

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

Meeting Date: October 5, 2010       Consent       Regular  
                                                                           Ordinance       Public Hearing  
 Department \_\_\_\_\_

Submitted By: Community Services

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

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve: Agreements with Children's Services Council of Palm Beach County, for the period of October 1, 2010, through September 30, 2011, for the following amounts:

- A) \$157,413 for Early Head Start services, and
- B) \$297,551 for Head Start services.


**Summary:** These Agreements will allow Children's Services Council to provide up to \$157,413 as part of the matching funding requirement to provide full day/full year comprehensive Early Head Start services to a total of 180 pregnant mothers, infants/toddlers, and up to \$297,551 as part of the matching funds requirement to provide full day/full year Head Start services to 1,871 three to five year old children and their families. Services include comprehensive health, education, parental involvement, nutritional, social and other services. Federal funding of \$13,237,046 (Head Start) and \$1,805,150 (Early Head Start) was approved in the Refunding Application (R2010-0847) at the BCC Meeting on June 8, 2010. (Head Start) Countywide (TKF)

**Background and Justification:** The Head Start/Early Head Start program receives 80% funding from the Administration for Children, Youth, and Families (ACYF) U.S. Department of Health and Human Services with a requirement that the remaining 20% funding come from local sources. The Children's Services Council of Palm Beach County has agreed to provide up to \$157,413 for the Early Head Start program and up to \$297,551 for the Head Start program not to exceed more than 1/3 of the local match requirement. The remaining local match funds are provided by the County.

**Attachments:**

- 1. Children's Services Council 2010-2011 Agreement - Head Start
- 2. Children's Services Council 2010-2011 Agreement - Early Head Start

Recommended by:  9/16/10  
 Department Director      Date

Approved by:  9-22-10  
 Assistant County Administrator      Date

**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	<u>454,964</u>	_____	_____	_____	_____
External Revenue	<u>(454,964)</u>	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>0</u> * see below	_____	_____	_____	_____

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

Is Item Included In Proposed Budget? Yes X No \_\_\_\_\_  
 Budget Account No.: Fund 1002 Dept. 147 Unit 1451/1457 Object 3769  
 Program Code HD 04 & EH 04

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

Matching funds for Head Start (\$297,551) and Early Head Start (\$157,413) from Children Services Council 1002/147/1451-1457/R3769

**C. Departmental Fiscal Review:** Tauna Malhotra  
9/16/10

**III. REVIEW COMMENTS**

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

There is no fiscal impact on this item.

[Signature]  
 OFMB VA  
 9/21 9/20/10 9/17/10

[Signature]  
 Contract Development & Control  
 E Jones 9/22/10

**B. Legal Sufficiency:**

This Contract complies with our contract review requirements.

[Signature]  
 Assistant County Attorney

**C. Other Department Review:**

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

## AGREEMENT

This Agreement, entered into as of this 1<sup>st</sup> day of October, 2010 by and between the **CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY**, a political subdivision of the State of Florida (hereinafter referred to as "Council") and **PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS/HEAD START MATCH** hereinafter referred to as "Provider"), effective October 1, 2010 ("Effective Date") to September 30, 2011.

### WITNESSETH:

IN CONSIDERATION of mutual agreements hereinafter contained, the parties intending to be legally bound hereby agree as follows:

1. The Council agrees to reimburse Provider for **Head Start Match** up to an amount not to exceed **\$297,551** and according to the terms and conditions outlined in the attached **Exhibit "A"** (Budget) and **Exhibit "C"** (Notification of State/Federal Funding).

2. Transfers from the Council to Provider will be made in accordance with the following procedures:

- a) Provider will submit a Financial Reporting Request to the Council by the 10<sup>th</sup> of each month specifying the amount requested based upon 1/12 of the funding allocation outlined in the attached **Exhibit "A"** (Budget). The request will include documentation reflecting all expenditures made by the Provider under this agreement.
- b) Provider will provide reconciliation of Council and federal funding received on April 30, 2011 and October 30, 2011 to ensure that CSC funding does not exceed 10% of the federal match.
- c) Provider agrees to refund any the Council's money advanced but not expended by September 30, 2011 within 30 days.
- d) Provider shall submit a final invoice to the Council no later than October 31, 2011 (with documentation deemed appropriate by the Council). The Council will not reimburse Provider for any expenditure made by Provider under this Agreement that is submitted after October 31, 2011.

3. The Provider agrees to retain all financial records, supporting documents, statistical records and any other documents pertinent to this Agreement for a period of five (5) years following termination of this Agreement or, if an audit has been initiated and audit findings have not been resolved at the end of the five year period, the records shall be retained until resolution of all audit findings. Provider further agrees that all records, papers, letters, or other documents made or received in conjunction with this Agreement and the provision of services hereunder shall be subject to public access pursuant to the provisions of Chapter 119, Florida Statutes. The provisions of this paragraph shall survive termination of this Agreement.

4. The Provider shall submit to the Council reports of effectiveness and include statistics and data on the number of persons served. Said reports shall be made on the Progress Report Form, **Exhibit "B"** from the effective date of this Agreement on a quarterly basis.

5. Provider will notify the Council in writing within five (5) business days of any changes that affect the provision of the services, such as changes in the board chair or personnel (specifically including changes of the Executive Director, Chief Financial Officer, or Program Director [or their equivalent]).

6. The Council reserves the right to monitor, from a programmatic standpoint, any Provider sites receiving funding hereunder.

7. Notwithstanding any other provision of this Agreement, the Council may terminate this Agreement for any breach by the Provider. If the Council intends to terminate this Agreement, notice shall be provided in writing to the Provider no less than twenty-four (24) hours prior to the effective date of the termination. The Council's failure to terminate or suspend a Provider for past breaches of this Agreement shall not be construed as a waiver of its right to demand strict compliance with the terms of the Agreement or to terminate for said breaches or similar breaches, and shall not be construed to be a modification of the terms of the Agreement.

8. This Agreement contains all the terms and conditions agreed upon by the parties. No other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or binding on the parties hereto. This Agreement shall not be modified unless in writing, signed by both parties hereto.

**END OF TEXT ON THIS PAGE**

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their undersigned duly authorized representatives.

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

BY:       **Burt Aaronson**                            DATE: \_\_\_\_\_

      **Chair**      

Print Name

\_\_\_\_\_  
Print Title

BY: \_\_\_\_\_                      DATE: \_\_\_\_\_

County Attorney

BY: \_\_\_\_\_                      DATE: \_\_\_\_\_

County Clerk

BY:                                   DATE:       9/17/10      

Department Head

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY

BY: \_\_\_\_\_                      DATE: \_\_\_\_\_

Gaetana D. Ebbole, Chief Executive Officer

**EXHIBIT 'A'**

**Budget**

Children's Services Council of Palm Beach County  
**2010/2011 FINANCIAL REPORTING REQUEST**  
 For Period Ending: 09 / 30 / 2011

Agency: Palm Beach County, Board of County Commissioners Contract/MOA #: 371

Program: Head Start

Description	Total Program	Expenses for the Period <u>   </u> / <u>   </u> / <u>   </u> to <u>   </u> / <u>   </u> / <u>   </u>	Total Expenses to Date
Personnel	\$ 8,536,189.00		
Benefits	\$ 4,027,887.00		
Direct Services	\$ 5,935,494.00		
Travel	\$ 251.00		
Supplies	\$ 157.00		
Rent	\$ 299,444.00		
Capital Expenses			
Other Costs			
(I) Miscellaneous	\$ 1,135,214.00		
(II)			
(III)			
<b>Total</b>	<b>\$ 19,934,636.00</b>		
Amount paid by other sources	\$ 19,637,085.00		
CSC amount	\$ 297,551.00		
CSC%	1.493%		

Advance Funds Received \_\_\_\_\_  
 Prior Advance Repayment \_\_\_\_\_  
 Advance Balance \_\_\_\_\_  
 Advance Payment This Period \_\_\_\_\_  
 Net CSC Funds Requested \_\_\_\_\_

**CERTIFICATION**  
 The undersigned certify that the information contained in this report is a true and accurate representation of

Prepared by: Cedric J. Wallace, Financial Analyst II 5/18/2010  
NAME/TITLE DATE

Approved by: *Cedric J. Wallace* 5/20/10  
NAME/TITLE DATE

Palm Beach Count Head Start  
Head Start FY2011 Budget  
Program PA-20

Prg	Object	Object Description	Federal Share	CSC	County Match	Total 20% Share	Total 80/20%	County Overmatch	Total
1451	1080	Personal Services-Indirect	1	0	0	0	1	0	1
1451	1201	Salaries & Wages - Regular	5,804,858	127,189	1,273,599	1,400,788	7,005,646	1,530,538	8,536,184
1451	1301	Salaries & Wages - Non-FRS	1	-	-	-	1	-	1
1451	1401	Salaries & Wages - Overtime	1	-	-	-	1	-	1
1451	1501	Wages - Special Pay Non-FRS Contrib	1	-	-	-	1	-	1
1451	1504	Wages - Union Sick Pay Non-FRS Contrib	1	-	-	-	1	-	1
1451	2101	Fica-Taxes	346,937	7,873	78,835	86,708	433,645	94,739	528,384
1451	2105	Fica Medicare	82,108	1,863	18,657	20,520	102,828	22,422	125,050
1451	2201	Retirement Contributions-Frs	777,481	17,643	178,989	194,312	971,793	212,312	1,184,105
1451	2301	Insurance-Life & Health	1,336,169	30,321	303,620	333,941	1,670,110	364,871	2,034,981
1451	2401	Workers Compensation	66,300	1,506	15,065	16,571	82,871	18,104	100,975
1451	2501	Unemployment Compensation	35,714	810	8,115	8,925	44,639	9,753	54,392
1451	3103	Medical/Health Care Services	41,688	946	9,473	10,419	52,107	11,383	63,490
1451	3118	Dental Services	3,283	75	746	821	4,104	896	5,000
1451	3161	Audio/Visual Services Ch. 20	1	-	-	-	1	-	1
1451	3401	Other Contractual Services *	3,843,868	87,228	873,447	960,675	4,804,543	1,049,658	5,854,201
1451	3403	Custodial Or Janitorial Svcs	1	-	-	-	1	-	1
1451	3404	Temp Serv/Contracted Salaries	1	-	-	-	1	-	1
1451	3405	Security Services	1	-	-	-	1	-	1
1451	3421	Contractual Service-Training	1	-	-	-	1	-	1
1451	3422	Contractual Services-Recreation	8,403	191	1,909	2,100	10,503	2,294	12,797
1451	5111	Office Furniture And Equipment	1	-	-	-	1	-	1
1451	4007	Travel-Mileage	13,099	297	2,976	3,273	16,372	3,577	19,949
1451	4101	Communication Services	20,076	456	4,562	5,018	25,094	5,482	30,576
1451	4103	Comm/Suncom-Toll	1	-	-	-	1	-	1
1451	4104	Comm/Commercial-Toll	1	-	-	-	1	-	1
1451	4205	Postage	1,625	37	369	406	2,031	444	2,475
1451	4301	Utilities/Electric	82,433	1,871	18,731	20,602	103,035	22,510	125,545
1451	4304	Utilities/Water	15,102	343	3,432	3,775	18,877	4,123	23,000
1451	4308	Utilities/Gas	3,811	82	821	903	4,514	986	5,500
1451	4310	Utilities/Waste Disposal	3,283	75	746	821	4,104	896	5,000
1451	4401	Rent	1	-	-	-	1	-	1
1451	4406	Rent-Office Equipment	1	-	-	-	1	-	1
1451	4410	Rent-Building	59,094	1,341	13,428	14,769	73,863	16,137	90,000
1451	4412	Rent-Storage/Warehouse Space *	2,506	57	569	626	3,132	684	3,816
1451	4418	Rental-Pager Services	1	-	-	-	1	-	1
1451	4420	Rent-Motor Pool Vehicles	135,013	3,368	30,679	34,047	169,060	36,585	205,625
1451	4501	Ins & Surety Bonds Outside *	2,879	61	608	670	3,349	731	4,080
1451	4502	Casualty Self Ins Premiums	98,521	2,236	22,387	24,623	123,144	26,903	150,047
1451	4601	Repair & Maintenance	1	-	-	-	1	-	1
1451	4605	Maintenance-Grounds	1	-	-	-	1	-	1
1451	4607	Repair/Maint-Outside Service	7,471	170	1,698	1,868	9,339	2,040	11,379
1451	4610	Repair/Maint-Buildings	66,916	1,519	15,205	16,724	83,640	18,273	101,913
1451	4615	Rep/Maint-Water/Sewer Systems	1	-	-	-	1	-	1
1451	4620	Rep/Maint-Equipment	7,879	179	1,790	1,969	9,848	2,152	12,000
1451	4623	Rep/Maint-Radio	2,528	57	574	631	3,159	691	3,850
1451	4625	Rep/Maint-Motor Pool Vehicles	142,022	3,223	32,272	35,495	177,517	38,782	216,299
1451	4703	Graphics Charges	33	1	7	8	41	9	50
1451	4801	Promotl Activities (Ord 66-19)	1	-	-	-	1	-	1
1451	4901	Oth Currnt Chrgs & Obligions	1	-	-	-	1	-	1
1451	4904	Property Assessments	1	-	-	-	1	-	1
1451	4905	Legal Settlement	1	-	-	-	1	-	1
1451	4909	Licenses & Permits	3,858	88	877	965	4,823	1,052	5,875
1451	4910	Fines And Penalties	1	-	-	-	1	-	1
1451	4932	Parent Activity	821	19	187	206	1,027	223	1,250
1451	4940	800 Mhz System R/R Charges	3,644	83	828	911	4,555	995	5,550
1451	4942	Tuition-Reimbursement	1	-	-	-	1	-	1
1451	4945	Advertising	1	-	-	-	1	-	1
1451	4946	Advertising Including Legal	1	-	-	-	1	-	1
1451	4979	Indirect Costs-Bcc	173,467	3,937	39,417	43,354	218,821	47,389	264,190
1451	5112	Telephone Equipment/Install	1	-	-	-	1	-	1
1451	5121	Data Procsgng Sftwre/Accesses	1	-	-	-	1	-	1
1451	5215	Gasoline	85,679	2,163	19,945	22,108	107,787	23,027	130,814
1451	5220	Purchased Water	1	-	-	-	1	-	1
1451	5244	Food & Dietary	10,378	235	2,358	2,593	12,971	2,834	15,805
1451	5401	Books Publicatns & Subscrptns	33	1	7	8	41	9	50
1451	5412	Dues & Memberships	1	0	-	0	1	-	1
1451	5101	Office Supplies	33	1	7	8	41	9	50
1451	5201	Materials/Supplies Operating	33	1	7	8	41	9	50



Palm Beach Count Head Start  
 Head Start FY2011 Budget  
 Program PA-20

Prg	Object	Object Description	Federal Share	CSC	County Match	Total 20% Share	Total 80/20%	County Overmatch	Total
1451	5402	Educational Training Materials	37	1	9	10	47	10	57
1451	4001	Travel & Per Diem	1	-	-	-	1	-	1
1451	4941	Registration Fees	184	4	37	41	205	45	250
		<b>Total</b>	<b>13,088,879</b>	<b>297,551</b>	<b>2,974,669</b>	<b>3,272,220</b>	<b>16,361,099</b>	<b>3,573,537</b>	<b>19,934,636</b>

**EXHIBIT 'B'**

**Progress Report Form**

Contract # 09-371SF

Date Prepared by Provider: \_\_\_\_\_

**CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY  
QUARTERLY PROGRESS REPORT FORM – PBC Board of County Commissioners Head Start Match**

REPORTING PERIOD: \_\_\_\_\_

<b>PROJECT OBJECTIVES</b>	<b>ACCOMPLISHMENTS: THIS REPORTING PERIOD</b>	<b>ACCOMPLISHMENTS TO DATE</b>	<b>CHALLENGES/ CORRECTIVE ACTIONS TAKEN</b>
1. Children (3-5 years) will receive positive comprehensive early childhood development services to develop and enhance the social, emotional, health, nutritional, and psychological well being of children from economically disadvantaged families.			

**Staffing Levels/Turnover**

Have there been any changes to your program or program staff contact information?

If yes, has the information been updated in ARMS?

Yes

Yes   
No

No

Are all staff positions currently filled?

Yes

No

## Cumulative Child Profile 2010-2011

(Instructions: Please submit quarterly with YTD cumulative and unduplicated numbers)

Number of Children Served and Ages						Number of children by Ethnicity						
0 to 5	6 to 10	11 to 14	15 to 17	18+	Total # served	# White	# Black	# Hispanic	# Haitian	# Mayan	#Other	Total # served
					0							0
					0							0
					0							0
					0							0
					0							0
					0							0
0	0	0	0	0	0	0	0	0	0	0	0	0

Distribution in Palm Beach County						Number & Type of Families			
North	South	Central	West	Other	Total # served	2 parent	Single	Other	Total # served
0	0	0	0	0	0	0	0	0	0

**EXHIBIT 'C'**

**Notification of State/Federal Funding**

**NOTIFICATION OF STATE/FEDERAL FUNDING**

**AGENCY:** Palm Beach County Board of County Commissioners

**PROGRAM:** Head Start – Match Funding

**CONTRACT #:** 371

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You are hereby notified that \$ .00 of your current FY 2010-2011 program allocation constitutes Federal and/or State of Florida pass-thru funding.

This amount is being provided to you for your information. Please refer to <https://apps.fldfs.com/fsaa> for further information and guidance.

---

Does Not Apply

**NOTIFICATION OF STATE/FEDERAL FUNDING & OTHER REQUIREMENTS**

The Agreement entered into between the Council and the Provider may include funding from the state and/or federal funding as identified below. The Provider is responsible for adhering to all requirements and conditions related to this funding as stipulated in *OMB Circular A-110* and *OMB Circular A-133*.

*Instructions: Be specific when identifying State and/or Federal funding. Include name of State or Federal agency, grant or contract number as reference. Refer to <https://apps.fldfs.com/fsaa> for further information & guidance.*

**Federal Program 1**

\$0.00

**Federal Program 2**

\$0.00

**Federal Program 3**

\$0.00

**Total Federal Awards:**

**\$0.00**

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**State Program 1**

\$0.00

**State Program 2**

\$0.00

**State financial assistance subject to Sec 215,97, F.S.**

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**\$0.00**

The Provider agrees to retain all financial records, supporting documents, statistical records and any other documents pertinent to the Agreement for a period of six (6) years following termination of the Agreement or, if an audit has been initiated and audit findings have not been resolved at the end of this period, the records shall be retained until resolution of all audit findings. All other conditions detailed under Exhibit "A" – General Conditions continue to apply.



## AGREEMENT

This Agreement, entered into as of this 1<sup>st</sup> day of October, 2010 by and between the **CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY**, a political subdivision of the State of Florida (hereinafter referred to as "Council") and **Palm Beach County Board of County Commissioners/Early Head Start Match** hereinafter referred to as "Provider"), effective October 1, 2010 ("Effective Date") to September 30, 2011.

### WITNESSETH:

IN CONSIDERATION of mutual agreements hereinafter contained, the parties intending to be legally bound hereby agree as follows:

1. The Council agrees to reimburse Provider for **Early Head Start Match** up to an amount not to exceed **\$157,413** and according to the terms and conditions outlined in the attached **Exhibit "A"** (Budget) and **Exhibit "C"** (Notification of State/Federal Funding).

2. Transfers from the Council to Provider will be made in accordance with the following procedures:

- a) Provider will submit a Financial Reporting Request to the Council by the 10<sup>th</sup> of each month specifying the amount requested based upon 1/12 of the funding allocation outlined in the attached **Exhibit "A"** (Budget). The request will include documentation reflecting all expenditures made by the Provider under this agreement.
- b) Provider will provide reconciliation of Council and federal funding received on April 30, 2011 and October 30, 2011 to ensure that CSC funding does not exceed 10% of the federal match.
- c) Provider agrees to refund any the Council's money advanced but not expended by September 30, 2011 within 30 days.
- d) Provider shall submit a final invoice to the Council no later than October 31, 2011 (with documentation deemed appropriate by the Council). The Council will not reimburse Provider for any expenditure made by Provider under this Agreement that is submitted after October 31, 2011.

3. The Provider agrees to retain all financial records, supporting documents, statistical records and any other documents pertinent to this Agreement for a period of five (5) years following termination of this Agreement or, if an audit has been initiated and audit findings have not been resolved at the end of the five year period, the records shall be retained until resolution of all audit findings. Provider further agrees that all records, papers, letters, or other documents made or received in conjunction with this Agreement and the provision of services hereunder shall be subject to public access pursuant to the provisions of Chapter 119, Florida Statutes. The provisions of this paragraph shall survive termination of this Agreement.

4. The Provider shall submit to the Council reports of effectiveness and include statistics and data on the number of persons served. Said reports shall be made on the Progress Report Form (**Exhibit "B"**) from the effective date of this Agreement on a quarterly basis.

5. Provider will notify the Council in writing within five (5) business days of any changes that affect the provision of the services, such as changes in the board chair or personnel (specifically including changes of the Executive Director, Chief Financial Officer, or Program Director [or their equivalent]).

6. The Council reserves the right to monitor, from a programmatic standpoint, any Provider sites receiving funding hereunder.

7. Notwithstanding any other provision of this Agreement, the Council may terminate this Agreement for any breach by the Provider. If the Council intends to terminate this Agreement, notice shall be provided in writing to the Provider no less than twenty-four (24) hours prior to the effective date of the termination. The Council's failure to terminate or suspend a Provider for past breaches of this Agreement shall not be construed as a waiver of its right to demand strict compliance with the terms of the Agreement or to terminate for said breaches or similar breaches, and shall not be construed to be a modification of the terms of the Agreement.

8. This Agreement contains all the terms and conditions agreed upon by the parties. No other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or binding on the parties hereto. This Agreement shall not be modified unless in writing, signed by both parties hereto.

**END OF TEXT ON THIS PAGE**

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their undersigned duly authorized representatives.

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**Burt Aaronson**  
\_\_\_\_\_  
Print Name

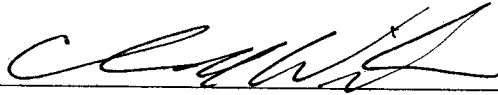
**Chair**  
\_\_\_\_\_  
Print Title

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

County Attorney

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

County Clerk

BY:  DATE: 9/17/10  
Department Head

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Gaetana D. Ebbole, Chief Executive Officer

**EXHIBIT 'A'**

**Budget**

Children's Services Council of Palm Beach County  
**2010/2011 FINANCIAL REPORTING REQUEST**  
 For Period Ending: 09 / 30 / 2011

Agency: Palm Beach County Board of County Commissioners Contract/MOA #: 543

Program: Early Head Start

Description	Total Program	Expenses for the Period <u>  </u> / <u>  </u> / <u>  </u> to <u>  </u> / <u>  </u> / <u>  </u>	Total Expenses to Date
Personnel	\$ 1,153,840.00		
Benefits	\$ 558,037.00		
Direct Services	\$ 977,965.00		
Travel	\$ 8,045.00		
Supplies	\$ 1,294.00		
Rent	\$ 62,583.00		
Capital Expenses			
Other Costs			
(I) Miscellaneous	\$ 184,006.00		
(II)			
(III)			
<b>Total</b>	<b>\$ 2,945,770.00</b>		
Amount paid by other sources	\$ 2,788,357.00		
CSC amount	\$ 157,413.00		
CSC%	5.344%		

Advance Funds Received \_\_\_\_\_  
 Prior Advance Repayment \_\_\_\_\_  
 Advance Balance \_\_\_\_\_  
 Advance Payment This Period \_\_\_\_\_  
 Net CSC Funds Requested \_\_\_\_\_

**CERTIFICATION**

The undersigned certify that the information contained in this report is a true and accurate

Prepared by: Cedric J. Wallace, Financial Analyst II

5/18/2010  
DATE

Approved by: \_\_\_\_\_

*Cedric J. Wallace*  
NAME/TITLE

*5/20/10*  
DATE

Palm Beach Count Head Start  
Early Head Start FY2011 Budget  
Program PA-25

Unit	Object	Object Description	Federal Share	CSC	County Match	Total 20% Share	Total 80/20% Share	County Overmatch	Total
1457	1201	Salaries & Wages - Regular	690,109	61,615	110,884	172,499	862,608	291,228	1,153,836
1457	1301	Salaries & Wages - Non-FRS	1	-	-	-	1	-	1
1457	1401	Salaries & Wages - Overtime	1	-	-	-	1	-	1
1457	1501	Wages - Special Pay Non-FRS Contrib	1	-	-	-	1	-	1
1457	1504	Wages - Union Sick Pay Non-FRS Contrib	1	-	-	-	1	-	1
1457	2101	Fica-Taxes	43,157	3,853	6,936	10,789	53,946	18,213	72,159
1457	2105	Fica Medicare	10,097	901	1,622	2,523	12,620	4,261	16,881
1457	2201	Retirement Contributions-Frs	96,436	8,610	15,495	24,105	120,541	40,696	161,237
1457	2301	Insurance-Life & Health	177,658	15,862	28,545	44,407	222,065	74,972	297,037
1457	2401	Workers Compensation	2,295	205	369	574	2,869	969	3,838
1457	2501	Unemployment Compensation	4,117	368	662	1,030	5,147	1,738	6,885
1457	3103	Medical/Health Care Services	35,288	3,151	5,670	8,821	44,109	14,891	59,000
1457	3401	Other Contractual Services *	524,314	46,812	84,244	131,056	655,370	221,263	876,633
1457	3403	Custodial Or Janitorial Svcs	17,812	1,590	2,862	4,452	22,264	7,517	29,781
1457	3404	Temp Serv/Contracted Salaries	1	-	-	-	1	-	1
1457	3421	Contractual Service-Training	6,039	539	970	1,509	7,548	2,549	10,097
1457	3422	Contractual Services-Recreation	1,467	131	236	367	1,834	619	2,453
1457	5111	Office Furniture And Equipment	1	-	-	-	1	-	1
1457	6401	Machinery & Equipment	1	-	-	-	1	-	1
1457	6405	Data Processing Equipment	1,827	163	290	453	2,280	770	3,050
1457	4007	Travel-Mileage	5,742	513	923	1,436	7,178	2,422	9,600
1457	4101	Communication Services	120	11	19	30	150	50	200
1457	4103	Comm/Suncom-Toll	1	-	-	-	1	-	1
1457	4104	Comm/Commercial-Toll	1	-	-	-	1	-	1
1457	4205	Postage	1	-	-	-	1	-	1
1457	4301	Utilities/Electric	10,108	902	1,624	2,526	12,634	4,266	16,900
1457	4304	Utilities/Water	2,333	208	375	583	2,916	984	3,900
1457	4308	Utilities/Gas	1	-	-	-	1	-	1
1457	4310	Utilities/Waste Disposal	1	-	-	-	1	-	1
1457	4401	Rent	1	-	-	-	1	-	1
1457	4406	Rent-Office Equipment	1	-	-	-	1	-	1
1457	4410	Rent-Building	25,149	2,245	4,013	6,258	31,407	10,641	42,048
1457	4412	Rent-Storage/Warehouse Space *	1	-	-	-	1	-	1
1457	4420	Rent-Motor Pool Vehicles	12,280	1,096	1,973	3,069	15,349	5,183	20,532
1457	4501	Ins & Surety Bonds Outside *	120	11	19	30	150	50	200
1457	4502	Casualty Self Ins Premiums	8,516	760	1,368	2,128	10,644	3,594	14,238
1457	4601	Repair & Maintenance	1	-	-	-	1	-	1
1457	4603	Rep/Maint-Parts & Supplies	897	80	144	224	1,121	379	1,500
1457	4605	Maintenance-Grounds	3,305	295	531	826	4,131	1,395	5,526
1457	4607	Repair/Maint-Outside Service	1,584	141	254	395	1,979	669	2,648
1457	4610	Repair/Maint-Buildings	24,969	2,339	4,012	6,351	31,320	10,428	41,748
1457	4615	Rep/Maint-Water/Sewer Systems	1	-	-	-	1	-	1
1457	4620	Rep/Maint-Equipment	1	-	-	-	1	-	1
1457	4825	Rep/Maint-Motor Pool Vehicles	7,476	668	1,201	1,869	9,345	3,155	12,500
1457	4701	Printing & Binding-Outside	53	5	8	13	66	22	88
1457	4703	Graphics Charges	471	42	76	118	589	199	788
1457	4801	Promotl Activities (Ord 88-19)	4,419	395	710	1,105	5,524	1,864	7,388
1457	4901	Oth Currnt Chrges & Obligions	1	-	-	-	1	-	1
1457	4909	Licenses & Permits	958	86	154	240	1,198	404	1,602
1457	4932	Parent Activity	449	40	72	112	561	189	750
1457	4942	Tuition-Reimbursement	7,668	685	1,232	1,917	9,585	3,235	12,820
1457	4979	Indirect Costs-Bcc	18,042	1,611	2,899	4,510	22,552	7,614	30,166
1457	5112	Telephone Equipment/Install	1	-	-	-	1	-	1
1457	5121	Data Proccsng Stwre/Accessres	5,923	529	952	1,481	7,404	2,499	9,903
1457	5215	Gasoline	718	64	115	179	897	303	1,200
1457	5220	Purchased Water	269	24	43	67	336	114	450
1457	5242	Food Prep & Serving Supplies	299	27	48	75	374	126	500

Palm Beach Count Head Start  
 Early Head Start FY2011 Budget  
 Program PA-25

Unit	Object	Object Description	Federal Share	CSC	County Match	Total 20% Share	Total 80/20% Share	County Overmatch	Total
1457	5244	Food & Dietary	2,991	268	481	747	3,738	1,262	5,000
1457	5401	Books Publicatns & Subscrptns	1	-	-	-	1	-	1
1457	5412	Dues & Memberships	794	71	128	199	993	335	1,328
1457	5101	Office Supplies	296	26	48	74	370	125	495
1457	5201	Materials/Supplies Operating	146	13	23	36	182	62	244
1457	5402	Educational Training Materials	332	30	53	83	415	140	555
1457	4001	Travel & Per Diem	3,381	302	543	845	4,226	1,427	5,653
1457	4941	Registration Fees	1,431	128	230	358	1,789	603	2,392
		<b>Total</b>	<b>1,761,876</b>	<b>157,413</b>	<b>283,066</b>	<b>440,469</b>	<b>2,202,345</b>	<b>743,425</b>	<b>2,945,770</b>

**EXHIBIT 'B'**

**Progress Report Form**



Contract ... 05- 543SF

Date Prepared by Provider: \_\_\_\_\_

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY  
QUARTERLY PROGRESS REPORT FORM – PBC Board of County Commissioners Early Head Start Match

REPORTING PERIOD: \_\_\_\_\_

<b>PROJECT OBJECTIVES</b>	<b>ACCOMPLISHMENTS: THIS REPORTING PERIOD</b>	<b>ACCOMPLISHMENTS TO DATE</b>	<b>CHALLENGES/ CORRECTIVE ACTIONS TAKEN</b>
1. Children (0 to 3 years) will receive positive early childhood development experiences within a safe, nurturing, and responsive care environment.			
2. Improve communication and networking with the Early Steps program in order to increase services to the number of children with a diagnosed disability.			

**Staffing Levels/Turnover**

Have there been any changes to your program or program staff contact information?

Yes   
No

No

If yes, has the information been updated in ARMS?

Yes

Are all staff positions currently filled?

Yes

No

## Cumulative Child Profile 2010-2011

(Instructions: Please submit quarterly with YTD cumulative and unduplicated numbers)

Number of Children Served and Ages						Number of children by Ethnicity						
0 to 5	6 to 10	11 to 14	15 to 17	18+	Total # served	# White	# Black	# Hispanic	# Haitian	# Mayan	# Other	Total # served
					0							0
					0							0
					0							0
					0							0
					0							0
					0							0
					0							0
0	0	0	0	0	0	0	0	0	0	0	0	0

Distribution in Palm Beach County						Number & Type of Families			
North	South	Central	West	Other	Total # served	2 parent	Single	Other	Total # served
0	0	0	0	0	0	0	0	0	0

**EXHIBIT 'C'**

**Notification of State/Federal Funding**

**NOTIFICATION OF STATE/FEDERAL FUNDING**

**AGENCY:** Palm Beach County Board of County Commissioners

**PROGRAM:** Early Head Start – Match Funding

**CONTRACT #:** 543

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You are hereby notified that \$ .00 of your current FY 2010-2011 program allocation constitutes Federal and/or State of Florida pass-thru funding.

This amount is being provided to you for your information. Please refer to <https://apps.fldfs.com/fsaa> for further information and guidance.

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Does Not Apply

**NOTIFICATION OF STATE/FEDERAL FUNDING & OTHER REQUIREMENTS**

The Agreement entered into between the Council and the Provider may include funding from the state and/or federal funding as identified below. The Provider is responsible for adhering to all requirements and conditions related to this funding as stipulated in *OMB Circular A-110* and *OMB Circular A-133*.

*Instructions: Be specific when identifying State and/or Federal funding. Include name of State or Federal agency, grant or contract number as reference. Refer to <https://apps.fdfs.com/fsaa> for further information & guidance.*

<b>Federal Program 1</b>	\$0.00
<b>Federal Program 2</b>	\$0.00
<b>Federal Program 3</b>	\$0.00
<b>Total Federal Awards:</b>	<b>\$0.00</b>

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<b>State Program 1</b>	\$0.00
<b>State Program 2</b>	\$0.00
<b>State financial assistance subject to Sec 215,97, F.S.</b>	<b>\$0.00</b>

The Provider agrees to retain all financial records, supporting documents, statistical records and any other documents pertinent to the Agreement for a period of six (6) years following termination of the Agreement or, if an audit has been initiated and audit findings have not been resolved at the end of this period, the records shall be retained until resolution of all audit findings. All other conditions detailed under Exhibit "A" – General Conditions continue to apply.