

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

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Meeting Date: February 4, 2014	[X]	Consent	[ ]	Regular
	[ ]	Ordinance	[ ]	Public Hearing

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

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**I. EXECUTIVE BRIEF**

**Motion and Title: Staff recommends motion to:**

- A) ratify the signature of the Mayor on the U.S. Department of Health and Human Services Compendium of Required Certifications and Assurances SF 424B form; and
- B) receive and file Notice of award for Amendment No. 3 from the Department of Health and Human Services Administration for Children and Families for the period October 1, 2012, through September 30, 2013 for an increase of \$2,565,161, in an amount not to exceed \$16,431,331 for Head Start/Early Start programs.
- C) receive and file Notice of award for Amendment No. 4 from the Department of Health and Human Services Administration for Children and Families for the period October 1, 2012, through June 30, 2014 for an increase of \$12,323,499 in an amount not to exceed \$28,754,830, for Head Start/Early Start programs

**Summary:** The Mayor's signature was needed on the U.S. Department of Health and Human Services Compendium of Required Certifications and Assurance SF 424B form. This additional form is part of the Head Start Refunding Grant Application which was signed by the Mayor on June 25, 2013 and approved by the Board on October 22, 2013 (R2013-1378). Services are funded with \$12,323,499 in Federal funds, \$3,080,875 in County required funds, \$4,733,233 in additional County funds, and \$454,964 in Children's Services Council funds for a total amount of \$20,592,571 for the budget period Oct 1, 2013 to June 30, 2014. Amendments 3 and 4 are Notices of Award for additional federal Head Start funds resulting in a total award of \$28,754,830 for the two-year period ending June 30, 2014. This will be the final grant period for County operated Head Start/Early Head Start services. Head Start Countywide (TKF)

**Background and Justification:** The Department of Health and Human Services Administration for Children and Families has issued the FY 2014 Financial Assistance Award to serve 271 infants/toddlers and pregnant women; and 2,025 3 & 4 year old children and their families.

- Attachments:**
- 1. SF 424B form
  - 2. Notice of Award – Amendment No. 3 & 4

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Recommended By: 	1/10/14
<b>Department Director</b>	<b>Date</b>

Approved By: 	
<b>Assistant County Administrator</b>	<b>Date</b>

**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2014	2015	2016	2017	2018
Capital Expenditures					
Operating Costs	20,592,571				
External Revenue	(12,778,463)				
Program Income					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	<b>7,814,108</b>				

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

Budget Account No.:

Fund   1002   Dept   147   Unit    Var    Object    Var    Program Code    Program Period   GY13  

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

The budget will be amended at a later date. The total Grant amount is \$28,754,831

Grant Year 12- Oct 1,2012 to Sept 30,2013 for \$16,431,331

Grant Year 13 -Oct 1,2013 to June 30,2014 for \$12,323,499

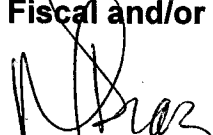
Notice of Award	\$13,866,170
Amendment No 1.	\$16,352
Amendment no 2.	(\$16,352)
Amendment no 3.	\$2,565,161
Amendment no 4.	\$12,323,499


**C. Departmental Fiscal Review:**

\_\_\_\_\_  
Taruna Malhotra, Director, Financial & Support Svcs.

**III. REVIEW COMMENTS**

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

  
\_\_\_\_\_  
OFMB *KAU SC 1/15/2014*  
*1/14*

  
\_\_\_\_\_  
Contract Development and Control *1/21/14*

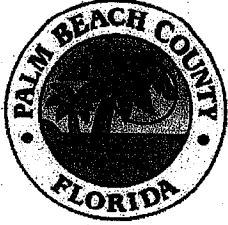
**B. Legal Sufficiency:**

  
\_\_\_\_\_  
Chief Assistant County Attorney *1/21/14*

**C. Other Department Review:**

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

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



**MEMORANDUM**

**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) 233-1633

[www.pbcgov.org](http://www.pbcgov.org)

**Palm Beach County  
Board of County  
Commissioners**

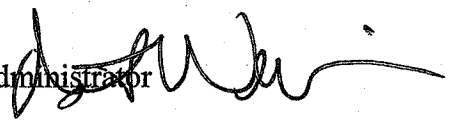
- Steven L. Abrams, Mayor
- Priscilla A. Taylor, Vice Mayor
- Hal R. Valeche
- Paulette Burdick
- Shelley Vana
- Mary Lou Berger
- Jess R. Santamaria

**County Administrator**  
Robert Weisman

*"An Equal Opportunity  
Affirmative Action Employer"*

*printed on recycled paper*

**TO:** Steven L. Abrams, Mayor

**THRU:** Robert Weisman, County Administrator 

**FROM:** Channell Wilkins, Director  
Community Services Department

**DATE:** November 8, 2013

**RE:** Head Start Refunding Grant Application

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Pursuant to PPM #CW-F-003, your signature is needed on the U.S. Department of Health and Human Services Compendium of Required Certifications and Assurances SF 424B form. This form is part of the Head Start Refunding Grant Application which was signed by the Mayor on June 25, 2013 and approved by the Board on October 22, 2013 (R2013-1378). The U.S. Department of Health and Human Services requires that form SF 424B be signed by the Mayor and uploaded into their system as soon as possible.

The emergency signature process is being utilized because there is not sufficient time to submit the application through the regular agenda process. Staff will submit this item at the Board's December 17, 2013 Commission meeting to ratify the Mayor's signature.

If additional information is needed, please contact Taruna Malhotra, Director of Financial & Support Services at 355-4716.

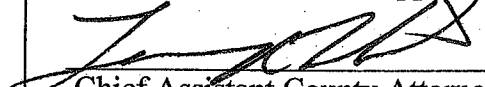
Approved:



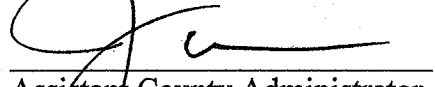
Director, Financial & Support Svcs.



Community Services Director



Chief Assistant County Attorney



Assistant County Administrator



OFMB

**Attachment:** Compendium of Required Certifications and Assurances form

**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), if 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 or 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 of 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 of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_ hereby agree to the above certifications and assurances.

  
\_\_\_\_\_  
Signature of Certifying Official

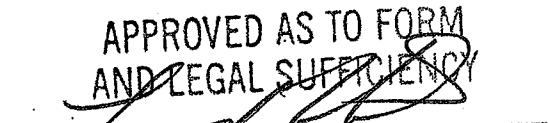
11/15/13  
Date

\_\_\_\_\_  
Mayor

Title

Palm Beach County  
Board of County Commissioners  
Applicant Organization

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

  
\_\_\_\_\_  
COUNTY ATTORNEY

## Certification of Filing and Payment of Federal Taxes

As required by the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriation Act, 2008 (Public Law 110-161, Division G, Title V, section 523), as a prospective financial assistance recipient entering into a grant or cooperative agreement more than \$5,000,000, I, as the duly authorized representative of the applicant, do hereby certify to the best of my knowledge and belief, that:

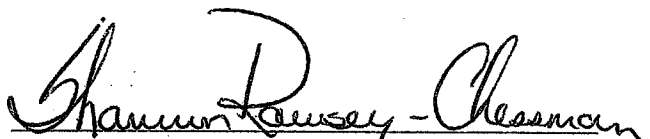
(1)  The applicant has filed all Federal tax returns required during the three years preceding this certification;

AND

(2)  The applicant has not been convicted of a criminal offense pursuant to the Internal Revenue Code of 1986 (U.S. Code -- Title 26, Internal Revenue Code);

AND

(3)  The applicant has not, more than 90 days prior to this certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

  
Signature of Authorized Certifying Official

Shannon Ramsey-Chessman Palm Beach County Clerk & Comptroller, Chief Operating Officer – Finance  
Printed Name and Title

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS 11/7/2013  
Name of Applicant Date

04CH3046/47  
Grant/Cooperative Agreement Reference Number



**Department of Health and Human Services**  
*Administration For Children and Families*  
*Region IV*

61 Forsyth Street, Suite 4M60  
Atlanta, Georgia 30303-8909

Telephone (404) 562-2800/2900  
Fax (404) 562-2981

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**DISTRIBUTION  
OF THE HEAD START/EARLY HEAD START  
NOTICE OF AWARD (NOA)**

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**ENCLOSED PLEASE FIND THE FOLLOWING FOR THE  
EXECUTIVE DIRECTOR OR SUPERINTENDENT:**

- ❖ **AN ORIGINAL NOTICE OF AWARD**
- ❖ **A BUDGET INFORMATION SHEET, AND**
- ❖ **OTHER CORRESPONDENCE (IF APPLICABLE)**

**PLEASE PROVIDE AND DISTRIBUTE COPIES OF THE  
ENCLOSED CORRESPONDENCE TO THE FOLLOWING:**

- ❖ **BOARD CHAIRPERSON**
- ❖ **HEAD START/EARLY HEAD START DIRECTOR**
- ❖ **FISCAL OFFICER AND/OR BOOKKEEPER**
- ❖ **POLICY COUNCIL CHAIRPERSON**

Alabama • Florida • Georgia • Kentucky • Mississippi • North Carolina • South Carolina • Tennessee

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Department of Health and Human Services  
Administration for Children and Families  
Notice of Award (NOA)

PMS DOCUMENT NUMBER:  
04CH304647

1. AWARDOFFICE: OA/OGM/Region IV		2. ASSISTANCE TYPE: Discretionary Grant		3. AWARD NO.: 04CH304647		4. AMEND. NO.: 3		
5. TYPE OF AWARD: SERVICE			6. TYPE OF ACTION: Supplement			7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.		
8. BUDGET PERIOD: 10/01/2012 THRU 09/30/2013			9. PROJECT PERIOD: INDEFINITE			10. CAT NO./CFDA: 93.600 ...		
11. RECIPIENT ORGANIZATION: PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS DIV. OF HS & CHILDREN SERVICES 301 N. OLIVE AVENUE, 12TH FLOOR WEST PALM BEACH FL 33401 Steven L. Abrams, Board Chair						12. PROJECT / PROGRAM TITLE: PA-22 HS, PA-25 EHS, PA-20 & PA-21 T&A/CDA		
13. COUNTY: PALM BEACH			14. CONGR. DIST: 12		15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Yvonne Walker, Head Start/EHS Director			
16. APPROVED BUDGET:				17. AWARD COMPUTATION:				
Personnel..... \$ 6,250,713				A. NON-FEDERAL SHARE..... \$ 4,107,833 20.00 %				
Fringe Benefits..... \$ 2,973,282				B. FEDERAL SHARE..... \$ 16,431,331 80.00 %				
Travel..... \$ 51,440				18. FEDERAL SHARE COMPUTATION:				
Equipment..... \$ 20,512				A. TOTAL FEDERAL SHARE..... \$ 16,431,331				
Supplies..... \$ 161,412				B. UNOBLIGATED BALANCE FEDERAL SHARE..... \$ 16,352				
Contractual..... \$ 5,787,083				C. FED. SHARE AWARDED THIS BUDGET PERIOD. \$ 16,414,979				
Facilities/Construction..... \$ 0				19. AMOUNT AWARDED THIS ACTION: \$ 2,565,161				
Other..... \$ 983,327				20. FEDERAL \$ AWARDED THIS PROJECT PERIOD: \$				
Direct Costs..... \$ 16,227,769				21. AUTHORIZED TREATMENT OF PROGRAM INCOME:				
Indirect Costs..... \$ 203,562				ADDITIONAL COSTS				
At % of \$				22. APPLICANT EIN: 1-596000785-A1				23. PAYEE EIN: 1-596000785-A1
In Kind Contributions..... \$ 0				24. OBJECT CLASS: 41.51				
Total Approved Budget(**).. \$ 16,431,331								

25. FINANCIAL INFORMATION:

DUNS: 078470481

ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
OGM	04CH304647	75-3-1536	2013 G044122	\$2,103,868		
OGM	04CH304647	75-3-1536	2013 G044125	\$415,552		
OGM	04CH304647	75-3-1536	2013 G044121	\$14,106		
OGM	04CH304647	75-3-1536	2013 G044120	\$31,635		

26. REMARKS: (Continued on separate sheets)

Client Population: 2296.  
Number of Delegates: 3.  
Paid by DHHS Payment Management System (PMS), see attached for payment information.  
This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104).  
For the full text of the award term, go to <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

27. SIGNATURE - ACF GRANTS OFFICER		DATE:	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY	
Juan Gordon		7/12/13	Paula Oliver / Jeff Fredericks	
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)			DATE:	
Jeffrey L. Fredericks, Regional Program Manager			07-11-13	

Department of Health and Human Services  
Administration for Children and Families  
Notice of Award (NOA)

PMS DOCUMENT NUMBER:  
04CH304647

<b>1. AWARDING OFFICE:</b> OA/OGM/Region IV		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant	<b>3. AWARD NO.:</b> 04CH3046/47	<b>4. AMEND. NO.</b> 3
<b>5. TYPE OF AWARD:</b> SERVICE	<b>6. TYPE OF ACTION:</b> Supplement		<b>7. AWARD AUTHORITY:</b> 42 USC 9801 ET SEQ.	
<b>8. BUDGET PERIOD:</b> 10/01/2012 THRU 09/30/2013		<b>9. PROJECT PERIOD:</b> THRU		<b>10. CAT NO./CFDA:</b> 93.600
<b>11. RECIPIENT ORGANIZATION:</b> PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS, DIV. OF HS & CHILDREN SERVICES				

**26. REMARKS:** (Continued from previous page)

This grant is subject to the requirements as set forth in 45 CFR Part 87.  
(\*\*) Reflects only federal share of approved budget.

This grant action awards the balance of funds under Common Accounting Numbers (CAN) G044120, G044121, G044122 and G044125 for the Fiscal Year (FY) 2013 budget period. Based on the final appropriation for the Head Start program in FY 2013, the revised, annual base funding level for Head Start operations is \$13,530,173, and the training and technical assistance allocation remains at \$158,177. The revised, annual base funding level for Early Head Start operations is \$2,672,453, and the training and technical assistance allocation remains at \$70,528.

NOTE - Any revisions to this award needed as a result of final approval of your sequestration plan will be provided as an amended NOA.

**Department of Health and Human Services  
Administration for Children and Families  
Notice of Award (NOA)**

SAI NUMBER:

PMS DOCUMENT NUMBER:  
04CH304647

<b>1. AWARDING OFFICE:</b> OA/OGM/Region IV		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant		<b>3. AWARD NO.:</b> 04CH3046/47		<b>4. AMEND. NO.:</b> 4			
<b>5. TYPE OF AWARD:</b> SERVICE			<b>6. TYPE OF ACTION:</b> Supplement & Extension			<b>7. AWARD AUTHORITY:</b> 42 USC 9801 ET SEQ.			
<b>8. BUDGET PERIOD:</b> 10/01/2012 THRU 06/30/2014				<b>9. PROJECT PERIOD:</b> INDEFINITE				<b>10. CAT NO./CFDA:</b> 93.600 ...	
<b>11. RECIPIENT ORGANIZATION:</b> PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS DIV. OF HS & CHILDREN SERVICES 301 N. OLIVE AVENUE, 12TH FLOOR WEST PALM BEACH FL 33401 Steven L. Abrams, Board Chair						<b>12. PROJECT / PROGRAM TITLE:</b> PA-22 HS, PA-25 EHS, PA-20 & PA-21 T&T/CDA			
<b>13. COUNTY:</b> PALM BEACH			<b>14. CONGR. DIST:</b> 12		<b>15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR:</b> Channell Wilkins , Executive Director				
<b>16. APPROVED BUDGET:</b>						<b>17. AWARD COMPUTATION:</b>			
Personnel..... \$ 11,099,213						A. NON-FEDERAL SHARE..... \$ 7,188,708 20.00 %			
Fringe Benefits..... \$ 5,278,627						B. FEDERAL SHARE..... \$ 28,754,830 80.00 %			
Travel..... \$ 59,044						<b>18. FEDERAL SHARE COMPUTATION:</b>			
Equipment..... \$ 28,670						A. TOTAL FEDERAL SHARE..... \$ 28,754,830			
Supplies..... \$ 245,029						B. UNOBLIGATED BALANCE FEDERAL SHARE.....\$ 16,352			
Contractual..... \$ 9,964,375						C. FED. SHARE AWARDED THIS BUDGET PERIOD.\$ 28,738,478			
Facilities/Construction..... \$ 0						<b>19. AMOUNT AWARDED THIS ACTION:</b> \$ 12,323,499			
Other..... \$ 1,728,401						<b>20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:</b> \$			
Direct Costs..... \$ 28,403,359						<b>21. AUTHORIZED TREATMENT OF PROGRAM INCOME:</b>			
Indirect Costs..... \$ 351,471						ADDITIONAL COSTS			
At % of \$						<b>22. APPLICANT EIN:</b> 1-596000785-A1			
In Kind Contributions..... \$ 0						<b>23. PAYEE EIN:</b> 1-596000785-A1		<b>24. OBJECT CLASS:</b> 41.51	
Total Approved Budget(**).. \$ 28,754,830									


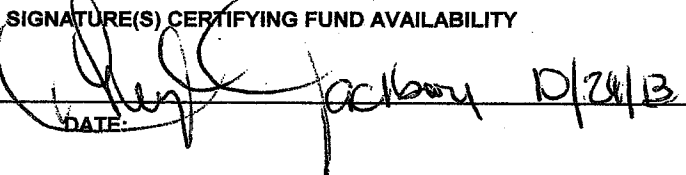
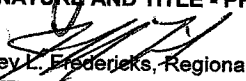
**25. FINANCIAL INFORMATION:**

DUNS: 078470481

ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
OGM	04CH304647	75-4-1536	2014 G044120	\$118,633		
OGM	04CH304647	75-4-1536	2014 G044121	\$52,896		
OGM	04CH304647	75-4-1536	2014 G044122	\$10,147,630		
OGM	04CH304647	75-4-1536	2014 G044125	\$2,004,340		

**26. REMARKS:** (Continued on separate sheets)

Client Population: 2296.  
Number of Delegates: 3.  
Paid by DHHS Payment Management System (PMS), see attached for payment information.  
This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104).  
For the full text of the award term, go to <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

<b>27. SIGNATURE - ACF GRANTS OFFICER</b>		<b>DATE:</b>	<b>28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY</b>	
 Juan Gordon		10/23/13	 Jeffrey L. Fredericks	
<b>29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)</b>				
 Jeffrey L. Fredericks, Regional Program Manager				

**Department of Health and Human Services  
Administration for Children and Families  
Notice of Award (NOA)**

SAI NUMBER:

PMS DOCUMENT NUMBER:  
04CH304647

<b>1. AWARDING OFFICE:</b> OA/OGM/Region IV		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant		<b>3. AWARD NO.:</b> 04CH3046/47		<b>4. AMEND. NO.</b> 4		
<b>5. TYPE OF AWARD:</b> SERVICE			<b>6. TYPE OF ACTION:</b> Supplement & Extension			<b>7. AWARD AUTHORITY:</b> 42 USC 9801 ET SEQ.		
<b>8. BUDGET PERIOD:</b> 10/01/2012 THRU 06/30/2014				<b>9. PROJECT PERIOD:</b> THRU				<b>10. CAT NO./CFDA:</b> 93.600
<b>11. RECIPIENT ORGANIZATION:</b> PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS, DIV. OF HS & CHILDREN SERVICES								

**26. REMARKS:** (Continued from previous page)

This grant is subject to the requirements as set forth in 45 CFR Part 87.

(\*\*) Reflects only federal share of approved budget.

This grant action extends the budget period from 10/01/2012 through 06/30/2014. Due to funding limitations under the continuing resolution for Fiscal Year (FY) 2014, this grant action awards partial funds under Common Accounting Numbers (CAN) G044120, G044121, G044122 and G044125. The balance of the funds will be awarded when funds are available, subject to the final appropriation for the Head Start program for FY 2014.

The projected amount of prorated funds through 06/30/2014 is as follows:

Head Start operations: \$10,147,630

Head Start training and technical assistance: \$118,633

Early Head Start operations: \$2,004,340

Early Head Start training and technical assistance: \$52,896

Head Start population: 2,025 children.

Designated Head Start service area: Palm Beach County

Approved program options for the Head Start program: Center-based

Early Head Start population: 271 infants, toddlers and pregnant women.

Designated Early Head Start service area: Palm Beach County

Approved program options for the Early Head Start program: Center-based,  
Home-based, Family Child Care

This grant is subject to the requirements for contribution of the non-Federal share match and approval of key staff, the limitations on development and administrative costs and employee compensation, and prior approval for the purchase, construction and major renovation of facilities as specified in Attachment 1.

## PAYMENT INFORMATION

Payments under this award will be made available through the DHHS, Payment Management System (PMS). PMS is administered by the Division of Payment Management and inquiries regarding payment should be directed to:

U.S. Department of Health and Human Services  
Division of Payment Management  
5600 Fishers Lane - 11-33  
11th Floor - Head House Wing  
Rockville, MD 20857  
(301) 443-1660

### **\*\*\*Payment Management System (PMS) Changes \*\*\***

Starting with Fiscal Year (FY) 2013, you will draw down Head Start funds from your Head Start sub-account within the non-pooled account, that is, the account that ends with "P" or "P1."

Head Start grantees have 90 days to liquidate obligations; therefore, after the 90 days liquidation period you are not allowed to draw down funds for the previous fiscal years (FY13 and earlier) from your cash-pooled account, that is, the account that ends with "G" or "G1" or your "P" sub-account.

Head Start grantees can only request payment from one account at a time.

Also, if the awards made to your "G" or "G1" account are not fully disbursed, but you have made all the disbursements to your "G" account, Head Start grantees are still required to file their quarterly Federal Cash Transaction Report (FCTR) for the "G" account until that account is fully disbursed.

## GRANTS MANAGEMENT INFORMATION

For inquiries regarding grants management information, you may contact your assigned Financial Operations Specialist at the Office of Grants Management at:

Region IV, Atlanta, Georgia  
(404) 562-2853



## Attachment 1

Award Number: 04CH3046/47

Recipient Organization: Palm Beach County Board of County Commissioners

*This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1301.20 requiring a non-Federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. § 1301.32 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-Federal share contribution of such costs. The requirements for a non-Federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 10/01/2012-06/30/2014 budget period unless a waiver is approved. Any request for a waiver of the non-Federal share match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act or 45 C.F.R. Section § 1301.21 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1301.32(g) must be submitted in advance of the end of the budget period.*

*The HHS GPS (II-56) (see above and 45 C.F.R. § 74.25(c)(2) and 45 C.F.R. § 92.30(d)(3) (as applicable) provide the authority to ACF to approve key staff of Head Start grantees. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.*

*Section 653 of the Head Start Act prohibits the use of any Federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule, currently \$179,700.*

*Prior approval must be obtained under 45 C.F.R. Part 1309 to use Head Start grant funds for the initial or ongoing purchase, construction and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without the express written approval of the Administration for Children and Families.*

**BUDGET INFORMATION - Non-Construction Programs**

Palm Beach County  
04CH3046/47  
Amend #4

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity	Catalog of Federal Domestic Assistance Number	New or Revised Budget		
		Federal	Non-Federal	Total
1. PA-21	93.600	\$123,424	\$30,856	\$154,280
2. PA-25	93.600	\$4,676,793	\$1,169,198	\$5,845,991
3. PA-20	93.600	\$276,810	\$69,203	\$346,013
4. PA-22	93.600	\$23,677,803	\$5,919,451	\$29,597,254
<b>TOTALS</b>		<b>\$28,754,830</b>	<b>\$7,188,708</b>	<b>\$35,943,538</b>

**SECTION B - BUDGET CATEGORIES**

Object Class Categories	PA-20 (FY13)	PA-22 (FY13)	PA-20 (FY14) 75%	PA-22 (FY14) 75%	Sub-Total
a. Personnel		\$5,380,627		\$4,125,677	\$9,506,304
b. Fringe Benefits		2,544,624		1,955,246	4,499,870
c. Travel	28,160	348			28,508
d. Equipment		6,930		0	6,930
e. Supplies	16,400	20,454		21,909	58,763
f. Contractual	102,605	4,620,563		3,449,664	8,172,832
g. Facilities/Constructio		0			0
h. Other	11,012	773,551	118,633	460,178	1,363,374
<b>i. Total (6a-6h)</b>	<b>\$158,177</b>	<b>\$13,347,997</b>	<b>\$118,633</b>	<b>\$10,012,674</b>	<b>\$23,636,581</b>
j. Indirect Charges		183,076		134,956	318,032
<b>k. TOTALS (6i-6j)</b>	<b>\$158,177</b>	<b>\$13,531,073</b>	<b>\$118,633</b>	<b>\$10,147,630</b>	<b>\$23,954,613</b>

**BUDGET INFORMATION - Non-Construction Program**

**Palm Beach County**  
**04CH3046/47**  
**Amend #4**

SECTION A - BUDGET SUMMARY					
Grant Program Function or Activity	Catalog of Federal Domestic Assistance Number	New or Revised Budget			
		Federal	Non-Federal	Total	
1. PA-21	93.600	\$123,424	\$30,856	\$154,280	
2. PA-25	93.600	\$4,676,793	\$1,169,198	\$5,845,991	
3. PA-20	93.600	\$276,810	\$69,203	\$346,013	
4. PA-22	93.600	\$23,677,803	\$5,919,451	\$29,597,254	
<b>TOTALS</b>		<b>\$28,754,830</b>	<b>\$7,188,708</b>	<b>\$35,943,538</b>	

**SECTION B - BUDGET CATEGORIES**

Object Class Categories	PA-21 (FY13)	PA-25 (FY13)	PA-21 (FY14) 75%	PA-25 (FY14) 75%	Sub-Total (page 1)	Total
a. Personnel		\$870,086		\$722,823	\$9,506,305	\$11,099,213
b. Fringe Benefits		428,658		350,099	4,499,870	5,278,627
c. Travel	10,820	12,112		7,604	28,508	59,044
d. Equipment		13,582		8,158	6,930	28,670
e. Supplies	12,000	112,558		61,708	58,763	245,029
f. Contractual	43,708	1,020,207		727,628	8,172,832	9,964,375
g. Facilities/Construction					0	0
h. Other	4,000	194,764	52,896	113,367	1,363,373	1,728,401
<b>i. Total (6a-6h)</b>	<b>\$70,528</b>	<b>\$2,651,967</b>	<b>\$52,896</b>	<b>\$1,991,387</b>	<b>\$23,636,581</b>	<b>\$28,403,359</b>
j. Indirect Charges		20,486		12,953	318,032	351,471
<b>k. TOTALS (6i-6j)</b>	<b>\$70,528</b>	<b>\$2,672,453</b>	<b>\$52,896</b>	<b>\$2,004,340</b>	<b>\$23,954,613</b>	<b>\$28,754,830</b>