

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2010	2011	2012	2013	2014
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	1,331,085	_____	_____	_____	_____
External Revenue	(1,064,868)	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>266,217*</u>	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0.5</u>	_____	_____	_____	_____

Is Item Included In Current Budget: Yes ___ No X
 Budget Account No. : Fund _____ Dept. _____ Unit _____ Object _____
 Program Code: _____

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

C. Departmental Fiscal Review: Tauna Malhotra
 10/2/09

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:
 In the event the matching funds of \$266,217 are waived the net fiscal impact will be zero.
 * However, if matching funds are required, budget is available.
MO SC 10/9/09
 10/8/09 OFMB 10/29/09 VA 10/17/09 CN 10/06/09
Don J. Jacob 10/9/09
 Contract Development & Control

B. Legal Sufficiency:

[Signature] 10/13/09
 Assistant County Attorney

C. Other Department Review:

 Department Director

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

Department of Health and Human Services
Administration for Children and Families
Financial Assistance Award (FAA)

PMS DOCUMENT NUMBER:
04SE304601

1. AWARDING OFFICE: OA/OGM/Region IV		2. ASSISTANCE TYPE: Discretionary Grant		3. AWARD NO.: 04SE3046/01		4. AMEND. NO.:		
5. TYPE OF AWARD: SERVICE			6. TYPE OF ACTION: New			7. AWARD AUTHORITY: American Recovery and Reinvestment Act of 2		
8. BUDGET PERIOD: 07/01/2009 THRU 09/30/2010			9. PROJECT PERIOD: 07/01/2009 THRU 09/30/2010			10. CAT NO.: 93708		
11. RECIPIENT ORGANIZATION: PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS POST OFFICE BOX 4036 WEST PALM BEACH FL 33402 Edward L. Rich, Director of Community Services						12. PROJECT / PROGRAM TITLE: "Head Start 2009 ARRA COLA Quality Improvement Funding"		

13. COUNTY:		14. CONGR. DIST:		15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Carmen A Nicholas, Head Start Director			
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16. APPROVED BUDGET:				17. AWARD COMPUTATION:					
Personnel.....	\$	257,957		A. NON-FEDERAL SHARE.....	\$	266,217	20.00 %		
Fringe Benefits.....	\$	55,958		B. FEDERAL SHARE.....	\$	1,064,868	80.00 %		
Travel.....	\$	5,000		18. FEDERAL SHARE COMPUTATION:					
Equipment.....	\$	88,675		A. TOTAL FEDERAL SHARE.....	\$	1,064,868			
Supplies.....	\$	83,258		B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$				
Contractual.....	\$	299,697		C. FED. SHARE AWARDED THIS BUDGET PERIOD..	\$	1,064,868			
Facilities/Construction.....	\$	0		19. AMOUNT AWARDED THIS ACTION:					
Other.....	\$	274,323					\$ 1,064,868		
Direct Costs.....	\$	1,064,868		20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:					
Indirect Costs.....	\$	0					\$ 1,064,868		
At % of \$				21. AUTHORIZED TREATMENT OF PROGRAM INCOME:					
In Kind Contributions.....	\$	0		ADDITIONAL COSTS					
Total Approved Budget(**)..	\$	1,064,868		22. APPLICANT EIN:		23. PAYEE EIN:		24. OBJECT CLASS:	
				1-596000785-A1		1-596000785-A1		41.51	

25. FINANCIAL INFORMATION:						DUNS: 078470461	
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %	
OGM	04SE304601	75-9/0-1537	2009 G04R025	\$128,179			
OGM	04SE304601	75-9/0-1537	2009 G04R022	\$936,689			

26. REMARKS: (Continued on separate sheets)

Paid by DHHS Payment Management System (PMS), see attached for payment information.
This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.
This includes requirements in Parts I and II (available at <http://www.hhs.gov/grantsnet/adminis/gpd/index.htm>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 74 or 92, directly apply to this award apart from any coverage in the HHS GPS.
This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104).

27. SIGNATURE - ACF GRANTS OFFICER <i>James Colvin</i> James Colvin		DATE: 7/17/09	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY <i>Gayle E. Howard</i> Gayle E. Howard		DATE: 7/15/2009
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) <i>Marsha W. Lawrence</i> Marsha W. Lawrence, Regional Program Manager			DATE: 7-16-09		

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
FINANCIAL ASSISTANCE AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:
04SE304601

1. AWARDING OFFICE: OA/OGM/Region IV		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 04SE3046/01	4. AMEND. NO.
5. TYPE OF AWARD: SERVICE		6. TYPE OF ACTION: New		7. AWARD AUTHORITY: American Recovery and Reinvestm
8. BUDGET PERIOD: 07/01/2009 THRU 09/30/2010		9. PROJECT PERIOD: 07/01/2009 THRU 09/30/2010		10. CAT NO.: 93708
11. RECIPIENT ORGANIZATION: PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS				

26. REMARKS: (Continued from previous page)

For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html.

This grant is subject to the requirements as set forth in 45 CFR Part 87.

This grant is subject to the requirements set forth in 45 CFR part 74 (for non-profit organizations and educational institutions) or 45 CFR Part 92 (for state, local, and federally recognized tribal governments).

Initial expenditure of funds by the grantee constitutes acceptance of this award.

No future support is anticipated. (**) Reflects only federal share of approved budget.

This award is also subject to the Requirements of the attached (Attachment 1) Standard Terms and Conditions American Recovery and Reinvestment Act of 2009 Division A Funds.

This grant awards funds made available to the Head Start program under the American Recovery and Reinvestment Act. Head Start funds are awarded under CAN No. 2009 G04R022, and Early Head Start funds are awarded under CAN No. 2009 G04R025.

This action awards a cost-of-living adjustment (COLA) increase of 1.84% in the amount of \$229,586 for Head Start and \$30,904 for Early Head Start. These funds must be obligated to pay for staff salaries, fringe benefits, or increased operating costs over the 12-month period following the effective date of this grant or within 12 months after staff return to work in the summer/fall of 2009.

This action also awards quality improvement funds of \$707,103 for Head Start and \$97,275 for Early Head Start. These funds are available for obligation over the entire project period of the grant, which ends September 30, 2010.

SPECIAL CONDITIONS: The application submitted did not adequately meet all of the requirements for funding as per Program Instructions ACF-PI-HS-09-06 for cost-of-living adjustments (COLA) and quality improvement (QI) for FY-2009. Therefore, we are placing special conditions to this award to restrict the entire portion of the Grantee's ARRA COLA (\$145,409) and the ARRA COLA related to two delegates (Delray \$22,701; Young Women's Christian Association (YMCA) \$10,307). The grantee proposed unallowable uses for the ARRA COLA ranging from buying supplies, paying consultants, supporting workshops, and buying outdoor equipment. The delegates also proposed unallowable costs (i.e. supplies and furniture for Delray and education incentives for YMCA). The other delegates' ARRA COLA was acceptable. Funds are restricted until a new budget is submitted and a new grant award has been issued removing the special conditions.

SCHOOL BUS RIDER**NATURE OF WORK**

This is routine work involving the safety and discipline of Head Start children while transporting.

An employee in a position allocated to this class is responsible for maintaining discipline of the children when transporting. Maintains transportation check list in the bus at all times. Work is performed within established rules and procedures with supervision received from a superior in the form of specific assignments or schedules and reviewed on a daily basis.

EXAMPLES OF WORK

May be required to drive a school bus in transporting children.

Directs loading of students on bus to prevent congestion and unsafe conditions.

Monitors children's conduct to maintain safety while transporting children.

Maintains transportation checklist in the bus.

Rides school bus to prevent altercations between children and damage to school bus.

Makes sure there is authorized parent supervision when child is delivered home in the afternoon.

May perform other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of the conduct and behavior of preschool children.

Ability to relate to and guide preschool children.

Some knowledge of State and County traffic and motor vehicle regulations.

Ability to handle or lift up to forty (40) pounds.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to remain alert and observant at all times to insure safety of children.

MINIMUM ENTRANCE REQUIREMENT

Must be able to read and write English; have 6 months experience working with preschool children and parents; or any other equivalent combination of related training and experience.

SCHOOL BUS RIDER - CONT'DNECESSARY SPECIAL REQUIREMENTS

Must have possession of a valid Florida Commercial Driver's License (CDL) Class B permit, with Air Brakes and Passenger Endorsements and School Bus Driver's endorsement prior to appointment. Must obtain a Class B License with Air Brakes and Passenger Endorsements and School Bus Driver's endorsement within 90 days of hire. Must take First Aid CPR Training within 60 days of hire.

Rev. 05/2007

**BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT**

BGEX - 147 - 100109-0010
BGRV - 147 - 100109-0002

FUND (1002) - Head Start

Use this form to provide budget for items not anticipated in the budget.

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	ENCUMBERED AS OF 10/01/09	REMAINING BALANCE
REVENUE								
147 1460	3168 Fed Grant Indirect - Human Services	0	0	229586				
147 1461	3168 Fed Grant Indirect - Human Services	0	0	707103				
147 1462	3168 Fed Grant Indirect - Human Services	0	0	30904				
147 1463	3168 Fed Grant Indirect - Human Services	0	0	97,275	0			
Total Revenue		25,221,333	25,221,333	1,064,868	0	26,286,201		
EXPENDITURE								
HEADSTART-AARA								
147 1460 3401	Other Contracts	0	0	84,177	0	84,177	0	84,177
147 1460 4007	Travel Mileage	0	0	20,000	0	20,000	0	20,000
147 1460 4101	Communications Services	0	0	15,000	0	15,000	0	15,000
147 1460 4301	Utilities/Electric	0	0	20,000	0	20,000	0	20,000
147 1460 4310	Utilities/Waste Disposal	0	0	15,000	0	15,000	0	15,000
147 1460 4610	Repair/Maintenance Building	0	0	16,712	0	16,712	0	16,712
147 1460 4909	Licenses & Permits	0	0	15,000	0	15,000	0	15,000
147 1460 5121	Data Processing Software	0	0	13,697	0	13,697	0	13,697
147 1460 5201	Materials Supplies Operating	0	0	30,000	0	30,000	0	30,000
TOTAL HEADSTART-AARA		0	0	229,586	0	229,586	0	229,586
HEADSTART-QI								
147 1461 1201	Salaries & Wages Regular	0	0	223,895	0	223,895	0	223,895
147 1461 2101	FICA - Taxes	0	0	13,882	0	13,882	0	13,882
147 1461 2105	FICA - Medicare	0	0	3,246	0	3,246	0	3,246
147 1461 2201	Retirement Contribution	0	0	22,054	0	22,054	0	22,054
147 1461 3401	Other Contracts	0	0	65,997	0	65,997	0	65,997
147 1461 3421	Contract Training	0	0	174,277	0	174,277	0	174,277
147 1461 4007	Travel Mileage	0	0	10,547	0	10,547	0	10,547
147 1461 4610	Repair/Maintenance Building	0	0	5,292	0	5,292	0	5,292
147 1461 5201	Materials Supplies Operating	0	0	10,500	0	10,500	0	10,500
147 1461 5402	Education Training Materials	0	0	27,488	0	27,488	0	27,488
147 1461 6401	Machinery & Equipment	0	0	149,925	0	149,925	0	149,925
TOTAL HEADSTART-QI		0	0	707,103	0	707,103	0	707,103
EARLY HEADSTART-AARA								
147 1462 6401	Machinery & Equipment	0	0	30,904	0	30,904	0	30,904
TOTAL EARLY HEADSTART-AARA		0	0	30,904	0	30,904	0	30,904
EARLY HEADSTART-QI								
147 1463 1201	Salaries & Wages Regular	0	0	21,152	0	21,152	0	21,152
147 1463 2101	FICA - Taxes	0	0	1,609	0	1,609	0	1,609
147 1463 2105	FICA - Medicare	0	0	376	0	376	0	376
147 1463 2201	Retirement Contribution	0	0	2,816	0	2,816	0	2,816
147 1463 3421	Contract Training	0	0	31,322	0	31,322	0	31,322
147 1463 4610	Repair/Maintenance Building	0	0	20,000	0	20,000	0	20,000
147 1463 5201	Materials Supplies Operating	0	0	20,000	0	20,000	0	20,000
TOTAL EARLY HEADSTART-QI		0	0	97,275	0	97,275	0	97,275
Total Expenditures		25,221,333	25,221,333	1,064,868	0	26,286,201	0	26,286,201

COMMUNITY SERVICES
INITIATING DEPARTMENT/DIVISION Channell Wilkins
Administration/Budget Department Approval
OFMB Department - Posted

Signatures _____ Date 10/2/09

By Board of County Commissioners
At Meeting of _____
Deputy Clerk to the
Board of County Commissioners