



**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	1,682,647	_____	_____	_____	_____
External Revenue	(1,096,523)	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
 NET FISCAL IMPACT	 586,124	_____	_____	_____	_____
 # ADDITIONAL FTE POSITIONS (Cumulative)	 _____	_____	_____	_____	_____

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

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

Funding through Head Start grant - \$1,096,523 from Health and Human Services (HHS), and \$586,124 from Palm Beach County.

C. Departmental Fiscal Review. Tauna Malhotra  
9/13/10

**III. REVIEW COMMENTS**

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

[Signature]  
 OFMB  
 VA  
 9/16/10 9/15/10

[Signature] 9/22/10  
 Contract Dev. and Control

**B. Legal Sufficiency:**

This Contract complies with our contract review requirements.

[Signature] 9/24/10  
 Assistant County Attorney

**C. Other Department Review:**

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

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

## HEAD START DELEGATE AGENCY AGREEMENT

This Agreement is made and effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 2010, by and between the parties, Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, herein referred to as the COUNTY, and Hispanic Human Resources Council, Inc., (Sub-recipient) a corporation authorized to do business in the State of Florida whose Federal I.D. Number is 59-1747012 herein referred to as the DELEGATE AGENCY.

NOW THEREFORE IN CONSIDERATION of the mutual promises contained herein, the COUNTY and the DELEGATE AGENCY agree as follows:

### ARTICLE 1 – SERVICES

The parties agree that this Agreement shall apply to all services provided by the DELEGATE AGENCY for Full Day HEAD START services for 261 children and families within the geographical area in accordance with the Palm Beach County HEAD START Agreement at its facilities for the period of October 1, 2010 through September 30, 2011. Compensation for services rendered by the DELEGATE AGENCY for this period shall be in accordance with Article 3 of this Agreement.

The COUNTY'S representative/liaison during the performance of this Agreement shall be Channell Wilkins, Department Director, Community Services or his representative - telephone number (561) 355-4702

The DELEGATE AGENCY'S representative/liaison during the performance of this Agreement shall be Jorge Avellana, Executive Director, telephone number (561) 641-4198.

### ARTICLE 2 - SCHEDULE

The DELEGATE AGENCY shall commence services on October 1, 2010, and complete all services by September 30, 2011. During this period, child development and family support services shall be provided Monday thru Friday during the hours 6:30am – 6:00p.m.

Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Exhibit "A."

### ARTICLE 3 - PAYMENTS TO DELEGATE AGENCY

The COUNTY shall pay to the DELEGATE AGENCY for providing the services hereunder up to the maximum amount of One Million, Six Hundred Eighty-two Thousand, Six Hundred Forty-seven Dollars (\$1,682,647). Payments shall be made by the COUNTY, on a monthly basis commencing October 1, 2010, based upon invoices submitted by the DELEGATE AGENCY by the tenth (10th) working day of each month following the month in which services were delivered in accordance with the schedule detailed in Exhibit "B". Failure to submit monthly reimbursement requests in a manner deemed correct and acceptable by the COUNTY, by the tenth (10th) working day of each month following the month in which services were delivered shall deem the DELEGATE AGENCY in non-compliance with this covenant and at the option of the COUNTY, the DELEGATE AGENCY will forfeit its claim to any reimbursement for that specific month's payment request or the COUNTY may invoke the termination

provision in this Agreement. All Requests for Payment under the terms of this Agreement shall include copies of paid receipts, copies of checks, invoices, or other documents acceptable to the Palm Beach County Finance Department. Such documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the Scope of Work described in the Agreement. **In the event the DELEGATE AGENCY fails to submit acceptable reports and other required documents, monthly payments will be delayed. The COUNTY Finance Department will normally process invoices within thirty working days once it has been deemed correct and acceptable.** Any travel, per diem, mileage, meals or lodging expenses which may be reimbursable under the terms of this Agreement will be paid in accordance with the rates and conditions set forth in Section 112.061, Florida Statutes.

The State or Federal funds being provided hereunder cannot be used as a match for other State or Federal grants to the DELEGATE AGENCY and the DELEGATE AGENCY cannot submit requests for the same expenses to more than one funding source or under more than one program.

Prior to the 10th day of the month following the last month of services under this Agreement, the DELEGATE AGENCY will provide the COUNTY with a final invoice, which must be marked final in sufficient detail and with supporting documentation satisfactory to the COUNTY'S Finance Department, based on the actual costs incurred by the DELEGATE AGENCY in providing the services in accordance with the budget set forth in Exhibit "B" hereof. Any other charges not properly included on this final invoice are waived by the DELEGATE AGENCY. Invoices received after this date may not be paid.

Budget changes within approved budget categories can be approved, in writing, by the DEPARTMENT director at his discretion. Such changes may not exceed ten percent (10%) of the total Agreement amount during the Agreement period. Requests for budget changes must be submitted in writing by the DELEGATE AGENCY to the DEPARTMENT director. Appropriate documentation of approval of any budget change request by the DELEGATE AGENCY'S Board of Directors must accompany such requests. Budget changes in excess of ten percent (10%) must be approved by the Palm Beach County Board of County Commissioners.

Carry Over Balance (COB) shall not be granted under this Agreement except under the following conditions:

1. Notice of Federal Financial Award is received with insufficient time to draw down or obligate funds within the present fiscal year.
2. COB shall not be granted on the County's overmatch portion of the grant award.
3. For a COB request to be considered, it must be submitted in writing and with all necessary documentation no later than the 10<sup>th</sup> day following the last month of services under this Agreement.

Without changing the contract price, each invoice for payment shall be subject to the Inspector General Contract fee of .25% where applicable, to defray costs of the office of the Inspector General in accordance with ordinance 2009-049, as may be amended.

#### **ARTICLE 4 - TRUTH-IN-NEGOTIATION CERTIFICATE**

Signature of this Agreement by the DELEGATE AGENCY shall also act as the execution of a truth-in-

negotiation certificate certifying that the wage rates, over-head charges, and other costs used to determine the compensation provided for in this Agreement are accurate, complete and current as of the date of the Agreement and no higher than those charged by the DELEGATE AGENCY for most favored customer for the same or substantially similar service.

The said rates and costs shall be adjusted to exclude any significant sums should the COUNTY determine that the rates and costs were increased due to inaccurate, incomplete or non-current wage rates or due to inaccurate representations of fees paid to outside consultants. The COUNTY shall exercise its rights under this Article 4 within three (3) years following final payment.

#### **ARTICLE 5 - TERMINATION**

This Agreement may be terminated, in whole or in part, by the DELEGATE AGENCY upon sixty (60) days' prior written notice to the COUNTY'S representative. It may also be terminated, in whole or in part, by the COUNTY, with or without cause, immediately upon written notice to the DELEGATE AGENCY. Unless the DELEGATE AGENCY is in breach of this Agreement, the DELEGATE AGENCY shall be paid for services rendered to the COUNTY'S satisfaction through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the COUNTY the DELEGATE AGENCY shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders relating to the performance of the terminated work.
- C. Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY.
- D. Continue and complete all parts of the work that have not been terminated.

#### **ARTICLE 6 - PERSONNEL**

The DELEGATE AGENCY represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

All of the services required herein-under shall be performed by the DELEGATE AGENCY or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

Any changes or substitutions in the DELEGATE AGENCY'S key personnel, as may be listed in Exhibit "A", must be made known to the COUNTY'S representative and written approval must be granted by the COUNTY'S representative before said change or substitution can become effective.

The DELEGATE AGENCY warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field.

All of the DELEGATE AGENCY'S personnel while on County premises will comply with all

COUNTY requirements governing conduct, safety and security.

#### **ARTICLE 7 - SUBCONTRACTING**

Subcontracting all or any significant portion of the Head Start services is not authorized.

#### **ARTICLE 8 - FEDERAL AND STATE TAX**

The COUNTY is exempt from payment of Florida State Sales and Use Taxes. The COUNTY will sign an exemption certificate submitted by the DELEGATE AGENCY. The DELEGATE AGENCY shall not be exempt from paying sales tax, unless exempt pursuant to its own tax exemption number, to its suppliers for materials used to fulfill contractual obligations with the COUNTY, nor is the DELEGATE AGENCY authorized to use the COUNTY'S Tax Exemption Number in securing such materials. The DELEGATE AGENCY shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this Agreement.

#### **ARTICLE 9 - AVAILABILITY OF FUNDS**

The COUNTY'S performance and obligation to pay under this Agreement for fiscal years is contingent upon annual appropriations for its purpose by the Board of County Commissioners and receipt of Federal funds designated for this purpose.

#### **ARTICLE 10 - INSURANCE**

- A. DELEGATE AGENCY shall, at its sole expense, agree to maintain in full force and effect at all times during the life of this Agreement, insurance coverage and limits (including endorsements), as described herein. The requirements contained herein, as well as COUNTY'S review or acceptance of insurance maintained by DELEGATE AGENCY are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by DELEGATE AGENCY under this Agreement. DELEGATE AGENCY shall agree to provide the County with at least ten (10) day prior notice of any cancellation, non-renewal or material change to the insurance coverages.
- B. **Commercial General Liability** DELEGATE AGENCY shall maintain Commercial General Liability at a limit of liability not less than \$500,000 each occurrence. Coverage shall not contain any endorsement excluding Contractual Liability or Cross Liability unless granted in writing by County's Risk Management Department. DELEGATE AGENCY shall provide this coverage on a primary basis.
- C. **Business Automobile Liability** DELEGATE AGENCY shall maintain Business Automobile Liability at a limit of liability not less than \$500,000 each occurrence for all owned, non-owned and hired automobiles. If the DELEGATE AGENCY doesn't own any automobiles, the Business Auto Liability requirement shall be amended allowing DELEGATE AGENCY to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form. DELEGATE AGENCY shall provide this coverage on a primary basis.

- D. **Worker's Compensation Insurance & Employers Liability** DELEGATE AGENCY shall maintain Worker's Compensation & Employers Liability in accordance with Florida Statute Chapter 440. DELEGATE AGENCY shall provide this coverage on a primary basis.
- E. **Professional Liability** DELEGATE AGENCY shall maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than \$1,000,000 per occurrence. When a self-insured retention (SIR) or deductible exceeds \$10,000, COUNTY reserves the right, but not the obligation, to review and request a copy of DELEGATE AGENCY'S most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, DELEGATE AGENCY shall maintain a retroactive date prior to or equal to the effective date of this Agreement. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplement Extended Reporting Period (SERP) during the life of this Agreement, DELEGATE AGENCY shall purchase a SERP with a minimum reporting period not less than 3 years. DELEGATE AGENCY shall provide this coverage on a primary basis.
- F. **Additional Insured** DELEGATE AGENCY shall endorse the COUNTY as an Additional Insured with a CG 2026 Additional Insured - Designated Person or Organization endorsement, or its equivalent, to the Commercial General Liability. The Additional Insured endorsement shall read "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents." DELEGATE AGENCY shall provide the Additional Insured endorsements coverage on a primary basis.
- G. **Waiver of Subrogation** The DELEGATE AGENCY hereby waives any and all rights of Subrogation against the County, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, then DELEGATE AGENCY shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which a condition to the policy specifically prohibits such an endorsement, or voids coverage should DELEGATE AGENCY enter into such an agreement on a pre-loss basis.
- H. **Certificate(s) of Insurance** immediately following notification of the award of this Agreement, DELEGATE AGENCY shall deliver to the COUNTY a Certificate(s) of Insurance evidencing that all types and amounts of insurance coverage required by this Agreement have been obtained and are in full force and effect.
- I. **Umbrella or Excess Liability** If necessary, DELEGATE AGENCY may satisfy the minimum limits required above for either Commercial General Liability, Business Auto Liability, and Employer's Liability coverage under Umbrella or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest "Each Occurrence" limit for Commercial General Liability, Business Auto Liability, or Employer's Liability. The COUNTY shall be specifically endorsed as an "Additional Insured" on the Umbrella or Excess Liability, unless the Certificate of Insurance notes the Umbrella or Excess

Liability provides coverage on a "Follow-Form" basis.

- J. **Right to Review** COUNTY, by and through its Risk Management Department, in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverage, or endorsements, herein from time to time throughout the term of this Agreement, COUNTY reserves the right, but not the obligation, to review and reject any insurer providing coverage because of its poor financial condition or failure to operate legally.

#### **ARTICLE 11 - INDEMNIFICATION**

The DELEGATE AGENCY shall protect, defend, reimburse, indemnify and hold COUNTY, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance of the terms of this Agreement or due to the acts or omissions of DELEGATE AGENCY.

#### **ARTICLE 12 - SUCCESSORS AND ASSIGNS**

The COUNTY and the DELEGATE AGENCY each binds itself and its partners, successors, executors, administrators and assigns to the other party and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Except as above, neither the COUNTY nor the DELEGATE AGENCY shall assign, sublet, convey or transfer its interest in this Agreement without the prior written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the COUNTY, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the COUNTY and the DELEGATE AGENCY.

#### **ARTICLE 13 - REMEDIES**

This Agreement shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Agreement will be held in Palm Beach County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

#### **ARTICLE 14 - CONFLICT OF INTEREST**

The DELEGATE AGENCY represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part III, Florida Statutes. The DELEGATE AGENCY further represents that no person having any such conflict of interest shall be employed for said performance of services.

The DELEGATE AGENCY shall promptly notify the COUNTY'S representative, in writing, by certified



mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance which may influence or appear to influence the DELEGATE AGENCY'S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the DELEGATE AGENCY may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute a conflict of interest if entered into by the DELEGATE AGENCY. The COUNTY agrees to notify the DELEGATE AGENCY of its opinion by certified mail within thirty (30) days of receipt of notification by the DELEGATE AGENCY. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the DELEGATE AGENCY, the COUNTY shall so state in the notification and the DELEGATE AGENCY shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the COUNTY by the DELEGATE AGENCY under the terms of this Agreement.

#### **ARTICLE 15 - EXCUSABLE DELAYS**

The DELEGATE AGENCY shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the DELEGATE AGENCY and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargoes, and abnormally severe and unusual weather conditions.

Upon the DELEGATE AGENCY'S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the DELEGATE AGENCY'S failure to perform was without its fault or negligence, the Agreement Schedule and/or any other affected provision of this Agreement shall be revised accordingly, subject to the COUNTY'S rights to change, terminate, or stop any or all of the work at any time.

#### **ARTICLE 16 - ARREARS**

The DELEGATE AGENCY shall not pledge the COUNTY'S credit or make it a guarantor of payment or surety for any agreement, debt, obligation, judgment, lien, or any form of indebtedness. The DELEGATE AGENCY further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

#### **ARTICLE 17 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS**

The DELEGATE AGENCY shall deliver to the COUNTY'S representative for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the COUNTY under this Agreement.

To the extent allowed by Chapter 119, Florida Statutes, all written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the COUNTY or at its expense will be kept confidential by the DELEGATE AGENCY and will not be disclosed to any other party, directly or indirectly, without the COUNTY'S prior written consent unless required by a lawful court order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Agreement for or at the COUNTY'S expense shall be and

remain the COUNTY'S property and may be reproduced and reused at the discretion of the COUNTY.

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

#### **ARTICLE 18 - INDEPENDENT CONTRACTOR RELATIONSHIP**

The DELEGATE AGENCY is, and shall be, in the performance of all work services and activities under this Agreement, an Independent Contractor, and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to the DELEGATE AGENCY'S sole direction, supervision, and control. The DELEGATE AGENCY shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the DELEGATE AGENCY'S relationship and the relationship of its employees to the COUNTY shall be that of an Independent Contractor and not as employees or agents of the COUNTY.

The DELEGATE AGENCY does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

#### **ARTICLE 19 - CONTINGENT FEES**

The DELEGATE AGENCY warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the DELEGATE AGENCY to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the DELEGATE AGENCY, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

#### **ARTICLE 20 - ACCESS AND AUDITS**

The DELEGATE AGENCY shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion or termination of this Agreement. The COUNTY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the DELEGATE AGENCY'S place of business.

Palm Beach County has established the Office of the Inspector General in Ordinance 2009-049, as may be amended, which is authorized and empowered to review past, present and proposed County contracts, transactions, accounts and records. The Inspector General has the power to subpoena witnesses, administer oaths and require the production of records, and audit, investigate, monitor, and inspect the activities of the DELEGATE AGENCY, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud.

The DELEGATE AGENCY shall provide the COUNTY with an annual financial audit report which meets the requirements of Sections 11.45 and 216.349, Fla. Stat., and Chapter 10.550, Rules of the

Auditor General, the Single Audit Act of 1984, 31 U.S.C. ss. 7501-7505, OMB Circulars A-128 or A-133 for the purposes of auditing and monitoring the funds awarded under this Agreement.

The annual financial audit report shall include all management letters and the DELEGATE AGENCY'S response to all findings, including corrective actions to be taken.

The annual financial audit report shall include a schedule of financial assistance specifically identifying all contracts, agreements and grant revenue, including Federal and Non-Federal funds and costs by sponsoring agency and contract/agreement/grant number.

The complete financial audit report, including all items specified herein, shall be sent directly to:

Community Services Department  
Division of Head Start/Early Head Start & Children's Services  
3323 Belvedere Road, Building 502  
West Palm Beach, Florida 33406

The DELEGATE AGENCY shall have all audits completed by an Independent Certified Public Accountant (IPA) who shall either be a Certified Public Accountant or a Public Accountant licensed under Chapter 473, Fla. Stat. The IPA shall state that the audit complied with the applicable provisions noted above.

Two (2) bound originals of the audit is due within 30 days after receipt of the financial audit report by the Independent Certified Public Accountant or a Public Accountant licensed under Chapter 473, Fla. Stat. or nine (9) months after the close of the DELEGATE AGENCY'S fiscal year.

#### **ARTICLE 21 - NONDISCRIMINATION**

The DELEGATE AGENCY warrants and represents that all of its employees and clients are treated equally (during employment or service provision) without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, or sexual orientation, gender identity and expression.

#### **ARTICLE 22 - AUTHORITY TO PRACTICE**

The DELEGATE AGENCY hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the COUNTY'S representative upon request.

#### **ARTICLE 23 - SEVERABILITY**

If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

#### **ARTICLE 24- PUBLIC ENTITY CRIMES**

As provided in F.S. 287.132-133, by entering into this Agreement or performing any work in furtherance hereof, the DELEGATE AGENCY certifies that it, its affiliates, suppliers and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by F.S. 287.133(3)(a).

#### **ARTICLE 25 - DRUG FREE WORKPLACE**

The DELEGATE AGENCY shall implement and maintain a drug-free workplace program of at least the following items:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the DELEGATE AGENCY'S policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

2. Give each employee engaged in providing the services that are under Agreement a copy of the statement specified above. In the statement notify the employees that, as a condition of working on the Agreement services, the employee will abide by the terms of the statement and will notify the DELEGATE AGENCY of any conviction of, or plea of guilty nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.

Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted or so pleads.

Make a good faith effort to continue to maintain a drug-free workplace through implementation Section 287.087, Florida Statutes.

#### **ARTICLE 26 - MODIFICATIONS OF WORK**

The COUNTY reserves the right to make changes in Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by the DELEGATE AGENCY of the COUNTY'S notification of a contemplated change, the DELEGATE AGENCY shall, in writing:

- (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change
- (2) notify the COUNTY of any estimated change in the completion date
- (3) advise the COUNTY if the contemplated change shall affect the DELEGATE AGENCY'S ability to meet the completion dates or schedules of this Agreement. If the COUNTY so

instructs in writing, the DELEGATE AGENCY shall suspend work on that portion of the Scope of Work affected by a contemplated change, pending the COUNTY'S decision to proceed with the change.

If the COUNTY elects to make the change, the COUNTY shall initiate an Agreement Amendment and the DELEGATE AGENCY shall not commence work on any such change until such written amendment is signed by the DELEGATE AGENCY and approved and executed on behalf of Palm Beach County.

**ARTICLE 27 - NOTICE**

All notices required in this Agreement shall be sent by certified mail, return receipt requested, hand delivery or other delivery service requiring signed acceptance. If sent to the COUNTY, notices shall be addressed to:

Channell Wilkins, Department Director  
Community Services or his representative  
Division of Head Start/Early Head Start & Children's Services  
3323 Belvedere Road, Building 502  
West Palm Beach, Florida 33406

With copy to:

Palm Beach County Attorney's Office  
301 North Olive Avenue  
West Palm Beach, Florida 33401

If sent to the DELEGATE AGENCY, notices shall be addressed to:

Jorge Avellana, Executive Director  
Hispanic Human Resources Council, Inc.  
1427 South Congress Avenue  
West Palm Beach, Florida 33406

**ARTICLE 28 - ENTIRETY OF CONTRACTUAL AGREEMENT**

The COUNTY and the DELEGATE AGENCY agree that this Agreement sets forth the entire Agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto in accordance with Article 26- Modifications of Work.

**ARTICLE 29 - CRIMINAL HISTORY RECORDS CHECK**

The DELEGATE AGENCY shall comply with the provisions of Ordinance 2003-030, the Criminal History Records Check Ordinance ("Ordinance"), if DELEGATE AGENCY'S employees are required under this Agreement to enter a "critical facility" as identified in Resolution R-2003-1274. The

DELEGATE AGENCY acknowledges and agrees that all employees who are to enter a "critical facility" will be subject to a fingerprint based criminal history records check. Although COUNTY agrees to pay for all applicable FDLE/FBI fees required for criminal history record checks, the DELEGATE AGENCY shall be solely responsible for the financial, schedule, and staffing implications associated in complying with Ordinance 2003-030.

**ARTICLE 30 – REGULATIONS: LICENSING REQUIREMENTS**

The DELEGATE AGENCY shall comply with all laws, ordinances and regulations applicable to the services contemplated herein to include those applicable to conflict of interest and collusion. DELEGATE AGENCY is presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may in any way affect the services offered.

**ARTICLE 31 – ENFORCEMENT**

In addition to the termination procedures, failure of the DELEGATE AGENCY to perform in accordance with this Agreement and the Head Start Performance Standards, Head Start Act, local, state and other policies associated with the operations of a Head Start/Early Head Start Program is subject to enforcement by the Head Start/Early Head Start Quality Council. Failure to perform may result in payment reduction of up to \$500.00 per violation. Violations will be incurred for patterns of non-compliance associated with meeting Performance Standards, late submission of documents and reports. The Head Start Quality Council will convene, hear the matter, and if a violation is found to have occurred they can issue orders requiring corrective action and a reduction in payments.

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Nothing below this line

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Agreement on behalf of the COUNTY and DELEGATE AGENCY has hereunto set its hand the day and year above written.

ATTEST:  
SHARON R. BOCK, Clerk & Comptroller

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS:


By: \_\_\_\_\_  
Deputy Clerk

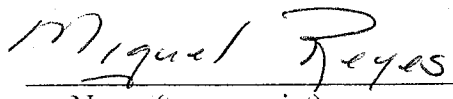
By: \_\_\_\_\_  
Burt Aaronson, Chair

WITNESS:

DELEGATE AGENCY: HISPANIC HUMAN  
RESOURCES COUNCIL, INC.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Name (type or print)

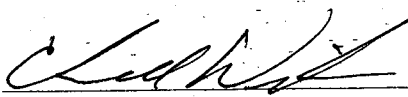
\_\_\_\_\_  
Jorge Avellana  
Typed Name

\_\_\_\_\_  
Executive Director  
Title

REVIEWED AND APPROVED AS TO  
FORM AND LEGAL SUFFICIENCY

APPROVED AS TO FORM  
AND SUFFICIENCY

By: \_\_\_\_\_  
County Attorney

By:   
\_\_\_\_\_  
County Department Head

9/01/10

**EXHIBIT "A"**  
**Scope of Work**

**1.1 DELEGATE AGENCY agrees:**

- A. To provide the services as defined by the U.S. Department of Health and Human Services (HHS) and as outlined in Head Start Program Standards and other regulations 45 CFR parts 1301, 1302, 1303, 1304, Subpart D Program Design and Management and Guidances 1305, 1306, 1308 and 1309 with specific emphasis on Sections 1304.20, 1304.21, 1304.22, 1304.23, 1304.24, and 1304.40 of the Head Start Performance Standards and in accordance with Head Start/ Early Head Start Service Area Plans, COUNTY rules, regulations, and as required by the Head Start or Early Head Start Agreement. To operate five (5) days a week (daily center hours of operation should be at least a minimum of ten contact hours per day to accommodate working parents and parents in school or training for a minimum of 249 days) throughout the term of this Agreement for a maximum of 261 preschool children (ages 3 and 4);
- B. To adhere to all applicable Program Performance Standards for service provisions associated with the operation of Head Start Programs by COUNTY and Delegate Agencies promulgated by HHS Office of Human Development Services (OHDS), Administration for Children, Youth and Families (ACYF) including, but not limited to notices and instructions from the HHS Regional Office and OHDS Notices 45 CFR Part 1304; N-30-364-4; Head Start Performance Standards and the Improving Head Start for School Readiness Act of 2007, all of which are incorporated herein by reference; significant non-compliance may lead to deficiency status and termination of DELEGATE AGENCY Agreement and withdrawal of financial assistance [1304.3(a)(6) (i-iii)];
- C. **BACKGROUND CHECKS:** To ensure that no employee is hired without a FDLE (Florida Department of Law Enforcement), local Palm Beach County (PBC), Sheriff Department and Federal Bureau of Investigation (FBI). National background checks have been completed.
- D. **CHILD SAFETY:** To adhere to the Federal mandate that no less than two staff persons must be with child/children at all times.
- E. Provide a daily education program for preschool children emphasizing the social, physical, and cognitive skills that are developmentally appropriate for preschool age children (1304.21);
- F. To provide breakfast, snack and lunch that meets USDA Child Care Food Program requirements and Head Start Performance Standards;
- G. Maintain a clean, safe, and well equipped environment (indoor/outdoor);
- H. To provide the number of teaching staff specified in OHDS Notice N-30-364-4; as are needed to teach and supervise the PROGRAM enrolled children [1304.52(g)(1)];



- I. To designate a qualified staff person to provide general supervision, staff administration and programming for the Head Start PROGRAM (1304.52);
- J. To adhere to the Health Services Area Performance Standards: including general physical examinations, vision and hearing screenings, dental examinations and appropriate follow-up care for all PROGRAM enrolled children, except those enrolled in other health care programs (1304.20);
- K. To adhere to the Family Partnership (1304.40) and Community Partnership (1304.1) areas of the Head Start Program Performance Standards, providing support services to enrolled children and their families in an effort to solve any problems of the family and assist family in becoming self-sufficient [1304.52(d)(5) and (6)];
- L. To adhere to the Part 1305, Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) in Head Start of the Head Start Program Performance Standards. To conform to the guidelines and policies established under grantee's ERSEA Unit Implementation Plan, using approved forms and the web-based ChildPlus.net as the primary instrument for ERSEA compliance and program management. To submit ChildPlus.net Report 2310 verified and certified by the Family Services Specialist (FSS) or designated person, on a monthly basis **with your monthly reimbursement**;
- M. To cooperate with the COUNTY PROGRAM in coordinating volunteer activities and parent involvement activities in the PROGRAM [1304.52 (d)(6)];
- N. To develop and maintain a Quality Assurance & Service Reliability System (QA & SRS) that provides daily, weekly, bi-weekly, monthly, quarterly and bi-annual on-going monitoring of your center(s);
- O. To provide staff or consultants to perform **Content Area Expert Services** in compliance with Performance Standards - Subpart D Program Design and Management, 1304.52, specifically for Education 1304.52(d)((1), , Health 1304.52(d)(2), Nutrition 1304.52(d)(3), Mental Health 1304.52(d)(4), Family and Community Partnership 1304.52(d)(5), Parent Involvement 1304.52(d)(6), Disabilities 1304.52(d)(7) and qualified Fiscal Officer 1304.52(d)(8); The **Content Area Experts** will provide monthly monitoring of the DELEGATE AGENCY'S operations. The COUNTY'S forms will be used to monitor and document outcomes/results. This information is to be submitted along with the Monthly Status Report due by the 5<sup>th</sup> of each month. The Agency must establish its own procedures for ongoing fiscal monitoring and may refer to the County's Procedures, See Page 18 1.3 A; All Quality Assurance and Service Reliability System (QA&SRS) information is to be kept in a central filing system which contains all monthly, quarterly and self-assessment annual monitoring etc. The monitoring should be sent electronically so it can be shared with the County's Content Area Experts;
- P. To abide by the COUNTY'S Head Start/Early Head Start Policy Council and Health Advisory Committee mandates, rules & regulations, guidelines and recommendations;

- Q. To provide in-service staff development training programs developed for and designed to include all DELEGATE AGENCY staff [1304.52(k)(1-3)];
- R. To submit any such reports as may be required by HHS directives, the COUNTY, or PROGRAM such as, but not limited to (i.e., Monthly Status Reports, PIR, Community Assessment, Self Assessment, Federal Refunding Agreement Application Report, Budget Line Item Justification, Forms SF 424A), within specified time frames, as monthly reimbursements may be delayed if reports and other required documents are not submitted in a timely manner. The Self-Assessment is to be submitted no later than fifteen (15) days after being conducted, including corrective action and/or improvement plans; Federal Refunding Agreement Application information must be received within 7-14 days of notification pending the time given to the COUNTY by the Regional Office;
- S. To prepare, retain and permit COUNTY and HHS to inspect all records as required by HHS directives, in the manner authorized by conditions in the HHS grant or as the COUNTY PROGRAM deems necessary for grant purposes;
- T. Confidentiality - The DELEGATE AGENCY shall not use or disclose any information concerning a recipient of services under this Agreement or any purpose not in conformity with the Head Start and State Regulations (HRMS 50-1), except on written consent of the recipient or his responsible parent or guardian or when authorized by law;

Both parties must comply with obligations relating to compliance with student records confidentiality laws. By signing this Agreement, both parties acknowledge and agree to comply with the Family Educational Rights and Privacy Act (FERPA) and all State and Federal Laws relating to the confidentiality of student records;

- U. To permit the COUNTY and HHS staff to monitor **at all times** and evaluate DELEGATE AGENCY'S activities, including, but not limited to, site visits and observations by the COUNTY'S and HHS's staff (also, other funding agencies as approved by the COUNTY);
- V. To comply with all applicable laws, ordinances, and codes of federal, state and local governments;
- W. To provide Monthly Status Reports on the enrollment in the PROGRAM and on the development, progress and accomplishments of the children in the Head Start PROGRAM, and to forward copies of such reports to COUNTY identified persons; Monthly Status Reports are to be submitted by the 5<sup>th</sup> day of the month. If the 5<sup>th</sup> falls on a weekend or a holiday then the report is due the day before;
- X. In the event of termination of this Agreement, to transfer the DELEGATE AGENCY'S activities records to another entity designated by the COUNTY, and the PROGRAM within (10) days of the Agreement termination;
- Y. At least ten (10) percent of the children recruited and enrolled in the Head Start

PROGRAM operated by the DELEGATE AGENCY shall be disabled. The DELEGATE AGENCY shall comply with 45CFR 1308.5), recruitment and enrollment of children with disabilities;

- Z. To ensure that the staff person who provides general supervision, staff administration and programming for the Head Start PROGRAM attends the scheduled monthly Delegate Agency/Contracted Services Provider meetings, Education and other partner meetings as required;
- AA. To ensure staff receives appropriate training to include local, state, regional and/or national conferences;
- BB. To ensure the attendance of the DELEGATE AGENCY'S content area designated staff at all COUNTY PROGRAM specified in-service training, including, but not limited to, pre-service, policy council/committee training, and performance standards training;
- CC. To prepare and submit an application for financial assistance as per ACF Agreement Application Instructions, when requested by the COUNTY;
- DD. To develop Service Area Plans in accordance with the Head Start Performance Standards, Federal and Local Regulations and Local Program Goals and Objectives;
- EE. DELEGATE AGENCY must maintain staffing patterns as indicated in [1306.21];
- FF. The DELEGATE AGENCY must ensure that their PROGRAM is fully in compliance with the requirements for staff qualifications as outlined in the Improving Head Start for School Readiness Act of 2007;
  - 1. The DELEGATE AGENCY must develop and submit to the COUNTY PROGRAM a plan to ensure compliance with these requirements; A status report must be submitted to the County. This must include level of compliance, timelines, for teachers still working on their degrees, progress made and plans for obtaining/sustaining the requirements;
  - 2. Prior to refunding Agreements or further funding, documented progress must be on file with the COUNTY;
- GG. The DELEGATE AGENCY shall report by telephone all unusual incidents that involve any Head Start children in the center immediately and incidents that involve other children within 24 hours. This includes incidents occurring in contracted facilities or on approved trips away from the facility. Incidents must be reported to the Director of Head Start/Early Head Start and Children's Services within one hour of learning of the incident. A written report shall follow the verbal report to the Head Start Director;
- HH. To comply with Florida's State Law regarding reporting of suspected child abuse and neglect;

According to the law, the person who suspects abuse is mandated to report immediately upon knowledge of the incident to the Department of Children and Families/Child Protective Services. DELEGATE AGENCY persons required to report include: social services, classroom staff, volunteers, dentists, medical examiners, mental health professionals, psychologists and others. All persons making a report will be protected by the Florida State Law;

A copy of the written report submitted to the Department of Children and Families must be forwarded immediately to the Director of Head Start/Early Head Start and Children Services. The DELEGATE AGENCY must ensure that agency staff participate and complete training on child abuse and neglect that includes information on current laws and reporting procedures. Documentation of staff attendance and completion of such training must be forwarded to the Director of Head Start/Early Head Start and Children's Services;

The DELEGATE AGENCY agrees to follow the above procedures in all instances of suspected child abuse and neglect, including suspected abuse committed by a staff person;

- II. To use the Childplus.net which is a comprehensive management software package designed for use by Head Start/Early Head Start, and other community agencies. It is designed to meet the reporting and tracking needs of the Head Start PROGRAM. The objective is to establish a dynamic and cohesive management system that support continuous improvement and foster commitment to providing the highest level of services to children and families in accordance with legislation, regulations, and policies [1304.51(f)(g)];
- JJ. The DELEGATE AGENCY is required to record their attendance in the ChildPlus.net system and these records are to match the parent sign-in/out logs. In the event the attendance falls below 85%, the DELEGATE AGENCY will complete the County Form and attach it to the Report 2310;
- KK. To utilize the Galileo on-line software program to record, document observations and to track the developmental progress of all children enrolled in Head Start/Early Head Start. This is in accordance with Federal legislation, ACYF-IM HS-00-18, and the Head Start Performance Standards; 45 CFR parts 1301, 1302, 1303, 1304 and Guidance 1305, 1306 and 1308;
- LL. To conduct all assessments for children as mandated by HHS/Office of Head Start and/or the COUNTY;
- MM. That the COUNTY shall be promptly reimbursed for any funds which are misused, misspent or are for any reason deemed to have been spent on ineligible expenses.

**1.2 PALM BEACH COUNTY HEAD START/EARLY HEAD START & CHILDREN'S SERVICES ADMINISTRATIVE PROCEDURES: PROGRAM YEAR 2010-2011**

The DELEGATE AGENCY is required to comply with the following items:

- A. Submit staff and consultant(s) rosters with titles, degree/certifications, locations, dates of hire, and Policy Committee approval dates by October 1, 2010. Revised copies must be submitted with the Monthly Reimbursement package, and Monthly Status Report, when changes occur. The roster must include all staff paid any portion of their salary by Head Start.
- B. Submit evidence of adequate mechanisms for staff supervision and supportive organizational charts.
- C. Submit proof, when requested, that the required child care staff/child ratio is adhered to at all times.
- D. Provide copies of contracts/agreements/appropriate licenses with the Mental Health Professional, Registered Dietician, Local Education Agency (LEA) and Health Services Provider(s) and others as appropriate [See Scope of Work page 14 (M)].
- E. Submit a roster of Board of Directors with titles, addresses and telephone numbers by October 1, 2010. Provide an updated version with the Monthly Reimbursement package, and Monthly Status Report when changes occur. NOTE: Head Start/Early Head Start employees cannot serve on the DELEGATE AGENCY'S Board of Directors, Policy Committee or Health Advisory Committee.
- F. Submit copies of By-Laws for the Board of Directors/School Board and Policy Committee (including officers) by October 1, 2010.
- G. Submit a roster of the Policy Committee, Parent Committee and Health Advisory Committee with titles, addresses, and telephone numbers by November 1, 2010. Provide an updated version with the Monthly Reimbursement package and Monthly Status Report, when changes occur.
- H. Notify the COUNTY PROGRAM of vacated positions, along with the name of the staff who vacated the position, and reason and date the vacancy occurred.
- I. Submit resumes and educational credentials for all staff hired in positions and any portion of their salary is paid by the Head Start Program. New employees may not be hired until approval is received from the Policy Committee. If an emergency situation occurs, staff may be hired for a maximum of 30 days prior to the approval of the Policy Committee, but the names of hired staff must be submitted to the COUNTY immediately.
- J. Families must meet the income criteria, using the current HHS Income Guidelines and Head Start definition of income, unless the child has a diagnosed disability. Children from families with the lowest income will be given priority.
- K. **Submit Cost Allocation Plans along with all copies of the signed DELEGATE AGENCY Agreement.**
- L. To submit an Agency Accounting System Certification signed by a Certified Public

Accountant that the Accounting System meets the requirements of 45 CFR Part 1301.13 and that it has appropriate internal controls for safeguarding assets, checking the accuracy and reliability of accounting data and promoting operating efficiency.

- M. The Accounting and Financial Reporting System must capture the Federal and Non-Federal costs as required by 45 CFR 74.21(b)(2).

**1.3 The COUNTY agrees:**

- A. That the COUNTY will monitor, evaluate and provide guidance to the DELEGATE AGENCY PROGRAM as it performs its obligations under this Agreement:  
A preliminary monitoring will be done within three (3) months of program start-up. Thereafter, a quarterly monitoring will be conducted, utilizing the Head Start Monitoring Protocol or current monitoring tool. If severe deficiencies are identified, a Corrective Action Improvement Plan must be submitted within 10 days after receipt of COUNTY'S Monitoring Report of findings and a repeat monitoring will be done within one (1) month. Guidance will include training and technical assistance. The DELEGATE AGENCY will be notified of and invited to participate in all relevant training conducted by COUNTY. This includes annual pre-service training, monitoring training, Governance training, Performance Standards training, and all in-service training. The DELEGATE AGENCY will also be notified of all local, state, and national conferences of relevance to the Head Start program.

Monitoring of Delegates Agencies/Child Care Providers/Contract Providers will be conducted by the COUNTY'S Quality Assurances (QA) Teams based on requirements of a Delegate's/Provider's Corrective Action Improvement Plan. County staff will perform quarterly random attendance checks to verify and certify attendance using ChildPlus.net Report 2310 and the daily parent sign-in/out sheets.

The Delegate Agency's/Child Care Provider's/Contract Provider's programs and activities will be monitored quarterly. A report of the findings will be generated and made available in a timely manner. Fiscal monitoring will be performed according to the County's Fiscal Procedures for Ongoing Monitoring and according to the Improving Head Start for School Readiness Act of 2007.

- B. To reimburse the DELEGATE AGENCY subject to federal funds and pursuant to the HHS grant, on a monthly basis in accordance with the DELEGATE AGENCY'S approved Head Start Program budget, and in accordance with Article #3 - PAYMENTS TO DELEGATE AGENCY, the total reimbursement amount not to exceed the amount set forth in Article 3 of the Agreement.
- C. The COUNTY will audit the itemized statements submitted by the DELEGATE AGENCY, verify the expenditures and documentation, and submit to the COUNTY'S Finance Department a request for payment to the DELEGATE AGENCY, in accordance with Article #3 - PAYMENTS TO DELEGATE AGENCY.

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Nothing below this line

**EXHIBIT "B"**

**SCHEDULE FOR PAYMENT AND BUDGET DATA FOR REIMBURSABLE EXPENSES ONLY  
FOR DELEGATE AGENCY AGREEMENT WITH: HISPANIC HUMAN RESOURCES  
COUNCIL, INC.**

BILLING & BUDGET DATA

Payment will only be made for budgeted categories up to the maximum amount set forth below: The budget has been established based on an annual rate per child of \$6,446.92 and a minimum of 249 days.

<u>COST CATEGORY</u>	<u>AUTHORIZED AMOUNT</u>
1. Personnel	\$1,391,640
2. Fringe Benefits	
Social Security (FICA), State Disability Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$ 98,121
3. Health/Dental/Life Insurance	\$ 67,594
4. Other Fringe	
Worker's Compensation	\$ 24,377
5. Contractual	
Administrative services (e.g. legal, accounting)	\$ 7,620
6. Others	
Rent	\$ 80,889
Parent Services	\$ 2,500
Accounting/Legal Services	<u>\$ 9,906</u>
TOTAL AMOUNT	\$1,682,647

MAXIMUM AMOUNT REIMBURSABLE EXPENSES AUTHORIZED UNDER THIS AGREEMENT	\$1,682,647
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The Grant Application Instrument (GABI) attached hereto and made a part hereof, was used to develop the above cost categories and authorized amounts. The Administration for Children and Families developed the standardized Head Start Grant Application and Budget Instrument for agencies to use in their application process for financial assistance. This also applies to any continuation applications.

All reimbursements are subject to availability to the County of funds from the various sources funding this Agreement:

U.S. Department of Health and Human Services (Federal)	\$1,096,523
Palm Beach County (Non-Federal Match)	\$ 272,129
Palm Beach County (Non-Federal Overmatch)	<u>\$ 313,995</u>
TOTAL	\$1,682,647

The Delegate Agency shall maintain records in auditable form that permit allocation of the expenses to the various funding sources. Funds received under this Agreement cannot be utilized for payment of mortgages or mortgage expenses.

**Reimbursable expenses shall be reimbursed only at cost.**

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

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

**The DELEGATE AGENCY must maintain its funded enrollment level. When the DELEGATE AGENCY determines that a vacancy exists, no more than 30 calendar days may elapse before the vacancy is filled;**

2. The DELEGATE AGENCY must submit each month:
  - A. Monthly Actual Enrollment numbers;
  - B. Monthly Attendance reports to the Family & Community Partnership Unit Supervisor;
3. In accordance with the Head Start Performance Standards Attendance Guidelines (1305.8):

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

If the absences are a result of illness or if they are well documented absences for other reasons, no special action is required. If however, the absences result from other factors, including temporary family problems that affect a child's regular attendance, the DELEGATE AGENCY must initiate appropriate family support procedures for all children with four or more consecutive unexcused absences. These procedures must include home visits or other direct contact with the child's parents. Contacts with the family must emphasize the benefits of regular attendance, while at the same time remaining sensitive to any special family circumstances influencing attendance patterns. All contacts with the child's family as well as special family support service activities provided by DELEGATE AGENCY staff must be documented and kept in the Family Services files. Do not send to Fiscal with your monthly reimbursements.

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

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

Head Start/Early Head Start enrollment wait list should be maintained at all times. The DELEGATE AGENCY will maintain an active and current wait list in the ChildPlus.net. However the DELEGATE AGENCY should maintain a hard copy of the monthly reports as a back-up measure.



