

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2013	2014	2015	2016	2017
Capital Expenditures					
Operating Costs	(901,381)				
External Revenue	901,381				
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 _____ No X
 Budget Account No.: Fund 1002 Dept 147 Unit Var. Object Var. Program Code Var.
 Program Period GY12

B. Recommended Sources of Funds/Summary of Fiscal Impact:
 Sufficient funding is included in the budget to meet County obligations.

C. Departmental Fiscal Review: PM
 Taruna Malhotra, Director of Financial & Support Svcs

III. REVIEW COMMENTS

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

OFMB  cc 5/24/13 adw/22 pc	 Contract Development and Control 5-24-13 B Wheeler
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B. Legal Sufficiency:


 Chief Assistant County Attorney 5/29/13

C. Other Department Review:

 Department Director

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



MEMORANDUM

Department of Community Services

810 Datura Street

West Palm Beach, FL 33401

(561) 355-4700

Fax: (561) 355-3863

www.pbcgov.com

Palm Beach County Board of County Commissioners

Steven L. Abrams, Mayor

Priscilla A. Taylor, Vice Mayor

Hal. R. Valeche

Paulette Burdick

Shelley Vana

Mary Lou Berger

Jess R. Santamaria

County Administrator

Robert Weisman

"An Equal Opportunity Affirmative Action Employer"

OFMB Note

Includes \$4,107,833 (25%) match which is included in current budget as a transfer from the General Fund.

TO: Steven L. Abrams, Mayor Board of County Commissioners

THRU: Robert Weisman, County Administrator Board of County Commissioners

FROM: Channell Wilkins, Director Community Services Department

DATE: May 6, 2013

RE: Sequestration reductions to Head Start/Early Head Start Program

Your approval is needed on grant amendments 424 & 424A for Fiscal/Grant Year 2013 in response to the reduction in funding associated with the Federal Budget Control Act of 2011 (Sequestration) for the Head Start/Early Head Start program.

The Department of Community Services receives federal funding for early childhood education and various other programs. Due to the sequestration, program reductions and fund transfers are necessary. Strategies were approved by the BCC on April 2, 2013 (4.D.1) to cut the transportation budget and use VPK and lapse salary funds to meet these cuts. The strategies will reduce program budgets in accordance with the federal mandates while maintaining critical program components and minimizing service-level impacts.

Head Start was initially awarded \$17,104,007 in Federal funding for FY2013 and was recently informed that the budget was being reduced by 5.27% for a new award amount of \$16,202,626. The Technical and Training budget allocation of \$228,705 will not be reduced. This reduction will require the elimination of approximately 14 bus driver and rider positions. The FY2014 budget will be adjusted and presented to BCC. These strategies should eliminate the need for forced reductions in enrollment or shortening of the school year. Transportation service is an optional service for the Head Start Grant.

If additional information is needed, please contact Taruna Malhotra at 561-355-4716.

Tmal Director, Financial & Support Services

Chief Assistant County Attorney

OFMB

Assistant County Administrator

Attachments: Standard Forms 424/424A Funding Level Notification

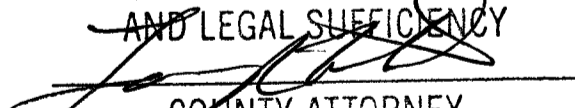
APPLICATION FOR FEDERAL ASSISTANCE

OMB Approved No. 3076-0006

Version 7/03

1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED	Applicant Identifier
<input type="checkbox"/> Construction	<input type="checkbox"/> Pre-application	3. DATE RECEIVED BY STATE	State Application Identifier
<input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
<input type="checkbox"/> Non-Construction	<input type="checkbox"/> Pre-application		
5. APPLICANT INFORMATION			
Legal Name: PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS		Organizational Unit: Department: COMMUNITY SERVICES	
Organizational DUNS: 07-84-70481		Division: HEAD START and CHILDREN SERVICES	
Address: Street: STEVEN ABRAMS 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: Ms	First Name: YVONNE
County: PALM BEACH		Middle Name	
State: FLORIDA	Zip Code 33401-4703	Last Name WALKER	
Country:		Suffix:	
		Email: YWalker1@pbcgov.org	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 59-6000785		Phone Number (give area code) (561) 233 - 1624	Fax Number (give area code) (561) 233 - 1633
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.)		7. TYPE OF APPLICANT: (See back of form for Application Types) B Other (specify)	
Other (specify)		9. NAME OF FEDERAL AGENCY: HHS / ACF / OHS	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): HEAD START		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: HEAD START and EARLY HEAD START	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): PALM BEACH COUNTY			
13. PROPOSED PROJECT Start Date: 10/1/2012		14. CONGRESSIONAL DISTRICTS OF: a. Applicant 16, 19, 22, 23	
Ending Date: 9/30/2013		b. Project 16, 19, 22, 23	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 16,431,331 ⁰⁰	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON	
b. Applicant	\$ 4,107,833 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	\$ 20,539,164 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 Mr.	First Name STEVEN	Middle Name	
Last Name ABRAMS		Suffix	
b. Title CHAIR / MAYOR		c. Telephone Number (give area code) (561) 355 - 2204	
d. Signature of Authorized Representative		e. Date Signed 5/14/13	

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APPROVED AS TO FORM AND LEGAL SUFFICIENCY

COUNTY ATTORNEY

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

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. PA-4122	93.600	\$	\$	\$ 13,530,173.00	\$ 3,382,544.00	\$ 16,912,717.00
2. PA-4120	93.600			158,177.00	39,544.00	197,721.00
3. PA-4125	93.600			2,672,453.00	668,113.00	3,340,566.00
4. PA-4126	93.600			70,528.00	17,632.00	88,160.00
5. Totals		\$ 0.00	\$ 0.00	\$ 16,431,331.00	\$ 4,107,833.00	\$ 20,539,164.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ 5,380,627.00	\$	\$ 870,086.00	\$	\$ 6,250,713.00
b. Fringe Benefits	2,544,624.00		428,658.00		2,973,282.00
c. Travel	348.00	28,160.00	12,112.00	10,820.00	51,440.00
d. Equipment	6,930.00		13,582.00		20,512.00
e. Supplies	20,454.00	16,400.00	112,558.00	12,000.00	161,412.00
f. Contractual	4,620,563.00	102,605.00	1,020,207.00	43,708.00	5,787,083.00
g. Construction					0.00
h. Other	773,551.00	11,012.00	194,764.00	4,000.00	983,327.00
i. Total Direct Charges (sum of 6a-6h)	13,347,097.00	158,177.00	2,651,967.00	70,528.00	16,227,769.00
j. Indirect Charges	183,076.00		20,486.00		203,562.00
k. TOTALS (sum of 6i and 6j)	\$ 13,530,173.00	\$ 158,177.00	\$ 2,672,453.00	\$ 70,528.00	\$ 16,431,331.00
7. Program Income	\$	\$	\$	\$	\$ 0.00

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Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$ 0.00	
9.				0.00	
10.				0.00	
11.				0.00	
12. TOTAL (sum of lines 8-11)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
SECTION D - FORECASTED CASH NEEDS					
13. Federal	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$ 16,431,331.00	\$ 4,107,833.00	\$ 4,107,833.00	\$ 4,107,833.00	\$ 4,107,832.00
14. Non-Federal	4,107,833.00	1,026,958.00	1,026,958.00	1,026,958.00	1,026,959.00
15. TOTAL (sum of lines 13 and 14)	\$ 20,539,164.00	\$ 5,134,791.00	\$ 5,134,791.00	\$ 5,134,791.00	\$ 5,134,791.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges: \$16,227,769			22. Indirect Charges: \$203,562		
23. Remarks:					

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-13-03	2. Issuance Date: 04/26/2013
	3. Originating Office: Office of Head Start	
	4. Key Words: FY 2013 Funding Level, Sequestration	

PROGRAM INSTRUCTION

SUBJECT: Final FY 2013 Funding Level

INSTRUCTION:

The final fiscal year (FY) 2013 funding level for Head Start is \$7,573,194,006. All Head Start, Early Head Start, American Indian and Alaska Native Head Start, and Migrant and Seasonal Head Start grants will be reduced by 5.27 percent. The new FY 2013 funding levels for your grant are available in the Head Start Enterprise System, directly on each grantee's homepage. These funding levels should be considered grantees' final funding levels until Congress takes action on a FY 2014 budget.

The Office of Head Start is committed to working with programs to ensure the provision of high quality services continue during this challenging time. We encourage programs to work closely with their Regional Office as they develop strategies and plans to move forward.

Thank you for your work on behalf of children and families.

/Yvette Sanchez Fuentes/

Yvette Sanchez Fuentes
 Director
 Office of Head Start

04CH3046 PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

Financials Sequestration

The form was saved successfully, but errors have been identified which are required to be fixed before you can sign and submit this form. The error messages are displayed in red, and can be found next to the questions with errors.

These amounts represent the full 12 month funding level available to your agency or the service area. TA amounts were not reduced due to sequestration.


Fiscal Year 2013 Funding Amount	
Your Funding Begin Month is:	October
2013 Reduced Base Award Amount:	\$16,202,626
2013 TA Award Amount:	\$228,705
2013 Reduced Total Award Amount:	\$16,431,331

The sequestration reduced the FY 2013 annual budgets for all Head Start and Early Head Start grantees. OHS must operate at this reduced funding level until Congress takes further action. Therefore, OHS issued a Program Instruction ACF-PI-HS-13-01 asking that all grantees begin planning for program alterations necessary to operate at the reduced levels while keeping the following principles in mind:

- **Maintain high quality, comprehensive services** to children and families and ensure their health and safety.
- **Minimize disruptions** to currently enrolled children for this program year.
- **Keep families and staff well informed** as you determine program and budget changes necessary to absorb the cuts in the 2012-13 program year and the 2013-14 program year. The OHS expects that many programs will need to make enrollment and workforce reductions to maintain comprehensive services, particularly in the upcoming year.

Instructions

Complete this form to:

Open  [Sequestration Guide](#)

- Report on the impacts of sequestration
- Request fiscal and program service adjustment approvals
- Request waivers

2012-13 program year

OHS understands that impacts for the current 2012-13 program year may be more certain at this time than impacts for the upcoming 2013-14 program year, and may affect grantees funded early in the fiscal year more substantially than grantees funded later.

2013-14 program year

Please submit PROJECTED changes for the 2013-14 program year. Should changes be necessary after submission, you may request opening the screen for edits by contacting your Regional Office and copying the HSES Help Desk.

Fiscal Year 2013 - application not yet submitted

If you have funding begin dates of late summer or early fall and have not yet submitted your FY2013 funding application, complete the screens to allow OHS to manage and expedite your sequestration-related impact decisions. You will submit your funding application as you normally do based on amounts available at the time you are working to develop the package.

FY 2013 Funding Level Adjustments

Are you proposing an equal funding reduction for Head Start and Early Head Start? Yes No

Programs are not required to take equal cuts across both programs. See Head Start Sequestration Frequently Asked Questions.

Total reduced base amounts will be prepopulated when new levels are available.

	Current	Proposed	Reduction %
Head Start Base	\$14,282,881	\$13,530,173	5.27%
Early Head Start Base	\$2,821,126	\$2,672,453	5.27%
Total Base	\$17,104,007	\$16,202,626	5.27%

Grantees who have already submitted their annual refunding applications are required to submit a revised SF-424 and SF-424A.

You do not need to submit a GABI. Please upload your signed forms to the Documents section at the bottom of this page.

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

BGEX - 147 - 050713 * 1546
BGRV - 147 - 050713 * 572

FUND (1002) - HEAD START

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

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXP. & ENCUM. as of 5/20/2013	REMAINING BALANCE
REVENUE								
147 1451 3169	Fed Grnt Other Human Services	14,282,881	14,346,856		(752,708)	13,594,148		
147 1457 3169	Fed Grnt Other Human Services	2,821,126	2,876,470		(148,673)	2,727,797		
Total Revenue		28,082,548	28,494,084	0	(901,381)	27,592,703		
EXPENDITURE								
147 1451 1201	Salaries & Wages - Regular	8,460,015	8,385,252		(536,020)	7,849,232	4,372,876	3,476,356
147 1451 2101	FICA - Taxes	525,761	520,181		(51,681)	468,500	274,881	193,619
147 1451 2105	FICA - Medicare	122,961	121,656		(12,087)	109,569	64,288	45,281
147 1451 2201	Retirement Contribution - FRS	484,052	478,130		(54,849)	423,281	227,386	195,895
147 1451 2301	Insurance - Health & Life	2,668,920	2,668,920		(178,930)	2,489,990	1,296,033	1,193,957
147 1451 3414	ISS Professional Services	40,000	40,000		(40,000)	0	0	0
147 1451 3422	Contractual Service - Recreation	12,000	12,000		(439)	11,561	2,723	8,839
147 1451 4410	Rent - Building	70,558	70,558		(10,068)	60,490	54,380	6,110
147 1451 4420	Rent - Motor Pool Vehicles	418,054	418,054		(93,111)	324,943	164,655	160,288
147 1451 4502	Casualty Self Ins Premiums	230,071	230,071		(57,518)	172,553	172,553	0
147 1451 4610	Rep/Maint - Buildings	51,913	51,913		(8,000)	43,913	30,103	13,810
147 1451 4625	Rep/Maint - Motor Pool Vehicles	89,923	89,923		(17,810)	72,113	48,692	23,421
147 1451 5215	Gasoline	167,623	167,623		(32,195)	135,428	6,196	129,232
147 1457 1201	Salaries & Wages - Regular	1,418,203	1,356,111		(8,437)	1,347,674	907,484	440,190
147 1457 2101	FICA - Taxes	88,817	84,183		(850)	83,333	53,526	29,807
147 1457 2105	FICA - Medicare	20,772	19,688		(199)	19,489	12,519	6,970
147 1457 2201	Retirement Contribution - FRS	79,649	74,731		(902)	73,829	47,046	26,783
147 1457 2301	Insurance - Health & Life	498,972	498,972		(3,328)	495,644	340,148	155,496
147 1457 3403	Custodial / Janitorial Serv.	35,000	35,000		(15,000)	20,000	10,022	9,978
147 1457 4601	Repair & Maintenance	25,000	25,000		(15,000)	10,000	55	9,945
147 1457 4610	Repair / Maintenance - Buildings	25,000	25,000		(10,000)	15,000	10,839	4,161
147 1457 5201	Materials/Supplies Operating	43,000	43,000		(30,000)	13,000	7,074	5,926
147 1457 5402	Educational Training Materials	86,378	86,378		(64,957)	21,421	5,176	16,245
147 1451 3401	Other Contractual Service	6,491,061	6,491,061	125,000		6,616,061	6,604,273	11,788
147 1451 4301	Utilities / Electric	40,545	40,545	60,000		100,545	88,810	11,735
147 1451 4605	Maintenance - Grounds	15,000	15,000	100,000		115,000	167,845	(52,845)
147 1451 5402	Educational Training Materials	17,510	17,510	55,000		72,510	59,775	12,735

(please continue to see on page 2)

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

BGEX - 147 - 050713 * 1546
BGRV - 147 - 050713 * 572

FUND (1002) - HEAD START

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


ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXP. & ENCUM. as of 5/10/2013	REMAINING BALANCE
(continue from page 1)								
<u>EXPENDITURE</u>								
147 1459 9902	Operating Reserves	0	411,536		(200,000)	211,536	0	211,536
147 1459 3101	Professional Services	0	0	15,000		15,000	0	15,000
147 1459 3103	Medical / Health Care Services	1	1	20,000		20,001	819	19,182
147 1459 3140	Consultant Services	0	0	15,000		15,000	0	15,000
147 1459 3401	Other Contractual Services	25,177	25,177	20,000		45,177	1,180	43,997
147 1459 3414	ISS Professional Services	0	0	40,000		40,000	0	40,000
147 1459 3419	Contracted Food	0	0	30,000		30,000	0	30,000
147 1459 5201	Materials / Supplies Operating	39,180	39,180	30,000		69,180	0	69,180
147 1459 5401	Books, Publications & Subscriptions	250	250	20,000		20,250	0	20,250
147 1459 5412	Dues & Memberships	1,685	1,685	10,000		11,685	0	11,685
Page 2 Sub-Total Expenditures		28,082,548	28,494,084	540,000	(1,441,381)	27,592,703		

Signatures

Date

By Board of County Commissioners
At Meeting of June 18, 2013

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



Deputy Clerk to the
Board of County Commissioners