

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>77,716</u>	_____	_____	_____	_____
External Revenue	<u>(57,629)</u>	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>20,087</u>	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	_____	_____	_____	_____

Is Item Included in Current Budget? Yes No
 Budget Account No.: Fund 1002 Dept. 147 Unit 1454 Object 4942
 Program Code HD40

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

The County's required 20% Match is included in this year's budget.

C. Departmental Fiscal Review.

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

ONCE Approved by Region IV Office of Headstart, the grant & budget amendment will be brought to the BCC for approval.

[Signature] 2-19-09
 OFMB *mm* *cn*
 2/18/09 2/17 2/13/09

[Signature] 2/20/09
 Contract Dev. and Control
 2/19/09

B. Legal Sufficiency:

[Signature] 2/20/09
 Assistant County Attorney

C. Other Department Review:

 Department Director

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

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

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External Revenue	<u>(57,629)</u>	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	<u>20,087</u>	_____	_____	_____	_____
 NET FISCAL IMPACT	 <u>20,087</u>	 _____	 _____	 _____	 _____
 # ADDITIONAL FTE POSITIONS (Cumulative)	 _____	 _____	 _____	 _____	 _____

Is Item Included in Current Budget? Yes X No _____
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OFMB

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Assistant County Attorney

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Department Director

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Tonielt Summerville

From: Carmen Nicholas
Sent: Friday, February 13, 2009 11:05 AM
To: Rebecca Webb; Tonielt Summerville
Subject: FW: Availability of TA Funds for Carry Over

Please see e-mail from Regional Office. Thanks for your help to keep this critical item on the BOCC agenda.

From: Fredericks, Jeffrey (ACF) [mailto:jeffrey.fredericks@acf.hhs.gov]
Sent: Friday, February 13, 2009 10:35 AM
To: Carmen Nicholas
Cc: Colvin, James (ACF)
Subject: Availability of TA Funds for Carry Over

Carmen, IT was a pleasure talking to you today by phone. As requested

Please be advised, the remarks section of the supplemental TA funds awarded 8/20/08 includes ...

Funds not obligated and/or liquidated **may be** reprogrammed into the next program year upon the Regional Office's receipt of a request which contains clear justification.

Please advise if anything further or different is need.

Jeffrey Fredericks, Branch Manager
Region IV - Office of Head Start
The Sam Nunn Atlanta Federal Center
61 Forsyth Street, S.W. - Suite 4M60
404-562-3591- Work
404-562-2982- Fax
jfredericks@acf.hhs.gov- e-mail

From: Carmen Nicholas [mailto:Cnichola@pbcgov.org]
Sent: Friday, February 13, 2009 10:22 AM
To: Fredericks, Jeffrey (ACF)
Subject: test

Carmen A. Nicholas, Ph.D.
Director, PBCHS/EHS
3323 Belvedere Rd., Bldg. 502
West Palm Beach, FL 33406
(561) 233-1611

"It takes less time to do a thing right than it does to explain why you did it wrong."



Department of Health and Human Services
Administration for Children and Families - Region IV - Office of Head Start
Office of Regional Program Manager

61 Forsyth Street, Suite 4M60
Atlanta, Georgia 30303-8909

Telephone (404) 562-2841
Fax (404) 562-2982

August 11, 2008

Ms. Addie Greene, Board Chair
Palm Beach County Board of County Commissioners
3323 Belvedere Road - Bldg. 502
West Palm Beach, FL 33406

Re: 04CH3046

Dear Ms. Greene:

Congratulations! We are pleased to advise you that your agency successfully competed for FY 2008 Head Start Training and Technical Assistance funds as outlined in ACF-IM-HS-08-09. A Financial Assistance Award is being issued at this time in the amount of \$57,629. We hope these funds will enable your agency to proceed toward the fulfillment of the professional development goals of your Head Start staff. We regret if your proposal could not be funded in its entirety.

These funds are awarded for a period not to exceed 12 months. Funds not obligated and/or liquidated may be reprogrammed into the grantee's next program year upon the Regional Office's receipt of a request which contains clear justification. Non-Federal match for this award must be obtained unless written approval of a waiver request is provided by the RO. Additionally, these funds may only be expended for the furtherance of teacher education as outlined in ACF-IM-HS-08-09, issued April 16, 2008. Specifically, the authorized purposes are: tuition in the amount of \$46,267.20 for 51 teachers to take a 12-credit certificate course that would be included in their BA program, once enrolled. In addition, it includes \$11,361.78 for those 51 teachers to take a Child Development course that would also be included in their BA program.

Specific questions related to your application may be addressed to Olissa Williams, your Head Start Program Specialist, at 404-562-2863, or olissa.williams@acf.hhs.gov.

Sincerely,

Marsha W. Lawrence
Regional Program Manager
Region IV - Office of Head Start

Enclosure

cc:
Executive Director
Head Start Director
Policy Council Chairperson

**COMPETITIVE TRAINING AND TECHNICAL ASSISTANCE FUNDS APPLICATION
ACF-IM-HS-08-09**

Palm Beach County Head Start and Early Head Start is funded to serve 1871 Head Start and 180 EHS children and their families. They are served in 15 grantee operated and contract providers and 4 delegate agencies throughout the county.

The grantee and its partners continuously seek to train, recruit support, and retain a complement of 132 teaching staff to meet and exceed the requirements of section 648 A(a) of the Head Start Act. To accomplish this, we have sought to access every available source of financial assistance including the grantee's tuition reimbursement program, Teacher Education and Compensation Helps (TEACH) Scholarships, Seeking Excellence in Education and Knowledge (SEEK) scholarships which are funded by Children's Services Council (CSC) and administered by the institute of Excellence in Early Care and Education at PBCC, FAFSA (Free Application for Federal Student Aid), Pell Grants, etc.

Recent deep budget cuts in all programs and agencies in the state of Florida threatens to significantly impede our ability to meet the requirements in Section 648 A(a) of the new Head Start Act. For example, effective October 1, 2008, Palm Beach County government will no longer have a Tuition Reimbursement Program.

Funding Level Requested

\$62,173.00

Reason for Funding Request

Palm Beach County Head Start/EHS will no longer have access to tuition reimbursement to assist its teachers and assistants, as the county's Tuition Reimbursement Program is being eliminated effective September 30, 2008. Other sources of financial assistance to early childhood education professionals such as TEACH and SEEK scholarships are not available to the grantee's teaching staff because of local rules governing eligibility for these scholarships. This training is designed to help existing staff who may be fearful of the college experience or have apprehension about their ability to master Math to overcome these fears and gain the confidence necessary to pursue an AS or BA degree. This tuition assistance will also be extended to teaching staff who need to take six hours (18 credits) in ECE to relate their degree.

This will help PBCHS to meet the October 1, 2013 BA degree in ECE requirements as indicated in the Section 648 A(a) of the new Head Start Act.

Number of Staff

It is expected that 61 teaching staff including grantee, contracted and delegate sites will be impacted.

Type of Training that will be provided

50 teaching staff currently not enrolled in college will register in the Pre-School College Credit Certificate (CCC) Program offered by the Palm Beach County Community College. For those staff that may be fearful of the college experience or may have apprehension about their success with Math, there is a back door approach we can take which will give staff the confidence they need to pursue their college degree. PBCC has several certificate tracks in Pre-school, Montessori, High Scope and Infant/Toddler that run over a period of one year. These tracks include college level courses and will result in 12 credit hours. After completion of the coursework, staff will take an additional Child Development class for 3 credit hours resulting in 15 credit hours. After successful completion of this track, staff will have become acclimated to the college environment and will have gained a sense of success and work-school-family-life balance which are the tools needed to engage in a degree-seeking path. Application to the college as a degree-seeking student will take place and upon acceptance staff will have the 15 credit hours transferred towards their degree and if they have an active CDA, the college will articulate nine (9) additional college credits giving the staff member 24 credits towards their AS degree in ECE.

Pre-School CCC 6368

This College Credit Certificate (CCC) program consists of coursework in curriculum, environments and areas of child development associated with pre-school children.

Program Description

This CCC provides college-level courses in child development curriculum, classroom environments, adult-child interaction and parent relationships.

Career Path Notes

These 12 credits can be applied to the AS degree in Early Childhood Education with a specialization in Pre-School.

Completion Requirements

Complete all required program classes.

Program Length and Location

Total program credits: 12. This program is offered on all four campuses.

Program Web Site

www.pbcc.edu/childcare.xml

REQUIRED COURSES	CREDITS
EEC 1001 Introduction to Early Childhood Education	
-or-	
EEC 1309 Introduction to High/Scope	3
EEC 1300 Early Childhood Language Arts	3
EEC 1311 Early Childhood Science, Social Studies & Math	3

There are also 11 teaching staff currently employed by the grantee who have an unrelated degree. These persons will also enroll in the Certificate Program to earn the ECE credits needed to relate their degrees.

Cost/person for the certification program	= \$ 907.20
51 persons taking 12-credit certificate course @ \$907.20/person	= \$46,267.20
51 persons taking Child Development Course	= <u>\$11,361.78</u>
Subtotal cost	= \$ 57,628.98

Although these courses are offered on the four campuses, PBCHS/EHS program in collaboration with Palm Beach Community College (PBCC) will facilitate a cluster/ cohort in the eastern and western parts of the county to eliminate the need for excessive travel given the increased gas prices. We believe that the cluster/cohort format offers numerous benefits including but not limited to: ongoing support from college administrators, HS administrators, financial aid processing, peer mentorship, tutorial support for the cluster/cohort as a whole offering a targeted-results approach to the Math, English and Writing challenges that a large percentage of our teachers face. In addition, it offers easier maintenance of the staff's progress being that the cluster/cohort progresses together as a team and not as an individual.

The 40 students who will be seeking degrees will then take the College Placement Test (CPT). It is estimated that 50% or 20 will pass. Those who pass will apply for financial assistance (FAFSA) and seek qualifications for Pell grants and register as degree seeking students. Those students who may not qualify for Pell grants will be supported to secure student loans or other sources of financial assistance.

Students will have the option of enrolling in AS degree in Early Childhood Education, AA degree with at least 18 ECE credits at the Community College and later enrolling in BA or MA in ECE programs currently being developed by the local Florida Atlantic University (FAU) or through other universities.

Those who fail the College Placement Test (CPT) will then register for three (3) College Prep Courses at a cost of \$222.78/course. These courses will be provided in cluster/cohort format and additional tutoring in Math and writing will be provided.

3 College Prep Courses @ \$222.78 each	= \$ 668.34
20 persons taking the 3 Prep Courses	= \$13,366.80
Tutoring @ \$2,240/semester x 3 semesters	= <u>\$ 6,720.00</u>
Subtotal Cost	= \$20,086.80
Total Cost	= \$57,630 + \$20,755.34 = \$77,716

Please refer to the attached chart for graphic illustration.

Staff selected and basis for selection

Three groups of staff were selected as follows:

Group 1: Forty (40) current Head Start teaching staff who are now not currently enrolled

in a degree program. These are the persons who are apprehensive about the college experience. Starting in the Certificate Program with classes that cover coursework directly related to their work in the classroom, will help them to overcome their fears and give them confidence to enroll in a degree-seeking program.

Group 2: Eleven (11) currently employed teaching staff who have unrelated degrees. If the request is approved they will be afforded financial assistance to take the needed ECE credits to relate their degree.

Group 3: Staff from the delegate and contracted agencies who are not currently enrolled. While these persons will benefit from the cluster format, their tuition will be paid through TEACH or SEEK scholarships for which the grantee staff are not eligible. In addition, they will benefit from tutoring assistance to be paid from this grant should it be approved.

Other information:

This grant application is requesting funding to assist staff not currently enrolled to acquire degrees, and degreed staff with unrelated degrees to get the ECE credits necessary. This need is particularly critical for the grantee teaching staff for the following reasons:

- 1) The county's Tuition Reimbursement Program will be discontinued effective September 30, 2008 due to budget cuts.
- 2) Staff in grantee directly-operated programs is not eligible for TEACH or SEEK scholarships due to local eligibility requirements for those programs.

Note: Delegate agencies and contracted child care agencies are eligible for the above scholarships and are using these resources to the maximum. However, this grant request also includes staff from the partners participating in the clusters and getting tutoring assistance supported by grant funds.

**PBCHS/EHS & PBCC
Certificate Program and AS
Degree Collaboration for
Grant Proposal
May 28, 2008**

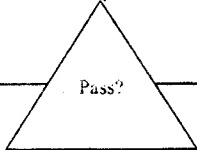
Target Group of 61 people: 51 from Grantee (funded by proposed grant) and 10 (funded by SEEK scholarship) from Delegates/Contracted Providers
107 Grantee HS Teaching Staff
30 Hold Related Degree
*11 Hold Unrelated Degree
66 Hold No Degree of which 22 are currently enrolled and *44 are not currently enrolled

40 Grantee Staff Needing Degrees = \$36,288.00
40 Grantee Staff Needing Degrees = \$8,911.00

11 Grantee Staff Relating Degrees = \$907.20 + \$222.78 = \$1,129.98 x 11 = \$12,430.00

50% will fall into this category (20)

50% will fall into this category (20)



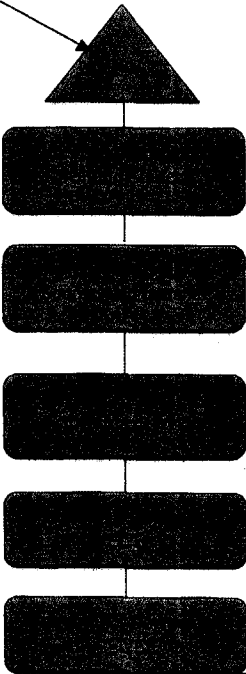
Apply for Financial Aid (FAFSA)

20 Grantee Staff Needing Degrees = \$13,367.00

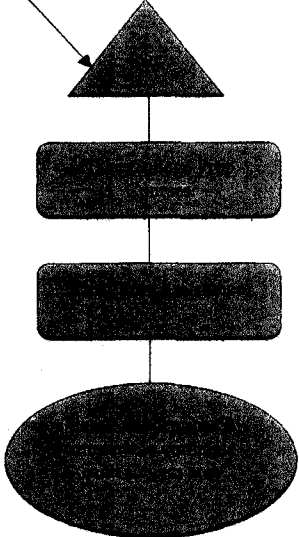
20 Grantee Staff Needing Degrees = \$2,240.00 x 3 semester = \$6,720.00



- Register as Degree Seeking Student
- Register for Courses towards degree
- Attain AS Degree in ECE
- Attain BS Degree in ECE



- Register as Degree Seeking Student
- Register for Courses towards degree
- Attain AS Degree in ECE
- Attain BS Degree in ECE



Grant = \$62,173.00
Match = \$15,543.00
Total = \$77,716.00



**Third Party
Sponsored Billing
Contract**

Accounts Receivable Department Contract # _____

Must be attached with Registered/Prospect Students Listing

Organization to Bill: PBC HEAD START & CHILDREN'S SERVICES Customer #: _____

Course starting date: JAN. 2009 Course ending date: AUG. 2010 Term 5

Course ID _____ Reference # _____ Number of Students: 51

Price per student: 51@1523.84 Total Amount: \$77,716.00

PBCC Program PRESCHOOL TRACK

PBCC Program Coordinator or Contact Person TARA Y. HARPER

PBCC Program Coordinator or Contact Person's tel # 561-233-1625 Fax # 561-233-1631

Please check whether Agency will pay for the following:

- Student Application Fee (if applicable)
- Student Registration/Access Fee (if applicable)
- Out of State Tuition (if applicable)
- Repeat Courses (if applicable)

YES	NO
X	
X	
	X
	X

(approximately 4x more)

* Billing Options:

- By Term 2009-02 Ex: 2009-1 is Fall - August to December
- By Course ID _____ Ex: NUR1213 = all Nursing 2 class
- By Reference # _____ Ex: 066948 = Nursing 2 @ wed/th @ 9:40
- By Time period _____ Ex: monthly or bi weekly

Organization agrees to pay in all circumstances fees for students authorized on billing contract (groups or individuals), regardless of student performance, class attendance or continued employment.

(organization's authorized signature)

If you have any questions, please call credit and collections personnel at:

	Tel #	Fax #
Sally Kear	868-3089	868-3080
Adriana Wardlow	868-3085	868-3080
Erin Jordan	868-3575	868-3080

* For term length contracts and billing, PBCC must bill during the term, not to exceed 30 days past the registration/ drop-add date. PBCC billing process would not mix or re-bill students, although balances may be outstanding.

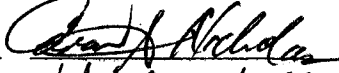



4200 Congress Avenue, MS#11
 Lake Worth, FL 33461-4796
 Phone: (561) 868-3075 Fax: (561) 868-3080

BILLING APPLICATION

Organization Name: PBC Head Start/Early Head Start & Children's Services
 Billing Address: 3323 Belvedere Road, Building 502
 City, State, Zip: West Palm Beach, FL 33406
 Contact Address: SAME AS ABOVE
 Contact Person(s): Helen Randall
 Phone Number: 561-233-1649 Fax Number: 561-233-1631

The following individuals are authorized to make individual and/or group billing requests from the Organization listed above:

<u>Print Name</u>	<u>Signature</u>	<u>Email Address</u>
<u>Carmen A. Nicholas, PhD</u>		<u>cnichola@pbcgov.org</u>
<u>Helen Randall</u>		<u>hrandall@pbcgov.org</u>

By signing this application, the authorizing Organization agrees to the following terms and conditions:

- A. Organization agrees to pay in all circumstances fees for students authorized on billing form (Group or Individual), regardless of student performance, class attendance or continued employment.
- B. Organization understands that in order for PBCC to adhere to Statutes and Florida State Board of Education Rule 6A-14.054 (17), deferral of fees, it is necessary for payment to be received within 30 days of the invoice date. Failure to comply could result in the loss of billing privileges and prepayment would be required for any future courses.
- C. Organization may be subject to fees for late payment or other collection fees per contract or invoice terms.
- D. Certification: The signature below indicates authority to act on behalf of the organization.

John F. Koons
 Print Name _____ Signature _____
 Chairman _____
 Title _____ Date _____

For PBCC use only. Customer Number: _____	PBCC Program Manager: _____
Received Date: _____	Prog. Mgr. informed Date: _____

Palm Beach community College Third Party Billing Procedure

1. The individual responsible for maintaining Third Party Billing Customers is Erin Jordan – Accounts Receivable Manager (tel # 868-3575). The contact person in her absence is Adriana Wardlow – Accounting Associate II (tel# 868-3085).
2. Parties interested in making Third Party Billing arrangements will need to contact one of the above mentioned individuals who will then provide a brief description of the procedure and forward a copy of the Billing Application.
3. A copy of the current Billing Application Form is attached herewith (electronic copies are available). In order to receive approval for a Third Party Billing Arrangement the applicant must supply all information requested in the form and agree to the following conditions stated in the Billing Application:
 - To pay fees of all the students attached to the billing arrangement regardless of subsequent changes in the student's situation such as – poor performance; non attendance; discontinuation of employment etc. etc.
 - To settle all outstanding bills within 30 days of the invoice date.
4. The information required in the form are:
 - The name and address of the organization
 - The names, specimen signatures, and the e-mail addresses of officials authorized to sign on behalf of the organization
 - Duly certified by a senior official of the organization
5. When received in the Credit & Collections Office, the duly completed Billing Application will be reviewed for compliance and completeness and if approved, will then be processed into PBCC's Credit & Collections System (Panther Net). This completes the process of setting up a Third Party Customer in Panther Net.

	<u>Ctr</u>	<u>Name</u>	<u>Student #</u>	<u>Comments</u>
Start with NO degree that are NOT enrolled				
1	B	Anandavardhana, Charumathi	C13092234	Registered for Class
2	J	Frith-Richardson, Andrea	A06952774	Registered for Class
3	W	Singleton, Verlencia	V08472185	Registered for Class
4	R	Udoh, Dominica	D10148138	Registered for Class
5	B	Vasquez, Alicia	A06554141	Registered for Class
Start with NO degree that are NOT enrolled				
		<u>Name</u>	<u>Position</u>	<u>Comments</u>
1	B	Bethel, Gale	G08653420	Registered for Class
2	R	Brown (Hyland), Kelly	K07029309	Registered for Class
3	W	Charles, Laurette	L11418209	Needs to Register
4	R	Coleman, Rosie Mae		NO RESPONSE
5	W	Cox, Barbara		NO RESPONSE
6	R	Daniels, Natasha	N06260525	Registered for Class
7	L	Davis, Donna	D09940750	Needs to Register
8	W	Dickey, Mariene	M12334256	Needs to Register
9	WG	Dunbar, Kelli	K06620470	Registered for Class
10	W	Earle, Janise	J11102506	Needs to Register
11	R	Epps, Connie	C07957715	Registered for Class
12	R	Fields, Gloria	G08425373	Needs to Register
13	B	Fortson, Willie	W06016992	Registered for Class
14	W	Francois, Betty		NO RESPONSE
15	R	Garrett (Davis), Sonia	S07675044	Registered for Class
16	L	Graham, Sharon	S07678360	
17	W	Hill, Jacquelyn N	J12164067	Registered for Class
18	WG	Johnson, Kimberly		NO RESPONSE
19	W	Kelly, Dorothy Gray		Registered for Class
20	L	Laurent, Lucinda	L07075377	Registered for Class
21	B	Leighton, Sharon	S09179706	Registered for Class
22	B	McGriff, Helen Rose	H13095591	Registered for Class
23	B	Mikhail, Marvet	M07209315	Registered for Class
24	R	Miller, Henry		NO RESPONSE
25	WG	Morris, Jacqueline	J07269954	Registered for Class
26	W	Richards (Rivera), Yvonne		NO RESPONSE
27	B	Short, Katherine	K10304285	Registered for Class
28	D	Thomas, Lythia		NO RESPONSE
29	D	Venegas, Gloria		NO RESPONSE
30	B	Wilson, Carolyn	C08250813	Needs to Register
31	D	Wright-Martin, Violet	V12895264 and V10132769	Needs to Register
		<u>Glades Cluster</u>	<u>Student #</u>	<u>Comments</u>
1	B	Brown, Catherine		NO RESPONSE
2	PG	Clark, Cynthia		NO RESPONSE
3	P	Davis, Mackerle	M11551710	Registered for Class
4	PG	Morland, Rebecca	R07416209	Registered for Class
5	PG	Tolbert, Anna	A11150976	Registered for Class