

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2012	2013	2014	2015	2016
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>25,468,554</u>	_____	_____	_____	_____
External Revenue	<u>(17,664,903)</u>	_____	_____	_____	_____
In-Kind (non-cash) Match	<u><152,027></u>	_____	_____	_____	_____
NET FISCAL IMPACT	<u>7,651,624</u>	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

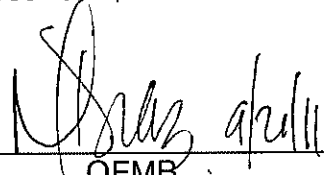
Is Item Included In Current Budget: Yes X No _____
 Budget Account No. : Fund 1002 Dept. 147 Unit 1451/1454/1464/1457/1465/1458
 Object various Program Code: various

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

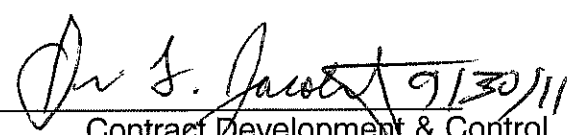
C. Departmental Fiscal Review:

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:



 OFMB VA
 9/20/11 9/20/11



 Contract Development & Control
 9-30-11 B. Wheeler
 THIS item contains four separate applications.

B. Legal Sufficiency:



 Assistant County Attorney 10/3/11

C. Other Department Review:

 Department Director

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



MEMORANDUM

TO: Karen T. Marcus, Chair
Board of County Commissioners
FROM: Robert Weisman
County Administrator
DATE: August 10, 2011
RE: Head Start Continuation and Expansion Grant Documents

Department of
Community Services
810 Datura Street
West Palm Beach FL 33401
(561) 355-4700
FAX: (561) 355-3863
http://www.pbcgov.com

Palm Beach County
Board of County
Commissioners

Karen T. Marcus, Chair
Shelley Vana, Vice Chair
Paulette Burdick
Steven L. Abrams
Burt Aaronson
Jess R. Santamaria
Priscilla A. Taylor
County Administrator
Robert Weisman

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Affirmative Action Employer"

Pursuant to PPM#CW-F-003 your signature is needed on the FY 2011 Head Start Expansion Grant application for the funding of \$1,083,486 for a 6 month period and FY 2012 Head Start and Early Head Start Continuation and partial Expansion Grant documents. The application for \$16,126,453 will allow Head Start and Early Head Start to continue providing comprehensive early childhood services to 2296 children and their families for the 2011-2012 fiscal year. Included in the continuation application is funding of \$1,083,486 for expansion for the remaining 6 month period. There are County match funds of \$3,695,494, Children Services Council funding towards required match of \$454,964 and In-Kind match funds of \$ 152,027 required for these grants and additional County funds of \$3,956,128.

Table with 2 columns: Category and Amount. Rows include Total Request (17,209,939), Required Match (4,302,485), Additional County Match (3,956,128), and Total Budget (25,468,552).

21,512,426
Applications
Attached

The Head Start/Early Head Start Expansion grants began in the summer of 2009 allowing us to serve an additional 154 Head Start children and an additional 91 Early Head Start children.

These grant documents were received on August 5, 2011 with instructions to return them as soon as possible.

If additional information is needed, please contact John Quatrini, Acting Director at 561-233-1615 or Laruna Malhotra at 561-355-4716.

[Signature]
Assistant County Attorney

[Signature]
OFMB

[Signature]
Community Services Director

[Signature]
Community Svc. Fiscal Director 8/12/11

[Signature]
Assistant County Administrator
County obligations for matching funds are included in proposed FY 2012 budget.

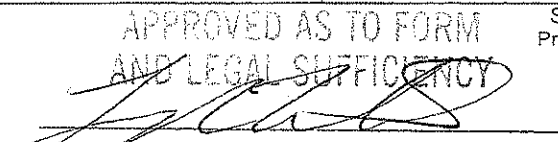
APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED AUGUST 10, 2011	Applicant Identifier 04CH3046
<input type="checkbox"/> Pre-application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	3. DATE RECEIVED BY STATE		State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier 04CH3046-000
5. APPLICANT INFORMATION			
Legal Name: PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS		Organizational Unit: Department: HHS; OFFICE OF HEAD START	
Organizational DUNS: 078470481		Division: HHS; OFFICE OF HEAD START	
Address: Street: KAREN T. MARCUS, CHAIR - BOCC 301 N. OLIVE AVENUE, 12TH FLOOR		Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: MR. First Name: JOHN	
City: WEST PALM BEACH		Middle Name	
County: PALM BEACH		Last Name QUATRINI	
State: FLORIDA	Zip Code 33401-4703	Suffix:	
Country: USA		Email: QUATRIN@PBCGOV.ORG	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 59-6000785		Phone Number (give area code) (561)233-1600	Fax Number (give area code) (561)233-1633
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>		7. TYPE OF APPLICANT: (See back of form for Application Types) B Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 93-6000 TITLE (Name of Program): HEAD START		9. NAME OF FEDERAL AGENCY: HHS / ACF / OHS	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): PALM BEACH COUNTY		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: HEAD START EXPANSION	
13. PROPOSED PROJECT Start Date: 10/1/2010 Ending Date: 9/30/2011		14. CONGRESSIONAL DISTRICTS OF: a. Applicant 16, 19, 22, 23 b. Project 16, 19, 22, 23	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 550,955 ⁰⁰	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:	
b. Applicant	\$ 137,739 ⁰⁰	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
c. State	\$ ⁰⁰	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$ ⁰⁰	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
e. Other	\$ ⁰⁰	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
f. Program Income	\$ ⁰⁰		
g. TOTAL	\$ 688,694 ⁰⁰		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative			
Prefix MS.	First Name KAREN	Middle Name T.	
Last Name MARCUS		Suffix	
b. Title CHAIR - BOCC		c. Telephone Number (give area code) (561)355-2201	
d. Signature of Authorized Representative		e. Date Signed	

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Standard Form 424 (Rev.9-2003)
Prescribed by OMB Circular A-102

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

COUNTY ATTORNEY

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Head Start Expan	93.600	\$	\$	\$ 545,950.00	\$ 136,488.00	\$ 682,438.00
2. HSX T&TA	93.600			5,005.00	1,251.00	6,256.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 550,955.00	\$ 137,739.00	\$ 688,694.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1)	HSX	(2)	HS T&TA	(3)	
a. Personnel	\$	132,354.00	\$		\$	\$ 132,354.00
b. Fringe Benefits		63,952.00				63,952.00
c. Travel				2,293.00		2,293.00
d. Equipment						0.00
e. Supplies		1,909.00				1,909.00
f. Contractual		338,321.00		2,712.00		341,033.00
g. Construction						0.00
h. Other		9,414.00				9,414.00
i. Total Direct Charges (sum of 6a-6h)		545,950.00		5,005.00	0.00	550,955.00
j. Indirect Charges						0.00
k. TOTALS (sum of 6i and 6j)	\$	545,950.00	\$	5,005.00	\$ 0.00	\$ 550,955.00
7. Program Income		\$	\$	\$	\$	\$ 0.00

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Palm Beach County Florida Head Start

2012 Head Start Expansion and T & TA

Budget Narrative – (Federal & Non-Federal Share)

Funding will be used 1) to serve one hundred fifty four (154) three and four year old by providing comprehensive child development services to Head Start eligible children and families, 2) promote School Readiness of enrolled children by enhancing their social, cognitive, physical and emotional development through provision of educational, health, nutritional, social and other services to children and families and 3) engage parents in their children's learning and help them in making progress toward their educational, literacy and employment goals. Note: The Federal Region IV office has informed all expansion programs to plan and budget for the fiscal year 2012.

Personnel – \$245,382 - Resources (salaries - \$165,442 / fringes - \$79,940) required by Head Start administrative personnel to manage the operation. Head Start Administrative personnel will be involved in providing on-going assistance to the child care contractual providers to ensure compliance with Federal regulations and Performance Standards.

Supplies – \$2,387 – Annual cost for books, educational materials, office supplies, operating materials and supplies. Note: Majority of supply related expenses will be purchased through the Voluntary Pre-Kindergarten Program.

Contractual – \$ 422,901– Cost of services provided by Head Start delegates and contracted child care providers. Also include nurse and mental health consultant and marriage and family consultation. The ISS professional service

T&TA – \$6,256 – Training needed for in-house staff development, policy council, delegates and contracted Child Care Providers. Pre-service conference is part of that development. Goal is to continue to improve the quality and standards that are expected in the Head Start program. Annual conferences held by the National Head Start Association and the Federal Region IV offices provide the latest information on performance standards and head start operations. Other conferences and workshops provide additional training and development in specialized areas.

Other – \$11,768 – Cost to cover expenses such as local mileage, communication services, utilities, telephones, insurance, motor pool rental, graphics, promotional activities, data processing software, and purchased drinking water, etc.

**Palm Beach County Head Start and Children Services
Head Start ARRA Expansion - (1465)
2012 Refunding Application Worksheet
Program PA -**


Object	Prg	GABI Categories	Object Description	2012 6-Mth Budget			
				2012 6-Mth Budget HS ARRA	Federal Share	County Match	Total
					80.00%	20.00%	100.00%
1201	1465	Personnel	Regular	165,442	132,353	33,088	165,442
1301	1465	Personnel	Regular	1	0	0	1
1401	1465	Personnel	Regular	1	0	0	1
1501	1465	Personnel	Regular	1	0	0	1
1504	1465	Personnel	Regular	1	0	0	1
		S/T - Personnel		165,444	132,355	33,089	165,444
2101	1465	Fringe Benefits	Fica-Taxes	10,246	8,197	2,049	10,246
2105	1465	Fringe Benefits	Fica Medicare	2,387	1,910	477	2,387
2201	1465	Fringe Benefits	Retirement Contributions-Frs	22,903	18,322	4,581	22,903
2301	1465	Fringe Benefits	Insurance-Life & Health	43,656	34,924	8,731	43,656
2401	1465	Fringe Benefits	Workers Compensation	748	598	150	748
2501	1465	Fringe Benefits	Unemployment Compensation	1	0	0	1
		S/T - Fringe Benefits		79,940	63,952	15,988	79,940
6405	1465	Equipment	Data Processing Equipment	0	0	0	0
		S/T - Equipment		0	0	0	0
5101	1465	Supplies	Office Supplies	198	158	40	198
5201	1465	Supplies	Materials/Supplies Operating	555	444	111	555
5231	1465	Supplies	Medical-Surgicl Supplies	0	0	0	0
5402	1465	Supplies	Educational Training Materials	1,635	1,308	327	1,635
		S/T - Supplies		2,387	1,910	477	2,387
3103	1465	Contractual	Medical/Health Care Services	14,974	11,979	2,995	14,974
3118	1465	Contractual	Dental Services	625	500	125	625
3124	1465	Contractual	Legal Services-County Attorney	0	0	0	0
3301	1465	Contractual	Court Reporter Services *	0	0	0	0
3401	1465	Contractual	Other Contractual Services *	407,302	325,841	81,460	407,302
3404	1465	Contractual	Temp Serv/Contracted Salaries	0	0	0	0
		S/T - Contractual		422,901	338,320	84,580	422,901
4007	1465	Other	Travel-Mileage	5,254	4,203	1,051	5,254
4101	1465	Other	Communication Services	170	136	34	170
4205	1465	Other	Postage	80	64	16	80
4406	1465	Other	Rent-Office Equipment	90	72	18	90
4502	1465	Other	Casualty Self Ins Premiums	280	224	56	280
4701	1465	Other	Printing & Binding-Outside	0	0	0	0
4703	1465	Other	Graphics Charges	1,253	1,002	251	1,253
4801	1465	Other	Promotl Activities (Ord 86-19)	560	448	112	560
4901	1465	Other	Oth Currnt Chrges & Obligions	0	0	0	0
4909	1465	Other	Licenses & Permits	0	0	0	0

**Palm Beach County Head Start and Children Services
Head Start ARRA Expansion - (1465)
2012 Refunding Application Worksheet
Program PA -**

Object	Prg	GABI Categories	Object Description	2012 6-Mth Budget			
				2012 6-Mth Budget HS ARRA	Federal Share	County Match	Total
					80.00%	20.00%	100.00%
4932	1465	Other	Parent Activity	385	308	77	385
4945	1465	Other	Advertising	362	290	72	362
5111	1465	Other	Office Furniture And Equipment	500	400	100	500
5112	1465	Other	Telephone Equipment/Install	182	145	36	182
5121	1465	Other	Data Procsgng Sftwre/Accessres	1,785	1,428	357	1,785
5220	1465	Other	Purchased Water	118	94	24	118
5243	1465	Other	Personal Care Items	0	0	0	0
5401	1465	Other	Books Publicatns & Subscrptns	250	200	50	250
5412	1465	Other	Dues & Memberships	500	400	100	500
		S/T - Other		11,767	9,414	2,353	11,767
3421	1465	T&TA 6 Contractual	Contractual Service-Training	3,390	2,712	678	3,390
4001	1465	T&TA 3 Travel	Travel & Per Diem	2,693	2,154	539	2,693
4941	1465	T&TA 3 Travel	Registration Fees	173	138	35	173
		S/T - T&TA		6,256	5,005	1,251	6,256
		Total HSX 2012 Budget		688,694	550,955	137,739	688,694

APPLICATION FOR
FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED August 10, 2011	Applicant Identifier 04CH3046
<input type="checkbox"/> Construction	Pre-application	3. DATE RECEIVED BY STATE	State Application Identifier
<input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier 04CH3046-000
5. APPLICANT INFORMATION			
Legal Name: PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS		Organizational Unit: Department: HHS: OFFICE OF HEAD START	
Organizational DUNS: 078470481		Division: HHS: OFFICE OF HEAD START	
Address: Street: KAREN T. MARCUS, CHAIR - BOCC 301 N. OLIVE AVENUE, 12TH FLOOR		Name and telephone number of person to be contacted on matters involving this application (give area code)	
City: WEST PALM BEACH		Prefix: MR.	First Name: JOHN
County: PALM BEACH		Middle Name	
State: FLORIDA		Last Name QUATRINI	
Zip Code 33401-4703	Suffix:		
Country: USA		Email: JQUATRIN@PBCGOV.ORG	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 59-6000785		Phone Number (give area code) (561)233-1600	Fax Number (give area code) (561)233-1633
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>		7. TYPE OF APPLICANT: (See back of form for Application Types) B Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): HEAD START 93-600		9. NAME OF FEDERAL AGENCY: HHS / ACF / OHS	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): PALM BEACH COUNTY		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: EARLY HEAD START EXPANSION	
13. PROPOSED PROJECT Start Date: 10/1/2010		14. CONGRESSIONAL DISTRICTS OF: a. Applicant 16, 19, 22, 23	
Ending Date: 9/30/2011		b. Project 16, 19, 22, 23	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 532,531 ⁰⁰	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:	
b. Applicant	\$ 133,133 ⁰⁰	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
c. State	\$ ⁰⁰	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$ ⁰⁰	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
e. Other	\$ ⁰⁰	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
f. Program Income	\$ ⁰⁰		
g. TOTAL	\$ 665,664 ⁰⁰		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative			
Prefix MS.	First Name KAREN	Middle Name T.	
Last Name MARCUS		Suffix	
b. Title CHAIR - BOCC		c. Telephone Number (give area code) (561)355-2201	
d. Signature of Authorized Representative		e. Date Signed	

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COUNTY ATTORNEY

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. EHS Expansion	93.600	\$	\$	519,542.00	129,885.00	\$ 649,427.00
2. EHSX T&TA	93.600			12,989.00	3,248.00	16,237.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 532,531.00	\$ 133,133.00	\$ 665,664.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1)	EHSX	(2)	EHSX T&TA	(3)	
a. Personnel	\$	174,433.00	\$		\$	\$ 174,433.00
b. Fringe Benefits		93,901.00				93,901.00
c. Travel				3,067.00		3,067.00
d. Equipment						0.00
e. Supplies		22,369.00				22,369.00
f. Contractual		215,966.00		9,922.00		225,888.00
g. Construction						0.00
h. Other		12,973.00				12,973.00
i. Total Direct Charges (sum of 6a-6h)		519,642.00		12,989.00	0.00	532,631.00
j. Indirect Charges						0.00
k. TOTALS (sum of 6i and 6j)	\$	519,642.00	\$	12,989.00	\$ 0.00	\$ 532,631.00
7. Program Income		\$	\$	\$	\$	\$ 0.00

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Palm Beach County Florida Head Start

2012 Early Head Start Expansion and T & TA

Budget Narrative – (Federal and Non-Federal Share)

Funding will be used 1) to serve Ninety one (91) infants, toddlers and pregnant women by providing comprehensive child development services to Head Start eligible children and families, 2) promote School Readiness of enrolled children by enhancing their social, cognitive, physical and emotional development through provision of educational, health, nutritional, social and other services to children and families and 3) engage parents in their children's learning and help them in making progress toward their educational, literacy and employment goals. Note: The Federal Region IV office has informed all expansion programs to plan and budget for the fiscal year 2012.

Personnel – \$330,613 - Resources (salaries - \$214,997 / fringes - \$115,616) required by Early Head Start administrative personnel to manage and provide services to the operation. Early Head Start personnel will be involved in providing on-going assistance to the child care contractual providers to ensure compliance with Federal regulations and Head Start Performance Standards

Supplies – \$27,572 – Annual cost for books, educational materials, office supplies, operating materials and supplies including diapers for the program.

Contractual – \$266,186 – Cost of services provided by contracted child care providers, nurse and mental health services, marriage consultation and dental and health services.

T&TA – \$16,237 – Training needed for in-house staff, policy council, and contracted Child Care Providers development. Pre-service conference is part of that development. Goal is to continue to improve the quality and standards that are expected in the Early Head Start program. Annual conferences held by the National Head Start Association and the Federal Region IV offices provide the latest information on performance standards and head start operations. Other conferences and workshops provide additional training and development in specialized areas.

Other – \$15,993 – Cost to cover expenses such as local mileage, communication services, utilities, telephones, insurance, motor pool rental, graphics, promotional activities, data processing software, purchased drinking water, etc.

In-Kind – \$9,063 – Children's Services Council – Provide quality improvement support to childcare partners and services to pregnant women and **Cooperative Extension** – Nutrition and family life classes for parents.

**Palm Beach County Head Start and Children Services
Early Head Start Expansion - (1464)
2012 Refunding Application Worksheet
Program PA - 4125/1126**

Object	Prg	GABI Categories	Object Description	2012 6-Mth Budget - (From 5/10/11 Award Letter)				
				2012 6-Mth Budget EHS ARRA	Federal Share	County Match	In-Kind	Total
1201	1464	Personnel	Regular	218,041	174,433	40,564		214,997
1301	1464	Personnel	Regular	-	0	0		0
1401	1464	Personnel	Regular	-	0	0		0
1501	1464	Personnel	Regular	-	0	0		0
1504	1464	Personnel	Regular	-	0	0		0
		S/T - Personnel		218,041	174,433	40,564	0	214,997
2101	1464	Fringe Benefits	Fica-Taxes	13,505	10,804	2,513		13,317
2105	1464	Fringe Benefits	Fica Medicare	3,168	2,534	590		3,124
2201	1464	Fringe Benefits	Retirement Contributions-Frs	30,183	24,146	5,616		29,762
2301	1464	Fringe Benefits	Insurance-Life & Health	70,396	56,317	13,096		69,413
2401	1464	Fringe Benefits	Workers Compensation	-	0	0		0
2501	1464	Fringe Benefits	Unemployment Compensation	-	0	0		0
		S/T - Fringe Benefits		117,252	93,801	21,815	0	115,616
6211	1464	Equipment	Building Improvements*	-	0	0		0
6301	1464	Equipment	Improvements Oth Thn Buildings	-	0	0		0
6401	1464	Equipment	Machinery & Equipment	-	0	0		0
6405	1464	Equipment	Data Processing Equipment	-	0	0		0
		S/T - Equipment		0	0	0	0	0
5101	1464	Supplies	Office Supplies	1,683	1,346	314		1,660
5201	1464	Supplies	Materials/Supplies Operating	6,078	4,862	1,131		5,993
5203	1464	Supplies	Institutional Supplies & Mtris	-	0	0		0
5231	1464	Supplies	Medical-Surgicl Supplies	-	0	0		0
5402	1464	Supplies	Educational Training Materials	20,201	16,161	3,758		19,919
		S/T - Supplies		27,962	22,369	5,203	0	27,572
3103	1464	Contractual	Medical/Health Care Services	16,593	13,275	3,086		16,361
3124	1464	Contractual	Legal Services-County Attorney	-	0	0		0
3301	1464	Contractual	Court Reporter Services *	-	0	0		0
3401	1464	Contractual	Other Contractual Services *	239,905	191,925	44,631		236,556
3404	1464	Contractual	Temp Serv/Contracted Salaries	-	0	0		0
3421	1464	Contractual	Contractual Service-Training	13,233	10,587	2,461		13,048
3422	1464	Contractual	Contractual Servics-Recreation	224	179	42		221
		S/T - Contractual		269,955	215,966	50,220	0	266,186
9204	1464	Construction	Tr To Public Bldg Imprv Fd 3804	-	0	0		0
		S/T - Construction		0	0	0	0	0
4007	1464	Other	Travel-Mileage	3,528	2,822	657		3,479
4101	1464	Other	Communication Services	560	448	104		552
4205	1464	Other	Postage	81	65	15		80
4301	1464	Other	Utilities/Electric	583	466	109		575
4304	1464	Other	Utilities/Water	515	412	96		508
4308	1464	Other	Utilities/Gas	526	421	98		519
4310	1464	Other	Utilities/Waste Disposal	683	546	128		674
4406	1464	Other	Rent-Office Equipment	-	0	0		0

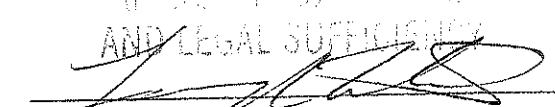
**APPLICATION FOR
FEDERAL ASSISTANCE**

Version 7/03

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED August 10, 2011	3. DATE RECEIVED BY STATE	Applicant Identifier 04CH3046
Pre-application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY		State Application Identifier
				Federal Identifier 04CH3046-000
5. APPLICANT INFORMATION				
Legal Name: PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS			Organizational Unit: Department: HHS: OFFICE OF HEAD START	
Organizational DUNS: 078470481			Division: HHS: OFFICE OF HEAD START	
Address: Street: KAREN T. MARCUS, CHAIR - BOCC 301 N. OLIVE AVENUE, 12TH FLOOR			Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: MR.	
City: WEST PALM BEACH			First Name: JOHN	
County: PALM BEACH			Middle Name	
State: FLORIDA			Last Name QUATRINI	
Zip Code 33401-4703			Suffix:	
Country: USA			Email: JQUATRIN@PBCGOV.ORG	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 59-6000785			Phone Number (give area code) (561)233-1600	
			Fax Number (give area code) (561)233-1633	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>			7. TYPE OF APPLICANT: (See back of form for Application Types) B Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 93-600			9. NAME OF FEDERAL AGENCY: HHS / ACF / OHS	
TITLE (Name of Program): HEAD START			11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: HEAD START AND HEAD START EXPANSION	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): PALM BEACH COUNTY				
13. PROPOSED PROJECT Start Date: 10/1/2011			14. CONGRESSIONAL DISTRICTS OF: a. Applicant 16, 19, 22, 23	
Ending Date: 9/30/2012			b. Project 16, 19, 22, 23	
15. ESTIMATED FUNDING:			16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$	13,788,001 ⁰⁰	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON	
b. Applicant	\$	3,447,001 ⁰⁰	DATE:	
c. State	\$	⁰⁰	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
d. Local	\$	⁰⁰	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other	\$	⁰⁰	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
f. Program Income	\$	⁰⁰	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
g. TOTAL	\$	17,235,002 ⁰⁰		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.				
a. Authorized Representative				
Prefix MS.	First Name KAREN		Middle Name T.	
Last Name MARCUS			Suffix	
b. Title CHAIR - BOCC			c. Telephone Number (give area code) (561)355-2201	
d. Signature of Authorized Representative			e. Date Signed	

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Standard Form 424 (Rev.9-2003)
Prescribed by OMB Circular A-102

NOTARIZED AND LEGAL SUFFICIENCY

COUNTY ATTORNEY

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Head Start	93.600	\$	\$	\$ 13,088,879.00	\$ 3,272,220.00	\$ 16,361,099.00
2. HS T&TA	93.600			148,167.00	37,042.00	185,209.00
3. HSX	93.600			545,950.00	136,488.00	682,438.00
4. HSX T&TA	93.600			5,005.00	1,251.00	6,256.00
5. Totals		\$ 0.00	\$ 0.00	\$ 13,788,001.00	\$ 3,447,001.00	\$ 17,235,002.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)	
	(1) HS	(2) HS T&TA	(3) HSX	HSX T&TA		
a. Personnel	\$ 5,521,283.00	\$	\$ 132,354.00	\$	\$ 5,653,637.00	
b. Fringe Benefits	2,704,869.00		63,952.00		2,768,821.00	
c. Travel	169.00	53,746.00			53,915.00	
d. Equipment					0.00	
e. Supplies	3,328.00	8,600.00	1,910.00		13,838.00	
f. Contractual	3,933,188.00	69,088.00	338,320.00	2,712.00	4,343,308.00	
g. Construction					0.00	
h. Other	926,042.00	16,733.00	9,414.00	2,293.00	954,482.00	
i. Total Direct Charges (sum of 6a-6h)	13,088,879.00	148,167.00	545,950.00	5,005.00	13,788,001.00	
j. Indirect Charges					0.00	
k. TOTALS (sum of 6i and 6j)	\$ 13,088,879.00	\$ 148,167.00	\$ 545,950.00	\$ 5,005.00	\$ 13,788,001.00	
7. Program Income		\$	\$	\$	\$ 0.00	

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Palm Beach County Florida Head Start

2012 Head Start, Head Start Expansion and T & TA

Budget Narrative – (Federal & Non-Federal Share)

Funding will be used 1) to serve one thousand eight hundred seventy one (2,025) three and four year old by providing comprehensive child development services to Head Start eligible children and families, 2) promote School Readiness of enrolled children by enhancing their social, cognitive, physical and emotional development through provision of educational, health, nutritional, social and other services to children and families and 3) engage parents in their children's learning and help them in making progress toward their educational, literacy and employment goals

Personnel – \$10,528,074 - Resources (salaries - \$7,067,048 / fringes - \$3,461,026) required by Head Start administrative personnel to manage the operation. Head Start Administrative personnel will be involved in providing on-going assistance to the child care contractual providers to ensure compliance with Federal regulations and Performance Standards.

Travel - \$251 – Registration, hotel, airfare, per diem and other cost related to trips to meetings, conferences, seminars, etc. with the purpose to enrich the Head Start program through professional development.

Supplies – \$6,547 – Annual cost for books, educational materials, office supplies, operating materials and supplies. Note: Majority of supply related expenses will be purchased through the Voluntary Pre-Kindergarten Program.

Contractual – \$ 5,339,345– Cost of services provided by Head Start delegates and contracted child care providers. Also include nurse and mental health consultant and marriage and family consultation. The ISS professional service

T&TA – \$191,465 – Training needed for in-house staff development and for contracted Child Care Providers. Pre-service conference is part of that development. Goal is to continue to improve the quality and standards that are expected in the Head Start program. Annual conferences held by the National Head Start Association and the Federal Region IV office, provide the latest information on performance standards.

Other – \$1,169,320 – Cost to cover expenses such as local mileage, communication services, utilities, telephones, insurance, motor pool rental, graphics, promotional activities, data processing software, purchased drinking water, etc.

Palm Beach County Head Start and Children Services
Head Start - (1451)
2012 Refunding Application Worksheet
Program PA - 4122

Object	Prg	GABI Categories	Object Description	2012 Adj Budget Request	Federal Share	Shared Match			County Overmatch	Total
						CSC	County	Total S/M		
					67.49%	1.53%	15.34%	16.87%	15.64%	100.00%
1080	1451	Personnel	Personal Services-Indirect	0	0	0	0	0	0	0
1201	1451	Personnel	Regular	8,181,269	5,521,280	125,516	1,254,804	1,380,320	1,279,669	8,181,269
1301	1451	Personnel	Regular	1	1	0	0	0	0	1
1401	1451	Personnel	Regular	1	1	0	0	0	0	1
1501	1451	Personnel	Regular	1	1	0	0	0	0	1
1504	1451	Personnel	Regular	1	1	0	0	0	0	1
		S/T - Personnel		8,181,273	5,521,283	125,516	1,254,805	1,380,321	1,279,670	8,181,273
2101	1451	Fringe Benefits	Fica-Taxes	503,997	340,132	7,732	77,301	85,033	78,832	503,997
2105	1451	Fringe Benefits	Fica Medicare	117,871	79,547	1,808	18,078	19,887	18,437	117,871
2201	1451	Fringe Benefits	Retirement Contributions-Frs	957,704	646,324	14,693	146,888	161,581	149,799	957,704
2301	1451	Fringe Benefits	Insurance-Life & Health	2,211,229	1,492,289	33,924	339,148	373,072	345,868	2,211,229
2401	1451	Fringe Benefits	Workers Compensation	172,778	116,602	2,651	26,500	29,151	27,025	172,778
2501	1451	Fringe Benefits	Unemployment Compensation	44,415	29,974	681	6,812	7,494	6,947	44,415
		T - Fringe Benefi		4,007,994	2,704,869	61,490	614,727	676,217	626,908	4,007,994
4001	1451	Travel	Travel & Per Diem	1	1	0	0	0	0	1
4941	1451	Travel	Registration Fees	250	169	4	38	42	39	250
		S/T - Travel		251	169	4	38	42	39	251
6301	1451	Equipment	Improvements Oth Thn Buildings	0	0	0	0	0	0	0
6401	1451	Equipment	Machinery & Equipment	0	0	0	0	0	0	0
6520	1451	Equipment	Park Improvements	0	0	0	0	0	0	0
		S/T - Equipment		0	0	0	0	0	0	0
5101	1451	Supplies	Office Supplies	445	300	7	68	75	70	445
5201	1451	Supplies	Materials/Supplies Operating	1,159	782	18	178	196	181	1,159
5231	1451	Supplies	Medical-Surgicl Supplies	0	0	0	0	0	0	0
5402	1451	Supplies	Educational Training Materials	3,327	2,245	51	510	561	520	3,327
		S/T - Supplies		4,931	3,328	76	756	832	771	4,931
3103	1451	Contractual	Medical/Health Care Services	63,490	42,847	974	9,738	10,712	9,931	63,490
3118	1451	Contractual	Dental Services	5,000	3,374	77	767	844	782	5,000
3124	1451	Contractual	Legal Services-County Attorney	0	0	0	0	0	0	0
3140	1451	Contractual	Consultant Services *	0	0	0	0	0	0	0
3161	1451	Contractual	Audio/Visual Services Ch. 20	1	1	0	0	0	0	1
3301	1451	Contractual	Court Reporter Services *	0	0	0	0	0	0	0
3401	1451	Contractual	Other Contractual Services *	5,706,790	3,851,332	87,553	875,280	962,833	892,625	5,706,790
3403	1451	Contractual	Custodial Or Janitorial Srvces	1	1	0	0	0	0	1
3404	1451	Contractual	Temp Serv/Contracted Salaries	1	1	0	0	0	0	1
3405	1451	Contractual	Security Services	1	1	0	0	0	0	1
3414	1451	Contractual	Iss Professional Services	40,000	26,995	614	6,135	6,749	6,257	40,000
3419	1451	Contractual	Contracted Food	0	0	0	0	0	0	0
3421	1451	Contractual	Contractual Service-Training	1	1	0	0	0	0	1
3422	1451	Contractual	Contractual Services-Recreation	12,797	8,636	196	1,963	2,159	2,002	12,797
3457	1451	Contractual	Moving Expense-County Property	0	0	0	0	0	0	0
		S/T - Contractual		5,828,082	3,933,188	89,414	893,884	983,297	911,596	5,828,082
4007	1451	Other	Travel-Mileage	20,949	14,138	321	3,213	3,534	3,277	20,949
4101	1451	Other	Communication Services	30,515	20,594	468	4,680	5,148	4,773	30,515
4103	1451	Other	Comm/Suncom-Toll	1	1	0	0	0	0	1
4104	1451	Other	Comm/Commercial-Toll	1	1	0	0	0	0	1
4205	1451	Other	Postage	2,435	1,643	37	373	411	381	2,435
4301	1451	Other	Utilities/Electric	100,545	67,855	1,543	15,421	16,964	15,727	100,545
4304	1451	Other	Utilities/Water	23,000	15,522	353	3,528	3,880	3,598	23,000
4308	1451	Other	Utilities/Gas	5,500	3,712	84	844	928	860	5,500

Palm Beach County Head Start and Children Services
Head Start - (1451)
2012 Refunding Application Worksheet
Program PA - 4122

Object	Prg	GABI Categories	Object Description	2012 Adj Budget Request	Federal Share	Shared Match			County Overmatch	Total
						CSC	County	Total S/M		
					67.49%	1.53%	15.34%	16.87%	15.64%	100.00%
4310	1451	Other	Utilities/Waste Disposal	4,790	3,233	73	735	808	749	4,790
4401	1451	Other	Rent	1	1	0	0	0	0	1
4406	1451	Other	Rent-Office Equipment	180	121	3	28	30	28	180
4410	1451	Other	Rent-Building	90,000	60,738	1,381	13,804	15,185	14,077	90,000
4412	1451	Other	Rent-Storage/Warehouse Space *	3,816	2,575	59	585	644	597	3,816
4418	1451	Other	Rental-Pager Services	1	1	0	0	0	0	1
4420	1451	Other	Rent-Motor Pool Vehicles	166,238	112,189	2,550	25,497	28,047	26,002	166,238
4501	1451	Other	Ins & Surety Bonds Outside *	4,080	2,753	63	626	688	638	4,080
4502	1451	Other	Casualty Self Ins Premiums	189,845	128,120	2,913	29,118	32,030	29,695	189,845
4601	1451	Other	Repair & Maintenance	130,087	87,792	1,996	19,952	21,948	20,347	130,087
4603	1451	Other	Rep/Maint-Parts & Supplies	0	0	0	0	0	0	0
4605	1451	Other	Maintenance-Grounds	1	1	0	0	0	0	1
4607	1451	Other	Repair/Maint-Outside Service	11,379	7,679	175	1,745	1,920	1,780	11,379
4610	1451	Other	Repair/Maint-Buildings	101,913	68,778	1,564	15,631	17,194	15,941	101,913
4615	1451	Other	Rep/Maint-Water/Sewer Systems	1	1	0	0	0	0	1
4620	1451	Other	Rep/Maint-Equipment	12,000	8,098	184	1,841	2,025	1,877	12,000
4623	1451	Other	Rep/Maint-Radio	3,850	2,598	59	590	650	602	3,850
4625	1451	Other	Rep/Maint-Motor Pool Vehicles	100,109	67,560	1,536	15,354	16,890	15,658	100,109
4701	1451	Other	Printing & Binding-Outside	-150	-101	-2	-23	-25	-23	-150
4703	1451	Other	Graphics Charges	50	34	1	8	8	8	50
4801	1451	Other	Promotl Activities (Ord 86-19)	1,121	757	17	172	189	175	1,121
4802	1451	Other	Regular	0	0	0	0	0	0	0
4901	1451	Other	Oth Currnt Chrges & Obligions	1	1	0	0	0	0	1
4904	1451	Other	Property Assessments	1	1	0	0	0	0	1
4905	1451	Other	Legal Settlement	1	1	0	0	0	0	1
4909	1451	Other	Licenses & Permits	5,875	3,965	90	901	991	919	5,875
4910	1451	Other	Fines And Penalties	1	1	0	0	0	0	1
4932	1451	Other	Parent Activity	1,050	709	16	161	177	164	1,050
4940	1451	Other	800 Mhz System R/R Charges	0	0	0	0	0	0	0
4942	1451	Other	Tuition-Reimbursement	1	1	0	0	0	0	1
4945	1451	Other	Advertising	725	489	11	111	122	113	725
4946	1451	Other	Advertising Including Legal	1	1	0	0	0	0	1
4979	1451	Other	Indirect Costs-Bcc	264,190	178,293	4,053	40,520	44,573	41,323	264,190
5111	1451	Other	Office Furniture And Equipment	1,001	676	15	154	169	157	1,001
5112	1451	Other	Telephone Equipment/Install	364	246	6	56	61	57	364
5121	1451	Other	Data Proccsng Sftwre/Accessres	3,571	2,410	55	548	602	559	3,571
5215	1451	Other	Gasoline	70,000	47,241	1,074	10,736	11,810	10,949	70,000
5220	1451	Other	Purchased Water	235	159	4	36	40	37	235
5243	1451	Other	Personal Care Items	1	1	0	0	0	0	1
5244	1451	Other	Food & Dietary	15,805	10,666	242	2,424	2,667	2,472	15,805
5401	1451	Other	Books Publicatns & Subscrptns	550	371	8	84	93	86	550
5412	1451	Other	Dues & Memberships	1,001	676	15	154	169	157	1,001
9201	1451	Other	Tr To 800MZ RR+I Fd 3801	5,550	3,746	85	851	936	868	5,550
		S/T - Other		1,372,182	926,042	21,052	210,459	231,511	214,629	1,372,182
		Total Head Start 2012 Budget		19,394,713	13,088,879	297,551	2,974,669	3,272,220	3,033,614	19,394,713

**Palm Beach County Head Start and Children Services
Head Start Training and Technical Assistance - (1454)
2012 Refunding Application Worksheet
Program PA - 4120**

Object	Prg	GABI Categories	Object Description	2012 Budget Request	Federal Share	County Match	Total
					80.00%	20.00%	100.00%
4001	1454	Travel	Travel & Per Diem	51,975	41,580	10,395	51,975
4941	1454	Travel	Registration Fees	15,208	12,166	3,042	15,208
			S/T - Travel	67,183	53,746	13,437	67,183
5101	1454	Supplies	Office Supplies	0	0	-	-
5201	1454	Supplies	Materials/Supplies Operating	5,750	4,600	1,150	5,750
5402	1454	Supplies	Educational Training Materials	5,000	4,000	1,000	5,000
			S/T - Supplies	10,750	8,600	2,150	10,750
3401	1454	Contractual	Other Contractual Services *	1	1	0	1
3421	1454	Contractual	Contractual Service-Training	86,359	69,087	17,272	86,359
			S/T - Contractual	86,360	69,088	17,272	86,360
4420	1454	Other	Rent-Motor Pool Vehicles	1	1	0	1
4701	1454	Other	Printing & Binding-Outside	0	0	-	-
4703	1454	Other	Graphics Charges	2,000	1,600	400	2,000
4801	1454	Other	Promotl Activities (Ord 86-19)	10,260	8,208	2,052	10,260
4901	1454	Other	Oth Currnt Chrges & Obligions	1	1	0	1
4932	1454	Other	Parent Activity	1	1	0	1
4942	1454	Other	Tuition-Reimbursement	1	1	0	1
5121	1454	Other	Data Proccsng Sftwre/Accessres	0	0	-	-
5401	1454	Other	Books Publicatns & Subscrptns	1,000	800	200	1,000
5412	1454	Other	Dues & Memberships	7,652	6,122	1,530	7,652
			S/T - Other	20,916	16,733	4,183	20,916
			Total Head Start T & TA 2012 Budget	185,209	148,167	37,042	185,209

Palm Beach County Head Start and Children Services
Head Start ARRA Expansion - (1465)
2012 Refunding Application Worksheet
Program PA -

Object	Prg	GABI Categories	Object Description	2012 6-Mth Budget			
				2012 6-Mth Budget HS ARRA	Federal Share	County Match	Total
					80.00%	20.00%	100.00%
1201	1465	Personnel	Regular	165,442	132,353	33,088	165,442
1301	1465	Personnel	Regular	1	0	0	1
1401	1465	Personnel	Regular	1	0	0	1
1501	1465	Personnel	Regular	1	0	0	1
1504	1465	Personnel	Regular	1	0	0	1
		S/T - Personnel		165,444	132,355	33,089	165,444
2101	1465	Fringe Benefits	Fica-Taxes	10,246	8,197	2,049	10,246
2105	1465	Fringe Benefits	Fica Medicare	2,387	1,910	477	2,387
2201	1465	Fringe Benefits	Retirement Contributions-Frs	22,903	18,322	4,581	22,903
2301	1465	Fringe Benefits	Insurance-Life & Health	43,656	34,924	8,731	43,656
2401	1465	Fringe Benefits	Workers Compensation	748	598	150	748
2501	1465	Fringe Benefits	Unemployment Compensation	1	0	0	1
		S/T - Fringe Benefits		79,940	63,952	15,988	79,940
6405	1465	Equipment	Data Processing Equipment	0	0	0	0
		S/T - Equipment		0	0	0	0
5101	1465	Supplies	Office Supplies	198	158	40	198
5201	1465	Supplies	Materials/Supplies Operating	555	444	111	555
5231	1465	Supplies	Medical-Surgicl Supplies	0	0	0	0
5402	1465	Supplies	Educational Training Materials	1,635	1,308	327	1,635
		S/T - Supplies		2,387	1,910	477	2,387
3103	1465	Contractual	Medical/Health Care Services	14,974	11,979	2,995	14,974
3118	1465	Contractual	Dental Services	625	500	125	625
3124	1465	Contractual	Legal Services-County Attorney	0	0	0	0
3301	1465	Contractual	Court Reporter Services *	0	0	0	0
3401	1465	Contractual	Other Contractual Services *	407,302	325,841	81,460	407,302
3404	1465	Contractual	Temp Serv/Contracted Salaries	0	0	0	0
		S/T - Contractual		422,901	338,320	84,580	422,901
4007	1465	Other	Travel-Mileage	5,254	4,203	1,051	5,254
4101	1465	Other	Communication Services	170	136	34	170
4205	1465	Other	Postage	80	64	16	80
4406	1465	Other	Rent-Office Equipment	90	72	18	90
4502	1465	Other	Casualty Self Ins Premiums	280	224	56	280
4701	1465	Other	Printing & Binding-Outside	0	0	0	0
4703	1465	Other	Graphics Charges	1,253	1,002	251	1,253
4801	1465	Other	Promoti Activities (Ord 86-19)	560	448	112	560
4901	1465	Other	Oth Currnt Chrges & Obligions	0	0	0	0
4909	1465	Other	Licenses & Permits	0	0	0	0

Palm Beach County Head Start and Children Services
Head Start ARRA Expansion - (1465)
2012 Refunding Application Worksheet
Program PA -

Object	Prg	GABI Categories	Object Description	2012 6-Mth Budget			
				2012 6-Mth Budget HS ARRA	Federal Share	County Match	Total
					80.00%	20.00%	100.00%
4932	1465	Other	Parent Activity	385	308	77	385
4945	1465	Other	Advertising	362	290	72	362
5111	1465	Other	Office Furniture And Equipment	500	400	100	500
5112	1465	Other	Telephone Equipment/Install	182	145	36	182
5121	1465	Other	Data Procssng Sftwre/Accessres	1,785	1,428	357	1,785
5220	1465	Other	Purchased Water	118	94	24	118
5243	1465	Other	Personal Care Items	0	0	0	0
5401	1465	Other	Books Publicatns & Subscrptns	250	200	50	250
5412	1465	Other	Dues & Memberships	500	400	100	500
		S/T - Other		11,767	9,414	2,353	11,767
3421	1465	T&TA 6 Contractual	Contractual Service-Training	3,390	2,712	678	3,390
4001	1465	T&TA 3 Travel	Travel & Per Diem	2,693	2,154	539	2,693
4941	1465	T&TA 3 Travel	Registration Fees	173	138	35	173
		S/T - T&TA		6,256	5,005	1,251	6,256
		Total HSX 2012 Budget		688,694	550,955	137,739	688,694

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	2. DATE SUBMITTED August 10, 2011	Applicant Identifier 04CH3046
	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier 04CH3046-000

5. APPLICANT INFORMATION

Legal Name: PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS	Organizational Unit: Department: HHS: OFFICE OF HEAD START
Organizational DUNS: 078470481	Division: HHS: OFFICE OF HEAD START
Address: Street: KAREN T. MARCUS, CHAIR - BOCC 301 N. OLIVE AVENUE, 12TH FLOOR	Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: MR.
City: WEST PALM BEACH	First Name: JOHN
County: PALM BEACH	Middle Name
State: FLORIDA	Last Name QUATRINI
Zip Code 33401-4703	Suffix:
Country: USA	Email: JQUATRIN@PBCGOV.ORG

6. EMPLOYER IDENTIFICATION NUMBER (EIN):
 59-6000785

Phone Number (give area code): (561)233-1600
 Fax Number (give area code): (561)233-1633

8. TYPE OF APPLICATION:
 New Continuation Revision
 If Revision, enter appropriate letter(s) in box(es)
 (See back of form for description of letters.)

Other (specify):

7. TYPE OF APPLICANT: (See back of form for Application Types)
 B
 Other (specify):

9. NAME OF FEDERAL AGENCY:
 HHS / ACF / OHS

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:
 93-600

TITLE (Name of Program):
 HEAD START

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
 EARLY HEAD START AND EARLY HEAD START EXPANSION

12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):
 PALM BEACH COUNTY

13. PROPOSED PROJECT
 Start Date: 10/1/2011 Ending Date: 9/30/2012

14. CONGRESSIONAL DISTRICTS OF:
 a. Applicant 16, 19, 22, 23 b. Project 16, 19, 22, 23

15. ESTIMATED FUNDING:

a. Federal	\$	2,338,452 ⁰⁰
b. Applicant	\$	584,614 ⁰⁰
c. State	\$	⁰⁰
d. Local	\$	⁰⁰
e. Other	\$	⁰⁰
f. Program Income	\$	⁰⁰
g. TOTAL	\$	2,923,066 ⁰⁰

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
 a. Yes. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:
 b. No. PROGRAM IS NOT COVERED BY E. O. 12372
 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
 Yes If "Yes" attach an explanation. No

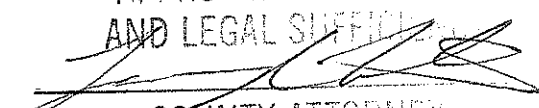
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative

Prefix MS.	First Name KAREN	Middle Name T.
Last Name MARCUS	Suffix	
b. Title CHAIR - BOCC	c. Telephone Number (give area code) (561)355-2201	
d. Signature of Authorized Representative	e. Date Signed	

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Standard Form 424 (Rev.9-2003)
 Prescribed by OMB Circular A-102

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

 COUNTY ATTORNEY

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY										
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget						
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)				
1. Early Head Start	93.600	\$	\$	\$ 1,761,876.00	\$ 440,469.00	\$ 2,202,345.00				
2. EHS T&TA	93.600			44,047.00	11,012.00	55,059.00				
3. EHSX	93.600			519,541.00	129,886.00	649,427.00				
4. EHSX T&TA	93.600			12,988.00	3,247.00	16,235.00				
5. Totals		\$ 0.00	\$ 0.00	\$ 2,338,452.00	\$ 584,614.00	\$ 2,923,066.00				
SECTION B - BUDGET CATEGORIES										
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)				
	(1)	EHS	(2)	EHS T&TA	(3)		EHSX	EHSX T&TA		
a. Personnel	\$	701,083.00	\$		\$	174,431.00	\$	875,514.00		
b. Fringe Benefits		341,192.00				93,801.00		434,993.00		
c. Travel		4,550.00		10,820.00				15,370.00		
d. Equipment								0.00		
e. Supplies		15,065.00				22,369.00		37,434.00		
f. Contractual		567,630.00		33,227.00		215,966.00	9,922.00	826,745.00		
g. Construction								0.00		
h. Other		132,356.00				12,973.00	3,067.00	148,396.00		
i. Total Direct Charges (sum of 6a-6h)		1,761,876.00		44,047.00		519,540.00	12,989.00	2,338,452.00		
j. Indirect Charges								0.00		
k. TOTALS (sum of 6i and 6j)	\$	1,761,876.00	\$	44,047.00	\$	519,540.00	\$	12,989.00	\$	2,338,452.00
7. Program Income		\$	\$	\$	\$	\$	\$	0.00		

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Prescribed by OMB Circular A-102

Palm Beach County Florida Head Start

2012 Early Head Start and Early Head Start T & TA

Budget Narrative – (Federal & Non-Federal Share)

Funding will be used 1) to serve one hundred eighty (271) infants, toddlers and pregnant women by providing comprehensive child development services to Head Start eligible children and families, 2) promote School Readiness of enrolled children by enhancing their social, cognitive, physical and emotional development through provision of educational, health, nutritional, social and other services to children and families and 3) engage parents in their children's learning and help them in making progress toward their educational, literacy and employment goals.

Personnel – \$1,562,675 - Resources (salaries - \$1,044,464 / fringes - \$518,211) required by Early Head Start administrative personnel to manage and provide services to the operation. Early Head Start personnel will be involved in providing on-going assistance to the child care contractual providers to ensure compliance with Federal regulations and Head Start Performance Standards

Travel - \$5,688 – Registration, hotel, airfare, per diem and other cost related to trips to meetings, conferences, seminars, etc. with the purpose to enrich the Head Start program through professional development.

Supplies – \$40,560 – Annual cost for books, educational materials, office supplies, operating materials and supplies including diapers for the program.

Contractual – \$921,695, – Cost of services provided by contracted child care providers, nurse and mental health services, marriage consultation and dental and health services.

T&TA – \$71,294 – Training needed for in-house staff, policy council, and contracted Child Care Providers development. Pre-service conference is part of that development. Goal is to continue to improve the quality and standards that are expected in the Early Head Start program. Annual conferences held by the National Head Start Association and the Federal Region IV offices provide the latest information on performance standards and head start operations. Other conferences and workshops provide additional training and development in specialized areas.

Other – \$178,190 – Cost to cover expenses such as local mileage, communication services, utilities, telephones, insurance, motor pool rental, graphics, promotional activities, data processing software, purchased drinking water, etc.

In-Kind – \$142,964 – Children's Services Council – Provide quality improvement support to childcare partners and services to pregnant women and **Cooperative Extension** – Nutrition and family life classes for parents.

**Palm Beach County Head Start and Children Services
Early Head Start and EHS Expansion - (1457)
2012 Refunding Application Worksheet
Program PA - 4125**

Object	Prg	GABI Categories	Object Description	2012 Adj Budget Request	Federal Share	Total EHS & EHSX			County Overmatch	In-Kind	Total
						Shared Match					
						CSC	County	Total S/M			
					56.56%	5.05%	9.09%	14.14%	29.30%		100.00%
1201	1457	Personnel	Regular	0	0	0	0	0	0	0	0
1201	1457	Personnel	Regular	1,457,613	875,511	62,637	106,310	168,947	363,225	0	1,407,683
1301	1457	Personnel	Regular	2	1	0	0	0	1	0	2
1401	1457	Personnel	Regular	2	1	0	0	0	1	0	2
1501	1457	Personnel	Regular	2	1	0	0	0	1	0	2
1504	1457	Personnel	Regular	2	1	0	0	0	1	0	2
			S/T - Personnel	1,457,621	875,515	62,637	106,311	168,949	363,227	0	1,407,691
2101	1457	Fringe Benefits	Fica-Taxes	88,501	53,220	3,790	6,623	10,413	21,976	0	85,609
2105	1457	Fringe Benefits	Fica Medicare	20,692	12,446	886	1,547	2,433	5,135	0	20,013
2201	1457	Fringe Benefits	Retirement Contributions-Frs	134,255	75,932	6,784	11,347	18,131	39,340	0	133,403
2301	1457	Fringe Benefits	Insurance-Life & Health	388,629	226,877	18,113	31,577	49,690	105,033	0	381,599
2401	1457	Fringe Benefits	Workers Compensation	74,828	58,823	224	403	627	1,299	0	60,749
2501	1457	Fringe Benefits	Unemployment Compensation	13,608	7,696	688	1,236	1,924	3,987	0	13,608
			S/T - Fringe Benefits	720,513	434,994	30,484	52,734	83,217	176,770	0	694,982
4001	1457	Travel	Travel & Per Diem	5,653	3,197	286	514	799	1,656	0	5,653
4941	1457	Travel	Registration Fees	2,392	1,353	121	217	338	701	0	2,392
			S/T - Travel	8,045	4,550	407	731	1,138	2,357	0	8,045
6401	1457	Equipment	Machinery & Equipment	1	1	0	0	0	0	0	1
6405	1457	Equipment	Data Processing Equipment	3,050	1,725	154	277	431	894	0	3,050
			S/T - Equipment	3,051	1,726	154	277	431	894	0	3,051
5101	1457	Supplies	Office Supplies	5,182	3,325	177	294	471	1,025	0	4,821
5201	1457	Supplies	Materials/Supplies Operating	17,177	11,140	561	676	1,237	3,252	0	15,629
5203	1457	Supplies	Institutional Supplies & Mtrls	0	0	0	0	0	0	0	0
5231	1457	Supplies	Medical-Surgicl Supplies	0	0	0	0	0	0	0	0
5242	1457	Supplies	Food Prep & Serving Supplies	500	283	25	45	71	147	0	500
5402	1457	Supplies	Educational Training Materials	31,740	22,687	583	763	1,347	3,381	0	27,415
			S/T - Supplies	54,599	37,435	1,346	1,779	3,125	7,805	0	48,366
3103	1457	Contractual	Medical/Health Care Services	75,593	46,644	2,981	5,127	8,108	17,288	0	72,040
3124	1457	Contractual	Legal Services-County Attorney	0	0	0	0	0	0	0	0
3140	1457	Contractual	Consultant Services *	0	0	0	0	0	0	0	0
3301	1457	Contractual	Court Reporter Services *	0	0	0	0	0	0	0	0
3401	1457	Contractual	Other Contractual Services *	1,105,198	681,317	43,724	75,241	118,965	253,552	0	1,053,834
3403	1457	Contractual	Custodial Or Janitorial Svcs	29,781	16,844	1,505	2,706	4,211	8,727	0	29,781
3404	1457	Contractual	Temp Serv/Contracted Salaries	2	1	0	0	0	1	0	2
3405	1457	Contractual	Security Services	0	0	0	0	0	0	0	0
3419	1457	Contractual	Contracted Food	0	0	0	0	0	0	0	0
3421	1457	Contractual	Contractual Service-Training	59,927	36,996	2,360	4,056	6,415	13,682	0	57,093
3422	1457	Contractual	Contractual Services-Recreation	3,077	1,793	144	256	400	836	0	3,029
			S/T - Contractual	1,273,578	783,594	50,714	87,386	138,100	294,086	0	1,215,780
4007	1457	Other	Travel-Mileage	14,091	8,797	534	910	1,444	3,095	0	13,335
4101	1457	Other	Communication Services	913	648	18	24	42	103	0	793
4103	1457	Other	Comm/Suncom-Toll	1	1	0	0	0	0	0	1
4104	1457	Other	Comm/Commercial-Toll	1	1	0	0	0	0	0	1
4205	1457	Other	Postage	226	147	7	12	20	42	0	209
4301	1457	Other	Utilities/Electric	15,200	8,733	739	1,320	2,059	4,283	0	15,075
4304	1457	Other	Utilities/Water	4,599	2,722	206	364	570	1,197	0	4,489
4308	1457	Other	Utilities/Gas	1,115	754	30	47	76	173	0	1,003
4310	1457	Other	Utilities/Waste Disposal	1,428	968	38	58	95	218	0	1,281
4401	1457	Other	Rent	1	1	0	0	0	0	0	1

**Palm Beach County Head Start and Children Services
Early Head Start and EHS Expansion - (1457)
2012 Refunding Application Worksheet
Program PA - 4125**

Object	Prg	GABI Categories	Object Description	2012 Adj Budget Request	Total EHS & EHSX						
					Federal Share	Shared Match			County Overmatch	In-Kind	Total
						CSC	County	Total S/M			
				56.56%	5.05%	9.09%	14.14%	29.30%		100.00%	
4406	1457	Other	Rent-Office Equipment	1	1	0	0	0	0	0	1
4410	1457	Other	Rent-Building	41,926	23,713	2,119	3,810	5,928	12,285	0	41,926
4412	1457	Other	Rent-Storage/Warehouse Space *	1	1	0	0	0	0	0	1
4420	1457	Other	Rent-Motor Pool Vehicles	17,083	10,421	700	1,212	1,912	4,057	0	16,389
4501	1457	Other	Ins & Surety Bonds Outside *	200	113	10	18	28	59	0	200
4502	1457	Other	Casualty Self Ins Premiums	22,414	12,796	1,107	1,983	3,090	6,418	0	22,305
4601	1457	Other	Repair & Maintenance	6,885	3,894	348	626	974	2,017	0	6,885
4603	1457	Other	Rep/Maint-Parts & Supplies	1,500	848	76	136	212	440	0	1,500
4605	1457	Other	Maintenance-Grounds	5,526	3,125	279	502	781	1,619	0	5,526
4607	1457	Other	Repair/Maint-Outside Service	2,648	1,498	134	241	374	776	0	2,648
4610	1457	Other	Repair/Maint-Buildings	16,007	9,053	809	1,454	2,263	4,690	0	16,007
4615	1457	Other	Rep/Maint-Water/Sewer Systems	1	1	0	0	0	0	0	1
4620	1457	Other	Rep/Maint-Equipment	1	1	0	0	0	0	0	1
4623	1457	Other	Rep/Maint-Radio	0	0	0	0	0	0	0	0
4625	1457	Other	Rep/Maint-Motor Pool Vehicles	11,000	6,221	556	1,000	1,555	3,223	0	11,000
4640	1457	Other	Landscape Installation/Maint	0	0	0	0	0	0	0	0
4701	1457	Other	Printing & Binding-Outside	0	0	0	0	0	0	0	0
4703	1457	Other	Graphics Charges	1,189	730	48	83	130	276	0	1,137
4801	1457	Other	Promotl Activities (Ord 86-19)	10,499	6,511	407	698	1,105	2,360	0	9,976
4802	1457	Other	Regular	0	0	0	0	0	0	0	0
4901	1457	Other	Oth Currnt Chrges & Obligions	1	1	0	0	0	0	0	1
4909	1457	Other	Licenses & Permits	2,030	1,227	86	149	235	496	0	1,958
4932	1457	Other	Parent Activity	1,035	638	41	71	112	238	0	987
4942	1457	Other	Tuition-Reimbursement	12,820	7,251	648	1,165	1,813	3,757	0	12,820
4979	1457	Other	Indirect Costs-Bcc	30,166	17,061	1,524	2,741	4,265	8,839	0	30,166
5111	1457	Other	Office Furniture And Equipment	1	1	0	0	0	0	0	1
5112	1457	Other	Telephone Equipment/Install	657	437	19	30	49	110	0	597
5121	1457	Other	Data Proccsng Sftwre/Accessres	10,972	6,402	512	909	1,421	2,969	0	10,792
5215	1457	Other	Gasoline	6,305	3,637	303	545	848	1,758	0	6,244
5220	1457	Other	Purchased Water	732	414	37	63	100	214	0	728
5243	1457	Other	Personal Care Items	1	1	0	0	0	0	0	1
5244	1457	Other	Food & Dietary	3,005	1,700	152	273	425	881	0	3,005
5401	1457	Other	Books Publicatns & Subscrptns	3,674	2,387	119	196	315	690	0	3,392
5412	1457	Other	Dues & Memberships	1,328	751	67	121	188	389	0	1,328
			S/T - Other	247,183	143,603	11,671	20,759	32,430	67,679	0	243,712
3421	1464	T&TA 6 Contractual	Contractual Service - Training	12,403	9,921	0	2,480	2,480	0	0	12,401
4001	1464	T&TA 3 Travel	Travel & Per Diem	2,158	1,726	0	432	432	0	0	2,158
4941	1464	T&TA 3 Travel	Registration Fees	1,676	1,341	0	335	335	0	0	1,676
			S/T - EHSX T&TA	16,237	12,988	0	3,247	3,247	0	0	16,235
			Total Early Head Start 2012 Budget	3,780,827	2,294,405	157,413	273,225	430,638	912,818	0	3,637,861
			In-Kind CSC & Cooperative	0	0	0	0	0	0	142,964	142,964
			Total EHS & EHSX 2012 Budget	3,780,827	2,294,405	157,413	273,225	430,638	912,818	142,964	3,780,825

**Palm Beach County Head Start and Children Services
 Early Head Start Training and Technical Assistance - (1458)
 2012 Refunding Application Worksheet
 Program PA - 1126**

Object	Prg	GABI Categories	Object Description	2012 Adj Budget Request	Federal Share	County Match	Total
					80.00%	20.00%	100.00%
4001	1458	Travel	Travel & Per Diem	8,124	6,499	1,625	8,124
4941	1458	Travel	Registration Fees	5,401	4,321	1,080	5,401
			S/T - Travel	13,525	10,820	2,705	13,525
5101	1458	Supplies	Office Supplies	0	0	0	0
5201	1458	Supplies	Materials/Supplies Operating	0	0	0	0
5402	1458	Supplies	Educational Training Materials	0	0	0	0
			S/T - Supplies	0	0	0	0
3401	1458	Contractual	Other Contractual Services *	31,436	25,149	6,287	31,436
3421	1458	Contractual	Contractual Service-Training	10,097	8,079	2,019	10,098
			S/T - Contractual	41,533	33,227	8,307	41,534
4801	1458	Other	Promotl Activities (Ord 86-19)	1	0	0	0
5111	1458	Other	Office Furniture And Equipment	0	0	0	0
5121	1458	Other	Data Procssng Sftwre/Accessres	0	0	0	0
5401	1458	Other	Books Publicatns & Subscrptns	0	0	0	0
5412	1458	Other	Dues & Memberships	0	0	0	0
			S/T - Other	1	0	0	0
			Total Early Head Start T & TA	55,059	44,047	11,012	55,059

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCES**

SF 424B

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- 1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.*
- 2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.*
- 3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.*
- 4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.*
- 5. Will comply with the intergovernmental Personnel Act of 1970 (42 U.S.C. 4278-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).*
- 6. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the bases of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the bases of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of the alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.*
- 7. Will comply, or has already complies, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and*

equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205)

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in the construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

DRUG-FREE WORKPLACE REQUIREMENTS GRANTEES OTHER THAN INDIVIDUALS

By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR, Part 76, Subpart F. The regulations published in the January 31, 1989 Federal Register, require certification by grantees that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when HHS determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment.

Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

Workplace identifications must include the actual address of buildings (or parts of building) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g. all vehicles of a mass transit authority of State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

If the workplace identified to HHS changes during the performance of the grant, the grantee shall inform the agency of the change(s), it previously identified the workplaces in question (see above).

Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 USC 812) and as further defined by regulations (21 CFR, 1308.11 through 1308.15). "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing use, or possession of any controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact of involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

The grantee certifies that it will provide a drug-free workplace by:

- a) *Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;*
- b) *Establishing a drug-free awareness program to inform employees about:*
 - (1) *The dangers of drug abuse in the workplace;*

- (2) *The grantee's policy of maintaining a drug-free workplace;*
- (3) *Any available drug counseling, rehabilitation, employee assistance programs; and*
- (4) *The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;*
- c) *Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);*
- d) *Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the grant, the employee will:*
 - (1) *Abide by the terms of the statement; and*
 - (2) *Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;*
- e) *Notifying the agency in writing within ten days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;*
- f) *Taking one of the following actions within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:*
 - (1) *Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or*
 - (2) *Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.*
- g) *Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) through (f).*

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal program either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds in medicare of medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the offeror/contractor (for acquisitions) or applicant/grantee (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization agrees that it will require that the language of this certification be included in any subawards which subrecipients shall certify accordingly.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS

By signing and submitting this proposal, the applicant, defined as the primary participant in accordance with 45 CFR Part 76 certifies to the best of his or her knowledge and believe that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any Federal Department or agency;
- (b) have not within a 3-year period preceding this proposal been convicted or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
- (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- (d) have not within a 3-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.

The inability of a person to provide the certification required above will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The Department of Health and Human Services' (HHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

The prospective primary participant agrees that by submitting this proposal, it will include the clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided below without modification in all lower tier covered transactions.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS (TO BE SUPPLIED TO LOWER TIER PARTICIPANTS)

By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 45 CFR, Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

The prospective lower tier participant further agrees by submitting this proposal that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

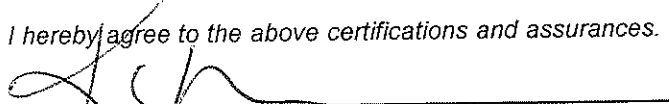
**CERTIFICATION REGARDING LOBBYING
FOR CONTRACTS, GRANTS, LOANS
AND COOPERATIVE AGREEMENTS**

The undersigned certifies to the best of his or her knowledge and belief, that:

- (1) No Federal appropriate funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee or an agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty or not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby agree to the above certifications and assurances.

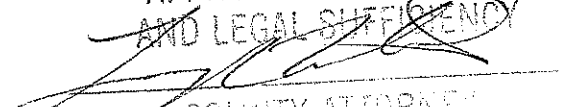


Signature of Certifying Official
Chair

Title

Date

Palm Beach County Board of County Commissioners
Applicant Organization

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY


COUNTY ATTORNEY

PROGRAM NARRATIVE

This is an application for continued funding for Palm Beach County Head Start/Early Head Start Grant # 04ch3046. The project period is 9/30/2011 to 9/29/2012. This narrative includes the addition of the EHS expansion into our base for the 2011-2012 program year as well as the continuation of Head Start Expansion.

Community Assessment

This refunding application represents a full application for cycle year 3, 2011-2012. The agency's comprehensive Community Assessment (CA) was completed in 2010. The CA was reviewed and approved by the Policy Council during the fall of 2010.

The Community Assessment indicated no significant changes in the demographics of the population in our service area except for an increasing number of Hispanic/Latino, Haitian and other refugee families. On-going strategies are outlined in our Strategic Objectives to increase the capacity of the program to recruit and serve the emerging diverse population. The community assessment further indicated no significant shifts in population across our service area since the last community assessment. Therefore, current enrollments by county remain unchanged from previous year. Due to blended programs with the public schools and availability of transportation, the recruitment and service area remains the same.

Strategic Plan: Long and Short Range Objectives

In 2010, Palm Beach County Head Start/Early Head Start completed a strategic planning process to identify specific long and short range objectives for the next five years. These objectives address priority issues identified through a comprehensive planning process. *This "Strategic Plan" is included as a separate attachment (downloaded document).* This plan was reviewed and approved by the Policy Council during the fall of 2010. The plan includes a narrative introduction and objectives representing all major program areas: Child Development & Health; Family and Community Services; Program Design and Management; and Fiscal Management. Each objective lists specific strategies, person(s) responsible, and timelines for completion. Each quarter the person(s) responsible for each strategy will complete an on-line form describing the progress in achieving the specific strategies and objectives. A quarterly report of progress will be utilized by management staff to assess progress and make modifications as needed to achieve the targeted objectives.

Training and Technical Assistance Plan

A training and technical assistance plan is annually developed based on review and analysis of data from a variety of sources as indicated within the plan. *The complete "T/TA Plan" is included as an attachment (downloaded document).* The attached plan was reviewed and approved by the Policy Council at its January 2011 meeting. The plan includes a narrative introduction followed by twelve (12) objectives. Each objective includes specific strategies, person(s) responsible, timeline, target audience and cost types. Each quarter the person(s) responsible for each strategy will complete an on-line form describing the progress in achieving the specific strategies and objectives. A quarterly report of progress will be utilized by management staff to assess progress and make modifications as needed to achieve the targeted objectives. We will provide a continuation of the SEEK scholarship dollars to continue our incentive program which allows staff to take Early Childhood Education courses at no cost to them. The

SEEK scholarship, coupled with our participation in the Quality Counts program, gives us the opportunity to actively move toward a higher percentage of classroom achieving the required degree status.

Self- Assessment and Program Improvement Plan

Each year the program conducts a comprehensive self-assessment for identifying strengths and areas for program improvement. *The complete "Self-Assessment Report and Program Improvement Plan" is included as an attachment (downloaded document).* The attached plan was reviewed and approved by the Policy Council at its June 2011 meeting. The plan includes a narrative introduction, a summary of persons participating, and a listing of strengths identified. The Program Improvement or Action Plan follows with a specific listing of the OHS Monitoring Protocol question, performance standard references, and a description of the finding. For each finding an Action Plan outlines how each finding will be corrected including the person responsible and timelines for completion. Each quarter the person(s) responsible for each strategy will complete an on-line form describing the progress in achieving the specific strategies and objectives. A quarterly report of progress will be utilized by management staff to assess progress and make modifications as needed to achieve the targeted objectives

Program Approach

In the provision of Head Start services to eligible children, Palm Beach County uses three primary program options: Full Day/Full Year for Head Start, Full Day/Full Year, Home-Based are utilized for Early Head Start. In addition, family child care homes and services for pregnant women are also utilized. The key elements of Palm Beach County's program approach are summarized below. There are no significant changes in enrollment options from the prior year.

Center Name (Head Start)	Total Enrollment	TOTAL HEAD START
Boynton Beach	114	
Delray Beach	65	
Lake Worth	90	
Jupiter	67	
Pahokee	99	
Riviera Beach	111	
South Bay	128	
Westgate	35	
Palm Glades	74	
West Palm Beach	152	
Apostolic CDC	78	
King's Kids	51	
My First Steps	82	
Union Missionary Baptist	72	
Achievement Center	37	
Tender Love & Care	32	

Kidz Kaleidoscope	32	
Florence Fuller	156	
YWCA	84	
Hispanic Human Resources	261	
Village Academy	185	2025
Center Name (Early Head Start)	Total Enrollment	TOTAL EARLY HEAD START
South Bay	16	
West Palm Beach	28	
Emmanuel	20	
Apostolic CDC	24	
San Castle	16	
Hispanic Human Resources	24	
Delray EHS	16	
Family Child Care Homes (15)	60	
Florence Fuller	22	
Home-Based	20	
Pregnant Women	25	271
TOTAL PROGRAM		2296

Full Day, Full Year Services

The full day, full year program option is operated in collaboration with a variety of partners, including the local school district, child care partners and delegate agencies. The program will operate for a total of 254 days a year, 5 days a week. The centers will be closed for 12 holidays each year and one week of mandatory training for staff.

Family Child Care Homes (EHS and EHS Expansion)

Palm Beach County will contract with Family Central, Inc. to provide 15 Certified Family Child Care Homes, 11 of these were part of the Early Head start Expansion. Each home has a total of 4 EHS children assigned to it. Assistance will be provided to these Child Care Partners to enable them to comply with the Head Start Performance Standards. A contract with each provider will detail key requirements and compensation for each provider.

Home Based Services – Early Head Start only

Home-based services are provided to a total of **20 children** in Palm Beach County. Programs also target 25 pregnant mothers and then continuing home-based services after child is born until center-based slots are available.

HEAD START - Line-Item Budget Justification and Explanation

Detailed Line-Item Budget Justification for the Head Start program may be found in the GABI Attachments. These budgets provide a detailed justification of all items budgeted for the project including narrative explanations for the purpose of the expenditures where necessary. These budgets clearly demonstrate the relationship between project activities and proposed expenditures. The

operational budget reflects the staff-intensive nature of the project that is required to provide a quality child development program and the importance of an intensive family-centered, home nurturing approach. This budget also reflects the expenses of providing intensive on-going training for staff and parents. The other major items in the budget focus on the costs of providing comprehensive child development, health, social services, parent involvement, and disability services to target children and families. Some key budget items are:

- Includes a 1.84% permanent COLA
- Fringe benefits are approximately 40%
- Workman's Compensation remains the same as last year
- Personnel cost increases due to the re-classification of classroom staff who had achieved an AA degree or higher and a process to re-classify those staff who will achieve an AA degree or higher during the 2011-2012 program year.
- Change in revenue from the Child Care Food Program resulting from establishing a Food Catering contract and eliminating out self-operated kitchens.
- Contracted services remain relatively unchanged from last year
- The addition of the expansion children into our base number.

EARLY HEAD START – Line-Item Budget Justification and Explanation (see Attachments)

Detailed Line-Item Budget Justifications for the Early Head Start program may be found in the GABI Attachment. These budgets provide a detailed justification of all items budgeted for the project including narrative explanations for the purpose of the expenditures where necessary. These budgets clearly demonstrate the relationship between project activities and proposed expenditures. The operational budget reflects the staff-intensive nature of the project that is required to provide a quality child development program (especially the staff-intensive 1:4 adult-child ratios required for Early Head Start) and the importance of an intensive family-centered, home nurturing approach. This budget also reflects the expenses of providing intensive on-going training for staff and parents. The other major items in the budget focus on the costs of providing comprehensive child development, health, social services, parent involvement, and disability services to target children and families. Some key budget items are:

- Includes a 1.84% permanent COLA
- Fringe benefits are approximately 40%
- Workman's Compensation remains the same as last year
- Personnel cost increases due to the re-classification of classroom staff who had achieved an AA degree or higher and a process to re-classify those staff who will achieve an AA degree or higher during the 2011-2012 program year.
- Change in revenue from the Child Care Food Program resulting from establishing a Food Catering contract and eliminating out self-operated kitchens.
- Contracted services remain relatively unchanged from last year
- The addition of the expansion children into our base number.

OTHER:

- The 2011-2012 program year will be highlighted by the implementation of a re-organization with the intent to improve efficiency and accountability. We were able to adjust our total staff by going from 304 total positions in 2010-2011 to 286 positions in 2011-2012 (see attached Organization Chart).
- We have continued to take advantage of technology by installing a bio-metric sign-in, sign-out system which utilizes a fingerprint. Currently, just our staff is fingerprinted into the system but we anticipate adding parents and other adults who come to the centers to take children home. By so doing, we are adding to the over-all safety and security protection of our children and families.
- We have taken a step toward creating payroll approach to our classroom staff by working with our Human Resources Department to compensate staff for their academic degrees. In so doing, we have created an incentive for staff to continue with their formal education and the pay scale allows us to be competitive within the Early Child Education community.
- We have joined forces with other Early Childhood Education providers in Palm Beach County in a program called "Quality Counts". This program supports us in providing quality services to our children and families as follows: Palm Beach State College is the responsible party for professional development consisting of the Early Childhood Registry and the SEEK scholarship; the local school district provides support for our staff by utilizing early learning coaches for classroom enhancement; Family Central is a partner who conducts the classroom environmental assessment; Early Learning Coalition acts as an advisor to the process; and Children's Services Council provides oversight to the process. We have also begun participation in a program called "Triple P" (Positive Parenting Program) which trains staff and parents in working with children with challenging behaviors. The goal is to have all of our Family Service Specialists trained by the beginning of the 2012-2013 program year.



Department of Community Services
Division of Head Start
and Children Services

50 S. Military Trail
Suite #203
West Palm Beach FL 33415
(561) 233-1600

FAX: (561) 233-1631

www.pbcgov.org



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Board of County
Commissioners**

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County Administrator

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Affirmative Action Employer"*

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June 29, 2011

Olissa Williams, Program Specialist
Administration for Children & Families
Region IV Head Start
61 Forsyth Street, Suite 4M60
Atlanta, GA 30303-8909

Re: Palm Beach County Head Start & Early Head Start
Grant #: 04CH3046

Dear Ms. Williams,

The FY2011-2012 Refunding Application documents for Palm Beach County Head Start/Early Head Start Program was reviewed and unanimously approved at the June 29, 2011 meeting of the Policy Council. Prior to that, the Policy Council through the Budget and Planning Committee was involved in the development of the budget.

We are grateful for the support to our program to provide much needed Head Start/EHS services to 2296 children and their families.

Sincerely,

A handwritten signature in black ink, appearing to read "Sakina Bivins".

Sakina Bivins, Chair
PBCHS/EHS Policy Council

NM/IQ/Letter Budget Application 6/29/2011



HEAD START POLICY COUNCIL
Wednesday, June 29, 2011
6:00 PM – 8:15 PM
West Palm Beach Center
MINUTES

MEMBERS PRESENT	MEMBERS EXCUSE ABSENT	MEMBERS DELEGATE AGENCIES
Sakina Bivins, Home Base – Chair Ivory J. Sherrod, Vice-Chair Barbara Thomas, Riviera Beach Kenzea L. Osborne, Pahokee Patricia Antonette Trought, WPB Karen Hill-Simpson, Community Rep. Mickale L. Linton, Community Rep. Tamara Starks, Community Rep. Dr. Mattie R. Shannon, Community Rep. Roderick White, Community Rep.	Rosalind Simmons, Community Rep.	Guilene Beaubrun, Achievement Marie France Augustin, My First Steps Linda Delmont, My First Steps Jaseth Minott, YWCA
I HEAD START STAFF PRESENT	VISITOR	CHILDREN ATTENDED
Channell Wilkins, Director, Community Services John Quatrini, Acting Director Nicole Muhammad, Senior Secretary Cedric Wallace, Financial Analyst II Tess Clemones, Parent Involvement Spec. Germana Greenberg, Parent Involvement Spec Diane Sharpe, Center Manager Nikole Harrell, Health Coordinator Rona Sears, Center Manager Sabrina Cornish, FSS Annie Walker, School Bus Rider/Food Service Aide Erika Wilcox, CDA	Paula Phillips, M.Ed. – Boys Town Seth B. Bernstein, Psy.D. Boys Town Ducoste Junior, Achievement Rebekah Harris, Westgate Johaneda Henry	Jason Laborde Marlen S. Laborde Arianna Williams Imani Hatcher

MINUTES

<p>I. Call to Order</p>	<p>Ms. Sakina Bivins, Chairperson, called the meeting of Wednesday, June 29, 2011 to order.</p>
<p>II. Meditation</p>	<p>Ms. Bivins, Chairperson, requested a moment of meditation.</p>
<p>III. Roll Call/Quorum</p>	<p>The Roll Call was conducted by Ms. Tess Clemones, Parent Involvement Specialist.</p> <p>A quorum was reached.</p>
<p>IV. Approval of Agenda – 06/29/2011</p>	<p>Mr. Channell Wilkins requested an amendment to the agenda of June 29, 2011 by adding a Boys Town presentation. Boys Town will be partnered with Early Head Start to provide In-Home Family Services.</p> <p>Ms. Bivins, Chairperson, requested a motion to amend the agenda of June 29, 2011 by adding the presentation by Boys Town. This was done by Ms. Tamara Starks. Seconded by Ms. Karen Hill-Simpson. Motion was carried.</p>
<p>V. Reading and/or Approval of Minutes – 05/25/2011</p>	<p>Ms. Bivins asked if everyone read the minutes of May 25, 2011 and requested a motion of approval. This was done by Ms. Patricia Antonette Trought. Seconded by Ms. Guilene Beaubrun. Motion was carried.</p>
<p>VI. Reports for Approval A. Boys Town Presentation by Dr. Seth B. Bernstein and Ms. Paula N. Phillips</p>	<p>Boys Town Presentation Dr. Bernstein gave an overview of the proposed partnership with Early Head Start and Boys Town. Dr. Bernstein stated that the Federal Administration of Children and Families recently announced a grant opportunity to develop and study a partnership between Early Head Start programs and a parenting intervention. The federal grant application is due July 18, 2011. Dr. Bernstein explained the goals of the project, the research study and the assessments. Parents will receive incentives for participation. The study will be for children (0-3) and eligible families.</p> <p>Ms. Phillips stated that the In-Home Family Program research and development is an ongoing process to ensure that the most effective, evidence-based practices are implemented. It will provide in-home counseling and support for families 24/7, holidays and weekends. Ms. Phillips talked about the Engagement - trust and relationship building, Formal Assessment – identifying family strengths and needs, Fitting Services - prioritizing the most critical family problems, and Intervene – connecting families to formal/informal supports and teaching parenting skills. Ms. Phillips also stated that Boys Town program works very closely with the School District of Palm Beach County to increase children’s motivation and social skills, and improve the behavior of children in school and at home.</p>

<p>F. Self-Assessment 2010-2011 by Mr. John Quatrini</p> <p>G. Personnel Report for April and May 2011 by Sakina Bivins</p>	<p>Self-Assessment 2010-2011 Mr. Quatrini explained the process of the Self-Assessment. Each Grantee site or Delegate site did their own self-assessment. The purpose of the self assessment is to identify the problems. They combine all reports and come up with the Self-Assessment. Mr. Quatrini explained thoroughly all the problems listed on the Self Assessment and the action taken.</p> <p>Ms. Bivins, Chairperson, requested a motion to approve the 2010-2011 Self-Assessment. This was done by Ms. Starks. Seconded by Mr. Roderick White. Motion was carried.</p> <p>Personnel Report Ms. Bivins, Chairperson stated that the Personnel Committee members met today before this meeting. Ms. Bivins gave an overview of the staff issues. The food service staff needs to obtain some credentials in order to keep their jobs and it should be done by July 15, 2011. Interviews for the Head Start Director are in progress now. There are a few transfer requests from the teachers which the Center Managers will review and make a determination.</p> <p>Ms. Bivins, Chairperson, requested a motion to approve the Personnel Report for May/June 2011. This was done by Ms. Kenzea L. Osborne and Ms. Tamara Starks. Seconded by Ms. Hill-Simpson. Motion was carried.</p>
<p>H. Parent Committee Report</p> <p>I. Sara Green's Report</p>	<p>Parent Committee Report Ms. Patricia Antonette Trought from the West Palm Beach center gave an overview of what is happening in her center. A meeting was conducted and the guest speaker was Dr. Mattie R. Shannon. Thirty-five parents were in attendance. Graduation is June 16, 2011 and everyone is invited.</p> <p>Ms. Barbara Thomas from Riviera Beach gave an overview of what is happening in her center. Transition ceremony was scheduled to be held at the center from 6-8pm, but was cancelled by Ms. Burke due to some Statute and liability. Ms. Thomas was not too happy about it and was forced to get another location for the transition ceremony for the children. Mr. Wilkins asked Mr. Quatrini to look into this.</p> <p>Ms. Starks asked for the Sarah Greene report. There were seven copies on hand they were distributed to the members to review and return due to the fact that the names were not altered. After reviewing the report most of the members felt that the report was done unprofessionally.</p> <p>A member of Policy Council asked if the Pre-Service Training is open to Policy Council members. Mr. Wilkins said yes and Pre-Service Training will be August 15-18, 2011.</p>

VII. Other / Comments / Suggestions	
A. Next Policy Council Meeting	Next Policy Council Meeting will be September 28, 2011 from 6pm – 8pm
B. Next Personnel Committee Meeting	Next Personnel Committee Meeting will be September 28, 2011 from 5pm – 6pm
C. Public Comments	Ms. Ivory Sherrod verbally stated to Ms. Karen Hill-Simpson that she will step down from the vice-chair position, but we never received a written letter to that effect.
VIII. Adjournment	Motion to adjourn the meeting. This was done by Mr. Linton. Seconded by Ms. Hill-Simpson. Motion was carried.

Secretary Reviewed:




Karen Hill-Simpson

7/1/11

Date

Approved:



Sakina Bivins

7/1/11

Date