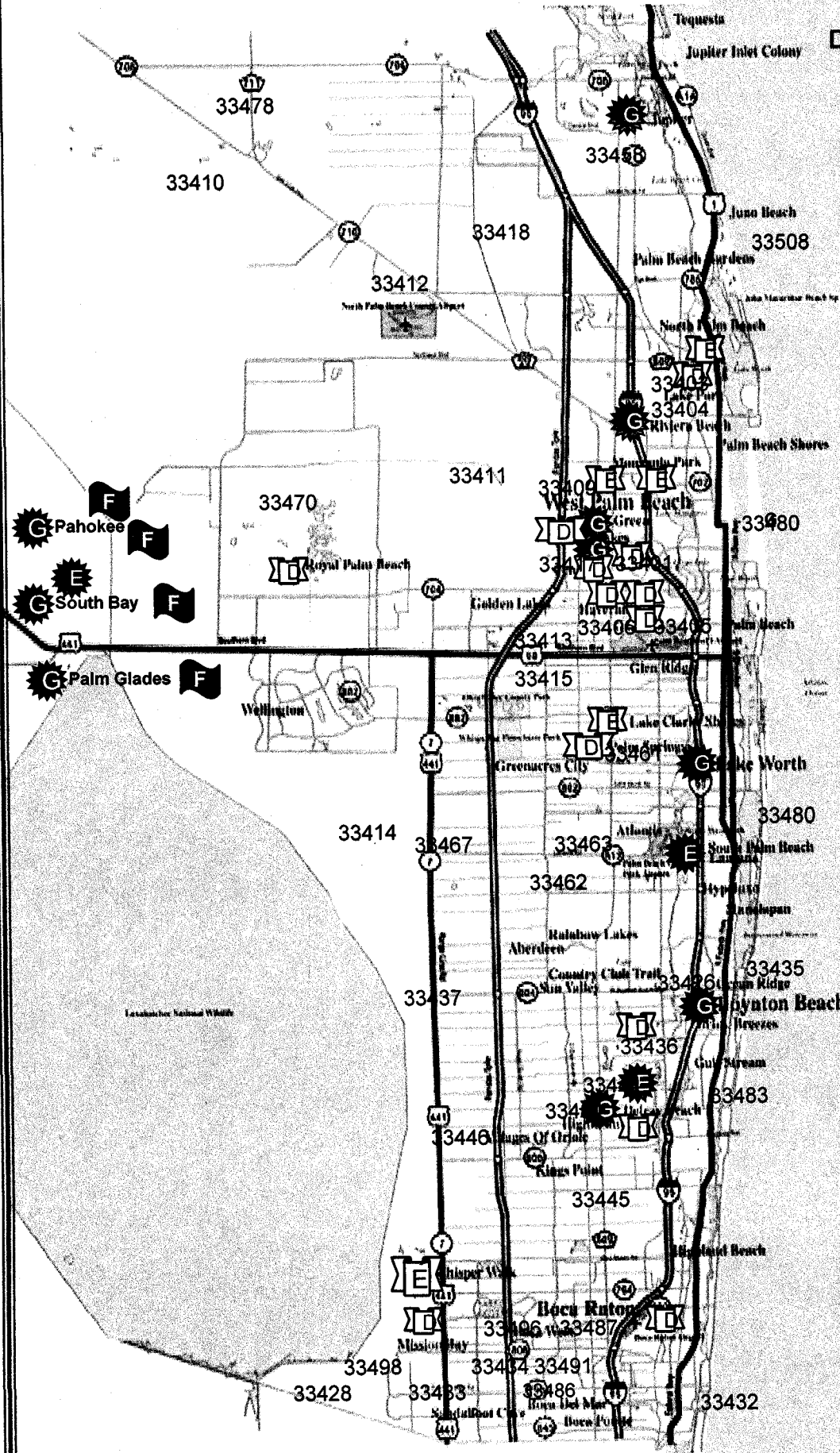
*Rev 10/15/07*

# 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

- 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

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

- EHS Contracted Services**
  - Apostolic CD, INC
  - Emmanuel CD, INC
  - Hispanic HRC, INC
  - Florence Fuller, Inc.

- F** Family Central
  - Sub-Contracted
  - Child Care Services
  - Family Child Care Homes

RW - O&QA 5/02/06

Rev 10/15/07 by P.S





Martin County  
Palm Beach County

Tequesta  
Jupiter Inlet Colony  
Beach Rd  
Jupiter Inlet Colony

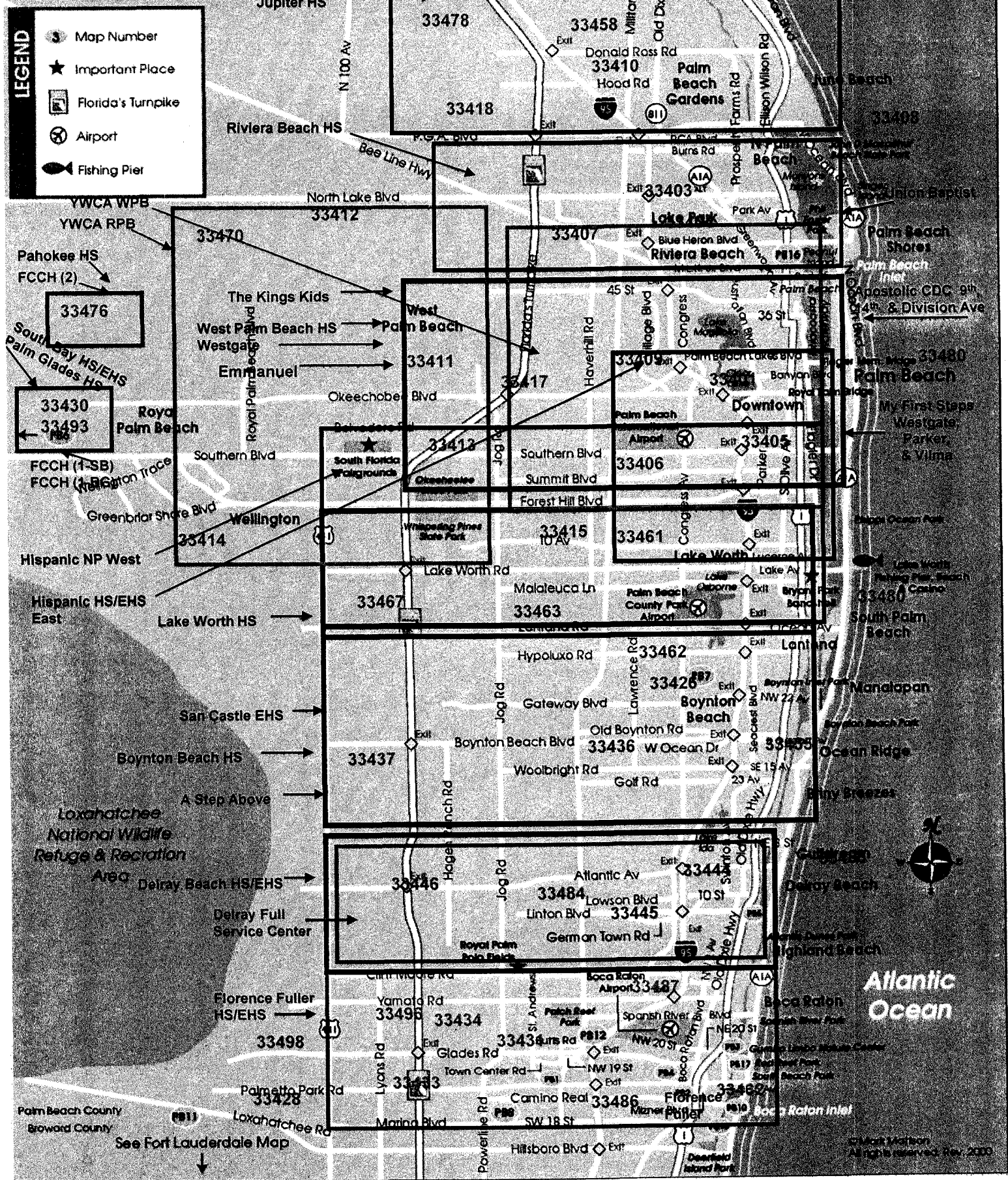


# Palm Beach County

Atlantic Ocean

LEGEND

- Map Number
- Important Place
- Florida's Turnpike
- Airport
- Fishing Pier



Atlantic Ocean

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# Palm Beach County

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

<b>Grantee - Head Start</b>		<b>Delegate Agency</b>	
Center Name and Address	Recruitment Area	Center Name and Address	Recruitment Area
Boynton Beach 909 NE 3 <sup>rd</sup> Street Boynton Beach, FL 33435	North of Gulf Stream South of Lantana Rd. 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
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. (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	The School Board of PBC Delray Full Service Center 301 S.W. 14th Avenue Delray Beach, FL 33444	Entire City of Delray Beach
Palm Glades 850 Palm Glades Drive Belle Glades, FL 33430	Entire city of Belle Glades and South Bay	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
Riviera Beach 1440 W. Martin Luther King Blvd. Riviera Beach, FL 33404	North of 1 <sup>st</sup> Street South of PGA Blvd East of Florida Turnpike West of the Atlantic Ocean	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
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		
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
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.	Emmanuel CDC, Inc. 1309 Georgia Avenue West Palm Beach, 33401	Located in Head Start catchment area, West Palm Beach Boundary
The Union MBC, Inc. 3900 Broadway West Palm Beach, 33407	Located in Head Start catchment area, West Palm Beach Boundary	Florence Fuller CDC, Inc. (West) 10130 185 <sup>th</sup> Street South Boca Raton, FL 33498	Entire City of Boca Raton
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	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
Education Development Center, Inc., dba My First Steps 1. 4718 Vilma Ln, WPB, FL 33417 2. 2440 Westgate Ave, W.P.B. FL 33401 3. 2300 Parker Lane, W.P.B, FL 33401	Located in Head Start catchment area, West Palm 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  
2007 - 2008 Pre-School Head Start Funded Enrollment**

<b>DIRECTLY-OPERATED CENTERS</b>		<b># CLASSROOMS</b>	<b># CHILDREN</b>
1.	Delray Beach	4	65
2.	Boynton Beach	6	114
3.	Lake Worth	5	90
4.	West Palm Beach *	10	149
5.	Westgate *	2	35
6.	Riviera Beach *	6	114
7.	Jupiter *	4	67
8.	Palm Glades *	4	74
9.	South Bay	7	128
10.	Pahokee	6	99
	<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>

\* VPK



Head Start/Early Head Start & Children's Services  
 Early Head Start Program  
 Funded Enrollment 2007-2008

◆ HOME-BASED (Home Visitation)		20	
◆ Center-Based Directly-Managed	# Children	# Pregnant Women	
■ Delray Early Head Start	16	4	
■ San Castle	12	4	
■ South Bay	16	2	
■ Sub-Total	44	10	
◆ Contracted Services			
■ Apostolic Child Development Center, Inc.	24		
■ Emmanuel Child Development Center, Inc.	20		
■ Florence Fuller Child Development Center, Inc.	22		
■ Hispanic Human Resources Council, Inc.	24		
■ Sub Total	90		
Sub-Contracted Child Care Services			
■ Family Child Care Homes	16		
■ Sub-Total	16		
■ Total Funded Enrollment	180		