

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: November 5, 2013      [X]  Consent      [ ]  Regular
                                   [ ]  Ordinance   [ ]  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 October 1, 2013, through September 30, 2014, in an amount totaling \$454,964:

- A) Head Start Match Contract No. 371 in the amount of \$297,551; and
- B) Early Head Start Match Contract No. 543 in the amount of \$157,413.

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 \$297,551 to provide full day/full year Head Start services to 1,871 three to five year old children and their families and \$157,413 to provide full day/full year comprehensive Early Head Start services to a total of 180 pregnant mothers and infants/toddlers. 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 \$16,431,331 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 \$297,551 for the Head Start program and \$157,413 for the Early 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: [Signature] 10/21/13
                 Department Director    Date

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Approved By: [Signature] 10/31/13
              Assistant County Administrator    Date

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II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2014	2015	2016	2017	2018
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.

C. Departmental Fiscal Review:

TM
Taruna Malhotra, Director, Financial & Support Svcs.

III. REVIEW COMMENTS

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

Susan Henry 10/24/13
OFMB KW 10/22/13
10/22/13

Ann J. Jacobson 10/29/13
Contract Development and Control
10-28-13 BLD/ella

B. Legal Sufficiency:

[Signature] 10/31/13
Chief Assistant County Attorney

C. Other Department Review:

Department Director

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

AGREEMENT

HEAD START MATCH CONTRACT #371

This Agreement, entered into as of _____ 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, 2013 ("Effective Date") to September 30, 2014.

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 10th 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, 2014 and October 30, 2014 to ensure that Council 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, 2014 within 30 days.
- d) Provider shall submit a final invoice to the Council no later than October 31, 2014 (with documentation accounting for all Funds expended, including a Financial Reconciliation Statement, **Exhibit "D"**). The Council will not reimburse Provider for any expenditure made by Provider under this Agreement that is submitted after October 31, 2014.

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 six 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. Both parties are 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 either or both parties and their subcontractors and lower tier subcontractors. Both parties understand and agree that in addition to all other remedies and consequences provided by law, the failure of one of the parties or its subcontractors or lower tier subcontractors to fully cooperate with the Inspector General when requested may be deemed by the other party 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.

10. No provision of this Agreement is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Agreement, including but not limited to any citizen or employees of the Provider and/or Council.

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: _____

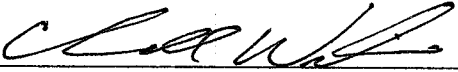
DATE: _____

County Attorney

BY: _____

DATE: _____

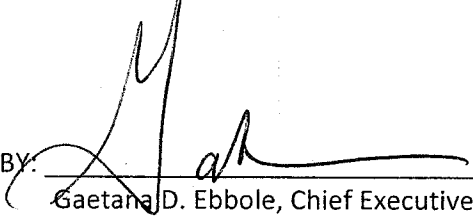
County Clerk

BY: 

DATE: 10/18/13

Department Head

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY

BY: 
Gaetano D. Ebbola, Chief Executive Officer

DATE: 9/3/13

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. Notification to the Council of any class 1 violation within 24 hours of the incident.
2. Submission and execution of a corrective action plan to mitigate any class 1 violation within 30 days of the report. A 2nd violation of the same type within the same fiscal year, may result in termination of the agreement.
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 percentage 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, 2013.
5. Provide Quarterly Progress Reports to the Council on the 15th of the month: January 15, 2014, April 15, 2014, July 15, 2014 and October 15, 2014.
6. Submit an "Annual Cumulative Child Profile" with quantitative data and supporting analysis that explains the impact to children participating in the program by November 1, 2014.

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.

Children's Services Council of Palm Beach County
2013/2014 Budget and Financial Reporting Request
For Period Ending: 9/30/2014

Agency: Palm Beach Board of County Commissioners

Contract/P.O.# 13-371

Program: Head Start Match

Description:	Total Program Budget	Expenses for the Period ____/____/____ to ____/____/____	Total Balance to Date
Personnel			
Salaries/Benefits	12,385,387.00		
Operating Expenses	8,217,201.00		
Capital Expense	10,000.00		
Other Miscellence Expense	5,286.00		
Training and Technical Operating	197,721.00		
Total	\$ 20,815,595.00		
Amount paid by other sources	20,518,044.00		
CSC amount	\$ 297,551.00		
CSC%	1.4%		

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

CERTIFICATION
 The undersigned certify that the information contained in this report is a true and accurate representation of the use of CSC funds as of the date of this report.

Prepared by: _____
NAME/TITLE DATE

Approved by: _____
NAME/TITLE DATE

Summary Page					
Palm Beach County Florida					
Head Start / Early Head Start Revenue Budget for FY2014 - GY2013					
Head Start				Description	Budget Request
Fund	Dept	Unit	Revenue Source		
1002	147	1451	R3169	FED GRANT OTHER HR	\$ 14,282,881.00
1002	147	1451	R3769	GRNT FR OT LOC GOV-HS	\$ 297,551.00
1002	147	1451	R6440	SALE OF SURPLUS FIXED	\$ -
1002	147	1451	R6600	CONTRIB/DONTNS FRM	\$ -
1002	147	1451	R6930	REFUND PRIOR YEAR EXP	\$ -
1002	147	1451	R6943	REIMBURSED EXP OTHER	\$ 25,328.00
1002	147	1451	R8000	TR FR GENERAL FUND FD	\$ 6,012,114.00
1002	147	1451	R8901	BALANCE BROUGHT FOR	\$ -
SUB-TOTAL					\$ 20,617,874.00
HS - Training and Technical				Description	Budget Request
Fund	Dept	Unit	Revenue Source		
1002	147	1454	R3169	FED GRANT OTHER HR	\$ 158,177.00
1002	147	1454	R6930	REFUND PRIOR YEAR EXP	\$ -
1002	147	1454	R8000	TR FR GENERAL FUND FD	\$ 39,544.00
1002	147	1454	R8901	BALANCE BROUGHT FOR	\$ -
SUB-TOTAL					\$ 197,721.00
SUB-TOTAL HEAD START AND TRAINING & TECHNICAL					\$ 20,815,595.00
Early Head Start				Description	Budget Request
Fund	Dept	Unit	Revenue Source		
1002	147	1457	R3169	FED GRNT OTHER HS	\$ 2,821,126.00
1002	147	1457	R3469	STATE GRNT OTHER HS	\$ -
1002	147	1457	R3769	GRNT FR OT LOC GOV-HS	\$ 157,413.00
1002	147	1457	R6930	REFUND PRIOR YEAR EXP	\$ -
1002	147	1457	R6943	REIMBURSED EXP OTHER	\$ 4,672.00
1002	147	1457	R8000	TR FR GENERAL FUND FD	\$ 1,833,526.00
1002	147	1457	R8901	BALANCE BROUGHT FOR	\$ -
SUB-TOTAL					\$ 4,816,737.00
EHS - Training and Technical				Description	Budget Request
Fund	Dept	Unit	Revenue Source		
1002	147	1454	R3169	FED GRANT OTHER HR	\$ 70,528.00
1002	147	1454	R8000	TR FR GENERAL FUND FD	\$ 17,632.00
1002	147	1454	R8901	BALANCE BROUGHT FOR	\$ -
SUB-TOTAL					\$ 88,160.00
SUB-TOTAL HEAD START AND TRAINING & TECHNICAL					\$ 4,904,897.00
Total Revenue Budget					\$ 25,720,492.00

Summary Page					
Palm Beach County Florida					
Head Start / Early Head Start Expenditure Budget for FY2014 - GY2013					
Head Start			Description	Budget Request	
Fund	Dept	Unit			
1002	147	1451	SALARIES AND FRINGE	\$ 12,385,387.00	
1002	147	1451	OPERATING	\$ 8,217,201.00	
1002	147	1451	CAPITAL	\$ 10,000.00	
1002	800	1451	OTHER	\$ 5,286.00	
SUB-TOTAL					\$ 20,617,874.00
HS - Training and Technical			Description	Budget Request	
Fund	Dept	Unit			
1002	147	1454	OPERATING	\$ 197,721.00	
SUB-TOTAL					\$ 197,721.00
Early Head Start			Description	Budget Request	
Fund	Dept	Unit			
1002	147	1457	SALARIES AND FRINGE	\$ 2,544,420.00	
1002	147	1457	OPERATING	\$ 2,252,317.00	
1002	147	1457	CAPITAL	\$ 20,000.00	
SUB-TOTAL					\$ 4,816,737.00
EHS - Training and Technical			Description	Budget Request	
Fund	Dept	Unit			
1002	147	1458	OPERATING	\$ 88,160.00	
SUB-TOTAL					\$ 88,160.00
Total Expenditure Budget					\$ 25,720,492.00

*These numbers will change after BRASS has been updated with a 5.27% sequestration

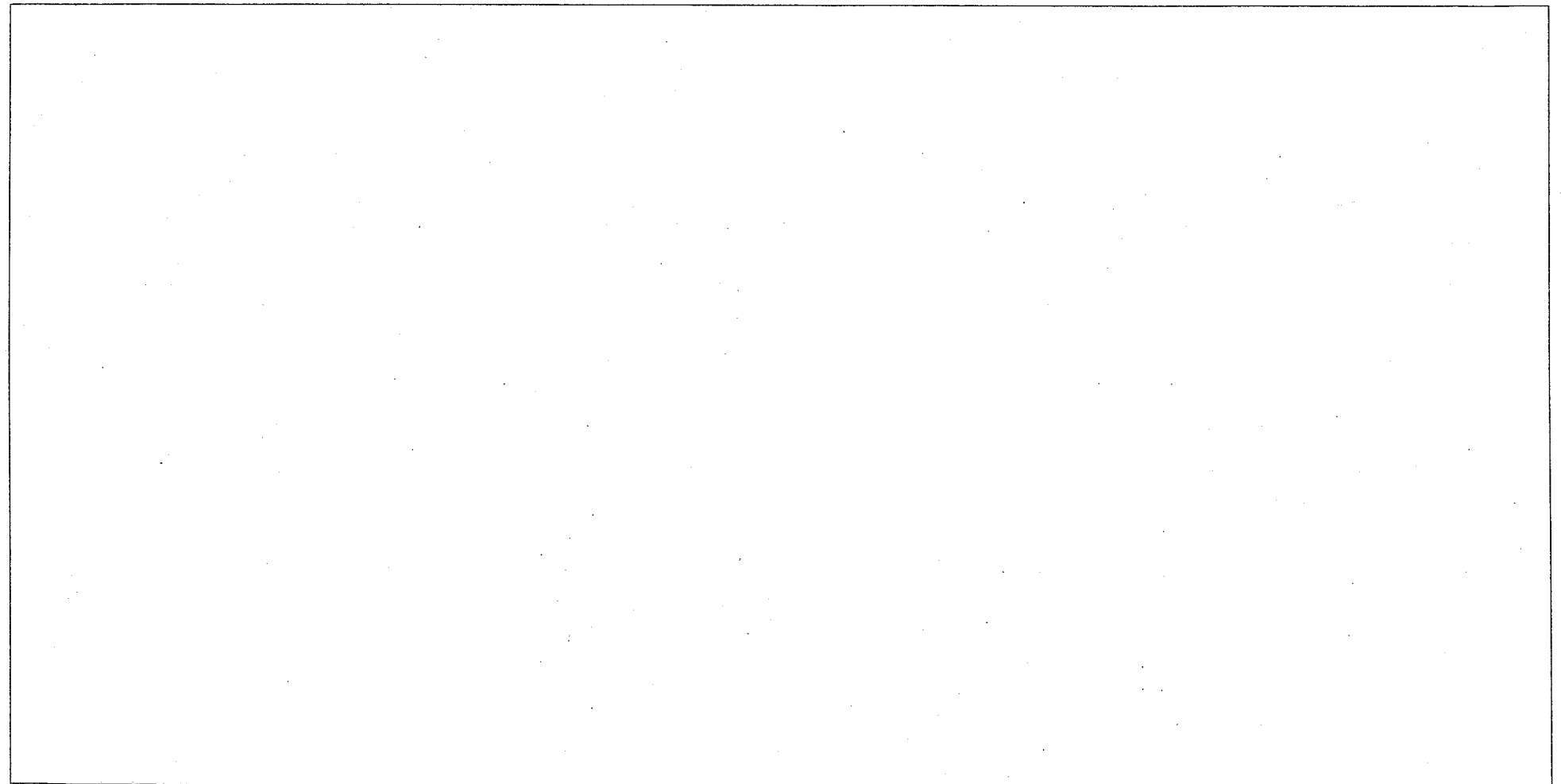
QUARTERLY PROGRESS REPORT
 CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
 REPORTING Period: Insert Quarter Here

Child Outcomes Report
 Head Start, #371

Child Outcome Areas	Baseline Onset of School Term 2013-2014 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
Approaches to Learning Creative Arts Early Math English Language Acquisition Language Literacy Logic and Reasoning Nature & Science Physical Development & Health Social & Emotional Development Social Studies						

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?

Council will update contact changes in ARMS

Annual Cumulative Child Profile (Head Start, #371)

October 1, 2013- September 30, 2014

(Please submit this page with the 4th Quarter report.)

Number of Children Served and Ages			Number of Children by Ethnicity						
Prenatal	0 to 5	Total # Served	# White	# Black	# Hispanic	# Haitian	# Mayan	# Other	Total # Served

Distribution in Palm Beach County					Number and Type of Families			
North	South	Central	West	Total # Served	2 Parent	Single	Other	Total # Served
Submit address of centers with zip codes with the total # of children served at each center								

Financial Reconciliation Statement

As required by the provisions of the Agreement between the Children's Services Council of Palm Beach County ("CSC") and Palm Beach Board of County Commissioners ("Provider") [Head Start Match] effective October 1, 2013, attached is a final financial reconciliation of the funds provided by CSC.

As shown in the attached (mark applicable box):

All funds provided by CSC were spent in accordance with the provisions of the Agreement;

OR

There were under expenditures in the amount of \$ _____, which pursuant to the Agreement, will be returned to CSC by _____ [date]; all other funds were spent in accordance with the provisions of the Agreement.

The undersigned states that he/she is the CFO or other individual dually authorized by the governing board of the County to sign this type of document. The information attached is a true and accurate representation of the expenditure of CSC funds under the Agreement.

Signature

Date

Print Name

AGREEMENT

Early Head Start Match Contract #543

This Agreement, entered into as of _____ 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, 2013 ("Effective Date") to September 30, 2014.

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 10th 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, 2014 and October 30, 2014 to ensure that Council 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, 2014 within 30 days.
 - d) Provider shall submit a final invoice to the Council no later than October 31, 2014 (with documentation accounting for all Funds expended, including a Financial Reconciliation Statement, **Exhibit "D"**). The Council will not reimburse Provider for any expenditure made by Provider under this Agreement that is submitted after October 31, 2014.
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 six 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. Both parties are 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 either or both parties and their subcontractors and lower tier subcontractors. Both parties understand and agree that in addition to all other remedies and consequences provided by law, the failure of one of the parties or its subcontractors or lower tier subcontractors to fully cooperate with the Inspector General when requested may be deemed by the other party 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.

10. No provision of this Agreement is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Agreement, including but not limited to any citizen or employees of the Provider and/or Council.

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: _____

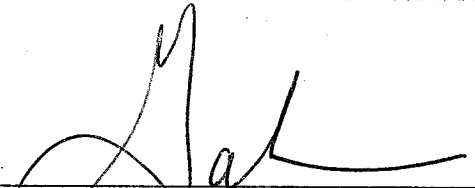
DATE: _____

County Clerk

BY: 
Department Head

DATE: 10/18/13

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY

BY: 
Gaetana D. Ebbola, Chief Executive Officer

DATE: 9/3/13

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. Notification to the Council of any class 1 violation within 24 hours of the incident.
2. Submission and execution of a corrective action plan to mitigate any class 1 violation within 30 days of the report. A 2nd violation of the same type within the same fiscal year, may result in termination of the agreement.
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 percentage 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, 2013.
5. Provide Quarterly Progress Reports to the Council on the 15th of the month: January 15, 2014, April 15, 2014, July 15, 2014 and October 15, 2014.
6. Submit an "Annual Cumulative Child Profile" with quantitative data and supporting analysis that explains the impact to children participating in the program by November 1, 2014.

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.

Children's Services Council of Palm Beach County
2013/2014 Budget and Financial Reporting Request
For Period Ending: 9/30/2014

Agency: Palm Beach Board of County Commissioners

Contract/P.O.# 13-543

Program: Early Head Start Match

Description:	Total Program Budget	Expenses for the Period ____/____/____ to ____/____/____	Total Balance to Date
Personnel			
Salaries/Benefits	2,544,420.00		
Operating Expenses	2,252,317.00		
Capital Expense	20,000.00		
Training and Technical Operating	88,160.00		
Total	\$ 4,904,897.00		
Amount paid by other sources	4,747,484.00		
CSC amount	\$ 157,413.00		
CSC%	3.2%		

Advance Funds Received _____

Prior Advance Repayment _____

Advance Balance _____

Advance Payment This Period _____

Net CSC Funds Requested _____

CERTIFICATION

The undersigned certify that the information contained in this report is a true and accurate representation of the use of CSC funds as of the date of this report.

Prepared by: _____

NAME/TITLE DATE

Approved by: _____

NAME/TITLE DATE

Summary Page				
Palm Beach County Florida				
Head Start / Early Head Start Revenue Budget for FY2014 - GY2013				
Head Start			Description	Budget Request
Fund	Dept	Unit	Revenue Source	
1002	147	1451	R3169	FED GRANT OTHER HR \$ 14,282,881.00
1002	147	1451	R3769	GRNT FR OT LOC GOV-HS \$ 297,551.00
1002	147	1451	R6440	SALE OF SURPLUS FIXED \$ -
1002	147	1451	R6600	CONTRIB/DONTNS FRM \$ -
1002	147	1451	R6930	REFUND PRIOR YEAR EXP \$ -
1002	147	1451	R6943	REIMBURSED EXP OTHER \$ 25,328.00
1002	147	1451	R8000	TR FR GENERAL FUND FD \$ 6,012,114.00
1002	147	1451	R8901	BALANCE BROUGHT FOR \$ -
SUB-TOTAL				\$ 20,617,874.00
HS - Training and Technical			Description	Budget Request
Fund	Dept	Unit	Revenue Source	
1002	147	1454	R3169	FED GRANT OTHER HR \$ 158,177.00
1002	147	1454	R6930	REFUND PRIOR YEAR EXP \$ -
1002	147	1454	R8000	TR FR GENERAL FUND FD \$ 39,544.00
1002	147	1454	R8901	BALANCE BROUGHT FOR \$ -
SUB-TOTAL				\$ 197,721.00
SUB-TOTAL HEAD START AND TRAINING & TECHNICAL				\$ 20,815,595.00
Early Head Start			Description	Budget Request
Fund	Dept	Unit	Revenue Source	
1002	147	1457	R3169	FED GRNT OTHER HS \$ 2,821,126.00
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1002	147	1457	R3769	GRNT FR OT LOC GOV-HS \$ 157,413.00
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1002	147	1454	R8000	TR FR GENERAL FUND FD \$ 17,632.00
1002	147	1454	R8901	BALANCE BROUGHT FOR \$ -
SUB-TOTAL				\$ 88,160.00
SUB-TOTAL HEAD START AND TRAINING & TECHNICAL				\$ 4,904,897.00
Total Revenue Budget				\$ 25,720,492.00

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Palm Beach County Florida				
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1002	147	1451	OPERATING	\$ 8,217,201.00
1002	147	1451	CAPITAL	\$ 10,000.00
1002	800	1451	OTHER	\$ 5,286.00
SUB-TOTAL				\$ 20,617,874.00
HS - Training and Technical			Description	Budget Request
Fund	Dept	Unit		
1002	147	1454	OPERATING	\$ 197,721.00
SUB-TOTAL				\$ 197,721.00
Early Head Start			Description	Budget Request
Fund	Dept	Unit		
1002	147	1457	SALARIES AND FRINGE	\$ 2,544,420.00
1002	147	1457	OPERATING	\$ 2,252,317.00
1002	147	1457	CAPITAL	\$ 20,000.00
SUB-TOTAL				\$ 4,816,737.00
EHS - Training and Technical			Description	Budget Request
Fund	Dept	Unit		
1002	147	1458	OPERATING	\$ 88,160.00
SUB-TOTAL				\$ 88,160.00
Total Expenditure Budget				\$ 25,720,492.00

*These numbers will change after BRASS has been updated with a 5.27% sequestration

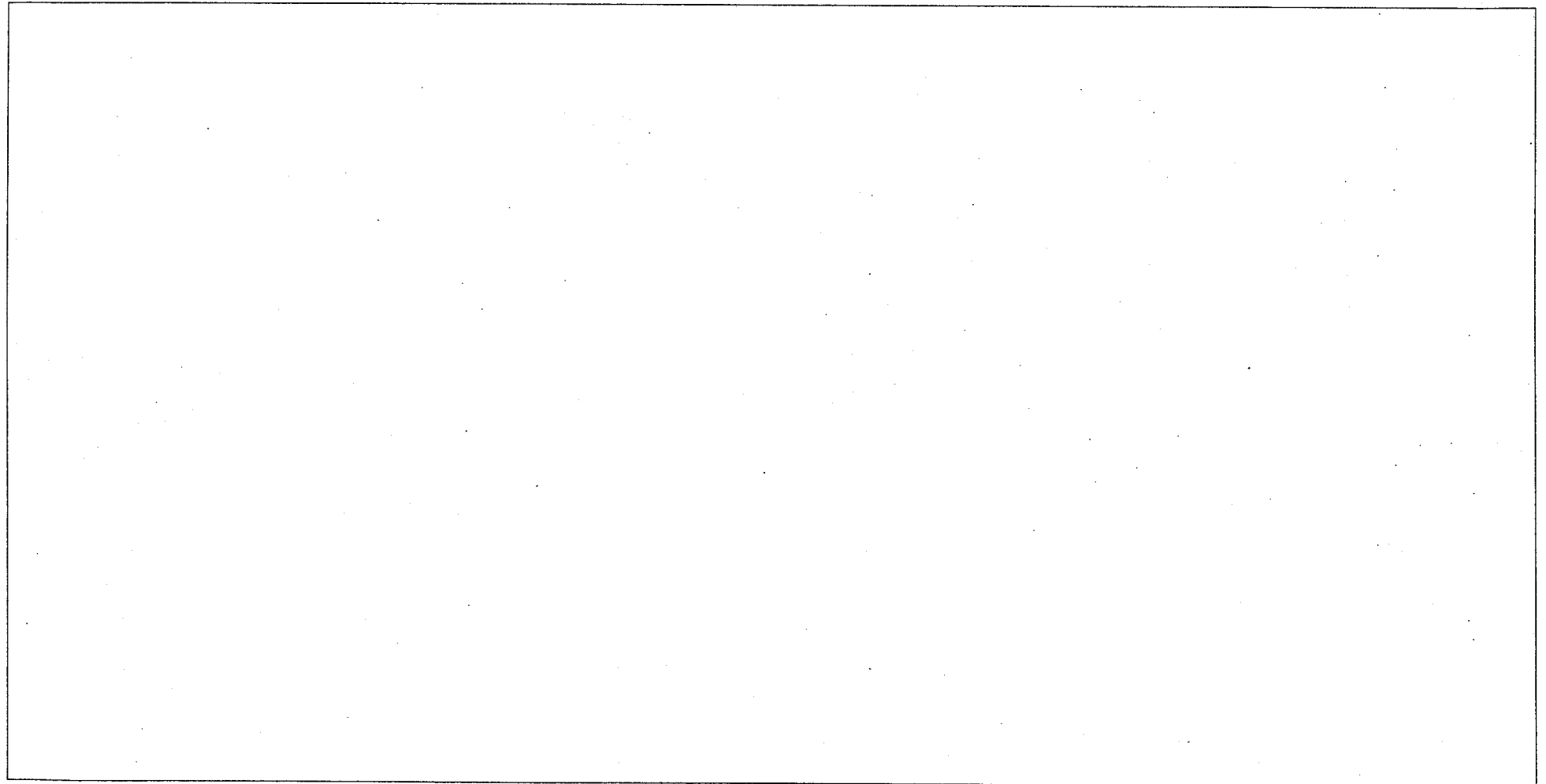
QUARTERLY PROGRESS REPORT
CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
 REPORTING Period: Insert Quarter Here

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?

Council will update contact changes in ARMS

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

October 1, 2013- September 30, 2014

(Please submit this page with the 4th quarter report.)

Number of Children Served and Ages				Number of Children by Ethnicity						
Prenatal	0 to 5	Total # Served		# White	# Black	# Hispanic	# Haitian	# Mayan	# Other	Total # Served

Distribution in Palm Beach County						Number and Type of Families			
North	South	Central	West	Total # Served		2 Parent	Single	Other	Total # Served
Submit address of centers with zip codes with the total # of children served at each center									

Financial Reconciliation Statement

As required by the provisions of the Agreement between the Children's Services Council of Palm Beach County ("CSC") and Palm Beach Board of County Commissioners ("Provider") [Early Head Start Match] effective _____, 201__, for ___[describe subject of MOA], attached is a final financial reconciliation of the funds provided by CSC.

As shown in the attached (mark applicable box):

All funds provided by CSC were spent in accordance with the provisions of the Agreement;

OR

There were under expenditures in the amount of \$_____, which pursuant to the Agreement, will be returned to CSC by _____ [date]; all other funds were spent in accordance with the provisions of the Agreement.

The undersigned states that he/she is the CFO or other individual dually authorized by the governing board of the County to sign this type of document. The information attached is a true and accurate representation of the expenditure of CSC funds under the Agreement.

Signature

Date

Print Name