

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: April 2, 2013	<input checked="" type="checkbox"/> [X]	Consent	<input type="checkbox"/> [ ]	Regular
	<input type="checkbox"/> [ ]	Ordinance	<input type="checkbox"/> [ ]	Public Hearing

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

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I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to approve: Agreements with Children's Services Council of Palm Beach County for the period of October 1, 2012, through September 30, 2013, in an amount totaling \$454,964:

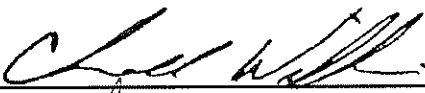
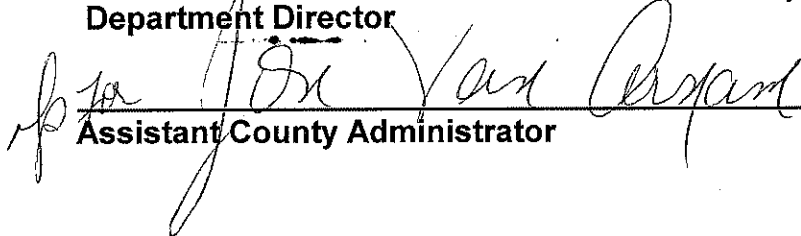
- A) \$157,413 for Early Head Start services; and
- B) \$297,551 for Head Start services.

**Summary:** These Agreements will allow County to receive matching funds from Children's Services Council of Palm Beach County (CSC) in an amount not to exceed \$157,413 to provide full day/full year comprehensive Early Head Start services to a total of 180 pregnant mothers and infants/toddlers, and in an amount not to exceed \$297,551, to provide full day/full year Head Start services to 1,871 three to five year old children and their families. Services include comprehensive health, education, parental involvement, nutritional, social and other services. The Head Start/Early Head Start program has received a total grant award of \$17,332,712 from the U.S. Department of Health and Human Services (HHS) with a requirement that 20% matching funds be provided by local sources. A partial 20% match is being provided through these agreements with the remaining match funds being provided by the County. (Head Start) Countywide (TKF)

**Background and Justification:** The Head Start/Early Head Start program receives 80% funding from HHS and 20% matching funding from local sources. The Children's Services Council of Palm Beach County has agreed to provide \$157,413 for the Early Head Start program and \$297,551 for the Head Start program not to exceed more than 1/3 of the local match requirement.

**Attachments:** Two (2) Children's Services Council Agreements

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Recommended By:		<u>3/15/13</u>
	Department Director	Date
Approved By:		<u>3/28/13</u>
	Assistant County Administrator	Date

## II. FISCAL IMPACT ANALYSIS

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

Fiscal Years	2013	2014	2015	2016	2017
Capital Expenditures					
Operating Costs	454,964				
External Revenue	(454,964)				
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	0				

# ADDITIONAL FTE POSITIONS (Cumulative)					
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Is Item Included In Current Budget? Yes X No     

Budget Account No.:

Program Code:	Fund	Dept.	Unit	Object	Program Code	Program Period	Funding
	1002	147	1451	3769	HD04	GY12	\$297,551
	1002	147	1457	3769	EH04	GY12	\$157,413

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

Partial match funds for Head Start (\$297,551) and Early Head Start (\$157,413) to be provided by Children Services Council with remaining match funds being provided by the County. (\$3,011,578)

### C. Departmental Fiscal Review:

*TM*  
Taruna Malhotra, Director, Financial & Support Svcs

## III. REVIEW COMMENTS

### A. OFMB Fiscal and/or Contract Development and Control Comments:

<p><u><i>[Signature]</i></u> 3/20/2013 OFMB <i>3/20/13</i></p>	<p><u><i>[Signature]</i></u> 3/27/13 Contract Development and Control <i>3-27-13 [Signature]</i></p>
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### B. Legal Sufficiency:

*[Signature]* 3/28/13  
Chief Assistant County Attorney *FOR.*

### C. Other Department Review:

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

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

## AGREEMENT

This Agreement, entered into as of this 10<sup>th</sup> day of December, 2012 by and between the **CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY**, a political subdivision of the State of Florida (hereinafter referred to as "Council") and **Palm Beach County Board of County Commissioners/Early Head Start Match** hereinafter referred to as "Provider"), effective October 1, 2012 ("Effective Date") to September 30, 2013.

### WITNESSETH:

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

1. The Council agrees to reimburse Provider for **Early Head Start Match** up to an amount not to exceed **\$157,413** and according to the terms and conditions outlined in the attached **Exhibit "A"** (Program Description).
2. Transfers from the Council to Provider will be made in accordance with the following procedures:
  - a) Provider will submit a Financial Reporting Request to the Council by the 10<sup>th</sup> of each month specifying the amount requested based upon 1/12 of the funding allocation outlined in the attached **Exhibit "B"** (Budget). The request will include documentation reflecting all expenditures made by the Provider under this agreement.
  - b) Provider will provide reconciliation of Council and federal funding received on April 30, 2013 and October 30, 2013 to ensure that CSC funding does not exceed 10% of the federal match.
  - c) Provider agrees to refund any the Council's money advanced but not expended by September 30, 2013 within 30 days.
  - d) Provider shall submit a final invoice to the Council no later than October 31, 2013 (with documentation deemed appropriate by the Council). The Council will not reimburse Provider for any expenditure made by Provider under this Agreement that is submitted after October 31, 2013.
3. The Provider agrees to retain all financial records, supporting documents, statistical records and any other documents pertinent to this Agreement for a period of six (6) years following termination of this Agreement or, if an audit has been initiated and audit findings have not been resolved at the end of the five year period, the records shall be retained until resolution of all audit findings. Provider further agrees that all records, papers, letters, or other documents made or received in conjunction with this Agreement and the provision of services hereunder shall be subject to public access pursuant to the provisions of Chapter 119, Florida Statutes. The provisions of this paragraph shall survive termination of this Agreement.
4. The Provider shall submit to the Council reports of effectiveness and include statistics and data on the number of persons served. Said reports shall be made on the Progress Report Form (**Exhibit "C"**) from the effective date of this Agreement on a quarterly basis.

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

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

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

8. The Provider is aware that the Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of this Agreement, and in furtherance thereof may demand and obtain records and testimony from the Provider and its subcontractors and lower tier subcontractors. The Provider understands and agrees that in addition to all other remedies and consequences provided by law, the failure of the Provider or its subcontractors or lower tier subcontractors to fully cooperate with the Inspector General when requested may be deemed by the Council to be a material breach of this Agreement justifying its termination.

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

**END OF TEXT ON THIS PAGE**

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

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

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

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

Steven L. Abrams  
Print Name

Mayor  
Print Title

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

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

County Attorney

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

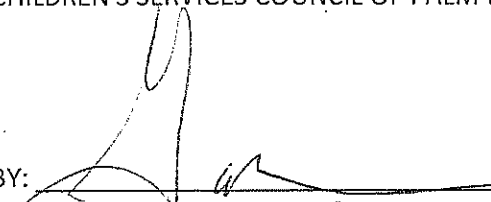
DATE: \_\_\_\_\_

County Clerk

BY:   
Department Head

DATE: 3/15/13

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY

BY:   
Gaetana D. Ebbale, Chief Executive Officer

DATE: 12/19/12

## EXHIBIT 'A'

### Program Description

### **Program Description**

Children's Services Council allocates funding in this agreement to further develop the Early Childhood System of Care and programs directly supporting school readiness. Maintaining quality child care programs, linking families to needed services and providing educational resources are some of the strategies that will help Palm Beach County's children be eager and ready for kindergarten.

The availability of funding through this strategy is contingent upon the following:

1. Actively participate in the Quality Counts system and adhere to the requirements stated in the Quality Counts manual.
2. Maintain at least a three star rating in the Quality Counts system.
3. Collaborate with Children's Services Council or other system partners, upon request, in planning efforts to create a cohesive system, improve system efficiencies and effectiveness and improve the overall results for the children and families in Palm Beach County.
4. Submit the "Award Match Letter" or similar document which states the % required in local match funds; the total amount of federal dollars that will be drawn down and the time frame that the federal dollars are drawn down by December 31, 2012.
5. Comply with the federally mandated Head Start Performance Standards.
6. Submit any corrective action plans required by the federal government and quarterly updates on progress, if applicable.
7. Provide Quarterly Progress Reports to the Council on the 15<sup>th</sup> of the month: January 15, 2013, April 15, 2013, July 15, 2013 and October 15, 2013.
8. Submit an "Annual Report on Child Outcomes" with quantitative data and supporting analysis that explains the impact to children participating in the program by November 1, 2013.

The Early Head Start match funding agreement provides comprehensive child and family development services for low-income children and families. This program offers a variety of services for pregnant women, infants, and toddlers to three years of age through local child care centers and family day care homes as well as a home based option.

**EXHIBIT 'B'**

**Budget**



**PALM BEACH COUNTY BOCC  
HEAD START AND CHILDREN SERVICES  
EARLY HEAD START - (1457)  
2013 BUDGET**

Prg	Object	Object Description	Federal Share	County	CSC	Total Shared	County O/M	Total 2013 Budget
1457	1201	Salaries & Wages - Regular	963,094	187,035	53,739	240,774	219,582	1,423,450
1457	1301	Sal & Wages - Non FRS Empl	1	0	0	0	0	1
1457	1401	Salaries & Wages - Overtime	1	0	0	0	0	1
1457	1501	Wages - Special No FRS Contr	1	0	0	0	0	1
1457	1504	Wages - Union Sick - No FRS C	1	0	0	0	0	1
1457	2101	Fica-Taxes	60,315	11,714	3,365	15,079	13,752	89,146
1457	2105	Fica Medicare	14,106	2,740	787	3,527	3,216	20,849
1457	2201	Retirement Contributions-Frs	54,089	10,504	3,018	13,522	12,333	79,944
1457	2301	Insurance-Life & Health	338,849	65,799	18,913	84,712	77,257	500,818
1457	2401	Workers Compensation	10,258	1,993	572	2,565	2,339	15,162
1457	2501	Unemployment Compensation	6,702	1,302	374	1,676	1,528	9,906
1457	4001	Travel & Per Diem	8,377	1,627	467	2,094	1,910	12,381
1457	4941	Registration Fees	3,735	726	208	934	851	5,520
1457	5111	Office Furniture And Equipment	3,395	660	189	849	775	5,019
1457	6401	Machinery & Equipment	6,791	1,319	379	1,698	1,548	10,037
1457	6405	Data Processing Equipment	6,791	1,319	379	1,698	1,548	10,037
1457	5101	Office Supplies	10,186	1,979	568	2,547	2,322	15,055
1457	5201	Materials/Supplies Operating	23,768	4,616	1,326	5,942	5,420	35,130
1457	5402	Educational Training Materials	54,701	10,623	3,052	13,675	12,472	80,848
1457	3103	Medical/Health Care Services	49,247	9,564	2,748	12,312	11,228	72,787
1457	3118	Dental Services	3,395	660	189	849	775	5,019
1457	3140	Consultant Services	0	0	0	0	0	0
1457	3301	Court Reporter Services	0	0	0	0	0	0
1457	3401	Other Contractual Services	903,743	175,509	50,427	225,936	206,050	1,335,729
1457	3403	Custodial Or Janitorial Srvcs	23,768	4,616	1,326	5,942	5,420	35,130
1457	3404	Temp Serv/Contracted Salaries	1,698	330	95	425	386	2,509
1457	3416	Data Processing-Outside	272	53	15	68	61	401
1457	3421	Contractual Service-Training	34,689	6,736	1,936	8,672	7,909	51,270
1457	3422	Contractual Services-Recreation	3,395	660	189	849	775	5,019
1457	3457	Moving Expense-County Property	0	0	0	0	0	0
1457	4301	Utilities/Electric	11,884	2,308	663	2,971	2,710	17,565
1457	4304	Utilities/Water	10,017	1,945	559	2,504	2,284	14,805
1457	4308	Utilities/Gas	740	144	41	185	168	1,093
1457	4310	Utilities/Waste Disposal	3,395	660	189	849	775	5,019
1457	4007	Travel-Mileage	6,492	1,261	362	1,623	1,480	9,595
1457	4101	Communication Services	1,528	297	85	382	5,020	6,930
1457	4103	Comm/Suncom-Toll	1	0	0	0	0	1
1457	4104	Comm/Commercial-Toll	340	66	19	85	77	502
1457	4205	Postage	98	20	5	25	23	146
1457	4401	Rent	1	0	0	0	0	1
1457	4406	Rent-Office Equipment	1,698	330	95	425	386	2,509

**PALM BEACH COUNTY BOCC  
HEAD START AND CHILDREN SERVICES  
EARLY HEAD START - (1457)  
2013 BUDGET**

Prg	Object	Object Description	Federal Share	County	CSC	Total Shared	County O/M	Total 2013 Budget
1457	4410	Rent-Building	29,031	5,638	1,620	7,258	6,619	42,908
1457	4412	Rent-Storage/Warehouse Space	1,019	198	57	255	232	1,506
1457	4501	Ins & Surety Bonds Outside	211	41	12	53	47	311
1457	4502	Casualty Self Ins Premiums	18,505	3,593	1,033	4,626	4,220	27,351
1457	4701	Printing & Binding-Outside	679	132	38	170	155	1,004
1457	4703	Graphics Charges	3,395	660	189	849	775	5,019
1457	4801	Promotl Activities (Ord 86-19)	4,414	858	248	1,104	1,006	6,524
1457	4901	Oth Currnt Chrges & Obligions	14,261	2,769	796	3,565	3,252	21,078
1457	4909	Licenses & Permits	1,002	195	56	251	227	1,480
1457	4932	Parent Activity	1,698	330	95	425	386	2,509
1457	4942	Tuition-Reimbursement	5,433	1,055	303	1,358	1,239	8,030
1457	5112	Telephone Equipment/Install	170	34	9	43	38	251
1457	5121	Data Proccsng Sftwre/Accessres	10,186	1,979	568	2,547	2,322	15,055
1457	5203	Institutional Supplies & Mtrls	0	0	0	0	0	0
1457	5220	Purchased Water	679	132	38	170	155	1,004
1457	5231	Medical-Surgicl Supplies	3,395	660	189	849	775	5,019
1457	5242	Food Prep & Serving Supplies	1,019	198	57	255	232	1,506
1457	5243	Personal Care Items	815	159	45	204	185	1,204
1457	5244	Food & Dietary	1,698	330	95	425	386	2,509
1457	5401	Books Publicatns & Subscrptns	3,395	660	189	849	775	5,019
1457	5412	Dues & Memberships	951	185	53	238	216	1,405
1457	4420	Rent-Motor Pool Vehicles	13,902	2,700	776	3,476	3,170	20,548
1457	4625	Rep/Maint-Motor Pool Vehicles	2,033	395	113	508	463	3,004
1457	5215	Gasoline	6,112	1,187	341	1,528	1,393	9,033
1457	4601	Repair & Maintenance	16,977	3,297	947	4,244	3,872	25,093
1457	4603	Rep/Maint-Parts & Supplies	2,377	461	133	594	542	3,513
1457	4605	Maintenance-Grounds	6,791	1,319	379	1,698	1,548	10,037
1457	4607	Repair/Maint-Outside Service	5,297	1,028	296	1,324	1,208	7,829
1457	4610	Repair/Maint-Buildings	16,977	3,297	947	4,244	3,872	25,093
1457	4615	Rep/Maint-Water/Sewer Systems	1	0	0	0	0	1
1457	4620	Rep/Maint-Equipment	6,655	1,293	371	1,664	1,517	9,836
1457	4979	Indirect Costs-Bcc	20,486	3,971	1,143	5,114	4,672	30,272
		<b>Total Early Head Start 2013 Budget</b>	<b>2,821,126</b>	<b>547,869</b>	<b>157,413</b>	<b>705,282</b>	<b>647,879</b>	<b>4,174,287</b>

EXHIBIT 'C'

**QUARTERLY PROGRESS REPORT**  
**CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY**  
 REPORTING Period: Insert Quarter Here

**Child Outcomes Report**  
 Early Head Start, #543

Child Outcome Areas	0-8 mos	8-18 mos	18-24 mos	2-3 yrs	Baseline Onset of School Term 2012-2013 Initial Observation	QTR 1	QTR 2	QTR 3	QTR 4	Gain/Decline in Child Outcomes from Previous Quarter	Gain/Decline in Child Outcomes from Onset of School Term
Approaches to Learning											
Cognitive Development and General Knowledge											
Language, Communication, Reading and Writing											
Physical Development & Health											
Social & Emotional Development											

## Analysis of Child Outcomes Report

Please analyze the quarterly data provided in the Child Outcome Report and explain what caused the numbers to increase, decrease or stay the same and what actions will be taken as a result of the findings.

Accomplishments and Challenges

Please list Accomplishments and Challenges/Corrective Actions Taken for the quarter below.

ACCOMPLISHMENTS	CHALLENGES/CORRECTIVE ACTIONS TAKEN

Staffing Levels/Turnover

Have there been any changes to your Director/Sr. Supervisor or program staff contact information?

Yes ☐ No ☐

If yes, please list the updated contact information?

CSC will update contact changes in ARMS

## Annual Cumulative Child Profile (Early Head Start, #543)

**October 1, 2012- September 30, 2013**

(Please submit this page with the 4<sup>th</sup> quarter report.)

[illegible][illegible]

## AGREEMENT

This Agreement, entered into as of this 10<sup>th</sup> day of December, 2012 by and between the CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY, a political subdivision of the State of Florida (hereinafter referred to as "Council") and PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS/HEAD START MATCH hereinafter referred to as "Provider"), effective October 1, 2012 ("Effective Date") to September 30, 2013.

### WITNESSETH:

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

1. The Council agrees to reimburse Provider for **Head Start Match** up to an amount not to exceed **\$297,551** and according to the terms and conditions outlined in the attached **Exhibit "A"** (Program Description).

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

- a) Provider will submit a Financial Reporting Request to the Council by the 10<sup>th</sup> of each month specifying the amount requested based upon 1/12 of the funding allocation outlined in the attached **Exhibit "B"** (Budget). The request will include documentation reflecting all expenditures made by the Provider under this agreement.
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**END OF TEXT ON THIS PAGE**

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

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

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

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

Steven L. Abrams

Print Name

Mayor

Print Title

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

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

County Attorney

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

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

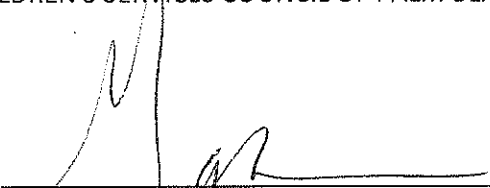
County Clerk

BY: 

DATE: 3/15/13

Department Head

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY

BY: 

DATE: 12/19/12

Gaetana D. Ebbale, Chief Executive Officer

## EXHIBIT 'A'

### Program Description

### **Program Description**

Children's Services Council allocates funding in this agreement to further develop the Early Childhood System of Care and programs directly supporting school readiness. Maintaining quality child care programs, linking families to needed services and providing educational resources are some of the strategies that will help Palm Beach County's children be eager and ready for kindergarten.

The availability of funding through this strategy is contingent upon the following:

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2. Maintain at least a three star rating in the Quality Counts system.
3. Collaborate with Children's Services Council or other system partners, upon request, in planning efforts to create a cohesive system, improve system efficiencies and effectiveness and improve the overall results for the children and families in Palm Beach County.
4. Submit the "Award Match Letter" or similar document which states the % required in local match funds, the total amount of federal dollars that will be drawn down and the time frame that the federal dollars are drawn down by December 31, 2012.
5. Comply with the federally mandated Head Start Performance Standards.
6. Submit any corrective action plans required by the federal government and quarterly updates on progress, if applicable.
7. Provide Quarterly Progress Reports to the Council on the 15<sup>th</sup> of the month: January 15, 2013, April 15, 2013, July 15, 2013 and October 15, 2013.
8. Submit an "Annual Report on Child Outcomes" with quantitative data and supporting analysis that explains the impact to children participating in the program by November 1, 2013.

CSC provides match funding with Palm Beach County to increase the number of children in this early childhood program serving more than 2,000 children ages three to five years with at least 10% of those enrolled being children with disabilities for an extended day (10-11 hours per day) and the full year. Comprehensive child and family development services include early childhood development, health (physical, mental, dental, and nutritional), social services, parent involvement, and family support. Services are provided in numerous centers, school-based sites, and child care partner agency sites throughout the county.

**EXHIBIT 'B'**

**Budget**

**PALM BEACH COUNTY BOCC  
HEAD START AND CHILDREN SERVICES  
HEAD START - (1451)  
2013 BUDGET**

Prg	Object	Object Description	Federal Share	County	CSC	Total Shared	County O/M	Total 2013 Budget
1451	1201	Salaries & Wages - Regular	5,801,938	1,329,618	120,868	1,450,486	1,207,591	8,460,015
1451	1301	Sal & Wages - Non FRS Empl	1	0	0	0	0	1
1451	1401	Salaries & Wages - Overtime	1	0	0	0	0	1
1451	1501	Wages - Special No FRS Contr	1	0	0	0	0	1
1451	1504	Wages - Union Sick - No FRS C	1	0	0	0	0	1
1451	2101	Fica-Taxes	360,571	82,631	7,512	90,143	75,047	525,761
1451	2105	Fica Medicare	84,328	19,325	1,757	21,082	17,551	122,961
1451	2201	Retirement Contributions-Frs	331,966	76,076	6,916	82,992	69,094	484,052
1451	2301	Insurance-Life & Health	1,830,364	419,461	38,131	457,592	380,964	2,668,920
1451	2401	Workers Compensation	143,232	32,824	2,984	35,808	29,812	208,852
1451	2501	Unemployment Compensation	36,278	8,314	756	9,070	7,550	52,898
1451	4001	Travel & Per Diem	1	0	0	0	0	1
1451	4941	Registration Fees	343	79	7	86	71	500
1451	5111	Office Furniture And Equipment	1,715	393	36	429	356	2,500
1451	6401	Machinery & Equipment	3,429	786	71	857	714	5,000
1451	6405	Data Processing Equipment	3,429	786	71	857	714	5,000
1451	5101	Office Supplies	3,429	786	71	857	714	5,000
1451	5201	Materials/Supplies Operating	12,888	2,949	277	3,226	2,675	18,789
1451	5402	Educational Training Materials	12,008	2,752	250	3,002	2,500	17,510
1451	4101	Communication Services	10,640	2,438	222	2,660	2,215	15,515
1451	4103	Comm/Suncom-Toll	1	0	0	0	0	1
1451	4104	Comm/Commercial-Toll	1	0	0	0	0	1
1451	4205	Postage	1,670	383	35	418	347	2,435
1451	5112	Telephone Equipment/Install	206	47	4	51	43	300
1451	4301	Utilities/Electric	27,806	6,372	579	6,951	5,788	40,545
1451	4304	Utilities/Water	5,486	1,257	114	1,371	1,143	8,000
1451	4308	Utilities/Gas	2,743	629	57	686	571	4,000
1451	4310	Utilities/Waste Disposal	10,287	2,357	214	2,571	2,142	15,000
1451	4401	Rent	1	0	0	0	0	1
1451	4406	Rent-Office Equipment	8,573	1,965	179	2,144	1,783	12,500
1451	4410	Rent-Building	48,389	11,089	1,008	12,097	10,072	70,558
1451	4412	Rent-Storage/Warehouse Space	2,400	550	50	600	500	3,500
1451	4418	Rental-Pager Services	1	0	0	0	0	1
1451	4501	Ins & Surety Bonds Outside	2,798	641	58	699	583	4,080
1451	4502	Casualty Self Ins Premiums	157,784	36,159	3,287	39,446	32,841	230,071
1451	4601	Repair & Maintenance	6,858	1,572	143	1,715	1,427	10,000
1451	9201	Tr To 800MZ RR+I Fd 3801	3,625	831	76	907	754	5,286
1451	4420	Rent-Motor Pool Vehicles	286,704	65,703	5,973	71,676	59,674	418,054
1451	4625	Rep/Maint-Motor Pool Vehicles	81,670	14,133	1,285	15,418	12,835	89,923
1451	5215	Gasoline	114,958	26,345	2,395	28,740	23,927	167,625
1451	4605	Maintenance-Grounds	10,287	2,357	214	2,571	2,142	15,000
1451	4607	Repair/Maint-Outside Service	10,287	2,357	214	2,571	2,142	15,000
1451	4610	Repair/Maint-Buildings	35,602	8,159	742	8,901	7,410	51,913
1451	4615	Rep/Maint-Water/Sewer Systems	1	0	0	0	0	1
1451	4620	Rep/Maint-Equipment	8,230	1,886	171	2,057	1,713	12,000
1451	4623	Rep/Maint-Radio	2,743	629	57	686	571	4,000
1451	3103	Medical/Health Care Services	128,754	29,506	2,682	32,188	26,799	187,741

**PALM BEACH COUNTY BOCC  
HEAD START AND CHILDREN SERVICES  
HEAD START - (1451)  
2013 BUDGET**

Prg	Object	Object Description	Federal Share	County	CSC	Total Shared	County O/M	Total 2013 Budget
1451	3118	Dental Services	3,429	786	71	857	714	5,000
1451	3140	Consultant Services	1	0	0	0	0	1
1451	3161	Audio/Visual Services Ch. 20	1	0	0	0	0	1
1451	3401	Other Contractual Services	4,451,615	1,020,168	92,738	1,112,906	926,540	6,491,061
1451	3403	Custodial Or Janitorial Svcs	1	0	0	0	0	1
1451	3404	Temp Serv/Contracted Salaries	1	0	0	0	0	1
1451	3405	Security Services	1	0	0	0	0	1
1451	3414	Iss Professional Services	27,432	6,287	571	6,858	5,710	40,000
1451	3421	Contractual Service-Training	4,525	1,037	94	1,131	942	6,596
1451	3422	Contractual Services-Recreation	8,230	1,886	171	2,057	1,713	12,000
1451	3457	Moving Expense-County Property	1	0	0	0	0	1
1451	4007	Travel-Mileage	6,858	1,572	143	1,715	1,427	10,000
1451	4703	Graphics Charges	5,486	1,257	114	1,371	1,143	8,000
1451	4801	Promoti Activities (Ord 86-19)	3,429	786	71	857	714	5,000
1451	4901	Oth Curmt Chrges & Obligions	1,372	314	29	343	285	2,000
1451	4904	Property Assessments	69	16	1	17	14	100
1451	4905	Legal Settlement	1	0	0	0	0	1
1451	4909	Licenses & Permits	2,743	629	57	686	571	4,000
1451	4910	Fines And Penalties	1	0	0	0	0	1
1451	4932	Parent Activity	1,372	314	29	343	285	2,000
1451	4942	Tuition-Reimbursement	1	0	0	0	0	1
1451	4945	Advertising	137	31	3	34	29	200
1451	4946	Advertising Including Legal	1	0	0	0	0	1
1451	5121	Data Procsgng Sftwre/Accessres	3,429	786	71	857	714	5,000
1451	5220	Purchased Water	617	141	13	154	129	900
1451	5231	Medical-Surgicl Supplies	1	0	0	0	0	1
1451	5243	Personal Care Items	1	0	0	0	0	1
1451	5244	Food & Dietary	5,486	1,257	114	1,371	1,143	8,000
1451	5401	Books Publicatns & Subscrptns	343	79	7	86	71	500
1451	5412	Dues & Memberships	686	157	14	171	143	1,000
1451	4979	Indirect Costs-Bcc	181,183	41,521	3,774	45,295	37,712	264,190
		<b>Total Head Start 2013 Budget</b>	<b>14,282,881</b>	<b>3,273,169</b>	<b>297,551</b>	<b>3,570,720</b>	<b>2,972,774</b>	<b>20,826,375</b>

**EXHIBIT 'C'**

**Progress Report Form**

CSC\_DOCS-#111152-v4-PBCBCC\_Head\_Start\_Match  
9/4/2012



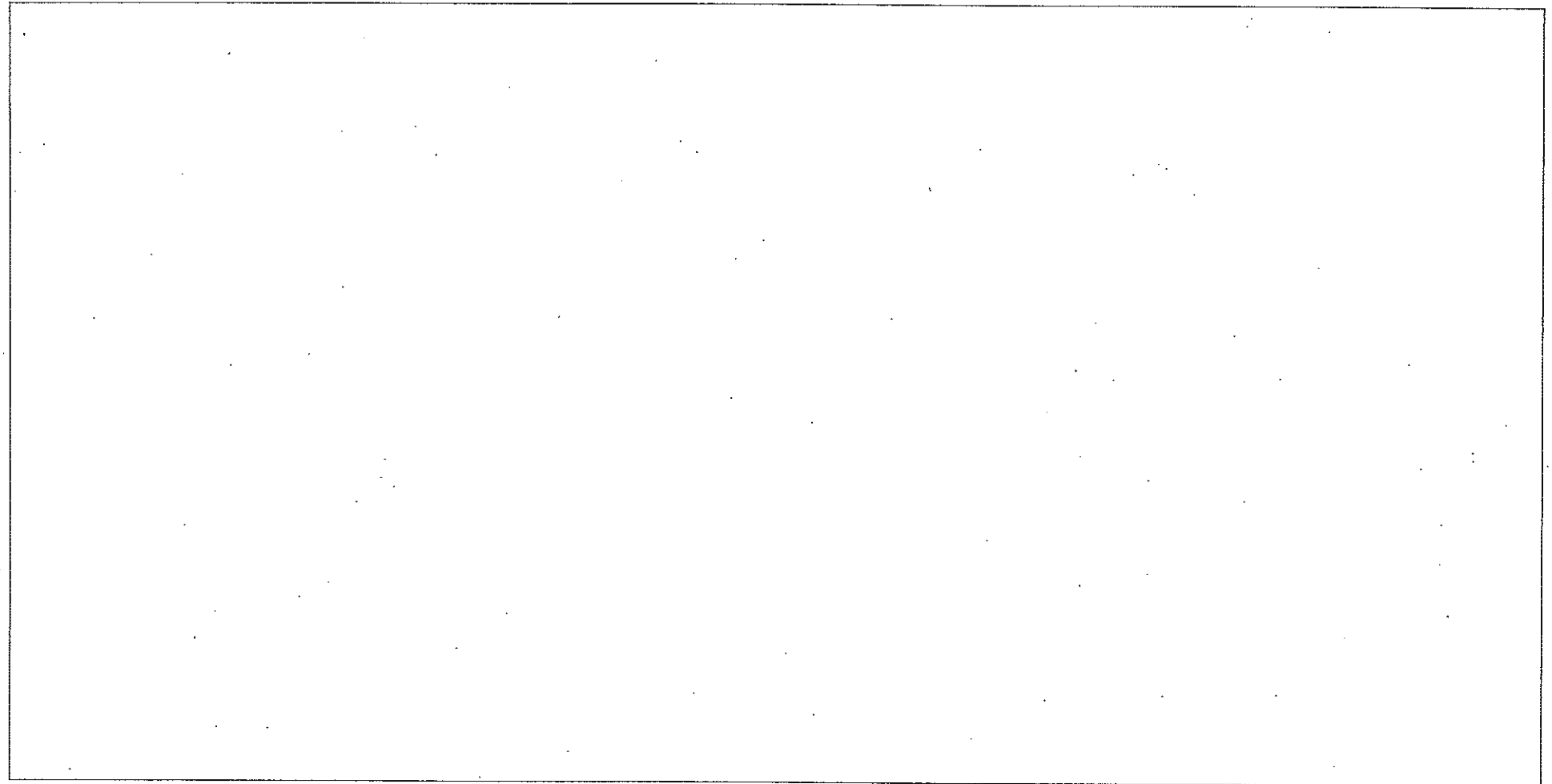
**QUARTERLY PROGRESS REPORT**  
**CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY**  
**REPORTING Period: Insert Quarter Here**

**Child Outcomes Report**  
**Head Start, #371**

Child Outcome Areas	Baseline Onset of School Term 2012- 2013 Initial Observation	QTR 1 (Oct 1 – Dec 31)	QTR 2 (Jan 1- Mar 31)	QTR 3 (Apr 1- June 31)	Gain/Decline in Child Outcomes from Previous Quarter	Gain/Decline in Child Outcomes from Onset of School Term
<b>Approaches to Learning</b> <b>Creative Arts</b> <b>Early Math</b> <b>English Language Acquisition</b> <b>Language</b> <b>Literacy</b> <b>Logic and Reasoning</b> <b>Nature &amp; Science</b> <b>Physical Development &amp; Health</b> <b>Social &amp; Emotional Development</b> <b>Social Studies</b>						

### Analysis of Child Outcomes Report

Please analyze the quarterly data provided in the Child Outcome Report and explain what caused the numbers to increase, decrease or stay the same and what actions will be taken as a result of the findings.

A large, empty rectangular box with a thin black border, intended for the user to provide their analysis of the quarterly data from the Child Outcome Report. The box occupies the central portion of the page below the instruction text.

Accomplishments and Challenges

Please list Accomplishments and Challenges/Corrective Actions Taken for the quarter below.

ACCOMPLISHMENTS	CHALLENGES/CORRECTIVE ACTIONS TAKEN

Staffing Levels/Turnover

Have there been any changes to your Director/Sr. Supervisor or program staff contact information?

Yes ☐ No ☐

If yes, please list the updated contact information?

CSC will update contact changes in ARMS

### Annual Cumulative Child Profile (Head Start, #371)

**October 1, 2012- September 30, 2013**

*(Please submit this page with the 4<sup>th</sup> Quarter report.)*

[illegible][illegible]