

# Memorandum



**Date:** November 15, 2012.

**To:** Honorable Barbara J. Jordan, County Commissioner  
District 1

**From:** Carlos A. Gimenez  
Mayor 

**Subject:** Request for Additional Head Start/Early Head Start Program Information

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In response to your request for information on the status of the Head Start/Early Head Start Program, the following information is provided:

Question 1: Provide a listing of former County employees, including where they were hired, their full or part-time status, salary and hourly rate.

- Please see charts, "Head Start Employees At Delegate Agencies," Attachment 1a and "Head Start Employees Not At Delegate Agencies," Attachment 1b. Although not specifically requested, information relative to former Miami Dade County temporary staff has also been provided to support your thorough review. Please see Attachment 2.

Question 2: Provide a copy of contracts for new delegate agencies.

- Please see contracts for Miami-Dade County Public Schools (M-DCPS), Easter Seals of South Florida, Inc., and Young Women's Christian Association (YWCA). Attachments 3, 4, and 5.

Question 3: Provide total number of children now being served, and a breakdown of the additional 500 children by child's name, home address and site location.

- Without increasing the Head Start budget, Miami-Dade County was approved by U.S. Health & Human Services for 7,256 Head Start/Early Head Start slots which created an opportunity for inclusion of up to 500 more children than had been provided for in previous years. We have, to date, accomplished an enrollment level of 7,062 children, demonstrating an achievement of 97% of our enrollment target. This number includes the additional 500 children. As the enrollment process for Head Start is year-round, we will continue recruitment to fill these slots and anticipate that we will meet our goal.

Attachment 6, titled "Head Start Expanded Enrollment" and Attachment 7, titled "Early Head Start Expanded Enrollment" lists the home address, site location and identification number of the children enrolled under the expanded program. Children have not been identified by name for reasons of confidentiality and safety.

Please feel free to contact Lucia Davis-Raiford, Director, at (786) 469-4644 if you have questions or if additional information is needed.

## Attachments

c: Honorable Joe A. Martinez, Chairman  
and Members of the Board of County Commissioners  
Russell Benford, Deputy Mayor

# Head Start Employees At Delegate Agencies

# of Staff	Last Name	First Name	Title	Delegate Agency	Position At Delegate Agency	Annual Salary	Hourly Rate	FT/PT
1	ANSELME	SANDRA	TEACHER	Catholic Charities	Teacher AA	\$26,951.00	\$16.84	FT
2	LLORENS	ALBA	TEACHER	Centro Mater	Home Base Visitor	\$31,557.55	\$15.17	FT
3	ALAMO	LILLIAM	HOME BASED SUPERVISOR	Centro Mater (Resigned)				
4	ADAMS	NETASKHA	TEACHER ASSISTANT 2	Easter Seals	Home Based Supervisor	\$47,000.00	\$22.60	FT
5	ALVARADO	GLENDIA	TEACHER	Easter Seals	Teacher Assistant	\$22,000.00	\$13.75	FT
6	ALVAREZ	MARIE	TEACHER	Easter Seals	Teacher	\$30,000.00	\$18.75	FT
7	BLAKELY GREEN	SABRINA	ASSOC TEACHER	Easter Seals	Teacher	\$30,000.00	\$18.75	FT
8	BLANC	ROSE	FOOD SERVICE WORKER 2	Easter Seals	Food Handler	\$8,745.00	\$8.25	P/T
9	BOSTIC	ANGEL	ASSOC TEACHER	Easter Seals	Teacher Assistant	\$22,000.00	\$13.75	FT
10	BRIAN	COLLEEN	SOCIAL WORKER 1	Easter Seals	Family Service Worker	\$30,000.00	\$15.63	FT
11	BROWN	ALICIA	TEACHER ASSISTANT 1	Easter Seals	Teacher Assistant	\$22,000.00	\$13.75	FT
12	CARAZA	MARIBEL	TEACHER	Easter Seals	Lead Teacher	\$35,000.00	\$21.88	FT
13	CASTRO	NILDA	TEACHER	Easter Seals	Lead Teacher	\$35,000.00	\$21.88	FT
14	CHARLESWELL	INDIRA	OFFICE SUPPORT					
15	DAMES	BRANDY	SPECIALIST 2	Easter Seals	Secretary	\$24,000.00	\$12.50	FT
16	DULCEY	GILDA	TEACHER	Easter Seals	Teacher	\$30,000.00	\$18.75	FT
17	FANUS	DELLA	TEACHER	Easter Seals	Teacher Assistant	\$22,000.00	\$13.75	FT
18	FIGARO	SIOMARA	TEACHER ASSISTANT 1	Easter Seals	Teacher Assistant	\$22,000.00	\$13.75	FT
19	FRAME-HONORE	ANTHONIA	TEACHER ASSISTANT 1	Easter Seals	Teacher Assistant	\$30,000.00	\$18.75	FT
20	GAJARDO	LORENA	TEACHER ASSISTANT 2	Easter Seals	Teacher Assistant	\$22,000.00	\$13.75	FT
21	HASTY	SANDRA	TEACHER	Easter Seals	Lead Teacher	\$35,000.00	\$21.88	FT
22	HAYES	MARVETTE	TEACHER ASSISTANT 2	Easter Seals	Teacher	\$30,000.00	\$18.75	FT
23	HILBERT	ROBERTA	TEACHER ASSISTANT 2	Easter Seals	Teacher Assistant-EHS	\$23,712.00	\$11.40	FT
24	JACKSON	EVETTE	TEACHER ASSISTANT 1	Easter Seals	Teacher Assistant	\$22,000.00	\$13.75	FT
25	JOHNSON	CONSUELA	CLERK 3	Easter Seals	Secretary	\$24,000.00	\$12.50	FT
26	JOHNSON	ALFRED	SOCIAL WORKER 1	Easter Seals	Family Service Worker	\$30,000.00	\$15.63	FT
27	KING	GINA	TEACHER ASSISTANT 1	Easter Seals	Family Service Worker	\$30,000.00	\$15.63	FT
28	LEROY	REBECCA	TEACHER ASSISTANT 2	Easter Seals	Teacher Assistant	\$22,000.00	\$13.75	FT
29	MATHIS	SHANIKA	FOOD SERVICE WORKER 1	Easter Seals	Secretary	\$24,000.00	\$12.50	FT

NOTE: \* Average Salary for position classification per email from MDCPS.

\* Pay Period (PP)

# Head Start Employees At Delegate Agencies

# of Staff	Last Name	First Name	Title	Delegate Agency	Position At Delegate Agency	Annual Salary	Hourly Rate	FT/PT
30	MAYCOCK	MELISSA	TEACHER ASSISTANT 1	Easter Seals	Teacher Assistant	\$22,000.00	\$13.75	FT
31	MC MILLIAN	JOHNNIE	ASSOC TEACHER	Easter Seals	Teacher-EHS	\$30,000.00	\$18.75	FT
32	MC QUEEN	ZARNNETTE	DATA ENTRY SPECIALIST 1	Easter Seals	Secretary	\$24,000.00	\$12.50	FT
33	MILLIEN	MAXINE	TEACHER	Easter Seals	Teacher	\$30,000.00	\$18.75	FT
34	MINCY	JACQUELIN	TEACHER ASSISTANT 2	Easter Seals	Teacher	\$30,000.00	\$18.75	FT
35	MITCHELL	FERN	TEACHER ASSISTANT 2	Easter Seals	Teacher Assistant	\$22,000.00	\$13.75	FT
36	NAZAIRE	NAZILIN	CUSTODIAL WORKER 2	Easter Seals	Maintenance	\$11,700.00	\$9.00	P/T
37	NORRIS	TERRI	TEACHER ASSISTANT 1	Easter Seals	Teacher Assistant	\$22,000.00	\$13.75	FT
38	NORTHELUS	DAVID	CUSTODIAL WORKER 1	Easter Seals	Maintenance	\$11,700.00	\$9.00	P/T
39	ODIWO	REGINA	TEACHER	Easter Seals	Teacher	\$30,000.00	\$18.75	FT
40	ORTIZ	NEYDA	TEACHER	Easter Seals	Teacher	\$30,000.00	\$18.75	FT
41	PASLEY	JOYCE	DATA ENTRY SPECIALIST 1	Easter Seals	Administrative Assistant	\$26,000.00	\$13.54	FT
42	PENA	ELSA	TEACHER	Easter Seals	Teacher	\$30,000.00	\$18.75	FT
43	PERRY	MARION	TEACHER ASSISTANT 1	Easter Seals	Teacher Assistant	\$22,000.00	\$13.75	FT
44	PRATT	GLORIA	TEACHER ASSISTANT 1	Easter Seals	Teacher	\$30,000.00	\$18.75	FT
45	PRYOR	SHONDREA	TEACHER ASSISTANT 1	Easter Seals	Teacher Assistant	\$22,000.00	\$13.75	FT
46	QUARLES	DAMON	TEACHER ASSISTANT 2	Easter Seals	Teacher Assistant	\$22,000.00	\$13.75	FT
47	RIVAS	YAMILETH	TEACHER ASSISTANT 1	Easter Seals	Teacher Assistant	\$22,000.00	\$13.75	FT
48	ROBERTS	FLORIDA	CENTERS DIRECTOR	Easter Seals	Center Director	\$45,000.00	\$23.44	FT
49	SANCHEZ	JENNY	CURRICULUM SPECIALIST	Easter Seals	Center Director	\$45,000.00	\$23.44	FT
50	SELLERS	QUATINA	CLERK 3	Easter Seals	Secretary	\$24,000.00	\$12.50	FT
51	SMITH	CHRISTINE	COMMUNITY FAM SERV WORKER	Easter Seals	Family Service Worker	\$30,000.00	\$15.63	FT
52	STYLES	NATASHA	TEACHER ASSISTANT 1	Easter Seals	Teacher Assistant	\$22,000.00	\$13.75	FT
53	SUAREZ LOPEZ	ANA	TEACHER ASSISTANT 1	Easter Seals	Teacher Assistant	\$22,000.00	\$13.75	FT
54	TAYLOR	CELESTE	TEACHER	Easter Seals	Teacher	\$30,000.00	\$18.75	FT
55	TELICA	CLAUDIA	FOOD SERVICE WORKER 1	Easter Seals	Food Handler	\$8,745.00	\$8.25	P/T
56	THELOMAT	GUERDA	TEACHER	Easter Seals	Teacher	\$30,000.00	\$18.75	FT
57	TRUJILLO	JANETH	CENTERS DIRECTOR	Easter Seals	HS/EHS Director	\$75,000.00	\$36.06	FT
58	WILLIAMS	ANN	TEACHER	Easter Seals	Lead Teacher	\$35,000.00	\$21.88	FT
59	WOODS	JENNIFER	TEACHER	Easter Seals	Teacher	\$30,000.00	\$18.75	FT
60	SUKHNANDAN	RAMKUMARI	TEACHER	Easter Seals	Teacher	\$30,000.00	\$18.75	FT
61	AGUMAGU	GRACE	TEACHER	Easter Seals (Resigned eff. 9/21/12)	Teacher	\$30,000.00	\$18.75	FT

NOTE: \* Average Salary for position classification per email from MDCPS.

\* Pay Period (PP)

# Head Start Employees At Delegate Agencies

# of Staff	Last Name	First Name	Title	Delegate Agency	Position At Delegate Agency	Annual Salary	Hourly Rate	FT/PT
62	SCOTT	DELICITA	TEACHER ASSISTANT 1	Haitian Youth	Teacher Assistant	\$22,425.60	\$14.02	FT
63	AKPAN	MONICA	TEACHER	LeJardin	Teacher	\$33,095.20	\$20.18	FT
64	JIMENEZ	IRIS	TEACHER ASSISTANT 1	LeJardin	Teacher	\$22,190.00	\$15.85	FT
65	MENDEZ	MARICEL	TEACHER	LeJardin	Teacher	\$28,252.00	\$20.18	FT
66	ANDRADE	MARIE	TEACHER	MDCPS*	Pre-K	\$52,895.00	\$35.26	20 pp
67	ARISTILDE	GUILEINA	TEACHER ASSISTANT 1	MDCPS*	Infant & Toddler Ctr. Asst.	\$15,965.00	\$8.18	26pp
68	BAHADUR	MICHELE	TEACHER ASSISTANT 2	MDCPS*	Infant & Toddler Ctr. Asst.	\$15,965.00	\$8.18	26 pp
69	BARNES	KARLA	TEACHER ASSISTANT 1	MDCPS*	Infant & Toddler Ctr. Asst.	\$15,965.00	\$8.18	26 pp
70	BEASLEY	SONYA	TEACHER ASSISTANT 1	MDCPS*	Associate Educator	\$21,049.00	\$14.03	20 pp
71	BETHEL	JACQUELIN	TEACHER ASSISTANT 2	MDCPS*	Infant & Toddler Ctr. Asst.	\$15,965.00	\$8.18	26 pp
72	BRINSON-REID	ANNETTE	TEACHER ASSISTANT 2	MDCPS*	Associate Educator	\$21,049.00	\$14.03	20 pp
73	BROWN	BRIDGET	TEACHER	MDCPS*	Infant & Toddler Ctr. Dir.	\$34,616.00	\$16.64	26 pp
74	CAMPBELL	MARCIA	ASSOC TEACHER	MDCPS*	Associate Educator	\$21,049.00	\$14.03	20 pp
	COLEBROOK-							
75	GREEN	APRIL	SOCIAL WORKER 1	MDCPS*	Associate Educator	\$21,049.00	\$14.03	20 pp
76	COLVIN	TYMARA	TEACHER ASSISTANT 1	MDCPS*	Infant & Toddler Ctr. Asst.	\$15,965.00	\$8.18	26 pp
77	DAVIS	LAWANDA	SOCIAL WORKER 1	MDCPS*	School Social Worker 12M	\$58,251.00	\$28.00	26 pp
78	DAVIS	KIMBERLY	TEACHER ASSISTANT 1	MDCPS*	Infant & Toddler Ctr. Asst.	\$15,965.00	\$8.18	26 pp
79	DE LOACH	ZEREAL	ASSOC TEACHER	MDCPS*	Infant & Toddler Ctr. Asst.	\$15,965.00	\$8.18	26 pp
80	DENERVIL	MARLINE	TEACHER ASSISTANT 1	MDCPS*	Associate Educator EHS	\$25,259.00	\$12.95	26 pp
81	DESSALINES	GUERLINE	TEACHER	MDCPS*	Pre-K	\$52,895.00	\$35.26	20 pp
82	FALCON	ILIANA	TEACHER	MDCPS*	Pre-K	\$52,895.00	\$35.26	20 pp
83	FAUSTIN	MARIE	ASSOC TEACHER	MDCPS*	Associate Educator	\$25,259.00	\$12.95	26 pp
84	FORBES	CHRISTINA	TEACHER ASSISTANT 2	MDCPS*	Infant & Toddler Ctr. Asst.	\$15,965.00	\$8.18	26 pp
	GRAHMAN-							
85	SCANTLEBURY	NADINE	TEACHER ASSISTANT 1	MDCPS*	Infant & Toddler Ctr. Asst.	\$15,965.00	\$8.18	26 pp
86	GREENE	LISA	TEACHER ASSISTANT 2	MDCPS*	Infant & Toddler Ctr. Asst.	\$15,965.00	\$8.18	26 pp
87	HINSON	YOLANDA	TEACHER ASSISTANT 1	MDCPS*	Infant & Toddler Ctr. Asst.	\$15,965.00	\$8.18	26 pp
88	HOLMES	BETTY	TEACHER ASSISTANT 2	MDCPS*	Infant & Toddler Ctr. Asst.	\$15,965.00	\$8.18	26 pp
	HOWARD	NIKKIE	TEACHER ASSISTANT 2	MDCPS*	Infant/Toddler Center Assistant	\$15,965.00	\$8.18	26 pp
90	JOHNSON	ANDREAL	ASSOC TEACHER	MDCPS*	Associate Educator	\$21,049.00	\$14.03	20 pp
91	KEEN	SABRINA	CLERK 3	MDCPS*	Infant & Toddler Ctr. Asst.	\$15,965.00	\$8.18	26 pp
92	KING	ODELL	TEACHER ASSISTANT 2	MDCPS*	Infant & Toddler Ctr. Asst.	\$15,965.00	\$8.18	26 pp
93	LADLER	GLENDELL	TEACHER ASSISTANT 2	MDCPS*	Infant & Toddler Ctr. Asst.	\$15,965.00	\$8.18	26 pp

NOTE: \* Average Salary for position classification per email from MDCPS.

\* Pay Period (PP)

# Head Start Employees At Delegate Agencies

# of Staff	Last Name	First Name	Title	Delegate Agency	Position At Delegate Agency	Annual Salary	Hourly Rate	FT/PT
94	LEWIS	MARCELLA	TEACHER ASSISTANT 1	MDCPS*	Infant & Toddler Ctr. Asst.	\$15,965.00	\$8.18	26 pp
95	MACK	LOUVENIA	TEACHER ASSISTANT 2	MDCPS*	Associate Educator EHS	\$25,259.00	\$12.95	26 pp
96	MARTINEZ	IRIS	TEACHER	MDCPS*	Associate Educator	\$21,049.00	\$14.03	20 pp
97	MATOS	CLARA	TEACHER	MDCPS*	Pre-K	\$52,895.00	\$35.26	20 pp
98	MC COY	ETHEL	TEACHER ASSISTANT 2	MDCPS*	Infant & Toddler Ctr. Asst.	\$15,965.00	\$8.18	26 pp
99	MESA	HORTENSIA	TEACHER ASSISTANT 1	MDCPS*	Infant & Toddler Ctr. Asst.	\$15,965.00	\$8.18	26 pp
100	NARANJO	GRETEL	TEACHER	MDCPS*	Infant & Toddler Ctr. Dir.	\$34,616.00	\$16.64	26 pp
101	NEALY	SHERONDA	TEACHER ASSISTANT 2	MDCPS*	Infant & Toddler Ctr. Dir.	\$34,616.00	\$16.64	26 pp
102	PRYOR	TAKESIA	TEACHER ASSISTANT 1	MDCPS*	Infant & Toddler Ctr. Asst.	\$15,965.00	\$8.18	26 pp
103	QUINTANA	NANCY	COOK 2	MDCPS*	Infant & Toddler Ctr. Asst.	\$15,965.00	\$8.18	26pp
104	RILES	SHENIKA	TEACHER ASSISTANT 1	MDCPS*	Associate Educator EHS	\$25,259.00	\$12.95	26 pp
105	SHERIFF	MAE	TEACHER	MDCPS*	Associate Educator	\$21,049.00	\$14.03	20 pp
106	STRONG	KATRINA	TEACHER ASSISTANT 2	MDCPS*	Associate Educator	\$21,049.00	\$14.03	20 pp
107	TRIMMINGS	GAIL	ASSOC TEACHER	MDCPS*	Associate Educator	\$21,049.00	\$14.03	20 pp
108	VIDALES	MARISELA	TEACHER ASSISTANT 1	MDCPS*	Infant & Toddler Ctr. Asst.	\$15,965.00	\$8.18	26 pp
109	WALLACE	VANESSA	CENTERS DIRECTOR	MDCPS*	Infant & Toddler Ctr. Dir.	\$34,616.00	\$16.64	26 pp
110	WILLIAMS	TAMEKA	TEACHER ASSISTANT 1	MDCPS*	Infant & Toddler Ctr. Asst.	\$15,965.00	\$8.18	26 pp
111	ABREU	SOFIA	SOCIAL WORKER 1	O'Farrill	Family Service Worker II	\$33,276.00	\$17.70	23.5
112	BALLESTA	ARIADNA	TEACHER	O'Farrill	Teacher II	\$26,880.00	\$16.00	21
113	BORDEN	ANTAWN	TEACHER ASSISTANT 1	O'Farrill	Teacher Assistant I	\$18,480.00	\$11.00	21
114	BOWLING	CYNTHIA	ASSOC TEACHER	O'Farrill	Teacher II	\$26,880.00	\$16.00	21
115	CANNON	GWENDOLYN	TEACHER ASSISTANT 1	O'Farrill	Teacher II	\$26,880.00	\$16.00	21
116	FREDERICK	DARRYL	SOCIAL WORKER 1	O'Farrill	Family Service Worker II	\$33,276.00	\$17.70	23.5
117	GOROSTIZA	CECILE	TEACHER	O'Farrill	Lead Teacher	\$29,400.00	\$17.50	21
118	KELLY	DORIS	TEACHER ASSISTANT 2	O'Farrill	Teacher Assistant II	\$21,840.00	\$13.00	21
119	KEMP	SAMRA	TEACHER	O'Farrill	Lead Teacher	\$29,400.00	\$17.50	21
120	LEE	JOANNE	TEACHER ASSISTANT 1	O'Farrill	Caregiver	\$24,192.00	\$12.00	25.2
121	LILLY	MARIA	TEACHER	O'Farrill	Teacher II	\$26,880.00	\$16.00	21
122	MACKEN	VALDIRE	TEACHER ASSISTANT 2	O'Farrill	Caregiver	\$24,192.00	\$12.00	25.2
123	MONNE	GLADYS	TEACHER	O'Farrill	Lead Teacher	\$29,400.00	\$17.50	21
124	OLIVE	OLGA	TEACHER ASSISTANT 1	O'Farrill	Teacher Assistant I	\$18,480.00	\$11.00	21
125	PEOPLES II	ARTHUR	TEACHER ASSISTANT 1	O'Farrill	Teacher Assistant I	\$18,480.00	\$11.00	21
126	ROJAS	RAUL	CURRICULUM SPECIALIST	O'Farrill	Curriculum Specialist	\$33,923.00	\$20.20	21
127	SERRANO	DOLLY	TEACHER	O'Farrill	Teacher II	\$26,880.00	\$16.00	21
128	STORR	LORETTA	TEACHER ASSISTANT 2	O'Farrill	Teacher Assistant II	\$21,840.00	\$13.00	21

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\* Pay Period (PP)

# Head Start Employees At Delegate Agencies

# of Staff	Last Name	First Name	Title	Delegate Agency	Position At Delegate Agency	Annual Salary	Hourly Rate	FT/PT
129	WASHINGTON	GWENDOLYN	TEACHER ASSISTANT 2	O'Farrill	Teacher Assistant II	\$21,840.00	\$13.00	21
130	WORD	SARAH	TEACHER ASSISTANT 2	O'Farrill	Teacher Assistant II	\$21,840.00	\$13.00	21
131	ABAD	TERESA	TEACHER	YWCA	Lead Teacher	\$26,192.00	\$16.79	FT
132	ABRAHAM	JACQUELIN	TEACHER	YWCA	Lead Teacher	\$26,192.00	\$16.79	FT
133	ALUBI	PRINCESS	TEACHER	YWCA	Lead Teacher	\$20,920.00	\$13.41	FT
134	BELL	KEITH	CUSTODIAL WORKER 1	YWCA	Maintenance	\$17,971.00	\$8.64	FT
135	BELL	MARVETT	TEACHER ASSISTANT 2	YWCA	Teacher EHS	\$20,461.00	\$10.03	FT
136	BLACK	MICHELLE	TEACHER ASSISTANT 1	YWCA	Teacher Assistant - HS	\$20,461.00	\$10.03	FT
137	BROWN	JOSLYN	OFFICE SUPPORT SPECIALIST 2	YWCA	Center Assistant	\$26,351.00	\$12.67	FT
138	CARSON	JUDY	TEACHER ASSISTANT 1	YWCA	Teacher EHS	\$20,461.00	\$10.03	FT
139	CESAR-NOEL	PHILONIA	TEACHER ASSISTANT 2	YWCA	Teacher Assistant - HS	\$18,689.00	\$12.00	FT
140	COLBERT	ROSALON	TEACHER ASSISTANT 1	YWCA	Teacher EHS	\$22,175.00	\$10.90	FT
141	COLLIE	GWENDOLYN	TEACHER	YWCA	Lead Teacher	\$24,726.00	\$15.85	FT
142	CRUMBLEY	RHONDA	TEACHER ASSISTANT 2	YWCA	Teacher Assistant - HS	\$15,647.00	\$11.98	FT
143	EVERETT	PATRICIA	CURRICULUM SPECIALIST	YWCA	Educational & Disabilities Coord. II	\$31,304.00	\$15.05	FT
144	HANKS	FRANCES	TEACHER	YWCA	Lead Teacher	\$30,950.00	\$19.89	FT
145	HARGRETT	GARY	CUSTODIAL WORKER 1	YWCA	Maintenance	\$13,478.00	\$8.64	FT
146	HARRIS	CAROL	TEACHER	YWCA	Educational & Disabilities Coord. I	\$44,678.00	\$21.47	FT
147	HARRIS	KATHY	TEACHER ASSISTANT 1	YWCA	Teacher Care Associate (P/T)	not working	N/A	FT
148	HUGHLEY	BEVERLY	SOCIAL WORKER 1	YWCA	Lead Family Support Worker	\$23,059.00	\$11.10	FT
149	HUMPHERY	VERNADETT	ASSOC TEACHER	YWCA	Teacher EHS	\$20,461.00	\$10.03	FT
150	JAMES	OTTO	TEACHER	YWCA	Teacher EHS	\$20,461.00	\$10.03	FT
151	JEX	DONNALEE	TEACHER ASSISTANT 2	YWCA	Teacher EHS	\$20,461.00	\$10.03	FT
152	JOHNSON	JAMEELAH	TEACHER ASSISTANT 1	YWCA	Teacher Assistant - HS	\$15,647.00	\$11.98	FT
153	JONES	LETONIA	TEACHER ASSISTANT 2	YWCA	Teacher EHS	\$20,461.00	\$10.03	FT
154	LUNCEY	ERICK	DATA ENTRY SPECIALIST 1	YWCA	Program Support Coord.	\$37,648.00	\$18.10	FT
155	MANZANO	ALINA	SOCIAL WORKER 1	YWCA	Social Worker	\$46,218.00	\$22.22	FT
156	MARQUEZ	CARMEN	TEACHER ASSISTANT 1	YWCA	Teacher Care Associate (P/T)	\$5,215.60	\$10.03	PT
157	MARSHALL	MARY	FOOD SERVICE WORKER 2	YWCA	Kitchen Aide	\$14,426.00	\$8.05	FT

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\* Pay Period (PP)

# Head Start Employees At Delegate Agencies

# of Staff	Last Name	First Name	Title	Delegate Agency	Position At Delegate Agency	Annual Salary	Hourly Rate	FT/PT
158	MILLER	ANTOINETTE	TEACHER ASSISTANT 1	YWCA	Teacher EHS	\$20,461.00	\$10.03	FT
159	PACE	VIOLET	FOOD SERVICE WORKER 2	YWCA	Kitchen Aide	\$12,059.00	\$8.05	FT
160	PASCHAL	BARBARA	TEACHER ASSISTANT 2	YWCA	Teacher EHS	\$20,461.00	\$10.03	FT
161	PONDER	MICHELL	TEACHER ASSISTANT 1	YWCA	Teacher EHS	\$20,461.00	\$10.03	FT
162	RIOU	VERONICA	CLERK 3	YWCA	Center Assistant	\$26,351.00	\$12.70	FT
163	ROLLE	SHARON	SOCIAL WORKER 1	YWCA	Family Support Worker	\$23,059.00	\$11.09	FT
164	ROLLE	TANGELA	TEACHER ASSISTANT 1	YWCA	Teacher EHS	\$20,461.20	\$10.03	FT
165	SEPULVEDA	SANDRA	TEACHER	YWCA	Lead Teacher	\$30,950.00	\$19.84	FT
166	SHEERWOOD	LORETTA	TEACHER ASSISTANT 1	YWCA	Teacher EHS	\$20,461.00	\$10.03	FT
167	STUBBS	BRENDA	TEACHER ASSISTANT 1	YWCA	Teacher Care Associate (P/T)	not working		PT
168	TORRENS	LUIS	CENTERS DIRECTOR	YWCA	Center Serv. Coord. I	\$53,705.60	\$25.82	FT
169	TORRES	CLAUDIA	TEACHER	YWCA	Lead Teacher	\$24,726.00	\$15.85	FT

NOTE: \* Average Salary for position classification per email from MDCPS.

\* Pay Period (PP)

# Head Start Employees Not At Delegate Agencies

# of Staff	Last Name	First Name	Title	Status	Reason/Comment
1	AGUILAR	MARIA	TEACHER ASSISTANT 2	Unable to contact employee	
2	ALBURY	VINNIE	TEACHER ASSISTANT 2	Unable to contact employee	
3	ALEA	LYDIA	TEACHER	Unable to contact employee	
4	ANAND	PREETI	TEACHER	Unable to contact employee	
5	ANDERSON	PARLEE	TEACHER ASSISTANT 2	Unable to contact employee	
6	ANGULO	ELSA	TEACHER ASSISTANT 1	Unable to contact employee	
7	AZAN	SONIA	TEACHER	Unable to contact employee	
8	BAILEY	JEAN	FOOD SERVICE WORKER 2	Unable to contact employee	
9	BAPTISTE	LISE	TEACHER ASSISTANT 2	Unable to contact employee	
10	BARLOW	WILLIAM	CENTERS DIRECTOR	Unable to contact employee	
11	BATTISTE	VALENCIA	SOCIAL WORKER 1	Unable to contact employee	
12	BERNAL	ALBERTO	SOCIAL WORKER 1	Unable to contact employee	
13	BERRIOS	LIZETTE	SOCIAL WORKER 1	Transfer to Self-Help	
	BESS-				
14	GOLDSMITH	OLIVIA	TEACHER ASSISTANT 1	Unable to contact employee	
15	BLACK	EVELYN	TEACHER ASSISTANT 1	Unable to contact employee	
16	BOONE	SANDRA	TEACHER	Unable to contact employee	
17	BORGSMANN	MARGARITA	TEACHER	Unable to contact employee	
18	BOYD	MARY	FOOD SERVICE WORKER 2	Unable to contact employee	
19	BROOKS	CHRISTINA	TEACHER ASSISTANT 2	Unable to contact employee	
20	BROWN	KARISHA	TEACHER ASSISTANT 1	Unable to contact employee	
21	BRUNSON	JEANINE	TEACHER ASSISTANT 2	Unable to contact employee	
22	BURNETT	MICHAEL	CENTERS DIRECTOR	Transfer to Another County Department	
23	BURNS	ANGELA	COMMUNITY FAM SERV WORKER	Unable to contact employee	
24	CAMPBELL	RONNY	CUSTODIAL WORKER 2	Unable to contact employee	
25	CAMPO	DAMARYS	CLERK 3	Retired eff. 7/31/12	
26	CAMPOS	JUANA	TEACHER ASSISTANT 1	Unable to contact employee	
27	CHEESEBORO	KATRELL	TEACHER	Unable to contact employee	
28	CLEMENT	JULIEN	COOK 1	Unable to contact employee	
29	COFFEE	KATENIA	TEACHER ASSISTANT 1	Unable to contact employee	
30	COLQUITT	ANGELA	TEACHER ASSISTANT 1	Unable to contact employee	
31	COOLEY	WILMAR	TEACHER ASSISTANT 1	Unable to contact employee	

# Head Start Employees Not At Delegate Agencies

# of Staff	Last Name	First Name	Title	Status	Reason/Comment
32	CRAWFORD	LESIA	CENTERS DIRECTOR	Unable to contact employee	
33	CROISIERE	FAUSTA	TEACHER ASSISTANT 1	Unable to contact employee	
34	DAVIS	LAKEISHA	TEACHER	Unable to contact employee	
35	DAVIS	LACHRISSA	HOME BASE		Transfer to Another County Department
36	DAVIS JONES	DELOICE	COOK 3	Unable to contact employee	
37	DE LA GUARDIA	ELIA	TEACHER ASSISTANT 1	Unable to contact employee	
38	DE MATAS	SUSANNE	CAA FOOD SERV MANAGER	Unable to contact employee	
39	DESRAVINES	LOURDNY	TEACHER	Unable to contact employee	
40	DIAZ	JUANA	TEACHER ASSISTANT 1	Unable to contact employee	
41	DUDLEY	BARBARA	TEACHER ASSISTANT 2	Unable to contact employee	
42	DUKES	DEBORA	FOOD SERVICE WORKER 2	Unable to contact employee	
43	DUMAS	BRENDA	TEACHER ASSISTANT 2	Unable to contact employee	
44	EATMAN	TWANIA	ASSOC TEACHER	Unable to contact employee	
45	EDWARDS	BELINDA	SOCIAL WORKER 1		Retired eff. 7/31/12
46	ELIASSAINT	JEAN	CUSTODIAL WORKER 1	Unable to contact employee	
47	EVERS	GRETCHEN	TEACHER ASSISTANT 1	Unable to contact employee	
	FERGUSON-				
48	TARVER	JOANNE	TEACHER ASSISTANT 1	Unable to contact employee	
49			COMMUNITY FAM SERV WORKER		
	FISHER	MICHAEL		Unable to contact employee	
50	FOLKES	JACKUELYN	TEACHER ASSISTANT 2	Unable to contact employee	
51	FONSECA	ANA	TEACHER	Unable to contact employee	
52	GARAY	MARIA	TEACHER	Unable to contact employee	
53	GARCIA	GLORIA	TEACHER	Unable to contact employee	
54	GEORGE	SHERLYN	SOCIAL WORKER 1	Unable to contact employee	
55	GIVENS	CASSANDRA	TEACHER	Unable to contact employee	
56	GIVENS	CASSANDRA	TEACHER ASSISTANT 1	Unable to contact employee	
57	GREEN	MARK	CUSTODIAL WORKER 2	Unable to contact employee	
58	HADDLY	TONYA	TEACHER ASSISTANT 2	Unable to contact employee	
59	HARPER	BRENDA	SOCIAL WORKER 1	Unable to contact employee	
60	HARRIS	VIRGINIA	TEACHER ASSISTANT 1	Unable to contact employee	
61			CAA WEATHRZTN/MAINT SUPV 1		
	HARRIS	ADRIEL		Unable to contact employee	
62	HARRIS	DORIS	TEACHER ASSISTANT 1	Unable to contact employee	

# Head Start Employees Not At Delegate Agencies

# of Staff	Last Name	First Name	Title	Status	Reason/Comment
63	HARRIS	PAMELA	OFFICE SUPPORT SPECIALIST 2	Unable to contact employee	
64	HEPBURN	DREXEL	SEMI-SKILLED LABORER	Unable to contact employee	
65	HERNANDEZ	MARIA	COOK 1	Unable to contact employee	
66	HERRING	BRUNETTA	TEACHER	Unable to contact employee	
67	HIGGS	ANTHENISE	TEACHER ASSISTANT 1	Unable to contact employee	
68	HILL	JILL	TEACHER ASSISTANT 2		Retired eff. 7/31/12
69	HODGE	SYLVIA	TEACHER ASSISTANT 2	Unable to contact employee	
70	HOLLAND	MELVIN	CUSTODIAL WORKER 1	Unable to contact employee	
71	HOLMES	GERTRUDE	FOOD SERVICE WORKER 2	Unable to contact employee	
72	HOLMES	VICKIE	TEACHER ASSISTANT 1	Unable to contact employee	
73	HOLMES	GOLDIE	TEACHER ASSISTANT 1	Unable to contact employee	
74	HORN	ALMENER	ASSOC TEACHER	Unable to contact employee	
75	HUFFMAN	ERIKA	TEACHER ASSISTANT 2	Unable to contact employee	
76	IGLESIAS	GEMA	TEACHER	Unable to contact employee	
77	INGRAHAM	HENRIETTA	OFFICE SUPPORT SPECIALIST 2	Unable to contact employee	
78	IVEY	JOLETTA	TEACHER	Unable to contact employee	
79	JACOBS	KAREN	TEACHER ASSISTANT 2	Unable to contact employee	
	JENNINGS-				
80	CAMPBEL	PETRINA	CENTERS DIRECTOR	Unable to contact employee	
81	JOHN	MONTFORD	COMMUNITY FAM SERV WORKER	Unable to contact employee	
82	JOHNSON	YULANDA	TEACHER ASSISTANT 2	Unable to contact employee	
83	JOHNSON	LESTER	SOCIAL WORKER 2		Retired 8/19/12
84	JONES	NATHANIEL	CENTERS DIRECTOR	Unable to contact employee	
85	JOSEPH	EDDA	TEACHER	Unable to contact employee	
86	KELLY	LAWANDA	FOOD SERVICE WORKER 1	Unable to contact employee	
87	KNIGHT	NICOLE	TEACHER ASSISTANT 1	Unable to contact employee	
88	LAURIN	NATIVIDA	TEACHER	Unable to contact employee	
89	LEE	DOROTHY	CURRICULUM SPECIALIST		Retired eff 8/17/12
90	LEE	ARLENE	TEACHER		Retired eff. 1/31/12
91	LLANERAS	MADELYN	SOCIAL WORKER 1		Transfer to Another County Department
92	LOUIS	ROBERT	CENTERS DIRECTOR	Unable to contact employee	
93	LUCAS	RICHARD	CUSTODIAL WORKER 2	Unable to contact employee	

# Head Start Employees Not At Delegate Agencies

# of Staff	Last Name	First Name	Title	Status	Reason/Comment
94	MACDONNA	STROMA	TEACHER	Unable to contact employee	
95	MARTINEZ DE PINILLOS	JOSE	TEACHER	Unable to contact employee	Retired eff. 8/17/12
96	MATHIS	ARMA	CURRICULUM SPECIALIST		
97	MC CLAIN	SHERRY	TEACHER	Unable to contact employee	
98	MC CORNELL	GWENDOLYN	TEACHER ASSISTANT 1	Unable to contact employee	
99	MC LEAN	MURIEL	TEACHER ASSISTANT 2	Unable to contact employee	
100	MCKINNEY	TERRY	TEACHER	Unable to contact employee	
101	MITCHELL	WAYMAN	TEACHER	Unable to contact employee	
102	MITCHELL	SARAH	TEACHER	Unable to contact employee	Retired eff. 6/11/12
103	MOLJO	DOROTHY	COMMUNITY FAM SERV WORKER		Transfer to Another County Department
104	MONCUR	VERLENE	TEACHER	Unable to contact employee	
105	MONDESTIN	LORETTE	FOOD SERVICE WORKER 1		Retired eff. 5/31/12
106	MORALES	AMEIYT	PERSONNEL TECHNICIAN		Transferred to Self-Help
107	MUNOZ	SILVIA	TEACHER	Unable to contact employee	
108	MUNOZ	GLORIA	TEACHER ASSISTANT 1	Unable to contact employee	
109	NELSON	FLORENCE	TEACHER	Unable to contact employee	
110	NEWKIRK	ALICE	TEACHER ASSISTANT 1	Unable to contact employee	
111	NICHOLS	DEANNA	SOCIAL WORKER 1	Unable to contact employee	Retired eff. 6/1/12
112	O'HIGGINS	MARIA	TEACHER		Retired eff. 4/20/12
113	ORTA	RAIMUNDO	MAINTENANCE MECHANIC		
114	PARMS	ANTHONY	TEACHER	Unable to contact employee	
115	PARSONS	PATRICIA	TEACHER ASSISTANT 2		Retired eff. 6/1/12
116	PASCUAL	JORGE	SOCIAL WORKER 1	Unable to contact employee	
117	PERCELL	DORIS	TEACHER ASSISTANT 2		Retired eff. 5/31/12
118	PIERRE	PAMELA	TEACHER ASSISTANT 1	Unable to contact employee	
119	POLIARD	YOLENE	TEACHER ASSISTANT 1	Unable to contact employee	
120	POLITE-LAY	KIM	TEACHER ASSISTANT 2	Unable to contact employee	
121	REDDICK	CAROLYN	TEACHER	Unable to contact employee	
122	REID-WILKINS	JACQUELIN	CLERK 3	Unable to contact employee	
123	REYES MENA	ROSEMARY	TEACHER ASSISTANT 1	Unable to contact employee	
124	RICHARDSON	TIANDRIA	TEACHER ASSISTANT 1	Unable to contact employee	
125	RIDGARD-DUNCKER	JENNIFER	OFFICE SUPPORT SPECIALIST 2	Unable to contact employee	
126	ROBBINS	BARBARA	TEACHER	Unable to contact employee	

# Head Start Employees Not At Delegate Agencies

# of Staff	Last Name	First Name	Title	Status	Reason/Comment
127	ROBINSON	JIMMIE	SOCIAL WORKER 1	Unable to contact employee	
128	ROBINSON	SHIRLEY	FOOD SERVICE WORKER 1	Unable to contact employee	
129	ROBINSON	TAMELA	DATA ENTRY SPECIALIST 1		Transferred to Corrections
130	ROLLE	LINDA	TEACHER ASSISTANT 1	Unable to contact employee	
131	ROSE	MELBA	TEACHER	Unable to contact employee	
132	RUTLEDGE	BETTYE	TEACHER ASSISTANT 1		Retired eff. 7/31/12
133	SAILOR	DEOCTAVIO	FOOD SERVICE WORKER 1	Unable to contact employee	
134	SAIN-FIRMIN	SYLVIA	FOOD SERVICE WORKER 2	Unable to contact employee	
135	SAINFIL	MARIE	FOOD SERVICE WORKER 1	Unable to contact employee	
136	SALINAS	OLGER	CUSTODIAL WORKER 1	Unable to contact employee	
137	SANCHEZ	JUANA	TEACHER	Unable to contact employee	
138	SCAVELLA	VEONDR	FOOD SERVICE WORKER 1	Unable to contact employee	
139	SEAMONSON	MARK	TEACHER	Unable to contact employee	
140	SELLES	JOSE	SEMI-SKILLED LABORER	Unable to contact employee	
141	SHEPHARD	PAULETTE	TEACHER		Transfer to Another County Department.
142	SIMMONS	DOROTHY	TEACHER		Retired eff. 6/1/12
143	SMITH	JUDITH	TEACHER	Unable to contact employee	
144	SMITH	JEANETTA	TEACHER ASSISTANT 2	Unable to contact employee	
145	SMITH	QUENNETTE	TEACHER ASSISTANT 2	Unable to contact employee	
146	SMITH	CAROLYN	TEACHER ASSISTANT 2		Retired eff. 6/1/12
147	SODEMAN	MICHELLE	TEACHER ASSISTANT 1	Unable to contact employee	
148	STANLEY	SANDRA	TEACHER ASSISTANT 2	Unable to contact employee	
149	TAYLOR	JAQUALINE	TEACHER ASSISTANT 2	Unable to contact employee	
150	TERRELL	TANYA	TEACHER ASSISTANT 1	Unable to contact employee	
151	THOMAS	PATRICIA	SOCIAL WORKER 1	Unable to contact employee	
152	THOMPSON	OLIVE	TEACHER ASSISTANT 1		Resigned eff. 6/1/12
153	THOMPSON	OWITA	SOCIAL WORKER 1	Unable to contact employee	
154	ULYSSE	LINDA	TEACHER ASSISTANT 1	Unable to contact employee	
155	VARGAS	ANTONIO	MAINTENANCE REPAIRER	Unable to contact employee	
156	VELASQUEZ	FLORANGELA	TEACHER ASSISTANT 1	Unable to contact employee	
157	VELOY	NEYSI	FOOD SERVICE WORKER 2	Unable to contact employee	
158	WALLACE	MARCIA	TEACHER ASSISTANT 1	Unable to contact employee	
159	WASSERMAN	JULIA	TEACHER	Offered a job at Centro Mater	Declined job offer
160	WHEELER	MARY	TEACHER	Unable to contact employee	

# Head Start Employees Not At Delegate Agencies

# of Staff	Last Name	First Name	Title	Status	Reason/Comment
161	WHITE	MICHELLE	TEACHER	Unable to contact employee	
162	WHITE	TITIANA	FOOD SERVICE WORKER 1		Resigned eff. 6/4/12
163	WILLIAMS	LAKESHA	TEACHER ASSISTANT 1	Unable to contact employee	
164	WILLIAMS	DELORES	FOOD SERVICE WORKER 1	Unable to contact employee	
165	ZABARAIN	ADRIANA	TEACHER ASSISTANT 1	Unable to contact employee	

## Head Start Temporary Employees Hired By Delegate Agencies

# of Staff	Last Name	First Name	Position	Delegate Agency	Position At Delegate Agency	Annual Salary	Hourly Rate	FT/PT
1	Ramirez	Luz	Teacher	Centro Mater	Home Based Visitor	\$31,557.55	\$15.17	FT
2	Baldwin	Flora	Teacher Assistant	Easter Seals	Teacher Assistant	\$22,000.00	\$13.75	FT
3	Baugh	Tanelle	Teacher	Easter Seals	Secretary	\$24,000.00	\$12.50	FT
4	Brian	Nicolle	Teacher Assistant	Easter Seals	Teacher Assistant	\$22,000.00	\$13.75	FT
5	Hepburn	Gail	Teacher	Easter Seals	Teacher	\$30,000.00	\$18.75	F/T
6	Jean-Louis	Gertrude	Teacher	Easter Seals	Teacher	\$30,000.00	\$18.75	F/T
7	Johnson	Eloise	Food Service Worker	Easter Seals	Food Handler	\$8,745.00	\$8.25	P/T
8	Johnson	Bernice	Food Service Worker	Easter Seals	Food Handler (EHS)	\$12,870.00	\$8.25	P/T
9	Lys	Danielle	Teacher	Easter Seals	Teacher Assistant	\$22,000.00	\$13.75	F/T
10	Sawyer	Carlton	Administrative Officer	Easter Seals	Family Service Worker	\$30,000.00	\$15.63	F/T
11	Smith	Jodie	Teacher Assistant	Easter Seals	Teacher Assistant	\$22,000.00	\$13.75	F/T
12	Thompson-Love	Pauline	Social Worker	Easter Seals	Family Service Worker	\$30,000.00	\$15.63	F/T
13	Chancy	Vera	Teacher Assistant	KIDCO	Teacher Assistant	\$15,121.00	\$9.00	F/T
14	Smith	Janet	Teacher	KIDCO	Teacher	\$20,160.00	\$12.00	F/T
15	Girling	Eiethia	Teacher	LeJardin	Teacher	\$31,192.80	\$19.02	F/T
16	Bowman	Deidra	Teacher Assistant	MDCPS*	Associate Educator	\$21,049.00	\$14.03	20 pp
17	Hodgson	Keyatta	Teacher	MDCPS*	Infant/Toddler Center Assistant	\$15,965.00	\$8.18	26 pp
18	Jimenez	Nancy	Teacher	MDCPS*	Associate Educator EHS	\$25,259.00		26 pp
19	Lyons	Iva	Teacher Assistant	MDCPS*	Infant/Toddler Center Assistant	\$15,965.00	\$8.18	26 pp
20	Martindale	Maricesa	Teacher	MDCPS*	Infant/Toddler Center Assistant	\$15,965.00	\$8.18	26 pp
21	Mickle-Tomlinson	Donna	Teacher Assistant	MDCPS*	Associate Educator	\$21,049.00	\$14.03	20 pp
22	Sanders	Tammy	Teacher	MDCPS*	Associate Educator	\$21,049.00	\$14.03	20 pp
23	Wilson	Shamante	Teacher Assistant	MDCPS	Infant/Toddler Center Assistant EHS	\$15,965.00	\$8.18	26 pp
24	Cesar	Berry	Custodial Worker	O'Farrill	Custodian	\$20,160.00	\$10.00	25.2
25	Morales	Jessenia	Food Service Worker	O'Farrill	Custodian	\$16,800.00	\$10.00	21
26	Pineda	Paz	Teacher	St. Albans	Teacher	\$26,650.00	\$16.25	F/T
27	Adderly	Kim	Teacher Assistant	YWCA	Teacher Assistant	\$15,647.00	\$10.03	F/T
28	Allen	Marie	Teacher	YWCA	Teacher-EHS	\$17,462.00	\$8.60	F/T
29	Atkins	Tamara	Clerk 1	YWCA	Family/Health Support Worker	\$19,765.00	\$9.50	F/T
30	Carraway	Dorothy	Teacher Assistant	YWCA	Teacher Assistant	\$18,689.00	\$12.00	F/T
31	Gamarra	Gloria	Teacher	YWCA	Teacher	\$22,848.00	\$11.20	F/T

## Head Start Temporary Employees Hired By Delegate Agencies

# of Staff	Last Name	First Name	Position	Delegate Agency	Position At Delegate Agency	Annual Salary	Hourly Rate	FT/PT
32	Hassain	Papeya	Teacher Assistant	YWCA	Teacher	\$17,462.00	\$8.56	F/T
33	Lewis	Shamika	Teacher Assistant	YWCA	Teacher Assistant-EHS	\$17,462.00	\$8.56	F/T
34	Pierre-Louis	Cassandra	Teacher Assistant	YWCA	Teacher Assistant	\$18,689.00	\$11.98	F/T
35	Short	Barbara	Social Worker	YWCA	Family Support Worker	\$23,059.00	\$11.09	F/T
36	Walden	Felicia	Teacher Assistant	YWCA	Teacher Assistant	\$15,647.00	\$10.03	F/T

**INTERLOCAL AGREEMENT  
BY AND BETWEEN  
MIAMI-DADE COUNTY  
AND  
THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
RELATING TO  
HEAD START AND EARLY HEAD START PROGRAM  
CONTRACT NO. RFA17**

Head Start Program Services Pool

INTERLOCAL AGREEMENT  
BY AND BETWEEN  
MIAMI-DADE COUNTY  
AND  
THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
RELATING TO  
HEAD START AND EARLY HEAD START PROGRAM

CONTRACT No. RFA17

THIS INTERLOCAL AGREEMENT ("Agreement") made and entered into as of this 1st day of August, 2012, by and between THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, a body corporate and politic, an instrumentality of the State of Florida, having its principal office at 1450 N.E. 2<sup>nd</sup> Avenue, Suite 912, Miami, FL 33132 (hereinafter referred to as the "Delegate Agency", "MDCPS" and "School Board"), and MIAMI-DADE COUNTY, a political subdivision of the State of Florida, having its principal office at 111 N.W. 1st Street, Miami, Florida 33128 (hereinafter referred to as the "County"), The County and the Delegate Agency are sometimes referred to herein individually as a "Party" and collectively as the "Parties".

WITNESSETH:

WHEREAS, Section 163.01, Florida Statutes, the "Florida Interlocal Cooperation Act of 1969", authorizes public agencies to enter into Interlocal agreements for mutual benefit and to provide facilities to service the needs of local communities; and,

WHEREAS, the Delegate Agency has offered to provide Head Start\Early Head Start Program Services, on a non-exclusive basis, that shall conform to the Scope of Services (Appendix A); Miami-Dade County's Request for Application (RFA) and all associated addenda and attachments, incorporated herein by reference; and the requirements of this Agreement; and,

WHEREAS, the Delegate Agency has submitted a written application dated March 20, 2012 hereinafter referred to as the "Delegate Agency's Application" which is incorporated herein; and,

WHEREAS, the County desires to enter into this Agreement for Delegate Agency to provide Head Start\Early Head Start Program Services for the County, in accordance with the

terms and conditions of this Agreement; and,

WHEREAS, the School Board authorized the execution of the Agreement at its meeting of August 1, 2012, by Board Action # C-80; and Board Action # F-2 as to Appendix D; and

WHEREAS, the Board of County Commissioners at its meeting on January 26, 2012, duly passed and adopted on that date, Resolution No. R-94-12, authorizing the County Mayor or his designee to enter into this Agreement

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

**ARTICLE 1. GENERAL UNDERSTANDINGS AND DEFINITIONS**

The foregoing recitals are incorporated as if fully set forth herein.

County and Delegate Agency expressly understand and agree that this Agreement is conditioned upon receipt of funding by the County and approval for this Agreement from the United States Department of Health and Human Services.

The following words and expressions used in this Agreement shall be construed as follows, except when it is clear from the context that another meaning is intended:

- a) The words "Contract" or "Contract Documents" or "Agreement" to mean collectively these terms and conditions, the Scope of Services (Appendix A), the Budget Forms (Appendix B), the Business Associate Addendum (Appendix C), the Lease Agreement (s) (Appendix D), Delegate Agency's Application (Appendix E), Transmittal Letter Template (Appendix F), and all other attachments and amendments issued hereto, and the Request for Expressions of Interest and Request for Applications (collectively the "RFA"), and all associated addenda and attachments (Appendix G).
- b) The words "Contract Date" to mean the date on which this Agreement is effective.
- c) The words "Contract Manager" to mean Miami-Dade County's Director, Internal Services Department, or the duly authorized representative designated to manage the Contract.
- d) The words "Delegate Agency" "MDCPS" and "School Board" shall mean The School Board of Miami-Dade County, Florida, and its permitted successors and assigns.
- e) The word "Days" to mean Calendar Days.
- f) The word "Deliverables" to mean all documentation and any items of any nature submitted by the Delegate Agency to the County's Project Manager for review and approval pursuant to the terms of this Agreement.
- g) The words "directed", "required", "permitted", "ordered", "designated", "selected", "prescribed" or words of like import to mean respectively, the direction, requirement, permission, order, designation, selection or prescription of the County's Project

Manager; and similarly the words "approved", "acceptable", "satisfactory", "equal", "necessary", or words of like import to mean respectively, approved by, or acceptable or satisfactory to, equal or necessary in the opinion of the County's Project Manager and agreed to by the Delegate Agency.

- h) The words "Extra Work" or "Additional Work" resulting in additions or deletions or modifications to the amount, type or value of the Work and Services as required in this Contract, as directed and/or approved by the County and agreed to by the Delegate Agency.
- i) The words "Project Manager" to mean the County Mayor or the duly authorized representative designated to manage the Project.
- j) The words "Scope of Services" to mean the document appended hereto as Appendix A, which details the work to be performed by the Delegate Agency.
- k) The word "subcontractor" or "subconsultant" to mean any person, entity, firm or corporation, other than the employees of the Delegate Agency, who furnishes labor and/or materials, in connection with the Work, whether directly or indirectly, on behalf and/or under the direction of the Delegate Agency and whether or not in privity of Contract with the Delegate Agency.
- l) The words "Work", "Services", "Program", or "Project" to mean all matters and things required to be done by the Delegate Agency in accordance with the provisions of this Contract.
- m) The words "Program Year" shall mean that certain time span from Contract Date through July 31, 2013, as dates may be extended through mutual written agreement of the parties.
- n) The words "School Year" shall mean that certain term from August 20, 2012 through July 31, 2013, as dates may be extended through mutual written agreement of the parties.
- o) The words "Effective Date" of the Agreement shall mean the date on the front page of this agreement. "Effective Date" and "Contract Date" may be used interchangeably.

## **ARTICLE 2. ORDER OF PRECEDENCE**

If there is a conflict between or among the provisions of this Agreement, the order of precedence is as follows: 1) these terms and conditions, 2) Appendices A, B,, C and F to these terms and conditions (the Scope of Services, Budget Forms, Business Associate Addendum and Transmittal Letter Template), 3) Appendix D to these terms and conditions (Lease Agreements), 4) Appendix E to these terms and conditions (Delegate Agency's Application). 5) Miami-Dade County's Request for Expressions of Interest and Request for Applications (collectively the "RFA") and any associated addenda and attachments thereof,

## **ARTICLE 3. RULES OF INTERPRETATION**

- a) References to a specified Article, section or schedule shall be construed as reference to that specified Article, or section of, or schedule to this Agreement unless otherwise indicated.
- b) Reference to any agreement or other instrument shall be deemed to include such agreement or other instrument as such agreement or other instrument may, from time to

time, be modified, amended, supplemented, or restated in accordance with its terms.

- c) The terms "hereof", "herein", "hereinafter", "hereby", "herewith", "hereto", and "hereunder" shall be deemed to refer to this Agreement.
- d) The titles, headings, captions and arrangements used in these Terms and Conditions are for convenience only and shall not be deemed to limit, amplify or modify the terms of this Contract, nor affect the meaning thereof.

**ARTICLE 4. NATURE OF THE AGREEMENT**

- a) This Agreement incorporates and includes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained in this Agreement. The parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this Agreement, and that this Agreement contains the entire agreement between the parties as to all matters contained herein. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written. It is further agreed that any oral representations or modifications concerning this Agreement shall be of no force or effect, and that this Agreement may be modified, altered or amended only by a written amendment duly executed by both parties hereto or their authorized representatives.
- b) The Delegate Agency shall provide the services set forth in the Scope of Services, and render full and timely cooperation with the County in all aspects of the Services performed hereunder. Likewise, the County shall perform all of its obligations hereunder in a timely manner.
- c) The Delegate Agency and the County acknowledge that this Agreement requires the performance of all things necessary for or incidental to the effective and complete performance of all Work and Services under this Contract. All things not expressly mentioned in this Agreement but reasonably foreseeable to carrying out its intent are required by this Agreement, and the Delegate Agency and the County shall each perform its respective responsibilities as though they were specifically mentioned, described and delineated.
- d) The Delegate Agency shall furnish all labor, materials, tools, supplies, and other items required to perform the Work and Services that are necessary for the completion of this Contract. All Work and Services shall be performed at the direction of and to the reasonable satisfaction of the County's Project Manager.
- e) The Delegate Agency acknowledges that the County shall be responsible for making all policy decisions regarding the Scope of Services. The County agrees to solicit and consider input in the form of recommendations from the Delegate Agency on all issues related to policy decisions, Work and Services. The Delegate Agency agrees to implement any and all changes in providing Services hereunder as a result of a policy change implemented by the County, provided the implementation of said change will not result in a fiscal impact to the Delegate Agency causing it to exceed its Budget. The Delegate Agency agrees to act in an expeditious and fiscally sound manner in providing the County with input regarding the time and cost to implement said changes and in executing the activities required to implement said changes, provided, however, that the School Board shall not be required to provide additional funds in order for Delegate Agency to implement the required changes. Furthermore, the Delegate Agency reserves the right not to implement policy changes that contradict federal or state law, or

School Board Policy.

**ARTICLE 5. CONTRACT TERM**

The Contract shall become effective on the date set forth on the front page and shall continue through July 31, 2013. By mutual agreement, the County and the Delegate Agency may renew this Contract for five (5) consecutive, one-year periods.

**ARTICLE 6. NOTICE REQUIREMENTS**

All notices required or permitted under this Agreement shall be in writing and shall be deemed sufficiently served if delivered by Registered or Certified Mail, with return receipt requested; or delivered personally; or delivered via fax or e-mail (if provided below) and followed with delivery of hard copy; and in any case addressed as follows:

**(1) to the County**

a) to the Project Manager:

Miami-Dade County  
Community Action and Human Services Department  
701 N. W. 1st Court  
OTV 9-104  
Miami, FL 33136  
Attention: Head Start/Early Head Start Program Director  
Phone: (786) 469-4633  
Fax: (786) 469-8359  
e-mail: JWROBIN@miamidade.gov

and,

b) to the Contract Manager:

Miami-Dade County  
Internal Services Department  
Procurement Management  
111 N.W. 1<sup>st</sup> Street, Suite 1375  
Miami, FL 33128-1974  
Attention: Assistant Director  
Phone: (305) 375-5548  
Fax: (305) 375-2316

**(2) To the Delegate Agency**

Miami-Dade County Public Schools  
1450 N.E. 2<sup>nd</sup> Avenue, Suite 500  
Miami, FL 33132  
Attention: Dr. Marisel Elias-Miranda  
Phone: (305) 995-7642  
Fax: (305) 995-2808  
E-mail: MElias@dadeschools.net

With copy to:

School Board Attorney's Office  
Attn: School Board Attorney  
1450 N.E. 2<sup>nd</sup> Avenue, Suite 430  
Miami, FL 33132  
Phone: (305) 995-1304  
Fax: (305) 995-1412  
Email: Walter.Harvey@dadeschools.net

Either party may at any time designate a different address and/or contact person by giving notice as provided above to the other party. Such notices shall be deemed given upon receipt by the addressee.

For purposes of this Agreement, the Superintendent of Schools shall be the party designated by the School Board to grant or deny any modifications and approvals required by this Agreement, including, without limitation, placing the County in default, renewing the Agreement, or canceling and/or terminating the Agreement as provided herein.

**ARTICLE 7. PAYMENT FOR SERVICES/AMOUNT OBLIGATED**

The compensation for all Work and Services performed under this Contract, including all costs associated with such Work and Services, are subject to available funds, and shall not exceed the amount specified in the Scope of Services, Appendix A for the maximum per child cost and shall be in accordance with the Budget Forms (Appendix B). Prior to the commencement of each Program Year, the County will supplement this Agreement with an individual Notice to Proceed (NTP) which will include the number of children to be served, services to be provided (i.e., Head Start/Early Head Start) and target geographic area where Services are provided, by Delegate Agency. Delegate Agency agrees to serve the number of children listed in the NTP by the County which shall be the same as the amount approved in the budget in Attachment B, as may be amended by mutual written agreement of the parties..

Should available County funding be reduced, the amount payable under this Contract may be proportionately reduced at the option of the County, but at a minimum, there shall be sufficient funding available to cover expenditures already incurred by the Delegate Agency at the time notice is provided by the County pursuant to this contract. Should additional County funding (i.e., COLA, program improvements, etc.) become available through the U.S. Department Health and Human Services (DHHS) such allocation shall be apportioned to the Delegate Agency in accordance with Program policies and guidelines. The County shall have no obligation to pay the Delegate Agency any additional sum in excess of this amount, except for a change and/or modification to the Contract, which is approved and executed in writing by the County and the Delegate Agency.

All Services undertaken by the Delegate Agency before County's approval of this Contract shall be at the Delegate Agency's risk and expense.

The Delegate Agency agrees to provide non-federal resources in an amount equivalent to twenty-five percent (25%) of the total federal allocation. The non-federal resources may be in cash and/or in-kind donations, but may not be from other federal resources unless there is a specific statutory language allowing this use. Lump sum in-kind allocations may be allotted throughout the Program year and shall be applied in monthly increments until the in-kind contributions have been exhausted. The Delegate Agency agrees to submit proof, determined to be acceptable and appropriate by the Delegate Agency provided it is sufficient to meet DHHS grant conditions, and shall be provided by the Delegate Agency program management for this

match component of the required twenty-five (25%) of the non-federal resources monthly included with its invoices. If the Delegate Agency fails to provide proof of non-federal resources, the County shall reduce the monthly reimbursement in accordance with the shortage. The Delegate Agency may recapture funds that were deducted as a result of a shortage in the non-federal resources requirement at the end of the Agreement by providing the requisite documentation/proof in the Closeout Report as listed in the Scope of Services (Appendix A).

With respect to travel costs and travel related expenses, the Delegate Agency agrees to adhere to Section 112.061 of the Florida Statutes as they pertain to out of pocket expenses including employee lodging, transportation, per diem, and all miscellaneous costs and fees, except for mileage reimbursement for which the Delegate Agency currently uses Internal Revenue Service (IRS) rate, which is the same as the County's rate. The County shall not be liable for any such expenses that have not been approved in advance, in writing, by the County.

In no event shall County funds be advanced directly to any subcontractor hereunder.

The County agrees to pay all budgeted costs incurred by the Delegate Agency which are allowable under the DHHS and County rules and guidelines, in accordance with the Budget Forms (Appendix B). Upon submission of satisfactory required monthly report, the County shall process payment within thirty (30) days of receipt thereof.

**ARTICLE 8. BUDGET**

Refer to Scope of Services (Appendix A) for the maximum per child costs. The approved budget for Program Year 2012-2013 is attached hereto as Appendix B. If the County adjusts the number of slots for Program Year 2012-2013 to meet the Program needs, the Delegate Agency shall submit a revised budget for County approval. Each Program Year thereafter, Delegate Agency shall submit a budget for the approved slots prior to the start of each HS/EHS Program year for County approval. The County may also require a revised budget at any time to account for enrollment/registration confirmation, including but not limited to the number of 3-year old and 4-year old Program participants. The approved budgets by the County are incorporated herein by reference.

The County shall provide a sixty (60) day Notice to Delegate Agency of any increase or decrease to funding. The Delegate Agency may offer incentive discounts to the County at any time during the Contract term, including any renewal or extension thereof.

**ARTICLE 9. METHOD AND TIMES OF PAYMENT**

The Delegate Agency agrees that under the provisions of this Agreement, as reimbursement for those actual, reasonable and necessary costs incurred by the Delegate Agency, which are directly attributable or properly allocable to the Services, the Delegate Agency shall invoice the County for these Services, on a monthly basis, upon invoices certified by the Delegate Agency pursuant to Appendix B – Budget Forms, on or before the thirtieth (30<sup>th</sup>) day of each month following the month in which the service was rendered, unless the County grants an extension in writing. The Delegate Agency generally considers the last Friday of each month the closing date for the month, except for fiscal year end, which is on June 30<sup>th</sup> regardless of the day of the week. All invoices shall be furnished with a detailed monthly line-item budget summary which shall be segregated by all Program and administrative costs; current month's expenses; year-to-date expenses and available balance; and a statement detailing monthly expenditures made and the in-kind match provided by the Delegate Agency. The statement component shall be provided by Delegate Agency Program Management.

Payment requests shall be accompanied by the reimbursement package, including copy of the summary general ledger and transaction register for this Program. Requests for reimbursement shall be based on a line item budget and taken from the books of account kept by the Delegate Agency, shall be supported by the summary general ledger and transaction register for this program shall show the County's contract number, and shall have a unique invoice number assigned by the Delegate Agency. The Delegate Agency uses the SAP system, a financial application that records transactions on an accrual basis. Upon submission of the closeout report, the Delegate Agency will certify that all invoices will have been paid by the liquidation date. It is understood and agreed that Delegate Agency shall use that certain transmittal letter template, attached hereto and incorporated herein as Appendix F, to transmit the regular reimbursement packages to the County ("Transmittal Letter Template"). It is the policy of Miami-Dade County that payment for all purchases by County agencies and the Public Health Trust shall be made in a timely manner and that interest payments be made on late payments. Payment shall be due from the County or the Public Health Trust thirty (30) days from receipt of a complete and accurate invoice. The time at which payment shall be due to small businesses shall be thirty (30) days from receipt of a proper invoice. All payments due from the County or the Public Health Trust, and not made within the time specified by this section shall bear interest from thirty (30) days after the due date at the rate of one percent (1%) per month on the unpaid balance. Further, proceedings to resolve disputes for payment of obligations shall be concluded by final written decision of the County Mayor, or his or her designee(s), not later than sixty (60) days after the date on which the proper invoice was received by the County or the Public Health Trust.

The Delegate Agency may shift funds between line items not to exceed ten percent (10%) of the total budget upon submission of a Budget Modification Request to the County for subsequent approval. Variances greater than ten percent (10%) in any line item require prior approval and a budget modification approved by the Delegate Agency's authorized representative and the County. The Delegate Agency may amend the budget as needed, with any requisite communication and written approval by the County.

The Delegate Agency shall be paid through reimbursement payments in accordance with this Contract. Upon written request from the Delegate Agency, an advance payment of up to twenty percent (20%) of the contract award may be authorized by the County to defray start-up costs. The advance payment should be requested within thirty (30) days of the beginning of the Program year. The advance payment will be applied and deducted from reimbursement payments as program expenditures are incurred, not to exceed an eight (8) month period. Prior to the disbursement of any funds, the Delegate Agency must submit to the County a completed authorized signature form, denoting the names and signatures of all persons authorized to sign reimbursement packages, checks and contracts.

The Delegate Agency agrees to furnish the County a detailed monthly line-item budget summary which shall be segregated by all Program and administrative costs; current month's expenses; year-to-date expenses and available balance; and a statement for the previous month detailing the expenditures and match made by the Delegate Agency as required herein.

1. Each package must include copy of the summary general ledger and transaction register for this program and documentation supporting the reported match provided by the Delegate Agency Program Management.
2. All reimbursement packages shall be submitted within thirty (30) working days after the end of the month.

3. The Delegate Agency shall provide copies of all contracts and agreements for the current Program year, which shall include, but are not limited to, leases for real and personal property to the County prior to any requests for reimbursement.
4. Initial submission of invoices in excess of ninety (90) calendar days will not be reimbursed.
5. The Delegate Agency shall provide documentation of compliance with the Davis-Bacon Act for construction/renovation projects in excess of \$2,000.
6. Reimbursement for administrative costs shall not exceed ten percent (10%) of the combined contracted amount and matched amount for the Head Start budget.
7. Reimbursement for a lump sum payment of accrued leave will be disallowed.
8. None of the funds provided by the County shall be used to pay the compensation of an individual, either as a direct cost or any prorated as an indirect cost at a rate in excess of Executive Level II. The rate for an Executive Level II employee cannot exceed \$179,700 per year.
9. The County will not approve payments for volunteer services provided to the Delegate Agency in support of the services detailed in this Contract.
10. The Delegate Agency further agrees to maintain originals of cancelled checks, invoices, receipts, and other evidence of indebtedness as proof of expenditure. When original documents cannot be produced, the Delegate Agency must adequately justify their absence in writing and furnish copies as proof of expenditure. These documents shall be maintained by the Delegate Agency for a period of no less than five (5) years and shall be made available for County staff inspection at any time. This documentation will not be provided as part of the Delegate Agency's monthly invoice package, but it shall be available for inspection by the County at any time upon request on a sampling periodic basis.

Invoices and associated back-up documentation shall be submitted by the Delegate Agency to the County as follows:

Miami-Dade County  
Community Action and Human Services Department  
Head Start Program  
701 N. W. 1<sup>st</sup> Court  
OTV 10-177  
Miami, FL 33136  
Attention: Fiscal Unit Coordinator  
Phone: 786-469-4743

The County may at any time designate a different address and/or contact person by giving written notice to the other party.

**ARTICLE 10. INDEMNIFICATION AND INSURANCE**

Delegate Agency does hereby agree to indemnify and hold harmless the County to the extent of

the limitations included within Florida Statutes, Section 768.28, subject to the provisions in this act whereby the Delegate Agency shall not be held liable to pay a personal injury or property damage claim or judgment by any one person which exceeds the sum of \$200,000, or any claim or judgment, or portions thereof, which, when totaled with all other claims or judgments paid by the Delegate Agency arising out of the same incident or occurrence, exceeds the sum of \$300,000 from any and all personal injury or property damage claims, liabilities, losses and causes of action which may arise as a result of the negligence of the Delegate Agency. However, nothing herein shall be deemed to indemnify the County from any liability or claim arising out of the negligent performance or failure of performance of the County or as a result of the negligence of any unrelated third party.

County does hereby agree to indemnify and hold harmless the Delegate Agency to the extent of the limitations included within Florida Statutes, Section 768.28, subject to the provisions in this act whereby the County shall not be held liable to pay a personal injury or property damage claim or judgment by any one person which exceeds the sum of \$200,000, or any claim or judgment, or portions thereof, which, when totaled with all other claims or judgments paid by the County arising out of the same incident or occurrence, exceeds the sum of \$300,000 from any and all personal injury or property damage claims, liabilities, losses and causes of action which may arise as a result of the negligence of the County. However, nothing herein shall be deemed to indemnify the Delegate Agency from any liability or claim arising out of the negligent performance or failure of performance of the Delegate Agency or as a result of the negligence of any unrelated third party.

Upon County's notification, the Delegate Agency shall furnish to the Internal Services Department, Certificates of Insurance that indicate that insurance coverage has been obtained, which meets the requirements as outlined below:

1. Insurance requirements under 45 CFR, Part 1301.11, including student accident insurance, liability insurance for accidents on their premises, and transportation liability insurance. Coverage will be provided with a minimum limit of \$2,000 per child.

The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operation of the Delegate Agency. All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, according to the latest edition of Best's Insurance Guide published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

OR

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida", issued by the State of Florida Department of Insurance and are members of the Florida Guaranty Fund.

**Certificates of Insurance must indicate that for any cancellation of coverage before the expiration date, the issuing insurance carrier will endeavor to mail thirty (30) day written advance notice to the certificate holder. The Delegate Agency shall comply with all applicable laws concerning insurance under this agreement.**

**NOTE: MIAMI-DADE COUNTY CONTRACT NUMBER AND TITLE MUST APPEAR ON EACH CERTIFICATE OF INSURANCE.**

Compliance with the foregoing requirements shall not relieve the Delegate Agency of this liability and obligation under this section or under any other section in this Agreement.

The Delegate Agency shall be responsible for assuring that the insurance certificates required in conjunction with this Section remain in force for the duration of the contractual period of the Contract and that proof of said insurance certificates is provided to the County and on file with the County continuously from the effective date of the contract, including any and all option years or extension periods that may be granted by the County.

**ARTICLE 11. MANNER OF PERFORMANCE**

- a) The Delegate Agency shall provide the Services described herein in a competent and professional manner satisfactory to the County in accordance with the terms and conditions of this Agreement. The County shall be entitled to a satisfactory performance of all Services described herein and to full and timely cooperation by the Delegate Agency in all aspects of the Services.
- b) The Delegate Agency agrees that at all times it will employ, maintain and assign to the performance of the Services a sufficient number of competent and qualified professionals and other personnel to meet the requirements to which reference is hereinafter made. The Delegate Agency agrees to review its personnel staffing levels upon reasonable request from the County, should the County make a determination, in collaboration with the Delegate Agency, that said personnel staffing levels are inappropriate.
- c) The Delegate Agency warrants and represents that its personnel have the proper skill, training, background, knowledge, experience, rights, authorizations, integrity, character and licenses as necessary to perform the Services described herein, in a competent and professional manner.
- d) The Delegate Agency shall at all times cooperate with the County and coordinate its respective work efforts to most effectively and efficiently maintain the progress in performing the Services.
- e) The Delegate Agency shall comply with all provisions of all federal, state and local laws, statutes, ordinances, and regulations that are applicable to the performance of this Agreement.

**ARTICLE 12. EMPLOYEES ARE THE RESPONSIBILITY OF THE DELEGATE AGENCY**

All employees of the Delegate Agency shall be considered to be, at all times, employees of the Delegate Agency under its sole direction and not employees or agents of the County. The Delegate Agency shall supply competent employees. Each employee shall have and wear proper identification.

**ARTICLE 13. INDEPENDENT CONTRACTOR RELATIONSHIP**

The Delegate Agency is, and shall be, in the performance of all work services and activities under this Agreement, an independent Contractor, and not an employee, agent or servant of the

County. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to the Delegate Agency's sole direction, supervision and control. The Delegate Agency shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Delegate Agency's relationship and the relationship of its employees to the County shall be that of an independent Contractor and not as employees and agents of the County.

The Delegate Agency does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this Agreement.

**ARTICLE 14. AUTHORITY OF THE COUNTY'S PROJECT MANAGER**

- a) The Delegate Agency hereby acknowledges that the County's Project Manager will determine, in full collaboration with Delegate Agency, all questions of any nature whatsoever arising out of, under, or in connection with, or in any way related to or on account of, this Agreement including without limitations: questions as to the value, acceptability and fitness of the Services; questions as to either party's fulfillment of its obligations under the Contract; negligence, fraud or misrepresentation before or subsequent to acceptance of the Delegate Agency's Proposal; questions as to the interpretation of the Scope of Services; and claims for damages, compensation and losses.
- b) The Delegate Agency and the County must seek to amicably resolve in good faith every difference concerning this Agreement. In the event that the Delegate Agency and the Project Manager are unable to resolve their differences, then either Party may initiate any legal action it may deem necessary.
- c) Whenever the County Mayor is entitled to exercise discretion or judgment or to make a determination or form an opinion pursuant to the provisions of this Article, such action shall be fair and impartial when exercised or taken. The County Mayor, as appropriate, shall render a decision in writing and deliver a copy of the same to the Delegate Agency. Except as such remedies may be limited or waived elsewhere in the Agreement, Delegate Agency reserves the right to pursue any remedies available under law after exhausting the provisions of this Article.

**ARTICLE 15. MUTUAL OBLIGATIONS**

- a) This Agreement, including attachments and appendixes to the Agreement, shall constitute the entire Agreement between the parties with respect hereto and supersedes all previous communications and representations or agreements, whether written or oral, with respect to the subject matter hereto unless acknowledged in writing by the duly authorized representatives of both parties.
- b) Nothing in this Agreement shall be construed for the benefit, intended or otherwise, of any third party that is not a parent or subsidiary of a party or otherwise related (by virtue of ownership control or statutory control) to a party.

**ARTICLE 16. QUALITY ASSURANCE/QUALITY ASSURANCE RECORD KEEPING**

The Delegate Agency shall maintain, and shall require that its subcontractors and suppliers maintain, complete and accurate records to substantiate compliance with the requirements set forth in the Scope of Services. The Delegate Agency and its subcontractors and suppliers, shall retain such records, and all other documents relevant to the Services furnished under this Agreement for a period of five (5) years from the expiration date of this Agreement and any extension thereof.

**ARTICLE 17. AUDITS**

The County, or its duly authorized representatives or governmental agencies shall, until the expiration of five (5) years after the expiration of this Agreement and any extension thereof, have access to and the right to examine and reproduce any of the Delegate Agency's books, documents, papers and records and of its subcontractors and suppliers which apply to all matters of the County. Such records shall subsequently conform to Generally Accepted Accounting Principles requirements, as applicable, and shall only address those transactions related to this Agreement.

Pursuant to County Ordinance No. 03-2, the Delegate Agency will grant access to the Commission Auditor to all financial and performance related records, property, and equipment purchased in whole or in part with government funds. The Delegate Agency agrees to maintain an accounting system that provides accounting records that are supported with adequate documentation, and adequate procedures for determining the allowability and allocability of costs.

**ARTICLE 18. SUBSTITUTION OF PERSONNEL**

In the event the Delegate Agency wishes to substitute personnel for the key personnel identified by the Delegate Agency's Application, the Delegate Agency must notify the County in writing and provide notification of substitution within a reasonable time.

**ARTICLE 19. CONSENT OF THE COUNTY REQUIRED FOR ASSIGNMENT**

The Delegate Agency shall not assign, transfer, convey or otherwise dispose of this Agreement, including its rights, title or interest in or to the same or any part thereof without the prior written consent of the County.

**ARTICLE 20. SUBCONTRACTUAL RELATIONS**

- a) If the Delegate Agency will cause any part of this Agreement to be performed by a Subcontractor, the provisions of this Contract will apply to such Subcontractor and its officers, agents and employees in all respects as if it and they were employees of the Delegate Agency; and the Delegate Agency will not be in any manner thereby discharged from its obligations and liabilities hereunder, but will be liable hereunder for all acts and negligence of the Subcontractor, its officers, agents, and employees, as if they were employees of the Delegate Agency. The services performed by the Subcontractor will be subject to the provisions hereof as if performed directly by the Delegate Agency.
- b) The Delegate Agency, before making any subcontract for any portion of the services, will state in writing to the County the name of the proposed Subcontractor, the portion

of the Services which the Subcontractor is to do, the place of business of such Subcontractor, and such other information as the County may require. The County will have the right to require the Delegate Agency not to award any subcontract to a person, firm or corporation disapproved by the County.

- c) Before entering into any subcontract hereunder, the Delegate Agency will inform the Subcontractor fully and completely of all provisions and requirements of this Agreement relating either directly or indirectly to the Services to be performed. Such Services performed by such Subcontractor will strictly comply with the requirements of this Contract.
- d) In order to qualify as a Subcontractor satisfactory to the County, in addition to the other requirements herein provided, the Subcontractor must be prepared to prove to the satisfaction of the County that it has the necessary facilities, skill and experience, and ample financial resources to perform the Services in a satisfactory manner. To be considered skilled and experienced, the Subcontractor must show to the satisfaction of the County that it has satisfactorily performed services of the same general type which is required to be performed under this Agreement.
- e) The County shall have the right to withdraw its consent to a subcontract if it appears to the County that the subcontract will delay, prevent, or otherwise impair the performance of the Delegate Agency's obligations under this Agreement. All Subcontractors are required to protect the confidentiality of the County's and County's proprietary and confidential information. Delegate Agency shall furnish to the County copies of all subcontracts between Delegate Agency and Subcontractors and suppliers hereunder. Within each such subcontract, there shall be a clause for the benefit of the County permitting the County to request completion of performance by the Subcontractors of its obligations under the subcontract, in the event the County finds the Delegate Agency in breach of its obligations, the option to pay the Subcontractors directly for the performance by such subcontractor. Notwithstanding, the foregoing shall neither convey nor imply any obligation or liability on the part of the County to any subcontractor hereunder as more fully described herein.

**ARTICLE 21. Reserved.**

Reserved.

**ARTICLE 22. SEVERABILITY**

If this Agreement contains any provision found to be unlawful, the same shall be deemed to be of no effect and shall be deemed stricken from this Agreement without affecting the binding force of this Agreement as it shall remain after omitting such provision.

**ARTICLE 23. TERMINATION AND SUSPENSION OF WORK**

- a) The County and the Delegate Agency may terminate this Agreement if an individual or corporation or other entity attempts to meet its contractual obligation with the County or with the Delegate Agency, respectively, through fraud, misrepresentation or material misstatement.
- b) The foregoing notwithstanding, any individual, corporation or other entity which attempts to meet its contractual obligations with the County through fraud, misrepresentation or material misstatement may be debarred from County contracting for up to five (5) years

in accordance with the County debarment procedures. The Delegate Agency may be subject to debarment for failure to perform and all other reasons set forth in Section 10-38 of the County Code.

In addition to cancellation or termination as otherwise provided in this Agreement, the County and the Delegate Agency may at any time, in their sole discretion, respectively, with or without cause, terminate this Agreement by written notice to the Delegate Agency or County, as applicable, and in such event:

- c) The Delegate Agency shall, upon receipt of such termination notice, unless otherwise directed by the County:
  - i. stop work on the date specified in the notice ("the Effective Termination Date");
  - ii. take such action as may be necessary for the protection and preservation of the County's materials and property;
  - iii. cancel orders;
  - iv. assign to the County and deliver to any location designated by the County any non-cancelable orders for Deliverables that are not capable of use except in the performance of this Agreement and has been specifically developed for the sole purpose of this Agreement and not incorporated in the Services;
  - v. take no action which will increase the amounts payable by the County under this Agreement; and
- d) In the event that the County exercises its right to terminate this Agreement pursuant to this Article the Delegate Agency will be compensated as stated in the payment Articles, herein, for the:
  - i. portion of the Services completed in accordance with the Agreement up to the Effective Termination Date; and
  - ii. noncancelable Deliverables that are not capable of use except in the performance of this Agreement and has been specifically developed for the sole purpose of this Agreement but not incorporated in the Services as determined in the County's sole discretion.
- e) All compensation pursuant to this Article is subject to audit.

**ARTICLE 24. EVENT OF DEFAULT**

- a) An Event of Default shall mean a breach of this Agreement by the Delegate Agency or by the County. Without limiting the generality of the foregoing and in addition to those instances referred to herein as a breach, an Event of Default, shall include the following:
  - i. the Delegate Agency has not delivered Deliverables on a timely basis; or, the County has not remitted to Delegate Agency timely payment as provided for in this Agreement;

- ii. the Delegate Agency has refused or failed, except in case for which an extension of time is provided, to supply properly skilled Staff Personnel as provided for in this Agreement and specifically set forth in the Scope of Services, Appendix A ;
  - iii. the Delegate Agency has failed to make prompt payment to subcontractors or suppliers for any Services;
  - iv. the Delegate Agency has become insolvent (other than as interdicted by the bankruptcy laws), or has assigned the proceeds received for the benefit of the Delegate Agency's creditors, or the Delegate Agency has taken advantage of any insolvency statute or debtor/creditor law or if the Delegate Agency's affairs have been put in the hands of a receiver;
  - v. the Delegate Agency has failed to obtain the approval of the County where required by this Agreement, except in cases of emergency;
  - vi. the Delegate Agency or the County, respectively, has failed in the representation of any warranties stated herein.
  - vii. the Delegate Agency or the County, respectively, has failed to comply with federal, state or local laws, regulations or guidelines applicable to the Head Start or Early Head Start Program.
- b) In the event the County shall terminate this Agreement for default, the County or its designated representatives, may immediately take possession of all applicable equipment, materials, products, documentation, reports and data on site, purchased with Program funds, and remove them at the County's sole cost and expense.
- c) In the event the Delegate Agency terminates this Agreement, then the County shall promptly pay all amounts due Delegate Agency through date of termination, including any invoices submitted after termination but covering the period through date of termination.

#### **ARTICLE 25. NOTICE OF DEFAULT - OPPORTUNITY TO CURE**

If an Event of Default occurs, in the determination of the County, the County may so notify the Delegate Agency ("Default Notice"), specifying the basis for such default, and advising the Delegate Agency that such default must be cured as provided hereunder or this Agreement with the County may be terminated. Notwithstanding, the County may, in its sole discretion, allow the Delegate Agency to rectify the default to the County's reasonable satisfaction within a ninety (90) business day period. The County may grant an additional period of such duration as the County shall deem appropriate without waiver of any of the County's rights hereunder, so long as the Delegate Agency has commenced curing such default and is effectuating a cure with diligence and continuity during such ninety (90) business day period or any other period which the County prescribes. The default notice shall specify the date the Delegate Agency shall discontinue the Services upon the Termination Date.

If an Event of Default occurs, in the determination of the Delegate Agency, the Delegate Agency may so notify the County ("Default Notice"), specifying the basis for such default, and advising the County that such default must be cured as provided hereunder or this Agreement with the Delegate Agency may be terminated. Notwithstanding, the Delegate Agency may, in its sole discretion, allow the County to rectify the default to the Delegate Agency's reasonable satisfaction within a ninety (90) business day period. The Delegate Agency may grant an additional period of such duration as the Delegate Agency shall deem appropriate without waiver of any of the Delegate Agency's rights hereunder, so long as the County has

commenced curing such default and is effectuating a cure with diligence and continuity during such ninety (90) business day period or any other period which the Delegate Agency prescribes. The default notice shall specify the date the Delegate Agency shall discontinue the Services upon the Termination Date.

**ARTICLE 26. REMEDIES IN THE EVENT OF DEFAULT**

If an Event of Default occurs, the defaulting party ("Defaulting Party") shall be liable for all direct damages resulting from the default. The Defaulting Party shall also remain liable for any liabilities and claims related to the default. The non-defaulting party may also bring any suit or proceeding for specific performance or for an injunction.

**ARTICLE 27. PATENT AND COPYRIGHT INDEMNIFICATION**

- a) The Delegate Agency warrants that all Deliverables furnished hereunder, including but not limited to: equipment programs, documentation, software, analyses, applications, methods, ways, processes, and the like, do not infringe upon or violate any patent, copyrights, service marks, trade secret, or any other third party proprietary rights.
- b) The Delegate Agency shall be liable and responsible for any and all claims made against the County for infringement of patents, copyrights, service marks, trade secrets or any other third party proprietary rights, by the use or supplying of any programs, documentation, software, analyses, applications, methods, ways, processes, and the like, in the course of performance or completion of, or in any way connected with, the Work, or the County's continued use of the Deliverables furnished hereunder.
- c) In the event any Deliverable or anything provided to the County hereunder, or portion thereof is held to constitute an infringement and its use is or may be enjoined, the Delegate Agency shall have the obligation to, at the County's option to (i) modify, or require that the applicable subcontractor or supplier modify, the alleged infringing item(s) at its own expense, without impairing in any respect the functionality or performance of the item(s), or (ii) procure for the County, at the Delegate Agency's expense, the rights provided under this Agreement to use the item(s).
- d) The Delegate Agency shall not infringe any copyright, trademark, service mark, trade secrets, patent rights, or other intellectual property rights in the performance of the Work.

**ARTICLE 28. CONFIDENTIALITY**

- a) All Developed Works and other materials, data, transactions of all forms, financial information, documentation, inventions, designs and methods obtained from the County in connection with the Services performed under this Agreement, made or developed by the Delegate Agency or its subcontractors in the course of the performance of such Services, or the results of such Services, or which the County holds the proprietary rights, constitute Confidential Information and may not, without the prior written consent of the County, be used by the Delegate Agency or its employees, agents, subcontractors or suppliers for any purpose other than for the benefit of the County, unless required by law. In addition to the foregoing, all County employee information and County financial information shall be considered confidential information and shall be subject to all the requirements stated herein to the extent permitted by law. Neither the Delegate Agency

nor its employees, agents, subcontractors or suppliers may sell, transfer, publish, disclose, display, license or otherwise make available to others any part of such Confidential Information without the prior written consent of the County

- b) The Delegate Agency shall advise each of its employees, agents, subcontractors and suppliers who may be exposed to such Confidential Information of their obligation to keep such information confidential and shall promptly advise the County in writing if it learns of any unauthorized use or disclosure of the Confidential Information by any of its employees or agents, or subcontractor's or supplier's employees, present or former. In addition, the Delegate Agency agrees to cooperate fully and use its best efforts to ensure the confidentiality of the Confidential Information.
- c) It is understood and agreed that in the event of a breach of this Article damages may not be an adequate remedy and the County shall be entitled to injunctive relief to restrain any such breach or threatened breach. Unless otherwise requested by the County, upon the completion of the Services performed hereunder, the Delegate Agency shall immediately turn over to the County all such Confidential Information existing in tangible form, and no copies thereof shall be retained by the Delegate Agency or its employees, agents, subcontractors or suppliers without the prior written consent of the County. A certificate evidencing compliance with this provision and signed by an officer of the Delegate Agency shall accompany such materials.

**ARTICLE 29. PROPRIETARY INFORMATION**

As a political subdivision of the State of Florida, Miami-Dade County is subject to the stipulations of Florida's Public Records Law.

The Delegate Agency acknowledges that all computer software in the County's possession may constitute or contain information or materials which the County has agreed to protect as proprietary information from disclosure or unauthorized use and may also constitute or contain information or materials which the County has developed at its own expense, the disclosure of which could harm the County's proprietary interest therein.

During the term of the contract, the Delegate Agency will not use directly or indirectly for itself or for others, or publish or disclose to any third party, or remove from the County's property, any computer programs, data compilations, or other software which the County has developed, has used or is using, is holding for use, or which are otherwise in the possession of the County (hereinafter "Computer Software"). All third-party license agreements must also be honored by the Delegate Agency and its employees, except as authorized by the County and, if the Computer Software has been leased or purchased by the County, all hired party license agreements must also be honored by the Delegate Agency's employees with the approval of the lessor or Delegate Agency's thereof. This includes mainframe, minis, telecommunications, personal computers and any and all information technology software.

The Delegate Agency will report to the County any information discovered or which is disclosed to the Delegate Agency which may relate to the improper use, publication, disclosure or removal from the County's property of any information technology software and hardware and will take such steps as are within the Delegate Agency's authority to prevent improper use, disclosure or removal.

**ARTICLE 30. PROPRIETARY RIGHTS**

- a) The Delegate Agency hereby acknowledges and agrees that the County retains all rights, title and interests in and to all materials, data, documentation and copies thereof furnished by the County to the Delegate Agency hereunder or furnished by the Delegate Agency to the County and/or created by the Delegate Agency for delivery to the County, even if unfinished or in process, as a result of the Services the Delegate Agency performs in connection with this Agreement, including all copyright and other proprietary rights therein, which the Delegate Agency as well as its employees, agents, subcontractors and suppliers may use only in connection of the performance of Services under this Agreement. The Delegate Agency shall not, without the prior written consent of the County, use such documentation on any other project in which the Delegate Agency or its employees, agents, subcontractors or suppliers are or may become engaged. Submission or distribution by the Delegate Agency to meet official regulatory requirements or for other purposes in connection with the performance of Services under this Agreement shall not be construed as publication in derogation of the County's copyrights or other proprietary rights.
- b) All rights, title and interest in and to certain inventions, ideas, designs and methods, specifications and other documentation related thereto developed by the Delegate Agency and its subcontractors specifically for the County, with Program funds, hereinafter referred to as "Developed Works" shall become the property of the County.
- c) Accordingly, neither the Delegate Agency nor its employees, agents, subcontractors or suppliers shall have any proprietary interest in such Developed Works. The Developed Works may not be utilized, reproduced or distributed by or on behalf of the Delegate Agency, or any employee, agent, subcontractors or supplier thereof, without the prior written consent of the County, except as required for the Delegate Agency's performance hereunder.
- d) Except as otherwise provided in subsections a, b, and c above, or elsewhere herein, the Delegate Agency and its subcontractors and suppliers hereunder shall retain all proprietary rights in and to all Licensed Software provided hereunder, that have not been customized to satisfy the performance criteria set forth in the Scope of Services. Notwithstanding the foregoing, the Delegate Agency hereby grants, and shall require that its subcontractors and suppliers grant, if the County so desires, a perpetual, irrevocable and unrestricted right and license to use, duplicate, disclose and/or permit any other person(s) or entity(ies) to use all such Licensed Software and the associated specifications, technical data and other Documentation for the operations of the County or entities controlling, controlled by, under common control with, or affiliated with the County, or organizations which may hereafter be formed by or become affiliated with the County. Such license specifically includes, but is not limited to, the right of the County to use and/or disclose, in whole or in part, the technical documentation and Licensed Software, including source code provided hereunder, to any person or entity outside the County for such person's or entity's use in furnishing any and/or all of the Deliverables provided hereunder exclusively for the County or entities controlling, controlled by, under common control with, or affiliated with the County, or organizations which may hereafter be formed by or become affiliated with the County. No such License Software, specifications, data, documentation or related information shall be deemed to have been given in confidence and any statement or legend to the contrary shall be void and of no effect.

**ARTICLE 31. VENDOR REGISTRATION AND FORMS/CONFLICT OF INTEREST****a) Vendor Registration**

The Delegate Agency shall be a registered vendor with the County – Internal Services Department, for the duration of this Agreement. In becoming a Registered Vendor with Miami-Dade County, the Delegate Agency confirms its knowledge of and commitment to comply with the following, as applicable:

1. *Miami-Dade County Ownership Disclosure Affidavit*  
(Section 2-8.1 of the County Code) (Resolution R-738-92)
2. *Miami-Dade County Employment Disclosure Affidavit*  
(Section 2.8-1(d)(2) of the County Code)
3. *Miami-Dade Employment Drug-free Workplace Certification*  
(Section 2-8.1.2(b) of the County Code)
4. *Miami-Dade Disability and Nondiscrimination Affidavit*  
(Section 2-8.1.5 of the County Code)
5. *Miami-Dade County Debarment Disclosure Affidavit*  
(Section 10.38 of the County Code)
6. *Miami-Dade County Vendor Obligation to County Affidavit*  
(Section 2-8.1 of the County Code)
7. *Miami-Dade County Code of Business Ethics Affidavit*  
(Section 2-8.1(i) and Section 2-11.1(c) of the County Code, et. al.)
8. *Miami-Dade County Family Leave Affidavit*  
(Article V of Chapter 11 of the County Code)
9. *Miami-Dade County Living Wage Affidavit*  
(Section 2-8.9 of the County Code)
10. *Miami-Dade County Domestic Leave and Reporting Affidavit*  
(Article VIII of Section 11A-60 11A-67 of the County Code)
11. *Subcontracting Practices*  
(Ordinance 97-35)
12. *Subcontractor/Supplier Listing*  
(Section 2-8.8 of the County Code)
13. *Environmentally Acceptable Packaging*
14. *W-9 and 8109 Forms*  
(as required by the Internal Revenue Service)
15. *FEIN Number or Social Security Number*  
In order to establish a file, the Delegate Agency's Federal Employer Identification Number (FEIN) must be provided. If no FEIN exists, the Social Security Number of the owner or individual must be provided. This number becomes Delegate Agency's "County Vendor Number". To comply with Section 119.071(5) of the Florida Statutes relating to the collection of an individual's Social Security Number, be aware that the County requests the Social Security Number for the following purposes:
  - Identification of individual account records
  - To make payments to Individual/Delegate Agency for goods and services provided to Miami-Dade County
  - Tax reporting purposes
  - To provide a unique identifier in the vendor database that may be used for searching and sorting departmental records
16. *Office of the Inspector General*  
(Section 2-1076 of the County Code)
17. *Small Business Enterprises*  
The Delegate Agency shall comply with all purchasing/procurement procedures applicable to the Program pursuant to federal law, any guidelines issued by the United States Department of Health and Human Services, and any other applicable laws.
18. *Antitrust Laws*  
By acceptance of any contract, the Delegate Agency agrees to comply with all antitrust laws of the United States and the State of Florida.

**b) Conflict of Interest**

Section 2-11.1(d) of Miami-Dade County Code requires that any County employee or any member of the employee's immediate family who has a controlling financial interest, direct or indirect, with Miami-Dade County or any person or agency acting for Miami-Dade County, competing or applying for a contract, must first request and obtain a conflict of interest opinion from the County's Ethic Commission prior to their or their immediate family member's entering into any contract or transacting any business through a firm, corporation, partnership or business entity in which the employee or any member of the employee's immediate family has a controlling financial interest, direct or indirect, with Miami-Dade County or any person or agency acting for Miami-Dade County. Any such contract or business engagement entered in violation of this subsection, as amended, shall be rendered voidable. For additional information, please contact the Ethics Commission hotline at (305) 579-2593.

**ARTICLE 32. INSPECTOR GENERAL REVIEWS****Independent Private Sector Inspector General Reviews**

Pursuant to Miami-Dade County Administrative Order 3-20, the County has the right to retain the services of an Independent Private Sector Inspector General (hereinafter "IPSIG"), whenever the County deems it appropriate to do so. Upon written notice from the County, the Delegate Agency shall make available to the IPSIG retained by the County, all requested records and documentation pertaining to this Agreement for inspection and reproduction. The County shall be responsible for the payment of these IPSIG services, and under no circumstance shall the Delegate Agency's prices and any changes thereto approved by the County, be inclusive of any charges relating to these IPSIG services. The terms of this provision herein, apply to the Delegate Agency, its officers, agents, employees, subcontractors and assignees. Nothing contained in this provision shall impair any independent right of the County to conduct an audit or investigate the operations, activities and performance of the Delegate Agency in connection with this Agreement. The terms of this Article shall not impose any liability on the County by the Delegate Agency or any third party.

**Miami-Dade County Inspector General Review**

According to Section 2-1076 of the Code of Miami-Dade County, Miami-Dade County has established the Office of the Inspector General which may, on a random basis, perform audits on all County contracts, throughout the duration of said contracts. The Miami-Dade County Inspector General is authorized and empowered to review past, present and proposed County and Public Health Trust contracts, transactions, accounts, records and programs. In addition, the Inspector General has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. Monitoring of an existing project or program may include a report concerning whether the project is on time, within budget and in conformance with plans, specifications and applicable law. The Inspector General is empowered to analyze the necessity of and reasonableness of proposed change orders to the Contract. The Inspector General is empowered to retain the services of independent private sector inspectors general (IPSIG) to audit, investigate, monitor, oversee, inspect and review operations, activities, performance and procurement process, including but not limited to project design, specifications, proposal submittals, activities of the Delegate Agency, its officers, agents and employees, lobbyists, County staff and elected officials to ensure compliance with contract specifications and to detect fraud and corruption.

Upon written notice to the Delegate Agency from the Inspector General or IPSIG retained by the Inspector General, the Delegate Agency shall make all requested records and documents available to the Inspector General or IPSIG for inspection and copying. The Inspector General and IPSIG shall have the right to inspect and copy all documents and records in the Delegate Agency's possession, custody or control which, in the Inspector General's or IPSIG's sole judgment, pertain to performance of the contract, including, but not limited to original estimate files, change order estimate files, worksheets, proposals and agreements relating to successful and unsuccessful subcontractors and suppliers, all project-related correspondence, memoranda, instructions, financial documents, construction documents, proposal and contract documents, back-charge documents, all documents and records which involve cash, trade or volume discounts, insurance proceeds, rebates, or dividends received, payroll and personnel records, and supporting documentation for the aforesaid documents and records.

**ARTICLE 33. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS**

Delegate Agency agrees to comply with School Board Policy and at all times shall comply with the provisions of any and all applicable Federal, State and County laws, statutes, ordinances, rules, regulations, orders, and professional standards which may pertain to the Services required under this Agreement, including but not limited to:

- a) Equal Employment Opportunity (EEO), in compliance with Executive Order 11246 as amended and applicable to this Contract.
- b) Environmental Protection Agency (EPA), as applicable to this Contract.
- c) Miami-Dade County Code, Chapter 11A. All Delegate Agencies and subcontractors performing work in connection with this Contract shall provide equal opportunity for employment and shall not discriminate because of race, religion, color, age, sex, national origin, sexual preference, disability or marital status. The aforesaid provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Delegate Agency agrees to post in conspicuous place available for employees and applicants for employment, such notices as may be required by the Dade County Fair Housing and Employment Commission, or other authority having jurisdiction over the work setting forth the provisions of the nondiscrimination law.
- d) "Conflicts of Interest" Section 2-11.1 of the County Code.
- e) Miami-Dade County Code Section 10-38 "Debarment".
- f) Miami-Dade County Ordinance 99-05, codified at 11A-60 et. seq. of Miami-Dade Code pertaining to complying with the County's Domestic Leave Ordinance.
- g) Miami-Dade County Ordinance 99-152, prohibiting the presentation, maintenance, or prosecution of false or fraudulent claims against Miami-Dade County.

Notwithstanding any other provision of this Agreement, Delegate Agency shall not be required pursuant to this Agreement to take any action or abstain from taking any action if such action or abstention would, in the good faith determination of the Delegate Agency, constitute a violation of any law or regulation to which Delegate Agency is subject, including but not limited to laws and regulations requiring that Delegate Agency conduct its operations in a safe and sound manner.

**ARTICLE 34. NONDISCRIMINATION**

During the performance of this Contract, Delegate Agency agrees to not discriminate against any employee or applicant for employment because of race, religion, color, sex, handicap, marital status, age or national origin, and will take affirmative action to ensure that they are afforded equal employment opportunities without discrimination. Such action shall be taken with reference to, but not limited to: recruitment, employment, termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on the job training.

**ARTICLE 35. CONFLICT OF INTEREST**

The Delegate Agency represents that:

- a) No officer, director, employee, agent, or other consultant of the County or a member of the immediate family or household of the aforesaid has directly or indirectly received or been promised any form of benefit, payment or compensation, whether tangible or intangible, in connection with the grant of this Agreement.
- b) There are no undisclosed persons or undisclosed entities which the Delegate Agency intends to benefit through this Agreement. This Agreement is entered into by the Delegate Agency without any connection with any other entity or person making a proposal for the same purpose, and without collusion, fraud or conflict of interest. No elected or appointed officer or official, director, employee, agent or other consultant of the County, or of the State of Florida (including elected and appointed members of the legislative and executive branches of government), or a member of the immediate family or household of any of the aforesaid:
  - i) is interested on behalf of or through the Delegate Agency directly or indirectly in any manner whatsoever in the execution or the performance of this Agreement, or in the services, supplies or work, to which this Agreement relates or in any portion of the revenues; or
  - ii) is an employee, agent, advisor, or consultant to the Delegate Agency or to the best of the Delegate Agency's knowledge any subcontractor or supplier to the Delegate Agency.
- c) Neither the Delegate Agency nor any officer, director, employee, agency, parent, subsidiary, or affiliate of the Delegate Agency shall have an interest which is in conflict with the Delegate Agency's faithful performance of its obligation under this Agreement; provided that the County, in its sole discretion, may consent in writing to such a relationship after receiving an opinion to that effect from the Miami-Dade County Commission on Ethics, provided the Delegate Agency provides the County with a written notice, in advance, which identifies all the individuals and entities involved and sets forth in detail the nature of the relationship and why it is in the County's best interest to consent to such relationship.
- d) The provisions of this Article are supplemental to, not in lieu of, all applicable laws with respect to conflict of interest. In the event there is a difference between the standards applicable under this Agreement and those provided by statute, the stricter standard shall apply.
- e) In the event Delegate Agency has no prior knowledge of a conflict of interest as set forth above and acquires information which may indicate that there may be an actual or apparent violation of any of the above, Delegate Agency shall promptly bring such information to the attention of the County's Project Manager. Delegate Agency shall thereafter cooperate with the County's review and investigation of such information, and comply with the instructions Delegate Agency receives from the Project Manager in regard to remedying the situation. The County, at its sole discretion, may further refer investigation to the Commission on Ethics.

**ARTICLE 36. Reserved.**

Reserved.

**ARTICLE 37. GOVERNING LAW AND ATTORNEY'S FEES**

This Contract, including appendices, and all matters relating to this Contract (whether in contract, statute, tort (such as negligence), or otherwise) shall be governed by, and construed in accordance with, the laws of the State of Florida. Venue shall be Miami-Dade County. In the event that either Party is required to enforce this Agreement by court proceedings or otherwise, then the Parties agree that each Party shall be responsible for its own attorney's fees and costs. No provision contained in this Agreement shall be deemed as a waiver of either Party's Sovereign Immunity.

**ARTICLE 38. INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION and/or PROTECTED HEALTH INFORMATION**

Any person or entity that performs or assists Miami-Dade County with a function or activity involving the use or disclosure of "Individually Identifiable Health Information (IIHI) and/or Protected Health Information (PHI) shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Miami-Dade County Privacy Standards Administrative Order. HIPAA mandates for privacy, security and electronic transfer standards, include but are not limited to:

1. Use of information only for performing services required by the contract or as required by law;
2. Use of appropriate safeguards to prevent non-permitted disclosures;
3. Reporting to Miami-Dade County of any non-permitted use or disclosure;
4. Assurances that any agents and subcontractors agree to the same restrictions and conditions that apply to the Delegate Agency and reasonable assurances that IIHI/PHI will be held confidential;
5. Making Protected Health Information (PHI) available to the customer;
6. Making PHI available to the customer for review and amendment; and incorporating any amendments requested by the customer as may be required by law;
7. Making PHI available to Miami-Dade County for an accounting of disclosures; and
8. Making internal practices, books and records related to PHI available to Miami-Dade County for compliance audits.

PHI shall maintain its protected status regardless of the form and method of transmission (paper records, and/or electronic transfer of data). The Delegate Agency must give its customers written notice of its privacy information practices including specifically, a description of the types of uses and disclosures that would be made with protected health information.

**ARTICLE 39. SURVIVAL**

The parties acknowledge that any of the obligations in this Agreement will survive the term, termination and cancellation hereof. Accordingly, the respective obligations of the Delegate Agency and the County under this Agreement, which by nature would continue beyond the termination, cancellation or expiration thereof, shall survive termination, cancellation or expiration hereof.

**Article 40. THIRD PARTY BENEFICIARIES**

The Parties expressly agree this Agreement has no intended third party beneficiaries.

**Article 41. FACILITIES**

A. The County, Delegate Agency and any applicable Third Party shall enter into certain agreements dealing with the disposition and use of certain Facilities, whether owned by the County, Delegate Agency or a Third Party. Terms and conditions of the subject agreements are, substantially, as described below, and as set forth in Appendix D, Parts One, Two and Three attached hereto and incorporated herein by reference :

- 1) **Withers Center (Former Goulds ES).** Isaac Withers Center, 21300 SW 122 Avenue, Goulds, Florida (folio #30 6912 002 0010): This facility is owned by the Delegate Agency, and currently leased in its entirety to the County under that certain lease agreement dated November 15, 1983, as amended December 13, 1994 and April 4, 1995 (collectively, the "Withers Lease"). The County and Delegate Agency shall further amend the Withers Lease to provide for the County to vacate the majority of the premises effective July 31, 2012 and retain ongoing occupancy and use of a portion of the facility, as mutually agreed to, necessary for the County to continue to provide social services to the community. Terms and conditions of the amended Withers Lease shall remain, substantially, as is, including affirmation by the County of its obligation under the Withers Lease to install and connect a sanitary sewer hook-up to the facility, at its sole cost and expense, and in compliance with the Miami-Dade County Notice of Required Connection and all jurisdictional requirements. In addition, County shall provide the documentation to the Delegate Agency enumerated in Article 41(D)(1) below. The Delegate Agency will occupy the vacated portion of the facility for its Head Start/Early Head Start program, and will have use of the County-owned Furniture, Fixtures and Equipment (FF&E), educational materials and supplies presently located within the premises, at no cost to the Delegate Agency.

- 2) **Homeless Assistance Center South.** Homeless Assistance Center, 28205 SW 125 Avenue, Buildings K, L & M, Homestead, Florida (portion of folio #30 7901 001 0010): The County and Delegate Agency shall enter into a lease agreement to allow the Delegate Agency to occupy and use Buildings K, L & M for the provision of Head Start/Early Head Start services under, substantially, the following terms and conditions:

- The term shall commence August 1, 2012, and will run concurrently with the term of the ILA;
- Rental rate of \$1 per year;
- The Delegate Agency will have use of the premises at all times for Head Start/Early Head Start, Childcare Center and administrative offices;

- The Delegate Agency may occupy and use the Facilities effective August 1, 2012, subject to Due Diligence provision set forth in Article 41(D) below;
- The County will retain responsibility for the payment of water/sewer and electricity serving the premises, and will provide maintenance of the building systems (including structural, roof, plumbing, HVAC and related systems), as well as routine maintenance within the premises, other than janitorial/custodial, air conditioner filter cleaning/replacement and trash/dumpster service;
- The Delegate Agency will be responsible for janitorial/custodial, air conditioner filter cleaning/replacement and trash/dumpster service;
- Other than damage to the premises caused by the Delegate Agency, the County will provide all other maintenance services;
- Other than damage to the premises caused by the Delegate Agency, in the event of Damage or Destruction of the premises, the County shall retain all responsibility for reconstruction or repair;
- The Parties shall each indemnify and hold the other harmless, subject to the limitations of Section 768.28, F.S.;
- In addition to default by the Delegate Agency, which default is not cured, the County may cancel the agreement, at any time, with 60 days advance notice;
- In addition to default by the County, which default is not cured, the Delegate Agency may cancel the agreement, at will and without penalty, with 60 days advance notice;
- The Delegate Agency will have use of the County-owned FF&E, educational materials and supplies presently located within the premises, at no cost; and
- For purpose of this agreement, the Superintendent of Schools shall be the Party designated by the Delegate Agency to grant or deny any modifications and approvals required by this agreement, including, without limitation, amending any exhibits to the agreement, placing the County in default, renewing the agreement, or canceling and/or terminating the agreement.

**3) Homeless Assistance Center North.** Homeless Assistance Center, 1550 North Miami Avenue, Miami, Florida (portion of folio #01 3125 076 0010): The Delegate Agency and Chapman Partnership, Inc., shall either modify existing agreements between the Delegate Agency and Chapman Partnership, Inc., or shall enter into new Agreements as necessary to provide for the continued operation of Head Start/Early Head Start services within the facility by the Delegate Agency, in the same area previously used by the County for this purpose, at no cost to the Delegate Agency. The Delegate Agency may occupy and use the Facilities effective August 1, 2012, subject to the Due Diligence provision set forth in Article 41(D) below. The Delegate Agency will have use of County-owned FF&E, educational materials and supplies presently located within the premises, at no cost to Delegate Agency.

**4) Portable Classrooms/ Numerous Board-Owned Sites.** Occupancy and use by the Delegate Agency of County-owned portable classrooms at various school sites: The County currently has 30 County-owned portable classrooms in place at various School sites that were formerly used by the County to house its Head Start/Early Head Start

program. The County shall allow the Delegate Agency to occupy and use any or all of the portable classrooms necessary for the Delegate Agency to provide Head Start/Early Head Start services, under a new lease agreement to be entered into between the County and Delegate Agency. The location and quantity per location of the portable classrooms is as follows:

Bunche Park Elementary – 1  
Carrie P. Meek/Westview Elementary – 1  
John G. Dupuis Elementary – 3  
Nathan B. Young Elementary – 2  
Biscayne Elementary – 2  
Feinberg/Fisher K-8 Center – 2  
South Pointe Elementary – 1  
Treasure Island Elementary – 2  
John F. Kennedy Middle – 3  
Oak Grove Elementary – 1  
Charles R. Drew Elementary – 2  
Frederick Douglass Elementary – 2  
Olinda Elementary – 2  
Leisure City Elementary- 6

Terms and conditions of the subject lease agreement are, substantially, as follows:

- The term shall commence August 1, 2012 and will run concurrently with the term of the ILA;
- The Delegate Agency will have use of the portables at all times for Head Start/Early Head Start, Childcare Center and administrative offices;
- The Delegate Agency, at its sole option, may reduce the number of portable classrooms to be utilized for the Head Start/Early Head Start program;
- The County, at its sole cost and expense, shall remove all portable classrooms not initially utilized by the Delegate Agency or as said portable classrooms are subsequently eliminated from the total leased by the Delegate Agency, within sixty (60) days of being notified by the Delegate Agency that said portable classroom(s) will not be utilized by the Delegate Agency;
- Total combined rent at \$1 per year;
- The Delegate Agency may occupy and use the Facilities effective August 1, 2012, subject to the Due Diligence provision set forth in section 41(D) below;
- Subsequent to said acceptance, the Delegate Agency shall be responsible for routine maintenance and upkeep of the portable classrooms, as well as custodial/janitorial service, and shall initiate and pay for all utility services necessary to operate the facilities. The County shall retain responsibility for structural elements of the portables (including, but not limited to, the roof, exterior walls/doors/windows, flooring, and the foundation/tie-downs), as well as the access ramps and HVAC system (other than air conditioning filter cleaning and/or replacement);
- The Parties shall each indemnify and hold the other harmless, subject to the limitations of Section 768.28, F.S.;

- In addition to default by the Delegate Agency, which default is not cured, the County may cancel the agreement, at any time, with 60 days advance notice;
- In addition to default by the County, which default is not cured, the Delegate Agency may cancel the agreement, at will and without penalty, with 60 days advance notice;
- Other than damage or destruction caused by the Delegate Agency, the County shall retain all responsibility for the portable classrooms in the event of damage or destruction;
- The Delegate Agency shall retain use of existing FF&E, educational materials and supplies now located in any or all of the portable classrooms, at no cost to Delegate Agency; and
- For purpose of this agreement, the Superintendent of Schools shall be the Party designated by the Delegate Agency to grant or deny any modifications and approvals required by this agreement, including, without limitation, amending any exhibits to the agreement, placing the County in default, renewing the agreement, or canceling and/or terminating the agreement.

In addition to entering into the new agreements referenced above, the County will be vacating two locations owned by the Delegate Agency that have been leased to the County for Head Start use for many years.

**B. Former Bethune Elementary.** Former Bethune Elementary School Facility, 2900 NW 43 Terrace, Miami, Florida (portion of folio #30 3121 051 0010): This facility is owned by the Delegate Agency, and currently leased in its entirety to the County under that certain lease agreement dated August 7, 1979. The County has advised the Delegate Agency that the facility will be vacated in its entirety as of July 31, 2012. The County hereby affirms its intent to vacate the facility in full compliance with the applicable provisions of the lease agreement, including the Surrender provision. In addition, County shall provide to Delegate Agency the documentation enumerated in Article 41(D)(1) below. The Delegate Agency will occupy the vacated facility for its Head Start/Early Head Start program, and will have use of the County-owned FF&E, educational materials and supplies presently located within the premises, at no cost to Delegate Agency.

**C. Leisure City Elementary.** Leisure City Elementary School Facility, 14950 SW 288 Street, Homestead, Florida (portion of folio #30 7904 000 0640): The County currently leases land on the Leisure City Elementary School campus from the Delegate Agency for placement of six (6) County-owned portable classrooms to operate Head Start/Early Head Start services, under that certain lease agreement dated June 24, 1974. The County has advised the Delegate Agency that it will cease operations as of July 31, 2012, and the six (6) County-owned portable classrooms will be made available to the Delegate Agency for Head Start/Early Head Start services as a part of the thirty (30) portable classrooms to be leased to the Delegate Agency, as referenced in Article A(4) above. The County hereby affirms its intent to vacate the facility in full compliance with the applicable provisions of the lease agreement, including the Surrender provision. The Delegate Agency will occupy the vacated facility for its Head Start/Early Head Start program, and will have use of the County-owned

FF&E, educational materials and supplies presently located within the premises, at no cost to Delegate Agency.

**D. Due Diligence Period, Deficiencies & Funding for Deficiencies..** The Delegate Agency may occupy and use the Facilities effective August 1, 2012, subject to inspections and cure of Deficiencies, as provided for herein. The County shall provide to the Delegate Agency, within ten (10) days of Effective Date of the Interlocal Agreement, all pertinent documentation listed below as pre-condition to commencement of all inspections to be completed by the Delegate Agency in order to place the Facilities up to code pursuant to requirements of all applicable jurisdictional agencies and in accordance with minimum School District standards for the purpose of operating the Head Start Program ("Due Diligence Inspections"). Delegate Agency shall complete the Due Diligence Inspections within 90 days after receipt of the documentation listed below ("Due Diligence Period"):

(1) **Documentation Package.** Documentation package to be provided by the County for each of the Facilities shall include, but not be limited to:

- a) Most recent jurisdictional fire department inspection report;
- b). Most recent Department of Children and Families inspection report;
- c) Department of Community Affairs Insignia;
- d) Most recent Department of Health Inspection Report;
- e) Any other applicable jurisdictional inspections, reports, certificates and/or approvals;
- f) Inventory of all Furniture, Fixture & Equipment, Educational or other materials and supplies to be retained for use by the Delegate Agency;
- g) Keys, Warranties, Manuals and any other available documentation relevant to the Facilities to be occupied by the Delegate Agency. .

(2) **Site Inspection, Deficiencies & Cost Estimate.** Site Inspection shall be conducted by Delegate Agency and the County, during the Due Diligence Period, to make a determination of deficiencies and to prepare a cost estimate to cure those deficiencies, in accordance with minimum District standards criteria ("Deficiencies"). It is understood and agreed by the County and the Delegate Agency, that the Delegate will utilize funds available within the program Budget (Appendix B) to cure said Deficiencies, including without limitation, for renovations, code compliance, instructional technology upgrades, purchase of furniture, fixture and equipment, as needed, and materials. Delegate Agency's program funding, for the purposes set forth in Article 41, shall be a maximum of \$1,342,620 for the School Year 2012-2013 ("Funding for Deficiencies"). This payment shall not be deemed to include payment for County obligations, if any, under Article 41A(1), B & C hereof. It is understood and agreed that Delegate Agency cannot commence renovations until such time as it has received all Funding for Deficiencies to be cured.

**Article 42. TOTALITY OF AGREEMENT**

This Agreement and Attachments, with it recitals on the first page of the Agreement and with its attachments as referenced below, contain all the terms and conditions agreed upon by the Parties:

Appendix A:	Scope of Services
Appendix B:	Budget Forms
Appendix C:	HIPAA Business Associate Addendum
Appendix D:	Leases Agreements
Appendix E:	Delegate Agency's Application
Appendix F:	Transmittal Letter Template
Appendix G-	County "RFA" as defined in this Agreement

**[SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the contract date herein above set forth.

The School Board of Miami-Dade County, Florida, as Delegate Agency

Miami-Dade County

By: [Signature]

By: [Signature]

Name: Alberto M. Carvalho

Name: Kisa Martinez

Title: Superintendent of Schools

Title: Senior Advisor

Date: 8/8/12

Date: 8/13/12

Attest: \_\_\_\_\_  
Clerk of the Board

Attest: [Signature]  
Clerk of the Board

Approved as to form and legal sufficiency



[Signature]  
Assistant County Attorney

To the School Board:  
Approved as to Form and Legal Sufficiency:

BY: [Signature]  
School Board Attorney

APPENDIX A  
TO  
INTERLOCAL AGREEMENT  
BY AND BETWEEN  
MIAMI-DADE COUNTY  
AND  
THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
CONTRACT NO. RFA17/ HEAD START AND EARLY HEAD START PROGRAM

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SCOPE OF SERVICES

## **Appendix A Scope of Services**

### **1. Introduction/Background**

Miami-Dade County, hereinafter referred to as the County, is contracting with Delegate Agency to provide the Head Start/Early Head Start Program ("the Program").

### **2. Budgeted Service(s)**

The Delegate Agency is approved to serve the number of slots indicated in the Budget Forms. The County reserves the right, in collaboration with Delegate Agency, to adjust the Services provided including the number of slots serviced by the Delegate Agency to ensure that the County's goals and Program needs are met. The County may not adjust the level of funding without the consent of the Delegate Agency.

### **3. Minimum Requirements**

The Delegate Agency shall:

- a. Be designated a Not-for-Profit Organization with a 501(c) 3 or Internal Revenue Code Section 115 designation from the Internal Revenue Service.

The Delegate Agency shall, for the facilities where the HS/EHS services are provided, prior to the initial School Year as defined in the Agreement:

- b. Be licensed by the State of Florida, Department of Children and Families, to operate the child care facility(ies), except to the extent exempted pursuant to the provisions of Florida Statute 402.3025, for Public School Systems serving as Delegate Agency.
- c. Be an active sponsor of the U.S. Department of Agriculture (USDA) Child Care Food Program.

### **4. Services to be Provided**

#### **A. Required Services**

The Delegate Agency shall provide the following services:

1. Operate a Head Start Program, to include Head Start/Early Head Start services, that focuses on the delivery of comprehensive early childhood care and education services for pregnant women, infants, toddlers and pre-school aged children (birth - 5 year olds) of low income families.
2. Administer the Head Start and Early Head Start services, as defined by the U. S. Department of Health and Human Services (HHS) Head Start Act and Head Start Regulations and Performance Standards, State of Florida and Miami-Dade County rules and guidelines, to include the operation of the Voluntary Pre-Kindergarten Program (VPK) for four year old students. The approved Head Start services shall provide a minimum of 6 hours 50 minutes of direct instructional child contact, per day, which follows the Miami-Dade County Public Schools schedule/calendar (180 days). The approved Early Head Start services shall provide a minimum of 10 hours of direct instructional child contact, per day, which follows the Miami-Dade County Public Schools schedule/calendar (modified to provide 226 days).. Holidays and teacher workdays will be observed following the Miami-Dade County Public Schools schedule.

The County reserves the right to incorporate any updates to the Head Start Program as deemed necessary and required by the County and in compliance with the HHS. The County also reserves the right to incorporate any updates to the Head Start Program as may be necessary and required, to accommodate any Program changes. The County agrees to solicit and consider input in the form of recommendations from the Delegate Agency on all issues related to the Scope of Services. The Delegate Agency reserves the right not to implement program updates that contradict federal or state law, or School Board Policy.

3. Establish a Quality Assurance (QA) Program which ensures Delegate Agency's compliance with Head Start Program Performance Standards. Adhere to and comply with all applicable Head Start Program Performance Standards, notices and instructions as promulgated by HHS's Administration for Children and Families, (ACF), including but not limited to, the Head Start Act as amended, 42 U.S.C. Section 9831, et seq., Code of Federal Regulations (CFR), Title 45 Parts 1301,1302,1303,1304,1305,1306, 1308, and 1309, Florida Statutes (Section 402.301-402. 319; Section 120.60), Florida Administrative Code (Chapter 65C-22; Chapter 64E-11) and appropriate County requirements, all of which are incorporated herein by reference. The Performance Standards are available through the following link: [www.ecclkc.ohs.acf.hhs.gov](http://www.ecclkc.ohs.acf.hhs.gov).
4. Administer the Head Start Program in the areas identified by the division's Community Assessment.
5. Provide a daily educational program for pre-school children emphasizing the social, physical, emotional and appropriate cognitive skills as specified in 45 CFR Part 1304.21.
6. Provide a daily educational program following the County approved curriculum of High Scope for Head Start and Creative Curriculum for Early Head Start. Any special enhancements, research or grant projects that affect the Head Start/Early Head Start curriculum shall be approved by the County prior to implementation.
7. Comply with all federal, state, and local laws, regulations, ordinances, resolutions and guidelines applicable to Head Start and Early Head Start, to the Program and to this agreement.

**B. Key Personnel**

The Delegate Agency shall perform the following tasks in providing the services:

1. Maintain and update the Delegate Agency's personnel policies and procedures incorporating the requirements as specified in 45 CFR Part 1304.50 Appendix A (Governance and Management Responsibilities), as applicable, as well as comply with other personnel-related requirements under Program regulations, requirements, guidelines and policy clarifications issued by the United States Department of Health and Human Services.

In accordance with Head Start Performance Standard 1304.50(d)(1), the Delegate Agency will work in partnership with the Delegate Agency's Policy Committee to develop, review, and approve or disapprove policies and procedures relating to the hiring and termination of any person who works primarily for the Head Start or Early Head Start Program. The Delegate Agency's Policy Committee will be provided the names and credentials of staff hires consistent with Head Start Performance Standard 1304.50(d)(1).

Note: The County, as the grantee, is required to review all Head Start employee credentials to ensure that employee credentials are in accordance with Head Start requirements.

2. Ensure that all Head and Early Head Start Program teachers meet the requirements of the Head Start Performance Standard 1304.21 (b) (1) (i), which states, "The development of secure relationships in out-of-home care settings for infants and toddlers by having a limited number of consistent teachers over an extended period of time. Teachers must demonstrate an understanding of the child's family culture and, whenever possible, speak the child's language". Additionally, compliance must be met with Performance Standard 1304.52 (g) (2), which states, "When a majority of children speak the same language, at least one classroom staff member or home visitor interacting regularly with the children must speak their language."
3. Provide the adequate number of teaching staff as specified in 45 CFR Part 1306.20 (a-e) and 1306.32 to instruct and supervise the children enrolled in the Program. All Head Start Teachers must have a minimum of an Associate Degree in Early Childhood Education or an Associate degree in a related field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children. All teacher assistants employed in Head Start must have at least a child development associate credential; enrolled in a program leading to an associate or baccalaureate degree; or enrolled in a child development associate credential program to be completed no later than September 30, 2013. At least 50% of the Head Start teachers shall possess, at a minimum, a Baccalaureate, or advanced degree in early childhood education; or a Baccalaureate or advanced degree in coursework equivalent to a major relating to early childhood education, with experience teaching preschool – age children by September 30, 2013.
4. In accordance with Miami-Dade Board of County Commissioners Resolution No. R-591-11, Delegate Agency shall to the extent possible hire former County Head Start Program employees whose positions with the County were terminated pursuant to the delegation of the County's Head Start and Early Head Start Program. The Delegate Agency shall to the extent possible review the resumes, evaluate the qualifications, and interview candidates that meet minimum qualifications of the Delegate Agency's available positions. The Delegate Agency shall make a good faith effort to give due consideration to former County employees whose positions were terminated pursuant to the delegation of the County's Head Start and Early Head Start program.
5. Ensure that all Early Head Start teachers (Associate Educators) providing direct services to participant children and families in Early Head Start centers have a minimum of an Infant and Toddler Child Development Associate Credential at the time of initial hire.
6. Ensure that all Head Start education coordinators, including those that serve as curriculum specialists, have the capacity to offer assistance to other teachers in the implementation and adaptation of curricula to the group and individual needs of children in a Head Start classroom; and have a baccalaureate or advanced degree in early childhood education; or a baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool or elementary-age children.
7. Establish and maintain an organizational structure that supports the accomplishment of Program objectives. The structure shall address the major functions and responsibilities assigned to each Delegate Agency staff position and must provide evidence of adequate

mechanisms for staff supervision and support. The Delegate Agency staff (or sub consultant, if any), shall be assigned to coordinate and manage the functions in the areas of education, health, mental health, disability services, nutrition and family and community partnerships. The Delegate Agency shall ensure that staff and sub consultants have the knowledge, skills and experience necessary to perform the assigned functions responsibly as stipulated in the Head Start Performance Standards (1304.52 (a)(1), 1304.52(b)(1)&(2)).

8. Ensure that all staff paid with Head Start Program funds, entirely or partially, attends the annual Pre-Service Training Conference, New Staff Orientation and In-Service Staff Development Training Programs to include the Classroom Assessment Scoring System (CLASS), as appropriate to their job assignment.
9. Employ two paid and properly credentialed staff persons (a teacher and a teacher assistant or two teachers) for each classroom according to the HHS rules and regulations.

For the Head Start Services, "teacher" shall be defined as follows: (a) Bachelor's Degree or higher with teacher certification in Early Childhood Education, for Pre-K 4 Classes; or, (b) (i) Associate Degree or higher in Early Childhood Education; (ii) Child Development Associate credential; and (iii) Substitute Teacher Certification, for Pre-K 3 and Pre-K 4/3 Combination Classes, as to (i), (ii) and (iii). Teacher Assistant shall be defined as: (a) Infant and Toddler Center Assistant, or (b) Pre-K Paraprofessional.

For the Early Head Start Program, "teacher" shall be defined as: (i) Associate Degree or higher in Early Childhood Education; (ii) Child Development Associate credential; and (iii) Substitute Teacher Certification. Teacher Assistant shall be defined as (a) Infant and Toddler Center Assistant, or (b) Pre-K Paraprofessional.

10. Employ an Executive Head Start Delegate Agency Director with demonstrated skills and abilities in a management capacity relevant to human services program management. The salary for this individual will be capped in accordance with Head Start Program policies and procedures.
11. Ensure that a qualified fiscal officer and other management staff (i.e., licensed mental health consultant, etc.) have the required license and/or credentials.
12. Comply with all applicable Head Start regulations regarding staffing practices, including the requirement under 45 C.F.R. 1304.52 that staff and Program consultants be familiar with the ethnic background and heritage of families in the Program and able to serve and effectively communicate, to the extent feasible, with children and families with no or limited English proficiency.

### **C. Enrollment/Center Operations**

The Delegate Agency shall perform the following tasks in providing the services:

1. Meet full enrollment within the first 30 days from the start of the School Year (first day of school). When a Program vacancy exists, no more than 30 calendar days may lapse before the vacancy is filled (refer to 45 CFR Part 1305.7(b)). Delegate Agency is given three days for follow-up and documentation of unexcused absences of children enrolled in the Program. On the 4<sup>th</sup> day after confirmation that the child is not returning, the slot should be filled with a new or transferred child, in coordination with the County.

2. Provide a written plan outlining the policies and procedures for including children with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990 (<http://www.ada.gov>) and the Individuals with Disabilities Education Act (IDEA).
3. Maintain a minimum of ten percent (10%) of the Delegate Agency's enrollment for children who have disabilities and provide disability services as specified in 45 CFR Part 1308.
4. Provide services to children already enrolled in the Program in a classroom with adequate square footage ratios per child (35 square feet per HS child; 35 square feet per EHS child exclusive of hallways, bathrooms and office space). The maximum number of children allowed in the classroom of 3 year-olds is 17. A class is considered to serve predominantly 3 year-old children if more than half of the children in the class will be three years old by September 1, 2012. Four year-olds who reach age four between September 2 and December 31, 2012 may share a classroom, with three year-olds. For Early Head Start services (ages 0 – 3), the maximum number of children allowed in a classroom is eight. Adequate playground square footage shall be 75 square feet per child. Delegate Agency shall ensure the square footage requirement is adequate for the number of children served.
5. Provide program services Monday – Friday, from 8:15 a.m. to 3:05 p.m. for the Head Start Program and 7:30 a.m. to 5:00 p.m. for the Early Head Start Program.

No center may operate for less time and no fee can be charged for this time. Additional services that fall outside of this timeframe may be offered either free of charge or for a fee. If a fee is charged for after-school care during the regular Program Year or during the summer when the Program is closed, the Delegate Agency shall send a notice to the parents advising them that the service is not part of the Head Start Program Services. A copy of this letter should be submitted to the County's Head Start Program.

6. The County warrants that it shall approve the Delegate Agency to serve a number of over-income children equal to, but no more than 10% of the contracted slots. The Delegate Agency will submit all applications of over-income children to the County for approval prior to the child entering the Program. This includes children with disabilities and children transitioning from Early Head Start into Head Start. Failure to comply will result in a reduction of reimbursement for each child not approved. The reduction will be pro-rated based on the Delegate Agency's cost per child.
7. Provide a daily educational program following the County approved curriculums of High Scope for Head Start and Creative Curriculum for Early Head Start. Any special enhancement or grant projects that affect the Head Start/Early Head Start curriculums shall be approved by the County prior to implementation.
8. Comply with Life Safety and Fire Prevention Codes to include State of Florida Standards for Safety. The Delegate Agency shall hold documented annual fire inspection reports and a Life Safety Operating Permit for each facility rendering Program Services. The Delegate Agency shall provide the County with copies of the most recent inspections and permits at the time of executing the Agreement.
9. Comply with the State of Florida and/or any municipality mandate, to have a service site Health Inspection Certificate. The Delegate Agency shall keep on file the most recent inspection and furnish the County with a copy at the time of executing the Agreement.

10. Comply with HHS Regulations for transporting children on vehicles that meet the Head Start Transportation requirements as outlined in 45 CFR 1304.52 (b), 45 CFR 1310.22, and 45 CFR 1308.

**Note:** Failure to provide the required licenses and/or certificates may result in termination of the Agreement.

#### **D. Funding**

The Delegate Agency shall perform the following tasks in providing the services:

1. Provide reimbursements for reasonable expenses incurred by Policy Committee members and parent activity funds for all parents, which may be reimbursable, in accordance with the Head Start Laws, Regulations, Performance Standards and Miami-Dade County rules and guidelines.
2. Provide funding for the Parent Activity Fund at a rate of \$7.00 per child slot, per Program Year. The Parent Activity Fund shall be governed by the federal guidelines and ensure that parents have a role in deciding how these funds will be utilized.

#### **E. Child Development and Health Services**

The Delegate Agency shall perform the following tasks in providing the services:

1. Provide early childhood development services and health services coordination as specified in 45 CFR Part 1304.20 (a-f), 1304.22 (a-f) 1304.23 (a-e) and 1304.24 (a), and all other applicable laws and standards, including immunizations, medical exams, dental, sensory, behavioral and developmental screening and appropriate follow-up care for all Program enrolled children. The Delegate Agency shall ensure that all applicable developmental and health services documentation is incorporated into child's folder and properly entered into the ChildPlus Information System including appropriate meal count information.
2. Provide breakfast, snack and lunch that meets with USDA Child Care Food Program requirements and Head Start/Early Head Start Performance Standards. The Delegate Agency shall ensure that staff is present at all meals with the children on a daily basis and provide bi-weekly hands-on nutritional activities. All toddlers, preschool children and assigned classroom staff, including volunteers, shall eat together, family style, and share the same menu to the extent possible.

#### **F. Parent/Family Services**

The Delegate Agency shall perform the following tasks in providing the services:

1. Provide parent involvement services, in coordination with the County's Head Start Program, as specified in 45 CFR Part 1304.40, Subpart C, 1304.50, Subpart D, which includes but is not limited to, establishing and maintaining a Head Start Parent and Policy Committee. The Delegate Agency's Head Start Parent and Policy Committee must be clearly identified, hold regularly scheduled meetings and maintain accurate minutes which reflect Head Start parent participation, educational activities, financial records and documentation, etc.
2. Provide eligibility, recruitment, selection, enrollment and attendance requirements and procedures as specified in 45 CFR Part 1305 to meet the Federal Head Start income guidelines. Delegate Agency shall provide support services to families and assist in

improving the condition and quality of their lives, as required in 45 CFR Part 1304.40, in conjunction with family and community partnerships. The appropriate documentation as required by 45 CFR Part 1304.41, Subpart C, shall be maintained by the Delegate Agency. Children transferring within Program shall be afforded priority.

#### **G. Record Keeping/Monitoring/Confidentiality**

The Delegate Agency shall perform the following tasks in providing the services:

1. Conform to the Program's ChildPlus, Galileo, Devereux Early Childhood Assessment (DECA) and Accuscreen Information Systems for the collection and reporting of data on Program children, to include measuring outcomes. The Delegate Agency shall have the technical capabilities to adequately meet the needs of the Program technical requirements of the software applications.
2. Prepare, retain and permit County staff to inspect all records, as required by HHS, in the manner authorized by the conditions in the HHS grant to the County, or as the County deems necessary.
3. Permit the County's staff to monitor all facilities, services,, and participant children and their families' records at any time during Program operation. The Delegate Agency will be given prior notification before all monitoring visits by the County The Principal of the school where the class is housed will also receive the same notification.
4. Provide documentation to the County identifying the Delegate Agency's non-federal resources, either in cash or in-kind, in an amount equivalent to a minimum of 25% of the total approved Program federal budget amount for the Delegate Agency.
5. Make available at the respective sites for pick at County's sole cost and expense the Delegate Agency's activities, records and any assets purchased with Program funds under this Program for transfer to an entity as determined by the County, in the event of contract termination.
6. Adhere to confidentiality requirements of the Program. The Delegate Agency shall not use or disclose any information concerning a recipient of services herein for any purpose not in conformity with Head Start Program Regulations, or other applicable law, except with written consent from the recipient's responsible parent or guardian, when authorized by law.

#### **H. Preferred Services**

Delegate Agency should ensure that the Delegate Agency's funded slots are occupied by children within the targeted geographic area identified in the approved grant application, pursuant to 45 C.F.R. 1305.2(r).

#### **I. Reporting Requirements**

##### **1. Monthly Reports**

The Delegate Agency shall provide to the Head Start Program, within fifteen (15) days after the end of each month, a monthly report for the services provided, to be prepared and submitted through the ChildPlus application or original form as requested by the Program.

In the event the County has any objections with respect to the Monthly Report, it shall notify Delegate Agency of its objections thereto within ten (10) days of receipt thereof, and the

Delegate Agency shall have no less than fifteen (15) days to take appropriate corrective action, if required.

The monthly report shall include, but not be limited to, the following information:

- a. Educational curriculum plans;
- b. Parental involvement/participation;
- c. Health, nutritional and social services rendered;
- d. Disability and mental health services rendered;
- e. Enrollment and attendance of children enrolled in the Program;
- f. Listing of compliance issues or areas of concern identified by the County with a detailed corrective action plan;
- g. Program income and expenses detailed on a spreadsheet attachment listing entity for each service (e.g., Head Start and Early Head Start services); and
- h. Board of Directors and Policy Committee meetings held and their respective minutes and attachments.

The above listed information shall be readily available, as applicable, in the ChildPlus application so that the County may access it at any time.

## **2. Closeout Report**

Upon conclusion of every Program Year, the Delegate Agency shall submit a Financial Closeout Report to the County within 45 days. This report shall include a cumulative year-end summary of Delegate Agency fiscal expenditures. If after receipt of this Closeout Report, the County determines that the Delegate Agency has been paid funds not in accordance with the contract, and to which it is not entitled, the County shall communicate such finding to the Delegate Agency within sixty (60) days of receipt of the Closeout Report, and the Delegate Agency shall have thirty (30) days within which to demonstrate the eligibility of these expenditures. If after appropriate review by both Parties, the expenditures are not eligible, then the Delegate Agency shall return such funds to the County within 60 days. Additionally, any unexpended or unallocated funds shall be recaptured by the County.

## **3. Incident Reporting**

Delegate agency shall immediately report knowledge or reasonable suspicion of abuse, neglect, or abandonment of a child, aged person, or disabled adult to the Florida Abuse Hotline, at the statewide toll-free telephone number (1-800-96-ABUSE). As required by Chapters 39 and 415 of the Florida Statutes, this is binding upon both the Delegate Agency and all its employees and agents. The Delegate Agency shall have a comprehensive policy and procedure plan on handling child abuse allegations and offer a training program to all staff on child abuse prevention, detection and reporting of child abuse allegations.

Ensure 100% compliance with the Delegate Agency's incident reporting procedures. The Program has a zero tolerance policy for abuse and neglect.

## **J. Additional Reporting Requirements**

### **1. Other Reports**

Delegate agency shall submit any and all other reports deemed reasonable by the County and the Delegate Agency as may be required by HHS and the County by the specified dates.

### **2. State of Florida Certificate of Status**

The Delegate Agency shall comply with all laws, statutes, regulations, ordinances, resolutions, performance standards, professional standards, codes, rules and guidelines applicable to the services contemplated herein. The Delegate Agency is presumed to be familiar with all Federal, State and local laws, statutes, regulations, ordinances, resolutions, performance standards, professional standards, codes, rules and guidelines that may in any way affect the goods or services offered, especially, Executive Order No. 11246 entitled, "Equal Opportunity" and as amended by Executive Order No. 11375, as supplemented by the Department of Labor Relations (41 CFR, Part 60), the Americans with Disabilities Act of 1990 and implementing regulations, the Rehabilitation Act of 1973, as amended, Chapter 553 of the Florida Statutes and any and all other local, State and Federal directives, ordinances, rules, orders and laws relating to people with disabilities.

The Delegate Agency shall submit to the HS Program, a Certificate of Status in the name of the Delegate Agency, prior to contract execution, which certifies the following: Delegate Agency is organized under the laws of the State of Florida; all fees and penalties have been paid; most recent annual report has been filed with an active status; and that there are no current deficiencies or Articles of Dissolution on file.

### **3. Board of Directors' Resolution**

The Delegate Agency shall ensure that the County is apprised of the fiscal, administrative and contractual obligations of the project funded through the County by passage of a formal resolution authorizing execution of the contract with the County by Delegate Agency's governing board. A resolution by Delegate Agency's governing board authorizing execution of the contract with the County shall be provided by the Delegate Agency to the County with the signed contract by the Delegate Agency, prior to signature of the contract by the County.

### **4. IRS Documentation**

The Delegate Agency shall submit to the County the following documentation: (a) The I.R.S. tax exempt status determination letter; (b) the most recent I.R.S. Form 990; (c) the annual submission of I.R.S. Form 990 within 6 months after the Delegate Agency's fiscal year end; (d) IRS 941 - Quarterly Federal Tax Return Reports within 35 days after the quarter ends, and if the 941 reflects a tax liability, proof of payment shall be submitted within 60 days after the end of the quarter.

### **5. Audit Requirements**

The Delegate Agency shall comply with the following audit requirements, as applicable:

a. Audit Required. All non-Federal entities that expend \$500,000 or more in a year in Federal Awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of OMB circular No. A-133 Revised.

b. Single Audit. All non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single audit conducted in accordance with OMB Circular A-133 Revised, except when they elect to have a program-specific audit conducted in accordance with Number 3 below.

c. Program-Specific Audit Selection. Non-Federal entities that expend Federal awards under only one Federal program (excluding Research & Development) and the Federal program's laws, regulations, or grant agreements do not require a financial statement audit. The entity may elect to have a program-specific audit conducted. A program-specific audit may not be elected for Research & Development unless all of the Federal awards expended were received from the same Federal Delegate Agency, or the same Federal Delegate Agency and the same

pass-through entity, and that Federal Delegate Agency or pass-through entity in the case of a sub-recipient, approves in advance a program-specific audit.

d. Exemption when Federal Awards Expended is less than \$500,000. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted OMB Circular A-133 Revised, Subpart B, Section 215(a), as may be amended, but records must be available for review or audit by appropriate officials of the Federal Delegate Agency, pass-through entity, and General Accounting Office (GAO).

The Delegate Agency shall submit annually to the Head Start Program a complete copy of their annual, Delegate Agency-wide audit reports performed by an independent auditor covering each of the fiscal years for which Head Start funds were awarded. Audits of government entities must comply with OMB circular A-133. Audits of non-profit organizations, non-government entities, hospitals and institutions of higher learning shall comply with OMB Circular A-133.

#### **K. Background Screening**

The Delegate Agency shall comply with the following tasks in providing the services:

1. Abide by all background screening and employment requirements of the Head Start Program, including but not limited to, 45 C.F.R. 1301.31 and 42 U.S.C. 9843a, requiring interviews and verification of references of individuals seeking employment with the Program; and
2. Ensure that employees, subcontracted personnel and volunteers who work with vulnerable persons, including children, satisfactorily complete and pass Level 2 background screening and local law enforcement screening before working with vulnerable persons, including children. The Delegate Agency shall furnish the County with proof that employees, subcontracted personnel and volunteers, who work with vulnerable persons, have satisfactorily passed Level 2 background screening, pursuant to Chapter 435, Florida Statutes, as may be amended from time to time. Any person with positive response(s) to any of the enumerated charges as defined in Level 1 and Level 2 background checks shall not work with children or youths. All employee personnel files shall reflect the initiation and completion of the required background screening checks. If the Delegate Agency fails to provide the County with proof that an employee, subcontractor or volunteer's Level 2 background screening was satisfactorily passed and completed prior to that employee, subcontractor or volunteer working with a vulnerable person or vulnerable persons including children, the Delegate Agency's contract may be subject to termination and revocation of funding at the sole discretion of the County.
3. An Affidavit of Good Moral Character shall be completed and notarized for each employee, volunteer and subcontracted personnel upon hiring.
4. All employee personnel files shall reflect the initiation and completion of the required background screening checks.
5. Upon execution of a contract, the Delegate Agency shall furnish the Head Start Program with proof that background screening Level 2 was completed. If the Delegate Agency fails to furnish to the Head Start Program proof that background screening Level 2 was completed and Level 2 was not initiated prior to working directly with client youths, the County shall not disburse any further funds and the contract may be subject to termination at the sole discretion of the County.

6. The Delegate Agency shall retain all records demonstrating compliance with the background screening required herein for not less than three years beyond the last date that all applicable terms of the contract have been complied with and final payment has been received and appropriate audits have been submitted to, and accepted by, the appropriate entity.

#### L. Budget/Cost

Any amounts stated are subject to available funding, at the County's sole discretion, and contingent upon federal grant allotment to the County. The maximum amount payable for services rendered under the Program for a full Program Year in the aggregate for all Head Start and Early Head Start Services will be determined based on available funding. The actual amount paid to a Delegate Agency will vary based on the number of slots allocated to the Delegate Agency, as noted in Appendix B. The reimbursement of administrative costs will not exceed 10% of the contracted and in-kind amounts. The total budget proposed must include a 25% matching contribution from non-federal resources, identified in line items where matching funds are allocated. Delegate agencies serving VPK eligible students should leverage VPK funding which may be used as part of their required match. The reimbursement of a lump sum payment of accrued leave will be disallowed.

The established maximum per child cost per Program year is: **\$6,700** for Head Start, **\$12,000** for Early Head Start, and **\$10,878** for Home-Based slots. Notwithstanding any proposed budget by a Delegate Agency, the County will not pay more than these stated maximum per child amounts. If a Delegate Agency provides services at a rent-free County facilitated site, \$400 shall be deducted from the maximum per child cost. Additionally, for each VPK eligible 4-year old Program participant, \$900 shall be deducted from the maximum per child cost. Please note that Delegate Agency is encouraged to leverage VPK revenue for each eligible 4-year old as a way to help Delegate Agency meet its matching obligation to provide for non-federal resources in the amount equivalent to 25% of total federal allocation. Regardless of whether VPK revenue is leveraged, Delegate Agency remains responsible for providing non-federal resources equivalent to 25% of total federal allocation.

#### M. Payment Schedule

The Delegate Agency shall furnish the County with a detailed monthly line-item budget summary which shall be segregated by all Program and administrative costs; current month's expenses; year-to-date expenses and available balance; and a statement detailing monthly expenditures made and the in-kind match provided by the Delegate Agency. The Delegate Agency shall submit copies of all contracts and agreements for the current Program Year, which shall include but not be limited to, leases for real and personal property, to the County's Community Action and Human Services Department, Fiscal Unit Coordinator, prior to request for reimbursement.

The Delegate Agency shall invoice the County for these services, on a monthly basis, on or before the thirtieth (30<sup>th</sup>) day of each month following the month in which the service was rendered, unless the County has granted an extension in writing. Payment requests shall be accompanied by the reimbursement package, including copy of the summary general ledger and transaction register for this program. Reimbursement shall be based on a line item budget. It is anticipated that the County will reimburse the Delegate Agency based on the timeframe agreed upon in the Agreement. It is the standard process of the County to reimburse within 30 days from receipt of reimbursement requests that are complete and correct. It is the responsibility of the Delegate Agency to maintain sufficient cash flow pending receipt of reimbursement from the County.

Failure to submit monthly reimbursement requests as required may result in the Delegate Agency's forfeit of its claim to any reimbursements for that specific month's reimbursement request, in addition to any other remedies or termination provisions allowed the County. Any payment due to the Delegate Agency may be withheld pending receipt and approval by the County of all reports and documents due.

**N. County Responsibilities**

The County, serving as the Head Start/Early Head Start Program Grantee, will:

1. Monitor, evaluate and provide guidance to the Delegate Agency as it performs the Delegate Agency's obligations under this Agreement.
2. Provide training and technical assistance, as requested or necessary, to the Delegate Agency, including without limitation professional development for employees hired after the beginning of the School Year. The County will notify the Delegate Agency of all local, state, and national conferences that the County considers of relevance to the Head Start/Early Head Start Program.
3. Reimburse the Delegate Agency in accordance with the terms and conditions of the Agreement by and between the Parties and pursuant to the DHHS Grant on a monthly basis, and in accordance with the Delegate Agency's approved monthly reimbursement package. The County hereby represents and agrees that it shall submit any and all documentation to the funder in order to ensure timely receipt of funds from the federal government under the DHHS Grant.
4. Reimburse Delegate Agency for nutrition services provided to children enrolled in the Head Start/Early Head Start Program which are not covered by the USDA Child and Adult Care Food Program.
5. Provide all-inclusive disability services for all children enrolled in the Head Start/Early Head Start Program, including transportation services for scheduled therapy appointments, special equipment and devices, and sign language interpretation and materials. Delegate Agency may provide supplemental materials, services, etc.
6. Provide a mental health referral framework which involves community partners for all children in the Head Start/Early Head Start Program.
7. Provide Health Services for all uninsured children enrolled in the Head Start/Early Head Start Program as a payer of last resort.
8. Provide each Delegate Agency rendering Early Head Start Program Services with diapers-wipes for each enrolled Early Head Start child at the beginning of each Program Year. The amount of diapers-wipes provided will be valued at not more than \$200 per year.
9. Provide licenses for the following programmatic operations:

- a. Galileo Assessment;
  - b. Accuscreen;
  - c. Child-Plus Tracking System; and
  - d. E-DECA
10. Provide Lesson Plan Booklets for all Head Start/Early Head Start Program classrooms.
  11. Provide transportation for Program enrolled children participating in the following County approved activities:
    - a. Special Research related Projects (i.e., Miami Children's Museum Project, etc.)
    - b. Transition Activities (program child transitioning from Head Start Center to Public School Facility, etc.)
    - c. Health and Disability Service Appointments.
  13. Maintain oversight and engagement of the Delegate Agency in the federally mandated Health Advisory Committee.
  14. Support Delegate Agency with the marketing and recruitment of the Delegate Agency's Head Start and Early Head Start Program
  15. Provide the Delegate Agency with the name and contact information of those students that met the Program admission criteria set by the County's Head Start Program Services, which shall be no less than the number of students noted in Appendix B.
  16. Maintain student waiting list and provide updates to the Delegate Agency in order to maintain the number of enrolled students at maximum capacity allotted in the event of any student attrition. until September 30, 2012. On October 1, 2012, the Delegate Agency will assume the responsibility of maintaining the student waiting list; however, the County will continue to support the Delegate Agency's marketing and recruitment activities.
  17. Provide a minimum of four-weeks advanced notice to the Delegate Agency for the purpose of conducting any type of Program review or evaluation. .

APPENDIX B  
TO  
INTERLOCAL AGREEMENT  
BY AND BETWEEN  
MIAMI-DADE COUNTY  
AND  
THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
CONTRACT NO. RFA17/ HEAD START AND EARLY HEAD START PROGRAM

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BUDGET



**ADMINISTRATIVE BUDGET APPLICATION FORM**  
**HEAD START PROGRAM**

<b>Budget Period</b> From <u>8/1/2012</u> Through <u>7/31/2013</u> 12 months		Delegate: <b>MIAMI-DADE COUNTY PUBLIC SCHOOLS</b> BOLD FONT HAS A FORMULA	<b>Requested Funding</b> %      Amount	<b>Justification</b>
Head Start		Head Start		
<b>a. PERSONNEL SALARIES: PROGRAM STAFF</b>				
<b>List Full-Time Positions</b>				
Position	Annual Salary			
Head Start Program Director	81,666.00	60%	55,539.00	1 - Executive Director
Clerical Personnel	39,785.00	60%	27,054.00	1 - Department Administrative Assistant
Disabilities Services Personnel			0.00	
Health/Mental Health Services Personnel			0.00	
Other Family and Community Partnerships Personnel			0.00	
Teacher			0.00	
Associate Educator			0.00	
Nutrition Services Personnel			0.00	
Other Child Services Personnel			0.00	
Managers			0.00	
Assistant Teacher (4 Yr old classes)			0.00	
Assistant Teacher (3 Yr old classes)			0.00	
Staff Development/District Supervisor			0.00	
Fiscal Personnel	148,819.00	60%	101,197.00	1 - Fiscal/Staff Coordinator, 1 - Fiscal Specialist, 1 - Accounting Specialist
Other Administrative Personnel	75,660.00	60%	51,449.00	1 - Assistant Principal
Other Personnel	78,446.00	60%	53,143.00	2 - Senior Computer Operator
<b>Full-Time Total</b>	<b>424,377.00</b>		<b>288,576.00</b>	
<b>TOTAL FTEs/SALARIES</b>			<b>288,576.00</b>	
<b>b. FRINGE BENEFITS</b>				
Fica/Mica	Rate: 7.65%		22,076.00	
W-Comp's	Rate: 2.70%		7,792.00	
Unemploy	Rate: Allocated		0.00	
Health Ins.	Cost per Staff \$8,732.00		47,502.00	
Life Ins.	Cost per Staff		0.00	
Retirement	Rate: 5.26%		15,179.00	
Other	Specify & provide calculations		0.00	
	Rate:		0.00	
	Rate:		0.00	
<b>TOTAL FRINGE BENEFITS</b>			<b>\$92,549.00</b>	
<b>ADMINISTRATIVE EXPENSES:</b>				
<b>c. Travel - Out-of-town</b>			<b>Cost</b>	
Travel Out-of-town				0
<b>Subtotal Travel</b>			<b>0.00</b>	
<b>d. Equipment</b>				
Office Equipment				
Classroom/Outdoor/Home Based/FCC				
Vehicle Purchase				
Other Equipment				
<b>Subtotal equipment</b>			<b>0.00</b>	
<b>e. Supplies</b>				
Office Supplies			104,650.00	Administrative Office Supplies
Child and Family Services supplies				
Food Services supplies				
Other Supplies (Various)				
<b>Subtotal supplies</b>			<b>104,650.00</b>	
<b>f. Contractual</b>				
Administrative Services (Legal, Accounting)				
Health/Disabilities Services				
Food Services				
Child Transportation Services				
Training and Technical Assistance				
Family Child Care				
Other Contracts				
<b>Subtotal contractual</b>			<b>0.00</b>	
<b>g. Construction</b>				
New Construction				
Major Renovation				
Acquisition of Buildings/Modular Units				
<b>Subtotal construction</b>			<b>0.00</b>	
<b>h. Other</b>				
Depredation/Use Allowance				
Rent				
Mortgage				
Utilities, telephone				
Building & Child Liability Insurance				
Building Maint/Repair and Other Occupancy				
Incidental Alterations/Renovations				
Local Travel				
Nutrition Services				
Child Services - Consultants				
Volunteers				
Substitutes (If not paid benefits)				
Parent Services				
Accounting & legal Services				
Publications/ Advertising/Printing			54,600.00	Printing and Duplicating Services for Head Start / Early Head Start Program
Training or Staff Development				
Other				
<b>Subtotal Other</b>			<b>159,250.00</b>	
<b>i. Total direct Charges (sum of a - h)</b>			<b>540,375.00</b>	
<b>j. Total Indirect Charges</b>			<b>0.00</b>	
<b>k. Totals (sum of a - j)</b>			<b>540,375.00</b>	
<b>TOTAL ADMINISTRATIVE EXPENSES:</b>			<b>\$540,375.00</b>	(based on 1,935 Head Start Slots)



**PROGRAMMATIC BUDGET APPLICATION FORM**  
HEAD START PROGRAM

Budget Period		Delegate: AMI-DADE COUNTY PUBLIC SCHOOL		BUDGET HAS A FORMULA		Justification
From	Through	Head Start	Requested Funding	%	Amount	
8/1/2012	7/31/2013	12 months				
<b>SALARIES: PROGRAM STAFF</b>						
<b>List Full-Time Employees</b>						
Position	Annual Salary					
Head Start Program Director			0.00			
Clerical Personnel			0.00			
Disabilities Services Personnel	70,525.00	68%	47,957.00		1 - Disabilities Services Coordinator	
Health/Mental Health Services Personnel	70,525.00	68%	47,957.00		1 - Mental Health Coordinator	
Other Family and Community Partnerships Personnel	349,503.00	68%	237,662.00		6 - Social Workers	
Teacher	2,962,320.00	56%	1,658,787.00		56 - Certified Pre-K Teachers	
Associate Educator (3 Yr Old)	989,303.00	100%	989,303.00		47 - Associate Educators	
Nutrition Services Personnel	70,525.00	68%	47,957.00		1 - Nutritional Services Coordinator	
Other Child Services Personnel			0.00			
Managers			0.00			
Assistant Teacher (4 Yr old classes)	894,040.00	56%	500,662.00		56 - Infant and Toddler Center Assistants	
Assistant Teacher (3 Yr old classes)	750,355.00	100%	750,355.00		47 - Infant and Toddler Center Assistants	
Staff Development/District Supervisor	194,847.00	68%	132,496.00		3 - Curriculum Support Specialists (Content Area Experts)	
Fiscal Personnel			0.00			
Other Administrative Personnel	207,696.00	91%	189,003.00		6 - Infant and Toddler Center Directors	
Other Personnel			0.00			
<b>Full-Time Total</b>	<b>6,559,439.00</b>		<b>4,602,139.00</b>			
<b>List Part-Time/Seasonal Employees</b>						
Hourly Parent Outreach Personnel	873,600.00	91%	834,288.00		56 - Infant and Toddler Center Assistants (Parent Outreach)	
Hourly Security Monitors	30,000.00	91%	27,300.00		3 - Security Monitors	
Substitutes & Stipends for PD	174,966.00	91%	159,219.00		Allocation for Substitutes and Stipends for Professional Development	
Hourly Center Directors	144,000.00	100%	144,000.00		8 - Hourly Infant and Toddler Center Directors	
			0.00			
			0.00			
			0.00			
			0.00			
			0.00			
<b>Part-Time Total</b>	<b>1,222,566.00</b>		<b>1,164,807.00</b>			
<b>TOTAL FTEs/SALARIES</b>			<b>5,766,946.00</b>			
<b>b. FRINGE BENEFITS</b>						
Fica/Mica	Rate: 7.65%		441,171.00			
W-Comp's	Rate: 2.70%		155,708.00			
Unemploy	Rate: Allocated					
Health Ins.	Cost per Staff \$8,732.00		1,483,148.00			
Life Ins.	Cost per Staff		0.00			
Retirement	Rate: 5.26%		303,341.00			
Other	Specify & provide calculations		0.00			
	Rate:		0.00			
	Rate:		0.00			
<b>TOTAL FRINGE BENEFITS</b>			<b>\$2,383,368.00</b>			
<b>ADMINISTRATIVE EXPENSES:</b>						
<b>c. Travel - Out-of-town</b>						
Travel Out-of-town			56,875.00		Out of County Travel for Staff	
			56,875.00			
<b>Subtotal Travel</b>			<b>56,875.00</b>			
<b>d. Equipment</b>						
Office Equipment			0.00			
Classroom/Outdoor/Home Based/FCC			265,000.00		Furniture, fixtures and Equipment	
Vehicle Purchase			0.00			
Other Equipment			0.00			
<b>Subtotal equipment</b>			<b>265,000.00</b>			
<b>e. Supplies</b>						
Office Supplies						
Child and Family Services supplies			319,240.00		Classroom Materials	
Food Services supplies						
Other Supplies (Various)			703,887.00		Curriculum Materials	
<b>Subtotal supplies</b>			<b>1,023,127.00</b>			
<b>f. Contractual</b>						
Administrative Services (Legal, Accounting)						
Health/Disabilities Services						
Food Services						
Child Transportation Services						
Training and Technical Assistance			109,200.00		Contracted Services for Staff Development and Teacher Trainings	
Family Child Care						
Other Contracts						
<b>Subtotal contractual</b>			<b>109,200.00</b>			
<b>g. Construction</b>						
New Construction						
Major Renovation						
Acquisition of Buildings/Modular Units						
<b>Subtotal construction</b>			<b>0.00</b>			
<b>h. Other</b>						
Depreciation/Use Allowance						
Rent						
Mortgage						
Utilities, telephone			6,774.00		Child Liability Insurance	
Building & Child Liability Insurance			1,342,620.00		Facilities / Equipment / Utilities	
Building Maint/Repair and Other Occupancy						
Incidental Alterations/Renovations						
Local Travel			134,000.00		Field Trips for Students	
Nutrition Services						
Child Services - Consultants						
Volunteers						
Substitutes (if not paid benefits)						
Parent Services			30,940.00		Parental Involvement Supplies / Parent Activity Fund	
Accounting & legal Services						
Publications/ Advertising/Printing						
Training or Staff Development						
Other			207,275.00		In-County Travel / Linen Services / Disallowable Expenditures	
<b>Subtotal Other</b>			<b>3,175,811.00</b>			
<b>i. Total direct Charges (sum of a - h)</b>			<b>11,326,125.00</b>			
<b>j. Total indirect Charges</b>			<b>0.00</b>			
<b>k. Total (sum of a - j)</b>			<b>11,326,125.00</b>		(Based on 1,935 Head Start Slots)	
<b>TOTAL OPERATING EXPENSES:</b>			<b>\$11,326,125.00</b>			



ADMINISTRATIVE AND PROGRAM BUDGET APPLICATION FORM  
HEAD START PROGRAM

Budget Period		Delegate:		MIAMI-DADE COUNTY PUBLIC SCHOOLS		8/1/2012 - 7/31/2013		Justification
From	Through							
8/1/2012	7/31/2013	12 months		Head Start		Requested Funding		
SALARIES: PROGRAM STAFF				X		ADM		PROR
List Full-Time Employees								Amount
Position	Annual Salary							
Head Start Program Director	81,666.00	68%	55,533.00	-	-	55,533.00	68% Allocated to Administrative	
Clerical Personnel	39,788.00	68%	27,054.00	-	-	27,054.00	68% Allocated to Administrative	
Disabilities Services Personnel	70,525.00	68%	-	47,957.00	-	47,957.00	68% Allocated to Programmatic	
Health/Mental Health Services Personnel	70,525.00	68%	-	47,957.00	-	47,957.00	68% Allocated to Programmatic	
Other Family and Community Partnerships Personnel	58,250.50	68%	-	39,569.34	-	39,569.34	68% Allocated to Programmatic	
Teacher	52,895.00	55%	-	29,092.25	-	29,092.25	55% Allocated to Programmatic	
Associate Educator (3 Yr Old)	21,042.00	100%	-	21,042.00	-	21,042.00	100% Allocated to Programmatic	
Nutrition Services Personnel	70,525.00	68%	-	47,957.00	-	47,957.00	68% Allocated to Programmatic	
Other Child Services Personnel	-	0%	-	-	-	-	0.00	
Managers	-	0%	-	-	-	-	0.00	
Assistant Teacher (4 Yr old classes)	35,965.00	50%	-	17,982.50	-	17,982.50	50% Allocated to Programmatic	
Assistant Teacher (3 Yr old classes)	35,965.00	100%	-	35,965.00	-	35,965.00	100% Allocated to Programmatic	
Staff Development/Dis/Int Supervisor	64,949.00	60%	-	38,969.40	-	38,969.40	60% Allocated to Programmatic	
Fiscal Personnel	49,006.33	68%	33,312.30	-	-	33,312.30	68% Allocated to Administrative	
Other Administrative Personnel	55,138.00	159%	87,669.62	169,003.00	-	246,672.62	68% Allocated to Administrative / 91% Allocated to Programmatic	
Other Personnel	39,223.00	68%	26,661.64	-	-	26,661.64	68% Allocated to Administrative	
<b>Full-Time Total</b>	<b>706,067.83</b>		<b>288,576.00</b>	<b>8,602,139.00</b>		<b>4,890,719.00</b>		
List Part-Time/Seasonal Employees								
Hourly Parental Outreach Personnel	-	91%	-	834,288.00	-	834,288.00	91% Allocated to Programmatic	
Hourly Security Monitors	-	91%	-	27,300.00	-	27,300.00	91% Allocated to Programmatic	
Substitutes & Stipends for PD	-	91%	-	159,219.00	-	159,219.00	91% Allocated to Programmatic	
Hourly Center Directors	-	100%	-	144,000.00	-	144,000.00	8- Hourly Infant and Toddler Center Directors	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
<b>Part-Time Total</b>	<b>0.00</b>						<b>1,164,807.00</b>	
<b>TOTAL FTE/SALARIES</b>								<b>6,055,526.00</b>
<b>b. FRINGE BENEFITS</b>								
Fica/Mica	Rate: 7.65%		22,076.00	441,171.00	-	463,247.00		
W-Comp's	Rate: Allocated		7,792.00	155,708.00	-	163,500.00		
Unemploy	Rate: Allocated		-	-	-	0.00		
Health Ins.	Cost per Staff \$500.00		47,502.00	1,483,148.00	-	1,530,650.00		
Life Ins.	Cost per Staff		-	-	-	0.00		
Retirement	Rate:		15,179.00	303,341.00	-	318,520.00		
Other	Specify & provide calculations		-	-	-	0.00		
	Rate:		-	-	-	0.00		
	Rate:		-	-	-	0.00		
<b>TOTAL FRINGE BENEFITS</b>								<b>52,475,917.00</b>
<b>ADMINISTRATIVE EXPENSES:</b>								
<b>a. Travel - Out of town</b>								Cost
Travel Out-of-town				56,875.00	-	56,875.00	Out of County Travel for Staff	
<b>Subtotal Travel</b>				<b>56,875.00</b>		<b>56,875.00</b>		
<b>d. Equipment</b>								
Office Equipment				-	-	0.00		
Classroom/Outdoor/Home Based/FCC				265,000.00	-	265,000.00	Furniture, Fixtures and Equipment	
Vehicle Purchase				-	-	0.00		
Other Equipment				-	-	0.00		
<b>Subtotal equipment</b>				<b>265,000.00</b>		<b>265,000.00</b>		
<b>e. Supplies</b>								
Office Supplies			104,650.00	-	-	104,650.00	Administrative Office Supplies	
Child and Family Services supplies			-	319,240.00	-	319,240.00	Classroom Materials	
Food Services supplies			-	-	-	0.00		
Other Supplies (Various)			-	703,887.00	-	703,887.00	Curriculum Materials	
<b>Subtotal supplies</b>			<b>104,650.00</b>	<b>1,023,127.00</b>		<b>1,127,777.00</b>		
<b>f. Contractual</b>								
Administrative Services (Legal, Accounting)			-	-	-	0.00		
Health/Disabilities Services			-	-	-	0.00		
Food Services			-	-	-	0.00		
Child Transportation Services			-	-	-	0.00		
Training and Technical Assistance			-	109,200.00	-	109,200.00	Contracted Services for Staff Development and Teacher Trainings	
Family Child Care			-	-	-	0.00		
Other Contracts			-	-	-	0.00		
<b>Subtotal contractual</b>				<b>109,200.00</b>		<b>109,200.00</b>		
<b>g. Construction</b>								
New Construction			-	-	-	0.00		
Major Renovation			-	-	-	0.00		
Acquisition of Buildings/Modular Units			-	-	-	0.00		
<b>Subtotal construction</b>				<b>0.00</b>		<b>0.00</b>		
<b>h. Other</b>								
Depreciation/Use Allowance			-	-	-	0.00		
Rent			-	-	-	0.00		
Mortgage			-	-	-	0.00		
Utilities, Telephone			-	-	-	0.00		
Building & Child Liability Insurance			-	6,774.00	-	6,774.00	Child Liability Insurance	
Building Maint/Repair and Other Occupancy			-	1,842,610.00	-	1,842,610.00	Facilities / Equipment / Utilities	
Incidental Alterations/Improvements			-	-	-	0.00		
Local Travel			-	134,000.00	-	134,000.00	Field Trips for Students	
Nutrition Services			-	-	-	0.00		
Child Services - Consultants			-	-	-	0.00		
Volunteers			-	-	-	0.00		
Substitutes (if not paid benefits)			-	-	-	0.00		
Parent Services			-	30,940.00	-	30,940.00	Parental Involvement Supplies / Parent Activity Fund	
Accounting & Legal Services			-	-	-	0.00		
Publications/Advertising/Printing			54,600.00	-	-	54,600.00	Printing and Duplicating Services for Head Start / Early Head Start Program	
Training or Staff Development			-	-	-	0.00		
Other			-	207,275.00	-	207,275.00	In-Country Travel / Linen Services / Disallowable Expenditures	
<b>Subtotal Other</b>			<b>159,250.00</b>	<b>3,175,811.00</b>		<b>3,335,061.00</b>		
<b>I. Total direct Charges (sum of a - h)</b>			<b>540,375.00</b>	<b>11,926,125.00</b>		<b>11,866,500.00</b>		
<b>J. Total Indirect Charges</b>								
							0.00	
<b>k. Totals (sum of a - j)</b>			<b>540,375.00</b>	<b>11,926,125.00</b>		<b>11,866,500.00</b>		
<b>TOTAL PROGRAM EXPENSES:</b>								<b>\$11,866,500.00</b>
<b>Budget Administrative Cost</b>								<b>540,375.00</b>
Administrative In-Kind								-
<b>Total Administrative Cost (Cannot exceed 10%)</b>								<b>540,375.00</b>
<b>Total Operating In-Kind Expenses</b>								<b>2,856,625.00</b>
<b>TOTAL BUDGET (Contract Budget + Non-Federal Share)</b>								<b>14,833,125.00</b>
Non-Federal Share								25.00%
<b>Total Contract Budget</b>								<b>11,866,500.00</b> (Based on 1,935 Head Start Slots)





**IN-KIND PROGRAMMATIC BUDGET APPLICATION FORM**  
**HEAD START PROGRAM**

Delegate: <b>MIAMI-DADE COUNTY PUBLIC SCHOOLS</b> BDDG FORT WIAS A FORMULA		<b>Justification</b>		
Budget Period From <b>8/1/2012</b> Through <b>7/31/2013</b> 12 months	Head Start Requested Funding			
<b>SALARIES: PROGRAM STAFF</b> List Full-Time Employees				
Position	Annual Salary	%	Amount	
	0.00		0.00	
	0.00		0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
Full-Time Total	0.00		0.00	
<b>TOTAL FTEs/SALARIES</b>			<b>0.00</b>	
<b>b. FRINGE BENEFITS</b>				
Fica/Mica	Rate: 7.65%			
W-Comp's	Rate: Allocated			
Unemploy	Rate: Allocated			
Health Ins.	Cost per Staff \$500.00			
Life Ins.	Cost per Staff			
Retirement	Rate:			
Other	Specify & provide calculations			
	Rate:			
	Rate:			
<b>TOTAL FRINGE BENEFITS</b>			<b>\$0.00</b>	
<b>ADMINISTRATIVE EXPENSES:</b>				
<b>c. Travel – Out-of-town</b>			Cost	
Travel Out-of-town				
Subtotal Travel			0.00	
<b>d. Equipment</b>				
Office Equipment				
Classroom/Outdoor/Home Based/FCC				
Vehicle Purchase				
Other Equipment				
Subtotal equipment			0.00	
<b>e. Supplies</b>				
Office Supplies				
Child and Family Services supplies				
Food Services supplies				
Other Supplies (Various)				
Subtotal supplies			0.00	
<b>f. Contractual</b>				
Administrative Services (Legal, Accounting)				
Health/Disabilities Services				
Food Services				
Child Transportation Services				
Training and Technical Assistance				
Family Child Care				
Other Contracts				
Subtotal contractual			0.00	
<b>g. Construction</b>				
New Construction				
Major Renovation				
Acquisition of Buildings/Modular Units				
Subtotal construction			0.00	
<b>h. Other</b>				
Depreciation/Use Allowance		2,966,625.00	Use of Common Areas in participating M-DCPS schools	
Rent				
Mortgage				
Utilities, telephone				
Building & Child Liability Insurance				
Building Maint/Repair and Other Occupancy				
Incidental Alterations/Renovations				
Local Travel				
Nutrition Services				
Child Services - Consultants				
Volunteers				
Substitutes(if not paid benefits)				
Parent Services				
Accounting & legal Services				
Publications/ Advertising/Printing				
Training or Staff Development				
Other				
Subtotal Other		2,966,625.00		
<b>i. Total direct Charges (sum of a - h)</b>		<b>2,966,625.00</b>		
<b>j. Total Indirect Charges</b>		<b>0.00</b>		
<b>k. Totals (sum of a - j)</b>		<b>2,966,625.00</b>	(Based on 1,935 Head Start Slots)	
<b>TOTAL OPERATING IN-KIND EXPENSES:</b>		<b>\$2,966,625.00</b>		





**ADMINISTRATIVE BUDGET APPLICATION FORM**  
EARLY HEAD START PROGRAM

Delegate: <b>MIAMI-DADE COUNTY PUBLICSCHOOLS</b> <b>BOLD FONT HAS A FORMULA</b>			
Budget Period From <b>8/1/2012</b> Through <b>7/31/2013</b> 12 months		Early Head Start Requested Funding	
<b>a. PERSONNEL SALARIES: PROGRAM STAFF</b>		<b>%</b>	<b>Amount</b>
<b>List Full-Time Positions</b>			
<b>Position</b>	<b>Annual Salary</b>		
Head Start Program Director	81,666.00	7%	5,717.00
Clerical Personnel	39,786.00	7%	2,785.00
Disabilities Services Personnel			0.00
Health/Mental Health Services Personnel			0.00
Other Family and Community Partnerships Personnel			0.00
Teacher			0.00
Associate Educator			0.00
Nutrition Services Personnel			0.00
Other Child Services Personnel			0.00
Managers			0.00
Staff Development/District Supervisor			0.00
Fiscal Personnel	148,819.00	7%	10,417.00
Other Administrative Personnel	75,660.00	7%	5,295.00
Other Personnel	78,446.00	7%	5,493.00
<b>Full-Time Total</b>	<b>424,377.00</b>		<b>29,706.00</b>
<b>TOTAL FTEs/SALARIES</b>			<b>29,706.00</b>
<b>b. FRINGE BENEFITS</b>			
Fice/Vica	Rate: 7.65%		2,273.00
W-Comp's	Rate: 2.70%		802.00
Unemploy	Rate: Allocated		0.00
Health Ins.	Cost per Staff \$8,732.00		4,879.00
Life Ins.	Cost per Staff		0.00
Retirement	Rate: 5.26%		1,563.00
Other	Specify & provide calculations		0.00
	Rate:		0.00
	Rate:		0.00
<b>TOTAL FRINGE BENEFITS</b>			<b>\$9,517.00</b>
<b>ADMINISTRATIVE EXPENSES:</b>			
<b>c. Travel - Out-of-town</b>			
Travel Out-of-town	Cost		
<b>Subtotal Travel</b>			<b>0.00</b>
<b>d. Equipment</b>			
Office Equipment			
Classroom/Outdoor/Home Based/FCC			
Vehicle Purchase			
Other Equipment			
<b>Subtotal equipment</b>			<b>0.00</b>
<b>e. Supplies</b>			
Office Supplies		10,350.00	Administrative Office Supplies
Child and Family Services supplies			
Food Services supplies			
Other Supplies (Various)			
<b>Subtotal supplies</b>			<b>10,350.00</b>
<b>f. Contractual</b>			
Administrative Services (Legal, Accounting)			
Health/Disabilities Services			
Food Services			
Child Transportation Services			
Training and Technical Assistance			
Family Child Care			
Other Contracts			
<b>Subtotal contractual</b>			<b>0.00</b>
<b>g. Construction</b>			
New Construction			
Major Renovation			
Acquisition of Buildings/Modular Units			
<b>Subtotal construction</b>			<b>0.00</b>
<b>h. Other</b>			
Depreciation/Use Allowance			
Rent			
Mortgage			
Utilities, telephone			
Building & Child Liability Insurance			
Building Maint/Repair and Other Occupancy			
Incidental Alterations/Renovations			
Local Travel			
Nutrition Services			
Child Services - Consultants			
Volunteers			
Substitutes(if not paid benefits)			
Parent Services			
Accounting & legal Services			
Publications/ Advertising/Printing		5,400.00	Printing and Duplicating Services for Head Start / Early Head Start Program
Training or Staff Development			
Other			
<b>Subtotal Other</b>			<b>15,750.00</b>
<b>i. Total direct Charges (sum of a - h)</b>			<b>54,973.00</b>
<b>j. Total Indirect Charges</b>			<b>0.00</b>
<b>k. Totals (sum of a - j)</b>			<b>54,973.00</b>
<b>TOTAL ADMINISTRATIVE EXPENSES:</b>		<b>\$54,973.00</b>	(Based on 192 Early Head Start Slots)



**PROGRAMMATIC BUDGET APPLICATION FORM**  
**EARLY HEAD START PROGRAM**

Budget Period		Delegate:	MIAMI-DADE COUNTY PUBLIC SCHOOLS		Justification
From	Through	6000 FORT HAS A FORMULA			
8/1/2012	7/31/2013	Early Head Start			
12 months		Requested Funding			
SALARIES: PROGRAM STAFF		%	Amount		
<b>List Full-Time Employees</b>					
Position	Annual Salary				
Head Start Program Director			0.00		
Clerical Personnel			0.00		
Disabilities Services Personnel	70,525.00	7%	4,937.00	1 - Disabilities Services Coordinator	
Health/Mental Health Services Personnel	70,525.00	7%	4,937.00	1 - Mental Health Coordinator	
Other Family and Community Partnerships Personnel	349,503.00	7%	24,465.00	6 - Social Workers	
Teacher			0.00		
Associate Educator (3 Yr Old)	606,211.00	100%	606,211.00	24 - Associate Educators	
Nutrition Services Personnel	70,525.00	7%	4,937.00	1 - Nutritional Services Coordinator	
Other Child Services Personnel			0.00		
Managers			0.00		
Staff Development/District Supervisor	194,847.00	7%	13,639.00	3 - Curriculum Support Specialists (Content Area Experts)	
Fiscal Personnel			0.00		
Other Administrative Personnel	207,696.00	9%	18,693.00	6 - Infant and Toddler Center Directors	
Other Personnel			0.00		
<b>Full-Time Total</b>	<b>1,569,832.00</b>		<b>677,819.00</b>		
<b>List Part-Time/Seasonal Employees</b>					
Hourly Parental Outreach Personnel	144,000.00	9%	43,835.00	28 - Infant and Toddler Center Assistants (Parent Outreach)	
Hourly Security Monitors	30,000.00	9%	2,700.00	3 - Security Monitors	
Substitutes & Stipends for PD	124,716.00	9%	11,224.00	Allocation for Substitutes and Stipends for Professional Development	
Hourly Teacher Assistants (ITCA)	936,000.00	100%	936,000.00	72 - Infant and Toddler Center Assistants	
<b>Part-Time Total</b>	<b>1,234,716.00</b>		<b>993,759.00</b>		
<b>TOTAL FTEs/SALARIES</b>			<b>1,671,578.00</b>		
<b>h. FRINGE BENEFITS</b>					
Fica/Mica	Rate: 7.65%		127,876.00		
W-Comp's	Rate: 2.70%		45,139.00		
Unemploy	Rate: Allocated				
Health Ins.	Cost per Staff \$8,732.00		192,107.00		
Life Ins.	Cost per Staff		0.00		
Retirement	Rate: 5.26%		87,925.00		
Other	Specify & provide calculations				
	Rate:		0.00		
	Rate:		0.00		
<b>TOTAL FRINGE BENEFITS</b>			<b>\$453,041.00</b>		
<b>ADMINISTRATIVE EXPENSES:</b>					
<b>c. Travel - Out-of-town</b>					
Travel Out-of-town			4,375.00	Out of County Travel for Staff	
<b>Subtotal Travel</b>			<b>4,375.00</b>		
<b>d. Equipment</b>					
Office Equipment			0.00		
Classroom/Outdoor/Home Based/ITCC			10,000.00	Furniture, Fixtures and Equipment	
Vehicle Purchase			0.00		
Other Equipment					
<b>Subtotal equipment</b>			<b>10,000.00</b>		
<b>e. Supplies</b>					
Office Supplies					
Child and Family Services supplies			20,692.00	Classroom Materials	
Food Services supplies					
Other Supplies (Varolust)			43,873.00	Curriculum Materials	
<b>Subtotal supplies</b>			<b>64,565.00</b>		
<b>f. Contractual</b>					
Administrative Services (Legal, Accounting)					
Health/Disabilities Services					
Food Services					
Child Transportation Services					
Training and Technical Assistance			10,800.00	Contracted Services for Staff Development and Teacher Trainings	
Family Child Care					
Other Contracts					
<b>Subtotal contractual</b>			<b>10,800.00</b>		
<b>g. Construction</b>					
New Construction					
Major Renovation					
Acquisition of Buildings/Modular Units					
<b>Subtotal construction</b>			<b>0.00</b>		
<b>h. Other</b>					
Depreciation/Use Allowance					
Rent					
Mortgage					
Utilities, telephone					
Building & Child Liability Insurance			670.00	Child Liability Insurance	
Building Maint/Repair and Other Occupancy					
Incidental Alterations/Renovations					
Local Travel					
Nutrition Services					
Child Services - Consultants					
Volunteers					
Substitutes (if not paid benefits)					
Parent Services			3,060.00	Parental Involvement Supplies / Parent Activity Fund	
Accounting & Legal Services					
Publications/ Advertising/Printing					
Training or Staff Development					
Other					
<b>Subtotal Other</b>			<b>30,938.00</b>	In-County Travel / Linen Services / Disallowable Expenditures	
<b>I. Total direct Charges (sum of a - h)</b>			<b>2,249,027.00</b>		
<b>J. Total Indirect Charges</b>			<b>0.00</b>		
<b>K. Totals (sum of a - j)</b>			<b>2,249,027.00</b>	(Based on 192 Early Head Start Slots)	
<b>TOTAL OPERATING EXPENSES:</b>			<b>\$2,249,027.00</b>		



ADMINISTRATIVE AND PROGRAM BUDGET APPLICATION FORM  
EARLY HEAD START PROGRAM

Budget Period		Delegate:	MIAMI-DADE COUNTY PUBLIC SCHOOLS				Justification
From	Through		BUDGET HAS A FORMULA				
8/1/2012	7/31/2013		Early Head Start				
12 months			Requested Funding				
SALARIES: PROGRAM STAFF			%	ADM	PROR	Amount	
<b>Full-Time Employees</b>							
Position	Annual Salary						
Head Start Program Director	\$1,656.00	7%	5,717.00	-	-	5,717.00	7% Allocated to Administrative
Clerical Personnel	\$9,786.00	7%	2,785.00	-	-	2,785.00	7% Allocated to Administrative
Disabilities Services Personnel	70,525.00	7%	-	4,937.00	-	4,937.00	7% Allocated to Programmatic
Health/Mental Health Services Personnel	70,525.00	7%	-	4,937.00	-	4,937.00	7% Allocated to Programmatic
Other Family and Community Partnerships Perso	349,503.00	7%	-	24,465.00	-	24,465.00	7% Allocated to Programmatic
Teacher	0.00	0%	-	-	-	0.00	
Associate Educator (8 Yr Old)	606,211.00	100%	-	606,211.00	-	606,211.00	100% Allocated to Programmatic
Nutrition Services Personnel	70,525.00	7%	-	4,937.00	-	4,937.00	7% Allocated to Programmatic
Other Child Services Personnel	0.00	0%	-	-	-	0.00	
Managers	0.00	0%	-	-	-	0.00	
Staff Development/District Supervisor	194,847.00	7%	-	13,639.00	-	13,639.00	7% Allocated to Programmatic
Fiscal Personnel	148,819.00	7%	10,417.00	-	-	10,417.00	7% Allocated to Administrative
Other Administrative Personnel	283,356.00	16%	5,296.00	18,693.00	-	23,989.00	7% Allocated to Administrative/ 9% Allocated to Programmatic
Other Personnel	78,446.00	7%	5,491.00	-	-	5,491.00	7% Allocated to Administrative
<b>Full-Time Total</b>	<b>1,994,309.00</b>		<b>29,706.00</b>	<b>677,819.00</b>		<b>707,525.00</b>	
<b>Part-Time/Seasonal Employees</b>							
Hourly Parent Outreach Personnel	345,000.00	91%	-	43,855.00	-	43,855.00	91% Allocated to Programmatic
Hourly Security Monitors	30,000.00	91%	-	2,700.00	-	2,700.00	91% Allocated to Programmatic
Substitutes & Stipends for PD	124,716.00	91%	-	11,244.00	-	11,244.00	91% Allocated to Programmatic
Hourly Teacher Assistants (ITCA)	936,000.00	100%	-	936,000.00	-	936,000.00	100% Allocated to Programmatic
<b>Part-Time Total</b>	<b>1,395,716.00</b>			<b>993,799.00</b>		<b>993,799.00</b>	
<b>TOTAL FTE/SALARIES</b>						<b>1,701,324.00</b>	
<b>b. FRINGE BENEFITS</b>							
Fica/Mica	Rate: 7.65%		2,273.00	127,876.00	-	130,149.00	
W-Comp's	Rate: Allocated		801.00	45,133.00	-	45,934.00	
Unemploy	Rate: Allocated		-	-	-	0.00	
Health Ins.	Cost per Staff \$500.00		4,873.00	192,107.00	-	196,980.00	
Life Ins.	Cost per Staff		-	-	-	0.00	
Retirement	Rate:		1,569.00	87,925.00	-	89,494.00	
Other	Specify & provide calculations		-	-	-	0.00	
	Rate:		-	-	-	0.00	
	Rate:		-	-	-	0.00	
<b>TOTAL FRINGE BENEFITS</b>			<b>\$9,517.00</b>	<b>\$459,041.00</b>		<b>\$468,558.00</b>	
<b>ADMINISTRATIVE EXPENSES:</b>							
<b>c. Travel - Out-of-town</b>							
Travel Out-of-town			-	4,375.00	-	4,375.00	Out of County Travel for Staff
<b>Subtotal Travel</b>			<b>0.00</b>	<b>4,375.00</b>		<b>4,375.00</b>	
<b>d. Equipment</b>							
Office Equipment			-	-	-	0.00	
Classroom/Outdoor/Home Based/OC			-	10,000.00	-	10,000.00	Furniture, Fixtures and Equipment
Vehicle Purchase			-	-	-	0.00	
Other Equipment			-	-	-	0.00	
<b>Subtotal equipment</b>			<b>0.00</b>	<b>10,000.00</b>		<b>10,000.00</b>	
<b>e. Supplies</b>							
Office Supplies		10,950.00	-	-	-	10,950.00	Administrative Office Supplies
Child and Family Services supplies		-	-	20,692.00	-	20,692.00	Classroom Materials
Food Services supplies		-	-	-	-	0.00	
Other Supplies (Various)		-	-	48,873.00	-	48,873.00	Curriculum Materials
<b>Subtotal supplies</b>			<b>10,950.00</b>	<b>69,565.00</b>		<b>80,515.00</b>	
<b>f. Contractual</b>							
Administrative Services (Legal, Accounting)			-	-	-	0.00	
Health/Disabilities Services			-	-	-	0.00	
Food Services			-	-	-	0.00	
Child Transportation Services			-	-	-	0.00	
Training and Technical Assistance			-	10,800.00	-	10,800.00	Contracted Services for Staff Development and Teacher Trainings
Family Child Care			-	-	-	0.00	
Other Contracts			-	-	-	0.00	
<b>Subtotal contractual</b>			<b>0.00</b>	<b>10,800.00</b>		<b>10,800.00</b>	
<b>g. Construction</b>							
New Construction			-	-	-	0.00	
Major Renovation			-	-	-	0.00	
Acquisition of Buildings/Modular Units			-	-	-	0.00	
<b>Subtotal construction</b>			<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	
<b>h. Other</b>							
Depreciation/Use Allowance			-	-	-	0.00	
Rent			-	-	-	0.00	
Mortgage			-	-	-	0.00	
Utilities, telephone			-	-	-	0.00	
Building & Child Liability Insurance			-	670.00	-	670.00	Child Liability Insurance
Building Maint/Repair and Other Occupancy			-	-	-	0.00	
Incidental Alterations/Renovations			-	-	-	0.00	
Local Travel			-	-	-	0.00	
Nutrition Services			-	-	-	0.00	
Child Services - Consultants			-	-	-	0.00	
Volunteers			-	-	-	0.00	
Substitutes (if not paid benefits)			-	-	-	0.00	
Parent Services			-	-	-	0.00	
Accounting & Legal Services		3,060.00	-	-	-	3,060.00	Parental Involvement Supplies / Parent Activity Fund
Publications/Advertising/Printing		-	-	-	-	0.00	
Training or Staff Development		5,400.00	-	-	-	5,400.00	Printing and Duplicating Services for Head Start / Early Head Start Program
Other		-	-	-	-	0.00	
<b>Subtotal Other</b>			<b>15,280.00</b>	<b>124,468.00</b>		<b>140,158.00</b>	In-County Travel / Unen Services / Disallowable Expenditures
<b>Total Direct Charges (sum of a - h)</b>			<b>\$4,973.00</b>	<b>2,249,027.00</b>		<b>2,304,000.00</b>	
<b>Total Indirect Charges</b>						0.00	
<b>Total (sum of a - j)</b>			<b>\$4,973.00</b>	<b>2,249,027.00</b>		<b>2,304,000.00</b>	
<b>TOTAL PROGRAM EXPENSES:</b>						<b>\$2,304,000.00</b>	
<b>Budget Administrative Cost</b>						<b>54,973.00</b>	
<b>Total Administrative Cost (Cannot exceed 16%)</b>						<b>54,973.00</b>	
<b>Total Operating In-Kind Expenses</b>						<b>576,000.00</b>	
<b>TOTAL BUDGET (Contract Budget + Non-Federal Share)</b>						<b>2,880,000.00</b>	
<b>Non-Federal Share</b>						<b>576,000.00</b>	
<b>Total Contract Budget</b>						<b>2,304,000.00</b>	(Based on 192 Early Head Start Slots)





**IN-KIND PROGRAMMATIC BUDGET APPLICATION FORM**  
**EARLY HEAD START PROGRAM**

Budget Period		Delegate:	MIAMI-DADE COUNTY PUBLIC SCHOOLS	
From	8/1/2012	Through	7/31/2013	
12 months		BOLD FONT HAS A FORMULA		
		Insert Name of Program		
		Requested Funding		
<b>SALARIES: PROGRAM STAFF</b>				<b>Justification</b>
List Full-Time Employees		%	Amount	
Position	Annual Salary			
	0.00		0.00	
	0.00		0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
<b>Full-Time Total</b>			0.00	
<b>TOTAL FTEs/SALARIES</b>			0.00	
<b>b. FRINGE BENEFITS</b>				
Fica/Mica	Rate: 7.65%			
W-Comp's	Rate: Allocated			
Unemploy	Rate: Allocated			
Health ins.	Cost per Staff \$500.00			
Life ins.	Cost per Staff			
Retirement	Rate:			
Other	Specify & provide calculations			
	Rate:			
	Rate:			
<b>TOTAL FRINGE BENEFITS</b>			0.00	
<b>ADMINISTRATIVE EXPENSES:</b>		<b>Cost</b>		
<b>c. Travel - Out-of-town</b>				
Travel Out-of-town				
<b>Subtotal Travel</b>			0.00	
<b>d. Equipment</b>				
Office Equipment				
Classroom/Outdoor/Home Based/FCC				
Vehicle Purchase				
Other Equipment				
<b>Subtotal equipment</b>			0.00	
<b>e. Supplies</b>				
Office Supplies				
Child and Family Services supplies				
Food Services supplies				
Other Supplies (Various)				
<b>Subtotal supplies</b>			0.00	
<b>f. Contractual</b>				
Administrative Services (Legal, Accounting)				
Health/Disabilities Services				
Food Services				
Child Transportation Services				
Training and Technical Assistance				
Family Child Care				
Other Contracts				
<b>Subtotal contractual</b>			0.00	
<b>g. Construction</b>				
New Construction				
Major Renovation				
Acquisition of Buildings/Modular Units				
<b>Subtotal construction</b>			0.00	
<b>h. Other</b>				
Depreciation/Use Allowance		576,000.00	Use of Common Areas in participating M-DCPS schools	
Rent				
Mortgage				
Utilities, telephone				
Building & Child Liability Insurance				
Building Maint/Repair and Other Occupancy				
Incidental Alterations/Renovations				
Local Travel				
Nutrition Services				
Child Services - Consultants				
Volunteers				
Substitutes (if not paid benefits)				
Parent Services				
Accounting & legal Services				
Publications/ Advertising/Printing				
Training or Staff Development				
Other				
<b>Subtotal Other</b>		576,000.00		
<b>i. Total direct Charges (sum of a - h)</b>			576,000.00	
<b>j. Total indirect Charges</b>			0.00	
<b>k. Totals (sum of a - j)</b>			576,000.00 (Based on 192 Early Head Start Slots)	
<b>TOTAL OPERATING IN-KIND EXPENSES:</b>			<b>\$576,000.00</b>	



MIAMI-DADE COUNTY, FLORIDAContract No. RFA16

Head Start Program Services Pool

Contract No. RFA16

THIS AGREEMENT made and entered into as of this 1<sup>st</sup> day of August 2012 by and between Easter Seals South Florida, Inc., a corporation organized and existing under the laws of the State of Florida, having its principal office at 1475 N. W. 14<sup>th</sup> Avenue, Miami, FL 33125 (hereinafter referred to as the "Delegate Agency"), and Miami-Dade County, a political subdivision of the State of Florida, having its principal office at 111 N.W. 1st Street, Miami, Florida 33128 (hereinafter referred to as the "County"),

## WITNESSETH:

WHEREAS, the Delegate Agency has offered to provide Head Start/Early Head Start Program Services, on a non-exclusive basis, that shall conform to the Scope of Services (Appendix A); Miami-Dade County's Request for Application (RFA) and all associated addenda and attachments, incorporated herein by reference; and the requirements of this Agreement; and,

WHEREAS, the Delegate Agency has submitted a written application dated March 23, 2012, hereinafter referred to as the "Delegate Agency's Application" which is incorporated herein; and,

WHEREAS, the County desires to enter into this Agreement for Delegate Agency to provide Head Start Program Services for the County, in accordance with the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

to be done by the Delegate Agency in accordance with the provisions of this Contract.

**ARTICLE 2. ORDER OF PRECEDENCE**

If there is a conflict between or among the provisions of this Agreement, the order of precedence is as follows: 1) these terms and conditions, 2) Appendices A, B and C to these terms and conditions (the Scope of Services, Budget Forms and Business Associate Addendum), 3) Appendix D to these terms and conditions (Lease Agreement), Miami-Dade County's Request for Expressions of Interest and Request for Applications (collectively the "RFA") and any associated addenda and attachments thereof, and 5) Appendix E to these terms and conditions (the Delegate Agency's Application).

**ARTICLE 3. RULES OF INTERPRETATION**

- a) References to a specified Article, section or schedule shall be construed as reference to that specified Article, or section of, or schedule to this Agreement unless otherwise indicated.
- b) Reference to any agreement or other instrument shall be deemed to include such agreement or other instrument as such agreement or other instrument may, from time to time, be modified, amended, supplemented, or restated in accordance with its terms.
- c) The terms "hereof", "herein", "hereinafter", "hereby", "herewith", "hereto", and "hereunder" shall be deemed to refer to this Agreement.
- d) The titles, headings, captions and arrangements used in these Terms and Conditions are for convenience only and shall not be deemed to limit, amplify or modify the terms of this Contract, nor affect the meaning thereof.

**ARTICLE 4. NATURE OF THE AGREEMENT**

- a) This Agreement incorporates and includes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained in this Agreement. The parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this Agreement, and that this Agreement contains the entire agreement between the parties as to all matters contained herein. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written. It is further agreed that any oral representations or modifications concerning this Agreement shall be of no force or effect, and that this Agreement may be modified, altered or amended only by a written amendment duly executed by both parties hereto or their authorized representatives.
- b) The Delegate Agency shall provide the services set forth in the Scope of Services, and render full and prompt cooperation with the County in all aspects of the Services performed hereunder.
- c) The Delegate Agency acknowledges that this Agreement requires the performance of all things necessary for or incidental to the effective and complete performance of all Work and Services under this Contract. All things not expressly mentioned in this Agreement but necessary to carrying out its intent are required by this Agreement, and the Delegate Agency shall perform the same as though they were specifically mentioned, described and delineated.
- d) The Delegate Agency shall furnish all labor, materials, tools, supplies, and other items required to perform the Work and Services that are necessary for the completion of this Contract. All Work and Services shall be accomplished at the direction of and to the satisfaction of the County's Project Manager.

**(2) To the Delegate Agency**

Easter Seals South Florida, Inc.  
1475 N. W. 14<sup>th</sup> Avenue  
Miami, FL 33125  
Attention: Louise K. Welch  
Phone: 305-547-4757  
Fax: 305-325-0578  
E-mail: Lwelch@sfl.easterseals.com

Either party may at any time designate a different address and/or contact person by giving notice as provided above to the other party. Such notices shall be deemed given upon receipt by the addressee.

**ARTICLE 7. PAYMENT FOR SERVICES/AMOUNT OBLIGATED**

The Delegate Agency warrants that it has reviewed the County's requirements and has asked such questions and conducted such other inquiries as the Delegate Agency deemed necessary in order to determine the budget requirements to provide the Work and Services to be performed under this Contract. The compensation for all Work and Services performed under this Contract, including all costs associated with such Work and Services, are subject to available funds, with availability determined in the sole discretion of the County, shall not exceed the amount specified in the Scope of Services, Appendix A for the maximum per child cost and shall be in accordance with the Budget Forms (Appendix B). Prior to the commencement of each Program Year, the County will supplement this Agreement with an individual Notice to Proceed (NTP) which will include the number of children to be served, services to be provided (i.e., Head Start/Early Head Start) and target geographic area where Services are provided, by Delegate Agency. Delegate Agency agrees to serve the number of children listed in the NTP by the County.

Should available County funding be reduced, the amount payable under this Contract may be proportionately reduced at the option of the County. Should additional County funding (i.e., COLA, program improvements, etc.) become available through the U.S. Department Health and Human Services (DHHS), such allocation may be apportioned to the Delegate Agency in accordance with Program policies and guidelines. The County shall have no obligation to pay the Delegate Agency any additional sum in excess of this amount, except for a change and/or modification to the Contract, which is approved and executed in writing by the County and the Delegate Agency.

All Services undertaken by the Delegate Agency before County's approval of this Contract shall be at the Delegate Agency's risk and expense.

The Delegate Agency agrees to provide non-federal resources in an amount equivalent to twenty-five percent (25%) of the total federal allocation. The non-federal resources may be in cash and/or in-kind donations, but may not be from other federal resources unless there is a specific statutory language allowing this use. Lump sum in-kind allocations may be allotted throughout the Program year and shall be applied in monthly increments until the in-kind contributions have been exhausted. The Delegate Agency agrees to submit proof of the required twenty-five (25%) of the non-federal resources monthly included with its invoices. If the Delegate Agency fails to provide proof of non-federal resources, the County shall reduce the monthly reimbursement in accordance with the shortage. The Delegate Agency may recapture funds that were deducted as a result of a shortage in the non-federal resources requirement at the end of the Agreement by providing the requisite documentation/proof in the Closeout Report as listed in the Scope of Services (Appendix A).

With respect to travel costs and travel related expenses, the Delegate Agency agrees to adhere to

payment of obligations shall be concluded by final written decision of the County Mayor, or his or her designee(s), not later than sixty (60) days after the date on which the proper invoice was received by the County or the Public Health Trust.

The Delegate Agency may shift funds between line items not to exceed ten percent (10%) of the total budget upon submission of a Budget Modification Request to the County for subsequent approval. Variances greater than ten percent (10%) in any line item require prior approval and a budget modification approved by the Delegate Agency's authorized representative and the County. The Delegate Agency shall not amend their budget more than twice during the Program year; once by December 31<sup>st</sup> and once by May 15<sup>th</sup>.

The Delegate Agency shall be paid through reimbursement payments in accordance with this Contract. Upon written request from the Delegate Agency, an advance payment of up to twenty percent (20%) of the contract award may be authorized by the County to defray start-up costs. The advance payment should be requested within thirty (30) days of the beginning of the Program year. The advance payment will be divided and deducted from reimbursement payments over eight (8) months or less depending on the contract execution date. Prior to the disbursement of any funds, the Delegate Agency must submit to the County a completed authorized signature form, denoting the names and signatures of all persons authorized to sign reimbursement packages, checks and contracts.

The Delegate Agency agrees to furnish the County a detailed monthly line-item budget summary which shall be segregated by all Program and administrative costs; current month's expenses; year-to-date expenses and available balance; and a statement for the previous month detailing the expenditures and match made by the Delegate Agency as required herein.

1. Each package must include copies of paid payroll taxes, insurances, any backup documentation to support reimbursement requests or additional requests made by the County, and copies of cancelled checks from the previous month, and documentation supporting the reported match.
2. All reimbursement packages shall be submitted within ten (10) working days after the end of the month.
3. The Delegate Agency shall provide copies of all contracts and agreements for the current Program year, which shall include, but are not limited to, leases for real and personal property to the County prior to any requests for reimbursement.
4. Invoices in excess of sixty (60) calendar days will not be reimbursed.
5. Reimbursement for retroactive payment of staff positions in excess of sixty (60) days after the County's approval of qualification of staff will be disallowed.
6. The Delegate Agency shall provide documentation of compliance with the Davis-Bacon Act for construction/renovation projects in excess of \$2,000.
7. Reimbursement of credit card purchases requires proof that the statement of the credit card which reimbursement is requested has a zero balance.
8. Reimbursement for administrative costs shall not exceed ten percent (10%) of the combined contracted amount and matched amount for the Head Start budget.
9. Reimbursement for a lump sum payment of accrued leave will be disallowed.

2. Commercial General Liability Insurance on a comprehensive basis in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage. The mailing address of Miami-Dade County 111 N.W. 1st Street, Suite 1300, Miami, Florida 33128-1974, as the certificate holder, must appear on the certificate of insurance.**
3. Automobile Liability Insurance covering all owned, non-owned, and hired vehicles used in connection with the Services, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. Contractor utilizing vans and/or mini-vans with seating capabilities of fifteen (15) passengers or more, the limit of liability required for Automobile Liability Insurance is \$500,000.
4. Insurance requirements under 45 CFR, Part 1301.11, , including student accident insurance, liability insurance for accidents on Delegate Agency's premises, and transportation liability insurance. Coverage will be provided with a minimum limit of \$2,000 per child.

The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operation of the Delegate Agency. All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, according to the latest edition of Best's Insurance Guide published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

OR

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida", issued by the State of Florida Department of Insurance and are members of the Florida Guaranty Fund.

**Certificates of Insurance must indicate that for any cancellation of coverage before the expiration date, the issuing insurance carrier will endeavor to mail thirty (30) day written advance notice to the certificate holder. In addition, the Delegate Agency hereby agrees not to modify the insurance coverage without thirty (30) days written advance notice to the County.**

**NOTE: MIAMI-DADE COUNTY CONTRACT NUMBER AND TITLE MUST APPEAR ON EACH CERTIFICATE OF INSURANCE.**

Compliance with the foregoing requirements shall not relieve the Delegate Agency of this liability and obligation under this section or under any other section in this Agreement.

Award of this Contract is contingent upon the receipt of the insurance documents, as required, within ten (10) business days after notification by the County. If the insurance certificate is received within the specified time frame but not in the manner prescribed in this Agreement, the Delegate Agency shall have an additional five (5) business days to submit a corrected certificate to the County. If the Delegate Agency fails to submit the required insurance documents in the manner prescribed in this Agreement within fifteen (15) business days, the Delegate Agency shall be in default of the contractual terms and conditions and award of the Contract may be rescinded, unless such timeframe for submission has been extended by the County.

**ARTICLE 12. EMPLOYEES ARE THE RESPONSIBILITY OF THE DELEGATE AGENCY**

All employees of the Delegate Agency shall be considered to be, at all times, employees of the Delegate Agency under its sole direction and not employees or agents of the County. The Delegate Agency shall supply competent employees. Miami-Dade County may require the Delegate Agency to remove an employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose continued employment is not in the best interest of the County. Each employee shall have and wear proper identification.

**ARTICLE 13. INDEPENDENT CONTRACTOR RELATIONSHIP**

The Delegate Agency is, and shall be, in the performance of all work services and activities under this Agreement, an independent Contractor, and not an employee, agent or servant of the County. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to the Delegate Agency's sole direction, supervision and control. The Delegate Agency shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Delegate Agency's relationship and the relationship of its employees to the County shall be that of an independent Contractor and not as employees and agents of the County.

The Delegate Agency does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this Agreement.

**ARTICLE 14. AUTHORITY OF THE COUNTY'S PROJECT MANAGER**

- a) The Delegate Agency hereby acknowledges that the County's Project Manager will determine in the first instance all questions of any nature whatsoever arising out of, under, or in connection with, or in any way related to or on account of, this Agreement including without limitations: questions as to the value, acceptability and fitness of the Services; questions as to either party's fulfillment of its obligations under the Contract; negligence, fraud or misrepresentation before or subsequent to acceptance of the Delegate Agency's Proposal; questions as to the interpretation of the Scope of Services; and claims for damages, compensation and losses.
- b) The Delegate Agency shall be bound by all determinations or orders and shall promptly obey and follow every order of the Project Manager, including the withdrawal or modification of any previous order and regardless of whether the Delegate Agency agrees with the Project Manager's determination or order. Where orders are given orally, they will be issued in writing by the Project Manager as soon thereafter as is practicable.
- c) The Delegate Agency must, in the final instance, seek to resolve every difference concerning the Agreement with the Project Manager. In the event that the Delegate Agency and the Project Manager are unable to resolve their difference, the Delegate Agency may initiate a dispute in accordance with the procedures set forth in this Article. Exhaustion of these procedures shall be a condition precedent to any lawsuit permitted hereunder.
- d) In the event of such dispute, the parties to this Agreement authorize the County Mayor or designee, who may not be the Project Manager or anyone associated with this Project, acting personally, to decide all questions arising out of, under, or in connection with, or in any way related to or on account of the Agreement (including but not limited to claims in the nature of breach of contract, fraud or misrepresentation arising either before or subsequent to execution hereof) and the decision of each with respect to matters within the County Mayor's purview as

the right to examine and reproduce any of the Delegate Agency's books, documents, papers and records and of its subcontractors and suppliers which apply to all matters of the County. Such records shall subsequently conform to Generally Accepted Accounting Principles requirements, as applicable, and shall only address those transactions related to this Agreement.

Pursuant to County Ordinance No. 03-2, the Delegate Agency will grant access to the Commission Auditor to all financial and performance related records, property, and equipment purchased in whole or in part with government funds. The Delegate Agency agrees to maintain an accounting system that provides accounting records that are supported with adequate documentation, and adequate procedures for determining the allowability and allocability of costs.

**ARTICLE 18. SUBSTITUTION OF PERSONNEL**

In the event the Delegate Agency wishes to substitute personnel for the key personnel identified by the Delegate Agency's Application, the Delegate Agency must notify the County in writing and request written approval for the substitution at least ten (10) business days prior to effecting such substitution.

**ARTICLE 19. CONSENT OF THE COUNTY REQUIRED FOR ASSIGNMENT**

The Delegate Agency shall not assign, transfer, convey or otherwise dispose of this Agreement, including its rights, title or interest in or to the same or any part thereof without the prior written consent of the County.

**ARTICLE 20. SUBCONTRACTUAL RELATIONS**

- a) If the Delegate Agency will cause any part of this Agreement to be performed by a Subcontractor, the provisions of this Contract will apply to such Subcontractor and its officers, agents and employees in all respects as if it and they were employees of the Delegate Agency; and the Delegate Agency will not be in any manner thereby discharged from its obligations and liabilities hereunder, but will be liable hereunder for all acts and negligence of the Subcontractor, its officers, agents, and employees, as if they were employees of the Delegate Agency. The services performed by the Subcontractor will be subject to the provisions hereof as if performed directly by the Delegate Agency.
- b) The Delegate Agency, before making any subcontract for any portion of the services, will state in writing to the County the name of the proposed Subcontractor, the portion of the Services which the Subcontractor is to do, the place of business of such Subcontractor, and such other information as the County may require. The County will have the right to require the Delegate Agency not to award any subcontract to a person, firm or corporation disapproved by the County.
- c) Before entering into any subcontract hereunder, the Delegate Agency will inform the Subcontractor fully and completely of all provisions and requirements of this Agreement relating either directly or indirectly to the Services to be performed. Such Services performed by such Subcontractor will strictly comply with the requirements of this Contract.
- d) In order to qualify as a Subcontractor satisfactory to the County, in addition to the other requirements herein provided, the Subcontractor must be prepared to prove to the satisfaction of the County that it has the necessary facilities, skill and experience, and ample financial resources to perform the Services in a satisfactory manner. To be considered skilled and experienced, the Subcontractor must show to the satisfaction of the County that it has satisfactorily performed services of the same general type which is required to be performed under this Agreement.

- d) The Delegate Agency shall, upon receipt of such notice, unless otherwise directed by the County:
  - i. stop work on the date specified in the notice ("the Effective Termination Date");
  - ii. take such action as may be necessary for the protection and preservation of the County's materials and property;
  - iii. cancel orders;
  - iv. assign to the County and deliver to any location designated by the County any non-cancelable orders for Deliverables that are not capable of use except in the performance of this Agreement and has been specifically developed for the sole purpose of this Agreement and not incorporated in the Services;
  - v. take no action which will increase the amounts payable by the County under this Agreement; and
- e) In the event that the County exercises its right to terminate this Agreement pursuant to this Article the Delegate Agency will be compensated as stated in the payment Articles, herein, for the:
  - i. portion of the Services completed in accordance with the Agreement up to the Effective Termination Date; and
  - ii. noncancelable Deliverables that are not capable of use except in the performance of this Agreement and has been specifically developed for the sole purpose of this Agreement but not incorporated in the Services.
- f) All compensation pursuant to this Article is subject to audit.

**ARTICLE 24. EVENT OF DEFAULT**

- a) An Event of Default shall mean a breach of this Agreement by the Delegate Agency. Without limiting the generality of the foregoing and in addition to those instances referred to herein as a breach, an Event of Default, shall include the following:
  - i. the Delegate Agency has not delivered Deliverables on a timely basis.
  - ii. the Delegate Agency has refused or failed, except in case for which an extension of time is provided, to supply enough properly skilled Staff Personnel;
  - iii. the Delegate Agency has failed to make prompt payment to subcontractors or suppliers for any Services;
  - iv. the Delegate Agency has become insolvent (other than as interdicted by the bankruptcy laws), or has assigned the proceeds received for the benefit of the Delegate Agency's creditors, or the Delegate Agency has taken advantage of any insolvency statute or debtor/creditor law or if the Delegate Agency's affairs have been put in the hands of a receiver;
  - v. the Delegate Agency has failed to obtain the approval of the County where required by this Agreement;

The Delegate Agency shall also remain liable for any liabilities and claims related to the Delegate Agency's default. The County may also bring any suit or proceeding for specific performance or for an injunction.

#### **ARTICLE 27. PATENT AND COPYRIGHT INDEMNIFICATION**

- a) The Delegate Agency warrants that all Deliverables furnished hereunder, including but not limited to: equipment programs, documentation, software, analyses, applications, methods, ways, processes, and the like, do not infringe upon or violate any patent, copyrights, service marks, trade secret, or any other third party proprietary rights.
- b) The Delegate Agency shall be liable and responsible for any and all claims made against the County for infringement of patents, copyrights, service marks, trade secrets or any other third party proprietary rights, by the use or supplying of any programs, documentation, software, analyses, applications, methods, ways, processes, and the like, in the course of performance or completion of, or in any way connected with, the Work, or the County's continued use of the Deliverables furnished hereunder. Accordingly, the Delegate Agency at its own expense, including the payment of attorney's fees, shall indemnify, and hold harmless the County and defend any action brought against the County with respect to any claim, demand, cause of action, debt, or liability.
- c) In the event any Deliverable or anything provided to the County hereunder, or portion thereof is held to constitute an infringement and its use is or may be enjoined, the Delegate Agency shall have the obligation to, at the County's option to (i) modify, or require that the applicable subcontractor or supplier modify, the alleged infringing item(s) at its own expense, without impairing in any respect the functionality or performance of the item(s), or (ii) procure for the County, at the Delegate Agency's expense, the rights provided under this Agreement to use the item(s).
- d) The Delegate Agency shall be solely responsible for determining and informing the County whether a prospective supplier or subcontractor is a party to any litigation involving patent or copyright infringement, service mark, trademark, violation, or proprietary rights claims or is subject to any injunction which may prohibit it from providing any Deliverable hereunder. The Delegate Agency shall enter into agreements with all suppliers and subcontractors at the Delegate Agency's own risk. The County may reject any Deliverable that it believes to be the subject of any such litigation or injunction, or if, in the County's judgment, use thereof would delay the Work or be unlawful.
- e) The Delegate Agency shall not infringe any copyright, trademark, service mark, trade secrets, patent rights, or other intellectual property rights in the performance of the Work.

#### **ARTICLE 28. CONFIDENTIALITY**

- a) All Developed Works and other materials, data, transactions of all forms, financial information, documentation, inventions, designs and methods obtained from the County in connection with the Services performed under this Agreement, made or developed by the Delegate Agency or its subcontractors in the course of the performance of such Services, or the results of such Services, or which the County holds the proprietary rights, constitute Confidential Information and may not, without the prior written consent of the County, be used by the Delegate Agency or its employees, agents, subcontractors or suppliers for any purpose other than for the benefit of the County, unless required by law. In addition to the foregoing, all County employee

**ARTICLE 30. PROPRIETARY RIGHTS**

- a) The Delegate Agency hereby acknowledges and agrees that the County retains all rights, title and interests in and to all materials, data, documentation and copies thereof furnished by the County to the Delegate Agency hereunder or furnished by the Delegate Agency to the County and/or created by the Delegate Agency for delivery to the County, even if unfinished or in process, as a result of the Services the Delegate Agency performs in connection with this Agreement, including all copyright and other proprietary rights therein, which the Delegate Agency as well as its employees, agents, subcontractors and suppliers may use only in connection of the performance of Services under this Agreement. The Delegate Agency shall not, without the prior written consent of the County, use such documentation on any other project in which the Delegate Agency or its employees, agents, subcontractors or suppliers are or may become engaged. Submission or distribution by the Delegate Agency to meet official regulatory requirements or for other purposes in connection with the performance of Services under this Agreement shall not be construed as publication in derogation of the County's copyrights or other proprietary rights.
- b) All rights, title and interest in and to certain inventions, ideas, designs and methods, specifications and other documentation related thereto developed by the Delegate Agency and its subcontractors specifically for the County, hereinafter referred to as "Developed Works" shall become the property of the County.
- c) Accordingly, neither the Delegate Agency nor its employees, agents, subcontractors or suppliers shall have any proprietary interest in such Developed Works. The Developed Works may not be utilized, reproduced or distributed by or on behalf of the Delegate Agency, or any employee, agent, subcontractors or supplier thereof, without the prior written consent of the County, except as required for the Delegate Agency's performance hereunder.
- d) Except as otherwise provided in subsections a, b, and c above, or elsewhere herein, the Delegate Agency and its subcontractors and suppliers hereunder shall retain all proprietary rights in and to all Licensed Software provided hereunder, that have not been customized to satisfy the performance criteria set forth in the Scope of Services. Notwithstanding the foregoing, the Delegate Agency hereby grants, and shall require that its subcontractors and suppliers grant, if the County so desires, a perpetual, irrevocable and unrestricted right and license to use, duplicate, disclose and/or permit any other person(s) or entity(ies) to use all such Licensed Software and the associated specifications, technical data and other Documentation for the operations of the County or entities controlling, controlled by, under common control with, or affiliated with the County, or organizations which may hereafter be formed by or become affiliated with the County. Such license specifically includes, but is not limited to, the right of the County to use and/or disclose, in whole or in part, the technical documentation and Licensed Software, including source code provided hereunder, to any person or entity outside the County for such person's or entity's use in furnishing any and/or all of the Deliverables provided hereunder exclusively for the County or entities controlling, controlled by, under common control with, or affiliated with the County, or organizations which may hereafter be formed by or become affiliated with the County. No such License Software, specifications, data, documentation or related information shall be deemed to have been given in confidence and any statement or legend to the contrary shall be void and of no effect.

**ARTICLE 32. INSPECTOR GENERAL REVIEWS****Independent Private Sector Inspector General Reviews**

Pursuant to Miami-Dade County Administrative Order 3-20, the County has the right to retain the services of an Independent Private Sector Inspector General (hereinafter "IPSIG"), whenever the County deems it appropriate to do so. Upon written notice from the County, the Delegate Agency shall make available to the IPSIG retained by the County, all requested records and documentation pertaining to this Agreement for inspection and reproduction. The County shall be responsible for the payment of these IPSIG services, and under no circumstance shall the Delegate Agency's prices and any changes thereto approved by the County, be inclusive of any charges relating to these IPSIG services. The terms of this provision herein, apply to the Delegate Agency, its officers, agents, employees, subcontractors and assignees. Nothing contained in this provision shall impair any independent right of the County to conduct an audit or investigate the operations, activities and performance of the Delegate Agency in connection with this Agreement. The terms of this Article shall not impose any liability on the County by the Delegate Agency or any third party.

**Miami-Dade County Inspector General Review**

According to Section 2-1076 of the Code of Miami-Dade County, Miami-Dade County has established the Office of the Inspector General which may, on a random basis, perform audits on all County contracts, throughout the duration of said contracts

The Miami-Dade County Inspector General is authorized and empowered to review past, present and proposed County and Public Health Trust contracts, transactions, accounts, records and programs. In addition, the Inspector General has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. Monitoring of an existing project or program may include a report concerning whether the project is on time, within budget and in conformance with plans, specifications and applicable law. The Inspector General is empowered to analyze the necessity of and reasonableness of proposed change orders to the Contract. The Inspector General is empowered to retain the services of independent private sector inspector general (IPSIG) to audit, investigate, monitor, oversee, inspect and review operations, activities, performance and procurement process, including but not limited to project design, specifications, proposal submittals, activities of the Delegate Agency, its officers, agents and employees, lobbyists, County staff and elected officials to ensure compliance with contract specifications and to detect fraud and corruption.

Upon written notice to the Delegate Agency from the Inspector General or IPSIG retained by the Inspector General, the Delegate Agency shall make all requested records and documents available to the Inspector General or IPSIG for inspection and copying. The Inspector General and IPSIG shall have the right to inspect and copy all documents and records in the Delegate Agency's possession, custody or control which, in the Inspector General's or IPSIG's sole judgment, pertain to performance of the contract, including, but not limited to original estimate files, change order estimate files, worksheets, proposals and agreements relating to successful and unsuccessful subcontractors and suppliers, all project-related correspondence, memoranda, instructions, financial documents, construction documents, proposal and contract documents, back-charge documents, all documents and records which involve cash, trade or volume discounts, insurance proceeds, rebates, or dividends received, payroll and personnel records, and supporting documentation for the aforesaid documents and records.

**ARTICLE 33. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS**

Delegate Agency agrees to comply with the provisions of any and all applicable Federal, State and County laws, statutes, ordinances, rules and regulations which may pertain to the Services required

**ARTICLE 35. CONFLICT OF INTEREST**

The Delegate Agency represents that:

- a) No officer, director, employee, agent, or other consultant of the County or a member of the immediate family or household of the aforesaid has directly or indirectly received or been promised any form of benefit, payment or compensation, whether tangible or intangible, in connection with the grant of this Agreement.
- b) There are no undisclosed persons or entities interested which the Delegate Agency intends to benefit through this Agreement. This Agreement is entered into by the Delegate Agency without any connection with any other entity or person making a proposal for the same purpose, and without collusion, fraud or conflict of interest. No elected or appointed officer or official, director, employee, agent or other consultant of the County, or of the State of Florida (including elected and appointed members of the legislative and executive branches of government), or a member of the immediate family or household of any of the aforesaid:
  - i) is interested on behalf of or through the Delegate Agency directly or indirectly in any manner whatsoever in the execution or the performance of this Agreement, or in the services, supplies or work, to which this Agreement relates or in any portion of the revenues; or
  - ii) is an employee, agent, advisor, or consultant to the Delegate Agency or to the best of the Delegate Agency's knowledge any subcontractor or supplier to the Delegate Agency.
- c) Neither the Delegate Agency nor any officer, director, employee, agency, parent, subsidiary, or affiliate of the Delegate Agency shall have an interest which is in conflict with the Delegate Agency's faithful performance of its obligation under this Agreement; provided that the County, in its sole discretion, may consent in writing to such a relationship after receiving an opinion to that effect from the Miami-Dade County Commission on Ethics, provided the Delegate Agency provides the County with a written notice, in advance, which identifies all the individuals and entities involved and sets forth in detail the nature of the relationship and why it is in the County's best interest to consent to such relationship.
- d) The provisions of this Article are supplemental to, not in lieu of, all applicable laws with respect to conflict of interest. In the event there is a difference between the standards applicable under this Agreement and those provided by statute, the stricter standard shall apply.
- e) In the event Delegate Agency has no prior knowledge of a conflict of interest as set forth above and acquires information which may indicate that there may be an actual or apparent violation of any of the above, Delegate Agency shall promptly bring such information to the attention of the County's Project Manager. Delegate Agency shall thereafter cooperate with the County's review and investigation of such information, and comply with the instructions Delegate Agency receives from the Project Manager in regard to remedying the situation. The County, at its sole discretion, may further refer investigation to the Commission on Ethics.

**ARTICLE 36. PRESS RELEASE OR OTHER PUBLIC COMMUNICATION**

Under no circumstances shall the Delegate Agency without the express written consent of the County:

- a) Issue or permit to be issued any press release, advertisement or literature of any kind which

PHI shall maintain its protected status regardless of the form and method of transmission (paper records, and/or electronic transfer of data). The Delegate Agency must give its customers written notice of its privacy information practices including specifically, a description of the types of uses and disclosures that would be made with protected health information.

**ARTICLE 40. SURVIVAL**

The parties acknowledge that any of the obligations in this Agreement will survive the term, termination and cancellation hereof. Accordingly, the respective obligations of the Delegate Agency and the County under this Agreement, which by nature would continue beyond the termination, cancellation or expiration thereof, shall survive termination, cancellation or expiration hereof.

**ARTICLE 41. THIRD PARTY BENEFICIARIES**

The parties expressly agree this Agreement has no intended third party beneficiaries.

**ARTICLE 42. TOTALITY OF AGREEMENT**

This Agreement and Appendices, with its recitals on the first page of the Agreement and with its attachments as referenced below contain all the terms and conditions agreed upon by the parties:

- Appendix A: Scope of Services
- Appendix B: Budget Forms
- Appendix C: Business Associate Addendum
- Appendix D: Lease Agreement
- Appendix E: Delegate Agency's Application

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the contract date herein above set forth.

Delegate Agency  
 By: *Louise K. Welch*  
 Name: Louise K. Welch  
 Title: President/CEO  
 Date: July 16, 2012  
 Attest: *Patricia Sandino Valle*  
 Corporate Secretary/Notary Public

Miami-Dade County  
 By: *Lisa Martinez*  
 Name: Lisa Martinez  
 Title: Senior Advisor  
 Date: 8/6/12  
 Attest: *[Signature]*  
 Clerk of the Board



Corporate Seal/Notary Seal

Approved as to form and legal sufficiency

*Approval by Stephanie Benik on file*  
Assistant County Attorney



## Appendix A Scope of Services

### **1. Introduction/Background**

Miami-Dade County, hereinafter referred to as the County, is contracting with Delegate Agency to provide the Head Start/Early Head Start Program, the ("Program").

### **2. Budgeted Service(s)**

The Delegate Agency is approved to serve the number of slots indicated in the Budget Forms. The County reserves the right, in its sole discretion, to adjust the Services provided including the number of slots serviced by the Delegate Agency to ensure that the County's goals and Program needs are met. The County further reserves the right to adjust the level of funding and corresponding number of slots available listed herein, as may be necessary, to accommodate any Program changes.

### **3. Minimum Requirements**

The Delegate Agency shall:

- a. Be designated a Not-for-Profit Organization with a 501(c) 3 or Internal Revenue Code Section 115 designation from the Internal Revenue Service.

The Delegate Agency shall, for the facilities where the HS/EHS services are provided, prior to the initial Program year and throughout Contract:

- b. Be licensed by the State of Florida, Department of Children and Families, to operate the child care facility(ies), except to the extent exempted pursuant to the provisions of Florida Statute 402.3025, for Public School Systems serving as Delegate Agency.
- c. Be an active sponsor of the U.S. Department of Agriculture (USDA) Child Care Food Program.

### **4. Services to be Provided**

#### **A. Required Services**

The Delegate Agency shall provide the following services:

1. Operate a Head Start Program, to include Head Start/Early Head Start services, that focuses on the delivery of comprehensive early childhood care and education services for pregnant women, infants, toddlers and pre-school aged children (birth - 5 year olds) of low income families.
2. Administer the Head Start Program, as defined by the U. S. Department of Health and Human Services (HHS) Head Start Act and Head Start Regulations and Performance Standards, State of Florida and Miami-Dade County rules and guidelines, to include the operation of the Voluntary Pre-Kindergarten Program (VPK). The approved Program shall provide a minimum of 8 hours of direct instructional child contact, per day, which follows the Miami-Dade County Community Action & Human Services Department (CAHSD) Head Start/Early Head Start schedule (175 days for Head Start and 226 days for Early Head Start). Holidays and teacher workdays will be observed following the Miami-Dade County CAHSD Head Start/Early Head Start schedule. The County reserves the right to incorporate any updates to the Head Start Program as deemed necessary and required by the County and in compliance with the HHS. The County also

with Performance Standard 1304.52 (g) (2), which states, "When a majority of children speak the same language, at least one classroom staff member or home visitor interacting regularly with the children must speak their language."

3. Provide the adequate number of teaching staff as specified in 45 CFR Part 1306.20 (a-e) and 1306.32 to instruct and supervise the children enrolled in the Program. All Head Start Teachers must have a minimum of an Associate Degree in Early Childhood Education or an Associate degree in a related field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children. All teacher assistants employed in Head Start must have at least a child development associate credential; enrolled in a program leading to an associate or baccalaureate degree; or enrolled in a child development associate credential program to be completed no later than September 30, 2013. At least 50% of the Head Start teachers shall possess, at a minimum, a Baccalaureate, or advanced degree in early childhood education; or a Baccalaureate or advanced degree in coursework equivalent to a major relating to early childhood education, with experience teaching preschool – age children by September 30, 2013.
4. In accordance with Miami-Dade Board of County Commissioners Resolution No. R-591-11, Delegate Agency shall to the extent possible hire former County Head Start Program employees whose positions with the County were terminated pursuant to the delegation of the County's Head Start and Early Head Start Program ("displaced employees"), for at least one to two years, conditioned upon satisfactory performance. Displaced employees shall be the Delegate Agency's first source for employees to fill jobs created to satisfy the requirements of this Agreement. The Delegate Agency shall review the resumes, evaluate the qualifications, and interview candidates that meet minimum qualifications of the Delegate Agency's available positions. The Delegate Agency shall make a good faith effort to fill its employment needs under this Agreement with displaced employees.

**Note:** The Delegate Agency shall submit a one-time report to the County indicating the name and classification for each displaced County employee hired by the Delegate Agency by September 14, 2012.

5. Ensure that all Early Head Start teachers providing direct services to participant children and families in Early Head Start centers have a minimum of an Infant and Toddler Child Development Associate Credential at the time of initial hire.
6. Ensure that all Head Start education coordinators, including those that serve as curriculum specialists, have the capacity to offer assistance to other teachers in the implementation and adaptation of curricula to the group and individual needs of children in a Head Start classroom; and have a baccalaureate or advanced degree in early childhood education; or a baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.
7. Establish and maintain an organizational structure that supports the accomplishment of Program objectives. The structure shall address the major functions and responsibilities assigned to each Delegate Agency staff position and must provide evidence of adequate mechanisms for staff supervision and support. The Delegate Agency staff (or sub consultant, if any), shall be assigned to coordinate and manage the functions in the areas of education, health, mental health, disability services, nutrition and family and community partnerships. The Delegate Agency shall ensure that staff and sub

allowed in a classroom is eight. Adequate playground square footage shall be 75 square feet per child. Delegate Agency shall ensure the square footage requirement is adequate for the number of children served.

5. Operate the centers Monday – Friday, from 7:30 a.m. to 4:00 p.m. for the Head Start Program and 7:30 a.m. to 6:00 p.m. for the Early Head Start Program. However, the County reserves the right to, consider and to allow, operating of the centers from **7:30 a.m. to 3:30 p.m. for the Head Start Program and 7:30 a.m. to 5:00 p.m. for the Early Head Start Program**, which allows for a half-hour reduction in the Head Start hours and an hour reduction in the Early Head Start hours stated above.

No center may operate for less time and no fee can be charged for this time. Additional services that fall outside of this timeframe may be offered either free of charge or for a fee. If a fee is charged for after-school care during the regular Program Year or during the summer when the Program is closed, the Delegate Agency shall send a notice to the parents advising them that the service is not part of the Head Start Program Services. A copy of this letter should be submitted to the County's Head Start Program.

6. Submit all applications of over-income children to the County for approval prior to the child entering the Program. This includes children with disabilities and children transitioning from Early Head Start into Head Start. Failure to comply will result in a reduction of reimbursement for each child not approved. The reduction will be pro-rated based on the Delegate Agency's cost per child.
7. Provide a daily educational program following the County approved curriculums of High Scope for Head Start and Creative Curriculum for Early Head Start. Any special enhancement or grant projects that affect the Head Start/Early Head Start curriculums shall be approved by the County prior to implementation.
8. Comply with Life Safety and Fire Prevention Codes to include State of Florida Standards for Safety. The Delegate Agency shall hold documented annual fire inspection reports and a Life Safety Operating Permit for each facility rendering Program Services. The Delegate Agency shall provide the County with copies of the most recent inspections and permits at the time of executing the Agreement.
9. Comply with the State of Florida and/or any municipality mandate, to have a service site Health Inspection Certificate. The Delegate Agency shall keep on file the most recent inspection and furnish the County with a copy at the time of executing the Agreement.
10. Comply with HHS Regulations for transporting children on vehicles that meet the Head Start Transportation requirements as outlined in 45 CFR 1304.52 (b), 45 CFR 1310.22, and 45 CFR 1308.

**Note:** Failure to provide the required licenses and/or certificates may result in termination of the Agreement.

#### **D. Funding**

The Delegate Agency shall perform the following tasks in providing the services:

1. Provide reimbursements for reasonable expenses incurred by Policy Committee members and parent activity funds for all parents, which may be reimbursable, in accordance with the Head Start Laws, Regulations, Performance Standards and Miami-Dade County rules and guidelines.

2. Prepare, retain and permit County staff to inspect all records, as required by HHS, in the manner authorized by the conditions in the HHS grant to the County, or as the County deems necessary.
3. Permit the County's staff to monitor all facilities, services, staff, and participant children and their families' records at any time during Program operation.
4. Provide documentation to the County identifying the Delegate Agency's non-federal resources, either in cash or in-kind, in an amount equivalent to a minimum of 25% of the total approved Program federal budget amount for the Delegate Agency.
5. Transfer the Delegate Agency's activities, records and any assets purchased with funds under this Program to an entity as determined by the County, in the event of contract termination.
6. Adhere to confidentiality requirements of the Program. The Delegate Agency shall not use or disclose any information concerning a recipient of services herein for any purpose not in conformity with Head Start Program Regulations, or other applicable law, except with written consent from the recipient's responsible parent or guardian, when authorized by law.

#### **H. Preferred Services**

Delegate Agency should ensure that the Delegate Agency's funded slots are occupied by children within the targeted geographic area identified in the approved grant application, pursuant to 45 C.F.R. 1305.2(r).

#### **I. Reporting Requirements**

##### **1. Monthly Reports**

The Delegate Agency shall provide to the Head Start Program a monthly report for the services provided, to be prepared and submitted through the ChildPlus application or original form as requested by the Program.

The monthly report shall include, but not be limited to, the following information:

- a. Educational curriculum plans;
- b. Parental involvement/participation;
- c. Health, nutritional and social services rendered;
- d. Disability and mental health services rendered;
- e. Enrollment and attendance of children enrolled in the Program;
- f. Listing of compliance issues or areas of concern identified by the County with a detailed corrective action plan;
- g. Program income and expenses detailed on a spreadsheet attachment listing entity for each service (e.g., Head Start and Early Head Start services); and
- h. Board of Directors and Policy Committee meetings held and their respective minutes and attachments.

The above listed information should be up to date and readily available, as applicable, in the ChildPlus application so that the County may access it at any time.

##### **2. Closeout Report**

Upon conclusion of every Program Year, the Delegate Agency shall submit a Financial Closeout Report to the County within 45 days. This report shall include a cumulative year-end summary

**4. IRS Documentation**

The Delegate Agency shall submit to the County the following documentation: (a) The I.R.S. tax exempt status determination letter; (b) the most recent I.R.S. Form 990; (c) the annual submission of I.R.S. Form 990 within 6 months after the Delegate Agency's fiscal year end; (d) IRS 941 - Quarterly Federal Tax Return Reports within 35 days after the quarter ends, and if the 941 reflects a tax liability, proof of payment shall be submitted within 60 days after the end of the quarter.

**5. Audit Requirements**

The Delegate Agency shall comply with the following audit requirements, as applicable:

- a. Audit Required. All non-Federal entities that expend \$500,000 or more in a year in Federal Awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of OMB circular No. A-133 Revised.
- b. Single Audit. All non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single audit conducted in accordance with OMB Circular A-133 Revised, except when they elect to have a program-specific audit conducted in accordance with Number 3 below.
- c. Program-Specific Audit Selection. Non-Federal entities that expend Federal awards under only one Federal program (excluding Research & Development) and the Federal program's laws, regulations, or grant agreements do not require a financial statement audit. The entity may elect to have a program-specific audit conducted. A program-specific audit may not be elected for Research & Development unless all of the Federal awards expended were received from the same Federal Delegate Agency, or the same Federal Delegate Agency and the same pass-through entity, and that Federal Delegate Agency or pass-through entity in the case of a sub-recipient, approves in advance a program-specific audit.
- d. Exemption when Federal Awards Expended is less than \$500,000. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted OMB Circular A-133 Revised, Subpart B, Section 215(a), as may be amended, but records must be available for review or audit by appropriate officials of the Federal Delegate Agency, pass-through entity, and General Accounting Office (GAO).

The Delegate Agency shall submit annually to the Head Start Program a complete copy of their annual, Delegate Agency-wide audit reports performed by an independent auditor covering each of the fiscal years for which Head Start funds were awarded. Audits of government entities must comply with OMB circular A-133. Audits of non-profit organizations, non-government entities, hospitals and institutions of higher learning shall comply with OMB Circular A-133.

**K. Background Screening**

The Delegate Agency shall comply with the following tasks in providing the services:

1. Abide by all background screening and employment requirements of the Head Start Program, including but not limited to, 45 C.F.R. 1301.31 and 42 U.S.C. 9843a, requiring interviews and verification of references of individuals seeking employment with the Program; and
2. Ensure that employees, subcontracted personnel and volunteers who work with vulnerable persons, including children, satisfactorily complete and pass Level 2 background screening

way to help Delegate Agency meet its matching obligation to provide for non-federal resources in the amount equivalent to 25% of total federal allocation. Regardless of whether VPK revenue is leveraged, Delegate Agency remains responsible for providing non-federal resources equivalent to 25% of total federal allocation.

#### **M. Payment Schedule**

The Delegate Agency shall furnish the County with a detailed monthly line-item budget summary which shall be segregated by all Program and administrative costs; current month's expenses; year-to-date expenses and available balance; and a statement detailing monthly expenditures made and the in-kind match provided by the Delegate Agency. The Delegate Agency shall submit copies of all contracts and agreements for the current Program Year, which shall include but not be limited to, leases for real and personal property, to the County's Community Action and Human Services Department, Fiscal Unit Coordinator, prior to request for reimbursement.

The Delegate Agency shall invoice the County for these services, on a monthly basis, on or before the tenth (10<sup>th</sup>) day of each month following the month in which the service was rendered, unless the County has granted an extension in writing. Payment requests shall be accompanied by the reimbursement package, including payroll taxes, insurances, any backup documentation to support reimbursement, copies of cancelled checks and any other such documentation as requested by the County. Reimbursement shall be based on a line item budget. It is anticipated that the County will reimburse the Delegate Agency based on the timeframe agreed upon in the Agreement. It is the standard process of the County to reimburse within 30 days from receipt of reimbursement requests that are complete and correct. It is the responsibility of the Delegate Agency to maintain sufficient cash flow pending receipt of reimbursement from the County.

Failure to submit monthly reimbursement requests as required may result in the Delegate Agency's forfeit of its claim to any reimbursements for that specific month's reimbursement request, in addition to any other remedies or termination provisions allowed the County. Any payment due to the Delegate Agency may be withheld pending receipt and approval by the County of all reports and documents due. Invoices received by the County in excess of 60 calendar days past the service date may not be reimbursed.

#### **N. County Responsibilities**

The County, serving as the Head Start/Early Head Start Program Grantee, will:

1. Monitor, evaluate and provide guidance to the Delegate Agency as it performs the Delegate Agency's obligations under this Agreement.
2. Provide training and technical assistance, as requested and necessary, to the Delegate Agency. The County will notify the Delegate Agency of all local, state, and national conferences that the County considers of relevance to the Head Start/Early Head Start Program.
3. Reimburse the Delegate Agency subject to the availability of federal funds as determined at the sole discretion of the County and pursuant to the DHHS Grant on a monthly basis, and in accordance with the Delegate Agency's approved monthly reimbursement package.

Appendix B: Budget Forms.



**ADMINISTRATIVE BUDGET APPLICATION FORM**  
**HEAD START PROGRAM**

<b>Budget Period</b>		<b>Delegate: Easter Seals South Florida</b>		<b>Justification</b>
From 8/1/2012	Through 7/31/2013	<b>BOLD FONT HAS A FORMULA</b>		
12 months		<b>Head Start</b>		
		<b>Requested Funding</b>		
<b>a. PERSONNEL SALARIES: PROGRAM STAFF</b>		<b>%</b>	<b>Amount</b>	
<b>List Full-Time Positions</b>				
<b>Position</b>	<b>Annual Salary</b>			
Center Director	50,000	0%	0	
Lead teacher	35,000	0%	0	
Teacher	30,000	0%	0	
Teacher Assistant	22,000	0%	0	
Health Coordinator	50,000	0%	0	
BCBA	65,000	0%	0	
Disabilities Case Manager	30,000	0%	0	
Nutritionist	45,000	0%	0	
BCaBA	45,000	0%	0	
Mental Health Coordinator	60,000	0%	0	
Quality Assurance	60,000	0%	0	
Licensed Social Worker	50,000	0%	0	
Family Service Worker	30,000	0%	0	
Lead Case Manager	50,000	0%	0	
HS/EHS Director	75,000	99%	74,250	Admin allocation 99%
Program Secretary	24,000	90%	21,600	Admin allocation of 90% FTE to admin
Controller	75,000	99%	74,250	Admin allocation 99%
Human Resources Manager	50,000	99%	49,500	Admin allocation 99%
<b>Full-Time Total</b>			<b>219,600</b>	
<b>List Part-Time/Seasonal Employees</b>				
teachers	25,000.00	0%	0	
food handlers	18,000.00	0%	0	
maintenance	26,000.00	0%	0	
<b>Part-Time Total</b>			<b>0</b>	
<b>TOTAL FTEs/SALARIES</b>		<b>3.87</b>	<b>219,600</b>	
<b>b. FRINGE BENEFITS</b>				
Fica/Mica	Rate: 7.65%		16,799	
W-Comp's	Rate: Allocated		1,776	based on Org experience
Unemploy	Rate: Allocated		2,679	based on Org experience
Health Ins.	Cost per Staff \$5,844.00		22,616	\$5844/yr per eligible employee
Life Ins.	Cost per Staff		0	
Retirement	Rate:		0	
Other	Specify & provide calculations		0	
	Rate:		0	
	Rate:		0	
<b>TOTAL FRINGE BENEFITS</b>			<b>43,871</b>	
<b>ADMINISTRATIVE EXPENSES:</b>				
<b>c. Travel – Out-of-town</b>			<b>Cost</b>	
Travel Out-of-town			300	conference travel
<b>Subtotal Travel</b>			<b>300</b>	
<b>d. Equipment</b>				
Office Equipment			0	
Classroom/Outdoor/Home Based/FCC			0	
Vehicle Purchase			0	
Other Equipment			0	
<b>Subtotal equipment</b>			<b>0</b>	
<b>e. Supplies</b>				
Office Supplies			2,611	\$5.43 per slot
Child and Family Services supplies			0	
Food Services supplies			0	



**PROGRAMMATIC BUDGET APPLICATION FORM**  
**HEAD START PROGRAM**

Budget Period		Delegate:	Easter Seals South Florida		Justification
From	Through		BOLD FONT HAS A FORMULA		
8/1/2012	7/31/2013		Head Start		
12 months			Requested Funding		
SALARIES: PROGRAM STAFF			%	Amount	
List Full-Time Employees					
Position	Annual Salary				
Center Director	50,000	196%	98,000.00		Programatic allocation 1 director position at 100% plus one @ 96%
Lead teacher	35,000	300%	105,000.00		Programatic allocation 4 lead teachers @ 75% to program allocation
Teacher	30,000	1750%	525,000.00		Programatic allocation 10 teachers @75% and 10 teachers at 100%
Teacher Assistant	22,000	2150%	473,000.00		Programatic allocation 10 positions at 75% and 14 assistants @ 100%
Health Coordinator	50,000	99%	49,500.00		Programatic allocation 1 position @ 99%
BCBA	65,000	75%	48,750.00		Programatic allocation 1 position @ 75%
Disabilities Case Manager	30,000	25%	7,500.00		Programatic allocation of 1 position @ 25%
Nutritionist	45,000	50%	22,500.00		Programatic allocation (balance to USDA)
BCaBA	45,000	200%	90,000.00		Programatic Allocation of 2 positions at 100%
Mental Health Coordinator	60,000	55.5%	33,321.00		Programatic allocation 55.5%
Quality Assurance	60,000	0%	0.00		
Licensed Social Worker	50,000	99%	49,500.00		Programatic Allocation 99%
Family Service Worker	30,000	650%	195,000.00		Programatic allocation 6 positions at 100% and one at 50%
Lead Case Manager	50,000	99%	49,500.00		Programatic Allocation 99%
HS/EHS Director	75,000	0%	0.00		
Program Secretary	24,000	351%	84,240.00		Programatic allocation of 3.51 FTE
Controller	75,000	0%	0.00		
Human Resources Manager	50,000	0%	0.00		
	0.00	0%	0.00		
<b>Full-Time Total</b>	<b>846,000.00</b>	<b>61.00</b>	<b>1,830,811.00</b>		
List Part -Time/Seasonal Employees					
teachers	25,000.00	250%	62,500.00		3 part time time employees at 2.5FTE
food handlers	18,000.00	205.0%	36,900.00		6 part time (balance to USDA)
maintenance	26,000.00	75%	19,500.00		classroom maintenance one position at 75%
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
<b>Part-Time Total</b>	<b>69,000.00</b>	<b>5.30</b>	<b>\$118,900.00</b>		
<b>TOTAL FTEs/SALARIES</b>			<b>66.30</b>	<b>1,949,711.00</b>	
b. FRINGE BENEFITS					
Fica/Mica	Rate: 7.65%		149,152.89		
W-Comp's	Rate: Allocated		30,429.57		5.4% of \$8400 per employee
Unemploy	Rate: Allocated		23,786.47		based on Org. experience
Health Ins.	Cost per Staff \$5,844.00		356,456.83		\$5844/yr per eligible employee
Life Ins.	Cost per Staff		0.00		
Retirement	Rate:		0.00		
Other	Specify & provide calculations		0.00		
	Rate:		0.00		
	Rate:		0.00		
<b>TOTAL FRINGE BENEFITS</b>			<b>\$559,825.76</b>		
ADMINISTRATIVE EXPENSES:					
			<b>Cost</b>		
c. Travel - Out-of-town					
Travel Out-of-town			2,905.00		conference travel
<b>Subtotal Travel</b>			<b>2,905.00</b>		
d. Equipment					
Office Equipment			0.00		
Classroom/Outdoor/Home Based/FCC			0.00		
Vehicle Purchase			0.00		
Other Equipment					
<b>Subtotal equipment</b>			<b>0.00</b>		
e. Supplies					
Office Supplies			0.00		
Child and Family Services supplies			0.00		
Food Services supplies			0.00		
Other Supplies (Various)					
<b>Subtotal supplies</b>			<b>0.00</b>		
f. Contractual					
Administrative Services (Legal, Accounting)					
Health/Disabilities Services					









ADMINISTRATIVE AND PROGRAM BUDGET APPLICATION FORM  
HEAD START PROGRAM

Easter Seals South Florida

BOLD FONT HAS A FORMULA

Budget Period		12			Justification
From	Through	ADM	PRGR	Amount	
8/1/2012	Early Head Start				
		Requested Funding			
<b>SALARIES: PROGRAM STAFF</b>					
<b>List Full-Time Employees</b>					
Position					
Center Director			2,000.00	2,000.00	4% allocated to programatic
Lead teacher			3,500.00	3,500.00	10% allocated to programatic
Teacher			90,000.00	90,000.00	100% allocated to programatic
Teacher Assistant			13,200.00	13,200.00	60% allocated to programatic
Health Coordinator			500.00	500.00	1% allocated to programatic
BCBA			650.00	650.00	1% allocated to programatic
Disabilities Case Manager			3,000.00	3,000.00	10% allocated to programatic
Nutritionist			-	0.00	
BCaBA			-	0.00	
Mental Health Coordinator			2,400.00	2,400.00	4% allocated to programatic
Quality Assurance	600.00		-	600.00	1% allocated to administrative
Licensed Social Worker			500.00	500.00	1% allocated to programatic
Family Service Worker			300.00	300.00	1% allocated to programatic
Lead Case Manager	500.00		500.00	1,000.00	1% allocated to programatic & 1% to admin
HS/EHS Director	750.00		-	750.00	1% allocated to administrative
Program Secretary	2,400.00		-	2,400.00	10% allocated to administrative
Controller	750.00		-	750.00	1% allocated to administrative
Human Resources Manager	500.00		-	500.00	1% allocated to administrative
<b>Full-Time Total</b>		5,500.00	56,550.00	62,050.00	
<b>List Part-Time/Seasonal Employees</b>					
teachers				0.00	
food handlers	\$0		\$360	360.00	part time food service handler
maintenance				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
				0.00	
<b>Part-Time Total</b>		\$0	\$360	360.00	
<b>TOTAL FTEs/SALARIES</b>		5,500.00	56,910.00	62,410.00	
<b>b. FRINGE BENEFITS</b>					
Fica/Mica	Rate:	420.75	4,353.62	4,774.37	
W-Comp's	Rate:	-	885.87	885.87	based on organization experience rate
Unemploy	Rate:	67.10	689.91	757.01	based on organization experience rate
Health Ins.	Cost per Staff	876.60	11,278.92	12,155.52	\$5844 per employee
Life Ins.	Cost per Staff	-	-	0.00	
Retirement	Rate:	-	-	0.00	
Other	Specify & provide calculations	-	-	0.00	
	Rate:	-	-	0.00	
	Rate:	-	-	0.00	
<b>TOTAL FRINGE BENEFITS</b>		\$1,364.45	\$17,208.32	\$18,572.77	
<b>ADMINISTRATIVE EXPENSES:</b>					
<b>c. Travel - Out-of-town</b>					
Travel Out-of-town				0.00	
<b>Subtotal Travel</b>		0.00	0.00	0.00	
<b>d. Equipment</b>					
Office Equipment				0.00	
Classroom/Outdoor/Home Based/FCC				0.00	
Vehicle Purchase				0.00	
Other Equipment				0.00	
<b>Subtotal equipment</b>		0.00	0.00	0.00	
<b>e. Supplies</b>					
Office Supplies	100.00		500.00	600.00	Based on avg expenses
Child and Family Services supplies	-		4,800.00	4,800.00	Based on avg expenses
Food Services supplies	-		872.00	872.00	Nutritional activities (\$50 per month)
Other Supplies (various)	-		-	0.00	
<b>Subtotal supplies</b>	100.00		6,172.00	6,272.00	
<b>f. Contractual</b>					
Administrative Services (Legal, Account)	310.00		-	310.00	Based on avg expenses
Health/Disabilities Services	-		-	0.00	
Food Services	-		-	0.00	
Child Transportation Services	-		-	0.00	
Training and Technical Assistance	-		-	0.00	
Family Child Care	-		-	0.00	
Other Contracts	-		-	0.00	
<b>Subtotal contractual</b>	310.00		0.00	310.00	
<b>g. Construction</b>					
New Construction				0.00	

## Appendix C

## HIPAA BUSINESS ASSOCIATE ADDENDUM

This HIPAA Business Associate Addendum ("Addendum") supplements and is made a part of the Agreement by and between the Miami-Dade County, Florida ("County"), and Easter Seals of South Florida, Inc., Business Associate ("Associate").

## RECITALS

A. As part of the Agreement, it is necessary for the County to disclose certain information ("Information") to Associate pursuant to the terms of the Agreement, some of which may constitute Protected Health Information ("PHI").

B. County and Associate intend to protect the privacy and provide for the security of PHI, including but not limited to, ePHI, disclosed to Associate pursuant to the Agreement in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA") and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.

C. The purpose of this Addendum is to satisfy certain standards and requirements of HIPAA and the HIPAA Regulations, including, but not limited to, Title 45, Sections 164.308(b), 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations ("CFR"), as the same may be amended from time to time.

In consideration of the mutual promises below and the exchange of information pursuant to the Agreement, the parties agree as follows:

1. **Definitions.** Terms used, but not otherwise defined, shall have the same meaning as those terms in 45 CFR Sections 160.103, 164.304 and 164.501.

a. "Business Associate" shall have the meaning given to such term under the HIPAA Regulations, including, but not limited to, 45 CFR Section 160.103.

b. "Covered Entity" shall have the meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to, 45 CFR Section 160.103.

c. "Protected Health Information" or "PHI" means any information, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual, the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to 45 CFR Section 160.103. [45 CFR Parts 160, 162 and 164]

d. "Electronic Protected Health Information" or "ePHI" means any information that is transmitted or maintained in electronic media: (i) that relates to the past, present or future physical or mental condition of an individual, the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual, and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to 45 CFR Section 160.103. [45 CFR Parts 160, 162 and 164]

e. "Electronic Media" shall have the meaning given to such term under HIPAA and the HIPAA Regulations, including but not limited to, 45 CFR Section 160.103.

f. "Security incident" shall have the meaning given to such term under HIPAA and the HIPAA Regulations, including but not limited to, 45 CFR Section 164.304.

## Appendix C

j. Mitigation. Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Associate of a use or disclosure of the County's PHI by Associate in violation of the requirements of this Addendum.

k. Associate's Insurance. Associate agrees to maintain the insurance coverage provided in the Agreement.

l. Notification of Breach. Associate shall notify the County within twenty-four (24) hours, and shall provide written notice no later than forty-eight (48) hours of any suspected or actual breach of security, intrusion or unauthorized disclosure of PHI and/or any actual or suspected disclosure of data in violation of any applicable federal or state laws or regulations. Associate shall take (i) prompt corrective action to cure any such deficiencies, and (ii) any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations.

m. Expenses. Any and all expenses incurred by Associate in compliance with the terms of this Addendum or in compliance with the HIPAA Regulations shall be borne by Associate.

n. No Third Party Beneficiary. The provisions and covenants set forth in this Agreement are expressly entered into only by and between Associate and the County and are intended only for their benefit. Neither Associate nor the County intends to create or establish any third party beneficiary status or right (or the equivalent thereof) in any other third party nor shall any other third party have any right to enforce or enjoy any benefit created or established by the provisions and covenants in this Agreement.

3. Audits, Inspection and Enforcement. From time to time, after reasonable notice, or upon any breach of this Addendum by Associate, the County may inspect the facilities, systems, books and records of Associate to monitor compliance with this Addendum. Associate shall promptly remedy any violation of this Addendum and shall certify the same to the County in writing. The fact that the County inspects, or fails to utilize its right to inspect, Associate's facilities, systems, books, records, and procedures does not relieve Associate of its responsibility to comply with this Addendum, nor does the County's failure to detect.

#### 4. Termination.

a. Material Breach. A breach by Associate of any provision of this Addendum, shall constitute a material breach of the Agreement and shall provide grounds for immediate termination of the Agreement by the County. [45 CFR § 164.504(e)(3) and 45 CFR § 164.314(a)(2)(i)(D)]

b. Termination for Cause - Reasonable Steps to Cure Breach. If the County recognizes a pattern of activity or practice of Associate that constitutes a material breach or violation of the Associate's obligations under the provisions of this Addendum and does not terminate the Agreement pursuant to Section 4a, above, the County may provide an opportunity for Associate to end the violation or cure the breach within five (5) days, or other cure period as may be specified in the Agreement. If Associate does not cure the breach or end the violation within the time period provided, the County may immediately terminate the Agreement.

c. Judicial or Administrative Proceedings. The County may terminate the Agreement, effective immediately, if (i) Associate is named as a defendant in a criminal or administrative proceeding for a violation of HIPAA, or (ii) a finding or stipulation that Associate has violated any standard or requirement of the HIPAA Regulations (or other security or privacy law) is made in any administrative or civil proceeding.

d. Effect of Termination. Associate shall continue to maintain the confidentiality of all PHI reviewed or obtained through the course of this agreement beyond the termination, cancellation or expiration of this agreement as may be required by law. Upon termination of the Agreement for any reason, Associate shall return or destroy as directed by the County all PHI, including but not limited to ePHI, received from the County (or created or received by Associate on behalf of the County) that Associate still maintains in any form. This provision shall also apply to County PHI that is in the possession of subcontractors or agents of Associate. Associate shall retain no copies of such PHI or, if return or destruction is not feasible, Associate shall provide to the County notification of the conditions that make return or destruction infeasible, and shall continue to extend the protections of this Addendum to such information, and limit further use or disclosure of such PHI to those purposes that make the return or destruction of such PHI infeasible. [45 CFR § 164.504(e)(2)(ii)(I)]

**LEASE AGREEMENT – County**

THIS AGREEMENT made on the *1<sup>st</sup>* day of *August*, 2012, by and between MIAMI-DADE COUNTY, a political subdivision of the State of Florida, hereinafter referred to as the “LANDLORD,” and Easter Seals South Florida, Inc., hereinafter referred to as the “TENANT,”

**WITNESSETH:**

That LANDLORD, for and in consideration of the restrictions and covenants herein contained, hereby leases to TENANT and TENANT hereby agrees to lease from LANDLORD, for the purpose of providing a Head Start/Early Head Start Program in accordance with TENANT’s Head Start contract with the COUNTY (LANDLORD), the Demised Premises described as follows:

*Caleb Center - 5400 N. W. 22<sup>nd</sup> Avenue, Suite C, Miami, FL 33142*  
*North County Center – 3201 N. W. 207<sup>th</sup> Street, Miami, FL 33056*  
*Ofelia E. Brown-Lawson Center – 16425 N.W. 25<sup>th</sup> Avenue, Miami, FL 33054*  
*Jackson Dade Center – 801 N. W. 17<sup>th</sup> Street, Miami, FL 33136*  
*Culmer Center – 1600 N. W. 3<sup>rd</sup> Avenue, Miami, FL 33136*

TO HAVE AND TO HOLD unto said TENANT for a term of one (1) year to run concurrent with effective date of the County’s Contract No. RFA16 through July 31, 2013. The LANDLORD, at its sole discretion, reserves the right to exercise the option to renew this LEASE AGREEMENT for five, one-year periods. Commencing on the ‘Effective Date’ and upon LANDLORD providing TENANT with keys to the Building, TENANT shall pay to LANDLORD an annual base rental of One and 00/100 Dollar (\$1.00) which is the Fixed Minimum Rent, payable in advance each year on the anniversary date of this LEASE AGREEMENT or any extension or renewal thereof, to the Board of County Commissioners, c/o Internal Service Department, Real Estate Management Section, 111 NW 1 Street, Suite 2460, Miami, FL 33128, or at such other place and to such other person as TENANT may from time to time designate in writing, as set forth herein.

**ARTICLE IV**  
**MAINTENANCE**

The LANDLORD agrees to maintain and keep in good repair, condition, and appearance, during the term of this Lease Agreement or any extension or renewal thereof, the exterior of the building, excluding the air conditioning unit(s) servicing the Demised Premises.

TENANT agrees to maintain and keep in good repair, condition, and appearance, during the term of this Lease Agreement or any extension or renewal thereof, the interior of the Demised Premises. TENANT shall be responsible for and shall repair any damage caused to the Demised Premises as a result of TENANT or TENANT's agents, employees, invitees, clients or visitors use of the Demised Premises, ordinary wear and tear excepted. LANDLORD shall notify TENANT after discovering any damage which TENANT is responsible for repairing and TENANT shall make the necessary repairs promptly after said notice.

**ARTICLE V**  
**ALTERATIONS BY TENANT**

TENANT may not make any alterations, additions, or improvements in or to the Demised Premises without the written consent of LANDLORD. Any such TENANT installed improvements, fixtures and finishes in the Demised Premises are at the TENANT's sole cost. LANDLORD shall have the right to require TENANT to remove at the expiration of the LEASE AGREEMENT all additions, fixtures or improvements installed by TENANT. To the extent that such items are not removed upon the expiration of the LEASE AGREEMENT, any and all fixtures, improvements, and moveable partitions remaining in the Demised Premises shall be deemed abandoned and may be disposed of as deemed appropriate by TENANT. In case of damage arising from such removal, all damaged areas shall be repaired and brought back to the original condition at TENANT's expense.

**ARTICLE VI**  
**DESTRUCTION OF DEMISED PREMISES**

In the event the Demised Premises should be destroyed or so damaged by fire, windstorm, or other casualty to the extent that the Demised Premises are rendered untenable or unfit for the purpose

deemed necessary for the safety, comfort, or preservation thereof. Said right of entry shall likewise exist for the purpose of removing placards, signs, fixtures, alterations or additions which do not conform to this Lease Agreement.

**ARTICLE X**  
**PEACEFUL POSSESSION**

Subject to the terms, conditions, and covenants of this Lease Agreement, LANDLORD agrees that TENANT shall and may peaceably have, hold, and enjoy the leased property above described, without hindrance or molestation by LANDLORD.

**ARTICLE XI**  
**SURRENDER OF LEASED PROPERTY**

TENANT agrees to surrender to LANDLORD, at the end of the term of this Lease Agreement or any extension thereof, said leased property in as good a condition as said leased property was at the beginning of the term of this Lease Agreement, ordinary wear and tear and damage by fire and windstorm or other acts of God excepted.

**ARTICLE XII**  
**INDEMNIFICATION AND HOLD HARMLESS**

TENANT shall indemnify and hold harmless the LANDLORD and its officers, employees, agents and instrumentalities from any and all liability, losses, or damages, including attorney fees and costs of defense, which the LANDLORD or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the Lease Agreement by the TENANT or its employees, agents, servants, partners, principals or subcontractors. TENANT shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits, or actions of any kind or nature in the name of the LANDLORD, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. TENANT expressly understands and agrees that

**Appendix D-1**

Contract No. RFA16

- (1) Non-payment of any sum or sums due hereunder after the due date for such payments; provided, however, that such termination shall not be effective if TENANT makes the required payment(s) during the ten (10) calendar day period following mailing of the written notice.
  - (2) Notice of any condition posing a threat to health or safety of the public or patrons and not remedied within the ten (10) day period from receipt of written notice.
  - (3) Use of the Demised Premises for any purpose other than specifically allowed in Article I of this LEASE AGREEMENT.
- C. Termination after thirty (30) days from receipt by TENANT of written notice by certified or registered mail to the address of the TENANT as set forth below:
- (1) Non-performance of any covenant of this Lease Agreement other than non-payment of rent and others listed in A and B above, and failure of the TENANT to remedy such breach within the thirty (30) day period from receipt of the written notice.
- D. A final determination in a court of law in favor of the LANDLORD in litigation instituted by the TENANT against the LANDLORD or brought by the LANDLORD against TENANT.
- E. LANDLORD through its County Mayor or the County Mayor's designee, shall have the right to cancel this Lease Agreement or any portion thereof, at any time by giving the TENANT at least sixty (60) days written notice prior to its effective date.

**ARTICLE XVI**  
**OPTION TO RENEW**

Provided this LEASE AGREEMENT is not otherwise in default, LANDLORD is hereby granted the option to renew this LEASE AGREEMENT for up to five successive one (1) year renewal option periods, for so long as the TENANT continues to operate a Head Start/Early Head Start Program Childcare Center in the Demised Premises.

The LANDLORD also reserves the right to exercise, following the end of the previously described

## Appendix D-1

Contract No. RFA16

this coverage.

- B. Automobile Liability Insurance, covering all owned, non-owned, and hired vehicles used in connection with the Sub-Lease Agreement in an amount not less than \$500,000 combined single limit for bodily injury and property damage.
- C. Workman's Compensation Insurance as required by Chapter 440, Florida Statutes. The insurance coverage required shall include those classifications as listed in Standard Liability Insurance Manuals which most nearly reflect the operations of SUB-TENANT under this Sub-Lease Agreement.
- D. Student Accident Insurance as required under 45 CFR, Part 1301.11. Coverage will be provided with a minimum limit of \$2,000 per child.

The insurance policy required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications as to management and financial strength:

The Company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by the latest edition (1986 or later) of Best's Insurance Guide, published by A. M. Best Company, Oldwick, New Jersey, or its equivalent subject to the approval of the County Risk Management Division.

Or

The Company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida", issued by the State of Florida Department of Insurance and must be members of the Florida Guaranty Fund.

Certificate will indicate that no modification or change in insurance shall be made without thirty (30) days' written advance notice to the certificate holder.

Compliance with the foregoing requirements shall not relieve TENANT of its liability and obligations under this Section or under the Indemnification and Hold Harmless Article, or any other portion of this LEASE AGREEMENT.

TENANT shall be responsible for assuring that the insurance certificate required in conjunction with this section remains in full force for the duration of this LEASE AGREEMENT. If insurance certificates are scheduled to expire during the term of the LEASE AGREEMENT, TENANT shall be responsible for submitting new or renewed insurance certificates to the LANDLORD at a minimum of thirty (30) days in advance of such expiration.

operate as a waiver of such covenant, condition, or agreement itself, or of any subsequent breach thereof. No payment by TENANT or receipt by LANDLORD of lesser amount than the amount of rent required herein shall be deemed to be other than on account of the earliest stipulated rent nor shall any endorsement or statement on any check or letter accompanying a check for payment of rent or any other amounts to LANDLORD be deemed an accord and satisfaction and LANDLORD may accept such check or payment without prejudice to or waiver of LANDLORD's right to recover the balance of such rent or other amount owed or to pursue any other remedy provided in this Lease Agreement. No reentry by LANDLORD and no acceptance by LANDLORD of keys from TENANT shall be considered an acceptance of a surrender of this Lease Agreement.

**ARTICLE XXII**  
**DEFAULT OF TENANT**

If TENANT shall fail to pay any monthly installment or item of rent on the date when the same becomes due or shall violate or fail to perform any of the other conditions, covenants, or agreements herein made by TENANT, and if such violation or failure continues for a period of thirty (30) days after written notice thereof to TENANT by LANDLORD (except for failure to pay rent, which shall have a fifteen [15] day grace period for cure after written notice thereof to TENANT by LANDLORD and further, if TENANT shall be diligently attempting to cure such failure to perform any other conditions, covenants, or agreements, the time to cure such failure shall be extended for so long as TENANT shall diligently prosecute such cure) then, LANDLORD may proceed with any remedy available at law or in equity in the State of Florida or by such other proceedings, including reentry and possession, as may be applicable. All rights and remedies of LANDLORD under this Lease Agreement shall be cumulative and shall not be exclusive of any other rights and remedies provided to LANDLORD under applicable law.

**ARTICLE XXIII**  
**ADDITIONAL PROVISIONS**

1. Mechanic's, Materialmen's and Other Liens

TENANT agrees that it will not permit any mechanic's, materialmen's or other liens to

**ARTICLE XXV  
GOVERNING LAW**

This Lease Agreement, including any exhibits or amendments, if any, and all matters relating thereto (whether in contract, statute, tort or otherwise) shall be governed by and construed in accordance with the laws of the State of Florida.

**ARTICLE XXVI  
WRITTEN AGREEMENT**

This Lease Agreement contains the entire agreement between the parties hereto and all previous negotiations leading thereto, and it may be modified only by resolution approved by the Board of County Commissioners.

IN WITNESS WHEREOF, LANDLORD and TENANT have caused this Lease Agreement to be executed by their respective and duly authorized officers the day and year first above written.

(CORPORATE SEAL)

*Dr. Saucedo Valle*  
WITNESS

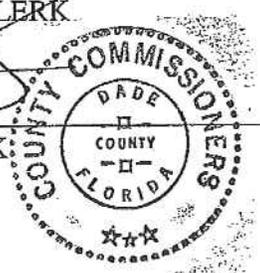
By: *X [Signature]*  
(TENANT)

*M. Denise Holaday*  
WITNESS

(OFFICIAL SEAL)

ATTEST:  
HARVEY RUVIN, CLERK

By: *[Signature]*  
DEPUTY CLERK



MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

By: *[Signature]*  
Carlos Gimenez  
Mayor (LANDLORD)

Community Space Lease Agreement

This Community Space Lease Agreement, made this 1st day of August, 2012 is entered into by and between Miami-Dade County, a political subdivision of the State of Florida (hereinafter referred to as "County") (hereinafter "Landlord"), located 111 N.W. 1<sup>st</sup> Street, Miami, Florida 33128 and Easter Seals South Florida, Inc., a Florida not-for-profit corporation (hereinafter referred to as "Tenant/Provider"), whose address is, 1475 N. W. 14<sup>th</sup> Avenue, Miami, FL 33125.

WHEREAS, the Home Rule Charter authorizes Miami-Dade County to provide for the uniform health and welfare of the residents throughout the County; and

WHEREAS, the County recognizes the importance of providing supportive services to residents of its assisted housing which includes public housing residents, section 8 recipients, home ownership participants and other government assisted housing participants; and

WHEREAS, the Tenant/Provider which is a not-for-profit organization or government entity, provides or will develop services of value to the County and its assisted housing residents and has demonstrated an ability to provide these services; and

WHEREAS, the County is desirous of obtaining such services of the Tenant/Provider for its assisted housing residents and the Tenant/Provider is desirous of providing such services,

NOW, THEREFORE, in consideration of the mutual covenants record herein, the parties hereto agree as follows:

- I. **THE PREMISES.** The Landlord shall lease to Tenant/Provider the property listed on Notice to Proceed.
- II. **THE SCOPE OF SERVICES.** While the Tenant/Provider is in possession of the premises described in paragraph I of this Agreement, the Tenant/Provider agrees to render the services in accordance with the scope of services incorporated herein and attached hereto as Appendix A. Tenant/Provider agrees that at least 50 percent of its clients at any one time shall be residents of Miami-Dade County assisted housing. Assisted housing shall mean public housing, Section 8 housing, affordable home ownership program, and other government assisting housing programs. Tenant/Provider shall actively seek residents of Miami-Dade County assisted housing as clients. Failure to serve assisted housing residents at the percentage level described above shall be grounds for termination of this Agreement.

VIII. **PARKING.** Parking spaces for program participants shall be negotiated with the Landlord. Buses or commercial vehicles will only be permitted to park at Landlord's facilities to make deliveries or drop off passengers.

IX. **UTILITIES.** Landlord shall pay for utilities directly to the correspondent utility company.

X. **MAINTENANCE.** Landlord shall be responsible for maintaining the premises. All routine maintenance and minor repairs shall be performed at the Tenant/Provider's expense. If the Landlord performs routine maintenance and minor repairs on behalf of the Tenant/Provider, the Landlord shall charge the Tenant/Provider for time and materials used. Routine maintenance and minor repairs shall include but is not limited to: plastering and interior painting; electrical work such as installing or changing lamps, bulbs and fuses, replacing outlet covers and other work that does not require rewiring or working inside the electrical box; minor plumbing repairs such as changing a faucet; repairing air conditioners; changing air conditioners filters; minor line blockages; replacing kitchen cabinets and counter tops.

The Landlord shall be responsible for major repairs. Major repairs include but are not limited to: replacement of roofs or central air conditioner units; structural repairs; interior electrical wiring; electrical panel replacements and repairs; major plumbing repairs; fire control systems; and exterior painting.

The Tenant/Provider shall not make renovations or install any fixtures, equipment, fencing, or locks without prior written approval of the Landlord. All fixtures installed by Tenant/Provider shall become the property of Landlord upon termination of the lease agreement.

The Tenant/Provider shall be responsible for reimbursement to the Landlord for any and all losses or damages to property and/or equipment resulting from the operations of the Tenant/Provider's programs.

Tenant/Provider shall maintain and operate the premises in a clean and sanitary condition and return same to Landlord at the expiration or termination of this lease.

XI. **KEYS.** Locks may be changed with the Landlord's permission at the Tenant/Provider's expense, if the Landlord's site manager is immediately furnished a set of keys.

XII. **SIGNAGE.** All signage must be in keeping with the residential nature of the property, all applicable building and zoning laws, and approved in writing by Landlord prior to installation.

XIII. **JANITORIAL SERVICES.** The Tenant/Provider shall be responsible for all janitorial services including cleaning supplies.

injury and property damage. MIAMI-DADE COUNTY must be shown as an additional insured with respect to this coverage.

B. Automobile Liability Insurance, covering all owned, non-owned, and hired vehicles used in connection with the Sub-Lease Agreement in an amount not less than \$500,000 combined single limit for bodily injury and property damage.

C. Workman's Compensation Insurance as required by Chapter 440, Florida Statutes. The insurance coverage required shall include those classifications as listed in Standard Liability Insurance Manuals which most nearly reflect the operations of SUB-TENANT under this Sub-Lease Agreement.

D. Student Accident Insurance as required under 45 CFR, Part 1301.11. Coverage will be provided with a minimum limit of \$2,000 per child.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

1) The company shall be no less than "B" as to management, and no less than "Class V" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent subject to the approval of the County's Risk Management Division.

or

2) The company must hold a valid Florida certificate of authority as shown in the latest "List of All Insurance Companies Authorized or Approved to do business in Florida," issued by the State of Florida Department of Insurance and must be a member of the Florida Guaranty Fund.

(3) Certificates shall indicate that no modification or change in insurance shall be made without thirty (30) days written advance notice to the certificate holder.

as defined by section 435.02, Florida Statutes, as may be amended from time to time.

In the event criminal background screening is required by law, the State of Florida and/or the County, the Provider will permit only employees and subcontractors with a satisfactory national criminal background check through an appropriate screening agency (i.e., the Florida Department of Juvenile Justice, Florida Department of Law Enforcement or Federal Bureau of Investigation) to work in direct contact with vulnerable persons.

The Provider agrees to ensure that employees and subcontracted personnel who work with vulnerable persons satisfactorily complete and pass Level 2 background screening and local law enforcement screening before working with vulnerable persons. Provider shall furnish the County with proof that employees and subcontracted personnel, who work with vulnerable persons, satisfactorily passed Level 2 background screening, pursuant to Chapter 435, Florida Statutes, as may be amended from time to time.

If the Provider fails to furnish to the County proof that an employee or subcontractor's Level 2 background screening was satisfactorily passed and completed prior to that employee or subcontractor working with a vulnerable person or vulnerable persons, the County shall not disburse any further funds and this Contract may be subject to termination at the sole discretion of the County.

**XVIII. CONFLICT OF INTEREST.** The Tenant/Provider agrees to abide by and be governed by Miami-Dade County Ordinance No. 72-82 (Conflict of Interest Ordinance codified at Section 2-11.1 et al. of the Code of Miami-Dade County), as amended, which is incorporated herein by reference as it fully set forth herein, in connection with its contract obligations hereunder.

**XIX. CIVIL RIGHTS.** The Tenant/Provider agrees to abide by Chapter 11A, of the Code of Miami-Dade County ("County Code"), as amended, which prohibits discrimination in employment, housing, and public accommodations; Title VII of the Civil Rights Act of 1968, as amended, which prohibits discrimination in employment, housing, and public accommodation; the Age Discrimination Act of 1975, 42 U.S.C., as amended, which prohibits discrimination in employment and public housing accommodations; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, as amended, which prohibits discrimination on the basis of disability; and the American with Disability Act, 42 U.S.C. §12103 et seq., which prohibits discrimination in employment and accommodation because of disability.

It is expressly understood that upon receipt of evidence of discrimination under any of these laws, the County shall have the right to terminate this Agreement. It is further

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REVISED 02/01/02

### XXIII. BREACH: REMEDIES

- (A) **Breach.** A breach by the Tenant/Provider shall have occurred under this Agreement if: (1) the Tenant/Provider fails to adequately provide the services outlined in the Scope of Services (Appendix A) within the effective term of this Agreement; (2) the Tenant/Provider does not furnish the Certificates of Insurance required by this Agreement or as determined by the County's Risk Management Division; (3) the Tenant/Provider does not furnish proof of licensure and certification required by this Agreement; (4) the Tenant/Provider fails to pay rent on or before the date that it is due; (5) the Tenant/Provider does not have the required percentage of assisted housing residents or their children as clients; (6) the Tenant/Provider fails to properly maintain the premises, make repairs, obtain garbage collection, complete extermination, and or perform other general upkeep of the premises; (7) the Tenant/Provider discriminates under any of the laws outlined in Section VII of this Agreement; (8) the Tenant/Provider falsifies or violates the provisions of the Drug Free Workplace Affidavit; (9) the Tenant/Provider, attempts to meet its obligations under this Agreement through fraud, misrepresentation or material misstatement; or (10) the Tenant/Provider fails to fulfill in a timely and proper manner any and all of its obligations, covenants, agreements and stipulations in this Agreement.

Waiver of breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement.

- (B) **Remedies.** Landlord and Tenant/Provider may terminate this Agreement and may pursue any and all remedies available under applicable law for a breach under the Lease Agreement. If, for any reason, the Tenant/Provider should attempt to meet its obligations under this Agreement through fraud, misrepresentation or material misstatement, the Landlord shall, whenever practicable terminate this Agreement by giving written notice to the Tenant/Provider of such termination and specifying the effective date thereof at least five days before the effective date of such termination. The county may terminate or cancel any other contracts which such individual or entity has with the county and that such individual or entity shall be responsible for all direct and indirect costs associated with such termination or cancellation, including attorney's fees. Any individual or entity who attempts to meet its contractual obligations with the county through fraud, misrepresentation or material misstatement may be debarred from county contracting for up to five (5) years. The Landlord may seek to evict Tenant/Provider by filing an action in a court of appropriate jurisdiction.
- (C) **Damages Sustained.** Notwithstanding the above, the Tenant/Provider shall not be relieved of liability to the Landlord for damages sustained by the Landlord by

elected officials to ensure compliance with contract specifications and to detect fraud and corruption.

Upon ten (10) days prior written notice to the Tenant/Provider from the Inspector General or IPSIG retained by the Inspector General, the Tenant/Provider shall make all requested records and documents available to the Inspector General or IPSIG for inspection and copying. The Inspector General and IPSIG shall have the right to inspect and copy all documents and records in the Tenant/Provider's possession, custody or control which, in the Inspector General or IPSIG's sole judgment, pertain to performance of the contract, including, but not limited to original estimate files, worksheets, proposals and agreements from and with successful and unsuccessful subcontractors and suppliers, all project-related correspondence, memoranda, instructions, financial documents, construction documents, proposal and contract documents, back-charge documents, all documents and records which involve cash, trade or volume discounts, insurance proceeds, rebates, or dividends received, payroll and personnel records, and supporting documentation for the aforesaid documents and records.

The provisions in this section shall apply to the Tenant/Provider, its officers, agents, employees, subcontractors and suppliers. The Tenant/Provider shall incorporate the provisions in this section in all subcontractors and all other agreements executed by the Tenant/Provider in connection with the performance of the contract.

Nothing in this contract shall impair any independent right of the County to conduct audit or investigative activities. The provisions of this section are neither intended nor shall they be construed to impose any liability on the County by the Tenant/Provider or third parties.

Notwithstanding the provisions set forth herein, the County has the right to retain the services of an Independent Private Sector Inspector General (IPSIG), whenever the County deems it appropriate to do so. Upon written notice from the County, the Tenant/Provider shall make available, to the IPSIG retained by the County, all requested records and documentation pertaining to this Agreement or any subsequent award for inspection and copying. The County will be responsible for the payment of these IPSIG services, and under no circumstance shall the Tenant/Provider's cost/price for this Agreement, be inclusive of any charges relating to these IPSIG services. The terms of this provision herein, apply to the Tenant/Provider, its officers, agents, employees and assignees. Nothing contained in this provision shall impair any independent right of the County to conduct, audit or investigate the operations, activities and performance of the Tenant/Provider in connection with this Agreement or any related contract. The

terms of this provision are neither intended nor shall they be construed to impose any liability on the County by the Tenant/Provider or third party.

**(E) Written Agreement**

This Lease Agreement contains the entire agreement between the parties hereto and all previous negotiations leading thereto, and it may be modified only by resolution approved by the Board of County Commissioners.

IN WITNESS WHEREOF, the parties have caused this Lease Agreement to be executed by their respective and duly authorized officers as of the day and year first above written.

(SEAL)  
ATTEST:

By: *[Signature]*  
(Signature of Authorized Representative)

Louise K. Welch  
Type or Print Name

By: \_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
Type or Print Name

Witnesses:  
By: *[Signature]*  
(Signature)

Patricia Sandino Valle  
Type or Print Name

By: *[Signature]*  
(Signature)

Malerie Sloskay  
Type or Print Name

ATTEST:  
HARVEY RUVIN, CLERK  
By: *[Signature]*  
DEPUTY CLERK

MIAMI-DADE COUNTY, FLORIDA  
By: *[Signature]*



**COPY**

# **Request for Applications For Head Start Program Services**

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## **New Application for County Run Sites**

Submitted by:

**Easter Seals South Florida, Inc.**

1475 NW 14<sup>th</sup> Avenue  
Miami, Florida 33125

*March 21, 2012*





Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248567570  
Aug. 18, 2010 LTR 4168C E0  
59-0722783 000000 00  
00015059  
BODC: TE

EASTER SEALS SOUTH FLORIDA INC  
1475 NW 14TH AVE  
MIAMI FL 33125-1616



13467

Employer Identification Number: 59-0722783  
Person to Contact: Mr. Fraser  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Aug. 09, 2010, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in August 1951.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of Sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/efo](http://www.irs.gov/efo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations I



Rick Scott  
Governor

H. Frank Farmer, Jr., M.D., Ph.D., F.A.C.P.  
State Surgeon General

February 28, 2012

To Whom It May Concern:

This letter is to confirm that as of today Easter Seals of South Florida, 1475 NW 14<sup>th</sup> Avenue, Miami 33125 is participating in the Child Care Food Program.

Sincerely,

A handwritten signature in cursive script that reads "Harriett Hobbs".

Harriett Hobbs  
Review Operations Specialist  
Policy Section  
Child Care Food Program

## Attachment 2a

### Organizational Qualifications/Proposed Services at County Run Sites

#### County Run Facility Selection

Respondents shall clearly indicate which facility their submittal is intended for by marking an "X" next to identified facility. By submitting an application, for any of the below County run site(s), Respondents hereby agrees to assume all Program slots/children at site location. Respondent may apply to service one or multiple geographic areas/site(s) types.

#### a. Miami-Dade County Public Schools:

Site	Address	HS Slots	EHS Slots	Place "X" Here
1. Arcola Lake Elementary	1037 NW 81 <sup>st</sup> Street 33150	40	0	
2. Biscayne Elementary	800 77 <sup>th</sup> Street, Miami, Fl 33142	40	0	
3. Bunche Park Elementary	16001 Bunche Park Drive 33054	20	0	
4. Carol City Elementary	4375 NW 173 <sup>rd</sup> Drive 33055	60	0	
5. Chapman Elementary	27190 SW 140 <sup>th</sup> Avenue 33032	80	0	
6. Charles R. Drew Elementary	1775 NW 60 <sup>th</sup> Street 33142	40	0	
7. Colonial Drive Elementary	10755 SW 160 <sup>th</sup> Street 33157	20	0	
8. Douglass Elementary	314 NW 12 <sup>th</sup> Street 33136	40	0	
9. DuPuis Elementary	1150 West 59 <sup>th</sup> Place 33012	60	0	
10. Fienberg/Fisher Elementary	1420 Washington Avenue 33139	40	0	
11. JFK Middle School	1075 NE 167 <sup>th</sup> Street 33162	60	0	
12. Leisure City Mobile	14835 Fillmore Lane 33032	80	0	
13. Leisure City Mobile	14835 Fillmore Lane 33032	0	8	
14. Martin Luther King Elementary	7124 NW 12 <sup>th</sup> Avenue 33150	60	0	
15. Miami Park Elementary	2225 NW 103 <sup>rd</sup> Street 33147	40	0	
16. Nathan B. Young Elementary	14120 NW 24 <sup>th</sup> Avenue 33054	40	0	
17. Oak Grove Elementary	15640 NE 8 <sup>th</sup> Avenue 33162	20	0	
18. Olinda Elementary	5536 NW 21 <sup>st</sup> Avenue 33142	40	0	
19. Orchard Villa Elementary	5720 NW 13 <sup>th</sup> Avenue 33142	40	0	
20. Phyllis Miller Elementary	840 NE 87 <sup>th</sup> Street 33138	20	0	
21. Poinciana Park Elementary	6745 NW 23 <sup>rd</sup> Avenue 33147	40	0	
22. South Hialeah Elementary	265 East 5 <sup>th</sup> Street 33010	54	0	
23. South Pointe Elementary	1050 Fourth Street 33139	20	0	
24. Treasure Island Elementary	7450 E. Treasure Drive 33141	40	0	
25. Tropical Elementary	4545 SW 104 <sup>th</sup> Avenue 33165	18	0	
26. West view Elementary	2101 NW 127 <sup>th</sup> Street 33167	20	0	
27. Whigham Elementary	21545 SW 87 <sup>th</sup> Avenue 33189	20	0	
28. Bethune Elementary	2900 NW 43 <sup>rd</sup> Terrace 33142	160	64	
29. Isaac A. Withers Elem. (Goulds)	21300 SW 122 <sup>nd</sup> Avenue 33172	140	24	

#### b. County-Owned Facilities:

Site	Address	HS Slots	EHS Slots	Place "X" Here
1. Perrine	17801 Homestead Avenue 33157	80	0	X
2. Colonel Zubkoff	55 NW 199 Street 33169	140	16	X
3. Caleb Center	5400 NW 22 Avenue Suite C 33142	160	0	X
4. North County	3201 NW 207 Street 33056	20	0	X
5. Culmer	1600 NW 3 Avenue 33136	60	0	X
6. OEB-L	16425 NW 25 Avenue 33054	120	0	X
7. Jackson Dade	801 NW 17 Street 33136	60	0	X

**Respondent, Key Personnel and Subcontractor Experience**

Address Respondent's ability and intent to provide Program services as defined in the Attachment 5, Scope of Services as follows:

**A. Required Services**

- Describe the Respondent's experience to include any subcontractor's experience in providing community action child care services similar to those requested, including any familiarity with specifically the Head Start/Early Head Start Program.
- Identify any subcontractor that Respondent proposes to perform Program services and the nature of the work to be assigned to each.
- Describe any other experience of Respondent, subcontractor or key personnel that uniquely qualifies Respondent to provide the Program Services.
- Identify if Respondent has approved Voluntary Pre-Kindergarten Program (VPK) sites, or how Respondent plans to become a VPK approved provider.

**EXPERIENCE**

*Easter Seals South Florida (ESSF) has the experience, expertise and resources to successfully operate a Head Start program (including Head Start and Early Head Start services) that delivers comprehensive early childhood care, case management and education services for pregnant women, infants, toddlers and pre-school age children. We have the organizational infrastructure, leadership and board commitment to administer the program, and to manage the human resources, curriculum, contact hours and schedule required in compliance with Head Start Performance Standards and all applicable laws and regulations. Our track record of providing education and early childhood development, health and nutrition support, disability services, and collaborative family supports aligns ESSF perfectly with the mission of Head Start and Early Head Start programs in Miami Dade County.*

*For 70 years, Easter Seals South Florida (ESSF) has been a trusted provider of education, therapy, special equipment, and transportation services for children with disabilities. Our innovative educational and behavioral approach is designed to enhance the social and cognitive development of children with special needs and provide support to their families so they can achieve self sufficiency, and have equal opportunities to positively contribute to the communities where they live. We employ 250 South Florida residents who provide direct, customized services to meet the unique needs of over 2,500 individuals and families in Miami-Dade and Broward counties. Those services are enhanced through an established network of community partnerships and more than a thousand committed volunteers.*

*ESSF's approach to managing the Head Start program will be governed by our established Core Values:*

- *INTEGRITY - First and foremost, doing the right thing for the right reasons, all day, every day.*
- *INNOVATION – Finding better ways to support people with disabilities in a changing environment.*
- *RESPECT – Regarding each other with dignity, appreciating diversity, valuing and protecting diversity of opinions, treating each other fairly.*
- *RESPONSIBILITY – Managing our resources effectively and transparently.*

*These Core Values ensure that the County can rely on Easter Seals South Florida to deliver on its promises, continue to develop innovative programs that meet the unique needs of Head Start participants, enhance the lives of children and build stronger family units by promoting character and respect, and manage the program at awarded sites according to the highest level of ethics and compliance.*

*ESSF is an affiliate of Easter Seals, Inc. which provides direct program services in 550 locations throughout the United States, Puerto Rico Canada, Australia and Mexico. The Easter Seals Child Development Center Network is the largest provider of inclusive childcare and preschool services in the country with services that include developmental monitoring, early child development services, inclusive child care programs, developmental pre-school programs, and school-aged children's services. One in every four children served by these programs has a disability. Over ten percent of Easter Seals affiliates nationwide provide Head Start and/or Early Head Start programs at 50 different*

**Serving Families Most in Need:**

ESSF currently serves low-income children in the City of Miami, more specifically the neighborhoods of Allapatah, Kendall, Liberty City, Brownsville, Miami Gardens, Miami, Little Haiti, East Hialeah and Miami Springs among others. Our considerable experience supports our agency capacity to serve the culturally diverse population of Miami Dade County. 95% of these children are classified as low income based on their eligibility for free or reduced cost lunch and/or their attendance at Title I Schools.

Demographics for children 0-5 yrs at ESSF CDC located at 1475 NW 14<sup>th</sup> Avenue are similar to those of North Country (Opa Locka) and OEB-L (Miami Gardens) county owned sites. Of the children ESSF now serves age 0-5 yrs: 51% are Black, 41% are Hispanic, 4% Caucasian, and 4% other. Overall ESSF client demographics are comparable to those of zip codes for Perrine (Homestead), Colonel Zubkoff, Caleb and Culmer (Miami) locations. Specifically, of all ESSF families served, 62% are Hispanic, 23% African American; 3% Caucasian and 12% other.

The unique demographic makeup of Miami Dade County includes neighborhoods with diverse concentration of Cubans, Haitians, South Americans, Central Americans as well as African Americans. It is important that these neighborhoods are served by programs employing culturally appropriate staff. The demographics of ESSF staff reflect the Miami-Dade community. ESSF employs an array of bilingual direct care staff. In addition to English and Spanish, select staff members speak French, Haitian-Creole, Russian, and Hebrew. ESSF hiring practices assure that our employee pool is culturally appropriate for the constituents we serve. Diversity training helps employees learn more about and respect different cultures in our community; and staff/client assignments are matched based on language, culture, and communication needs.

**Community Partnerships:**

ESSF has established deep rooted relationships with a wide range of community partners to deliver comprehensive services for children and their families. Current partners include:

- **Early Steps and Miami Dade Public Schools:** Providing children between the ages of birth to two with early educational services in the B-2 program.
- **Local Head Start programs:** Actively assisting children as they transition from the B-2 program to Head Start.
- **Department of Education 21st Century and Miami Dade Public Schools:** Providing after school programs in at risk inner city schools.
- **The Children's Trust:** Providing early childhood education, early intervention, after school programs for at-risk children, autism summer programs for ages 0-5 and autism culinary arts summer program.
- **UM-NSU Center for Autism and Related Disabilities (CARD):** Providing regular staff trainings and consultation on Autism Spectrum Disorders, evidence based practices and effective procedures for elementary, middle and high school students with disabilities.
- **Parent to Parent:** Serving as a referral source and provide case consultation and collaboration with family support services.
- **Department of Children and Families (DCF):** Providing case consultations and referrals for family support.
- **Florida Diagnostic and Learning Resources System (FDLRS):** Providing family advocacy and case consultation services.
- **Little Haiti Cultural Center:** After school programming.
- **The Switchboard of Miami:** Providing services that include but are not limited to crisis counseling, free individual and family counseling, Life Skills Training Miami-Dade County community and a comprehensive data base of community services agencies.
- **Haitian Cultural Arts Alliance (FHLA):** Offering the French Heritage Language Program to support and enrich the teaching of French language, literature, and culture for students of Francophone background.
- **CCDH- All Children Together (ACT):** Increasing the capacity of children's services to provide technical assistance and facilitate access to community-wide trainings in disabilities and inclusion.
- **Early Learning Coalition:** Supporting quality of services provided with advocacy and educational resources.

**B. Key Personnel**

- Address how Respondent will hire, develop, and retain educational and key staff/personnel to include any subcontracted personnel.
- Address Respondent's key personnel/staff, to include any subcontractor personnel, qualifications, education and experience in early childhood (birth – 5 yrs.).
- Explain Respondent's approach to employing current County staff.

**HIRING, DEVELOPMENT & RETENTION OF EDUCATIONAL AND KEY STAFF**

*ESSF is committed to expanding our high quality education and case management services to Head Start and Early Head Start children and their families. Our ability to attract, develop and retain a dedicated team of professionals is the key to making that possible. Over 75% of our current early childhood education teachers and assistants have been with ESSF for at least 2 years and 56% have been with us for 5 or more years. We encourage internal succession (i.e. teacher assistant to teacher) and support individual employee goals for skills development. ESSF maintains a pool of qualified candidates who are interested in teaching, clinical and management positions.*

**Training & Staff Development:**

*ESSF has extensive experience developing effective annual Training & Technical Assistance Plans based on the results of staff and parent surveys. ESSF will ensure that all staff paid with Head Start Program funds attend the annual Pre-Service Training Conference, New Staff Orientation and In-Service Staff Development Training Programs (to include the Classroom Assessment Scoring System (CLASS)). A training calendar will be established a year in advance and we will provide a minimum of 11 in-service training sessions covering a wide range of topics including child abuse/neglect, assessment indicators for at-risk children, transition planning, transportation options, etc. In addition, staff will work with their supervisors to develop individualized Professional Development Plans to establish program goals, assist with annual performance appraisals and promote career advancement. ESSF proactively partners with universities to offer after-hours child development classes for staff to encourage professional growth and development. In addition, consultants who are specialists in program services provide advanced training for staffing at all levels. All of these efforts help ensure that ESSF staff members are well prepared to deliver the best possible services to the children and families who participate at our*

*A Head Start Policy Committee of parents and community partners will be involved in decisions related to personnel. Resumes and educational credentials will be submitted to the County's Head Start program for review and approval as required to support hiring decisions.*

**EMPLOYING EXISTING COUNTY STAFF**

*ESSF understands that changes in staff can create confusion, anxiety, and frustration for young children, as well as families. Qualified County employees are already familiar with the children, families, and the community. ESSF recognizes and values that experience and those established relationships. ESSF intends to hire current County Head Start Program employees in accordance with Resolution No. R-591-11 who are approved by the Policy Committee and meet ESSF hiring requirements. That's not only good business; it's the best way to ensure consistency and stability for children and families.*

*Eligible County employees in good standing will receive and complete an application for employment with ESSF. Each candidate will participate in a structured and consistent interview process with a panel of ESSF Human Resources and Program personnel. The interviews will evaluate each applicant's child development experience and knowledge of Head Start/Early Head Start, instructional strategies, community resources as well as their professional qualities, interpersonal skills and leadership attributes.*

*Any positions not filled by current County staff on site will be open to other displaced qualified County staff, ESSF staff and the community. A variety of recruitment strategies will be used to attract highly competent and qualified candidates who are genuinely concerned about children and families. Advertisements will be placed on appropriate internet sites and postings will be distributed to community partners to support community involvement.*

compliance, coordination of evaluations and monitoring process grant supported programs – ensuring that documentation and service delivery comply with specific program guidelines and requirements.

**Director of Behavior Services - Christy Carbonell:**

Carbonell is a Board Certified Behavior Analyst (BCBA) with 10 years experience providing behavioral services to preschoolers, school-age children and adults with and without disabilities. With a Master's Degree in TESOL and concentration in exceptional student education and behavioral analysis, Carbonell provides in-classroom and in-home behavioral services, parent & staff training. She is a passionate advocate for families living with autism and has been instrumental in ESSF effort to expand autism specific early intervention, education and vocational services

## KEY HEAD START STAFF POSITIONS

**Head Start Director:**

The ESSF Head Start Director will have the leadership and management skills to oversee the staff and operations of ESSF's child development and family support programs. This individual will have a Masters Degree in Early Childhood Education or a related field and an active Director Credential from the Department of Children and Families. The Director will also have a proven track record of developing and maintaining community partnerships, encouraging parent and family involvement, familiarity with disability and social services and direct experience with infants and toddlers. She/he will be responsible for ensuring that all state, federal and Head Start/Early Head Start Performance Standards are adhered and will serve as the designated liaison for Easter Seals South Florida and Head Start Administration.

**Site Director:**

A qualified HS/EHS Site Director with an active Director Credential from the Department of Children and Families will be employed for each HS/EHS site. The Site Directors will be responsible for managing the daily operations of the center to monitor and ensure compliance with all Head Start/Early Head Start performance standards. The Site Director will work directly with the designated Education Specialist assigned to the center, the Social Worker and the Quality Assurance Officer to meet the specific requirements in accordance with ESSF and Head Start/Early Head Start policies and procedures.

**Quality Assurance Officer:**

A Quality Assurance Officer (QAO) will be employed to ensure contract compliance is maintained across all ESSF HS/EHS centers. The QAO will be responsible for ensuring 100% integrity of the agency's service delivery of all Head Start/Early Head Start Performance Standards; by recording, and tracking compliance measures and monitoring all actions plans as required. The QAO will be responsible for ensuring internal and external reporting are implemented and sustained to include; monitoring and submission of family outcomes report, Result Oriented management Accountability Report (ROMA), and ChildPlus data integrity.

**Education Specialist:**

An Education Specialist will assist teachers with curriculum adaptation and individualization to address specific group and individual needs of children served. The Education Specialist will have Bachelor degree in early childhood education and a minimum of 5 years experience working with children age 5 and under preferably with Head Start and Early Head Start experience. The Education Specialist will be responsible for the planning, implementation, evaluation and supervision of a developmentally appropriate and inclusive educational curriculum for young children, in accordance with Performance Standards, policies and procedures and ESSF standards of conduct. The position will train and support classroom staff using the High Scope Curriculum (Head Start) and Creative Curriculum (Early Head Start). He/she will ensure compliance by properly maintaining all required documentation and reports using the ChildPlus tracking system.

with the Early Head Start/Head Start performance standards and other agency policies and procedures. He/she will maintain health records of all participating children to include health status, screenings, immunizations, medications and emergency contact information.

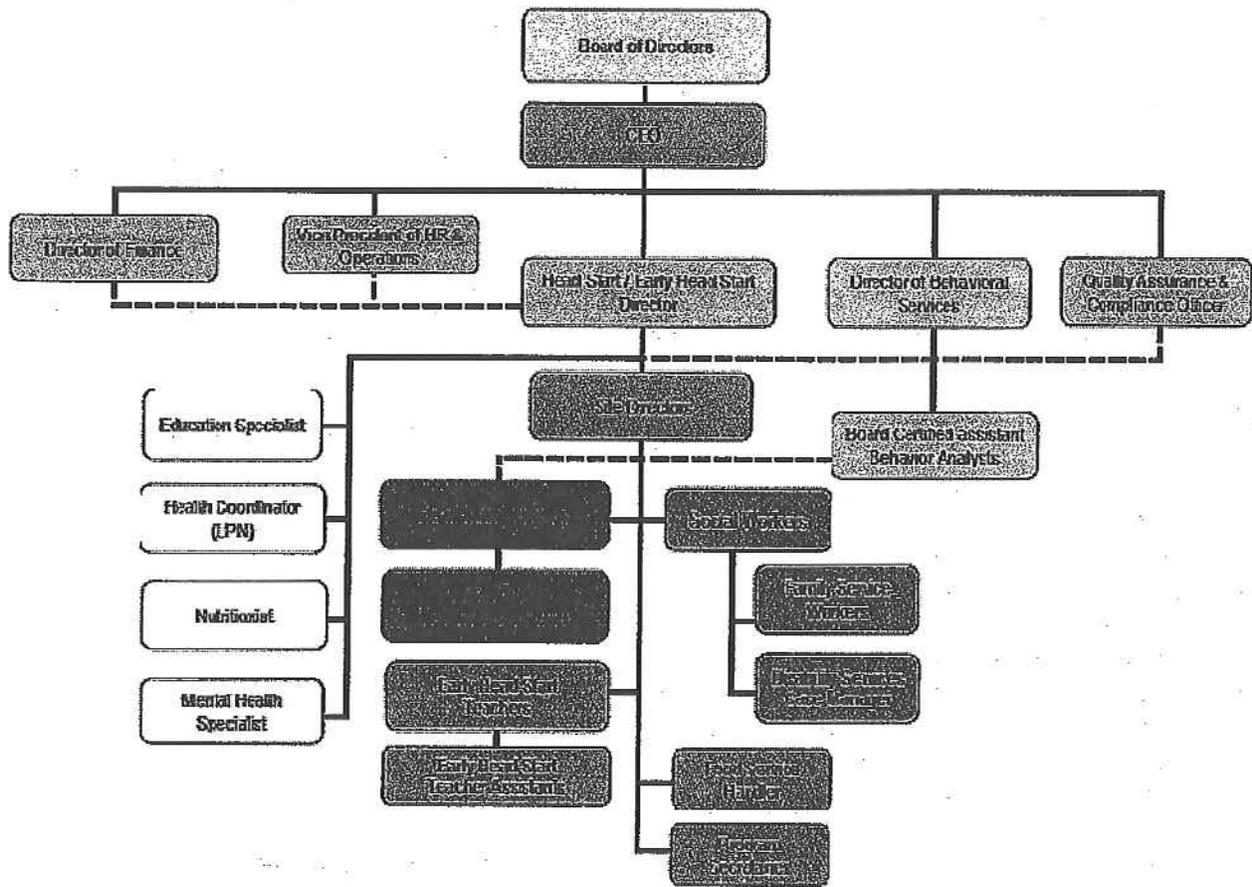
**Nutritionist:**

ESSF will employ a registered Dietician with the American Dietician Association. The Nutritionist will coordinate and monitor the menus and Child Care Food Program to ensure compliance with CCFP and Head Start Nutrition Performance Standards.

**Mental Health Specialist:**

ESSF will employ a licensed Mental Health professional to assist Head Start staff, teachers, families and participating children. He/she will support parent involvement in mental health interventions and provide counseling and training on topics of choice. He/she will serve as a regular resource by being available by phone, at the center or in the home.

**Proposed ESSF Head Start Org Chart:**



**Approach to Providing Services, including Budget**

**C. Enrollment/Center Operations**

- Explain how Respondent will apply for, and obtain, license from the State of Florida, Department of Children and Families, to operate the County run site(s) for which Respondent has proposed to render Program services. Provide detailed timetable for a July 1, 2012 Program Year implementation.
- Explain how Respondent will apply for, and obtain, letter from the U.S. Department of Agriculture Child Care Food Program documenting Respondent's active sponsorship, for County run site(s) for which Respondent has proposed to render Program services. Provide detailed timetable for a July 1, 2012 Program Year implementation.
- Describe Respondent's approach in fulfilling center operational requirements to include hours of operation, formulating established plan outlining policies and procedures, compliance with health and life safety, ensuring adequate square footage, compliance with appropriate child/teacher ratio, children per classroom, educational curriculum utilized and enrollment to include children with disabilities.
- Describe Respondent's strategy used to determine which facilities to apply for, the benefit to the County if all Respondent's requested facilities are awarded to Respondent, and any drawbacks or difficulties faced by Respondent if the County does not grant all of the requested facilities.

*ESSF proposes to assume operations of the Head Start Programs at the 7 County-owned sites plus Chapman Center; and continue the Head Start and Early Head Start services with a smooth and successful transition. The programs will focus delivering early childhood care and education services for pregnant women, infants, toddlers and pre-school aged children (birth – 5 year olds) of low income families.*

**LICENSING**

*ESSF currently holds a Department of Children and Families license and will complete and submit all necessary documentation required to apply for and obtain a state license for each awarded County center from the Department of Children and Families Child Care licensing division. We will ensure appropriate staffing prior to submitting the application. We will work with the County to facilitate smooth transition and assure a timely and successful licensure. Assuming an April decision, our timetable is as follows:*

Action	Time Frame	Responsible Staff
Ensure all county sites are in good standing with the Department of Children and Families (DCF).	Upon Award notification	HS/EHS Director and Quality Assurance Officer
Review current County staff credentials to include Directors and other center staff.	April 2012	Human Resources
Interview qualified Directors for each site as needed.	April, 2012	HS/EHS Director, Human Resources
Present candidates to the Policy Committee for each site for review and recommendations.	April, 2012	Head Start Director/Site Directors/Human Resources
Conclude hiring procedure for Directors and center staff.		Human Resources
Provide letters of offers to new and existing staff for each site.	May, 2012	Human Resources
Apply for a transfer of Certificate of Use with the county.	June 2012	Head Start Director
Complete and submit DCF Child Care licensing application with all required documentation. <ul style="list-style-type: none"> <li>• Fire Inspection</li> <li>• Staff Credentials</li> <li>• Site Director Credentials</li> <li>• Certificate of Use</li> <li>• Background screening</li> </ul>	June, 2012	Head Start Director
Schedule site inspection with DCF licensure; make all required corrections if applicable.	June, 2012	Head Start Director

**Daily Activity Plans:** *The interests, special characteristics and needs of children change daily. Daily Activity Plans meet individual needs while providing structure. Teachers will be flexible and responsive to the interests and special abilities of each child in their daily (Head Start) and weekly (Early Head Start) planning.*

**Classroom Materials, Equipment and Instructional Supplies:** *ESSF classrooms will be interesting, stimulating, challenging, reality-based, relevant, and updated frequently to keep each child active and engaged. They will be bright, functional, attractive, and foster diverse learning opportunities. They will meet the minimum 35 square feet space requirement per child. Learning centers will be educational, multicultural, developmentally and age appropriate, and accessible to all abilities. The classroom environment will be safe, clean and sanitary (Staff and children will make this a top priority to help control the spread of communicable diseases).*

## **ENROLLMENT**

ESSF will meet the requirements of full enrollment within the first 30 days and will ensure that all vacant slots thereafter are filled in accordance with Performance Standards. In order to maintain full enrollment, Family Services Workers will immediately fill vacant slots drawing from the waitlist using the priority points system.

## **CHILDREN WITH DISABILITIES**

*The number of children with disabilities ages 0-3 and 3-5 years in the zip code areas to be served is significantly greater than the minimum 10% slot allocation Head Start requires. Even if all eight of the targeted centers met their full 10% enrollment allocation to children with disabilities, we estimate that at least 654 eligible children with disabilities would still go unserved. ESSF's Head Start and Early Head Start programs will help bridge this gap at the County owned facilities and the Chapman Center. (See Page 33 for supporting data.)*

*Infants and toddlers with disabilities will be recruited through our community partners, advocacy groups, health agencies, clinics and hospitals, Early Steps, MDCPS, our parent support networks, and other disability services organizations. We have partnership agreements with these agencies and will execute new partnership agreements for HS/EHS needs. Our community outreach efforts will also engage local churches, community centers and schools.*

*Young children with developmental delays and disabilities need early intervention services. Our ESSF team of therapists (PT, OT, SLP, Behavior Analyst and assistants) will work closely with HS/EHS teachers, staff and parents to address therapy needs. Goals will be reflected in the Individualized Family Service Plan and integrated in the Individualized Family Partnership Agreement. Therapists will train staff and parents to facilitate therapeutic outcomes. ESSF will monitor each child's progress, arrange follow-up, and ensure open communication between parents and service providers.*

## **POLICIES AND PROCEDURES**

ESSF will ensure the successful operation of the Head Start and Early Head Start program by implementing, maintaining and regularly updating policies and procedures which will include:

- Maintaining compliance with Department of Children and Families licensing requirements,
- Adhering to all child, health, development and safety policies,
- Implementing required curriculum; Creative Curriculum (EHS) and High Scope (HS),
- Reviewing Case Records on a ongoing basis,
- Adhering to ERESA requirements (Eligibility, Recruitment, Enrollment, Selection and Attendance),
- Maintaining Quality Assurances standards, data integrity and ChildPlus records,
- Encouraging parent involvement,
- Complying with Actions plans if applicable (PRI report),
- Providing access to Health Services,

**D. Funding**

- Describe how Respondent intends to utilize the Head Start Program funds to fulfill Policy Committee and Parent Activity required reimbursement and funding services.

*ESSF will ensure that members of the Policy Committee and Parent Committee receive reimbursement for reasonable expenses in accordance with the Head Start Performance Standards and Miami-Dade County rules and guidelines through a Parent Activity Fund. ESSF will allocate \$7.00 per child slot per Program Year to this Fund. ESSF will encourage parents to take an active role in deciding how these funds will be utilized.*

Any child who is identified as having severe behavioral issues, such as maladaptive behaviors like physical aggression, will be referred to the in-house Board Certified Assistant Behavior Analyst (BCaBA). The BCaBA will conduct a functional assessment/Initial Line of Inquiry (ILI) of the maladaptive behaviors and will develop a behavior intervention plan (BIP). These plans typically include: parent participation, classroom teacher observations and recommendation to ensure the behavioral plan is achievable and age appropriate. Staff and parents will be trained on how to implement the behavior plan and a data collection system will be developed to track the child's progress. The in-house Board Certified Behavior Analyst (BCBA) will supervise and monitor the development and implementation of the ILI/BIP.

### **DISABILITY SCREENINGS**

ESSF success in serving children with disabilities will help us ensure that services for children with disabilities in the Head Start/Early Head Start program are met and that Individualized Family Service Plan (IFSP) for Infant and Toddlers, and Individualized Educational Plans (IEP) for Preschool age children support the specific disabilities of the child. All children with suspected disabilities will be promptly referred to the local early intervention services (Early Head Start children) and FDLERS (Head Start children). ESSF will support and encourage parent participation in their child's early care and educational plan.

### **CHILD MENTAL HEALTH SCREENINGS**

ESSF's team of trained staff (including our Mental Health Professional, Disabilities Case Manager and Social Worker) will work collaboratively with parents to assess and provide for each child's mental health needs. Based on formal observations, we will design and implement individualized mental health treatment plans and follow-up. Resources and referrals will be provided to families needing additional support.

We will educate parents and caregivers about emotional development in the first years of life and ways to respond appropriately to behaviors. In addition, we will show parents how to create emotionally supportive environments that will nurture strong parent-child bonds and relationships. We will employ preventative measures to reduce disruptive behaviors from children with mental health issues both in the classroom and at home.

### **NUTRITION SERVICES**

ESSF is a current provider organization of Florida's Department of Health- Child Care Food Program. Our Staff members are well versed on the program and documentation requirements.

ESSF will provide a daily breakfast, snack and lunch that meets USDA Child Care Food Program requirements and HS/EHS Performance Standards. To the extent possible, all toddlers, preschool children and assigned classroom staff, including volunteers, shall eat together, family style, and share the same menu.

ESSF will ensure that all required paperwork is submitted to the Health Department in sufficient time to be ready to commence food service to all Head Start locations on the first day of program service. We will ensure that accurate meal count information is properly entered into the ChildPlus Information System.

ESSF staff will meet with parents to help them prepare for transition when their child enrolls in HS/EHS home and center based options and when they transition to Head Start at two and a half years old. As children reach various developmental milestones, parents will receive packets of support materials and reference information.

**Family Self-Sufficiency:**

Families in poverty need support services beyond daily child care to help them become more self-sufficient. To be effective, a high-quality child development program must be linked to a wide array of services and supports that are flexible in meeting the individual needs of the family. ESSF will work collaboratively with parents to identify and access these services either directly or by referral. We will build on family strengths and empower participants to advocate for future needs.

We will provide culturally sensitive case management addressing a broad range of issues to help promote self sufficiency including:

- Emergency / crisis assistance and counseling,
- Basic adult education and literacy,
- GED preparation,
- Computer training,
- Basic child development training,
- Skills training, work preparation and job development activities, and
- Housing and transportation referral to local ACCESS and NET offices.

**Employment:**

ESSF will help families develop and improve their job skills so they can find meaningful and lasting employment. Parents will have opportunities to increase their employability through training and career fairs. We will offer ESSF vocational evaluation services to eligible parents. Protocols will also be in place to provide appropriate referrals to either the Division of Vocational Rehabilitation or Workforce One for parents with vocational needs. We will seek to equip families with the necessary skills to succeed (including interpersonal skills development, self-marketing techniques, networking, resume writing, interviewing, proper dress, etc.) These activities will be consistent with the requirements of the Welfare to Work program and address family goals. ESSF will provide follow-up and support during the provision of services.

**Family Literacy:**

The US Department of Education estimates that one in five American adults is functionally illiterate. More than half this group is unemployed or employed in dead-end jobs. Parents are their children's first and most influential teachers. Illiterate parents who cannot read are unable to read their children stories, discuss news and current events with them, and likely have no books in the home. ESSF will help parents learn to read and write and foster within each family a love of learning which will in turn nurture the development of their children.

## **COMMUNITY PARTNERSHIPS**

Community Partnerships will be essential to best serve pregnant women, infants, toddlers, preschool aged children and their families. One program alone could not address the full range of needs of each of these family members. Providing specific services through existing agencies will maximize community resources, avoid service duplication and allow agencies to provide specialized services in areas where they are community "experts". Mobilizing community resources through the ESSF HS/EHS programs will facilitate a community-wide response to the needs of young children and their families.

**G. Record Keeping/Monitoring/Confidentiality**

- Demonstrate Respondent's ability to comply with all record-keeping and monitoring requirements, to include utilization of Program designated information systems for the purpose of measuring outcomes.
- Explain how Respondent will ensure Program participants' confidentiality.

**INFORMATION MANAGEMENT SYSTEMS**

*ESSF has the information system infrastructure in place to support all HS/EHS data collection, reporting and outcome measurement requirements. Our technical capabilities meet the Program technical requirements of the required software applications including ChildPlus, Galileo, Devereux Early Childhood Assessment (DECA) and Accuscreen Information Systems. Our information management team will work with the Head Start technical team to ensure successful transition for the required programs.*

*A help desk service provided by Information Systems Department is available to each employee via telephone during working hours. A standard MS-Office software package is provided on each workstation. Staff training on MS-Office applications is available.*

**RECORD KEEPING**

*ESSF will use appropriate technology to collect all required developmental and health services data and ensure accurate and timely data entry into the ChildPlus reporting system as required by Head Start and Early Head Start policies. The Integrity of ChildPlus data will closely be monitored by the Program Director and the Quality Assurance & Compliance Officer to ensure compliance and reporting measures are met.*

*ESSF will prepare and retain all participant, family, program, health and financial records required, including:*

- **Child Development:** Parent Handbook, child history profile, field trip consent form, sign in and out forms, transition plan, Individualized Educational Plan (IEP) or Individualized Family Service Plan (IFSP).
- **Child Health and Safety:** Health and immunization records, screening consent form, authorization for release of information, medication consent and administration form, Emergency medical/dental authorization, incident reports, medical history profile, allergies statement, nutrition assessment form, grow chart and HIPAA acknowledgement form.
- **Family/Community Partnership:** Family Partnership agreement, application log, enrollment application, parent conference logs, memorandum of understanding with partner agencies.
- **Reporting Systems:** Revenue and expenses reports, Program Information Report (PIR), self assessment report, board meeting minutes, center committee meetings, service area plans, fiscal checklists, internal/external safety checklists, maintenance logs, attendance reports, in-kind reports.
- **Human Resource Management:** New hire checklist, new hire orientation, standards of employee conduct, professional development plan, performance appraisal, staff/child ratio plan, child abuse statement, confidentiality agreement.
- **Disability Services:** Memorandum of Understanding, Individualized Educational Plan, Individualized Family Service Plan, interagency agreements, and disability services plan.
- **Verification of Income Eligibility Documents:** W-2, pay stubs, tax form 1040, pay envelopes, written statements from employers or documentation proven status of public assistance benefits.

**H. Preferred Services**

- Identify how Respondent will ensure that funded Program slots are occupied by eligible children within the community Respondent intends to serve. Provide details on recruitment opportunities and outreach conducted by Respondent to encourage community participation.

**CONFIRMING ELIGIBILITY**

*ESSF will ensure that children meeting the eligibility requirements reflect the community being served, and that only children of low income families are served in the program. Our enrollment process includes specific procedures to document and confirm eligibility of any family applying for services, including income eligibility, age of child, and family home address. We will help families fill out their application form. ESSF will not enroll any child who does not have all the required documentation at time of enrollment and we will submit all applications of over-income children to the County for approval prior to the child entering the program.*

*We will solicit and encourage applications from eligible families in the specific targeted geographic area of each center. We will deploy significant outreach efforts through churches and established social service organizations to reach the underserved in each targeted community. For families that do not qualify, we have an established referral network with other child care programs.*

*ESSF will meet full enrollment within the first 30 days from the start of the Program Year.*

*After enrollment, we have a Child Attendance policy to track and monitor each child on a daily basis with a goal of maintaining an average daily attendance of 85% or higher for each participant. When a Program vacancy exists, we will fill that slot within 30 calendar days.*

**PARTICIPANT RECRUITMENT**

*The goal of the ESSF recruitment and enrollment process is to meet and maintain funded enrollment levels and to serve families most in need (including those with disabilities and special needs). Recruitment and outreach efforts will be conducted in the communities in which the Head Start and Early Head Start programs are located. To ensure that the process is effective and meets these objectives, we will:*

- 1. Develop and implement a point-based selection criterion to be approved by the Policy Committee and ESSF Board of Directors. This system will assign points based on categories of need to determine selection of applicants (Applicants most in need, based on the points, will be enrolled first).*
- 2. Develop a prioritized waiting list at each location which will be used to fill vacancies immediately as they occur.*
- 3. Develop community partnerships with LEAs and Regional Centers (early intervention) and collaborate with those agencies to identify at risk children and families.*
- 4. Utilize comprehensive multi-lingual advertising and marketing campaigns including flyers, newsletters, radio and television, community contacts and mail-outs.*
- 5. Actively recruit children with a disability or other special needs.*
- 6. Conduct Open Houses at designated sites*
- 7. Identify neighborhoods where eligible non-English speaking families may reside and actively recruit participation (ensuring that staff and volunteers who speak the language of our families are available to assist in the recruitment process).*
- 8. Conduct door to door outreach efforts in designated communities to ensure community participation.*

**J. Additional Reporting Requirements**

- Identify Respondent's Board of Director's and explain how Board hears and approves any contractual relationships binding the Respondent.
- Confirm Respondents ability to comply with all state and federal regulations and identify how Respondent will submit required documentation to Program administrators.

**BOARD OF DIRECTORS**

<b>Board Member</b>	<b>Offices Held</b>	<b>Affiliations and Titles</b>	<b>Board Service</b>
<b>Nancy J. Ansley</b>	Board Chair	Chief Financial Officer The Batchelor Foundation	3 yrs
<b>Anthony C. Gruppo</b>	Board Vice Chair & Chair, Small Miracles	President USI Insurance Group	2 yrs
<b>Alberto de Cardenas</b>	Board Secretary & Chair, Governance	Executive VP & General Counsel MasTec, Inc.	6 mos
<b>George L. Pita</b>	Board Treasurer & Chair, Finance	Executive VP Chief Financial & Operating Officer Stuart Weitzman Holdings, LLC	6 mos
<b>Paul D. Bianco</b>	Immediate Past Board Chair	Partner, Fleit, Gibbons, Gutman, Bongini & Bianco	5 yrs
<b>Eugenia D. McCrea</b>	Board Secretary Emeritus	Founding member of auxiliary group Retired Teacher/Classroom Volunteer	4 yrs
<b>Stephen F. Rossman</b>	At Large & Past Chair	Partner, Rossman, Baumberger, Rebozo & Spier	29 yrs
<b>Michael Alessandri, PhD</b>	Member	Director Division of Community Outreach & Development Executive Director – CARD Clinical Professor – Department of Psychology & Pediatrics, University of Miami	3 yrs
<b>David Barkus</b>	Member & Chair, Program	Shareholder Greenberg Traurig	6 mos
<b>David C. Barnett</b>	Member	Partner Barnett & Lerner, PA	2 yr
<b>Nancy Cole</b>	Member	Owner Nutritionist and Trainer	3 yrs
<b>Peter J. Dolara</b>	Member & Past Chair	Sr. Vice President American Airlines	25 yrs
<b>Bryce Epstein, MD</b>	Member & Chair Development & Marketing	Physician/Owner Orthopedic Care Center	2 yr
<b>Robert Fatovic</b>	Member	Executive VP & Chief Legal Officer and Corporate Secretary Ryder System, Inc.	6 mos
<b>Adolfo E. Jimenez</b>	Member	Partner Holland & Knight	6 mos
<b>Carlos Ojeda</b>	Member	District Manager CVS Caremark	3 yrs

**K. Background Screening**

- Confirm Respondent's compliance with, and abidance of, all background screening requirements to include all employees', subcontracted personnel and volunteers of Respondent who will work with Program children, whether directly or indirectly.

**BACKGROUND SCREENINGS**

*Based on the vulnerable population served by ESSF, a comprehensive background screening process is in place based on best practices for client safety and well-being. Standards are in compliance with the many governing bodies that ESSF partners with to provide services including the Department of Children and Families, Agency for Healthcare Administration (AHCA), and the Alliance for the Aging. Current ESSF practices are also consistent with the requirements of the Head Start Program.*

*All candidates for employment, volunteer opportunities, or contracting positions must go through a formal interview process. If they meet the requirements of employment they must complete a background clearance process that includes:*

- *Verification of professional and employment references,*
- *Health and tuberculosis clearance,*
- *Drug testing,*
- *Local police report, and,*
- *A Level 2 federal/criminal background check (This clearance must be completed every five years).*

*Additionally, all candidates must complete a notarized Department of Children and Families affidavit of good moral character stating they have not been convicted of a crime that disqualifies them from working with children.*

*ESSF verifies employment eligibility using the E-Verify program. Authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), information from each new hire's Form I-9 (Employment Eligibility Verification Form) is submitted electronically to the Social Security Administration and the U.S. Citizenship and Immigration Services (USCIS) to confirm that the individual is authorized to work in the United States.*

*All personnel files shall reflect successful completion of the background clearance process, prior to hire. These records will be retained for a minimum of seven years after an individual is separated.*

POSITIONS	FTE	Salary	SALARY & BENEFITS				TOTAL COMP per FTE
			FICA 7.65%	WC 1.22%	SUI 5.40%	Health \$ 487	
<b>Child Health &amp; Development Service Personnel</b>							
Site Director	7.0	45,000	3,443	549	459	5,844	55,295
Site Director / Lead Teacher	1.0	30,000	2,295	366	459	5,844	38,964
Education Specialist	1.0	50,000	3,825	610	459	5,844	60,738
(HS) Teacher (1 per classroom)	35.0	28,000	2,142	342	459	5,844	36,787
(EHS) Teacher	6.0	33,600	2,570	410	459	5,844	42,883
(HS)Teacher Assistant	35.0	19,000	1,454	232	459	5,844	26,988
(HS)Teacher Assistants (floater)	7.3	19,000	1,454	232	459	-	21,144
(EHS)Teacher Assistant	6.0	22,800	1,744	278	459	5,844	31,125
Health Coordinator	1.0	38,500	2,945	470	459	5,844	48,218
Dir of Behavior services	0.8	60,000	4,590	732	459	5,844	71,625
Mental Health Specialist	0.2	50,000	3,825	610	-	5,844	60,279
Disabilities Case Manager	2.6	22,000	1,683	268	459	5,844	30,254
Food Services (Handler) (.75 FTE)	6.1	18,000	1,377	220	459	-	20,056
Nutritionist	0.8	50,000	3,825	610	459	5,844	60,738
BCaBA	6.5	40,000	3,060	488	459	5,844	49,851
<b>Family &amp; Community Partnerships</b>							
Quality Assurance Officer	1.0	60,000	4,590	732	459	5,844	71,625
Social Worker	4.2	28,000	2,142	342	459	5,844	36,787
Family Service Worker	11.1	22,000	1,683	268	459	5,844	30,254
Family Service Worker/Disabilities Special	0.8	22,000	1,683	268	459	5,844	30,254
Family Service Worker	0.0	-	-	-	-	-	-
<b>Program Design &amp; Management Personnel</b>							
HS/EHS Director	1.0	75,000	5,738	915	459	5,844	87,956
Secretary	8.0	22,000	1,683	268	459	5,844	30,254
Support Worker (Secretary/Food Service)	0.8	22,000	1,683	268	459	-	24,810
Controller	1.0	75,000	5,738	915	459	5,844	87,956
Fiscal Clerk	1.1	36,400	2,785	444	459	5,844	45,932
VP of HR and Operations	0.9	100,000	7,650	1,220	459	5,844	115,173
Human Resources Manager	1.2	50,000	3,825	610	459	5,844	60,738
<b>Other Personnel</b>							
Maintenance Worker	1.1	26,000	1,989	317	459	5,844	34,609

Range of Cost per Child Across All Sites		Head Start	Early Head Start	Head Start	Early Head Start
		Range		Average	
<b>Travel</b>					
	Staff out-of-town travel	\$6 to 9	0	\$6	\$0
<b>Supplies</b>					
1	Office Supplies	\$16 to 22	\$31 to 38	\$19	\$34
2	Child and Family Services Supplies	\$30 to 63	\$263 to 500	\$50	\$381
3	Food Service Supplies	\$15 to 30	\$47 to 63	\$18	\$55
4	Other Supplies	\$13 to 26	\$27 to 63	\$19	\$45
<b>Contractual</b>					
1	Administrative Services (e.g. Legal, Accounting)	\$4 to 9	\$13 to 63	\$6	\$38
6	Training and Technical Assistance	\$25 to 26	\$16 to 156	\$25	\$86
8	Other Contracts	\$0 to 15	29 to 31	\$11	\$30
<b>Other</b>					
4	Utilities & telephone	\$25 to 46	\$84 to 91	\$38	\$87
6	Building and Child Liability Insurance	\$25 to 49	\$91 to 97	\$42	\$94
6	Building Maintenance/Repair & Other Occupancy	\$0 to 10	\$13 to 30	\$7	\$21
8	Local Travel	\$15 to 30	\$22 to 94	\$21	\$58
13	Parent Services	\$328 to 338	\$344 to 366	\$333	\$355
16	Publication/Advertising/Printing	\$5 to 19	\$21 to 117	\$10	\$69
17	Other	\$13 to 174	\$31 to 97	\$67	\$64

**Proposed Head Start and Early Head Start Centers  
Estimated # of Children with a Disability in the Center's Zip Code area**

	US	Florida	Miami Dade	Perrine	Colonel Zubkoff	Caleb Center	North County	Ophelia E Brown-L	Jackson Dade	Culmer	Jackson Dade and Culmer	Chapman Center	Easter Seals
Child Population- birth to 5 years old		1,383,869	205,062	5,935	3,522	4,355	3,902	2,375	1,299	3,561	3,789		
Child Population- birth to 3 years old		700,111	103,743	3,003	1,782	2,203	1,974	1,202	657	1,802	1,917		
Child Population- 3 to 5 years old		683,758	101,319	2,932	1,740	2,152	1,928	1,173	642	1,759	1,872		
Estimated children with disabilities		15,402	2,282	56	35	48	43	26	16	40	42		
Estimated children at risk for disability		35,555	5,269	152	90	112	100	61	33	91	97		
HS slots			0	0	16	0	0	0	0	0	0		
HS slots			80	80	40	40	20	120	120	66	91		
10% of available Slots			8	8	15	16	2	12	6	6	10		
If the 10% target is served:													
Gap - # children potentially not served in HS/Es				104	75	96	96	49	21	82	87		
% of children with disability not served				95%	83%	85%	98%	80%	64%	90%	90%		
Persons BPL, percent, 2006-2010		13.8%	17.2%	28.4%	31.9%	32.7%	31.9%	18.7%	41.2%	38.4%	27.3%		
Teen Birth Rate (per 1,000 Females)		6%	5%	5.90%	4.00%	9.10%	5.00%	11.20%	8.50%	7.90%	7.10%		
Births to Unwed Mothers		47.70%	50.60%	43.1%	61.1%	75.4%	54.8%	72.8%	73.9%	58.7%	57.7%		
Low Birth Weigh Births	8.3%	8.70%	9.00%	9.0%	13.2%	10.2%	10.1%	15.8%	16.0%	8.6%	6.7%		
Preterm Births		13.80%	8.50%	9.8%	14.8%	12.4%	10.2%	15.8%	20.7%	10.3%	9.2%		
Prenatal Care started In First Trimester		78.30%	83.80%	86.5%	81.3%	83.5%	86.4%	78.9%	79.3%	86.6%	85.5%		
Late no prenatal care	3.6%			2.0%	4.2%	3.7%	2.8%	3.7%	3.4%	1.5%	1.8%		

**NOTES:**

Disability Prevalence for children under 3 is 2.2%  
 Disability Prevalence for children 3 to 5 is 5.2%

Children insured by Medicaid had a two-fold higher prevalence of any DD compared to those w private insurance;  
 Children from families with income below the federal poverty level had a higher prevalence of DDs.  
 Low income and public health insurance were associated with a higher prevalence of many disabilities.  
 Prevalence of disability was higher for older children, boys, and children from low-income and single-parent families  
 Infants born with very low birth weight; were at the greatest individual-level risk for DD  
 prematurity (gestational age less than 37 weeks) and low maternal education posed the greatest population-level risk.  
 Maternal age is a factor that significantly impacts birth outcomes  
 Non-Hispanic Blacks and teenagers are more likely to experience preterm birth.

Increases found in 2006-2008 in comparison to a decade earlier  
 Prevalence of DDs has increased 17.1%  
 Prevalence of autism increased 289.5%;  
 Prevalence of ADHD increased 33.0%; and,  
 Prevalence of hearing loss decreased 30.9%  
 Prevalence has increased, future research should focus on understanding influence of increases in the prevalence of known risk factors, changes in acceptance and awareness of conditions, and benefits of early intervention services.  
 The prevalence of any DD in 1997-2008 was 13.87%  
 Prevalence of learning disabilities was 7.66%  
 Prevalence of attention deficit hyperactivity disorder (ADHD) was 6.69%  
 Prevalence of other developmental delay was 3.65%; and,  
 Prevalence of autism was 0.47%.

**Attachment 1 – Cover Page**

**MIAMI-DADE COUNTY HEAD START PROGRAM SERVICES  
SUBMITTAL FORM**

This Expression of Interest is submitted for the following type of application (check only one). A separate submittal must be provided for each type of application respondent wishes to respond to.

- Renewal Application
- New Application for County Run Sites
- New Application for Services at Respondant's Licensed Facility(ies)

Full Legal Name of Organization	Address	Federal Employer ID Number
Easter Seals South Florida, Inc.	1475 NW 14th Ave, Miami, FL 33125	59-0722783

Contact Person	Phone Number	Fax Number	Email
Louise K. Welch	305-325-0470	305-325-0578	lwelch@fl.easterseals.com

Target Geographic Area(s) Requested	Proposed Facility(ies) Site (County's or Applicant's)	Total Number of Slots Requested for each Program Service (Head Start/Early Head Start)	Total Funding Requested
North Dade, SW Dade, Civic	County Owned & Chapman Center	706/48	\$4,686,900

I certify that all of the information contained in this application is true and accurate. I further understand that material omission or false information contained in this application constitute grounds for disqualification.

Authorized Signature	Typed Name	Title	Date
	Louise K. Welch	President/CEO	March 21, 2012

Corporate Seal

Sworn to and subscribed before me this 21st day of March, 2012.

  
**NOTARY PUBLIC**  
 State of Florida



**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT**

**DETAILED LINE ITEM BUDGET**

Agency Name: Easter Seals South Florida

Program Service Site: Perrine Program Service Address: 17801 Homestead Ave 33157

Program Type: Head Start State: FL

Fiscal Year: 2013 Budget Period: 08/01/2012 to 07/31/2013

GABI Line Item	Line Item Description	HHS Grant		
		Cost for Prog. Operation	Non- Fed Share (Cash and In-Kind)	# of Emp.
<b>Child Health and Development Service Personnel</b>				
1	Program Managers and Content Areas Experts	\$41,500	\$9,000	1.11
2	Teachers/Infant Toddler Teachers	\$89,600	\$22,400	4.00
5	Teacher Aides and Other Education Personnel	\$75,050	\$15,200	4.75
6	Health/Mental Health Services Personnel	\$10,835	\$1,000	0.24
7	Disabilities Services Personnel	\$6,600	\$0	0.30
8	Nutrition Services Personnel	\$16,549	\$0	0.81
9	Other Child Services Personnel	\$20,000	\$0	0.50
	<b>Sub-Total</b>	<b>\$260,134</b>	<b>\$47,600</b>	<b>11.71</b>
<b>Family and Community Partnerships</b>				
10	Program Managers and Content Areas Experts	\$6,600	\$0	0.11
11	Other Family and Community Partnerships Personnel	\$36,000	\$0	1.50
	<b>Sub-Total</b>	<b>\$42,600</b>	<b>\$0</b>	<b>1.61</b>
<b>Program Design and Management Personnel</b>				
12	Executive Director/Other Supervisor of HS Director	\$0	\$0	0.00
13	Head Start/Early Head Start Director	\$8,250	\$0	0.11
14	Managers	\$0	\$0	0.00
15	Staff Development	\$0	\$0	0.00
16	Clerical Personnel	\$22,000	\$0	1.00
17	Fiscal Personnel	\$7,613	\$5,076	0.23
18	Other Administrative Personnel	\$9,900	\$6,600	0.22
	<b>Sub-Total</b>	<b>\$47,763</b>	<b>\$11,676</b>	<b>1.56</b>
<b>Other Personnel</b>				
19	Maintenance Personnel	\$3,171	\$0	0.12
21	Other Personnel	\$0	\$0	0.00
	<b>Sub-Total</b>	<b>\$3,171</b>	<b>\$0</b>	<b>0.12</b>
	<b>Personnel Total</b>	<b>\$353,668</b>	<b>\$59,276</b>	<b>15.00</b>
<b>Fringe Benefits</b>				
1	Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$37,428	\$6,078	0.00
2	Health/Dental/ Life Insurance	\$72,021	\$6,901	0.00
3	Retirement	\$0	\$0	0.00
	<b>Fringe Benefits Total</b>	<b>\$109,449</b>	<b>\$12,979</b>	<b>0.00</b>
<b>Travel</b>				
	Staff Out-of-town travel	\$0	\$500	0.00
	<b>Sub-Total</b>	<b>\$0</b>	<b>\$500</b>	<b>0.00</b>
<b>Supplies</b>				
1	Office Supplies	\$838	\$651	0.00
2	Child and Family Services Supplies	\$1,787	\$1,700	0.00
3	Food Service Supplies	\$0	\$1,227	0.00
4	Other Supplies	\$0	\$1,500	0.00
	<b>Sub-Total</b>	<b>\$2,625</b>	<b>\$5,078</b>	<b>0.00</b>
<b>Contractual</b>				
1	Administrative Services ( e.g. Legal, Accounting)	\$0	\$350	0.00
2	Health/Disabilities Services	\$0	\$0	0.00
3	Food Service	\$0	\$0	0.00
4	Child Transportation Services	\$0	\$0	0.00
5	Training and Technical Assistance	\$0	\$2,000	0.00
8	Other Contracts	\$0	\$1,200	0.00
	<b>Sub-Total</b>	<b>\$0</b>	<b>\$3,550</b>	<b>0.00</b>
<b>Other</b>				
2	Rent	\$0	\$0	0.00
4	Utilities, telephone	\$0	\$3,560	0.00
5	Building and Child Liability Insurance	\$0	\$3,900	0.00
6	Building Maintenance/Repair and Other Occupancy	\$757	\$0	0.00
8	Local Travel	\$0	\$1,557	0.00
13	Parent Services	\$1,001	\$25,600	0.00
15	Publication/Advertising/Printing	\$500	\$0	0.00
17	Other	\$0	\$1,000	0.00
	<b>Sub-Total</b>	<b>\$2,258</b>	<b>\$35,617</b>	<b>0.00</b>
	<b>Operating Total</b>	<b>\$4,883</b>	<b>\$44,745</b>	<b>0.00</b>
	<b>LINE ITEM TOTAL BUDGET</b>	<b>\$468,000</b>	<b>\$117,000</b>	<b>15.00</b>
	<b>Request for Application Total</b>	<b>\$468,000</b>	<b>\$117,000</b>	

Note: \* The 25% required match does not have to apply to each line item; however, the total match must add up to 25% required match

**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT**

**DETAILED LINE ITEM BUDGET**

Agency Name: Easter Seals South Florida

Program Service Site: Colonel Zubkoff

Program Service Address: 55 NW 199 Street 33169

Program Type: Early Head Start

State: FL

Fiscal Year: 2013

Budget Period: 08/01/2012 to 07/31/2013

GABI Line Item	Line Item Description	HHS Grant		
		Cost for Prog. Operation	*Non- Fed Share (Cash and In-Kind)	# of Emp.
<b>Child Health and Development Service Personnel</b>				
1	Program Managers and Content Areas Experts	\$550	\$4,615	0.11
2	Teachers/Infant Toddler Teachers	\$67,200	\$0	2.00
5	Teacher Aides and Other Education Personnel	\$49,400	\$0	2.20
6	Health/Mental Health Services Personnel	\$3,139	\$0	0.06
7	Disabilities Services Personnel	\$0	\$0	0.00
8	Nutrition Services Personnel	\$1,994	\$0	0.09
9	Other Child Services Personnel	\$3,200	\$0	0.08
	<b>Sub-Total</b>	<b>\$125,483</b>	<b>\$4,615</b>	<b>4.54</b>
<b>Family and Community Partnerships</b>				
10	Program Managers and Content Areas Experts	\$0	\$600	0.01
11	Other Family and Community Partnerships Personnel	\$11,000	\$5,600	0.70
	<b>Sub-Total</b>	<b>\$11,000</b>	<b>\$6,200</b>	<b>0.71</b>
<b>Program Design and Management Personnel</b>				
12	Executive Director/Other Supervisor of HS Director	\$0	\$0	0.00
13	Head Start/Early Head Start Director	\$0	\$750	0.01
14	Managers	\$0	\$0	0.00
15	Staff Development	\$0	\$0	0.00
16	Clerical Personnel	\$0	\$2,200	0.10
17	Fiscal Personnel	\$0	\$2,388	0.04
18	Other Administrative Personnel	\$0	\$3,049	0.04
	<b>Sub-Total</b>	<b>\$0</b>	<b>\$8,387</b>	<b>0.19</b>
<b>Other Personnel</b>				
19	Maintenance Personnel	\$634	\$0	0.02
21	Other Personnel	\$0	\$0	0.00
	<b>Sub-Total</b>	<b>\$634</b>	<b>\$0</b>	<b>0.02</b>
	<b>Personnel Total</b>	<b>\$137,117</b>	<b>\$19,202</b>	<b>5.46</b>
<b>Fringe Benefits</b>				
1	Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$15,211	\$1,220	0.00
2	Health/Dental/ Life Insurance	\$29,290	\$1,108	0.00
3	Retirement	\$0	\$0	0.00
	<b>Fringe Benefits Total</b>	<b>\$44,501</b>	<b>\$2,328</b>	<b>0.00</b>
<b>Travel</b>				
	Staff Out-of-town travel	\$0	\$0	0.00
	<b>Sub-Total</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00</b>
<b>Supplies</b>				
1	Office Supplies	\$0	\$600	0.00
2	Child and Family Services Supplies	\$0	\$8,000	0.00
3	Food Service Supplies	\$0	\$1,000	0.00
4	Other Supplies	\$0	\$1,000	0.00
	<b>Sub-Total</b>	<b>\$0</b>	<b>\$10,600</b>	<b>0.00</b>
<b>Contractual</b>				
1	Administrative Services ( e.g. Legal, Accounting)	\$1,000	\$0	0.00
2	Health/Disabilities Services	\$0	\$0	0.00
3	Food Service	\$0	\$0	0.00
4	Child Transportation Services	\$0	\$0	0.00
5	Training and Technical Assistance	\$0	\$2,500	0.00
8	Other Contracts	\$500	\$0	0.00
	<b>Sub-Total</b>	<b>\$1,500</b>	<b>\$2,500</b>	<b>0.00</b>
<b>Other</b>				
2	Rent	\$0	\$0	0.00
4	Utilities, telephone	\$0	\$1,450	0.00
5	Building and Child Liability Insurance	\$0	\$1,550	0.00
6	Building Maintenance/Repair and Other Occupancy	\$129	\$350	0.00
8	Local Travel	\$500	\$1,000	0.00
13	Parent Services	\$728	\$5,120	0.00
15	Publication/Advertising/Printing	\$1,125	\$750	0.00
17	Other	\$0	\$1,550	0.00
	<b>Sub-Total</b>	<b>\$2,482</b>	<b>\$11,770</b>	<b>0.00</b>
	<b>Operating Total</b>	<b>\$3,982</b>	<b>\$24,870</b>	<b>0.00</b>
	<b>LINE ITEM TOTAL BUDGET</b>	<b>\$185,600</b>	<b>\$46,400</b>	<b>5.46</b>
	<b>Request for Application Total</b>	<b>\$185,600</b>	<b>\$46,400</b>	

Note: \* The 25% required match does not have to apply to each line item; however, the total match must add up to 25% required match

**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT**

**DETAILED LINE ITEM BUDGET**

Agency Name: Easter Seals South Florida

Program Service Site: Colonel Zubkoff Program Service Address: 55 NW 199 Street 33169

Program Type: Head Start State: FL

Fiscal Year: 2013 Budget Period: 08/01/2012 to 07/31/2013

		HHS Grant		
Line Item	Line Item Description	Cost for Prog. Operation	Non- Fed Share (Cash and In-Kind)	# of Emp.
<b>Child Health and Development Service Personnel</b>				
1	Program Managers and Content Areas Experts	\$41,900	\$8,100	1.09
2	Teachers/Infant Toddler Teachers	\$156,800	\$39,200	7.00
5	Teacher Aides and Other Education Personnel	\$144,400	\$26,600	9.00
6	Health/Mental Health Services Personnel	\$18,715	\$2,000	0.42
7	Disabilities Services Personnel	\$11,000	\$0	0.50
8	Nutrition Services Personnel	\$23,000	\$0	0.94
9	Other Child Services Personnel	\$60,000	\$0	1.50
	<b>Sub-Total</b>	<b>\$455,815</b>	<b>\$75,900</b>	<b>20.45</b>
<b>Family and Community Partnerships</b>				
10	Program Managers and Content Areas Experts	\$11,400	\$0	0.19
11	Other Family and Community Partnerships Personnel	\$77,400	\$0	3.30
	<b>Sub-Total</b>	<b>\$88,800</b>	<b>\$0</b>	<b>3.49</b>
<b>Program Design and Management Personnel</b>				
12	Executive Director/Other Supervisor of HS Director	\$0	\$0	0.00
13	Head Start/Early Head Start Director	\$14,250	\$0	0.19
14	Managers	\$0	\$0	0.00
15	Staff Development	\$0	\$0	0.00
16	Clerical Personnel	\$19,800	\$0	0.90
17	Fiscal Personnel	\$12,700	\$8,466	0.38
18	Other Administrative Personnel	\$17,100	\$11,400	0.38
	<b>Sub-Total</b>	<b>\$63,850</b>	<b>\$19,866</b>	<b>1.85</b>
<b>Other Personnel</b>				
19	Maintenance Personnel	\$6,500	\$0	0.25
21	Other Personnel	\$0	\$0	0.00
	<b>Sub-Total</b>	<b>\$6,500</b>	<b>\$0</b>	<b>0.25</b>
	<b>Personnel Total</b>	<b>\$614,965</b>	<b>\$95,766</b>	<b>26.04</b>
<b>Fringe Benefits</b>				
1	Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$65,151	\$9,824	0.00
2	Health/Dental/ Life Insurance	\$116,915	\$19,192	0.00
3	Retirement	\$0	\$0	0.00
	<b>Fringe Benefits Total</b>	<b>\$182,066</b>	<b>\$29,016</b>	<b>0.00</b>
<b>Travel</b>				
	Staff Out-of-town travel	\$875	\$0	0.00
	<b>Sub-Total</b>	<b>\$875</b>	<b>\$0</b>	<b>0.00</b>
<b>Supplies</b>				
1	Office Supplies	\$642	\$1,557	0.00
2	Child and Family Services Supplies	\$6,000	\$1,000	0.00
3	Food Service Supplies	\$0	\$2,200	0.00
4	Other Supplies	\$1,000	\$2,625	0.00
	<b>Sub-Total</b>	<b>\$7,642</b>	<b>\$7,382</b>	<b>0.00</b>
<b>Contractual</b>				
1	Administrative Services ( e.g. Legal, Accounting)	\$0	\$700	0.00
2	Health/Disabilities Services	\$0	\$0	0.00
3	Food Service	\$0	\$0	0.00
4	Child Transportation Services	\$0	\$0	0.00
5	Training and Technical Assistance	\$0	\$3,500	0.00
8	Other Contracts	\$0	\$0	0.00
	<b>Sub-Total</b>	<b>\$0</b>	<b>\$4,200</b>	<b>0.00</b>
<b>Other</b>				
2	Rent	\$0	\$0	0.00
4	Utilities, telephone	\$5,400	\$0	0.00
5	Building and Child Liability Insurance	\$5,660	\$0	0.00
6	Building Maintenance/Repair and Other Occupancy	\$1,300	\$0	0.00
8	Local Travel	\$0	\$2,750	0.00
13	Parent Services	\$1,092	\$44,800	0.00
15	Publication/Advertising/Printing	\$0	\$1,835	0.00
17	Other	\$0	\$19,000	0.00
	<b>Sub-Total</b>	<b>\$13,452</b>	<b>\$68,385</b>	<b>0.00</b>
	<b>Operating Total</b>	<b>\$21,969</b>	<b>\$79,967</b>	<b>0.00</b>
	<b>LINE ITEM TOTAL BUDGET</b>	<b>\$819,000</b>	<b>\$204,749</b>	<b>26.04</b>
	<b>Request for Application Total</b>	<b>\$819,000</b>	<b>\$204,750</b>	

Note: \* The 25% required match does not have to apply to each line item; however, the total match must add up to 25% required match

**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT**

**DETAILED LINE ITEM BUDGET**

Agency Name: Easter Seals South Florida

Program Service Site: Caleb Center

Program Service Address: 5400 NW 22 Ave Suite C 33142

Program Type: Head Start

State: FL

Fiscal Year: 2013

Budget Period: 08/01/2012 to 07/31/2013

		HHS Grant		
GABI Line Item	Line Item Description	Cost for Prog. Operation	Non- Fed Share (Cash and In-Kind)	# of Emp.
<b>Child Health and Development Service Personnel</b>				
1	Program Managers and Content Areas Experts	\$46,500	\$9,000	1.21
2	Teachers/Infant Toddler Teachers	\$179,200	\$44,800	8.00
5	Teacher Aides and Other Education Personnel	\$169,100	\$30,400	10.50
6	Health/Mental Health Services Personnel	\$20,685	\$3,000	0.48
7	Disabilities Services Personnel	\$14,520	\$0	0.66
8	Nutrition Services Personnel	\$24,000	\$0	0.96
9	Other Child Services Personnel	\$80,000	\$0	2.00
	<b>Sub-Total</b>	<b>\$534,005</b>	<b>\$87,200</b>	<b>23.81</b>
<b>Family and Community Partnerships</b>				
10	Program Managers and Content Areas Experts	\$12,600	\$0	0.21
11	Other Family and Community Partnerships Personnel	\$72,000	\$0	3.00
	<b>Sub-Total</b>	<b>\$84,600</b>	<b>\$0</b>	<b>3.21</b>
<b>Program Design and Management Personnel</b>				
12	Executive Director/Other Supervisor of HS Director	\$0	\$0	0.00
13	Head Start/Early Head Start Director	\$15,750	\$0	0.21
14	Managers	\$0	\$0	0.00
15	Staff Development	\$0	\$0	0.00
16	Clerical Personnel	\$22,000	\$0	1.00
17	Fiscal Personnel	\$14,777	\$9,851	0.45
18	Other Administrative Personnel	\$21,717	\$14,478	0.48
	<b>Sub-Total</b>	<b>\$74,244</b>	<b>\$24,329</b>	<b>2.14</b>
<b>Other Personnel</b>				
19	Maintenance Personnel	\$6,341	\$0	0.24
21	Other Personnel	\$0	\$0	0.00
	<b>Sub-Total</b>	<b>\$6,341</b>	<b>\$0</b>	<b>0.24</b>
	<b>Personnel Total</b>	<b>\$699,190</b>	<b>\$111,529</b>	<b>29.40</b>
<b>Fringe Benefits</b>				
1	Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$74,024	\$11,359	0.00
2	Health/Dental/ Life Insurance	\$130,827	\$22,062	0.00
3	Retirement	\$0	\$0	0.00
	<b>Fringe Benefits Total</b>	<b>\$204,851</b>	<b>\$33,421</b>	<b>0.00</b>
<b>Travel</b>				
	Staff Out-of-town travel	\$1,500	\$0	0.00
	<b>Sub-Total</b>	<b>\$1,500</b>	<b>\$0</b>	<b>0.00</b>
<b>Supplies</b>				
1	Office Supplies	\$0	\$3,500	0.00
2	Child and Family Services Supplies	\$8,000	\$2,000	0.00
3	Food Service Supplies	\$3,000	\$0	0.00
4	Other Supplies	\$1,000	\$2,743	0.00
	<b>Sub-Total</b>	<b>\$12,000</b>	<b>\$8,243</b>	<b>0.00</b>
<b>Contractual</b>				
1	Administrative Services ( e.g. Legal, Accounting)	\$0	\$1,000	0.00
2	Health/Disabilities Services	\$0	\$0	0.00
3	Food Service	\$0	\$0	0.00
4	Child Transportation Services	\$0	\$0	0.00
5	Training and Technical Assistance	\$0	\$4,000	0.00
8	Other Contracts	\$0	\$2,439	0.00
	<b>Sub-Total</b>	<b>\$0</b>	<b>\$7,439</b>	<b>0.00</b>
<b>Other</b>				
2	Rent	\$0	\$0	0.00
4	Utilities, telephone	\$6,899	\$0	0.00
5	Building and Child Liability Insurance	\$7,000	\$0	0.00
6	Building Maintenance/Repair and Other Occupancy	\$1,635	\$0	0.00
8	Local Travel	\$500	\$2,668	0.00
13	Parent Services	\$2,102	\$51,200	0.00
15	Publication/Advertising/Printing	\$0	\$1,500	0.00
17	Other	\$323	\$18,000	0.00
	<b>Sub-Total</b>	<b>\$18,459</b>	<b>\$73,368</b>	<b>0.00</b>
	<b>Operating Total</b>	<b>\$81,959</b>	<b>\$89,050</b>	<b>0.00</b>
	<b>LINE ITEM TOTAL BUDGET</b>	<b>\$936,000</b>	<b>\$234,000</b>	<b>29.40</b>
	<b>Request for Application Total</b>	<b>\$936,000</b>	<b>\$234,000</b>	

Note: \* The 25% required match does not have to apply to each line item; however, the total match must add up to 25% required match

**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT**

**DETAILED LINE ITEM BUDGET**

Agency Name: Easter Seals South Florida

Program Service Site: North County

Program Service Address: 3201 NW 207 Street 33056

Program Type: Head Start

State: FL

Fiscal Year: 2013

Budget Period: 08/01/2012 to 07/31/2013

GABI Line Item	Line Item Description	HHS Grant		
		Cost for Prog. Operation	Non- Fed Share (Cash and In-Kind)	# of Emp.
<b>Child Health and Development Service Personnel</b>				
1	Program Managers and Content Areas Experts	\$25,500	\$6,000	1.03
2	Teachers/Infant Toddler Teachers	\$0	\$0	0.00
5	Teacher Aides and Other Education Personnel	\$17,100	\$3,800	1.10
6	Health/Mental Health Services Personnel	\$1,970	\$305	0.05
7	Disabilities Services Personnel	\$0	\$0	0.00
8	Nutrition Services Personnel	\$1,500	\$0	0.03
9	Other Child Services Personnel	\$2,000	\$0	0.05
	<b>Sub-Total</b>	<b>\$48,070</b>	<b>\$10,105</b>	<b>2.26</b>
<b>Family and Community Partnerships</b>				
10	Program Managers and Content Areas Experts	\$1,800	\$0	0.03
11	Other Family and Community Partnerships Personnel	\$19,300	\$0	0.85
	<b>Sub-Total</b>	<b>\$21,100</b>	<b>\$0</b>	<b>0.88</b>
<b>Program Design and Management Personnel</b>				
12	Executive Director/Other Supervisor of HS Director	\$0	\$0	0.00
13	Head Start/Early Head Start Director	\$2,250	\$0	0.03
14	Managers	\$0	\$0	0.00
15	Staff Development	\$0	\$0	0.00
16	Clerical Personnel	\$16,500	\$0	0.75
17	Fiscal Personnel	\$0	\$2,592	0.05
18	Other Administrative Personnel	\$0	\$2,524	0.04
	<b>Sub-Total</b>	<b>\$18,750</b>	<b>\$5,116</b>	<b>0.87</b>
<b>Other Personnel</b>				
19	Maintenance Personnel	\$1,300	\$0	0.05
21	Other Personnel	\$0	\$0	0.00
	<b>Sub-Total</b>	<b>\$1,300</b>	<b>\$0</b>	<b>0.05</b>
	<b>Personnel Total</b>	<b>\$89,220</b>	<b>\$15,221</b>	<b>4.06</b>
<b>Fringe Benefits</b>				
1	Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$10,199	\$924	0.00
2	Health/Dental/ Life Insurance	\$17,359	\$1,380	0.00
3	Retirement	\$0	\$0	0.00
	<b>Fringe Benefits Total</b>	<b>\$27,558</b>	<b>\$2,304</b>	<b>0.00</b>
<b>Travel</b>				
	Staff Out-of-town travel	\$0	\$0	0.00
	<b>Sub-Total</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00</b>
<b>Supplies</b>				
1	Office Supplies	\$0	\$325	0.00
2	Child and Family Services Supplies	\$0	\$600	0.00
3	Food Service Supplies	\$0	\$375	0.00
4	Other Supplies	\$0	\$373	0.00
	<b>Sub-Total</b>	<b>\$0</b>	<b>\$1,673</b>	<b>0.00</b>
<b>Contractual</b>				
1	Administrative Services ( e.g. Legal, Accounting)	\$0	\$180	0.00
2	Health/Disabilities Services	\$0	\$0	0.00
3	Food Service	\$0	\$0	0.00
4	Child Transportation Services	\$0	\$0	0.00
5	Training and Technical Assistance	\$0	\$500	0.00
8	Other Contracts	\$0	\$0	0.00
	<b>Sub-Total</b>	<b>\$0</b>	<b>\$680</b>	<b>0.00</b>
<b>Other</b>				
2	Rent	\$0	\$0	0.00
4	Utilities, telephone	\$0	\$500	0.00
5	Building and Child Liability Insurance	\$0	\$500	0.00
6	Building Maintenance/Repair and Other Occupancy	\$0	\$0	0.00
8	Local Travel	\$0	\$600	0.00
13	Parent Services	\$222	\$6,400	0.00
15	Publication/Advertising/Printing	\$0	\$372	0.00
17	Other	\$0	\$1,000	0.00
	<b>Sub-Total</b>	<b>\$222</b>	<b>\$9,372</b>	<b>0.00</b>
	<b>Operating Total</b>	<b>\$222</b>	<b>\$11,725</b>	<b>0.00</b>
	<b>LINE ITEM TOTAL BUDGET</b>	<b>\$117,000</b>	<b>\$29,250</b>	<b>4.06</b>
	<b>Request for Application Total</b>	<b>\$117,000</b>	<b>\$29,250</b>	

Note: \* The 25% required match does not have to apply to each line item; however, the total match must add up to 25% required match

**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT**

**DETAILED LINE ITEM BUDGET**

Agency Name: Easter Seals South Florida

Program Service Site: Culmer Program Service Address: 1600 NW 3 Avenue 33136

Program Type: Head Start State: FL

Fiscal Year: 2013 Budget Period: 08/01/2012 to 07/31/2013

		HHS Grant		
GABI Line Item	Line Item Description	Cost for Prog. Operation	Non- Fed Share (Cash and In-Kind)	# of Emp.
<b>Child Health and Development Service Personnel</b>				
1	Program Managers and Content Areas Experts	\$40,000	\$9,000	1.08
2	Teachers/Infant Toddler Teachers	\$67,200	\$16,800	3.00
5	Teacher Aides and Other Education Personnel	\$45,600	\$11,400	3.00
6	Health/Mental Health Services Personnel	\$7,880	\$500	0.17
7	Disabilities Services Personnel	\$4,400	\$0	0.20
8	Nutrition Services Personnel	\$15,787	\$0	0.80
9	Other Child Services Personnel	\$8,000	\$0	0.20
	<b>Sub-Total</b>	<b>\$188,867</b>	<b>\$37,700</b>	<b>8.45</b>
<b>Family and Community Partnerships</b>				
10	Program Managers and Content Areas Experts	\$4,800	\$0	0.08
11	Other Family and Community Partnerships Personnel	\$29,000	\$0	1.25
	<b>Sub-Total</b>	<b>\$33,800</b>	<b>\$0</b>	<b>1.33</b>
<b>Program Design and Management Personnel</b>				
12	Executive Director/Other Supervisor of HS Director	\$0	\$0	0.00
13	Head Start/Early Head Start Director	\$6,000	\$0	0.08
14	Managers	\$0	\$0	0.00
15	Staff Development	\$0	\$0	0.00
16	Clerical Personnel	\$22,000	\$0	1.00
17	Fiscal Personnel	\$5,347	\$3,565	0.16
18	Other Administrative Personnel	\$5,400	\$3,600	0.13
	<b>Sub-Total</b>	<b>\$38,747</b>	<b>\$7,165</b>	<b>1.37</b>
<b>Other Personnel</b>				
19	Maintenance Personnel	\$2,378	\$0	0.09
21	Other Personnel	\$0	\$0	0.00
	<b>Sub-Total</b>	<b>\$2,378</b>	<b>\$0</b>	<b>0.09</b>
	<b>Personnel Total</b>	<b>\$263,792</b>	<b>\$44,865</b>	<b>11.24</b>
<b>Fringe Benefits</b>				
1	Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$27,900	\$4,631	0.00
2	Health/Dental/ Life Insurance	\$52,428	\$8,860	0.00
3	Retirement	\$0	\$0	0.00
	<b>Fringe Benefits Total</b>	<b>\$80,328</b>	<b>\$13,491</b>	<b>0.00</b>
<b>Travel</b>				
	Staff Out-of-town travel	\$0	\$350	0.00
	<b>Sub-Total</b>	<b>\$0</b>	<b>\$350</b>	<b>0.00</b>
<b>Supplies</b>				
1	Office Supplies	\$0	\$1,200	0.00
2	Child and Family Services Supplies	\$3,062	\$0	0.00
3	Food Service Supplies	\$0	\$900	0.00
4	Other Supplies	\$0	\$875	0.00
	<b>Sub-Total</b>	<b>\$3,062</b>	<b>\$2,975</b>	<b>0.00</b>
<b>Contractual</b>				
1	Administrative Services ( e.g. Legal, Accounting)	\$0	\$300	0.00
2	Health/Disabilities Services	\$0	\$0	0.00
3	Food Service	\$0	\$0	0.00
4	Child Transportation Services	\$0	\$0	0.00
5	Training and Technical Assistance	\$0	\$1,500	0.00
8	Other Contracts	\$914	\$0	0.00
	<b>Sub-Total</b>	<b>\$914</b>	<b>\$1,800</b>	<b>0.00</b>
<b>Other</b>				
2	Rent	\$0	\$0	0.00
4	Utilities, telephone	\$1,998	\$0	0.00
5	Building and Child Liability Insurance	\$0	\$2,691	0.00
6	Building Maintenance/Repair and Other Occupancy	\$0	\$363	0.00
8	Local Travel	\$0	\$915	0.00
13	Parent Services	\$906	\$19,200	0.00
15	Publication/Advertising/Printing	\$0	\$300	0.00
17	Other	\$0	\$800	0.00
	<b>Sub-Total</b>	<b>\$2,904</b>	<b>\$24,269</b>	<b>0.00</b>
	<b>Operating Total</b>	<b>\$6,880</b>	<b>\$29,394</b>	<b>0.00</b>
	<b>LINE ITEM TOTAL BUDGET</b>	<b>\$351,000</b>	<b>\$87,750</b>	<b>11.24</b>
	<b>Request for Application Total</b>	<b>\$351,000</b>	<b>\$87,750</b>	

Note: \* The 25% required match does not have to apply to each line item; however, the total match must add up to 25% required match

**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT**

**DETAILED LINE ITEM BUDGET**

Agency Name: Easter Seals South Florida

Program Service Site: OEB-L

Program Service Address: 16425 NW 25 Avenue 33054

Program Type: Head Start

State: FL

Fiscal Year: 2013

Budget Period: 08/01/2012 to 07/31/2013

GABI Line Item	Line Item Description	HHS Grant		
		Cost for Prog. Operation	Non- Fed Share (Cash and In-Kind)	# of Emp.
<b>Child Health and Development Service Personnel</b>				
1	Program Managers and Content Areas Experts	\$46,000	\$9,000	1.20
2	Teachers/Infant Toddler Teachers	\$134,400	\$33,600	6.00
5	Teacher Aides and Other Education Personnel	\$114,950	\$22,800	7.25
6	Health/Mental Health Services Personnel	\$13,450	\$1,500	0.29
7	Disabilities Services Personnel	\$11,000	\$0	0.50
8	Nutrition Services Personnel	\$18,073	\$0	0.84
9	Other Child Services Personnel	\$50,000	\$0	1.25
	<b>Sub-Total</b>	<b>\$387,873</b>	<b>\$66,900</b>	<b>17.33</b>
<b>Family and Community Partnerships</b>				
10	Program Managers and Content Areas Experts	\$9,600	\$0	0.16
11	Other Family and Community Partnerships Personnel	\$58,000	\$0	2.50
	<b>Sub-Total</b>	<b>\$67,600</b>	<b>\$0</b>	<b>2.66</b>
<b>Program Design and Management Personnel</b>				
12	Executive Director/Other Supervisor of HS Director	\$0	\$0	0.00
13	Head Start/Early Head Start Director	\$12,000	\$0	0.16
14	Managers	\$0	\$0	0.00
15	Staff Development	\$0	\$0	0.00
16	Clerical Personnel	\$22,000	\$0	1.00
17	Fiscal Personnel	\$11,195	\$7,463	0.34
18	Other Administrative Personnel	\$12,000	\$8,000	0.30
	<b>Sub-Total</b>	<b>\$57,195</b>	<b>\$15,463</b>	<b>1.80</b>
<b>Other Personnel</b>				
19	Maintenance Personnel	\$4,680	\$0	0.18
21	Other Personnel	\$1,829	\$0	0.18
	<b>Sub-Total</b>	<b>\$6,509</b>	<b>\$0</b>	<b>0.36</b>
	<b>Personnel Total</b>	<b>\$519,177</b>	<b>\$82,363</b>	<b>22.15</b>
<b>Fringe Benefits</b>				
1	Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$54,783	\$8,485	0.00
2	Health/Dental/ Life Insurance	\$100,033	\$16,697	0.00
3	Retirement	\$0	\$0	0.00
	<b>Fringe Benefits Total</b>	<b>\$154,816</b>	<b>\$25,182</b>	<b>0.00</b>
<b>Travel</b>				
	Staff Out-of-town travel	\$750	\$0	0.00
	<b>Sub-Total</b>	<b>\$750</b>	<b>\$0</b>	<b>0.00</b>
<b>Supplies</b>				
1	Office Supplies	\$2,400	\$0	0.00
2	Child and Family Services Supplies	\$6,500	\$0	0.00
3	Food Service Supplies	\$2,000	\$0	0.00
4	Other Supplies	\$2,400	\$0	0.00
	<b>Sub-Total</b>	<b>\$13,300</b>	<b>\$0</b>	<b>0.00</b>
<b>Contractual</b>				
1	Administrative Services ( e.g. Legal, Accounting)	\$0	\$800	0.00
2	Health/Disabilities Services	\$0	\$0	0.00
3	Food Service	\$0	\$0	0.00
4	Child Transportation Services	\$0	\$0	0.00
5	Training and Technical Assistance	\$2,000	\$1,000	0.00
8	Other Contracts	\$1,800	\$0	0.00
	<b>Sub-Total</b>	<b>\$3,800</b>	<b>\$1,800</b>	<b>0.00</b>
<b>Other</b>				
2	Rent	\$0	\$0	0.00
4	Utilities, telephone	\$500	\$5,000	0.00
5	Building and Child Liability Insurance	\$2,257	\$3,000	0.00
6	Building Maintenance/Repair and Other Occupancy	\$1,250	\$0	0.00
8	Local Travel	\$2,500	\$0	0.00
13	Parent Services	\$1,506	\$38,400	0.00
15	Publication/Advertising/Printing	\$1,000	\$0	0.00
17	Other	\$1,144	\$19,755	0.00
	<b>Sub-Total</b>	<b>\$10,157</b>	<b>\$66,155</b>	<b>0.00</b>
	<b>Operating Total</b>	<b>\$28,007</b>	<b>\$67,955</b>	<b>0.00</b>
	<b>LINE ITEM TOTAL BUDGET</b>	<b>\$702,000</b>	<b>\$175,500</b>	<b>22.15</b>
	<b>Request for Application Total</b>	<b>\$702,000</b>	<b>\$175,500</b>	

Note: \* The 25% required match does not have to apply to each line item; however, the total match must add up

**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT**

**DETAILED LINE ITEM BUDGET**

Agency Name:	Easter Seals South Florida		
Program Service Site:	Jackson Dade	Program Service Address:	801 NW 17 Street 33136
Program Type:	Head Start	State:	FL
Fiscal Year:	2013	Budget Period:	08/01/2012 to 07/31/2013

GABI Line Item	Line Item Description	HHS Grant		
		Cost for Prog. Operation	Non- Fed Share (Cash and In-Kind)	# of Emp.
<b>Child Health and Development Service Personnel</b>				
1	Program Managers and Content Areas Experts	\$40,000	\$9,000	1.08
2	Teachers/Infant Toddler Teachers	\$67,200	\$16,800	3.00
5	Teacher Aides and Other Education Personnel	\$48,450	\$11,400	3.15
6	Health/Mental Health Services Personnel	\$4,280	\$915	0.12
7	Disabilities Services Personnel	\$4,400	\$0	0.20
8	Nutrition Services Personnel	\$15,787	\$0	0.80
9	Other Child Services Personnel	\$9,000	\$0	0.23
	<b>Sub-Total</b>	<b>\$189,117</b>	<b>\$38,115</b>	<b>8.58</b>
<b>Family and Community Partnerships</b>				
10	Program Managers and Content Areas Experts	\$4,800	\$0	0.08
11	Other Family and Community Partnerships Personnel	\$24,800	\$0	1.10
	<b>Sub-Total</b>	<b>\$29,600</b>	<b>\$0</b>	<b>1.18</b>
<b>Program Design and Management Personnel</b>				
12	Executive Director/Other Supervisor of HS Director	\$0	\$0	0.00
13	Head Start/Early Head Start Director	\$6,000	\$0	0.08
14	Managers	\$0	\$0	0.00
15	Staff Development	\$0	\$0	0.00
16	Clerical Personnel	\$22,000	\$0	1.00
17	Fiscal Personnel	\$5,598	\$3,732	0.17
18	Other Administrative Personnel	\$6,860	\$4,573	0.16
	<b>Sub-Total</b>	<b>\$40,458</b>	<b>\$8,305</b>	<b>1.41</b>
<b>Other Personnel</b>				
19	Maintenance Personnel	\$2,378	\$0	0.09
21	Other Personnel	\$0	\$0	0.00
	<b>Sub-Total</b>	<b>\$2,378</b>	<b>\$0</b>	<b>0.09</b>
	<b>Personnel Total</b>	<b>\$261,553</b>	<b>\$46,420</b>	<b>11.26</b>
<b>Fringe Benefits</b>				
1	Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$27,734	\$4,740	0.00
2	Health/Dental/ Life Insurance	\$51,541	\$8,957	0.00
3	Retirement	\$0	\$0	0.00
	<b>Fringe Benefits Total</b>	<b>\$79,275</b>	<b>\$13,697</b>	<b>0.00</b>
<b>Travel</b>				
	Staff Out-of-town travel	\$0	\$375	0.00
	<b>Sub-Total</b>	<b>\$0</b>	<b>\$375</b>	<b>0.00</b>
<b>Supplies</b>				
1	Office Supplies	\$0	\$1,200	0.00
2	Child and Family Services Supplies	\$3,000	\$0	0.00
3	Food Service Supplies	\$0	\$1,000	0.00
4	Other Supplies	\$0	\$875	0.00
	<b>Sub-Total</b>	<b>\$3,000</b>	<b>\$3,075</b>	<b>0.00</b>
<b>Contractual</b>				
1	Administrative Services ( e.g. Legal, Accounting)	\$0	\$350	0.00
2	Health/Disabilities Services	\$0	\$0	0.00
3	Food Service	\$0	\$0	0.00
4	Child Transportation Services	\$0	\$0	0.00
5	Training and Technical Assistance	\$0	\$1,500	0.00
8	Other Contracts	\$914	\$0	0.00
	<b>Sub-Total</b>	<b>\$914</b>	<b>\$1,850</b>	<b>0.00</b>
<b>Other</b>				
2	Rent	\$0	\$0	0.00
4	Utilities, telephone	\$2,682	\$0	0.00
5	Building and Child Liability Insurance	\$850	\$1,670	0.00
6	Building Maintenance/Repair and Other Occupancy	\$0	\$363	0.00
8	Local Travel	\$1,495	\$0	0.00
13	Parent Services	\$1,050	\$19,200	0.00
15	Publication/Advertising/Printing	\$181	\$300	0.00
17	Other	\$0	\$800	0.00
	<b>Sub-Total</b>	<b>\$6,258</b>	<b>\$22,333</b>	<b>0.00</b>
	<b>Operating Total</b>	<b>\$10,172</b>	<b>\$27,633</b>	<b>0.00</b>
	<b>LINE ITEM TOTAL BUDGET</b>	<b>\$351,000</b>	<b>\$87,750</b>	<b>11.26</b>
	<b>Request for Application Total</b>	<b>\$351,000</b>	<b>\$87,750</b>	

Note: \* The 25% required match does not have to apply to each line item; however, the total match must add up to 25% required match

**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT**

**DETAILED LINE ITEM BUDGET**

Agency Name: Easter Sesals South Florida

Program Service Site: Chapman Center

Program Service Address: 28205 SW 125 Avenue 33033

Program Type: Early Head Start

State: FL

Fiscal Year: 2013

Budget Period: 08/01/2012 to 07/31/2013

GAB:	Line Item	Line Item Description	HHS Grant		
			Cost for Prog. Operation	*Non- Fed Share (Cash and In-Kind)	# of Emp.
	<b>Child Health and Development Service Personnel</b>				
	1	Program Managers and Content Areas Experts	\$14,600	\$5,400	0.44
	2	Teachers/Infant Toddler Teachers	\$134,400	\$0	4.00
	5	Teacher Aides and Other Education Personnel	\$65,740	\$27,360	4.10
	6	Health/Mental Health Services Personnel	\$4,121	\$500	0.11
	7	Disabilities Services Personnel	\$1,100	\$0	0.05
	8	Nutrition Services Personnel	\$14,500	\$0	0.77
	9	Other Child Services Personnel	\$9,000	\$0	0.23
		<b>Sub-Total</b>	<b>\$243,461</b>	<b>\$33,260</b>	<b>9.70</b>
	<b>Family and Community Partnerships</b>				
	10	Program Managers and Content Areas Experts	\$2,400	\$0	0.04
	11	Other Family and Community Partnerships Personnel	\$13,800	\$0	0.60
		<b>Sub-Total</b>	<b>\$16,200</b>	<b>\$0</b>	<b>0.64</b>
	<b>Program Design and Management Personnel</b>				
	12	Executive Director/Other Supervisor of HS Director	\$0	\$0	0.00
	13	Head Start/Early Head Start Director	\$3,000	\$0	0.04
	14	Managers	\$0	\$0	0.00
	15	Staff Development	\$0	\$0	0.00
	16	Clerical Personnel	\$22,000	\$0	1.00
	17	Fiscal Personnel	\$633	\$5,696	0.13
	18	Other Administrative Personnel	\$1,143	\$10,290	0.16
		<b>Sub-Total</b>	<b>\$26,776</b>	<b>\$15,986</b>	<b>1.33</b>
	<b>Other Personnel</b>				
	19	Maintenance Personnel	\$2,378	\$0	0.09
	21	Other Personnel	\$0	\$0	0.00
		<b>Sub-Total</b>	<b>\$2,378</b>	<b>\$0</b>	<b>0.09</b>
		<b>Personnel Total</b>	<b>\$288,815</b>	<b>\$49,246</b>	<b>11.76</b>
	<b>Fringe Benefits</b>				
	1	Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$26,496	\$5,977	0.00
	2	Health/Dental/ Life Insurance	\$51,547	\$8,950	0.00
	3	Retirement	\$0	\$0	0.00
		<b>Fringe Benefits Total</b>	<b>\$78,043</b>	<b>\$14,927</b>	<b>0.00</b>
	<b>Travel</b>				
		Staff Out-of-town travel	\$0	\$0	0.00
		<b>Sub-Total</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00</b>
	<b>Supplies</b>				
	1	Office Supplies	\$0	\$1,000	0.00
	2	Child and Family Services Supplies	\$2,915	\$5,491	0.00
	3	Food Service Supplies	\$0	\$1,500	0.00
	4	Other Supplies	\$0	\$875	0.00
		<b>Sub-Total</b>	<b>\$2,915</b>	<b>\$8,866</b>	<b>0.00</b>
	<b>Contractual</b>				
	1	Administrative Services ( e.g. Legal, Accounting)	\$0	\$400	0.00
	2	Health/Disabilities Services	\$0	\$0	0.00
	3	Food Service	\$0	\$0	0.00
	4	Child Transportation Services	\$0	\$0	0.00
	5	Training and Technical Assistance	\$0	\$500	0.00
	8	Other Contracts	\$0	\$914	0.00
		<b>Sub-Total</b>	<b>\$0</b>	<b>\$1,814</b>	<b>0.00</b>
	<b>Other</b>				
	2	Rent	\$0	\$0	0.00
	4	Utilities, telephone	\$0	\$2,682	0.00
	5	Building and Child Liability Insurance	\$0	\$2,925	0.00
	6	Building Maintenance/Repair and Other Occupancy	\$0	\$400	0.00
	8	Local Travel	\$0	\$700	0.00
	13	Parent Services	\$770	\$10,240	0.00
	15	Publication/Advertising/Printing	\$657	\$0	0.00
	17	Other	\$0	\$1,000	0.00
		<b>Sub-Total</b>	<b>\$1,427</b>	<b>\$17,947</b>	<b>0.00</b>
		<b>Operating Total</b>	<b>\$4,342</b>	<b>\$28,627</b>	<b>0.00</b>
		<b>LINE ITEM TOTAL BUDGET</b>	<b>\$371,200</b>	<b>\$92,800</b>	<b>11.76</b>
		<b>Request for Application Total</b>	<b>\$371,200</b>	<b>\$92,800</b>	

Note: \* The 25% required match does not have to apply to each line item; however, the total match must add up to 25% required match

**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT**

**DETAILED LINE ITEM BUDGET**

Agency Name: Easter Seals South Florida

Program Service Site: Chapman Center Program Service Address: 28205 SW 125 Avenue 33033

Program Type: Head Start State: FL

Fiscal Year: 2013 Budget Period: 08/01/2012 to 07/31/2013

GABI Line Item	Line Item Description	HHS Grant		
		Cost for Prog. Operation	Non- Fed Share (Cash and In-Kind)	# of Emp.
<b>Child Health and Development Service Personnel</b>				
1	Program Managers and Content Areas Experts	\$26,100	\$5,400	0.69
2	Teachers/Infant Toddler Teachers	\$89,600	\$22,400	4.00
5	Teacher Aides and Other Education Personnel	\$49,400	\$11,400	3.20
6	Health/Mental Health Services Personnel	\$4,721	\$915	0.13
7	Disabilities Services Personnel	\$4,400	\$0	0.20
8	Nutrition Services Personnel	\$15,787	\$0	0.80
9	Other Child Services Personnel	\$20,000	\$0	0.50
	<b>Sub-Total</b>	<b>\$210,008</b>	<b>\$40,115</b>	<b>9.52</b>
<b>Family and Community Partnerships</b>				
10	Program Managers and Content Areas Experts	\$5,400	\$0	0.09
11	Other Family and Community Partnerships Personnel	\$30,000	\$0	1.20
	<b>Sub-Total</b>	<b>\$35,400</b>	<b>\$0</b>	<b>1.29</b>
<b>Program Design and Management Personnel</b>				
12	Executive Director/Other Supervisor of HS Director	\$0	\$0	0.00
13	Head Start/Early Head Start Director	\$6,750	\$0	0.09
14	Managers	\$0	\$0	0.00
15	Staff Development	\$0	\$0	0.00
16	Clerical Personnel	\$22,000	\$0	1.00
17	Fiscal Personnel	\$6,113	\$4,076	0.18
18	Other Administrative Personnel	\$6,860	\$4,573	0.16
	<b>Sub-Total</b>	<b>\$41,723</b>	<b>\$8,649</b>	<b>1.43</b>
<b>Other Personnel</b>				
19	Maintenance Personnel	\$2,378	\$0	0.09
21	Other Personnel	\$0	\$0	0.00
	<b>Sub-Total</b>	<b>\$2,378</b>	<b>\$0</b>	<b>0.09</b>
	<b>Personnel Total</b>	<b>\$289,509</b>	<b>\$48,764</b>	<b>12.33</b>
<b>Fringe Benefits</b>				
1	Social Security (FICA), State Disability, Unemployment (FUJA), Worker's Compensation, State Unemployment Insurance (SUI)	\$30,916	\$4,740	0.00
2	Health/Dental/ Life Insurance	\$57,548	\$8,957	0.00
3	Retirement	\$0	\$0	0.00
	<b>Fringe Benefits Total</b>	<b>\$88,464</b>	<b>\$13,697</b>	<b>0.00</b>
<b>Travel</b>				
	Staff Out-of-town travel	\$0	\$375	0.00
	<b>Sub-Total</b>	<b>\$0</b>	<b>\$375</b>	<b>0.00</b>
<b>Supplies</b>				
1	Office Supplies	\$0	\$1,200	0.00
2	Child and Family Services Supplies	\$3,825	\$0	0.00
3	Food Service Supplies	\$0	\$1,975	0.00
4	Other Supplies	\$0	\$875	0.00
	<b>Sub-Total</b>	<b>\$3,825</b>	<b>\$4,050</b>	<b>0.00</b>
<b>Contractual</b>				
1	Administrative Services ( e.g. Legal, Accounting)	\$0	\$350	0.00
2	Health/Disabilities Services	\$0	\$0	0.00
3	Food Service	\$0	\$0	0.00
4	Child Transportation Services	\$0	\$0	0.00
5	Training and Technical Assistance	\$0	\$1,724	0.00
8	Other Contracts	\$914	\$0	0.00
	<b>Sub-Total</b>	<b>\$914</b>	<b>\$2,074</b>	<b>0.00</b>
<b>Other</b>				
2	Rent	\$0	\$0	0.00
4	Utilities, telephone	\$2,147	\$0	0.00
5	Building and Child Liability Insurance	\$0	\$2,925	0.00
6	Building Maintenance/Repair and Other Occupancy	\$0	\$362	0.00
8	Local Travel	\$190	\$1,100	0.00
13	Parent Services	\$1,051	\$21,120	0.00
15	Publication/Advertising/Printing	\$0	\$625	0.00
17	Other	\$0	\$1,433	0.00
	<b>Sub-Total</b>	<b>\$3,388</b>	<b>\$27,565</b>	<b>0.00</b>
	<b>Operating Total</b>	<b>\$8,127</b>	<b>\$34,064</b>	<b>0.00</b>
	<b>LINE ITEM TOTAL BUDGET</b>	<b>\$386,100</b>	<b>\$96,525</b>	<b>12.33</b>
	<b>Request for Application Total</b>	<b>\$386,100</b>	<b>\$96,525</b>	

Note: \* The 25% required match does not have to apply to each line item; however, the total match must add up to 25% required match

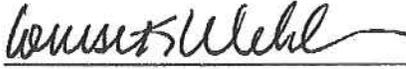
**Form A-5  
SUBCONTRACTORS/SUPPLIER LISTING  
(Ordinance 97-104)**

**Name of Proposer:** EASTER SEALS SOUTH FLORIDA, INC.

This form, or a comparable listing meeting the requirements of Ordinance No. 97-104, **MUST** be completed by all bidders and proposers on County contracts for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders and proposers on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. **This form, or a comparable listing meeting the requirements of Ordinance No. 97-104, must be completed on the contract. The bidder or proposer should enter the word "NONE" under the appropriate heading in those instances where no subcontractors or suppliers will be used on the contract.** A bidder or proposer who is awarded the contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified except upon written approval of the County.

<b>Business name and Address of First Tier Subcontractor/Subconsultant</b>	<b>Principal Owner</b>	<b>Scope of Work to be Performed by Subcontractor/Subconsultant</b>	<b>(Principal Owner) Gender Race</b>
NONE			
<b>Business name and Address of Direct Supplier</b>	<b>Principal Owner</b>	<b>Supplies/Materials/Services to be provided by Supplier</b>	<b>(Principal Owner) Gender Race</b>
Blue-Cross Blue Shield PO BOX 660299 Dallas, TX 75266-0299	N/A	Health Insurance	
Philadelphia Insurance PO Box 70251 Philadelphia, PA 19176	N/A	Liability Insurance	
Comp Options Insurance Co PO Box 44291 Jacksonville, FL 32231-4291	N/A	Workers' Comp Insurance	

**I certify that the representations contained in this Subcontractor/Supplier Listing are to the best of my knowledge true and accurate.**

  
 \_\_\_\_\_ Louise K. Welch      President/CEO      March 20, 2012  
 Signature of Proposer's      Print Name      Print Title      Date  
 Authorized Representative

MIAMI-DADE COUNTY, FLORIDA

Contract No. RFA15

Head Start Program Services Pool

Contract No. RFA15

THIS AGREEMENT made and entered into as of this 7<sup>th</sup> day of August 2012 by and between YWCA of Greater Miami-Dade, Inc., a corporation organized and existing under the laws of the State of Florida, having its principal office at 351 N. W. 5<sup>th</sup> Street, Miami, FL 33128 (hereinafter referred to as the "Delegate Agency"), and Miami-Dade County, a political subdivision of the State of Florida, having its principal office at 111 N.W. 1st Street, Miami, Florida 33128 (hereinafter referred to as the "County"),

WITNESSETH:

WHEREAS, the Delegate Agency has offered to provide Head Start/Early Head Start Program Services, on a non-exclusive basis, that shall conform to the Scope of Services (Appendix A); Miami-Dade County's Request for Application (RFA) and all associated addenda and attachments, incorporated herein by reference; and the requirements of this Agreement; and,

WHEREAS, the Delegate Agency has submitted a written application dated March 20, 2012, hereinafter referred to as the "Delegate Agency's Application" which is incorporated herein; and,

WHEREAS, the County desires to enter into this Agreement for Delegate Agency to provide Head Start Program Services for the County, in accordance with the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

to be done by the Delegate Agency in accordance with the provisions of this Contract.

**ARTICLE 2. ORDER OF PRECEDENCE**

If there is a conflict between or among the provisions of this Agreement, the order of precedence is as follows: 1) these terms and conditions, 2) Appendices A, B and C to these terms and conditions (the Scope of Services, Budget Forms and Business Associate Addendum), 3) Appendix D to these terms and conditions (Lease Agreement), Miami-Dade County's Request for Expressions of Interest and Request for Applications (collectively the "RFA") and any associated addenda and attachments thereof, and 5) Appendix E to these terms and conditions (the Delegate Agency's Application).

**ARTICLE 3. RULES OF INTERPRETATION**

- a) References to a specified Article, section or schedule shall be construed as reference to that specified Article, or section of, or schedule to this Agreement unless otherwise indicated.
- b) Reference to any agreement or other instrument shall be deemed to include such agreement or other instrument as such agreement or other instrument may, from time to time, be modified, amended, supplemented, or restated in accordance with its terms.
- c) The terms "hereof", "herein", "hereinafter", "hereby", "herewith", "hereto", and "hereunder" shall be deemed to refer to this Agreement.
- d) The titles, headings, captions and arrangements used in these Terms and Conditions are for convenience only and shall not be deemed to limit, amplify or modify the terms of this Contract, nor affect the meaning thereof.

**ARTICLE 4. NATURE OF THE AGREEMENT**

- a) This Agreement incorporates and includes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained in this Agreement. The parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this Agreement, and that this Agreement contains the entire agreement between the parties as to all matters contained herein. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written. It is further agreed that any oral representations or modifications concerning this Agreement shall be of no force or effect, and that this Agreement may be modified, altered or amended only by a written amendment duly executed by both parties hereto or their authorized representatives.
- b) The Delegate Agency shall provide the services set forth in the Scope of Services, and render full and prompt cooperation with the County in all aspects of the Services performed hereunder.
- c) The Delegate Agency acknowledges that this Agreement requires the performance of all things necessary for or incidental to the effective and complete performance of all Work and Services under this Contract. All things not expressly mentioned in this Agreement but necessary to carrying out its intent are required by this Agreement, and the Delegate Agency shall perform the same as though they were specifically mentioned, described and delineated.
- d) The Delegate Agency shall furnish all labor, materials, tools, supplies, and other items required to perform the Work and Services that are necessary for the completion of this Contract. All Work and Services shall be accomplished at the direction of and to the satisfaction of the County's Project Manager.

**(2) To the Delegate Agency**

YWCA of Greater Miami-Dade, Inc.  
351 N. W. 5<sup>th</sup> Street  
Miami, FL 33128  
Attention: Beatriz Hentschel  
Phone: 305-377-9922, ext. 228  
Fax: 305-373-9922  
E-mail: bhentschel@ywca-miami.org

Either party may at any time designate a different address and/or contact person by giving notice as provided above to the other party. Such notices shall be deemed given upon receipt by the addressee.

**ARTICLE 7. PAYMENT FOR SERVICES/AMOUNT OBLIGATED**

The Delegate Agency warrants that it has reviewed the County's requirements and has asked such questions and conducted such other inquiries as the Delegate Agency deemed necessary in order to determine the budget requirements to provide the Work and Services to be performed under this Contract. The compensation for all Work and Services performed under this Contract, including all costs associated with such Work and Services, are subject to available funds, with availability determined in the sole discretion of the County, shall not exceed the amount specified in the Scope of Services, Appendix A for the maximum per child cost and shall be in accordance with the Budget Forms (Appendix B). Prior to the commencement of each Program Year, the County will supplement this Agreement with an individual Notice to Proceed (NTP) which will include the number of children to be served, services to be provided (i.e., Head Start/Early Head Start) and target geographic area where Services are provided, by Delegate Agency. Delegate Agency agrees to serve the number of children listed in the NTP by the County.

Should available County funding be reduced, the amount payable under this Contract may be proportionately reduced at the option of the County. Should additional County funding (i.e., COLA, program improvements, etc.) become available through the U.S. Department Health and Human Services (DHHS), such allocation may be apportioned to the Delegate Agency in accordance with Program policies and guidelines. The County shall have no obligation to pay the Delegate Agency any additional sum in excess of this amount, except for a change and/or modification to the Contract, which is approved and executed in writing by the County and the Delegate Agency.

All Services undertaken by the Delegate Agency before County's approval of this Contract shall be at the Delegate Agency's risk and expense.

The Delegate Agency agrees to provide non-federal resources in an amount equivalent to twenty-five percent (25%) of the total federal allocation. The non-federal resources may be in cash and/or in-kind donations, but may not be from other federal resources unless there is a specific statutory language allowing this use. Lump sum in-kind allocations may be allotted throughout the Program year and shall be applied in monthly increments until the in-kind contributions have been exhausted. The Delegate Agency agrees to submit proof of the required twenty-five (25%) of the non-federal resources monthly included with its invoices. If the Delegate Agency fails to provide proof of non-federal resources, the County shall reduce the monthly reimbursement in accordance with the shortage. The Delegate Agency may recapture funds that were deducted as a result of a shortage in the non-federal resources requirement at the end of the Agreement by providing the requisite documentation/proof in the Closeout Report as listed in the Scope of Services (Appendix A).

With respect to travel costs and travel related expenses, the Delegate Agency agrees to adhere to

payment of obligations shall be concluded by final written decision of the County Mayor, or his or her designee(s), not later than sixty (60) days after the date on which the proper invoice was received by the County or the Public Health Trust.

The Delegate Agency may shift funds between line items not to exceed ten percent (10%) of the total budget upon submission of a Budget Modification Request to the County for subsequent approval. Variances greater than ten percent (10%) in any line item require prior approval and a budget modification approved by the Delegate Agency's authorized representative and the County. The Delegate Agency shall not amend their budget more than twice during the Program year; once by December 31<sup>st</sup> and once by May 15<sup>th</sup>.

The Delegate Agency shall be paid through reimbursement payments in accordance with this Contract. Upon written request from the Delegate Agency, an advance payment of up to twenty percent (20%) of the contract award may be authorized by the County to defray start-up costs. The advance payment should be requested within thirty (30) days of the beginning of the Program year. The advance payment will be divided and deducted from reimbursement payments over eight (8) months or less depending on the contract execution date. Prior to the disbursement of any funds, the Delegate Agency must submit to the County a completed authorized signature form, denoting the names and signatures of all persons authorized to sign reimbursement packages, checks and contracts.

The Delegate Agency agrees to furnish the County a detailed monthly line-item budget summary which shall be segregated by all Program and administrative costs; current month's expenses; year-to-date expenses and available balance; and a statement for the previous month detailing the expenditures and match made by the Delegate Agency as required herein.

1. Each package must include copies of paid payroll taxes, insurances, any backup documentation to support reimbursement requests or additional requests made by the County, and copies of cancelled checks from the previous month, and documentation supporting the reported match.
2. All reimbursement packages shall be submitted within ten (10) working days after the end of the month.
3. The Delegate Agency shall provide copies of all contracts and agreements for the current Program year, which shall include, but are not limited to, leases for real and personal property to the County prior to any requests for reimbursement.
4. Invoices in excess of sixty (60) calendar days will not be reimbursed.
5. Reimbursement for retroactive payment of staff positions in excess of sixty (60) days after the County's approval of qualification of staff will be disallowed.
6. The Delegate Agency shall provide documentation of compliance with the Davis-Bacon Act for construction/renovation projects in excess of \$2,000.
7. Reimbursement of credit card purchases requires proof that the statement of the credit card which reimbursement is requested has a zero balance.
8. Reimbursement for administrative costs shall not exceed ten percent (10%) of the combined contracted amount and matched amount for the Head Start budget.
9. Reimbursement for a lump sum payment of accrued leave will be disallowed.

2. Commercial General Liability Insurance on a comprehensive basis in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage. The mailing address of Miami-Dade County 111 N.W. 1st Street, Suite 1300, Miami, Florida 33128-1974, as the certificate holder, must appear on the certificate of insurance.**
3. Automobile Liability Insurance covering all owned, non-owned, and hired vehicles used in connection with the Services, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. Contractor utilizing vans and/or mini-vans with seating capabilities of fifteen (15) passengers or more, the limit of liability required for Automobile Liability Insurance is \$500,000.
4. Insurance requirements under 45 CFR, Part 1301.11, , including student accident insurance, liability insurance for accidents on Delegate Agency's premises, and transportation liability insurance. Coverage will be provided with a minimum limit of \$2,000 per child.

The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operation of the Delegate Agency. All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, according to the latest edition of Best's Insurance Guide published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

OR

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida", issued by the State of Florida Department of Insurance and are members of the Florida Guaranty Fund.

**Certificates of Insurance must indicate that for any cancellation of coverage before the expiration date, the issuing insurance carrier will endeavor to mail thirty (30) day written advance notice to the certificate holder. In addition, the Delegate Agency hereby agrees not to modify the insurance coverage without thirty (30) days written advance notice to the County.**

**NOTE: MIAMI-DADE COUNTY CONTRACT NUMBER AND TITLE MUST APPEAR ON EACH CERTIFICATE OF INSURANCE.**

Compliance with the foregoing requirements shall not relieve the Delegate Agency of this liability and obligation under this section or under any other section in this Agreement.

Award of this Contract is contingent upon the receipt of the insurance documents, as required, within ten (10) business days after notification by the County. If the insurance certificate is received within the specified time frame but not in the manner prescribed in this Agreement, the Delegate Agency shall have an additional five (5) business days to submit a corrected certificate to the County. If the Delegate Agency fails to submit the required insurance documents in the manner prescribed in this Agreement within fifteen (15) business days, the Delegate Agency shall be in default of the contractual terms and conditions and award of the Contract may be rescinded, unless such timeframe for submission has been extended by the County.

**ARTICLE 12. EMPLOYEES ARE THE RESPONSIBILITY OF THE DELEGATE AGENCY**

All employees of the Delegate Agency shall be considered to be, at all times, employees of the Delegate Agency under its sole direction and not employees or agents of the County. The Delegate Agency shall supply competent employees. Miami-Dade County may require the Delegate Agency to remove an employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose continued employment is not in the best interest of the County. Each employee shall have and wear proper identification.

**ARTICLE 13. INDEPENDENT CONTRACTOR RELATIONSHIP**

The Delegate Agency is, and shall be, in the performance of all work services and activities under this Agreement, an independent Contractor, and not an employee, agent or servant of the County. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to the Delegate Agency's sole direction, supervision and control. The Delegate Agency shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Delegate Agency's relationship and the relationship of its employees to the County shall be that of an independent Contractor and not as employees and agents of the County.

The Delegate Agency does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this Agreement.

**ARTICLE 14. AUTHORITY OF THE COUNTY'S PROJECT MANAGER**

- a) The Delegate Agency hereby acknowledges that the County's Project Manager will determine in the first instance all questions of any nature whatsoever arising out of, under, or in connection with, or in any way related to or on account of, this Agreement including without limitations: questions as to the value, acceptability and fitness of the Services; questions as to either party's fulfillment of its obligations under the Contract; negligence, fraud or misrepresentation before or subsequent to acceptance of the Delegate Agency's Proposal; questions as to the interpretation of the Scope of Services; and claims for damages, compensation and losses.
- b) The Delegate Agency shall be bound by all determinations or orders and shall promptly obey and follow every order of the Project Manager, including the withdrawal or modification of any previous order and regardless of whether the Delegate Agency agrees with the Project Manager's determination or order. Where orders are given orally, they will be issued in writing by the Project Manager as soon thereafter as is practicable.
- c) The Delegate Agency must, in the final instance, seek to resolve every difference concerning the Agreement with the Project Manager. In the event that the Delegate Agency and the Project Manager are unable to resolve their difference, the Delegate Agency may initiate a dispute in accordance with the procedures set forth in this Article. Exhaustion of these procedures shall be a condition precedent to any lawsuit permitted hereunder.
- d) In the event of such dispute, the parties to this Agreement authorize the County Mayor or designee, who may not be the Project Manager or anyone associated with this Project, acting personally, to decide all questions arising out of, under, or in connection with, or in any way related to or on account of the Agreement (including but not limited to claims in the nature of breach of contract, fraud or misrepresentation arising either before or subsequent to execution hereof) and the decision of each with respect to matters within the County Mayor's purview as

the right to examine and reproduce any of the Delegate Agency's books, documents, papers and records and of its subcontractors and suppliers which apply to all matters of the County. Such records shall subsequently conform to Generally Accepted Accounting Principles requirements, as applicable, and shall only address those transactions related to this Agreement.

Pursuant to County Ordinance No. 03-2, the Delegate Agency will grant access to the Commission Auditor to all financial and performance related records, property, and equipment purchased in whole or in part with government funds. The Delegate Agency agrees to maintain an accounting system that provides accounting records that are supported with adequate documentation, and adequate procedures for determining the allowability and allocability of costs.

**ARTICLE 18. SUBSTITUTION OF PERSONNEL**

In the event the Delegate Agency wishes to substitute personnel for the key personnel identified by the Delegate Agency's Application, the Delegate Agency must notify the County in writing and request written approval for the substitution at least ten (10) business days prior to effecting such substitution.

**ARTICLE 19. CONSENT OF THE COUNTY REQUIRED FOR ASSIGNMENT**

The Delegate Agency shall not assign, transfer, convey or otherwise dispose of this Agreement, including its rights, title or interest in or to the same or any part thereof without the prior written consent of the County.

**ARTICLE 20. SUBCONTRACTUAL RELATIONS**

- a) If the Delegate Agency will cause any part of this Agreement to be performed by a Subcontractor, the provisions of this Contract will apply to such Subcontractor and its officers, agents and employees in all respects as if it and they were employees of the Delegate Agency; and the Delegate Agency will not be in any manner thereby discharged from its obligations and liabilities hereunder, but will be liable hereunder for all acts and negligence of the Subcontractor, its officers, agents, and employees, as if they were employees of the Delegate Agency. The services performed by the Subcontractor will be subject to the provisions hereof as if performed directly by the Delegate Agency.
- b) The Delegate Agency, before making any subcontract for any portion of the services, will state in writing to the County the name of the proposed Subcontractor, the portion of the Services which the Subcontractor is to do, the place of business of such Subcontractor, and such other information as the County may require. The County will have the right to require the Delegate Agency not to award any subcontract to a person, firm or corporation disapproved by the County.
- c) Before entering into any subcontract hereunder, the Delegate Agency will inform the Subcontractor fully and completely of all provisions and requirements of this Agreement relating either directly or indirectly to the Services to be performed. Such Services performed by such Subcontractor will strictly comply with the requirements of this Contract.
- d) In order to qualify as a Subcontractor satisfactory to the County, in addition to the other requirements herein provided, the Subcontractor must be prepared to prove to the satisfaction of the County that it has the necessary facilities, skill and experience, and ample financial resources to perform the Services in a satisfactory manner. To be considered skilled and experienced, the Subcontractor must show to the satisfaction of the County that it has satisfactorily performed services of the same general type which is required to be performed under this Agreement.

- d) The Delegate Agency shall, upon receipt of such notice, unless otherwise directed by the County:
  - i. stop work on the date specified in the notice ("the Effective Termination Date");
  - ii. take such action as may be necessary for the protection and preservation of the County's materials and property;
  - iii. cancel orders;
  - iv. assign to the County and deliver to any location designated by the County any non-cancelable orders for Deliverables that are not capable of use except in the performance of this Agreement and has been specifically developed for the sole purpose of this Agreement and not incorporated in the Services;
  - v. take no action which will increase the amounts payable by the County under this Agreement; and
- e) In the event that the County exercises its right to terminate this Agreement pursuant to this Article the Delegate Agency will be compensated as stated in the payment Articles, herein, for the:
  - i. portion of the Services completed in accordance with the Agreement up to the Effective Termination Date; and
  - ii. noncancelable Deliverables that are not capable of use except in the performance of this Agreement and has been specifically developed for the sole purpose of this Agreement but not incorporated in the Services.
- f) All compensation pursuant to this Article is subject to audit.

**ARTICLE 24. EVENT OF DEFAULT**

- a) An Event of Default shall mean a breach of this Agreement by the Delegate Agency. Without limiting the generality of the foregoing and in addition to those instances referred to herein as a breach, an Event of Default, shall include the following:
  - i. the Delegate Agency has not delivered Deliverables on a timely basis.
  - ii. the Delegate Agency has refused or failed, except in case for which an extension of time is provided, to supply enough properly skilled Staff Personnel;
  - iii. the Delegate Agency has failed to make prompt payment to subcontractors or suppliers for any Services;
  - iv. the Delegate Agency has become insolvent (other than as interdicted by the bankruptcy laws), or has assigned the proceeds received for the benefit of the Delegate Agency's creditors, or the Delegate Agency has taken advantage of any insolvency statute or debtor/creditor law or if the Delegate Agency's affairs have been put in the hands of a receiver;
  - v. the Delegate Agency has failed to obtain the approval of the County where required by this Agreement;

The Delegate Agency shall also remain liable for any liabilities and claims related to the Delegate Agency's default. The County may also bring any suit or proceeding for specific performance or for an injunction.

**ARTICLE 27. PATENT AND COPYRIGHT INDEMNIFICATION**

- a) The Delegate Agency warrants that all Deliverables furnished hereunder, including but not limited to: equipment programs, documentation, software, analyses, applications, methods, ways, processes, and the like, do not infringe upon or violate any patent, copyrights, service marks, trade secret, or any other third party proprietary rights.
- b) The Delegate Agency shall be liable and responsible for any and all claims made against the County for infringement of patents, copyrights, service marks, trade secrets or any other third party proprietary rights, by the use or supplying of any programs, documentation, software, analyses, applications, methods, ways, processes, and the like, in the course of performance or completion of, or in any way connected with, the Work, or the County's continued use of the Deliverables furnished hereunder. Accordingly, the Delegate Agency at its own expense, including the payment of attorney's fees, shall indemnify, and hold harmless the County and defend any action brought against the County with respect to any claim, demand, cause of action, debt, or liability.
- c) In the event any Deliverable or anything provided to the County hereunder, or portion thereof is held to constitute an infringement and its use is or may be enjoined, the Delegate Agency shall have the obligation to, at the County's option to (i) modify, or require that the applicable subcontractor or supplier modify, the alleged infringing item(s) at its own expense, without impairing in any respect the functionality or performance of the item(s), or (ii) procure for the County, at the Delegate Agency's expense, the rights provided under this Agreement to use the item(s).
- d) The Delegate Agency shall be solely responsible for determining and informing the County whether a prospective supplier or subcontractor is a party to any litigation involving patent or copyright infringement, service mark, trademark, violation, or proprietary rights claims or is subject to any injunction which may prohibit it from providing any Deliverable hereunder. The Delegate Agency shall enter into agreements with all suppliers and subcontractors at the Delegate Agency's own risk. The County may reject any Deliverable that it believes to be the subject of any such litigation or injunction, or if, in the County's judgment, use thereof would delay the Work or be unlawful.
- e) The Delegate Agency shall not infringe any copyright, trademark, service mark, trade secrets, patent rights, or other intellectual property rights in the performance of the Work.

**ARTICLE 28. CONFIDENTIALITY**

- a) All Developed Works and other materials, data, transactions of all forms, financial information, documentation, inventions, designs and methods obtained from the County in connection with the Services performed under this Agreement, made or developed by the Delegate Agency or its subcontractors in the course of the performance of such Services, or the results of such Services, or which the County holds the proprietary rights, constitute Confidential Information and may not, without the prior written consent of the County, be used by the Delegate Agency or its employees, agents, subcontractors or suppliers for any purpose other than for the benefit of the County, unless required by law. In addition to the foregoing, all County employee

**ARTICLE 30. PROPRIETARY RIGHTS**

- a) The Delegate Agency hereby acknowledges and agrees that the County retains all rights, title and interests in and to all materials, data, documentation and copies thereof furnished by the County to the Delegate Agency hereunder or furnished by the Delegate Agency to the County and/or created by the Delegate Agency for delivery to the County, even if unfinished or in process, as a result of the Services the Delegate Agency performs in connection with this Agreement, including all copyright and other proprietary rights therein, which the Delegate Agency as well as its employees, agents, subcontractors and suppliers may use only in connection of the performance of Services under this Agreement. The Delegate Agency shall not, without the prior written consent of the County, use such documentation on any other project in which the Delegate Agency or its employees, agents, subcontractors or suppliers are or may become engaged. Submission or distribution by the Delegate Agency to meet official regulatory requirements or for other purposes in connection with the performance of Services under this Agreement shall not be construed as publication in derogation of the County's copyrights or other proprietary rights.
- b) All rights, title and interest in and to certain inventions, ideas, designs and methods, specifications and other documentation related thereto developed by the Delegate Agency and its subcontractors specifically for the County, hereinafter referred to as "Developed Works" shall become the property of the County.
- c) Accordingly, neither the Delegate Agency nor its employees, agents, subcontractors or suppliers shall have any proprietary interest in such Developed Works. The Developed Works may not be utilized, reproduced or distributed by or on behalf of the Delegate Agency, or any employee, agent, subcontractors or supplier thereof, without the prior written consent of the County, except as required for the Delegate Agency's performance hereunder.
- d) Except as otherwise provided in subsections a, b, and c above, or elsewhere herein, the Delegate Agency and its subcontractors and suppliers hereunder shall retain all proprietary rights in and to all Licensed Software provided hereunder, that have not been customized to satisfy the performance criteria set forth in the Scope of Services. Notwithstanding the foregoing, the Delegate Agency hereby grants, and shall require that its subcontractors and suppliers grant, if the County so desires, a perpetual, irrevocable and unrestricted right and license to use, duplicate, disclose and/or permit any other person(s) or entity(ies) to use all such Licensed Software and the associated specifications, technical data and other Documentation for the operations of the County or entities controlling, controlled by, under common control with, or affiliated with the County, or organizations which may hereafter be formed by or become affiliated with the County. Such license specifically includes, but is not limited to, the right of the County to use and/or disclose, in whole or in part, the technical documentation and Licensed Software, including source code provided hereunder, to any person or entity outside the County for such person's or entity's use in furnishing any and/or all of the Deliverables provided hereunder exclusively for the County or entities controlling, controlled by, under common control with, or affiliated with the County, or organizations which may hereafter be formed by or become affiliated with the County. No such License Software, specifications, data, documentation or related information shall be deemed to have been given in confidence and any statement or legend to the contrary shall be void and of no effect.

**ARTICLE 32. INSPECTOR GENERAL REVIEWS**

**Independent Private Sector Inspector General Reviews**

Pursuant to Miami-Dade County Administrative Order 3-20, the County has the right to retain the services of an Independent Private Sector Inspector General (hereinafter "IPSIG"), whenever the County deems it appropriate to do so. Upon written notice from the County, the Delegate Agency shall make available to the IPSIG retained by the County, all requested records and documentation pertaining to this Agreement for inspection and reproduction. The County shall be responsible for the payment of these IPSIG services, and under no circumstance shall the Delegate Agency's prices and any changes thereto approved by the County, be inclusive of any charges relating to these IPSIG services. The terms of this provision herein, apply to the Delegate Agency, its officers, agents, employees, subcontractors and assignees. Nothing contained in this provision shall impair any independent right of the County to conduct an audit or investigate the operations, activities and performance of the Delegate Agency in connection with this Agreement. The terms of this Article shall not impose any liability on the County by the Delegate Agency or any third party.

**Miami-Dade County Inspector General Review**

According to Section 2-1076 of the Code of Miami-Dade County, Miami-Dade County has established the Office of the Inspector General which may, on a random basis, perform audits on all County contracts, throughout the duration of said contracts

The Miami-Dade County Inspector General is authorized and empowered to review past, present and proposed County and Public Health Trust contracts, transactions, accounts, records and programs. In addition, the Inspector General has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. Monitoring of an existing project or program may include a report concerning whether the project is on time, within budget and in conformance with plans, specifications and applicable law. The Inspector General is empowered to analyze the necessity of and reasonableness of proposed change orders to the Contract. The Inspector General is empowered to retain the services of independent private sector inspector general (IPSIG) to audit, investigate, monitor, oversee, inspect and review operations, activities, performance and procurement process, including but not limited to project design, specifications, proposal submittals, activities of the Delegate Agency, its officers, agents and employees, lobbyists, County staff and elected officials to ensure compliance with contract specifications and to detect fraud and corruption.

Upon written notice to the Delegate Agency from the Inspector General or IPSIG retained by the Inspector General, the Delegate Agency shall make all requested records and documents available to the Inspector General or IPSIG for inspection and copying. The Inspector General and IPSIG shall have the right to inspect and copy all documents and records in the Delegate Agency's possession, custody or control which, in the Inspector General's or IPSIG's sole judgment, pertain to performance of the contract, including, but not limited to original estimate files, change order estimate files, worksheets, proposals and agreements relating to successful and unsuccessful subcontractors and suppliers, all project-related correspondence, memoranda, instructions, financial documents, construction documents, proposal and contract documents, back-charge documents, all documents and records which involve cash, trade or volume discounts, insurance proceeds, rebates, or dividends received, payroll and personnel records, and supporting documentation for the aforesaid documents and records.

**ARTICLE 33. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS**

Delegate Agency agrees to comply with the provisions of any and all applicable Federal, State and County laws, statutes, ordinances, rules and regulations which may pertain to the Services required

**ARTICLE 35. CONFLICT OF INTEREST**

The Delegate Agency represents that:

- a) No officer, director, employee, agent, or other consultant of the County or a member of the immediate family or household of the aforesaid has directly or indirectly received or been promised any form of benefit, payment or compensation, whether tangible or intangible, in connection with the grant of this Agreement.
- b) There are no undisclosed persons or entities interested which the Delegate Agency intends to benefit through this Agreement. This Agreement is entered into by the Delegate Agency without any connection with any other entity or person making a proposal for the same purpose, and without collusion, fraud or conflict of interest. No elected or appointed officer or official, director, employee, agent or other consultant of the County, or of the State of Florida (including elected and appointed members of the legislative and executive branches of government), or a member of the immediate family or household of any of the aforesaid:
  - i) is interested on behalf of or through the Delegate Agency directly or indirectly in any manner whatsoever in the execution or the performance of this Agreement, or in the services, supplies or work, to which this Agreement relates or in any portion of the revenues; or
  - ii) is an employee, agent, advisor, or consultant to the Delegate Agency or to the best of the Delegate Agency's knowledge any subcontractor or supplier to the Delegate Agency.
- c) Neither the Delegate Agency nor any officer, director, employee, agency, parent, subsidiary, or affiliate of the Delegate Agency shall have an interest which is in conflict with the Delegate Agency's faithful performance of its obligation under this Agreement; provided that the County, in its sole discretion, may consent in writing to such a relationship after receiving an opinion to that effect from the Miami-Dade County Commission on Ethics, provided the Delegate Agency provides the County with a written notice, in advance, which identifies all the individuals and entities involved and sets forth in detail the nature of the relationship and why it is in the County's best interest to consent to such relationship.
- d) The provisions of this Article are supplemental to, not in lieu of, all applicable laws with respect to conflict of interest. In the event there is a difference between the standards applicable under this Agreement and those provided by statute, the stricter standard shall apply.
- e) In the event Delegate Agency has no prior knowledge of a conflict of interest as set forth above and acquires information which may indicate that there may be an actual or apparent violation of any of the above, Delegate Agency shall promptly bring such information to the attention of the County's Project Manager. Delegate Agency shall thereafter cooperate with the County's review and investigation of such information, and comply with the instructions Delegate Agency receives from the Project Manager in regard to remedying the situation. The County, at its sole discretion, may further refer investigation to the Commission on Ethics.

**ARTICLE 36. PRESS RELEASE OR OTHER PUBLIC COMMUNICATION**

Under no circumstances shall the Delegate Agency without the express written consent of the County:

- a) Issue or permit to be issued any press release, advertisement or literature of any kind which

PHI shall maintain its protected status regardless of the form and method of transmission (paper records, and/or electronic transfer of data). The Delegate Agency must give its customers written notice of its privacy information practices including specifically, a description of the types of uses and disclosures that would be made with protected health information.

**ARTICLE 40. SURVIVAL**

The parties acknowledge that any of the obligations in this Agreement will survive the term, termination and cancellation hereof. Accordingly, the respective obligations of the Delegate Agency and the County under this Agreement, which by nature would continue beyond the termination, cancellation or expiration thereof, shall survive termination, cancellation or expiration hereof.

**ARTICLE 41. THIRD PARTY BENEFICIARIES**

The parties expressly agree this Agreement has no intended third party beneficiaries.

**ARTICLE 42. TOTALITY OF AGREEMENT**

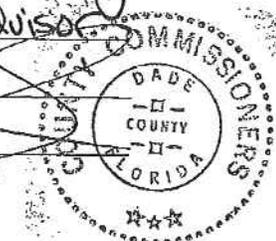
This Agreement and Appendices, with its recitals on the first page of the Agreement and with its attachments as referenced below contain all the terms and conditions agreed upon by the parties:

- Appendix A: Scope of Services
- Appendix B: Budget Forms
- Appendix C: Business Associate Addendum
- Appendix D: Lease Agreement
- Appendix E: Delegate Agency's Application

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the contract date herein above set forth.

By: *Eileen Maloney-Simon*  
 Name: Eileen Maloney-Simon  
 Title: CEO  
 Date: 8/6/12  
 Attest: *Sandra B. Higgins*  
 Corporate Secretary/Notary Public

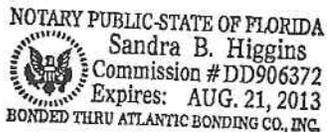
By: *Lisa Martinez*  
 Name: Lisa Martinez  
 Title: Senior Advisor  
 Date: 8/7/12  
 Attest: *[Signature]*  
 Clerk of the Board



Corporate Seal/Notary Seal

Approved as to form and legal sufficiency

*Estefronie Benito*  
Assistant County Attorney



## Appendix A Scope of Services

### 1. Introduction/Background

Miami-Dade County, hereinafter referred to as the County, is contracting with Delegate Agency to provide the Head Start/Early Head Start Program, the ("Program").

### 2. Budgeted Service(s)

The Delegate Agency is approved to serve the number of slots indicated in the Budget Forms. The County reserves the right, in its sole discretion, to adjust the Services provided including the number of slots serviced by the Delegate Agency to ensure that the County's goals and Program needs are met. The County further reserves the right to adjust the level of funding and corresponding number of slots available listed herein, as may be necessary, to accommodate any Program changes.

### 3. Minimum Requirements

The Delegate Agency shall:

- a. Be designated a Not-for-Profit Organization with a 501(c) 3 or Internal Revenue Code Section 115 designation from the Internal Revenue Service.

The Delegate Agency shall, for the facilities where the HS/EHS services are provided, prior to the initial Program year and throughout Contract:

- b. Be licensed by the State of Florida, Department of Children and Families, to operate the child care facility(ies), except to the extent exempted pursuant to the provisions of Florida Statute 402.3025, for Public School Systems serving as Delegate Agency.
- c. Be an active sponsor of the U.S. Department of Agriculture (USDA) Child Care Food Program.

### 4. Services to be Provided

#### A. Required Services

The Delegate Agency shall provide the following services:

1. Operate a Head Start Program, to include Head Start/Early Head Start services, that focuses on the delivery of comprehensive early childhood care and education services for pregnant women, infants, toddlers and pre-school aged children (birth - 5 year olds) of low income families.
2. Administer the Head Start Program, as defined by the U. S. Department of Health and Human Services (HHS) Head Start Act and Head Start Regulations and Performance Standards, State of Florida and Miami-Dade County rules and guidelines, to include the operation of the Voluntary Pre-Kindergarten Program (VPK). The approved Program shall provide a minimum of 8 hours of direct instructional child contact, per day, which follows the Miami-Dade County Community Action & Human Services Department (CAHSD) Head Start/Early Head Start schedule (175 days for Head Start and 226 days for Early Head Start). Holidays and teacher workdays will be observed following the Miami-Dade County CAHSD Head Start/Early Head Start schedule. The County reserves the right to incorporate any updates to the Head Start Program as deemed necessary and required by the County and in compliance with the HHS. The County also

with Performance Standard 1304.52 (g) (2), which states, "When a majority of children speak the same language, at least one classroom staff member or home visitor interacting regularly with the children must speak their language."

3. Provide the adequate number of teaching staff as specified in 45 CFR Part 1306.20 (a-e) and 1306.32 to instruct and supervise the children enrolled in the Program. All Head Start Teachers must have a minimum of an Associate Degree in Early Childhood Education or an Associate degree in a related field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children. All teacher assistants employed in Head Start must have at least a child development associate credential; enrolled in a program leading to an associate or baccalaureate degree; or enrolled in a child development associate credential program to be completed no later than September 30, 2013. At least 50% of the Head Start teachers shall possess, at a minimum, a Baccalaureate, or advanced degree in early childhood education; or a Baccalaureate or advanced degree in coursework equivalent to a major relating to early childhood education, with experience teaching preschool – age children by September 30, 2013.
4. In accordance with Miami-Dade Board of County Commissioners Resolution No. R-591-11, Delegate Agency shall to the extent possible hire former County Head Start Program employees whose positions with the County were terminated pursuant to the delegation of the County's Head Start and Early Head Start Program ("displaced employees"), for at least one to two years, conditioned upon satisfactory performance. Displaced employees shall be the Delegate Agency's first source for employees to fill jobs created to satisfy the requirements of this Agreement. The Delegate Agency shall review the resumes, evaluate the qualifications, and interview candidates that meet minimum qualifications of the Delegate Agency's available positions. The Delegate Agency shall make a good faith effort to fill its employment needs under this Agreement with displaced employees.

**Note:** The Delegate Agency shall submit a one-time report to the County indicating the name and classification for each displaced County employee hired by the Delegate Agency by September 14, 2012.

5. Ensure that all Early Head Start teachers providing direct services to participant children and families in Early Head Start centers have a minimum of an Infant and Toddler Child Development Associate Credential at the time of initial hire.
6. Ensure that all Head Start education coordinators, including those that serve as curriculum specialists, have the capacity to offer assistance to other teachers in the implementation and adaptation of curricula to the group and individual needs of children in a Head Start classroom; and have a baccalaureate or advanced degree in early childhood education; or a baccalaureate or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.
7. Establish and maintain an organizational structure that supports the accomplishment of Program objectives. The structure shall address the major functions and responsibilities assigned to each Delegate Agency staff position and must provide evidence of adequate mechanisms for staff supervision and support. The Delegate Agency staff (or sub consultant, if any), shall be assigned to coordinate and manage the functions in the areas of education, health, mental health, disability services, nutrition and family and community partnerships. The Delegate Agency shall ensure that staff and sub

allowed in a classroom is eight. Adequate playground square footage shall be 75 square feet per child. Delegate Agency shall ensure the square footage requirement is adequate for the number of children served.

5. Operate the centers Monday – Friday, from 7:30 a.m. to 4:00 p.m. for the Head Start Program and 7:30 a.m. to 6:00 p.m. for the Early Head Start Program. However, the County reserves the right to, consider and to allow, operating of the centers from **7:30 a.m. to 3:30 p.m. for the Head Start Program and 7:30 a.m. to 5:00 p.m. for the Early Head Start Program**, which allows for a half-hour reduction in the Head Start hours and an hour reduction in the Early Head Start hours stated above.

No center may operate for less time and no fee can be charged for this time. Additional services that fall outside of this timeframe may be offered either free of charge or for a fee. If a fee is charged for after-school care during the regular Program Year or during the summer when the Program is closed, the Delegate Agency shall send a notice to the parents advising them that the service is not part of the Head Start Program Services. A copy of this letter should be submitted to the County's Head Start Program.

6. Submit all applications of over-income children to the County for approval prior to the child entering the Program. This includes children with disabilities and children transitioning from Early Head Start into Head Start. Failure to comply will result in a reduction of reimbursement for each child not approved. The reduction will be pro-rated based on the Delegate Agency's cost per child.
7. Provide a daily educational program following the County approved curriculums of High Scope for Head Start and Creative Curriculum for Early Head Start. Any special enhancement or grant projects that affect the Head Start/Early Head Start curriculums shall be approved by the County prior to implementation.
8. Comply with Life Safety and Fire Prevention Codes to include State of Florida Standards for Safety. The Delegate Agency shall hold documented annual fire inspection reports and a Life Safety Operating Permit for each facility rendering Program Services. The Delegate Agency shall provide the County with copies of the most recent inspections and permits at the time of executing the Agreement.
9. Comply with the State of Florida and/or any municipality mandate, to have a service site Health Inspection Certificate. The Delegate Agency shall keep on file the most recent inspection and furnish the County with a copy at the time of executing the Agreement.
10. Comply with HHS Regulations for transporting children on vehicles that meet the Head Start Transportation requirements as outlined in 45 CFR 1304.52 (b), 45 CFR 1310.22, and 45 CFR 1308.

**Note:** Failure to provide the required licenses and/or certificates may result in termination of the Agreement.

#### **D. Funding**

The Delegate Agency shall perform the following tasks in providing the services:

1. Provide reimbursements for reasonable expenses incurred by Policy Committee members and parent activity funds for all parents, which may be reimbursable, in accordance with the Head Start Laws, Regulations, Performance Standards and Miami-Dade County rules and guidelines.

2. Prepare, retain and permit County staff to inspect all records, as required by HHS, in the manner authorized by the conditions in the HHS grant to the County, or as the County deems necessary.
3. Permit the County's staff to monitor all facilities, services, staff, and participant children and their families' records at any time during Program operation.
4. Provide documentation to the County identifying the Delegate Agency's non-federal resources, either in cash or in-kind, in an amount equivalent to a minimum of 25% of the total approved Program federal budget amount for the Delegate Agency.
5. Transfer the Delegate Agency's activities, records and any assets purchased with funds under this Program to an entity as determined by the County, in the event of contract termination.
6. Adhere to confidentiality requirements of the Program. The Delegate Agency shall not use or disclose any information concerning a recipient of services herein for any purpose not in conformity with Head Start Program Regulations, or other applicable law, except with written consent from the recipient's responsible parent or guardian, when authorized by law.

**H. Preferred Services**

Delegate Agency should ensure that the Delegate Agency's funded slots are occupied by children within the targeted geographic area identified in the approved grant application, pursuant to 45 C.F.R. 1305.2(r).

**I. Reporting Requirements**

**1. Monthly Reports**

The Delegate Agency shall provide to the Head Start Program a monthly report for the services provided, to be prepared and submitted through the ChildPlus application or original form as requested by the Program.

The monthly report shall include, but not be limited to, the following information:

- a. Educational curriculum plans;
- b. Parental involvement/participation;
- c. Health, nutritional and social services rendered;
- d. Disability and mental health services rendered;
- e. Enrollment and attendance of children enrolled in the Program;
- f. Listing of compliance issues or areas of concern identified by the County with a detailed corrective action plan;
- g. Program income and expenses detailed on a spreadsheet attachment listing entity for each service (e.g., Head Start and Early Head Start services); and
- h. Board of Directors and Policy Committee meetings held and their respective minutes and attachments.

The above listed information should be up to date and readily available, as applicable, in the ChildPlus application so that the County may access it at any time.

**2. Closeout Report**

Upon conclusion of every Program Year, the Delegate Agency shall submit a Financial Closeout Report to the County within 45 days. This report shall include a cumulative year-end summary

**4. IRS Documentation**

The Delegate Agency shall submit to the County the following documentation: (a) The I.R.S. tax exempt status determination letter; (b) the most recent I.R.S. Form 990; (c) the annual submission of I.R.S. Form 990 within 6 months after the Delegate Agency's fiscal year end; (d) IRS 941 - Quarterly Federal Tax Return Reports within 35 days after the quarter ends, and if the 941 reflects a tax liability, proof of payment shall be submitted within 60 days after the end of the quarter.

**5. Audit Requirements**

The Delegate Agency shall comply with the following audit requirements, as applicable:

- a. Audit Required. All non-Federal entities that expend \$500,000 or more in a year in Federal Awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of OMB circular No. A-133 Revised.
- b. Single Audit. All non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single audit conducted in accordance with OMB Circular A-133 Revised, except when they elect to have a program-specific audit conducted in accordance with Number 3 below.
- c. Program-Specific Audit Selection. Non-Federal entities that expend Federal awards under only one Federal program (excluding Research & Development) and the Federal program's laws, regulations, or grant agreements do not require a financial statement audit. The entity may elect to have a program-specific audit conducted. A program-specific audit may not be elected for Research & Development unless all of the Federal awards expended were received from the same Federal Delegate Agency, or the same Federal Delegate Agency and the same pass-through entity, and that Federal Delegate Agency or pass-through entity in the case of a sub-recipient, approves in advance a program-specific audit.
- d. Exemption when Federal Awards Expended is less than \$500,000. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted OMB Circular A-133 Revised, Subpart B, Section 215(a), as may be amended, but records must be available for review or audit by appropriate officials of the Federal Delegate Agency, pass-through entity, and General Accounting Office (GAO).

The Delegate Agency shall submit annually to the Head Start Program a complete copy of their annual, Delegate Agency-wide audit reports performed by an independent auditor covering each of the fiscal years for which Head Start funds were awarded. Audits of government entities must comply with OMB circular A-133. Audits of non-profit organizations, non-government entities, hospitals and institutions of higher learning shall comply with OMB Circular A-133.

**K. Background Screening**

The Delegate Agency shall comply with the following tasks in providing the services:

1. Abide by all background screening and employment requirements of the Head Start Program, including but not limited to, 45 C.F.R. 1301.31 and 42 U.S.C. 9843a, requiring interviews and verification of references of individuals seeking employment with the Program; and
2. Ensure that employees, subcontracted personnel and volunteers who work with vulnerable persons, including children, satisfactorily complete and pass Level 2 background screening

way to help Delegate Agency meet its matching obligation to provide for non-federal resources in the amount equivalent to 25% of total federal allocation. Regardless of whether VPK revenue is leveraged, Delegate Agency remains responsible for providing non-federal resources equivalent to 25% of total federal allocation.

**M. Payment Schedule**

The Delegate Agency shall furnish the County with a detailed monthly line-item budget summary which shall be segregated by all Program and administrative costs; current month's expenses; year-to-date expenses and available balance; and a statement detailing monthly expenditures made and the in-kind match provided by the Delegate Agency. The Delegate Agency shall submit copies of all contracts and agreements for the current Program Year, which shall include but not be limited to, leases for real and personal property, to the County's Community Action and Human Services Department, Fiscal Unit Coordinator, prior to request for reimbursement.

The Delegate Agency shall invoice the County for these services, on a monthly basis, on or before the tenth (10<sup>th</sup>) day of each month following the month in which the service was rendered, unless the County has granted an extension in writing. Payment requests shall be accompanied by the reimbursement package, including payroll taxes, insurances, any backup documentation to support reimbursement, copies of cancelled checks and any other such documentation as requested by the County. Reimbursement shall be based on a line item budget. It is anticipated that the County will reimburse the Delegate Agency based on the timeframe agreed upon in the Agreement. It is the standard process of the County to reimburse within 30 days from receipt of reimbursement requests that are complete and correct. It is the responsibility of the Delegate Agency to maintain sufficient cash flow pending receipt of reimbursement from the County.

Failure to submit monthly reimbursement requests as required may result in the Delegate Agency's forfeit of its claim to any reimbursements for that specific month's reimbursement request, in addition to any other remedies or termination provisions allowed the County. Any payment due to the Delegate Agency may be withheld pending receipt and approval by the County of all reports and documents due. Invoices received by the County in excess of 60 calendar days past the service date may not be reimbursed.

**N. County Responsibilities**

The County, serving as the Head Start/Early Head Start Program Grantee, will:

1. Monitor, evaluate and provide guidance to the Delegate Agency as it performs the Delegate Agency's obligations under this Agreement.
2. Provide training and technical assistance, as requested and necessary, to the Delegate Agency. The County will notify the Delegate Agency of all local, state, and national conferences that the County considers of relevance to the Head Start/Early Head Start Program.
3. Reimburse the Delegate Agency subject to the availability of federal funds as determined at the sole discretion of the County and pursuant to the DHHS Grant on a monthly basis, and in accordance with the Delegate Agency's approved monthly reimbursement package.

# Appendix B: Budget Forms.

Budget Period		Delegate:	Requested Funding		Justification
From	Through	YWCA of Greater Miami-Dade, Inc.	%	Amount	
08/1/2012	7/31/2015				
<b>a. PERSONNEL SALARIES: PROGRAM STAFF</b>					
<b>List Full-Time Positions</b>					
Position	Annual Salary				
1- Program Managers and Content Areas Experts				0.00	
2- Teachers/Infant Toddler Teachers				0.00	
5- Teacher Aides and Other Education Personnel				0.00	
6- Health/Mental Health Services Personnel				0.00	
7- Disabilities Services Personnel				0.00	
8- Nutrition Services Personnel				0.00	
9- Other Child Services Personnel				0.00	
10- Program Managers and Content Areas Experts				0.00	
11- Other Family and Community Partnership Personnel				0.00	
12- Executive Director/Other Supervisor of	215,000.00	0%			1 CEO & 1 COO % of time spent on this program/10 overnight (no one staff exceed salary limit of \$179,700 cap)
13- Head Start Director	66,700.00	45%		29,919.00	40 hrs @ 28.25 x 20 hrs x 52.076 = 500,700 x 45% = 225,315. Staff is need for 2009; oversee full implementation of on-going program including, but not limited to, supervision of staff, reporting, decisions, and other decision-making responsibilities to ensure no gaps in service during and after hiatus
14- Managers	70,919.00	0%			1 HR Director % of time spent on this program/10 overnight
15- Staff Development	47,840.00	41%		4,639.00	1 Data Entry Fiscal & 1 HR support % of time spent on this program
16- Clerical Personnel	111,401.00	9%		9,749.00	3 Accountants % of time spent on this program
17- Fiscal Personnel	37,961.00	0%			1 Exc. Assist. % of time spent on this program
18- Other Administrative Personnel					
19- Maintenance Personnel					
21- Other Personnel	22,288.00	0%			1 Front Desk Coordinator % of time spent on this program
<b>Full-Time Total</b>	<b>527,864.00</b>			<b>44,915.00</b>	
<b>TOTAL FTE/SMANES</b>				<b>44,915.00</b>	
<b>b. FRINGE BENEFITS</b>					
Fica/Medica	Rate: 7.65%			3,990.86	Medica: 7.65%
W-Comp's	Rate: 1.51%			769.95	W-Comp 1.51%
Unemployment	Rate: 5.40%			528.67	UCI 6.40% of first \$6500
Health Ins.	Cost per Staff			2,545.02	Health provided for program personnel \$200/mth
Life Ins.	Cost per Staff			240.16	Life provided for program personnel \$ 3,900/mth
Retirement	Rate: 3.00%			1,475.31	3% Retirement provided for program based on eligibility
Other	Specify & provide calculations				
	Rate:			0.00	
	Rate:			0.00	
<b>TOTAL FRINGE BENEFITS</b>				<b>\$9,048.97</b>	
<b>ADMINISTRATIVE EXPENSES:</b>					
<b>c. Travel - Out-of-town</b>					
Travel Out-of-town				0.00	
<b>Subtotal Travel</b>				<b>0.00</b>	
<b>d. Equipment</b>					
Office Equipment					
Classroom/Outdoor/Home Based/FCC					
Vehicle Purchase					
Other Equipment					
<b>Subtotal equipment</b>				<b>0.00</b>	
<b>e. Supplies</b>					
Office Supplies				516.00	Office supplies/copy/paper % share to this program
Child and Family Services supplies					
Food Services supplies					
Other Supplies (Various)				392.00	Sanitary/Cleaning/Program supplies % share to this program + Staff Meals/Hospitality % share
<b>Subtotal supplies</b>				<b>908.00</b>	
<b>f. Contractual</b>					
Administrative Services (Legal, Accounting)				2,674.00	Audit Fees, Payroll Fees % share to this program
Health/Disabilities Services					
Food Services					
Child Transportation Services					
Training and Technical Assistance				1,211.00	Computer Consulting % share to this program
Family Child Care					
Other Contracts					
<b>Subtotal contractual</b>				<b>3,885.00</b>	
<b>g. Construction</b>					
New Construction					
Major Renovation					
Acquisition of Buildings/Modular Units					
<b>Subtotal construction</b>				<b>0.00</b>	
<b>h. Other</b>					
Depreciation/Use Allowance					
Rent					
Mortgage					
Utilities, telephone				7,291.00	Telephone \$16300/Property Tax \$370/Garbage \$682/Electric \$9200/Water & Sewer \$6816/Cell Phone \$492 % share to this program as AOI
Building & Child Liability Insurance				5,824.00	General Liability Ins. \$ 226,000 % share to this program includes property, liab., d&o, ce bond
Building Maint/Repair and Other Occupancy				4,554.00	Bldg Repair/Maint. \$ 3253, Equip Maint./Lease \$14879.82, \$ 23659.60 % share to this program
Incidental Alterations/Renovations					
Local Travel					
Nutrition Services					
Child Services - Consultants					
Volunteers					
Subsidiaries (if not paid benefits)					
Parent Services					
Accounting & Legal Services					
Publications/Advertising/Printing					
Training or Staff Development					
Other					
<b>Subtotal Other</b>				<b>27,492.00</b>	
<b>1. Total direct charges (sum of a - h)</b>				<b>74,866.97</b>	
<b>2. Total indirect charges</b>				<b>0.00</b>	
<b>3. Totals (sum of a - j)</b>				<b>74,866.97</b>	
<b>TOTAL ADMINISTRATIVE EXPENSES:</b>				<b>\$74,866.97</b>	

19 - Maintenance Personnel	82,727.00	27%	40hrs@woc2 wks@pp x 26pp's x 8.64hr=\$17,971 x 90%=16,128
21 - Other Personnel	22,728.00		1 Maintenance Supervisor % of time spent on this program \$37,800x17% 6600
<b>Full-Time Total</b>	<b>785,592.00</b>		
<b>TOTAL FTEs/SALARIES</b>	<b>471,895.00</b>		
<b>b. FRINGE BENEFITS</b>			
Fica/Mica		Rate: 7.65%	36,099.03 fca/mica: 7.65%
W-Comp		Rate: Allocated	7,847.00 W.Comp ~1.51% rate varies by class of ee
Unemploy		Rate: 5.40%	9,934.00 UIEI 5.40% of first \$8600
Health Ins.		Cost per Staff	77,911.00 Health: pro-rated for prgm avg premium \$320/mth.
Life Ins.		Cost per Staff	1,004.00 Life: pro-rated for prgm avg premium \$ 3.90/mth
Retirement		Rate: 3.00%	602.00 3% Retirement: pro-rated for prgm based on eligibility
Other		Specify & provide calculations	
		Rate:	0.00
		Rate:	0.00
<b>TOTAL FRINGE BENEFITS</b>	<b>\$133,397.03</b>		
<b>ADMINISTRATIVE EXPENSES:</b>			
c. Travel - Out-of-town		Cost	
Travel Out-of-town		3,000.00	HS Conferences 3 Attendees
<b>Subtotal Travel</b>	<b>3,000.00</b>		
d. Equipment			
Office Equipment		0.00	
Classroom/Outdoor/Home Based/FCC		0.00	
Vehicle Purchase		0.00	
Other Equipment		0.00	
<b>Subtotal equipment</b>	<b>0.00</b>		
e. Supplies			
Office Supplies		1,307.00	Office depot ink 24.99*6 + miscellaneous 50*6 + ink for classrooms 35*2 Times 2; plus (30*6) x 2
Child and Family Services supplies		36,119.00	Sanitary: 1 case latex globe 36.85*2x per mth x 12 mths + 1 case shoe cover @34.90 x 1 case per qtr x 4 qtrs=36.65*2*12+34.90*4 times 4;
Food Services supplies		4,067.00	plus Cleaning/Occupancy: 1 case liner 13.50; 1 case liner 11.85; 1 case midfold towel 17.85; 1 case Kleenex 16.50; 1 case disinfectant 27.56; pine cleaner 20.79; bleach 9.50; laundry detergent 28.64; dish detergent 22.50; handsoap 15.00; 1 case of fabuloso liquid cleaner 38.06 + floor stripper 37.50 + floor finish 41.25+ Wax 41.25+ vacuum soap 25.00 times 4;
Other Supplies (Various)		1,077.00	14 teachers x 175 x 1.66 to eat w/ the children
		42,570.00	Teacher appreciation as direct aoth - covers staff mtgs
<b>Subtotal supplies</b>	<b>42,570.00</b>		
f. Contractual			
Administrative Services (Legal, Accounting)			

ADMINISTRATIVE A. PROGRAM BUDGET APPLICATION FORM  
 HEAD START PROGRAM

YWCA of Greater Miami-Dade, Inc.  
 BOLD FONT HAS A FORMULA

Budget Period		Head Start		Requested Funding	Amount	Justification
From	Through	PRGR	ADM			
8/1/2012	7/31/2013					
SALARIES: PROGRAM STAFF						
List Full-Time Employees						
Position	Annual Salary	%	ADM	PRGR	Amount	Justification
1 - Program Managers and Content Areas Experts		0%			0.00	
2 - Teachers/Infant Toddler Teachers		63%		116,762.00	116,762.00	
5 - Teacher Aides and Other Education Personnel		49%		77,161.00	77,161.00	
6 - Health/Mental Health Services Personnel		56%		31,546.00	31,546.00	
7 - Disabilities Services Personnel		50%		40,096.00	40,096.00	
8 - Nutrition Services Personnel		0%			0.00	
9 - Other Child Services Personnel		50%		47,301.00	47,301.00	
10 - Program Managers and Content Areas Experts		50%		33,787.00	33,787.00	
11 - Other Family and Community Partnerships Personnel		91%		102,514.00	102,514.00	
12 - Executive Director/Other Supervisor of HS Director		0%			0.00	
13 - Head Start Director		45%		29,929.00	29,929.00	
14 - Managers		0%			0.00	
15 - Staff Development		0%			0.00	
16 - Clerical Personnel		11%		4,653.00	4,653.00	
17 - Fiscal Personnel		9%		9,743.00	9,743.00	
18 - Other Administrative Personnel		0%			0.00	
19 - Maintenance Personnel		27%		22,728.00	22,728.00	
21 - Other Personnel		0%			0.00	
Full-Time Total				44,325.00	471,895.00	516,220.00
TOTAL FTES/SALARIES						516,220.00
b. FRINGE BENEFITS						
Fica/Mica	Rate: 7.65%		3,390.86	36,099.03	39,489.89	
W-Comp's	Rate: Allocated		769.95	7,847.00	8,616.95	
Unemploy	Rate: Allocated		528.67	9,934.00	10,462.67	
Health Ins.	Cost per Staff \$500.00		1,545.02	77,911.00	79,456.02	
Life Ins.			340.16	1,004.00	1,344.16	
Retirement	Rate:		1,475.31	602.00	2,077.31	
Other	Specify & provide calculations				0.00	
	Rate:				0.00	
	Rate:				0.00	
TOTAL FRINGE BENEFITS				\$8,049.97	\$133,957.03	\$141,447.00
ADMINISTRATIVE EXPENSES:						
c. Travel - Out-of-town						
Travel Out-of-town				3,000.00	3,000.00	
Subtotal Travel				0.00	3,000.00	3,000.00
d. Equipment						
Office Equipment					0.00	
Classroom/Outdoor/Home Based/FCC					0.00	
Vehicle Purchase					0.00	
Other Equipment					0.00	
Subtotal equipment				0.00	0.00	0.00
e. Supplies						
Office Supplies			536.00	1,307.00	1,843.00	



**ADMINISTRATIVE BUDGET APPLICATION FORM**  
HEAD START PROGRAM

Budget Period		Delegate:	YWCA of Greater Miami		Justification
From	Through		BOLD POINT HAS A FORBIAA		
8/1/2012	7/31/2013		Early Head Start		
12 months			Requested Funding		
<b>a. PERSONNEL SALARIES: PROGRAM STAFF</b>					
List Full-Time Positions			%	Amount	
Position	Annual Salary				
1 - Program Managers and Content Areas Experts				0.00	
2 - Teachers/Infant Toddler Teachers				0.00	
5 - Teacher Aides and Other Education Personnel				0.00	
6 - Health/Mental Health Services Personnel				0.00	
7 - Disabilities Services Personnel				0.00	
8 - Nutrition Services Personnel				0.00	
9 - Other Child Services Personnel				0.00	
10 - Program Managers and Content Areas Experts				0.00	
11 - Other Family and Community Partnerships Personnel				0.00	
12 - Executive Director/Other Supervisor of H	215,050.00	0%			
13 - Head Start Director	66,700.00	16%	10,758.00	\$2565.34/pp x 28 pp = \$66,700 x 16%	
14 - Managers	70,513.00	10%	7,158.00	1 HR Director % of time spent on this program/1 hr overnight	
15 - Staff Development					
16 - Clerical Personal	42,640.00	10%	4,304.00	1 Data Entry Fiscal & 1 HR support % of time spent on this program	
17 - Fiscal Personnel	111,601.00	8%	9,013.00	3 Accountants % of time spent on this program	
18 - Other Administrative Personnel	37,861.00	0%		1 Ec. Assist. % of time spent on this program	
19 - Maintenance Personnel					
21 - Other Personnel	22,258.00	13%	2,893.00	1 Front Desk Coordinator % of time spent on this program	
Full-Time Total	567,163.00		34,047.00		
TOTAL FTE/SALARIES				\$4,047.00	
<b>b. FRINGE BENEFITS</b>					
Fica/Mica	Rate: 7.65%		2,604.21	fica/mica: 7.65%	
W-Comp's	Rate: Allocated		1,062.75	W.Comp 1.61%	
Unemploy	Rate: 5.40%		498.91	UIE 6.40% of net \$8500	
Health Ins.	Cost per Staff \$500.00		2,548.55	Health pre-rated for pgrm avg premium \$200/mo	
Life Ins.	Cost per Staff		39.37	Life pre-rated for pgrm avg premium \$ 3.90/mo	
Retirement	Rate:		1,156.74	3% Retirement pre-rated for pgrm based on eligibility	
Other	Specify & provide calculations				
	Rate:		0.00		
	Rate:		0.00		
TOTAL FRINGE BENEFITS				\$7,910.51	
<b>ADMINISTRATIVE EXPENSES:</b>					
<b>c. Travel - Out-of-town</b>			Cost		0
Travel Out-of-town					
Subtotal Travel				0.00	
<b>d. Equipment</b>					
Office Equipment					
Classroom/Outdoor/Home Based/FCC					
Vehicle Purchase					
Other Equipment					
Subtotal equipment				0.00	
<b>e. Supplies</b>					
Office Supplies			496.00	Office supplies/copyr paper % share to this program	
Child and Family Services supplies			0.00		
Food Services supplies			0.00		
Other Supplies (Variaud)			364.00	Sanitary/Cleaning/Program supplies % share to this program 4 Staff Meals/Hospitality % share	
Subtotal supplies				860.00	
<b>f. Contractual</b>					
Administrative Services (Legal, Accounting)			4,346.00	Audit Fees, Payroll Fees % share to this program	
Health/Disabilities Services					
Food Services					
Child Transportation Services					
Training and Technical Assistance			1,676.00	Computer Consulting % share to this program	
Family Child Care					
Other Contracts			1,368.00	Contractual Services % share to this program	
Subtotal contractual				7,390.00	
<b>g. Construction</b>					
New Construction					
Major Renovation					
Acquisition of Buildings/Modular Units					
Subtotal construction				0.00	
<b>h. Other</b>					
Depreciation/Use Allowance					
Rent					
Mortgage					
Utilities, telephone			8,532.00	Telephone \$16300/Property Tax \$370/Garbage \$6852/Electric \$39200/Water & Sewer \$6896/Cell Phone \$432 % share to this program as AOH	
Building & Child Liability Insurance			15,386.00	General Liability Ins. \$ 226,000 % share to this program includes: property, hmo, d&o, ee bond	
Building Maint/Repair and Other Occupancy			4,219.00	Bldg Repairs/Maint. \$ 3253, Equip Maint/Lease \$34879.02, \$ 23659.60 % share to this program	
Incidental Alterations/Renovations					
Local Travel			25.00	Mileage Reimb. % share to this program for reimb. Pkg/program deadlines	
Nutrition Services					
Child Services - Consultants					
Volunteers					
Substitutes (if not paid benefits)					
Parent Services					
Accounting & Legal Services					
Publications/Advertising/Printing			52.00	Advertising/Misc. Contributions % share to this program	
Training of Staff Development					
Other			2,952.00	8k Serv. \$11,023, Licenses/Permits \$ 786, Postage \$1180, Computer Software \$ 5964, Affiliation Dues \$10,802 % share to this program	
Subtotal Other				60,017.00	
<b>i. Total direct charges (sum of a - h)</b>				\$1,909.53	
<b>j. Total indirect charges</b>				0.00	
<b>k. Totals (sum of i - j)</b>				\$1,909.53	
<b>TOTAL ADMINISTRATIVE EXPENSES:</b>				\$81,969.53	

Travel Out-of-town	1,000.00	HS Conference 1 attendee
<b>Subtotal Travel</b>	<b>1,000.00</b>	
<b>d. Equipment</b>		
Office Equipment	0.00	
Classroom/Outdoor/Home Based/FCC	0.00	
Vehicle Purchase	0.00	
Other Equipment		
<b>Subtotal equipment</b>	<b>0.00</b>	
<b>e. Supplies</b>		
Office Supplies	3,072.00	office supplies as needed - \$69/mth x 12 mths
		Cain; Sanitary: 1 case latex globe 36.65*2x per mth x 12 mths + 1 case shoe cover @34.90 x 1 case per qtr x 4 qtrs=36.65*2*12+34.90*4 1 case liner 13.50; 1 case liner 11.85; 1 case multifold towel 17.85; 1 case kleenex 16.50; 1 case disinfectant 27.56; pine cleaner 20.79; bleach 9.50; laundry detergent 28.64; dish detergent 22.50; handsoap 15.00; 1 case fabuloso liquid cleaner 38.06+ floor stripper 37.50 + floor finish 41.25 + Wax 41.25 + vacuum soap 25.00 Client: \$150*24 clients, includes pampers and formula
		Colonel: Sanitary: 1 case latex globe 36.65*2x per mth x 12 mths + 1 case shoe cover @34.90 x 1 case per qtr x 4 qtrs=36.65*2*12+34.90*4 1 case liner 13.50; 1 case liner 11.85; 1 case multifold towel 17.85; 1 case kleenex 16.50; 1 case disinfectant 27.56; pine cleaner 20.79; bleach 9.50; laundry detergent 28.64; dish detergent 22.50; handsoap 15.00; 1 case fabuloso liquid cleaner 38.06+ floor stripper 37.50 + floor finish 41.25 + Wax 41.25 + vacuum soap 25.00 Times 4 Client: \$168.81/child x 16 for ohs
		Gery Sweet: Sanitary: 1 case latex globe 36.65*12 for 12 mths + 1 case shoe cover @34.90 x 12=36.65*12+34.90*12 (1 case liner 13.50; 1 case liner 11.85; 1 case multifold towel 17.85; 1 case kleenex 16.50; 1 case disinfectant 27.56; pine cleaner 20.79; bleach 8.50; laundry detergent 28.64; dish detergent 22.50; handsoap 15.00; 1 case fabuloso liquid cleaner 38.06) for 8 mths + (floor stripper 37.50 + floor finish 41.25 + Wax 41.25 + vacuum soap 25.00) for 4 mths + Client: 44.64*68 =2600
		Windows: Sanitary - 1 case latex globe 36.65*2x per mth x 12 mths + 1 case shoe cover @34.90 x 1 case per qtr x 4 qtrs=36.65*2*12+34.90*4; 1 case liner 13.50; 1 case liner 11.85; 1 case multifold towel 17.85; 1 case kleenex 16.50; 1 case disinfectant 27.56; pine cleaner 20.79; bleach 8.50; laundry detergent 28.64; dish detergent 22.50; handsoap 15.00; 1 case fabuloso liquid cleaner 38.06+ floor stripper 37.50 + floor finish 41.25 + Wax 41.25 + vacuum soap 25.00 plus client: 16 children EHS * \$134
Child and Family Services supplies	14,846.00	# teachers x 225 Days x \$1.00 required meals w/ children
Food Services supplies	6,728.00	Misc. Mailings to Parents est cost to Program
Other Supplies (Various)	230.00	
<b>Subtotal supplies</b>	<b>22,871.00</b>	
<b>f. Contractual</b>		
Administrative Services (Legal, Accounting)		
Health/Disabilities Services	5,257.00	Cain: Mental Health Consultant (\$50 x 7 ch), dietician consultant (61hrs @ \$45/hr) (\$10/hr inkind for MH Coord & \$10 for Dietician) = \$1610 + Colonel: Mental Health Consultant (\$50 x 288), dietician consultant (156hrs @ \$45/hr) (\$10/hr inkind for MH Coord & Dietician) \$2197 + Gery Sweet: Mental Health \$150/Dietician \$45/hr \$350=\$500 total + Windows: Mental Health Consultant (\$50 x 3 ch), dietician consultant (20hrs @ \$45/hr) (\$10/hr inkind for MH Coord & \$10 for Dietician) \$1050
Food Services		
Child Transportation Services	1,655.00	for clients as needed by site: Cain: \$500 + Colonel \$512.98+ GS: \$143 + Windows \$500
Training and Technical Assistance		
Family Child Care		
Other Contracts	4,503.00	Dired Program; Cain: IT/Examinations \$422 + Colonel: \$287 IT + Gery Sweet \$2800 IT/Exam/Cleaning + Windows 1085 IT/Exam
<b>Subtotal contractual</b>	<b>11,415.00</b>	
<b>g. Construction</b>		
New Construction		
Major Renovation		
Acquisition of Buildings/Modular Units		
<b>Subtotal construction</b>	<b>0.00</b>	
<b>h. Other</b>		
Depreciation/Use Allowance		
Rent		
Mortgage		
		Pro-rated share of program cost for: Cain's Electric(\$500/mth x 12mths @41%), Telephone (\$230 x 12mths @41%) \$3605 + Colonel Telephone \$16308/Property Tax \$370/Garbage \$6852/Electric \$39200/Water & Sewer \$6896/Cell Phone \$432 % share to this program \$ 677 + GS: \$2897 + Windows- EHS \$4538 is 39% for garbage (2716), electric (\$2510), water/sewer (\$2800), telephone (\$3800)
Utilities, telephone	11,717.00	
Building & Child Liability Insurance	19,768.00	Estimated Cost of Program: direct op, accident, umbrella for 72 children
Building Maint/Repair and Other Occupancy	2,735.00	upkeep of facility as needed: Cain \$1452 + GS \$143 + Windows \$1141
Incidental Alterations/Renovations		
Local Travel	2,405.00	mileage for 4 sites = site visits based on agency mileage rate -.45 not to exceed IRS limit for 12 mths as needed = approx \$200/mth x 12mths
Nutrition Services		
Child Services - Consultants		
Volunteers		
Substitutes (if not paid benefits)		
Parent Services	1,208.00	Parent Activity Fund - Policy Comtee as needed - 4 sites
Accounting & legal Services		



ADMINISTRATIVE AND PROGRAM BUDGET APPLICATION FORM

HEAD START PROGRAM

Budget Period		Delegate:	YWCA of Greater Miami-Dade, Inc.			Justification
From	Through		BOLD TONT HAS A FORMULA			
8/1/2012	7/31/2013		Early Head Start			
12 months			Requested Funding			
			%	ADM	PRGR	Amount
<b>SALARIES: PROGRAM STAFF</b>						
<b>List Full-Time Employees</b>						
Position	Annual Salary					
1 - Program Managers and Content Areas Experts		0%	-	-	-	0.00
2 - Teachers/Infant Toddler Teachers		91%	-	178,039.00	-	178,039.00
5 - Teacher Aides and Other Education Personnel		79%	-	223,735.00	-	223,735.00
6 - Health/Mental Health Services Personnel		32%	-	49,200.00	-	49,200.00
7 - Disabilities Services Personnel		47%	-	35,886.00	-	35,886.00
8 - Nutrition Services Personnel		0%	-	-	-	0.00
9 - Other Child Services Personnel		10%	-	5,406.00	-	5,406.00
10 - Program Managers and Content Areas Experts		10%	-	3,861.00	-	3,861.00
11 - Other Family and Community Partnerships Personnel		24%	-	32,646.00	-	32,646.00
12 - Executive Director/Other Supervisor of HS Director		0%	-	-	-	0.00
13 - Head Start Director		16%	10,758.00	-	-	10,758.00
14 - Managers		10%	7,158.00	-	-	7,158.00
15 - Staff Development						0.00
16 - Clerical Personnel		10%	4,304.00	-	-	4,304.00
17 - Fiscal Personnel		8%	9,013.00	-	-	9,013.00
18 - Other Administrative Personnel		0%	-	-	-	0.00
19 - Maintenance Personnel		22%	-	18,057.00	-	18,057.00
21 - Other Personnel		13%	2,809.00	-	-	2,809.00
Full-Time Total		0.00	24,042.00	546,830.00	-	570,872.00
<b>TOTAL FIES/SALARIES</b>						<b>570,872.00</b>
<b>b. FRINGE BENEFITS</b>						
Fica/Mica	Rate: 7.65%		2,604.21	41,832.47	-	44,436.68
W-Comp's	Rate: Allocated		1,062.75	7,532.00	-	8,594.75
Unemploy	Rate: Allocated		498.91	17,602.00	-	18,100.91
Health Ins.	Cost per Staff \$500.00		2,540.55	75,392.00	-	77,932.55
Life Ins.	Cost per Staff		39.37	752.00	-	791.37
Retirement	Rate:		1,156.74	7,361.00	-	8,517.74
Other	Specify & provide calculations		-	-	-	0.00
	Rate:		-	-	-	0.00
	Rate:		-	-	-	0.00
<b>TOTAL FRINGE BENEFITS</b>						<b>\$7,910.53</b>
<b>ADMINISTRATIVE EXPENSES:</b>						<b>Cost:</b>
<b>c. Travel - Out-of-town</b>						
Travel Out-of-town				1,000.00	-	1,000.00
<b>Subtotal Travel</b>						<b>0.00</b>
<b>d. Equipment</b>						
Office Equipment			-	-	-	0.00
Classroom/Outdoor/Home Based/FCC			-	-	-	0.00
Vehicle Purchase			-	-	-	0.00
Other Equipment			-	-	-	0.00
<b>Subtotal equipment</b>						<b>0.00</b>
<b>e. Supplies</b>						
Office Supplies			496.00	1,072.00	-	1,568.00
Child and Family Services supplies			-	14,846.00	-	14,846.00
Food Services supplies			-	6,723.00	-	6,723.00
Other Supplies (Various)			364.00	230.00	-	594.00
<b>Subtotal supplies</b>						<b>860.00</b>
<b>f. Contractual</b>						
Administrative Services (Legal, Accounting)			4,946.00	-	-	4,946.00
Health/Disabilities Services			-	5,257.00	-	5,257.00
Food Services			-	-	-	0.00
Child Transportation Services			-	1,655.00	-	1,655.00
Training and Technical Assistance			1,676.00	-	-	1,676.00
Family Child Care			-	-	-	0.00
Other Contracts			1,368.00	4,503.00	-	5,871.00
<b>Subtotal contractual</b>						<b>7,990.00</b>
<b>g. Construction</b>						
New Construction			-	-	-	0.00
Major Renovation			-	-	-	0.00
Acquisition of Buildings/Modular Units			-	-	-	0.00
<b>Subtotal construction</b>						<b>0.00</b>
<b>h. Other</b>						
Depreciation/Use Allowance			-	-	-	0.00
Rent			-	-	-	0.00
Mortgage			-	-	-	0.00
Utilities, telephone			8,533.00	11,717.00	-	20,250.00
Building & Child Liability Insurance			15,386.00	19,768.00	-	35,154.00
Building Maint/repair and Other Occupancy			4,219.00	2,735.00	-	6,954.00
Incidental Alterations/Renovations			-	-	-	0.00
Local Travel			25.00	2,405.00	-	2,430.00
Nutrition Services			-	-	-	0.00
Child Services - Consultants			-	-	-	0.00
Volunteers			-	-	-	0.00
Substitutes (if not paid benefits)			-	-	-	0.00
Parent Services			-	1,208.00	-	1,208.00
Accounting & legal Services			-	-	-	0.00
Publications/ Advertising/Printing			52.00	1,353.00	-	1,405.00
Training or Staff Development			-	-	-	0.00
Other			2,852.00	3,857.00	-	6,809.00
<b>Subtotal Other</b>						<b>40,017.00</b>
<b>l. Total direct charges (sum of a - h)</b>						<b>81,969.53</b>
<b>l. Total indirect charges</b>						<b>-</b>
<b>k. Totals (sum of a - j)</b>						<b>81,969.53</b>
<b>TOTAL PROGRAM EXPENSES:</b>						<b>\$857,600.00</b>

## Appendix C

## HIPAA BUSINESS ASSOCIATE ADDENDUM

This HIPAA Business Associate Addendum ("Addendum") supplements and is made a part of the Agreement by and between the Miami-Dade County, Florida ("County"), and YWCA of Greater Miami-Dade, Inc., Business Associate ("Associate").

## RECITALS

A. As part of the Agreement, it is necessary for the County to disclose certain information ("Information") to Associate pursuant to the terms of the Agreement, some of which may constitute Protected Health Information ("PHI").

B. County and Associate intend to protect the privacy and provide for the security of PHI, including but not limited to, ePHI, disclosed to Associate pursuant to the Agreement in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA") and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.

C. The purpose of this Addendum is to satisfy certain standards and requirements of HIPAA and the HIPAA Regulations, including, but not limited to, Title 45, Sections 164.308(b), 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations ("CFR"), as the same may be amended from time to time.

In consideration of the mutual promises below and the exchange of information pursuant to the Agreement, the parties agree as follows:

1. **Definitions.** Terms used, but not otherwise defined, shall have the same meaning as those terms in 45 CFR Sections 160.103, 164.304 and 164.501.

a. "Business Associate" shall have the meaning given to such term under the HIPAA Regulations, including, but not limited to, 45 CFR Section 160.103.

b. "Covered Entity" shall have the meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to, 45 CFR Section 160.103.

c. "Protected Health Information" or "PHI" means any information, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual, the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to 45 CFR Section 160.103. [45 CFR Parts 160, 162 and 164]

d. "Electronic Protected Health Information" or "ePHI" means any information that is transmitted or maintained in electronic media: (i) that relates to the past, present or future physical or mental condition of an individual, the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual, and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to 45 CFR Section 160.103. [45 CFR Parts 160, 162 and 164]

e. "Electronic Media" shall have the meaning given to such term under HIPAA and the HIPAA Regulations, including but not limited to, 45 CFR Section 160.103.

f. "Security incident" shall have the meaning given to such term under HIPAA and the HIPAA Regulations, including but not limited to, 45 CFR Section 164.304.

## Appendix C

j. Mitigation. Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Associate of a use or disclosure of the County's PHI by Associate in violation of the requirements of this Addendum.

k. Associate's Insurance. Associate agrees to maintain the insurance coverage provided in the Agreement.

l. Notification of Breach. Associate shall notify the County within twenty-four (24) hours, and shall provide written notice no later than forty-eight (48) hours of any suspected or actual breach of security, intrusion or unauthorized disclosure of PHI and/or any actual or suspected disclosure of data in violation of any applicable federal or state laws or regulations. Associate shall take (i) prompt corrective action to cure any such deficiencies, and (ii) any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations.

m. Expenses. Any and all expenses incurred by Associate in compliance with the terms of this Addendum or in compliance with the HIPAA Regulations shall be borne by Associate.

n. No Third Party Beneficiary. The provisions and covenants set forth in this Agreement are expressly entered into only by and between Associate and the County and are intended only for their benefit. Neither Associate nor the County intends to create or establish any third party beneficiary status or right (or the equivalent thereof) in any other third party nor shall any other third party have any right to enforce or enjoy any benefit created or established by the provisions and covenants in this Agreement.

3. Audits, Inspection and Enforcement. From time to time, after reasonable notice, or upon any breach of this Addendum by Associate, the County may inspect the facilities, systems, books and records of Associate to monitor compliance with this Addendum. Associate shall promptly remedy any violation of this Addendum and shall certify the same to the County in writing. The fact that the County inspects, or fails to utilize its right to inspect, Associate's facilities, systems, books, records, and procedures does not relieve Associate of its responsibility to comply with this Addendum, nor does the County's failure to detect.

4. Termination.

a. Material Breach. A breach by Associate of any provision of this Addendum, shall constitute a material breach of the Agreement and shall provide grounds for immediate termination of the Agreement by the County. [45 CFR § 164.504(e)(3) and 45 CFR § 164.314(a)(2)(i)(D)]

b. Termination for Cause - Reasonable Steps to Cure Breach. If the County recognizes a pattern of activity or practice of Associate that constitutes a material breach or violation of the Associate's obligations under the provisions of this Addendum and does not terminate the Agreement pursuant to Section 4a, above, the County may provide an opportunity for Associate to end the violation or cure the breach within five (5) days, or other cure period as may be specified in the Agreement. If Associate does not cure the breach or end the violation within the time period provided, the County may immediately terminate the Agreement.

c. Judicial or Administrative Proceedings. The County may terminate the Agreement, effective immediately, if (i) Associate is named as a defendant in a criminal or administrative proceeding for a violation of HIPAA, or (ii) a finding or stipulation that Associate has violated any standard or requirement of the HIPAA Regulations (or other security or privacy law) is made in any administrative or civil proceeding.

d. Effect of Termination. Associate shall continue to maintain the confidentiality of all PHI reviewed or obtained through the course of this agreement beyond the termination, cancellation or expiration of this agreement as may be required by law. Upon termination of the Agreement for any reason, Associate shall return or destroy as directed by the County all PHI, including but not limited to ePHI, received from the County (or created or received by Associate on behalf of the County) that Associate still maintains in any form. This provision shall also apply to County PHI that is in the possession of subcontractors or agents of Associate. Associate shall retain no copies of such PHI or, if return or destruction is not feasible, Associate shall provide to the County notification of the conditions that make return or destruction infeasible, and shall continue to extend the protections of this Addendum to such information, and limit further use or disclosure of such PHI to those purposes that make the return or destruction of such PHI infeasible. [45 CFR § 164.504(e)(2)(ii)(I)]

**LEASE AGREEMENT – County**

THIS AGREEMENT made on the 1st day of August, 2012, by and between MIAMI-DADE COUNTY, a political subdivision of the State of Florida, hereinafter referred to as the "LANDLORD," and YWCA of Greater Miami-Dade, Inc., hereinafter referred to as the "TENANT,"

**WITNESSETH:**

That LANDLORD, for and in consideration of the restrictions and covenants herein contained, hereby leases to TENANT and TENANT hereby agrees to lease from LANDLORD, for the purpose of providing a Head Start/Early Head Start Program in accordance with TENANT's Head Start contract with the COUNTY (LANDLORD), the Demised Premises described as follows:

*Colonel Zubkoff Center – 55 N. W. 199 Street, Miami, FL 33169  
except room #154 (Elderly Meals Program,) room #164 (Elderly Meals Program Staff Office)  
and room #152 (Computer Lab) and common areas*

TO HAVE AND TO HOLD unto said TENANT for a term of one (1) year to run concurrent with effective date of the County's Contract No. RFA15 through July 31, 2013. The LANDLORD, at its sole discretion, reserves the right to exercise the option to renew this LEASE AGREEMENT for five, one-year periods. Commencing on the "Effective Date" and upon LANDLORD providing TENANT with keys to the Demised Premises, TENANT shall pay to LANDLORD an annual base rental of One and 00/100 Dollar (\$1.00) which is the Fixed Minimum Rent, payable in advance each year on the anniversary date of this LEASE AGREEMENT or any extension or renewal thereof, to the Board of County Commissioners, c/o Internal Service Department, Real Estate Management Section, 111 NW 1 Street, Suite 2460, Miami, FL 33128, or at such other place and to such other person as TENANT may from time to time designate in writing, as set forth herein.

IT IS FURTHER MUTUALLY UNDERSTOOD AND AGREED BY THE PARTIES

HERETO:

**ARTICLE I**  
**USE OF LEASED PROPERTY**

The area of the leased property shall be used by TENANT solely for a Head Start Program Childcare Center and for its administrative offices, where applicable, all in accordance with the TENANT'S approved application to provide Head Start services to the County. TENANT shall comply with the rules, regulations and procedures as such may exist and be changed during the term of this Lease Agreement. TENANT understands and agrees that TENANT shall not use the Demised Premises for any use inconsistent with the use set forth in this Article I.

**ARTICLE II**  
**CONDITION OF LEASED PROPERTY**

TENANT hereby accepts the leased property in an "as is" condition. LANDLORD shall have no obligation to make any improvement to, or alteration of, the Demised Premises or to provide TENANT with any allowance therefore. Upon expiration of this LEASE AGREEMENT, any fixtures and improvements will become the property of the LANDLORD. Any unsightly condition caused by the removal of TENANT's furniture or equipment, shall be repaired by TENANT at TENANT's own cost and expense.

**ARTICLE III**  
**UTILITIES**

The LANDLORD, throughout the term of this Lease Agreement and any extension thereof, shall pay for all charges for water and electricity used by TENANT. TENANT shall be responsible for a proportionate share of 90% of the actual costs associated with , trash disposal and dumpster services not to exceed \$5,550.00 per year. TENANT agrees to keep the existing telephone service and telephone equipment provided by the LANDLORD at a cost of \$330.00 per month. Said cost shall be paid by TENANT within 30-days of receipt of an invoice from LANDLORD. TENANT shall be responsible for,

cable TV, and data equipment used within, or to serve, the Demised Premises.

**ARTICLE IV**  
**MAINTENANCE**

The LANDLORD agrees to maintain and keep in good repair, condition, and appearance, during the term of this Lease Agreement or any extension or renewal thereof, the exterior of the building, and the air conditioning unit(s) servicing the Demised Premises.

TENANT agrees to maintain and keep in good repair, condition, and appearance, during the term of this Lease Agreement or any extension or renewal thereof, the interior of the Demised Premises. TENANT shall be responsible for and shall repair any damage caused to the Demised Premises as a result of TENANT or TENANT's agents, employees, invitees, clients or visitors use of the Demised Premises, ordinary wear and tear excepted. TENANT shall be responsible for janitorial/custodial services of the Demised Premises . LANDLORD shall notify TENANT after discovering any damage which TENANT is responsible for repairing and TENANT shall make the necessary repairs promptly after said notice.

**ARTICLE V**  
**ALTERATIONS BY TENANT**

TENANT may not make any alterations, additions, or improvements in or to the Demised Premises without the written consent of LANDLORD. Any such TENANT installed improvements, fixtures and finishes in the Demised Premises are at the TENANT's sole cost. LANDLORD shall have the right to require TENANT to remove at the expiration of the LEASE AGREEMENT all additions, fixtures or improvements installed by TENANT. To the extent that such items are not removed upon the expiration of the LEASE AGREEMENT, any and all fixtures, improvements, and moveable partitions remaining in the Demised Premises shall be deemed abandoned and may be disposed of as deemed appropriate by TENANT. In case of damage arising from such removal, all damaged areas shall be repaired and brought back to the original condition at TENANT's expense.

**ARTICLE VI**

**DESTRUCTION OF DEMISED PREMISES**

In the event the Demised Premises should be destroyed or so damaged by fire, windstorm, or other casualty to the extent that the Demised Premises are rendered untenable or unfit for the purpose of TENANT, either party may cancel this Lease Agreement by the giving of thirty (30) days' prior written notice to the other. If either the Demised Premises or the leased buildings are partially damaged due to TENANT's negligence, but not rendered unusable for the purposes of this Lease Agreement, the same shall with due diligence be repaired by TENANT at its own cost and expense. If the damage shall be so extensive as to render such Demised Premises unusable for the purposes intended, but capable of being repaired within thirty (30) days, the damage shall be repaired with due diligence by TENANT from the proceeds of the insurance coverage or at its own cost and expense. In the event that said Demised Premises are completely destroyed due to TENANT's negligence, TENANT shall repair and reconstruct the Demised Premises so that they equal the condition of the Demised Premises on the date possession was given to TENANT. In lieu of reconstructing, TENANT shall reimburse LANDLORD all expenses incurred by LANDLORD in restoring the Demised Premises to their original condition. The election of remedies shall be at the sole discretion of LANDLORD.

**ARTICLE VII  
ASSIGNMENT**

Without the written consent of LANDLORD first obtained in each case, TENANT shall not sublet, transfer, mortgage, pledge, or dispose of this Lease Agreement or the term hereof.

**ARTICLE VIII  
NO LIABILITY FOR PERSONAL PROPERTY**

All personal property placed or moved in the Demised Premises above described shall be at the risk of TENANT or the owner thereof. LANDLORD shall not be liable to TENANT for any damage to said personal property unless caused by or due to the sole negligence of LANDLORD, LANDLORD'S agents or employees, subject to all limitations of Florida Statutes, Section 768.28.

**ARTICLE IX  
LANDLORD'S RIGHT OF ENTRY**

LANDLORD or any of its agents shall have the right to enter said leased property during all reasonable working hours to examine same or to make such repairs, additions or alterations as may be deemed necessary for the safety, comfort, or preservation thereof. Said right of entry shall likewise exist for the purpose of removing placards, signs, fixtures, alterations or additions which do not conform to this Lease Agreement.

**ARTICLE X**  
**PEACEFUL POSSESSION**

Subject to the terms, conditions, and covenants of this Lease Agreement, LANDLORD agrees that TENANT shall and may peaceably have, hold, and enjoy the leased property above described, without hindrance or molestation by LANDLORD.

**ARTICLE XI**  
**SURRENDER OF LEASED PROPERTY**

TENANT agrees to surrender to LANDLORD, at the end of the term of this Lease Agreement or any extension thereof, said leased property in as good a condition as said leased property was at the beginning of the term of this Lease Agreement, ordinary wear and tear and damage by fire and windstorm or other acts of God excepted.

**ARTICLE XII**  
**INDEMNIFICATION AND HOLD HARMLESS**

TENANT shall indemnify and hold harmless the LANDLORD and its officers, employees, agents and instrumentalities from any and all liability, losses, or damages, including reasonable attorney fees and costs of defense, which the LANDLORD or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the Lease Agreement by the TENANT or its employees, agents, servants, partners, principals or subcontractors. TENANT shall pay all claims and losses in connection therewith, and shall investigate and defend all such claims, suits, or actions of any kind or

## Appendix D-1

Contract No. RFA15

nature in the name of the LANDLORD, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. TENANT will be consulted and given reasonable input on any settlement it is being required to pay pursuant to this indemnity provision. TENANT expressly understands and agrees that any insurance protection required by this Lease Agreement or otherwise provided by TENANT shall in no way limit the responsibility to indemnify, keep and save harmless and defend the LANDLORD or its officers, employees, agents and instrumentalities as herein provided. For governmental entities, this indemnification is subject to the provisions of Florida Statute 768.28. However, nothing herein shall be deemed to indemnify the LANDLORD from any liability or claim arising out of the negligent performance or failure of performance of the LANDLORD.

The LANDLORD does hereby agree to indemnify and hold harmless the TENANT, to the extent of the limitations included within Florida Statutes, Section 768.28, subject to the provisions in this act whereby the LANDLORD shall not be held liable to pay a personal injury or property damage claim or judgment by any one person which exceeds the sum of \$200,000, or any claim or judgment, or portions thereof, which, when totaled with all other claims or judgments paid by the LANDLORD arising out of the same incident or occurrence, exceeds the sum of \$300,000 from any and all personal injury or property damage claims, liabilities, losses and causes of action which may arise as a result of the negligence of the LANDLORD. Such indemnity obligation of LANDLORD may also include Tenant's reasonable attorneys' fees and costs in all court including the appellate courts. However, nothing herein shall be deemed to indemnify the TENANT from any liability or claim arising out of the negligent performance or failure of performance of the TENANT or as a result of the negligence of any unrelated third party.

### **ARTICLE XIII** **LIABILITY FOR DAMAGE OR INJURY**

LANDLORD shall not be liable for any damage or injury which may be sustained by any party or

person on the Demised Premises other than the damage or injury caused solely by the negligence of LANDLORD, its officers, employees, agents, invitees, or instrumentalities, subject to all limitations of Florida Statutes, Section 768.28.

**ARTICLE XIV**  
**SUCCESSORS IN INTEREST**

It is hereby covenanted and agreed between the parties that all covenants, conditions, agreements, and undertakings contained in this Lease Agreement shall extend to and be binding on the respective successors and assigns of the respective parties hereto, the same as if they were in every case named and expressed.

**ARTICLE XV**  
**CANCELLATION**

**CANCELLATION By LANDLORD:** The occurrence of any of the following shall cause this Lease Agreement to be terminated by the LANDLORD upon the terms and conditions also set forth below:

**A. Automatic Termination:**

- (1) Institution of proceedings in voluntary bankruptcy by the TENANT.
- (2) Institution of proceedings in involuntary bankruptcy against the TENANT if such proceedings continue for a period of ninety (90) days.
- (3) Assignment by TENANT for the benefit of creditors.

**B. Termination after ten (10) days written notice by the LANDLORD by certified or registered mail to TENANT for doing any of the following:**

- (1) Non-payment of any sum or sums due hereunder after the due date for such payments; provided, however, that such termination shall not be effective if TENANT makes the required payment(s) during the ten (10) calendar day period following mailing of the written notice.
- (2) Notice of any condition posing a threat to health or safety of the public or patrons and not remedied within the ten (10) day period from receipt of written notice.

## Appendix D-1

Contract No. REA15

- (3) Use of the Demised Premises for any purpose other than specifically allowed in Article I of this LEASE AGREEMENT.
- C. Termination after thirty (30) days from receipt by TENANT of written notice by certified or registered mail to the address of the TENANT as set forth below:
- (1) Non-performance of any covenant of this Lease Agreement other than non-payment of rent and others listed in A and B above, and failure of the TENANT to remedy such breach within the thirty (30) day period from receipt of the written notice.
- D. A final determination in a court of law in favor of the LANDLORD in litigation instituted by the TENANT against the LANDLORD or brought by the LANDLORD against TENANT.
- E. LANDLORD through its County Mayor or the County Mayor's designee, shall have the right to cancel this Lease Agreement or any portion thereof, at any time by giving the TENANT at least sixty (60) days written notice prior to its effective date.

### **ARTICLE XVI** **OPTION TO RENEW**

Provided this LEASE AGREEMENT is not otherwise in default, LANDLORD is hereby granted the option to renew this LEASE AGREEMENT for up to five successive one (1) year renewal option periods, for so long as the TENANT continues to operate a Head Start/Early Head Start Program Childcare Center in the Demised Premises.

The LANDLORD also reserves the right to exercise, following the end of the previously described renewal periods, to extend this lease agreement by mutual agreement between the LANDLORD and the TENANT, contingent upon approval by the Board of County Commissioners.

### **ARTICLE XVII** **NOTICES**

It is understood and agreed between the parties hereto that written notice addressed and sent by certified or registered mail, return receipt requested, first class, postage prepaid and addressed as follows:

**LANDLORD:**

Miami-Dade County  
Internal Services Department  
Real Estate Development Division  
111 N.W. 1st Street, Suite 2460,  
Miami, Florida 33128-1907  
Attn: Real Estate Manager

**with Copy to:**

Miami-Dade County  
Community Action and Human Services Dept.  
701 N.W. 1<sup>st</sup> Court, 9<sup>th</sup> FL  
Miami, Florida 33136  
Attn: Head Start/Early Head Start Program Director

**TENANT:** YWCA of Greater Miami-Dade, Inc.  
351 N. W. 5th Street  
Miami, FL 33128  
Attn: Eileen Maloney-Simon, Chief Executive Officer

Notices provided herein in this paragraph shall constitute sufficient notice to TENANT to comply with the terms of this Lease Agreement. Notices provided herein in this paragraph shall include all notices required in this Lease Agreement or required by law.

**ARTICLE XVIII**  
**INSURANCE**

Prior to occupancy, TENANT shall furnish to the Real Estate Management Section of Miami-Dade County, c/o Internal Services Department, 111 N.W. First Street, Suite 2460, Miami, Florida 33128-1907, certificate of insurance which indicates that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Commercial General Liability Insurance, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage. MIAMI-DADE COUNTY must be shown as an additional insured with respect to this coverage.
- B. Automobile Liability Insurance, covering all owned, non-owned, and hired vehicles used in connection with the Sub-Lease Agreement in an amount not less than \$500,000 combined single limit for bodily injury and property damage.
- C. Workman's Compensation Insurance as required by Chapter 440, Florida Statutes. The insurance coverage required shall include those classifications as listed in Standard Liability Insurance Manuals which most nearly reflect the operations of SUB-TENANT under this Sub-Lease Agreement.
- D. Student Accident Insurance as required under 45 CFR, Part 1301.11. Coverage

## Appendix D-1

Contract No. RFA15

will be provided with a minimum limit of \$2,000 per child.

The insurance policy required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications as to management and financial strength:

The Company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by the latest edition (1986 or later) of Best's Insurance Guide, published by A. M. Best Company, Oldwick, New Jersey, or its equivalent subject to the approval of the County Risk Management Division.

Or

The Company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida", issued by the State of Florida Department of Insurance and must be members of the Florida Guaranty Fund.

Certificate will indicate that no modification or change in insurance shall be made without thirty (30) days' written advance notice to the certificate holder.

Compliance with the foregoing requirements shall not relieve TENANT of its liability and obligations under this Section or under the Indemnification and Hold Harmless Article, or any other portion of this LEASE AGREEMENT.

TENANT shall be responsible for assuring that the insurance certificate required in conjunction with this section remains in full force for the duration of this LEASE AGREEMENT. If insurance certificates are scheduled to expire during the term of the LEASE AGREEMENT, TENANT shall be responsible for submitting new or renewed insurance certificates to the LANDLORD at a minimum of thirty (30) days in advance of such expiration.

### **ARTICLE XIX** **PERMITS, REGULATIONS**

TENANT covenants and agrees that during the term of this Lease Agreement or any renewal or extension thereof, TENANT will obtain any and all necessary permits and approvals and that all uses of the leased property will be in conformance with all applicable laws, including all applicable zoning regulations, including section 255.05, Florida Statutes whereby TENANT will obtain a payment and performance bond for any construction work performed.

Any and all charges, taxes, or assessments levied against the Demised Premises shall be paid by TENANT and failure to do so will constitute a breach of this Lease Agreement.

**ARTICLE XX**  
**FORCE MAJEURE**

TENANT and LANDLORD shall be excused for the period of any delay and shall not be deemed in default with respect to the performance of any of the non-monetary terms, covenants, and conditions of the Lease Agreement when prevented from so doing by cause or causes beyond TENANT's or LANDLORD's control, excluding filing of bankruptcy, but which shall include, without limitation, all labor disputes, governmental regulations or controls, fire or other casualty, acts of God, or any other cause, whether similar or dissimilar to the foregoing, not within the control of TENANT or LANDLORD.

**ARTICLE XXI**  
**WAIVER**

If, under the provisions hereof, LANDLORD or TENANT shall institute proceedings and a compromise or settlement thereof shall be made, the same shall not constitute a waiver of any covenant herein contained nor of any of LANDLORD's or TENANT'S rights hereunder, unless expressly stated in such settlement agreement. No waiver by LANDLORD or TENANT of any provision hereof shall be deemed to have been made unless expressed in writing and signed by both parties. No waiver by LANDLORD or TENANT of any breach of covenant, condition, or agreement herein contained shall operate as a waiver of such covenant, condition, or agreement itself, or of any subsequent breach thereof. No payment by TENANT or receipt by LANDLORD of lesser amount than the amount of rent required herein shall be deemed to be other than on account of the earliest stipulated rent nor shall any endorsement or statement on any check or letter accompanying a check for payment of rent or any other amounts to LANDLORD be deemed an accord and satisfaction and LANDLORD may accept such check or payment without prejudice to or waiver of LANDLORD's right to recover the balance of such rent or other amount owed or to pursue any other remedy provided in this Lease Agreement. No reentry by

LANDLORD and no acceptance by LANDLORD of keys from TENANT shall be considered an acceptance of a surrender of this Lease Agreement.

**ARTICLE XXII**  
**DEFAULT OF TENANT**

If TENANT shall fail to pay any monthly installment or item of rent on the date when the same becomes due or shall violate or fail to perform any of the other conditions, covenants, or agreements herein made by TENANT, and if such violation or failure continues for a period of thirty (30) days after written notice thereof to TENANT by LANDLORD (except for failure to pay rent, which shall have a fifteen [15] day grace period for cure after written notice thereof to TENANT by LANDLORD and further, if TENANT shall be diligently attempting to cure such failure to perform any other conditions, covenants, or agreements, the time to cure such failure shall be extended for so long as TENANT shall diligently prosecute such cure) then, LANDLORD may proceed with any remedy available at law or in equity in the State of Florida or by such other proceedings, including reentry and possession, as may be applicable. All rights and remedies of LANDLORD under this Lease Agreement shall be cumulative and shall not be exclusive of any other rights and remedies provided to LANDLORD under applicable law.

**ARTICLE XXIII**  
**ADDITIONAL PROVISIONS**

1. Mechanic's, Materialmen's and Other Liens

TENANT agrees that it will not permit any mechanic's, materialmen's or other liens to stand against the Demised Premises for work or materials furnished to TENANT; it being provided, however, that TENANT shall have the right to contest the validity thereof. TENANT shall immediately pay any judgment or decree rendered against TENANT, with all proper costs and charges, and shall cause any such lien to be released off record without cost to LANDLORD.

2. Non-Discrimination

The Board of County Commissioners declared and established as a matter of policy, by Resolution No. 9601 dated March 24, 1964, that there shall be no discrimination based on race, color,

creed, or national origin and Resolution No. 85-92 dated January 21, 1992, that there shall be no discrimination on the basis of disability in connection with any County property or facilities operated or maintained under lease agreement, license, or other agreement from MIAMI-DADE COUNTY or its agencies.

TENANT agrees to comply with the intention of Resolution No. 9601 dated March 24, 1964 and Resolution No. 85-92 dated January 21, 1992, involving the use, operation, and maintenance of the property and facilities included in this Lease Agreement.

**ARTICLE XXIV**  
**HOLDOVER**

If TENANT, with LANDLORD's consent, remains in possession of the Demised Premises after expiration of the term and if LANDLORD and TENANT have not executed an expressed written agreement as to such holding over, then such occupancy shall be a tenancy from month to month at a monthly rental for the first month, after expiration of the term, equivalent to one hundred percent (100%) of the monthly rental in effect immediately prior to expiration, such payments to be made as herein provided. In the event of such holding over, all of the terms of the Lease Agreement including the payment of all charges owing hereunder other than rent shall remain in force and effect on said month to month basis.

**ARTICLE XXV**  
**GOVERNING LAW**

This Lease Agreement, including any exhibits or amendments, if any, and all matters relating thereto (whether in contract, statute, tort or otherwise) shall be governed by and construed in accordance with the laws of the State of Florida.

**ARTICLE XXVI**  
**WRITTEN AGREEMENT**

This Lease Agreement contains the entire agreement between the parties hereto and all previous



Appendix E: Delegate Agency's Applications for County Run and New Facilities

Attachment 1 – Cover Page  
 MIAMI-DADE COUNTY HEAD START PROGRAM SERVICES  
 SUBMITTAL FORM

This Expression of Interest is submitted for the following type of application (check only one). A separate submittal must be provided for each type of application respondent wishes to respond to.

- Renewal Application  
 New Application for County Run Sites  
 New Application for Services at Respondent's Licensed Facility(ies)

Full Legal Name of Organization	Address	Federal Employer ID Number
City of Greater Miami-Dade, Inc	351 NW 5th Street, Miami, FL 33128	590624450

Contact Person	Phone Number	Fax Number	E-mail
Kateir Hentschel	305 3779922 Ext 228	305 3739922	khentschel@ymca-miami.org

Target Geographic Area(s) Requested	Proposed Facility(ies) Site (County's of Applicants)	Total Number of Slots Requested for each Program/Service (Head Start/Early Head Start)	Total Funding Requested
North Central	Miami Park Elementary Cubel Zuhoff	HS - 40 HS-140 EHS-16	1,238,600.00

I certify that all of the information contained in this application is true and accurate. I further understand that material omission or false information contained in this application constitute grounds for disqualification.

Authorized Signature	Typed Name	Title	Date
<i>Elton Hobbes-Snow</i>	Elton Hobbes-Snow	CEO	03/20/2012

Corporate Seal

Sworn to and subscribed before me this 20 day of March, 2012.

*Sandra B. Higgins*  
 NOTARY PUBLIC 08  
 State of Florida

NOTARY PUBLIC-STATE OF FLORIDA  
 Sandra B. Higgins  
 Commission # DD906372  
 Expires: AUG. 21, 2013  
 BONDED TRUST ATLANTIC BONDING CO., INC.

5. Culmer	1600 NW 3 Avenue 33136	60	0
6. OEB-L	16425 NW 25 Avenue 33054	120	0
7. Jackson Dade	801 NW 17 Street 33136	60	0

**c. Public Housing Agency Sites:**

Site	Address	HS Slots	EHS Slots	Place "X" Here
1. Arthur Mays	11341 SW 216 Street 33170	40	0	
2. Carrie P. Meek	1900 NW 75 Street 33147	20	32	
3. Liberty Square	6304 NW 14 Avenue 33147	60	6	

**d. Chapman Partnership for the Homeless:**

Site	Address	HS Slots	EHS Slots	Place "X" Here
1. Chapman North	1550 North Miami Avenue 33136	20	24	
2. Chapman Center	28205 SW 125 Avenue Bldg. K 33033	66	32	

**e. Privately Owned Leased Site:**

Site	Address	HS Slots	EHS Slots	Place "X" Here
Miami Gardens Infant & Toddler	16825 NW 22 Avenue 33056	0	16	

**f. Municipality Leased Sites:**

Site	Address	HS Slots	EHS Slots	Place "X" Here
1. South Miami	6125 SW 68 Street 33143	40	8	
2. Sweetwater	250 SW 114 Avenue 33174	30	0	

**g. Home-Based Setting:** There are 24 children that are provided Program services in the child's home setting. Respondent proposing to service Program children in home-based setting shall assume all children identified, regardless of target geographic area.

Home-Based Sites	HS Slots	EHS Slots	Place "X" Here
Various - TBD	0	24	

**Minimum Qualification Requirements**

Provide documentation that demonstrates Respondent ability to satisfy all of the minimum qualification requirements. Respondents who do not meet the minimum qualification requirements or who fail to provide supporting documentation may be deemed non-responsive. The minimum qualification requirements to be considered are:

## 2. a Organizational Qualifications/Proposed Services At County Sites

3. YWCA's Carol Glassman Donaldson Early Learning Center, 112 NW 3<sup>rd</sup> Street, Miami, FL
4. YWCA's Windows to Early Learning Center, 3468 NW 199<sup>th</sup> Street, Miami Gardens, FL

### 2. Proposed Subcontractors

The YWCA has been interviewing various subcontractors that can deliver certain mandatory services required by the Head Start/Early Headstart program. We specifically sought out individuals and or companies that had experience working with the Headstart/Early Headstart Program and its delegate agencies. We are proposing to include the services of the following subcontractors to enrich our proposed Head Start/Early Head Start Program:

1. **Consulting Registered Dietitians, Inc.**, who will provide registered dietitians to conduct the required nutrition component for our program and have offered a reduction of \$10/hour from their fee as in-kind match for our program.
2. **Mental Health Consultants** Samir G. Jerez, MA, LMHC and Victoria Hernandez, LMHC both who have experience working with local Headstart programs and who have offered a reduction of \$10/hour from their fee as in-kind match for our program.
3. **D & D Psych, Inc.**, has entered into a memorandum of understanding with the YWCA to provide a full continuum of mental health services for the children in our program if necessary.
4. **Borinquen Health Care Centers, Inc.** who will provide health screenings and education for our children and families.

### 3. Partnerships and Collaborations for Additional Services

While the YWCA has never operated a Head Start program we have attempted to mirror the goals of Head Start albeit with limited funding. In order to ensure our children have access to health, mental health, and other services we have crafted partnerships and collaborations with a variety of local service providers and programs. These include but are not limited to:

1. **Hearing and Speech Center of Florida, Inc.** who provides for screenings, diagnosis and treatment of children with speech, language and hearing disabilities;
2. **Florida Diagnostic and Learning Resources System** who provides diagnosis and evaluation, individual educational plans, and placement of children potentially eligible for services under the Individual with Disabilities Act and links them with needed services;

## 2. a Organizational Qualifications/Proposed Services At County Sites

16. **The United Way of Miami-Dade** who continues to provide support and a strong referral for children in need of a best-practice service provider for first time families as well as those in need of multiple services.

These agencies have been long-standing partners with the YWCA Early Learning Programs and have consistently provided support to enhance the quality of the services delivered to the children and their families.

An additional strength of the YWCA is its' comprehensive approach to delivering programs that improve the quality of life for the children and families we serve. More than just an early learning service provider the YWCA delivers holistic services for families including after school programs, teen programs, family services, financial education, and family wellness programs that include breast and cervical health screenings and education. All of our programs use evidenced based curriculums and are presented in a linguistically and culturally sensitive manner.

### 4. VPK and Other Programs

The YWCA has been an approved Voluntary Pre-K Program provider since the inception of the VPK program in Florida. All of our Early Learning Centers deliver approved VPK programs following the curriculum and requirements of the State funded program. Our educational staff, pre-school teachers, center directors, and department director have attended the trainings offered and are familiar with the VPK program requirements. We foresee no difficulty, should we be selected, in securing approval and implementing the VPK program at Headstart locations.

The YWCA also participates in the USDA Child Care Food Program (administered by the Florida Department of Health) at three of our Early Learning Centers as well as our after school sites. Staff has been trained in the program requirements and our programs have had successful monitoring visits. In discussions with our Child Care Food Program contract manager we have been assured that we can easily add additional sites that meet the program guidelines. All of the meals at our Early Learning Centers are catered through contractors approved by the program and our after school sites purchase snacks through Miami-Dade Public Schools and are reimbursed by the Child Care Food Program.

### **B. Key Personnel**

#### **1. Employment and Retention**

The YWCA's employment practices are governed by all relevant Federal, State and Local laws and regulations as well as comprehensive policies and procedures adopted by the board of directors. These are included in an employee handbook that is explained to each employee upon hiring. YWCA full time employees are provided with

## 2. a Organizational Qualifications/Proposed Services At County Sites

### 2. Key Personnel

The YWCA is a board driven organization with 15 members of the community filling those leadership positions, all from diverse backgrounds, whose goals are to guide and direct the programming and services offered by this organization. The YWCA is currently responsible for the operation and management of four early learning centers (ages infants – 5 years of age), two child drop-off centers (ages infants – 12 years of age), 10 elementary after school programs (ages 5-11), and four after school teen programs (ages 11-18) all housed in various locations throughout Miami-Dade County. These locations are in addition to the Marta Sutton Weeks Women's Center, a 24,000 square foot facility in Overtown that is home to the YWCA's administrative operations and the Gerry Sweet Early Learning Center as well as other YWCA programs. The YWCA has approximately 140 full, part-time, and seasonal employees.

The staff is lead by Eileen Maloney-Simon, **Chief Executive Officer (CEO)**, and Leonor Romero, **Chief Operating Officer/Chief Financial Officer (COO/CFO)**, followed by five full-time senior managers who are charged with the implementation, development, and administration of programs and services. All senior managers, including the CEO and the COO, have advanced degrees in their area of expertise.

The YWCA has provided for positions that meet the requirements as stated in the Scope of Services for the Headstart/Early Headstart Program and as outlined in the Headstart Program Performance Standards. These key personnel include:

- **Director of Headstart & Early Childhood Programs:** This senior management position reports directly to the CEO and will be responsible for the overall implementation of the Headstart/Early Headstart Program at the YWCA. Beatriz Hentschel, who will serve in this capacity, has a Masters degree in Early Childhood Education and will provide direction and guidance to all centers operated by the YWCA. She will serve as a liaison to the Policy Committee and attends YWCA Board meetings.
- **Programs Support Coordinator:** This position is responsible for assisting the Centers in all functional aspects of maintaining smooth operation of all Headstart & Early Headstart Programs including but not limited to hiring staff, managing personnel files, compliance monitoring, coordinating meetings and training, completing/reviewing reports and working with the accountant to ensure timely processing of payments and reports. A minimum of a Bachelor's degree in Early Childhood Education or related field and three years experience is required.
- **Headstart Family & Community Coordinator:** This position is responsible for planning, developing, implementing and facilitating the Headstart Family and Community component of the program. Also including recruitment, enrollment of income eligible families, implementing the family support services, parent education,

## 2. a Organizational Qualifications/Proposed Services At County Sites

good working order and developmentally appropriate. Minimum of CDA with specific hours specializing in infant/toddler education; DCF Child Care 55 hour training certificate; and 20 hours continuing education hours annually; one year experience working in an infant/toddler early learning setting; CPR/First Aid Certificate.

- **Early Headstart Assistant Teacher:** Responsible for assisting Early Headstart classroom teachers in the care and development of children enrolled in early childhood education center as well as classroom upkeep. Minimum of CDA with specific hours specializing in infant/toddler education; DCF Child Care 55 hour training certificate; and 20 hours continuing education hours annually; six months experience working in an infant/toddler early learning setting; CPR/First Aid Certificate.
- **Headstart Classroom Teacher I or II:** Responsible for planning and implementing daily learning activities utilizing the High Scope Curriculum, nurturing the children, communicating with parents regarding each child's progress, ensuring that the Headstart Classroom is developmentally appropriate and well maintained to encourage a positive learning environment. **A HS Classroom Teacher I** requires a minimum of a BA in Early Childhood Education or related field; DCF training certificate and 20 hours of required continuing education annually; CPR/First Aid Certificate and a minimum of one year experience in an early learning environment and/or working in a pre-school or pre-k educational setting. **A HS Classroom Teacher II** must have an Associate's Degree in Early Childhood Education or related field, a CDA, and all of the other requirements listed above.
- **Headstart Assistant Teacher:** Responsible for assisting Headstart classroom teachers in the care and development of children enrolled in center. High School diploma or GED and CDA certificate required. A minimum of 6 months experience working in an early learning environment and/or working in a pre-school or pre-k educational setting. CPR/First Aid Certificate required.

### Proposed:

- **Consulting Registered Dietitians, Inc.,** who will provide registered dietitians to conduct the required nutrition component for our program and have offered a reduction of \$10/hour from their fee as in-kind match for our program.
- **Mental Health Consultants** Samir G. Jerez, MA, LMHC and Victoria Hernandez, LMHC both who have experience working with local Headstart programs and who have offered a reduction of \$10/hour from their fee as in-kind match for our program.
- **D & D Psych, Inc.,** has entered into a memorandum of understanding with the YWCA to provide a full continuum of mental health services for the children in our program if necessary.
- **Borinquen Health Care Centers, Inc.** who will provide health screenings and education for our children and families.

## 2. a Organizational Qualifications/Proposed Services At County Sites

### Approach to Providing Services, Including Budget

#### **C. Enrollment/Center Operations**

##### **1. License**

Once the YWCA receives notification of approved Head Start slots, the YWCA will start the process of obtaining a Department of Children and Families license to operate a child care facility (**County run site**).

Action	Person Responsible	Time Frame
Request Copy of Current Fire Inspection for County Site	YWCA Head Start Director	April 17, 2010
Application for a license to Operate a Child Care Facility	YWCA Head Start Director	April 20, 2012
License Inspection	DCF License Inspector	Within 10 days after submitting Application May 04, 2012
Center Licensed	YWCA Head Start Director	Within 10 days after inspection is done May 21, 2012

##### **2. USDA Child Care Food Program**

Once the YWCA receives a license to operate the child care facility (**County run sites**) by the Department of Children and Families along with the Food Inspection issued by the same department at the time of the visit, the YWCA will proceed with the proper procedures needed to add a site to the YWCA current Child Care Food Programs.

Action	Person Responsible	Time Frame
Child Care Food Program, Pre-Approval visit for prospective center (for sponsor use when adding a site).	YWCA Head Start Director	May 28, 2012.
Application Adding a Site	YWCA Head Start Director	June 1 <sup>st</sup> . 2012
USDA Recommendation for program participation	YWCA Head Start Director	July 1 <sup>st</sup> . 2012

## 2. a Organizational Qualifications/Proposed Services At County Sites

All efforts to maintain documentation of all recruitment contacts will be kept.

The YWCA staff will actively recruit children who have disabilities to meet or exceed the 10% requirement. The program will have a plan for recruitment, selection and enrollment of children suspected or diagnosed with disabilities. The YWCA will maintain personal contacts with partner agencies (i.e. Early Steps, FDLRS) serving young children. The YWCA staff will follow written procedures for selection, giving priority to children already diagnosed with disabilities. It will recruit more children than there are enrollment slots and will maintain a prioritized up-dated waiting list of children. The YWCA staff will make sure that the attendance stays at a minimum of 85% of present enrollment, and will take appropriate actions, including contacting parents, activating waiting list of further recruitments, filling vacated slots (within no more than 30 calendar days) and or investigating causes when it falls.

The Program will have daily educational services emphasizing social, physical, and emotional and age appropriate cognitive skills using the Creative Curriculum for Early Head Start and the High Scope Curriculum for Head Start children (three to five). All YWCA current staff has been trained and implements both curriculums.

The Program will comply with Life Safety and Fire Prevention Codes to include the State standards for safety.

There will be no more than 20 Head Start students in each class (four years old) and no more than 17 students in each class (three years old) with two staff, one teacher and one teacher assistant. Early Head Start will have no more than 8 children in each classroom; a ratio of one to four will be followed, with two staff, one teacher and one teacher assistant. All YWCA head Start classrooms will have adequate square feet per child (35 square feet per child inside the classroom and 75 square feet per child in the playground).

Services will be provided for a period of 175 days for Head Start and 226 days for Early Head Start. Holidays and teachers workdays will be observed following the Miami-Dade County CAAHSD Head Start/Early Head Start schedule. The hours of services will be 7:30 a.m. to 4:30 p.m. for Head Start children and 7:30 a.m. to 6:00 p.m. for Early Head Start children. The Head Start program includes the blending of the Voluntary Pre-Kindergarten program for 3 hours each day for four year old children. Currently all YWCA Early Learning Centers are authorized VPK providers.

Breakfast, lunch and snack will be provided following USDA Child Care Food Program requirements and Head Start Performance Standards. Currently all YWCA centers are enrolled in the USDA program. The YWCA will subcontract with a professional dietician/nutritionist to ensure all meals meet each child's requirements.

## 2. a Organizational Qualifications/Proposed Services At County Sites

Services Coordinator, the Family Worker and the Family and Community Partnership Coordinator will be charged with the responsibility for maintaining enrollment.

The Director of Headstart and Early Childhood Programs will be the Head Start Program Director. The Director will assure that all employees paid entirely or partly with Head Start funds attend the CAA sponsored annual pre-service training conference. The Head Start Director will be responsible for assuring that all in-service trainings, new staff orientation, provided by CAA are attended by the appropriate Head Start staff.

The services for each child and their family will be coordinated by the Head Start Family Worker under the direction of the Family and Community Partnership Coordinator. Included in the coordination will be the education specialist and the Family worker/health. The Family Partnership Agreement with strengths, needs and interests, will guide the Family Worker towards seeking appropriate services in the community.

The Head Start Director and Fiscal Coordinator educational credentials will be submitted to the County Head Start Program for review and approval prior to being hired.

The YWCA is committed to an established organizational structure that supports the accomplishment of the Head Start Program Objectives and that addresses the major functions and responsibilities assigned to each staff position and provides for adequate staff supervision and support. The YWCA also has formal financial policies and employee policies adopted by its board of directors and the necessary procedures to ensure their implementation. These documents are available to all management positions.

The agency carries all required insurance and provides for employee benefits for health care.

At a minimum, the YWCA will provide the following:

- ❖ Formally assign and adopt management functions of the Head Start Program;
- ❖ The program management and its Director will directly be charged with the management of childhood development and health services to include child development and education; medical initiatives, dental, and mental health issues; child nutrition, and services for children with disabilities;
- ❖ The program will include appropriate management of family and community partnerships to include parenting training and activities designed to assist parents of children enrolled in the program;
- ❖ Ensure staff have the knowledge, skills, and experience needed to perform their assigned functions and responsibilities;
- ❖ Provide preference for employment vacancies of Head Start parents for those who are qualified to fill those positions;
- ❖ Be familiar with the ethnic background and heritage of families in the program and

## 2. a Organizational Qualifications/Proposed Services At County Sites

- ❖ All confidentiality policies concerning information about children, families and other staff members will be followed;
- ❖ No child will be left alone or unsupervised for any reason;
- ❖ Positive methods of child guidance will be used to redirect unacceptable behaviors;
- ❖ Personnel policies and procedures will be met to include provisions for appropriate penalties for violating the standards of conduct;
- ❖ Provide an annual performance review of each worker included in the Head Start Program;
- ❖ All staff have an initial health examination that includes TB screening and a periodic re-examination as recommended;
- ❖ Make mental health and wellness information available to staff addressing concerns that may affect their job performance; and
- ❖ Provide for orientation and on-going training and staff development opportunities.
- ❖ Adhere to all rules and regulations as cited by laws, regulations, ordinances and resolutions applicable to Head Start and Early Head Start

### **4. Respondent's strategy, benefit to the County, drawbacks or difficulties.**

The YWCA followed several steps for the selection of the County buildings:

- 1.- location (familiarity with neighborhood, proximity to main office and or other YWCA facilities, and the need);
- 2.- visiting the Counting sites (5);
- 3.- evaluating the learning environments of visited sites;
- 4.- cost effectiveness;
- 5.- current YWCA labor force;

Out of the five centers visited, two were selected:

- Miami Parks (The YWCA currently operates and afterschool program in that location);
  - Colonel Zubkoff (The YWCA currently operates a day care only a few blocks from this location, familiar with the community, and the number of slots).
- The benefit to the County will be to monitor only one agency with several sites. An agency that has been in operation and in the community for 93 years, who has experience offering a variety of services targeting communities in need.
- The limitation to allocate and spread a percentage of staff positions among all sites, forcing the agency to emerge some of these positions could be the difficulty faced by the agency.

## 2. a Organizational Qualifications/Proposed Services At County Sites

nutritional and mental health, as per the EPSDT (Early and Periodic Screening, Diagnosis and Treatment) program of Medicaid and the immunization recommendations issued by the Centers of Disease Control and Prevention as well as the recommendations from the local Health Services Advisory Committee. It is the YWCA staff's responsibility to assist families to enroll in Florida Kidcare (Medicaid) or locate other free or sliding scale primary care or community health services, to help them establish a "medical home". The County currently contracts for health care services with local providers and will be consulted. It is the responsibility of the YWCA Head Start Services Coordinator, along with the Education Specialist/Disabilities Coordinator to arrange further diagnostic testing, examination and treatment by an appropriate licensed or certified professional for each child with an observable, known or suspected health or developmental problem.

The staff and the families will work together to identify each child's nutritional needs. Through a subcontract a registered nutrition/dietician will conduct a nutrition review of all children. Parents will be requested to authorize a referral to a registered dietitian when a child's assessment shows results such as, overweight, underweight, severe or unusual food allergies, feeding difficulties or disabilities affecting eating/feeding practices. Staff will work with the parent to comply with any special dietary changes that may be recommended.

A dental screening will be performed on all children for emergency care, routine treatment and preventive care. The YWCA will follow dental professional recommendations, and do proper referrals and follow-ups if appropriate. It is the YWCA responsibility to assist the parent to locate a "dental home" that meets the parents requirements.

All health services will be documented and the information will be incorporated into the child's folder and entered into the ChildPlus Information System as per Head Start procedures. The YWCA will use Head Start funds for professional medical and dental services, only when other funds are not available. A written documentation of efforts to access other available sources will be done.

Within 45 days of the child's entry to the program, the YWCA along with the parents' cooperation and authorization, all head start children will be developmental, sensory (visual and auditory) screened. The YWCA HS Education Specialist will ensure that sensory, developmental, and behavioral screenings are completed in an age appropriate and culturally sensitive manner. The screenings will prioritize children to do screenings as soon as possible for any child that the parent, teacher, or other staff has concerns about. The YWCA staff will utilize screenings as per Head Start Recommendations, such as Ages and Stages, Devereux Early Childhood Assessment (DECA), Galileo and Acuscreen Developmental screening, parent, teacher, and home

## 2. a Organizational Qualifications/Proposed Services At County Sites

- e- When a child should be seen by a medical, dental, nutritional or mental professional (individual appointments as well as in-center screenings).
- f- When encouraging parents to attend their child's screenings and appointments including the recommended Medicaid periodically schedule for "well baby check up", Child Health Check-ups.

When a parent or legal guardian refuses to give authorization for health services, written documentation will be provided. All health services will be documented and the information will be incorporated into the child's folder and entered into the ChildPlus Information System as per Head Start procedures.

### **Organizing our work with children and families**

<b>Position</b>	<b>Responsible for:</b>
Head Start Services Coordinator	The complete program/coordinates services related with health. Greets parents and welcomes family into HS Center. Helps organize parent committee. Monthly Reports
HS Education Specialist/Disabilities Coordinator	The program inside the center/education, working and assisting teaching staff, coordinating or conducting screenings, assessments, disabilities, child development.
Head Start Family and Community Coordinator	Liaison of Services to child and family outside of the center.
Head Start Family Support Worker	Services to child and family outside of the center. Assists with parent committee
Classroom Teacher	Caring for children, classroom activities.
Classroom Teacher Assistant	Caring for children, assists in

## 2. a Organizational Qualifications/Proposed Services At County Sites

The YWCA will provide parent involvement and education activities that are responsive to the ongoing and expressed needs of the parents, both as individuals and as a group. The trainings will cover topics related to child development, health, nutrition, and community resources. The YWCA staff will encourage parents to volunteer in the classroom and on field trips. The staff will involve parents in planning the education program for their child and in planning center, classroom and home activities by involving parents to suggest classroom activities and planning special days, having an open invitation for parents to be part of daily lesson planning, reinforcing classroom learning in the home, developing a parent training plan based on topics such as health, nutrition, parenting, parents as advocates, parents rights and responsibilities, mental health, family literacy, volunteering, transition in/out of Head Start of Early Head Start and all training as required by the Head Start Performance Standards.

The YWCA already has in place memorandums of understandings with some of the agencies that could give services to the Head Start children and/or families, such as:

- o Borinquen Health Care Center, Inc.
- o University of Miami North Dade Early Steps Program
- o D & D Psych, Inc. (Community Mental Health Center).
- o Miami Downtown Charter School
- o Hearing and Speech Center of Florida

as well as:

- o Proposals from consultants to provide services in the areas of Mental Health and Nutrition.

All the above agencies have years of experience working with the Early and Head Start programs and their communities.

Others efforts have taken place already such as making contact with the following agencies::

- o Jessie Trice Community Health Center
- o Open Arms Center
- o New Horizons Community Mental Health Center
- o Brentwood Elementary DCPS
- o Barbara Hawkins Elementary DCPS

The YWCA has extensive experience in conducting outreach services and more specifically to children enrolled in this requests target population, ages 0-5. As the agency not only provides child care services, outreach is intensified by sub-programs of the organization, which provides a holistic approach to families as well as encourages

## 2. a Organizational Qualifications/Proposed Services At County Sites

- Early Learning Coalition of Miami-Dade/Monroe who with Quality Counts have a support system (Quality Rating Improvement System). Provides information and support to Early Learning Programs;
- Miami-Dade County DHS – to operate County facility under YWCA;
- Foster Grandparent Program who provides us with volunteers for the Child Care Centers;
- Department of Children and Families/University of Miami helps communities putting prevention to work program, improve child health by instituting policies related to snack, beverage, and physical activity;
- Family Central, Inc. who provides diverse trainings to parents and/or staff related to early childhood development;
- Early Learning Coalition and RIF provides books for distribution to children three times per year;
- Feeding South Florida who donates food to children to take home on weekends;
- Department of Human Services-24 hour Warm Line .- Provides onsite training and technical assistance in the areas of: health concerns, disabilities, special needs, challenging behaviors, teaching strategies, referrals and case management, child advocacy and parental support.
- Miami Downtown Charter School, transition to elementary schools
- Borinquen Health Care Center, Inc.- Provides medical, dental, nutritional, and mental health services.
- University of Miami North Dade Early Steps Program.- Provide services in the area of early intervention services to the children and families
- Dade County Public Schools, YWCA after school programs
- University of Miami Debbie Institute's: DEB-Tech: Listening, Language and Literacy Project.
- Miami Downtown Charter School
- VPK (Voluntary Pre-Kindergarten)
- Child Development Services (subsidized-school readiness slots)
- Early Learning Coalition of Miami-Dade (subsidized, school- readiness slots, RIF (Reading is Fundamental) program.
- Department of Children's and Families (licensing, child abuse report)

Through our existing Family Wellness Department the YWCA has established significant liaisons within the health care community. In addition the many community and local health care centers that we work with, the YWCA has effective collaborations with the UM School of Medicine, the Health Foundation of South Florida, Dade County Department of Health, and sits on the Black Infant Mortality community task force. We have established efficient outreach methods that enable us to secure the active

## 2: a Organizational Qualifications/Proposed Services At County Sites

life, and safety standards are met at all of our facilities in order to protect our clients and meet required standards established by our insurers and our funders.

The YWCA foresees no difficulty in utilizing and incorporating designated information systems for the purpose of measuring outcomes. The YWCA has a Local Area Network that consists of three virtual Windows servers and is protected by a CISCO ASA firewall. The network also serves our remote location via a Citrix Server that enables out stationed sites to communicate via the network. All YWCA Centers have access to the internet, email through the network and the capacity to save documents to the server. We are currently utilizing Windows W2K and XP. All locations also have access to the Microsoft Office 2007 Suite.

### **2. Protection of Confidentiality**

The YWCA strictly adheres to all HIPAA requirements for both our employees and clients. All client paper files are secured in locked cabinets out of reach of visitors or others. All client information that is stored on our network is secured to serve that particular program only and each computer terminal is password protected prohibiting casual access. In addition, for those programs that are required to utilize specific databases for client information they are required to log in to their computer and then log in with a different password to the application. All passwords are changed every 90 days.

The YWCA also has confidentiality procedures outlined as it relates to discussions of client and/or employee information.

### **H. Preferred Services**

The YWCA has extensive experience in conducting outreach services since 1919 and specifically to families with children ages 0-5. As the agency not only provides child care services, outreach is intensified by other programs of the organization, which provides a holistic approach to families as well as encourages participation in child care opportunities based on the success of previous children enrolled in our centers as well as other program services provided for other members of the family.

The YWCA provides a holistic approach to services, which encourages recruitment of eligible students and outreach for partnerships as well as engages families through external partnerships such as:

1. **Hearing and Speech Center of Florida, Inc.** who provides for screenings, diagnosis and treatment of children with speech, language and hearing disabilities;

## 2. a Organizational Qualifications/Proposed Services At County Sites

approved grant provides specific authority to serve younger children such as children of migrant families and Early Head Start Programs.

Additionally, at least 90% of the children enrolled in each of the proposed Head Start programs must be from low-income families and up to 10% of the children enrolled may be children from families that exceed the low-income guidelines but who meet the criteria that the program has established for selecting such children and who would benefit from Head Start services.

All families recruited must be income verified by the Head Start program before determining eligibility with verification including by examination of any of the following: Income Tax Form 1040, W-2 forms, pay stubs, pay envelopes, written statements from employers, or documentation showing current status as recipients of public assistance. A signed statement by an employee of the Head Start program, identifying which of these documents was examined and stating that the child is eligible to participate in the program, will be maintained to indicate that income verification has been made.

Overview: In order to reach those most in need of Head Start services, the YWCA has developed and will implement a recruitment process that is designed to actively inform all families with Head Start **eligible children** within the recruitment area of the availability of services and encourage them to apply for admission to the program. This process will include canvassing the local community, use of news releases and advertising, and use of family referrals and referrals from other public and private agencies.

During the recruitment process that will occur prior to the beginning of the enrollment year, the proposed Head Start program will solicit applications from as many Head Start eligible families within the recruitment area as possible. If necessary, the program will assist families in filling out the application form in order to assure that all information needed for selection is completed. Each program and/or YWCA operated-Head Start centers will obtain a number of applications during the recruitment process that occurs prior to the beginning of the enrollment year that is greater than the enrollment opportunities that are anticipated to be available over the course of the next enrollment year in order to select those with the greatest need for Head Start Services.

Specifically, the YWCA has outlined the following plans as it relates to recruitment:

All recruitment will be done within the geographic locality within which the YWCA Head Start programs seek to enroll Head Start children and families. The **recruitment area** may be the same as the service area or it can be a smaller area or areas within the service area.

## 2. a Organizational Qualifications/Proposed Services At County Sites

Family Support Workers will inform their centers' staff of the procedure to use in case of their absence to include an information sheet that a family would use to list their name, address and phone number where they can be reached and a brochure about Head Start and the services provided along with the information that the family will need to provide at time of application. Family Support Workers will then contact those families and set up a time to assist in the completion of their application.

Applications will be taken continuously throughout the year to obtain as many applications as possible to help assist in gaining a number of applications that are greater than our enrollment opportunities.

Recruitment Strategies: The items listed below detail recruitment opportunities and outreach to be conducted to encourage community participation:

1. Get on the phone and call everyone known to tell them of the recruiting.
2. Make sure the YWCA Head Start program is listed in all area phone directories and on the internet, inclusive of specialized community directories.
3. Create a list of organizations and businesses that have helped or worked with the YWCA in the past, sending each one a note to thank them and to tell them of the recruiting.
4. Creating a program newsletter and distribute it widely.
5. Contributing articles to local newspapers so they are familiar with the YWCA's program activities.
6. Send out press releases (print) and/or public services announcements (broadcast) regularly to the media to tell them about things the program is doing to include: Recruitment for applications for next school year; New outreach programs in the community; Festivals, fairs, events sponsored by the program; Moves to a new location; Awards received by staff or parents; Special education projects; Gifts or donations made by local businesses/organizations; Fundraisers, celebrity or well-known attendees; and, Anything newsworthy that would interest your community;

Involvement of the programs' parents and volunteers in recruitment process:

1. Offering an inexpensive gift or have a drawing for parents who refer other families to the program.
2. Ask each family to pass out flyers to friends, neighbors, and/or take to their workplace.

## 2. a Organizational Qualifications/Proposed Services At County Sites

12. Contacting area Parents Teachers Association coordinators and the Early Childhood Special Education Directors. Work with them to service all of the families and plan activities that would include their families and ours.
13. Successful Locations for flyers and recruitment/outreach will include: banks, beauty shops, church bulletins, city hall, clothing banks, food pantries, community service offices, Department of Family & Children's offices, doctors/dentists offices, elementary schools, fast food places, gas stations, insurance offices, libraries, local colleges, newspapers, pharmacies, pre-school/daycare centers, restaurants, Section 8 housing facilities, service organizations, shelters, temp agencies, et. al.

Once the recruitment process has been completed, the selection process will begin of which the YWCA has established a formal process for establishing selection criteria and for selecting children and families that considers all eligible applicants for Head Start services. The selection criteria will be based on the following:

- a. In selecting the children and families to be served, the Head Start program will consider the income of the eligible families, the age of the child, the availability of kindergarten or first grade to the child, and the extent to which a child or family meets the criteria for enrollment; and,
- b. At least 10% of the total number of enrollment opportunities in each center and served by the proposed YWCA centers during an enrollment year must be made available to children with disabilities who meet the definition for children with disabilities as outlined in the Federal Regulations SS1305.2(a). An exception to this requirement will be made only if the responsible HHS official determines, based on such supporting evidence he or she may require, that the program made a reasonable effort to comply with this requirement but was unable to do so because there was an insufficient number of children with disabilities in the recruitment area who wished to attend the program and for whom the program was an appropriate placement based on their Individual Education Plans or Individualized Family Service Plan, with services provided directly by Head Start or Early Head Start in conjunction with other providers; and,
- c. The proposed YWCA Head Start program will begin each enrollment year and maintain during the year, a waiting list that ranks children according to the program's selection criteria to assure that eligible children enter the program as vacancies occur.

Upon enrollment into the proposed Head Start program, all children will be allowed to remain in Head Start until kindergarten or first grade is available for the child within the child's community, except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as

## 2. a Organizational Qualifications/Proposed Services At County Sites

and COO on a monthly basis and they have the power to act in the absence of the Board. Pursuant to annual Board Resolution, the CEO has the authority to execute, negotiate and implement contracts and other documents that involve the operation and administration of the YWCA and the programs it delivers, in accordance with the by-laws

The CEO and staff make presentations to the Board of Directors at their regular meeting that involve program operations, changes to existing programs, new program efforts, outcomes, financial reports, among other items. Staff provides the board with copies of various contracts or summaries and board members have the opportunity for full discussion of any item of interest. The CEO and staff keep the board and/or the Executive Committee apprised of new initiatives prior to implementation to ensure that the Board is aware of new programmatic directions. If the Executive Committee acts in the absence of the Board the item is reported to the full board at its next meeting.

The YWCA is vigilant in its monitoring of new federal, state, and local laws or regulations that can affect its staff, programs, and operations. The agency amends its policies and procedures as necessary to ensure compliance with all local laws and can provide the county with information when requested. Since the agency has been the recipient of federal, state and local funds through the years we ensure that we are in compliance with applicable laws and regulations.

### **K. Background Screening**

#### Background Screening Process and Confirmations for Staff and Subcontractors

The YWCA of Greater Miami-Dade, Inc hereby affirms we are in compliance with background screenings for all YWCA staff members and subcontracted personnel at all of our sites as per the requirements for personnel background screening detailed in all applicable sections and chapters of the Florida Statutes, for all personnel having direct contact with children.

We take the staff and subcontractors' fingerprints utilizing our own on-site live scan equipment, and transmit electronically to FDLE's Civil Work Flow Control System. The screening results information from FDLE/FBI is shared directly with DCF. DCF emails us a Clearance Letter that confirms each individual's ability to work in the licensed premises.

## 2. a Organizational Qualifications/Proposed Services At County Sites

### **L. Budget Payments (See Attached Budget Forms)**

### **M. Payment Schedule**

The YWCA has gained extensive experience over the years in meeting reimbursement package requirements from a variety of sources. These sources have included:

- US Department of Housing and Urban Development (YouthBuild Program)
- US DHS Assets for Independence Program
- Federal Child Care Food Program
- State of Florida Dept of Health – Closing the Gap
- Workforce Grants
- Child Care Subsidies
- School Readiness
- The Children's Trust
- Miami-Dade County CBO Grants
- Health Foundation of South Florida, Avon Foundation, Komen Foundation

The budgets included in this proposal include match that utilizes both revenues received by the YWCA as well as in-kind contributions. Some examples include:

- Florida V-PK Program – 70% per slot
- Income from interest and dividends
- Various percentages of costs associated with personnel, facilities, etc.

While the YWCA is a participant in the Federal Child Care Food Program the funds received from this program are not included as match since the requirements specify that no federal funds may be used.

The YWCA is able to comply with all reimbursement package requirements, to include detailed information on non-federal resources available (in-kind match) and supporting documentation identifying expenditures. The in-kind match used in this grant is outlined in the budget narrative and can be furnished further via negotiations or upon request.

Currently and historically, the YWCA has several grants/programs in place and has the infra-structure in the Administrative Team to be able to comply with this grant's reporting requirements and deadlines. Segregation of duties allow for payment requests to be cross-checked. Its internal control structure provides for all the copies of cancelled checks as required; the chart of accounts provided in the accounting financial system being used follows GAAP/Non-profit compliance which further tracks the segregation of

**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT**

Agency Name:

WCCOA of Greater Miami-Dade Tax.

Program Service Site:

Colonel Zuhkoff

Program Service Address:

55 NW 199 St Miami 33169

Program Type:

Early Head Start

State: FL

Fiscal Year:

2013

Budget Period:

08/01/2012 to 07/31/2013

Instruction: Input the desired number of children to be served in the "Proposed Number of Slots" column

Slot Description	Cost Per Slot	Proposed Number of Slots	Maximum Federal Amount	25% Match Requirement	Total Cost of Program
Delegate Operated Early Head Start Slot	\$12,000		\$0	\$0	\$0
Former County Operated Early Head Start Slot (Rent Free Facilities)*	\$11,600	16	\$185,600	\$46,400	\$232,000
Home Based Early Head Start Slot	\$10,878	0	\$0	\$0	\$0
<b>Total</b>		<b>16</b>	<b>\$185,600</b>	<b>\$46,400</b>	<b>\$232,000</b>

Administrative Cap Information	Maximum Federal Amount	25% Match Requirement	Total Cost of Administration
Maximum Administrative Cost - 10%	\$18,560	\$4,640	\$23,200

Note: \*Cost per child is reduced by \$400 to compensate for rent free facilities



Justification:	Colonel Zubkoff - Early Head Start	Total Cost	Total Program Costs	Program Costs-Direct	Administrative Overhead	Non-Fed Share (Cash and In-Kind)	Description	FTE
	Child and Family Services Supplies-AOH & Match	3,000	74	2,400	74	196	Sanitary/Cleaning/Program Supplies % share to this program	
	Client/Program Supplies	23,400	2,400	3,673	74	136	\$150/child x 18 for ehs	
	Subtotal: 2 Client/Family Serv. Supplies		3,747	3,673	74	136		
	3 Food Service Supplies							
	Bulk Food	1,494	1,494	1,494			4 teachers x 225 x 1.96 to eat w/ the children provided by the USDA program	
	Federal Food	75,441						
	Subtotal: 3 Food Serv. Supplies		1,494	1,494				
	4 Other Supplies							
	Other Supplies-AOH & Match	800	15	123	15	27	Staff Meal/hospitality % share to this program	
	Staff Meal/Hospitality	1,200	138	123	15	27	Teacher appreciation	
	Sub-Total		5,650	5,439	211	387		
	Contractual							
	1 Administrative Services (e.g. Legal, Accounting)	49,000	1,212		1212	2228	Program	
	2 Health/Disabilities Services					191	Mental Health Consultant (\$50 x 30 dt), dietitian consultant (196hrs @ \$45/hr) (\$10/hr in-kind for MH Coord. & Director)	
	3 Food Service	8,520	874	874				
	4 Child and Beverage (Events)	3,116	320	320			Parent Activity Fund \$7/child/year Policy Committee reimbursement \$ 1,500.00 plus other parent activities as needed	
	5 Child Transportation Services	5,019	512	512			estimated 5 special needs @ \$100.37/child	
	6 Training and Technical Assistance	18,600	411		411	755	Computer Consulting % share to this program	
	7 Other Contracts							
	Computer Consulting	650	87	87			based on five visits 65/10	
	Exemption Contract	2,246	231	231		618	Program	
	Other Contracts-AOH & Match	13,548	335	335		618	Contractual Services % share to this program	
	Sub-Total		633	298	335	618		
	Contractual		3,987	2,003	1,987	3,790		
	Other							
	2 Rent							
	4 Utilities, Telephone							
	Utilities, telephone-AOH & Match	70,769	2,800	431	2,800	1,287	Telephone \$18308/Property Tax \$370/Garbage \$6852/Electric \$38200/Water & Sewer \$8998/Cell Phone \$432 % share to this program	
	Telephone	4,200	431	431			estimated cost to the program	
	Cellular Phone	2,400	248	248			4 or workers	
	Subtotal: 4 Utilities, Telephone		3,477	677	2,800	1,287		
	5 Building and Child Liability Insurance							
	General Liability-Direct	40,000	5,200	5,200			Estimated Cost to the Program: direct gl, accident, umbrella	
	General Liability-Indirect & Match	133,400	1,320	5,200	1,320	9707	General Liability Ins. \$ 133,400 % share to this program includes: property, hmoa, dco, ea bond	
	Subtotal: 5 Insurance		6,520	5,200	1,320	9707		
	6 Building Maintenance/Repair and Other-Occupancy	41,792	1,034	400	1034	1900	Build-Rep/Maint. \$ 3253, Equip Maint, Lease \$1487/822, \$ 23859.80 % share to this program	
	Local Travel	3,600	400	400			Family Worker (3), FCCord, ECC Dir, other \$50/dp/mo	
	Local Travel-AOH & Match	250	8	400	6	11	Mileage Reimb., Field Tips % share to this program	
	Subtotal: 8 Local Travel		405	400	6	11		

**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT**

Agency Name: YMCA of Greater Miami-Dade, Inc

Program Service Site: Colonel Zubkoff

Program Service Address: 55 NW 199 St Miami, 33169

Program Type: Head Start

State: FL

Fiscal Year: 2013

Budget Period: 08/01/2012 to 07/31/2013

Instructions: Input the desired number of children to be served in the "Proposed Number of Slots" column

Slot Description	Cost Per Slot	Proposed Number of Slots	Maximum Federal Amount	25% Match Requirement	Total Cost of Program
Delegate Operated Head Start Slot	\$6,700		\$0	\$0	\$0
Former County Operated Head Start Slot (Rent Free Facilities)*	\$6,300	140	\$882,000	\$220,500	\$1,102,500
VPK Leveraged amount **	(\$900)		(\$63,000)	(\$15,750)	(\$78,750)
<b>Total</b>		<b>140</b>	<b>\$819,000</b>	<b>\$204,750</b>	<b>\$1,023,750</b>

Administrative Cap Information	Maximum Administrative Cost - 10%	Maximum Federal Amount	25% Match Requirement	Total Cost of Administration
	\$81,900	\$81,900	\$20,475	\$102,375

Note: \*Cost per child is reduced by \$400 to compensate for rent free facilities  
 \*\*Delegate agencies must leverage \$900 for each VPK eligible slot







**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT**

Agency Name: YUCA of Greater Miami-Dade Inc.

Program Service Site: MIAMI PARK Program Service Address: 2235 NW 103rd MIAMI 33147

Program Type: \_\_\_\_\_ Head Start \_\_\_\_\_ State: FL

Fiscal Year: 2013 Budget Period: 08/01/2012 to 07/31/2013

Instruction: Input the desired number of children to be served in the "Proposed Number of Slots" column

Slot Description	Cost Per Slot	PROPOSED Number of Slots	Maximum Federal Amount	25% Match Requirement	Total Cost of Program
Delegate Operated Head Start Slot	\$6,700		\$0	\$0	\$0
Former County Operated Head Start Slot (Rent Free Facilities)*	\$6,300	40	\$252,000	\$63,000	\$315,000
VPK Leveraged amount **	(\$900)		(\$18,000)	(\$4,500)	(\$22,500)
<b>Total</b>		<b>40</b>	<b>\$234,000</b>	<b>\$58,500</b>	<b>\$292,500</b>

Administrative Cap Information		Maximum Federal Amount	25% Match Requirement	Total Cost of Administration
Maximum Administrative Cost - 10%		\$23,400	\$5,850	\$29,250

Notes: \*Cost per child is reduced by \$400 to compensate for rent free facilities  
 \*\* Delegate agencies must leverage \$900 for each VPK eligible slot

YWCA OF GREATER MIAMI-DADE INC  
 Budget Justification: Miami Park Head Start

Line Item - Description	total	%	match	FTE cost	FTE match	FTE TOTAL
<b>Child Health and Development Services Personnel</b>						
<b>1 Program Managers and Content Areas Experts</b>						
2 Teachers/instruct. Toddler Teachers						
#wk@pp Hrs @ wk # of pp Hrv Rate total salaries cost for prgm	18,600	15,895	24,726	10,065	0.40	9,603
2 40.00 19.50 13.41 20,920	8,515	0.40	8,125	0.39	0.79	8,125
	18,580	0.80	17,728	0.80	0.78	1,588
5 Teacher Aides and Other Education Personnel						
#wk@pp Hrs @ wk # of pp Hrv Rate total salaries cost for prgm	38,571					
2 40.00 19.50 10.03 15,847	6,369	0.40	6,077	0.40	0.39	6,077
2 40.00 19.50 10.03 15,847	6,368	0.40	6,077	0.40	0.39	6,077
2 40.00 11.30 8.05 7,227	2,982	0.40	2,825	0.40	0.39	2,825
	38,571	1.20	36,980	1.20	1.17	2,337
8 Health/Mental Health Services Personnel						
#wk@pp Hrs @ wk # of pp Hrv Rate total salaries cost for prgm	31,304					
2 40.00 28.00 15.05 31,304	24,900	0.79	24,900	0.79	0.79	24,900
7 Disabilities Services Personnel						
#wk@pp Hrs @ wk # of pp Hrv Rate total salaries cost for prgm	31,304					
2 40.00 28.00 15.05 31,304	24,900	0.79	24,900	0.79	0.79	24,900
8 Nutrition Services Personnel						
#wk@pp Hrs @ wk # of pp Hrv Rate total salaries cost for prgm	15,652					
2 40.00 28.00 15.05 31,304	15,652	0.50	15,652	0.50	0.50	15,652
9 Other Child Services Personnel						
#wk@pp Hrs @ wk # of pp Hrv Rate total salaries cost for prgm	12,987					
2 25.00 20.50 12.67 12,987	12,987	1.00	12,987	1.00	0.53	12,987
10 Program Managers and Content Areas Experts						
#wk@pp Hrs @ wk # of pp Hrv Rate total salaries cost for prgm	4,854	0.15	4,854	0.15	1.00	4,854
11 Other Family and Community Partnerships Personnel						
#wk@pp Hrs @ wk # of pp Hrv Rate total salaries cost for prgm	15,594	1.00	15,594	1.00	0.75	15,594
12 Sub-Total	20,438	1.15	20,438	1.15	0	20,438
<b>Program, Design and Management Personnel (see section on admin. Detail on other)</b>						
ED/Other Supervisor						
#wk@pp Hrs @ wk # of pp Hrv Rate total salaries cost for prgm	1,341	0.82%	1,341	0.82%	0.01	1,341
13 Head Start/Early Head Start Director						
#wk@pp Hrs @ wk # of pp Hrv Rate total salaries cost for prgm	10,005	0.15	10,005	0.15	0	10,005
14 Managers						
#wk@pp Hrs @ wk # of pp Hrv Rate total salaries cost for prgm	2,211	3.12%	2,211	3.12%	0	2,211
16 CLERICAL						
#wk@pp Hrs @ wk # of pp Hrv Rate total salaries cost for prgm	1,329	3.12%	1,329	3.12%	0	1,329
17 FISCAL						
#wk@pp Hrs @ wk # of pp Hrv Rate total salaries cost for prgm	543	1.27%	543	1.27%	0.03	543





**FORM A-5  
SUBCONTRACTOR/SUPPLIER LISTING  
(Ordinance 97-104)**

YWCA Name of Proposer YWCA of Greater Miami-Dade, Inc.

This form, or a comparable listing meeting the requirements of Ordinance No. 97-104, **MUST** be completed by all bidders and applicants on County agreements for purchase of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders and applicants on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. This form, or a comparable listing meeting the requirements of Ordinance No. 97-104, must be completed and submitted even though the bidder or applicant will not utilize subcontractors or suppliers on the contract. The bidder or proposer should enter the word "NONE" under the appropriate heading in those instances where no subcontractors or suppliers will be used on the contract. A bidder or applicant who is funded through an agreement shall not change or substitute first tier subcontractors or direct suppliers or the portions of the work to be performed or materials to be supplied from those identified except upon written approval of the County.

Business Name and Address of First Tier Subcontractor/Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/Subconsultant	(Principal Owner)	
			Gender	Race
My Little Captain Gourmet	Jose Mercado	Food Catering	M	H
Business Name and Address of Direct Supplier	Principal Owner	Supplies/Materials/Services to be Provided by Supplier	(Principal Owner)	
			Gender	Race

I certify that the representations contained in this Subcontractor/Supplier Listing are to the best of my knowledge true and accurate.


Eileen Maloney-Simon
LED
3-19-12

Signature of Proposer's Authorized Representative      Print Name      Print Title      Date

Internal Revenue Service  
P.O. Box 2508  
Cincinnati, OH 45201

Department of the Treasury

Date: **SEP 14 2007**

YWCA OF GREATER MIAMI-DADE INC  
351 NW 5TH ST  
MAIMI FL 33128-1615

Person to Contact:  
Sharon LeNard  
ID #31-07756  
Toll Free Telephone Number:  
877-829-5500  
Employer Identification Number:  
59-0624450

Dear Sir or Madam:

This is in response to the amendment to your organization's Articles of Incorporation filed with the state on December 27, 2005. We have updated our records to reflect the name change from the Young Women's Christian Association of Greater Miami and Dade County Inc to YWCA of Greater Miami-Dade Inc.

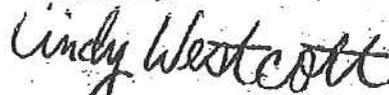
Our records indicate that a determination letter was issued in February 1942 that recognized you as exempt from Federal income tax, and reflect that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Cindy Westcott  
Manager, Exempt Organizations  
Determinations

*Attachment: IRS Letter*

Marcia Samuel  
Reading Specialist MDCPS  
12990 SW 186 Terrace  
Miami, FL 33177

F/B Board Member

Carmelita Concepcion  
MDW  
505 NE 30 St., #202  
Miami, FL 33137

F/H Board Member

Hon. Maria Espinosa Dennis  
Lawson E Thomas Courthouse  
175 NW First Avenue, #2227  
Miami, FL 33128

F/H Board Member

Lisa N. McGill  
Financial Consultant  
1880 S. Treasure Drive  
Unit #4P  
North Bay Village, FL 33141

F/B Board Member

Chief Executive Officer:

Eileen Maloney-Simon  
351 NW 5 Street  
Miami, FL 33128  
O: 305.377.9922 x 202 F: 305.373.9922  
E: emsimon@ywca-miami.org

Attachment 1 – Cover Page  
 MIAMI-DADE COUNTY HEAD START PROGRAM SERVICES  
 SUBMITTAL FORM

DPARIS



This Expression of Interest is submitted for the following type of application (check only one). A separate submittal must be provided for each type of application respondent wishes to respond to.

- Renewal Application
- New Application for County Run Sites
- New Application for Services at Respondent's Licensed Facility(ies)

Full Legal Name of Organization	Address	Federal Employer ID Number
YUCA of Greater Miami-Dade, Inc	351 NW 5th Street, Miami, FL 33128	590624450

Contact Person	Phone Number	Fax Number	Email
Beateiz Hentschel	EXT 228 305 3779922	305 3739922	bhentschel@yuca-miami.org

Target Geographic Area(s) Requested	Proposed Facility(ies) Site (County/s of Application)	Total Number of Slots Requested for each Program Service (Head Start/Head Start)	Total Funding Requested
North Central North	YUCA Berry Street YUCA Cohn Tower YUCA Windows	HS 34 HS 37 HS 33	HS-16 HS-24 HS-8
			1,351,000.00

I certify that all of the information contained in this application is true and accurate. I further understand that material omission or false information contained in this application constitute grounds for disqualification.

Authorized Signature	Typed Name	Title	Date
	Eileen Yalony-Simon	CEO	03-20-2012

Corporate Seal

Sworn to and subscribed before me this 20 day of March, 2012.

*Sandra B. Higgins*  
 NOTARY PUBLIC  
 State of Florida

NOTARY PUBLIC STATE OF FLORIDA  
 Sandra B. Higgins  
 Commission # DD906372  
 Expires: AUG. 21, 2013  
 BONDING THROUGH ATLANTIC BONDING CO., INC

## 2.b. Organizational Qualifications/Respondents Licensed Facilities

### Respondent, Key Personnel and Subcontractor Experience

#### A. Required Services

##### 1. Respondents Experience in Early Learning

The YWCA of Greater Miami-Dade, Inc. has been a leader in the provision of child care services for at-risk children and their families in Miami-Dade County since its establishment in 1919. Enriched by the diversity of this community, the YWCA is dedicated to improving children's physical health, helping to build their emotional and social development, improving their mental processes and skills, establishing patterns and expectations of success, increasing their capacity to relate positively to family members and others, developing a responsible attitude toward society, and increasing self-worth and dignity within all members of a family. This is the over-arching goal of each of the programs provided by the YWCA and is the rationale for success of this organization.

The YWCA opened its first Early Learning Center in 1978 in an effort to provide a supportive learning environment for children while parents participated in furthering their education or pursuing an economic endeavor. Recognizing that our children and families have roots in many cultures, the YWCA works to ensure that the cultures of the communities served are represented and effectively promotes diversity through the empowerment of women and their families, governing bodies and staff, and providing an equal opportunity for ideas and opinions of program participants.

The YWCA currently operates 4 Early Learning Centers in Miami-Dade County. These centers serve the Overtown, Downtown, and the Miami Gardens communities. All four of these centers have obtained and maintained **Apple Accreditation**, serve children from infants to age five and currently operate approved **Voluntary Pre-K programs**. Three of the four centers participate in the US Department of Agriculture Child Care Food Program, as do all of our elementary after school sites, operated by the Florida Department of Health, and all of the centers are currently participants in the Quality Rating Improvement Program. All Center Directors hold Director's Credentials. These centers are:

1. YWCA's Gerry Sweet Early Learning Center, 351 NW 5<sup>th</sup> Street, Miami, Florida.
2. YWCA's Harry Cain Tower Early Learning Center at 470 NE 2<sup>nd</sup> Avenue, Miami, Florida.
3. YWCA's Carol Glassman Donaldson Early Learning Center, 112 NW 3<sup>rd</sup> Street, Miami, FL
4. YWCA's Windows to Early Learning Center, 3468 NW 199<sup>th</sup> Street, Miami Gardens, FL.

## 2.b. Organizational Qualifications/Respondents Licensed Facilities

coordination and support for the Voluntary Pre-K program operated by the YWCA.

5. **Family Central, Inc.** that provides training for parents and/or teachers in early childhood development.
6. **Mailman Center for Child Development and the UM North Dade Early Steps Program** who conduct assessments of children and address concerns of children with special health care, mental health care, or developmental needs through clinical services, training for professionals, parents and community members;
7. **Emergency Food & Shelter Program** assists people in need of emergency assistance, supplements the work of the YWCA Back Pack Program. (YWCA fills backpacks with donated food that children take home every weekend). Feeding South Florida donates the food.
8. **Chapman Partnership for Homeless** who provides a partnership with the YWCA in providing support to families making the transition from homelessness to a home;
9. **enFamilia** who provides classes in English, Creole, and Spanish on domestic violence as well as parenting classes and workshops based on the Nurturing Parent Curriculum;
10. **Borinquen Community Health Center** that offers a medical home for some of our families as well as provides education and screenings for our parents and children;
11. **The Children's Psychiatric Center** provides therapy and counseling to children and parents;
12. **Yoga** classes for pre-school students including parent involvement and staff development for children and parents;
13. **Foster Grandparent Program** that provides additional support to our teachers in the classroom;
14. **Miami Downtown Charter School** that enrolls many of the children who attend the YWCA Early Learning Centers that are located in the downtown area. The Charter School provides opportunities for the centers to bring parents and children to the school for a tour and presentation of what to expect when entering elementary school.
15. **The Children's Trust** who provides strong emphasis on active collaboration and improving services and access for children and families in Miami-Dade County;
16. **The United Way of Miami-Dade** who continues to provide support and a strong referral for children in need of a best-practice service provider for first time families as well as those in need of multiple services.

## 2.b. Organizational Qualifications/Respondents Licensed Facilities

they are fully vested after a two year period. These are in addition to the mandatory benefits required by state and federal law.

The YWCA's hiring practices require notices of available positions to be posted on its web site as well as through the use of community networks. Given the requirements of the Headstart program coupled with the fact that the YWCA has never been a part of that program, the agency will actively recruit individuals who have the necessary degrees and experience to carry out the Headstart Educational goals. We will ensure that notices are posted in a variety of locations to ensure that current Headstart employees are aware of the availability of positions as well as recruiting through the various colleges and universities where the YWCA has ongoing relationships. All eligible applicants are prescreened for qualifications including education and experience and are subject to interviews. Upon selection the applicant must pass both a drug screening as well as Level I and Level II background checks and be cleared by the Department of Children and Families. All Level II rescreening occurs every 5 years.

Employee development and retention are important values to the YWCA. Currently all of our teaching staff must complete 25 hours of in-service training annually in various early childhood education courses. Often the YWCA coordinates sessions at the main headquarters to enable the teachers to earn their hours without cost. Additionally, the YWCA takes advantage of training opportunities made available through our community partnerships. Historically, the YWCA has had extremely low turnover among its early childhood teaching and center staff, with some staff having been with the agency for more than 20 years. This has enabled the staff to establish long term relationships with parents and families and enhances the quality of the education provided to the children.

In selecting subcontractors the YWCA utilizes a selection process that identifies the needs and types of services required and includes qualifications, experience, references, and price. However, pricing does not exclude a vendor if their qualifications and offers of service exceed expectations. In some instances, specifically with professional services, the YWCA may opt to have more than one vendor offering the service. All vendors are required to submit an invoice for their billable hours or services that are verified by departmental personnel.

## 2.b. Organizational Qualifications/Respondents Licensed Facilities

and program governance components as outlined in the Head Start Performance Standards. A minimum of a Bachelors degree in Social Work, Psychology, Public Administration or related field and two years experience in social service, education, public health, family services etc.

- **Headstart Education & Disabilities Specialist:** Responsible for providing training for all Headstart teaching personnel, develop program curricula, implement required curriculums, providing educational resources for staff and parents, establishing and maintaining a communication and reporting system for purposes of monitoring, evaluating and improving the education component of the Headstart program. Additional duties include coordinating all services including assessments and screenings for children with disabilities and ensuring that necessary services are received and that each child has an individual education plan. Minimum of a Bachelors Degree or combination of education and experience required.
- **Headstart Center Services Coordinator:** This position is responsible for the overall operation of the Headstart Center, enrolls children, introduces parents to the Headstart/Early Headstart program and classrooms, schedules and assigns all teachers, provides for substitutes, and coordinates the health component for the children at the center ensuring that parents are advised of their child's status, coordinates and gathers immunization records and ensures each child receives the required immunizations, coordinates health care appointments and assists parents in keeping appointments, coordinates all on site health care screenings and ensures parents permission is obtained. Must maintain all standards for licensing and obtain a director's credential. Minimum educational requirements depend on the size of the center; however a minimum of three to five years supervisory experience in an early childhood educational setting is required.
- **Headstart Family Support Worker:** This position is responsible for all family support services for center based children in accordance with Headstart Performance standards and guidelines, accesses community services on behalf of Headstart families, assists in establishing the center based parent committee and coordinates meetings and activities for parents. An Associates degree in Arts or Science with two years of related experience.
- **Headstart Center Assistant:** Responsible for providing support to Headstart Center Services Coordinator and other center based staff by inputting data into required reporting software, maintain child files, coordinating appointments, maintains all required paperwork, data, HSFIS and PROMIS, documents attendance, etc. A High School diploma or GED required; six months to one year experience, DCF 55 hour training certificate, CPR/First Aid Certification.
- **Early Headstart Teacher:** Responsible for planning and implementing daily learning activities and curriculum, nurturing the children, maintaining communication with parents, keeping Early Headstart classroom and its equipment and supplies in

## 2.b. Organizational Qualifications/Respondents Licensed Facilities

The YWCA will comply with all applicable Head Start regulations regarding staffing practices, including the requirement of staff and program consultants being familiar with the ethnic background and heritage of the families in the program and be able to serve and effectively communicate.

The YWCA will ensure that all staff paid with Head Start Funds, either partially or entirely, attends the annual Pre-Service Training Conference, New Staff Orientation and In-Service Staff Development training Programs to include the Classroom Assessment Scoring System.

### **3. Employment of County Staff**

The YWCA looks forward to the opportunity to recruit, interview, and hopefully employ trained and experienced county staff with the credentials necessary to help make the YWCA's Headstart/Early Headstart program a success. While the YWCA has existing staff that we would not want to displace, many of them do not have the required educational credentials (Bachelor degrees or AA degrees) to meet the Headstart Performance Standards. We are especially looking forward to recruiting county employees with those credentials as well as employees who have experience in providing educational support, family support and services, and experience with supporting children with disabilities.

While the YWCA's pay scales may be lower than what some county employees are currently earning we believe they are comparable to the market. In addition to mandated benefits, the YWCA offers the following benefits to its full time employees:

- Employer supported Health Care Insurance with employee contribution based on a sliding scale with lower salaried employees contributing less and higher paid employees contributing more;
- Access to a variety of supplemental insurances provided through our cafeteria plan including disability, dental, vision, hospitalization, wellness, and additional life;
- Employer paid life insurance based on the employee's salary;
- Employer paid defined benefit pension plan. Employees are vested after two years as full time employees or having worked 1000 hours for two years (not consecutive) of employment with the YWCA.
- Vacation and sick leave benefits

The YWCA will participate in any job fairs coordinated by the county and will work cooperatively with Miami-Dade County to facilitate recruitment of county employees.

## 2.b. Organizational Qualifications/Respondents Licensed Facilities

All efforts to maintain documentation of all recruitment contacts will be kept.

The YWCA staff will actively recruit children who have disabilities to meet or exceed the 10% requirement. The program will have a plan for recruitment, selection and enrollment of children suspected or diagnosed with disabilities. The YWCA will maintain personal contacts with partner agencies (i.e. Early Steps, FDLRS) serving young children. The YWCA staff will follow written procedures for selection, giving priority to children already diagnosed with disabilities. It will recruit more children than there are enrollment slots and will maintain a prioritized up-dated waiting list of children. The YWCA staff will make sure that the attendance stays at a minimum of 85% of present enrollment, and will take appropriate actions, including contacting parents, activating waiting list of further recruitments, filling vacated slots (within no more than 30 calendar days), and or investigating causes when it falls.

The Program will have daily educational services emphasizing social, physical, and emotional and age appropriate cognitive skills using the Creative Curriculum for Early Head Start and the High Scope Curriculum for Head Start children (three to five). All YWCA current staff has been trained and implements both curriculums.

The Program will comply with Life Safety and Fire Prevention Codes to include the State standards for safety. There will be no more than 20 Head Start students in each class (four years old) and no more than 17 students in each class (three years old) with two staff, one teacher and one teacher assistant. Early Head Start will have no more than 8 children in each classroom; a ratio of one to four will be followed, with two staff, one teacher and one teacher assistant. All YWCA head Start classrooms will have adequate square feet per child (35 square feet per child inside the classroom and 75 square feet per child in the playground).

Services will be provided for a period of 175 days for Head Start and 226 days for Early Head Start. Holidays and teachers workdays will be observed following the Miami-Dade County CAAHSD Head Start/Early Head Start schedule. The hours of services will be 7:30 a.m. to 4:30 p.m. for Head Start children and 7:30 a.m. to 6:00 p.m. for Early Head Start children. The Head Start program includes the blending of the Voluntary Pre-Kindergarten program for 3 hours each day for four year old children. Currently all YWCA Early Learning Centers are authorized VPK providers.

Breakfast, lunch and snack will be provided following USDA Child Care Food Program requirements and Head Start Performance Standards. Currently all YWCA centers are enrolled in the USDA program. The YWCA will subcontract with a professional dietician/nutritionist to ensure all meals meet each child's requirements.

The YWCA will adhere to Section 648A of the Head Start Act which lays out the guidelines for the training of Head Start teachers and aides to include the 2007 revision

## 2.b. Organizational Qualifications/Respondents Licensed Facilities

Services Coordinator, the Family Worker and the Family and Community Partnership Coordinator will be charged with the responsibility for maintaining enrollment.

The Director of Headstart and Early Childhood Programs will be the Head Start Program Director. The Director will assure that all employees paid entirely or partly with Head Start funds attend the CAA sponsored annual pre-service training conference. The Head Start Director will be responsible for assuring that all in-service trainings, new staff orientation, provided by CAA are attended by the appropriate Head Start staff.

The services for each child and their family will be coordinated by the Head Start Family Worker under the direction of the Family and Community Partnership Coordinator. Included in the coordination will be the education specialist and the Family worker/health. The Family Partnership Agreement with strengths, needs and interests, will guide the Family Worker towards seeking appropriate services in the community.

The Head Start Director and Fiscal Coordinator educational credentials will be submitted to the County Head Start Program for review and approval prior to being hired.

The YWCA is committed to an established organizational structure that supports the accomplishment of the Head Start Program Objectives and that addresses the major functions and responsibilities assigned to each staff position and provides for adequate staff supervision and support. The YWCA also has formal financial policies and employee policies adopted by its board of directors and the necessary procedures to ensure their implementation. These documents are available to all management positions.

The agency carries all required insurance and provides for employee benefits for health care.

At a minimum, the YWCA will provide the following:

- ❖ Formally assign and adopt management functions of the Head Start Program;
- ❖ The program management and its Director will directly be charged with the management of childhood development and health services to include child development and education; medical initiatives, dental, and mental health issues; child nutrition, and services for children with disabilities;
- ❖ The program will include appropriate management of family and community partnerships to include parenting training and activities designed to assist parents of children enrolled in the program;
- ❖ Ensure staff have the knowledge, skills, and experience needed to perform their assigned functions and responsibilities;
- ❖ Provide preference for employment vacancies of Head Start parents for those who are qualified to fill those positions;
- ❖ Be familiar with the ethnic background and heritage of families in the program and

## 2.b. Organizational Qualifications/Respondents Licensed Facilities

- ❖ All confidentiality policies concerning information about children, families and other staff members will be followed;
- ❖ No child will be left alone or unsupervised for any reason;
- ❖ Positive methods of child guidance will be used to redirect unacceptable behaviors;
- ❖ Personnel policies and procedures will be met to include provisions for appropriate penalties for violating the standards of conduct;
- ❖ Provide an annual performance review of each worker included in the Head Start Program;
- ❖ All staff have an initial health examination that includes TB screening and a periodic re-examination as recommended;
- ❖ Make mental health and wellness information available to staff addressing concerns that may affect their job performance; and
- ❖ Provide for orientation and on-going training and staff development opportunities.
- ❖ Adhere to all rules and regulations as cited by laws, regulations, ordinances and resolutions applicable to Head Start and Early Head Start

### **D. Funding**

Included in the budgets submitted, the YWCA has provided funding for the reimbursement for reasonable expenses incurred by the Policy Committee members in accordance with the Headstart Program Performance Standards. What constitutes reasonable expenses will be discussed with the committee to ensure that the reimbursement process is as simple as possible. Committee members will be required to submit receipts where appropriate and reimbursement will take place generally within three weeks. The Headstart Family and Community Partnership Coordinator will assist the committee in completing individual expense reimbursement requests and submit the required purchase order forms to the Director of Headstart and/or the assigned accountant in the finance department to ensure that reimbursements are handled as expeditiously as possible

Also included in each center budget is the required \$7/per child slot per program year to support the parent activity fund at each center. Once the program begins a parent committee will be convened of interested parents at each center. These parents will work with the Headstart Services Coordinator and Head Start Family worker to identify activity priorities, develop a budget per activity, and complete a calendar to be shared with all parents illustrating an annual activity calendar. The Headstart Services Coordinator will be responsible for submitting the necessary PO's for each activity to the Headstart Director in sufficient advance time to accommodate the activity. Additionally, the parent committee in cooperation with staff will make every effort to ensure that every parent is reminded of the upcoming activity.

## 2.b. Organizational Qualifications/Respondents Licensed Facilities

Start procedures. The YWCA will use Head Start funds for professional medical and dental services, only when other funds are not available. A written documentation of efforts to access other available sources will be done.

Within 45 days of the child's entry to the program, the YWCA along with the parents' cooperation and authorization, all head start children will be developmental, sensory (visual and auditory) screened. The YWCA HS Education Specialist will ensure that sensory, developmental, and behavioral screenings are completed in an age appropriate and culturally sensitive manner. The screenings will prioritize children to do screenings as soon as possible for any child that the parent, teacher, or other staff has concerns about. The YWCA staff will utilize screenings as per Head Start Recommendations, such as Ages and Stages, Devereux Early Childhood Assessment (DECA), Galileo and Acuscreen Developmental screening, parent, teacher, and home visit observations, which helps to determine if a referral for diagnostic testing and/or services should be considered using a multi-data source approach.

For children zero to three a proper referral to Early Intervention Programs will be done for a complete evaluation and diagnosis. For children three to five a proper referral will be done to local agencies such as FDLRS, for proper evaluation and diagnosis.

The YWCA staff will follow recommendations for treatment, will contact proper agencies for services and will provide proper follow-ups and will work with parents to ensure that the child receives all required services.

A mental health consultant will be contracted in order to provide services to children in the area of behavior, crisis intervention, when needed. All screenings/assessments, referrals, follow ups will be documented and the information will be incorporated into the child's folder and entered into the ChildPlus Information system.

The YWCA will ensure that the program uses information obtained from developmental screenings, ongoing observation, health and medical evaluation and parent input to develop a program that is individualized to meet the strengths and needs of each child. To support individualization for children with disabilities an individualized daily lesson plan and or activities will be provided to meet goal in each child's IFSP (Individualized family Support Plan) for infants and toddlers identified under Part C of IDEA and or IEF (Individual Educational Plan) for preschool children as required by IDEA.

The YWCA will ensure that the program staff has regular and ongoing communication with parents about all areas of their child's development and health

## 2.b. Organizational Qualifications/Respondents Licensed Facilities

Head Start Family and Community Coordinator	Liaison of Services to child and family outside of the center.
Head Start Family Support Worker	Services to child and family outside of the center. Assists with parent committee
Classroom Teacher	Caring for children, classroom activities.
Classroom Teacher Assistant	Caring for children, assists in classroom activities.
Center Assistant	Record Keeping, data tracking.

### **F. Parent and Family Services**

At enrollment, recruitment, orientation and home visits, the YWCA staff will start developing a relationship that allows each parent to feel comfortable talking to the staff about their goals, strengths and necessary services and other supports. The YWCA HS Family and Community Partnership Coordinator, along with the HS Family Worker will offer parents the opportunity to develop and implement a Family Partnership Agreement, to include the above information. The YWCA staff will make sure that if other plans are already developed by other agencies or previous year's Head Start Family Partnership Agreement, and Individualized Family Support Plan for a child with a disability, that the current actual plan involves others. The Family agreements must be updated to add new family goals, services, supports, and to record the family's progress to meeting their goals.

The YWCA staff will provide different ways that parents can get together with staff and other parents during the year as:

- Offering workshops sessions/evenings to parents on topics they select, such as child discipline, teen pregnancy, drugs & alcohol abuse, and so on.
- Provides opportunities for parents with similar interests to get together informally, such as support groups, working with community agencies to avoid duplication of services.
- Establishing and financially supporting a parent activity committee at each center

## 2.b. Organizational Qualifications/Respondents Licensed Facilities

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Others efforts have taken place already such as making contact with the following agencies::

- o Jessie Trice Community Health Center
- o Open Arms Center
- o New Horizons Community Mental Health Center
- o Brentwood Elementary DCPS
- o Barbara Hawkins Elementary DCPS

The YWCA has extensive experience in conducting outreach services and more specifically to children enrolled in this requests target population, ages 0-5. As the agency not only provides child care services, outreach is intensified by sub-programs of the organization, which provides a holistic approach to families as well as encourages participation in child care opportunities based on the success of previous children enrolled in our centers as well as other program services provided for other members of the family.

The YWCA is a one-stop shop, which encourages recruitment of eligible students and outreach for partnership as well as engages services through partnerships within other YWCA programming and external partnerships with organizations such as:

- Hearing and Speech Center of Florida, Inc. who provides for screenings, diagnosis and treatment of children with speech, language and hearing disabilities;
- Florida Diagnostic and Learning Resources System who provides diagnosis and evaluation, individual educational plans, and placement of children potentially eligible for services under the Individual with Disabilities Act and links them with needed services;
- Miami-Dade County Public Schools, Division of Exceptional Student Education, who refers children with suspected delays;
- Mailman Center for Child Development, who addresses concerns of individuals with developmental disabilities and children with special health care needs through clinical services, training for professionals and community members;
- Community Partnership for Homeless who provides a partnership with the YWCA in providing support to families making the transition from homelessness to a home;
- enfamilia who provides classes in English, Creole, and Spanish on domestic violence as well as parenting classes and workshops based on the Nurturing Parent Curriculum;
- The Children's Psychiatric Center who provides therapy and counseling to children and parents;

## **2.b. Organizational Qualifications/Respondents Licensed Facilities**

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- VPK (Voluntary Pre-Kindergarten)
- Child Development Services (subsidized-school readiness slots)
- Early Learning Coalition of Miami-Dade (subsidized, school- readiness slots, RIF (Reading is Fundamental) program.
- Department of Children's and Families (licensing, child abuse report)

Through our existing Family Wellness Department the YWCA has established significant liaisons within the health care community. In addition the many community and local health care centers that we work with, the YWCA has effective collaborations with the UM School of Medicine, the Health Foundation of South Florida, Dade County Department of Health, and sits on the Black Infant Mortality community task force. We have established efficient outreach methods that enable us to secure the active involvement of the communities we serve. As an example of our ability to secure community participation we coordinated over 175 local residents to help design the Overtown Community playground that we maintain. That effort resulted in the final selection of a design through community voting that took place over 10 days. We believe that we can bring these same skills and relationships to the effort to identify health outreach service needs in the community.

### **G. Record Keeping/Monitoring/Confidentiality**

#### **1. Compliance with Record Keeping and Monitoring Requirements**

The YWCA is a full service agency and as such we deliver services that are supported by a variety of funding sources. The agency is versatile enough to adopt whatever additional software that may be necessary in order to ensure full compliance with record keeping requirements established by the HS/EHS grantee.

The YWCA is audited each year by an Independent Accounting firm that not only conducts the agency wide audit but also conducts the Single Audit as required by the Federal Government. Through our auditors and in conjunction with our annual audit, the YWCA undergoes an annual IT Audit that takes a comprehensive look and analyzes the agency's entire internal/external technology infrastructure. This audit also ensures that we are in compliance with all federal requirements relating to privacy including but not limited to HIPAA regulations. Those programs that maintain client information are separately tested to ensure that security is in place and does not allow any other department or staff member whether internally or externally to have access to the data.

In its early learning program, the YWCA currently provides monthly, quarterly, semi-annual and annual reports on progress with outcomes identified by each funder as well as adheres to national accreditation standards relating to staff to child ratios, curriculums, group size, parent involvement and notification, etc. The YWCA's Early

## 2.b. Organizational Qualifications/Respondents Licensed Facilities

### **2. Protection of Confidentiality**

The YWCA strictly adheres to all HIPAA requirements for both our employees and clients. All client paper files are secured in locked cabinets out of reach of visitors or others. All client information that is stored on our network is secured to serve that particular program only and each computer terminal is password protected prohibiting casual access. In addition, for those programs that are required to utilize specific databases for client information they are required to log in to their computer and then log in with a different password to the application. All passwords are changed every 90 days.

The YWCA also has confidentiality procedures outlined as it relates to discussions of client and/or employee information.

### **H. Preferred Services**

The YWCA has extensive experience in conducting outreach services since 1919 and specifically to families with children ages 0-5. As the agency not only provides child care services, outreach is intensified by other programs of the organization, which provides a holistic approach to families as well as encourages participation in child care opportunities based on the success of previous children enrolled in our centers as well as other program services provided for other members of the family.

The YWCA provides a holistic approach to services, which encourages recruitment of eligible students and outreach for partnerships as well as engages families through external partnerships such as:

1. **Hearing and Speech Center of Florida, Inc.** who provides for screenings, diagnosis and treatment of children with speech, language and hearing disabilities;
2. **Florida Diagnostic and Learning Resources System** who provides diagnosis and evaluation, individual educational plans, and placement of children potentially eligible for services under the Individual with Disabilities Act and links them with needed services;
3. **Miami-Dade County Public Schools, Division of Exceptional Student Education**, who refers children with suspected delays;
4. **Mailman Center for Child Development**, who addresses concerns of individuals with developmental disabilities and children with special health care needs through clinical services, training for professionals and community members;
5. **Community Partnership for Homeless** who provides a partnership with the YWCA in providing support to families making the transition from homelessness to a home;

## 2.b. Organizational Qualifications/Respondents Licensed Facilities

A signed statement by an employee of the Head Start program, identifying which of these documents was examined and stating that the child is eligible to participate in the program, will be maintained to indicate that income verification has been made.

### Overview:

In order to reach those most in need of Head Start services, the YWCA has developed and will implement a recruitment process that is designed to actively inform all families with Head Start **eligible children** within the recruitment area of the availability of services and encourage them to apply for admission to the program. This process will include canvassing the local community, use of news releases and advertising, and use of family referrals and referrals from other public and private agencies.

During the recruitment process that will occur prior to the beginning of the enrollment year, the proposed Head Start program will solicit applications from as many Head Start eligible families within the recruitment area as possible. If necessary, the program will assist families in filling out the application form in order to assure that all information needed for selection is completed. Each program and/or YWCA operated-Head Start centers will obtain a number of applications during the recruitment process that occurs prior to the beginning of the enrollment year that is greater than the enrollment opportunities that are anticipated to be available over the course of the next enrollment year in order to select those with the greatest need for Head Start Services.

Specifically, the YWCA has outlined the following plans as it relates to recruitment:

All recruitment will be done within the geographic locality within which the YWCA Head Start programs seek to enroll Head Start children and families. The **recruitment area** may be the same as the service area or it can be a smaller area or areas within the service area.

Family Recruitment: In order to reach those most in need of Head Start services, the YWCA has developed and will implement a recruitment process that is designed to actively inform all families with Head Start eligible children within the recruitment area of the availability of services and encourage them to apply for admission to the program. This process will include canvassing the local community, use of news releases and advertising, and use of family referrals and referrals from other public and private agencies.

During the recruitment process that will occur prior to the beginning of the enrollment year, the YWCA Head Start program will solicit applications from as many Head Start eligible families within the recruitment area as possible. If necessary, the program will assist families in filling out the application form in order to assure that all information needed for selection is completed. It is understood that the program will

## 2.b. Organizational Qualifications/Respondents Licensed Facilities

**Recruitment Strategies:** The items listed below detail recruitment opportunities and outreach to be conducted to encourage community participation:

1. Get on the phone and call everyone known to tell them of the recruiting.
2. Make sure the YWCA Head Start program is listed in all area phone directories and on the internet, inclusive of specialized community directories.
3. Create a list of organizations and businesses that have helped or worked with the YWCA in the past, sending each one a note to thank them and to tell them of the recruiting.
4. Creating a program newsletter and distribute it widely.
5. Contributing articles to local newspapers so they are familiar with the YWCA's program activities.
6. Send out press releases (print) and/or public services announcements (broadcast) regularly to the media to tell them about things the program is doing to include: Recruitment for applications for next school year; New outreach programs in the community; Festivals, fairs, events sponsored by the program; Moves to a new location; Awards received by staff or parents; Special education projects; Gifts or donations made by local businesses/organizations; Fundraisers, celebrity or well-known attendees; and, Anything newsworthy that would interest your community;

### **Involvement of the programs' parents and volunteers in recruitment process:**

1. Offering an inexpensive gift or have a drawing for parents who refer other families to the program.
2. Ask each family to pass out flyers to friends, neighbors, and/or take to their workplace.
3. Send out greeting cards with flyers about the program having the children make the cards.
4. Hold an Open House inviting parents and the community to the centers with the parents giving the tours and "showing off" the center/classroom to visitors.

### **Within the community:**

1. Wear a symbol of your program everywhere, for example, a Head Start pin.
2. Do a community survey to find out what children's services are available within the community and by sitting on various boards to hear what the community wants.

## 2.b. Organizational Qualifications/Respondents Licensed Facilities

Once the recruitment process has been completed, the selection process will begin of which the YWCA has established a formal process for establishing selection criteria and for selecting children and families that considers all eligible applicants for Head Start services. The selection criteria will be based on the following:

1. In selecting the children and families to be served, the Head Start program will consider the income of the eligible families, the age of the child, the availability of kindergarten or first grade to the child, and the extent to which a child or family meets the criteria for enrollment; and,
2. At least 10% of the total number of enrollment opportunities in each center and served by the proposed YWCA centers during an enrollment year must be made available to children with disabilities who meet the definition for children with disabilities as outlined in the Federal Regulations SS1305.2(a). An exception to this requirement will be made only if the responsible HHS official determines, based on such supporting evidence he or she may require, that the program made a reasonable effort to comply with this requirement but was unable to do so because there was an insufficient number of children with disabilities in the recruitment area who wished to attend the program and for whom the program was an appropriate placement based on their Individual Education Plans or Individualized Family Service Plan, with services provided directly by Head Start or Early Head Start in conjunction with other providers; and,
3. The proposed YWCA Head Start program will begin each enrollment year and maintain during the year, a waiting list that ranks children according to the program's selection criteria to assure that eligible children enter the program as vacancies occur.

Upon enrollment into the proposed Head Start program, all children will be allowed to remain in Head Start until kindergarten or first grade is available for the child within the child's community, except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child's family income and there is a child with a greater need for Head Start services.

In cases where a child has been found income eligible and is participating in a Head Start program, he or she will remain income eligible through that enrollment year and the immediately succeeding enrollment year. Children who are enrolled in the program will receive funds under the authority of section 645A of the Head Start Act (programs for families with infants and toddlers, or Early Head Start) remain income eligible while they are participating in the program. When a child moves from the program serving infants and toddlers to a Head Start program serving children age three and other, the family income will be re-verified.

Should the YWCA operate both an Early Head Start and a Head Start program, and the parents wish to enroll their child who has been enrolled in the agency's Early Head

## 2.b. Organizational Qualifications/Respondents Licensed Facilities

the Board is aware of new programmatic directions. If the Executive Committee acts in the absence of the Board the item is reported to the full board at its next meeting.

The YWCA is vigilant in its monitoring of new federal, state, and local laws or regulations that can affect its staff, programs, and operations. The agency amends its policies and procedures as necessary to ensure compliance with all local laws and can provide the county with information when requested. Since the agency has been the recipient of federal, state and local funds through the years we ensure that we are in compliance with applicable laws and regulations.

### **K. Background Screening**

#### Background Screening Process and Confirmations for Staff and Subcontractors

The YWCA of Greater Miami-Dade, Inc hereby affirms we are in compliance with background screenings for all YWCA staff members and subcontracted personnel at all of our sites as per the requirements for personnel background screening detailed in all applicable sections and chapters of the Florida Statutes, for all personnel having direct contact with children.

We take the staff and subcontractors' fingerprints utilizing our own on-site live scan equipment, and transmit electronically to FDLE's Civil Work Flow Control System. The screening results information from FDLE/FBI is shared directly with DCF. DCF emails us a Clearance Letter that confirms each individual's ability to work in the licensed premises.

## 2.b. Organizational Qualifications/Respondents Licensed Facilities

### **L. Budget Payments (See Attached Budget Forms)**

### **M. Payment Schedule**

The YWCA has gained extensive experience over the years in meeting reimbursement package requirements from a variety of sources. These sources have included:

- US Department of Housing and Urban Development (YouthBuild Program)
- US DHS Assets for Independence Program
- Federal Child Care Food Program
- State of Florida Dept of Health – Closing the Gap
- ~~Workforce Grants~~
- Child Care Subsidies
- School Readiness
- The Children's Trust
- Miami-Dade County CBO Grants
- Health Foundation of South Florida, Avon Foundation, Komen Foundation

The budgets included in this proposal include match that utilizes both revenues received by the YWCA as well as in-kind contributions. Some examples include:

- Florida V-PK Program – 70% per slot
- Income from interest and dividends
- Various percentages of costs associated with personnel, facilities, etc.

While the YWCA is a participant in the Federal Child Care Food Program the funds received from this program are not included as match since the requirements specify that no federal funds may be used.

The YWCA is able to comply with all reimbursement package requirements, to include detailed information on non-federal resources available (in-kind match) and supporting documentation identifying expenditures. The in-kind match used in this grant is outlined in the budget narrative and can be furnished further via negotiations or upon request.

Currently and historically, the YWCA has several grants/programs in place and has the infra-structure in the Administrative Team to be able to comply with this grant's reporting requirements and deadlines. Segregation of duties allow for payment requests to be cross-checked. Its internal control structure provides for all the copies of cancelled checks as required; the chart of accounts provided in the accounting financial system being used follows GAAP/Non-profit compliance which further tracks the segregation of

**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT**

Agency Name: YUCA of Greater Miami-Dade Inc.

Program Service Site: RAIN TOWER Program Service Address: 470 NE 2nd Ave 33128

Program Type: \_\_\_\_\_ Head Start State: FL

Fiscal Year: 2013 Budget Period: 08/01/2012 to 07/31/2013

Instruction: Input the desired number of children to be served in the "Proposed Number of Slots" column

Slot Description	Cost Per Slot	Proposed Number of Slots	Maximum Federal Amount	25% Match Requirement	Total Cost of Program
Delegate Operated Head Start Slot	\$6,700	37	\$247,900	\$61,975	\$309,875
Former County Operated Head Start Slot (Rent Free Facilities)*	\$6,300	0	\$0	\$0	\$0
VPK Leveraged amount **	(\$900)		(\$16,650)	(\$4,163)	(\$20,813)
<b>Total</b>		<b>37</b>	<b>\$231,250</b>	<b>\$57,813</b>	<b>\$289,063</b>

Administrative Cap Information		Maximum Federal Amount	25% Match Requirement	Total Cost of Administration
Maximum Administrative Cost - 10%		\$23,125	\$5,781	\$28,906

Note: \*Cost per child is reduced by \$400 to compensate for rent free facilities  
 \*\*Delegate agencies must leverage \$900 for each VPK eligible slot

YMCA of Greater Miami-Dade, Inc.		Cain Tower - Early Head Start Justification		Costs for Program Operations		Program Costs-Direct		% abs. share		Administrative Overhead		Non-Fed Share (Cash and In-kind)		Match FTE		Description		FTEs Cost/Match	
Child Health and Development Services Personnel	1 Program Managers and Content Areas Experts	2 Teachers/Infant Teacher Assistants	POSITION	Annual Salary															
2	Teacher			22,175	20,219	20,219	91%										\$10,871/hr x 40 hrs/wk x 2 wks x 26.5 pp @ 91% (9% Federal Food - not allowed as part of the grant applic.)	0.91	
2	Teacher			22,840	20,825	20,825	91%										\$11,200/hr x 40 hrs/wk x 2 wks x 26.5 pp @ 91% (9% Federal Food - not allowed as part of this grant applic.)	0.91	
2	Teacher			20,481	18,656	18,656	91%										\$10,050/hr x 40 hrs/wk x 2 wks x 26.5 pp @ 91% (9% Federal Food - not allowed as part of this grant applic.)	0.91	
5	Teacher/Aides and Child Education Personnel			68,478	69,790	69,790											\$7,671/hr x 40 hrs/wk x 2 wks x 13 pp @ 39% This position provides coverage for staff on leave; (45% as HS coverage 18% Federal Food/VPK - not allowed as part of this grant applic.)	0.91	
5	Substitute Teacher			7,977	2,862	2,862	36%										\$9,960/hr x 40 hrs/wk x 2 wks x 25.5 pp @ 91% (9% Federal Food - not allowed as part of this grant applic.)	0.36	
5	Asst. Teacher			17,462	15,922	15,922	91%										\$9,000/hr x 40 hrs/wk x 2 wks x 25.5 pp @ 91% (9% Federal Food - not allowed as part of this grant applic.)	0.91	
5	Asst. Teacher			18,360	16,740	16,740	91%										\$10,871/hr x 40 hrs/wk x 2 wks x 25.5 pp @ 91% (9% Federal Food - not allowed as part of this grant applic.)	0.91	
5	Asst. Teacher			22,175	20,219	20,219	91%										\$8,550/hr x 12.5 hrs/wk x 2 wks x 25.5 pp @ 91% (9% Federal Food - not allowed as part of this grant applic.)	0.91	
5	PI Teacher Assist.			5,457	4,976	4,976	91%										\$8,560/hr x 12.5 hrs/wk x 2 wks x 25.5 pp @ 91% (9% Federal Food - not allowed as part of this grant applic.)	0.28	
5	PI Teacher Assist.			5,457	4,976	4,976	91%										\$8,560/hr x 12.5 hrs/wk x 2 wks x 25.5 pp @ 91% (9% Federal Food - not allowed as part of this grant applic.)	0.28	
5	PI Teacher Assist.			5,457	4,976	4,976	91%										\$8,560/hr x 12.5 hrs/wk x 2 wks x 25.5 pp @ 91% (9% Federal Food - not allowed as part of this grant applic.)	0.28	
5	Health/Infant Health Services Personnel			82,346	70,689	70,689	86%										Salary \$ 120,000 x 26 pp @ 39% (61% to HS)	0.39	
6	Child Site Coordinator			31,304	12,316	12,316	39%										Salary \$ 120,000 x 26 pp @ 39% (61% to HS)	0.39	
7	Lead Spec/Disabilities Personnel			31,304	12,316	12,316	39%										Salary \$ 120,000 x 26 pp @ 39% (61% to HS)	0.39	
8	Nutrition Services Personnel						0%												
9	Other Child Services Personnel			29,059	8,073	8,073	39%										\$12,671/hr x 35 hrs/wk x 2 wks x 26 pp @ 39% (61% to HS)	0.39	
9	Center Assistant			189,912	164,075	164,075													
Family and Community Partnerships																			
Program Managers and Content Areas Experts																			
Child Health and Community Partnerships Personnel																			
11	Family Worker			23,059	9,073	9,073	39%										Salary \$ 124,480 pp @ 14% (24% to HS=35% to the site; 65% other sites - if not funded for other sites), will reduce hrs @ the site overall /not to exceed budget allocation for the function	0.39	
11	Family Worker			55,419	13,529	13,529											\$12,671/hr x 35 hrs/wk x 2 wks x 26 pp @ 39% (61% to HS)	0.39	
12	Executive Director/Child Supervisor of HS Director			215,050	1,077	1,077											CEO/COO % of time spent on this program/site oversight	0.04	
13	Early Head Start Director			66,700	4,461	4,461	7%										Salary \$ 266,538 pp @ 7% (10% for HS as the site)	0.07	
14	Managers			70,913	1,777	1,777	3%										HR Director % of time spent on this program/site oversight	0.05	
15	Staff Development																		



**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT**

Agency Name:

YCCA of Greater Miami-Dade, Inc

Program Service Site :

CAINS TOWER

Program Service Address :

410 NE 2nd Ave Miami, 33128

Program Type:

Early Head Start

State: FL

Fiscal Year:

2013

Budget Period:

08/01/2012 to 07/31/2013

Instructions: Input the desired number of children to be served in the "Proposed Number of Slots" column

Slot Description	Cost Per Slot	Proposed Number of Slots	Maximum Federal Amount	25% Match Requirement	Total Cost of Program
Delegate Operated Early Head Start Slot	\$12,000	24	\$288,000	\$72,000	\$360,000
Former County Operated Early Head Start Slot (Rent-Free Facilities)*	\$11,600	0	\$0	\$0	\$0
Home Based Early Head Start Slot	\$10,878	0	\$0	\$0	\$0
<b>Total</b>		<b>24</b>	<b>\$288,000</b>	<b>\$72,000</b>	<b>\$360,000</b>

Administrative Cap Information		Maximum Federal Amount	25% Match Requirement	Total Cost of Administration
Maximum Administrative Cost - 10%		\$28,800	\$7,200	\$36,000

Note: \*Cost per child is reduced by \$400 to compensate for rent free facilities

TWCA OF GREATER MIAMI, INC.

Line Item	Head Start Justification	Position	Annual Salary	Costs for Program Operations	Program Costs-Direct	% HS Share	Administrative Overhead	Share (Cash and In-kind)	Match FTE	Description	FTEs Cost/Match
1	Child Health and Development Service Personnel	Teacher	21,528	10,172	10,172	0.47		6,208	29%	\$15,851/yr x 40 hrs/wk x 2 wks x 19.5 pp @ 47% (9% Federal Food & 15% VPK - not allowed as part of this grant applic.)	0.76
2	Teacher Assistant	Teacher	24,725	11,639	11,639	0.47		7,130	29%	\$15,851/yr x 40 hrs/wk x 2 wks x 19.5 pp @ 47% (9% Federal Food & 15% VPK - not allowed as part of this grant applic.)	0.76
3	Teachers Aides and other Education Personnel	Teacher	48,284	21,839	21,839	0.47		13,538	29%	\$15,851/yr x 40 hrs/wk x 2 wks x 19.5 pp @ 47% (9% Federal Food & 15% VPK - not allowed as part of this grant applic.)	0.76
4	Asst. Teacher	Asst. Teacher	19,188	9,015	9,035	0.47		5,565	29%	\$10,030/yr x 40 hrs/wk x 2 wks x 19.5 pp @ 47% (9% Federal Food & 15% VPK - not allowed as part of this grant applic.)	0.76
5	Asst. Teacher	Asst. Teacher	15,647	7,368	7,368	0.47		4,598	29%	\$7,671/yr x 40 hrs/wk x 2 wks x 19.5 pp @ 29% (17% Match-VPK allowed) This position provides coverage for staff on leave. (26% as EHS coverage, 18% Federal Food/VPK - not allowed as part of this grant applic.)	0.46
6	Substitute Teacher	Substitute Teacher	7,977	2,345	2,345	29%		1,339	17%	\$7,671/yr x 40 hrs/wk x 2 wks x 19.5 pp @ 29% (17% Match-VPK allowed) This position provides coverage for staff on leave. (26% as EHS coverage, 18% Federal Food/VPK - not allowed as part of this grant applic.)	1.35
7	Health/Mental Health Services Personnel	Health/Mental Health Services Personnel	42,612	18,748	18,748	29%		11,441	17%	\$12,044/yr x 28 pp @ 61% (33% to EHS)	0.61
8	Disability Services Personnel	Disability Services Personnel	31,304	13,512	13,512	43%		5,476	17%	\$12,044/yr x 28 pp @ 43% (33% to EHS)	0.61
9	Other Child Services Personnel	Other Child Services Personnel	31,304	13,512	13,512	43%		5,476	17%	\$12,044/yr x 28 pp @ 43% (33% to EHS)	0.61
10	Family and Community Partnership Personnel	Family and Community Partnership Personnel	23,059	13,987	13,987	61%		30,255		\$12,671/yr x 35 hrs/wk x 2 wks x 28 pp @ 61% (39% to EHS)	0.61
11	Other Family and Community Partnership Personnel	Other Family and Community Partnership Personnel	174,733	87,088	87,088	2				\$12,671/yr x 35 hrs/wk x 2 wks x 28 pp @ 61% (39% to EHS)	0.61
12	Program Design and Management Personnel	Executive Director/Other Supervisor of HS Director	215,050	1,325	1,325	0.01		2,994	1%	CEO/COO % of time spent on this program/site oversight	0.02
13	Head Start Director	Head Start Director	65,700	6,878	6,878	10%				Salary \$ 2655.38/pp x 28 pp @ 10% (7% for EHS as this site)	0.10
14	Managers	Managers	70,913	2,165	2,165	3%		658	1%	HR Director % of time spent on this program/site oversight	0.04
15	Child Personnel	Child Personnel	42,640	1,314	1,314	3%		592	1%	Data Entry/Fiscal/HR support % of time spent on this program	0.04
16	Fiscal Personnel	Fiscal Personnel	111,891	2,751	2,751	2%		3,046	3%	Accountants % of time spent on this program	0.05
17	Other Administrative Personnel	Other Administrative Personnel	37,661	234	234	1%		518	1%	Includes Ex. Assist % of time spent on this program	0.02
18	Clerical Personnel	Clerical Personnel	37,600	1,863	1,863	5%			0%	Includes: Maintenance Supervisor - % of time spent on this program	0.05

YWCA OF GREATER MIAMI-DADE, INC.

Gain Tower - Head Start Justification			Costs for Program Operations	Program Costs-Direct	% HIS Share	Administrative Overhead	Unrestricted Share (cash and in-kind)	Match FTE	Description	FTEs Contributed
1 Food for Events		927	552	552	61%				Parent Activity Fund \$77k/annual Policy Committee reimbursement \$500.00	
4 Child Transportation Services		2,500	2,000	2,000	80%				20 clients @ \$100.00	
Client Transportation		3,100	3,100	3,100	100%				Field trips: 54 children * 3 field trips @ 18.13 = 643.18.13	
Field Trips		5,600	5,100	5,100						
5 Training and Technical Assistance		16,600	511	511	0%				Computer Consultation % share to this program as ACH	
6 Other Services		749	651	651	87%				Child Contract est @ \$62.40 x 12 mths	
Extermination Contract									Contractual Services % share to this program as ACH	
Other Contracts - ACH & Match		13,548	417	651		417	462			
Contractual Services		14,297	1,069	651		417	462			
Other Staff		50,349	10,530	8,791		2,439	3,112			
2 Utilities, telephone		8,752	4,950	4,950	57%				Estimated Cost to Program @ 57% - bill to EHS	
Utilities, telephone-ACH & Match		70,789	3,489	4,950		3,489	905		Telephone \$1,530/Property Tax \$570/Garbage \$662/Electric \$392/Water R. Sewer \$898/Cell Phone \$492 % share to this program	
5 Building and Child Liability/Insurance		38,462	6,942	6,942	18%				General Liability est. portion to the Program: G.L. umbrella, student accident	
General Liability-Direct										
General Liability-ACH & Match		193,400	1,644	6,942		1,644	7,281		General Liability Ins. \$ 133,400 % share to this program; property, HNOA, D&O, EE bond	
6 Building Maintenance/Repair and Other Occupancy		3,669	2,238	2,238	61%				Garbage Collection and Maintenance monthly est. to the Bldg. Repair/Maint. \$ 2,653. Equip. Maint./Lease \$14,679.82. \$ 23,655.60 % share to this program	
Building Maintenance/Repair and Other Occupancy ACH & Match		41,792	1,289	2,238		1,289	1,425			
Local Travel		1,516	706	706	37%				Family Worker, FCCord.ECC Dir. \$30/permio	
Mileage Reimbursement		2,507	8	706	3%	8	8		Mileage Reimbursement % Share to Program	
Mileage Reimbursement-ACH & Match		2,168	714	706		8	8			
13 Parent Services		450.00	273	273	61%				FACOM Annual Membership as per APPLE 240.00/ Membership NAEYC 110.00	
15 Publication/Advertising/Printing		450.00	273	273	61%				position vacancy advertisement for staff recruitment est cost to program	
Misc. Contribution/dues/fees		450.00	273	273	61%				Insurance \$0.00 * 12	
Advertisement Expense (staff)		450.00	273	273	61%				Advertisement/ Misc. Contributions % share to this program	
Printing/Outside - General		360.00	218	218	61%					
Publication/Advertising/Printing ACH & Match		590.00	18	164		16	16			
17 Other		200	121	121	61%				APPLE Annual Report	
Accreditation Expenses		981	981	981	100%				City of Miami 804, Health Dept. 480.00, City of Miami 382.00 DCF 100.00	
Licenses & Permits		700	61	61	61%				Misc. Postage estimated to the Program	
Postage		590	388	388	61%				2 staff attendees tuition reimbursement	
Staff Education Reimbursement		2,400	2,400	2,400	100%				3 computers @ \$ 600 each. Includes 2 hrs set-up	
Computer Hardware Purchase		497	302	302	61%				55,259 employees for background screening, drug testing.	
Pre-employment Expenses		4,788	4,222	4,222	61%				BK Serv. \$11,023, Licenses/Permits \$ 786, Postage \$1,180, Computer Software \$ 6864, Amillion Dues \$10,202 % share to this program as ACH/Match	
Other ACH & Match		4,788	901	4,222		901	1,025			
Other Subtotal		133,719	5,124	4,222		901	1,025			
Operating Total		216,427	27,169	19,823		7,246	10,724			
						17,179	4,976			
						85	Don't not to exceed 10%			

**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT**

Agency Name:

YUSA of Greater Miami Dade, Inc.

Program Service Site:

Gery Street

Program Service Address:

351 NW 55A 33128

Program Type:

Early Head Start

State: FL

Fiscal Year:

2013

Budget Period:

08/01/2012 to 07/31/2013

Instruction: Input the desired number of children to be served in the "Proposed Number of Slots" column

Slot Description	Cost Per Slot	Proposed Number of Slots	Maximum Federal Amount	25% Match Requirement	Total Cost of Program
Delegate Operated Early Head Start Slot	\$12,000	15	\$192,000	\$48,000	\$240,000
Former County Operated Early Head Start Slot (Rent Free Facilities)*	\$11,600	0	\$0	\$0	\$0
Home Based Early Head Start Slot	\$10,878	0	\$0	\$0	\$0
<b>Total</b>		<b>15</b>	<b>\$192,000</b>	<b>\$48,000</b>	<b>\$240,000</b>

Administrative Cap Information		Maximum Federal Amount	25% Match Requirement	Total Cost of Administration
Maximum Administrative Cost - 10%		\$19,200	\$4,800	\$24,000

Note: \*Cost per child is reduced by \$400 to compensate for rent free facilities

YWCA of Greater Miami-Dade, Inc.										FTE
Gerry Sweet - Early Head Start Justification - direct										
POSITION	Annual	Total Program Cost	Cost/yr. Prod. Operation	% shts-share	AOH	Non-Fed Share (Cash & In-Kind)	AOH % Match	Justification		
Child Health and Development Service Personnel										
2 EHS Teacher	25,867	25,867	25,867	100%				\$12,687 x 40 hrs/wk x 2 wks x 25.5 pp @ 100%	1.00	
2 EHS Teacher	26,653	26,653	26,653	100%				\$13,077 x 40 hrs/wk x 2 wks x 25.5 pp @ 100%	1.00	
Sub-Total Teacher/Infant/Toddler Teacher		52,520	52,520						2.00	
5 EHS Asst Teacher	23,623	23,623	23,623	100%				\$11,587 x 40 hrs/wk x 2 wks x 25.5 pp @ 100%	1.00	
5 EHS Asst Teacher	20,461	20,461	20,461	100%				\$10,037 x 40 hrs/wk x 2 wks x 25.5 pp @ 100%	1.00	
5 EHS Part-time Assistant T	5,132	5,132	5,132	100%				\$9,057 x 12.5 hrs/wk x 2 wks x 25.5 pp @ 100%	0.32	
5 EHS Part-time Assistant T	5,132	5,132	5,132	100%				\$9,057 x 12.5 hrs/wk x 2 wks x 25.5 pp @ 100%	0.32	
Sub-Total Teacher Aides and Other Ed. Personnel		54,348	54,348						2.64	
6 HS Svc Coord.	48,271	6,150	6,150	13%				Salary \$ 1866.57/pp x26 pp @ 13% for HS/Closing Report, monthly, planning fiscal year, recruiting, beginning and ending transitional services, 78% to EHS, 9% not charged, VPK/FF not allowed per grant application	0.13	
7 Ed Spec/Disabilities Coord	31,304	4,383	4,383	14%				Salary \$ 1204/pp x26 pp @ 14%, 86% to HS	0.14	
9 Center Assistant	23,059	3,228	3,228	14%				\$12,677 x 35 hrs/wk x 2 wks x 25.5 pp @ 14%, 86% to HS	0.14	
Family and Community Partnerships										
11 Other Family and Comm. Partnerships-Fam & Comm	32,360	1,812	1,812	6%				Salary \$ 1244.50/pp x26 pp @ 6% Recruiting, develop Community Partnerships, opening and closing family transitions (charged 40% to this center), if not funded for other site, will reduce hrs @ this site overall no to exceed budget allotment for the function.	0.06	
11 Other Family and Comm. Partnerships-Family Work	23,059	3,228	3,228	14%				\$12,677 x 35 hrs/wk x 2 wks x 25.5 pp @ 14%, 86% to HS	0.14	
Sub-Total Other Family and Comm. Partnerships		5,040	5,040						0.20	
Program Design and Management Personnel										
12 Executive Director/Other Supervisor of HS Director	215,050	1,100	1,100			3,548		CEO/DOO % of time spent on this program/site 1% oversight Salary \$ 2565.38/pp x26 pp @ 3% for EHS Justification for 26 pp: Oversee full implementation of on-going program. Including, but not limited to supervision of staff, reporting, deadlines, and other decision-making responsibilities to ensure no gaps in services during and 3% after hiatus. HR Director % of time spent on this program/site 3% oversight	0.02	
13 Head Start Director	66,700	1,681	1,681	3%	1,814	4,170		3% oversight	0.15	
14 Managers	70,913	1,814						HR Director % of time spent on this program/site 3% oversight	0.04	
15 Staff Development								Data Entry Fiscal/HR support % of time spent on this program	0.04	
16 Clerical Personnel	42,640	1,091			2,284	3,683		2% Accountants % of time spent on this program	0.06	
17 Fiscal Personnel	111,601	2,284			194	525		1% Includes: Ec. Assist % of time spent on this program	0.02	
18 Other Administrative Personnel	37,961	194			6,483	9,731			0.33	
Sub-Total Program Design & Management		8,164	1,681							
Other Personnel										
19 Maintenance Personnel	37,800	1,547			1,547	624		Includes: Maintenance Supervisor - % of time spent on this program	0.06	
21 Other Personnel	22,298	913			913	368		Includes: Front Desk Coordinator - % of time spent on this program	0.06	
Sub-Total Other Personnel		2,460			2,460	992			0.12	



**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT  
DETAILED LINE ITEM BUDGET**

Agency Name: YWCA of Greater Miami  
 Program Service Site: Windows Program Service Address: 3468 NW 199 Street  
 Program Type: Early Head Start State: FL  
 Fiscal Year: 2013 Budget Period: 08/01/2012 to 07/31/2013

		HHS Grant		
Line Item	Line Item Description	Cost for Prog. Operation	*Non-Fed Share (Cash and In-Kind)	# of Emp.
<b>GABI</b>				
<b>Child Health and Development Service Personnel</b>				
1	Program Managers and Content Areas Experts	\$0	\$0	0.00
2	Teachers/Infant Toddler Teachers	\$20,350	\$0	0.86
5	Teacher Aides and Other Education Personnel	\$20,545	\$0	1.18
6	Health/Mental Health Services Personnel	\$6,108	\$0	0.20
7	Disabilities Services Personnel	\$3,054	\$0	0.10
8	Nutrition Services Personnel	\$0	\$0	0.00
9	Other Child Services Personnel	\$2,410	\$0	0.12
	<b>Sub-Total</b>	<b>\$52,468</b>	<b>\$0</b>	<b>2.46</b>
<b>Family and Community Partnerships</b>				
10	Program Managers and Content Areas Experts	\$0	\$0	0.00
11	Other Family and Community Partnerships Personnel	\$4,340	\$0	0.17
	<b>Sub-Total</b>	<b>\$4,340</b>	<b>\$0</b>	<b>0.17</b>
<b>Program Design and Management Personnel</b>				
12	Executive Director/Other Supervisor of HS Director	\$550	\$2,585	0.01
13	Head Start/Early Head Start Director	\$0	\$0	0.00
14	Managers	\$907	\$852	0.02
15	Staff Development	\$0	\$0	0.00
16	Clerical Personnel	\$545	\$512	0.02
17	Fiscal Personnel	\$1,142	\$2,683	0.03
18	Other Administrative Personnel	\$97	\$456	0.01
	<b>Sub-Total</b>	<b>\$3,241</b>	<b>\$7,088</b>	<b>0.09</b>
<b>Other Personnel</b>				
19	Maintenance Personnel	\$2,089	\$454	0.10
21	Other Personnel	\$456	\$268	0.02
	<b>Sub-Total</b>	<b>\$2,545</b>	<b>\$722</b>	<b>0.12</b>
	<b>Personnel Total</b>	<b>\$62,593</b>	<b>\$7,811</b>	<b>2.84</b>
<b>Fringe Benefits</b>				
1	Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$7,908	\$2,181	0.00
2	Health/Dental/ Life Insurance	\$9,826	\$1,197	0.00
3	Retirement	\$1,583	\$641	0.00
	<b>Fringe Benefits Total</b>	<b>\$19,317</b>	<b>\$4,020</b>	<b>0.00</b>
<b>Travel</b>				
	Staff Out-of-town travel	\$0	\$0	0.00
	<b>Sub-Total</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00</b>
<b>Supplies</b>				
1	Office Supplies	\$929	\$148	0.00
2	Child and Family Services Supplies	\$947	\$90	0.00
3	Food Service Supplies	\$0	\$0	0.00
4	Other Supplies	\$27	\$18	0.00
	<b>Sub-Total</b>	<b>\$1,903</b>	<b>\$256</b>	<b>0.00</b>
<b>Contractual</b>				
1	Administrative Services (e.g. Legal, Accounting)	\$627	\$1,472	0.00
2	Health/Disabilities Services	\$200	\$90	0.00
3	Food Service	\$901	\$0	0.00
4	Child Transportation Services	\$195	\$0	0.00
5	Training and Technical Assistance	\$212	\$499	0.00
8	Other Contracts	\$437	\$407	0.00
	<b>Sub-Total</b>	<b>\$2,572</b>	<b>\$2,468</b>	<b>0.00</b>
<b>Other</b>				
2	Rent	\$0	\$0	0.00
4	Utilities, telephone	\$4,587	\$851	0.00
5	Building and Child Liability Insurance	\$2,640	\$6,413	0.00
6	Building Maintenance/Repair and Other Occupancy	\$1,105	\$1,256	0.00
8	Local Travel	\$214	\$8	0.00
13	Parent Services	\$0	\$0	0.00
15	Publication/Advertising/Printing	\$258	\$16	0.00
17	Other	\$1,461	\$903	0.00
	<b>Sub-Total</b>	<b>\$10,215</b>	<b>\$9,446</b>	<b>0.00</b>
	<b>Operating Total</b>	<b>\$14,090</b>	<b>\$12,169</b>	<b>0.00</b>
	<b>LINE ITEM TOTAL BUDGET</b>	<b>\$96,000</b>	<b>\$24,000</b>	<b>2.84</b>
	<b>Request for Application Total</b>	<b>\$96,000</b>	<b>\$24,000</b>	

Note: \* The 25% required match does not have to apply to each line item; however, the total match must add up to 25% required match



YWCA of Greater Miami-Dade, Inc.		Match FTE		Description		FTE
Justification: Windows - Early Head Start						
Client Transportation	1,000	20%			client to appointments 20 children at an average cost of ~\$64	
Field Trips	1,500	0%				
5 Training and Technical Assistance						
Training & technical assist	16,600	1%			Computer Consulting % share to this program	
8 Other Contracts						
program share of services including alarm/extern	2,554	8%			Fire alarm Monitoring 105**12ADT 104*4; C/kin 65*12,	
computer consulting	325	20%			based on five visits 65*5 x % share	
each share of services including alarm/extern.	13,548	1%			Contractual Services % share to this program	
subtotal Other Contracts	13,548					
subtotal Contractual	2,571					
OTHER						
4 Utilities, telephone						
Garbage Collection	3,688.28	20%			based on est. 12 mths usage x % share of program	
Electric	5,081.00	25%			based on est. 12 mths usage x % share of program	
Water & Sewer	2,800.00	20%			based on est. 12 mths usage x % share of program	
Telephone	2,820.00	20%			based on est. 12 mths usage x % share of program	
subtotal						
direct - subtotal						
5 Building and Child Liability Insurance						
AOH: various Utilities, telephone	70,769	2%			Telephone \$16308/property Tax \$370/Garbage \$852/Electric \$3920/Water & Sewer \$8396/Cell Phone \$432 % share to this program as AOH	
subtotal	1,448					
6 Building Maintenance/Repair and Other Occupancy						
subtotal Building and Child Liability Insurance	12,000	16%			projected cost for program children: gi, umbrella, accident	
subtotal Building and Child Liability Insurance	133,400	1%			General Liability Ins: \$ 133,400 % share to this program INCLUDES: property, hrs, d&o, ee bond	
Equipment Lease / Rental	924	20%				
Building Repair/Maintenance	2,000				cooler @ site upkeep of facility as needed	
subtotal	41,792	1%			Bldg Repair/Maint. \$ 3253 Equip Maint Lease \$14879.82, \$ 23658.80 % share to this program	
subtotal	1,105					
8 Local Travel						
subtotal	535					
subtotal	1,105					

Form A-2

AFFIDAVIT OF MIAMI-DADE COUNTY  
LOBBYIST REGISTRATION FOR ORAL PRESENTATION

(1) Project Title: Headstart / County Run Sites Project No.: \_\_\_\_\_  
(2) Department: PROCUREMENT MANAGEMENT  
(3) Proposer's Name: YWCA of Greater Miami-Dade, INC.  
Address: 351 NW 5 Street, MIAMI, FL Zip: 33128  
Business Telephone: (305) 377-9922

(4) List All Members of the Presentation Team Who Will Be Participating in the Oral Presentation:

NAME	TITLE	EMPLOYED BY	TEL. NO.
<u>Shirlyon McWhorter</u>	<u>President</u>	<u>FIU</u>	<u>(305) 348-2523</u>
<u>Eileen Maloney-Simon</u>	<u>CEO</u>	<u>YWCA</u>	<u>(305) 377-9922</u>
<u>Leonor Romero</u>	<u>COO/CFO</u>	<u>YWCA</u>	<u>(305) 377-9922</u>
<u>Beatriz Hentschel</u>	<u>Early Childhood</u>	<u>YWCA</u>	<u>(305) 377-9922</u>

(ATTACH ADDITIONAL SHEET IF NECESSARY)

The individuals named above are Registered and the Registration Fee is not required for the Oral Presentation ONLY.

Any person who appears as a representative for an individual or firm for an oral presentation before a County certification, evaluation, selection, technical review or similar committee must be listed on an affidavit provided by the County. The affidavit shall be filed with the Clerk of the Board at the time the response is submitted. The individual or firm must submit a revised affidavit for additional team members added after submittal of the proposal with the Clerk of the Board prior to the oral presentation. Any person not listed on the affidavit or revised affidavit may not participate in the oral presentation, unless he or she is registered with the Clerk's office and has paid all applicable fees.

Other than for the oral presentation, Proposers who wish to address the county commission, county board or county committee concerning any actions, decisions or recommendations of County personnel regarding this solicitation in accordance with Section 2-11.1(s) of the Code of Miami-Dade County MUST register with the Clerk of the Board and pay all applicable fees.

I do solemnly swear that all the foregoing facts are true and correct and I have read or am familiar with the provisions of Section 2-11.1(s) of the Code of Miami-Dade County as amended.

Signature of Authorized Representative: Eileen Maloney-Simon Title: CEO  
STATE OF Florida  
COUNTY OF Miami-Dade

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2013, by Eileen Maloney-Simon, a Corporation, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did/did not take an oath.

Sandra B. Higgins  
(Signature of person taking acknowledgement)  
\_\_\_\_\_  
(Name of Acknowledger typed, printed or stamped)  
\_\_\_\_\_  
(Title or Rank)      (Serial Number, if any)

NOTARY PUBLIC STATE OF FLORIDA  
Sandra B. Higgins  
Commission # DD906372  
Expires: AUG. 21, 2013  
BONDED THRU ATLANTIC BONDING CO., INC.

**FAIR SUBCONTRACTING POLICIES**  
**(Section 2-8.8 of the Miami-Dade County Code)**

**FAIR SUBCONTRACTING PRACTICES**

In compliance with Section 2-8.8 of the Miami-Dade County Code, the Applicant submits the following detailed statement of its policies and procedures for awarding subcontracts:

**POLICY:**

It is the policy of the YWCA to include as many women-owned and minority-owned businesses as possible in its vendor base. Other factors such as references, quality of work, affirmative action record, local preference etc., shall be considered. Women/minority bids, that are not the low bids, may be considered by the Board for award.

**PURPOSE:**

To establish a system for processing and monitoring purchase orders for products, services, and issuing RFP/RFQ's, bids for same, requiring timely payments to vendors to avoid vendor dissatisfaction and to prevent shortage of necessary programmatic goods and services.

**PROCEDURES:**

**Types of Purchases and Requirements:**

Prior to purchasing an item or requesting any services, the staff member must review the following categories to verify the requirements mandated according to the type of purchase and the purchase price:

- Commodities: Budgeted Purchases of \$1,000 or less
- Commodities: Budgeted Purchase of \$1,001 or more
- Capital Purchase of \$1,000 or more
- Contractual Services \$1,000 or more
- Professional or Construction Services over \$1,000

Every effort must be made to solicit quotes/bids from women/minority owned businesses where available.

I hereby certify that the foregoing information is true, correct and complete.

Signature of Authorized Representative: *Eileen Maloney*  
 Title: CEO Date: 3-19-12  
 Firm Name: YWCA of Greater Miami-Dade, Inc.

Attachment 2

# Child Care Facility Certificate of License

Certificate Number: C11MD0269

Name of Facility: YWCA Gerry Sweet Child Care

Address: 351 NW 5th St

City: Miami

County: Miami-Dade

Owner: YWCA of Greater Miami-Dade, Inc.

The Department of Children and Families being satisfied that this child care facility or child care program has complied with Chapter 65C-22, Florida Administrative Code, Child Care Standards, adopted by the Department and authorized in sections 402.301 - 402.319, Florida Statutes, approves an Annual license to operate this child care facility or child care program. This certificate is effective 06/04/2011 through 06/03/2012.

*This license may be revoked or suspended for cause.*

Maximum Licensed Capacity: 133

Hours of Operation:

Mon=07:00 AM-06:00 PM Tue=07:00 AM-06:00 PM Wed=07:00 AM-06:00 PM  
Thu=07:00 AM-06:00 PM Fri=07:00 AM-06:00 PM

  
Region Administrator or Designee



# Child Care Facility Certificate of License

Certificate Number: C11MD0795

Name of Facility: YWCA Windows to Early Learning Child Care Center

Address: 3458 NW 199th Street

City: Miami

County: Miami-Dade

Owner: YWCA of Greater Miami-Dade Inc

The Department of Children and Families being satisfied that this child care facility or child care program has complied with Chapter 65C-22, Florida Administrative Code, Child Care Standards, adopted by the Department and authorized in sections 402.301 - 402.319, Florida Statutes, approves an Annual license to operate this child care facility or child care program. This certificate is effective 02/20/2012 through 02/19/2013.

*This license may be revoked or suspended for cause.*

Maximum Licensed Capacity: 41

Hours of Operation:

Mon=07:00 AM-06:00 PM    Tue=07:00 AM-06:00 PM    Wed=07:00 AM-06:00 PM  
 Thu=07:00 AM-06:00 PM    Fri=07:00 AM-06:00 PM

*Tara Foley*  
 Region Administrator or Designee



**STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
BUREAU OF CHILDCARE FOOD PROGRAMS**

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**Child Care Food Program (CCFP)  
Permanent Contract**

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**IDENTIFICATION OF CONTRACTING PARTIES:** This Permanent Contract (Contract) is entered into consistent with the terms and representations provided in the Contractor's application requesting participation in the Child Care Food Program (CCFP). The Contract is therefore, under those conditions, executed by:

**The State of Florida  
Department of Health  
Bureau of Childcare Food Programs  
(Department)  
BIN #A-17, 4052 Bald Cypress Way, Tallahassee, Florida 32399-1727**

**with**

**The Contractor Identified on Page 16 of This Contract**

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Contractors shall maintain this Contract with their CCFP records. Contractors are required to retain most CCFP records for at least three years after termination from the Program. Certain records are required to be retained longer. Records related to an ongoing audit must be retained until the audit is complete, even if longer than the standard retention period.

Accredited Professional Preschool  
Learning Environment

**APPLE**

*Awards*

**Accreditation**

To

**YWCA Gerry Sweet Child Care**

351 NW 5<sup>th</sup> Street  
Miami, Florida 33128

*This 4<sup>th</sup> day of September 2011,  
and is valid through  
September 4, 2016*

*This accreditation may be revoked for just cause.*

Ellen M. Blake

APPLE Administrator

Holly Wallsmith

President – FACCM

APPLE number A4653

*Attachment 4*

A quality initiative of the Florida Association for Child Care Management





**VPK**  
VOLUNTARY PREKINDERGARTEN

State of Florida

**Certified**

Voluntary Prekindergarten Provider

2011-2012

YWCA GERRY SWEET CHILD CARE

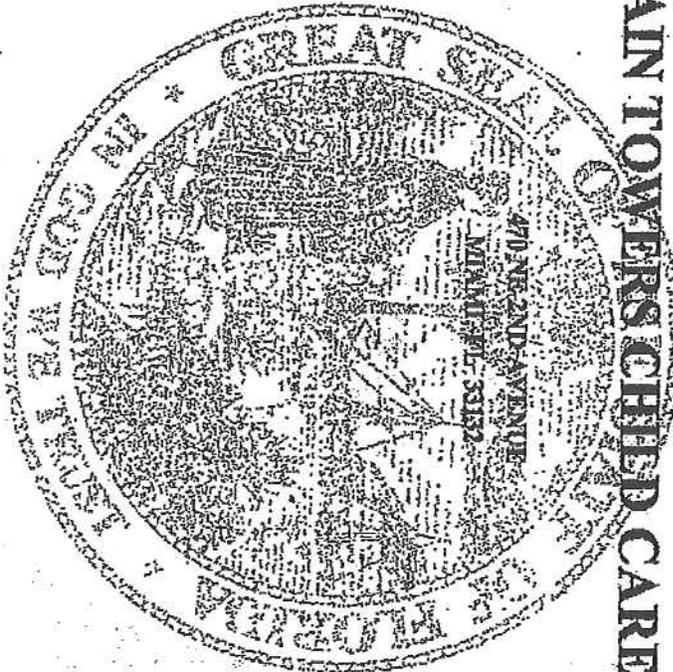
A4

Roseline Philippe  
VPK Program Director

Department of Children and Families Child Care Services  
**GOLD SEAL QUALITY OF CARE**

*Presented to*

**YWCA CAIN TOWERS CHILD CARE CENTER**



Effective Date:

12/02/2011

Expiration Date:

12/02/2016



*Alfonso Russo*  
Director  
Child Care Services

44

Accredited Professional Preschool  
Learning Environment

**APPLE**

*Awards*

**Accreditation**

to

**YWCA Windows to Early  
Learning Center**

*3468 NW 199<sup>th</sup> Street  
Carol City, Florida 33056*

*This 20<sup>th</sup> day of October 2009,  
and is valid through  
October 20, 2012*

*This accreditation may be revoked for just cause.*

Ellen M. Blake  
APPLE Administrator

APPLE number #3656

Dick Warfel  
President - FACCM

A 4

A quality initiative of the Florida Association for Child Care Management





State of Florida

**Certified**

**Voluntary Prekindergarten Provider**

**2011-2012**

**YWCA GERRY SWEET CHILD CARE**

#4

Roseline Philippe  
VPK Program Director

Marcia Samuel  
Reading Specialist MDCPS  
12990 SW 186 Terrace  
Miami, FL 33177

F/B Board Member

Carmelita Concepcion  
MDW  
505 NE 30 St., #202  
Miami, FL 33137

F/H Board Member

Hon. Maria Espinosa Dennis  
Lawson E Thomas Courthouse  
175 NW First Avenue, #2227  
Miami, FL 33128

F/H Board Member

Lisa N. McGill  
Financial Consultant  
1880 S. Treasure Drive  
Unit #4P  
North Bay Village, FL 33141

F/B Board Member

Chief Executive Officer:

Eileen Maloney-Simon  
351 NW 5 Street  
Miami, FL 33128  
O: 305.377.9922 x 202 F: 305.373.9922  
E: emsimon@ywca-miami.org

**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT**  
**DETAILED LINE ITEM BUDGET**

Agency Name: YWCA of Greater Miami

Program Service Site: Windows Program Service Address: 3468 NW 199 Street

Program Type: Head Start State: FL

Fiscal Year: 2013 Budget Period: 08/01/2012 to 07/31/2013

GABI Line Item	Line Item Description	HHS Grant		
		Cost for Prog. Operation	Non- Fed Share (Cash and In-Kind)	# of Emp.
<b>Child Health and Development Service Personnel</b>				
1	Program Managers and Content Areas Experts	\$0	\$0	0.00
2	Teachers/Infant Toddler Teachers	\$21,803	\$11,543	1.44
5	Teacher Aides and Other Education Personnel	\$16,741	\$9,070	1.73
6	Health/Mental Health Services Personnel	\$18,825	\$6,371	0.80
7	Disabilities Services Personnel	\$12,598	\$0	0.40
8	Nutrition Services Personnel	\$0	\$0	0.00
9	Other Child Services Personnel	\$9,943	\$0	0.50
	<b>Sub-Total</b>	<b>\$79,410</b>	<b>\$26,984</b>	<b>4.87</b>
<b>Family and Community Partnerships</b>				
10	Program Managers and Content Areas Experts	\$0	\$0	0.00
11	Other Family and Community Partnerships Personnel	\$17,901	\$0	0.68
	<b>Sub-Total</b>	<b>\$17,901</b>	<b>\$0</b>	<b>0.68</b>
<b>Program Design and Management Personnel</b>				
12	Executive Director/Other Supervisor of HS Director	\$1,182	\$2,617	0.02
13	Head Start/Early Head Start Director	\$0	\$0	0.00
14	Managers	\$1,949	\$863	0.04
15	Staff Development	\$0	\$0	0.00
16	Clerical Personnel	\$1,171	\$519	0.04
17	Fiscal Personnel	\$2,454	\$2,716	0.05
18	Other Administrative Personnel	\$209	\$462	0.02
	<b>Sub-Total</b>	<b>\$6,966</b>	<b>\$7,177</b>	<b>0.17</b>
<b>Other Personnel</b>				
19	Maintenance Personnel	\$7,086	\$460	0.36
21	Other Personnel	\$980	\$272	0.04
	<b>Sub-Total</b>	<b>\$8,066</b>	<b>\$732</b>	<b>0.40</b>
	<b>Personnel Total</b>	<b>\$112,343</b>	<b>\$34,893</b>	<b>16.12</b>
<b>Fringe Benefits</b>				
1	Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$18,304	\$2,209	0.00
2	Health/Dental/ Life Insurance	\$19,274	\$1,212	0.00
3	Retirement	\$2,133	\$649	0.00
	<b>Fringe Benefits Total</b>	<b>\$39,711</b>	<b>\$4,070</b>	<b>0.00</b>
<b>Travel</b>				
	Staff Out-of-town travel	\$0	\$0	0.00
	<b>Sub-Total</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00</b>
<b>Supplies</b>				
1	Office Supplies	\$1,231	\$149	0.00
2	Child and Family Services Supplies	\$4,670	\$91	0.00
3	Food Service Supplies	\$0	\$0	0.00
4	Other Supplies	\$97	\$19	0.00
	<b>Sub-Total</b>	<b>\$5,998</b>	<b>\$259</b>	<b>0.00</b>
<b>Contractual</b>				
1	Administrative Services (e.g. Legal, Accounting)	\$1,347	\$1,491	0.00
2	Health/Disabilities Services	\$1,895	\$370	0.00
3	Food Service	\$1,795	\$0	0.00
4	Child Transportation Services	\$4,081	\$0	0.00
5	Training and Technical Assistance	\$456	\$505	0.00
8	Other Contracts	\$2,988	\$422	0.00
	<b>Sub-Total</b>	<b>\$12,562</b>	<b>\$2,778</b>	<b>0.00</b>
<b>Other</b>				
2	Rent	\$0	\$0	0.00
4	Utilities, telephone	\$14,414	\$861	0.00
5	Building and Child Liability Insurance	\$11,509	\$6,493	0.00
6	Building Maintenance/Repair and Other Occupancy	\$3,502	\$1,271	0.00
8	Local Travel	\$1,596	\$8	0.00
13	Parent Services	\$0	\$0	0.00
15	Publication/Advertising/Printing	\$1,028	\$16	0.00
17	Other	\$3,587	\$914	0.00
	<b>Sub-Total</b>	<b>\$35,636</b>	<b>\$9,563</b>	<b>0.00</b>
	<b>Operating Total</b>	<b>\$148,199</b>	<b>\$12,600</b>	<b>0.00</b>
	<b>LINE ITEM TOTAL BUDGET</b>	<b>\$206,250</b>	<b>\$51,563</b>	<b>6.12</b>
	<b>Request for Application Total</b>	<b>\$206,250</b>	<b>\$51,563</b>	

Note: \* The 25% required match does not have to apply to each line item; however, the total match must add up to 25% required match.

YWCA of Greater Miami-Dade, Inc.													
Justification:	Windows - Head Start												
11 Other Family and Community Partnerships Personnel	His @ wk # of pp	Hrly Rate	total salaries										
#wkw@pp	Justification for 26 pp: recruiting, develop Community Partnerships, opening and closing family transitions												
2	Farm & Comm Coord	40.00	26.00	15.56	32,360	8%	2,605					Balance % of time - 2% under EHS Other 90% work @ other HS/EHS sites. If not funded for other sites, will reduce hrs or consolidate functions @ this site overall not to exceed budget allotment	0.08
2	Family Worker	30.00	25.00	12.67	19,005	80%	15,296					Balance % of time - under EHS @ this site	0.60
subtotal					51,365		17,901	17,901					0.68
Program Design and Management Personnel													
Justification:													
total:													
12	ED/Other Supervisor				215,050	0.5%	1,182	1,182	2,617			CEO&COO % of time spent on this program/site oversight	0.02
14	Managers				70,913	2.7%	1,949	1,949	853			HR Director % of time spent on this program/site oversight	0.04
16	CLERICAL				42640	2.7%	1,172	1,172	519			Data Entry Fiscal&HR support % of time spent on this program	0.04
17	FISCAL				111,601	2.2%	2,454	2,454	2,716			Accountants % of time spent on this program	0.05
18	OTHER				37,961	0.5%	209	209	462			Includes: Ex. Assist % of time spent on this program	0.02
subtotal					6,965		7,177						
Other Personnel													
19 Maintenance Personnel: direct personnel													
#wkw@pp	His @ wk # of pp	Hrly Rate	total salaries										
2		30	26	8.64	13,478.40	40%	5,424	5,424				provides support for hygiene/daily @ the center for children's care - 10% under EHS @ this site; Balance of 50% position works @ multiple sites; if not funded, reduce hours to not exceed budget	0.30
19	MAINTEN				37,800	4%	1,662	1,662	460			Includes: Maintenance Supervisor % of time spent on this program	0.06
	subtotal		0		7,085		5,424	1,662	460				
21	OTHER				22,298	4%	980	980	271			Includes: Front Desk Coordinator % of time spent on this program	0.04
Personnel Total					112,342		102,735	9,607	34,392				6.11





**MIAMI-DADE COUNTY COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT**

**DETAILED LINE ITEM BUDGET**

Agency Name:	YWCA of Greater Miami-Dade, Inc.		
Program Service Site:	Gerry Sweet	Program Service Address:	351 NW 5th Street, 33128
Program Type:	Head Start	State:	FL
Fiscal Year:	2013	Budget Period:	08/01/2012 to 07/31/2013

GABI Line Item	Line Item Description	HHS Grant		
		Cost for Prog. Operation	Non- Fed Share (Cash and In-Kind)	# of Emp.
<b>Child Health and Development Service Personnel</b>				
1	Program Managers and Content Areas Experts	\$0	\$0	0.00
2	Teachers/Infant Toddler Teachers	\$45,200	\$25,780	3.00
5	Teacher Aides and Other Education Personnel	\$32,216	\$18,375	3.00
6	Health/Mental Health Services Personnel	\$37,777	\$0	0.78
7	Disabilities Services Personnel	\$26,921	\$0	0.86
8	Nutrition Services Personnel	\$0	\$0	0.00
9	Other Child Services Personnel	\$19,831	\$0	0.86
	<b>Sub-Total</b>	\$161,945	\$44,155	8.50
<b>Family and Community Partnerships</b>				
10	Program Managers and Content Areas Experts	\$0	\$0	0.00
11	Other Family and Community Partnerships Personnel	\$30,963	\$0	1.20
	<b>Sub-Total</b>	\$30,963	\$0	1.20
<b>Program Design and Management Personnel</b>				
12	Executive Director/Other Supervisor of HS Director	\$1,934	\$4,284	0.02
13	Head Start/Early Head Start Director	\$10,825	\$0	0.15
14	Managers	\$3,189	\$1,412	0.04
15	Staff Development	\$0	\$0	0.00
16	Clerical Personnel	\$1,917	\$849	0.04
17	Fiscal Personnel	\$4,015	\$4,446	0.06
18	Other Administrative Personnel	\$341	\$756	0.03
	<b>Sub-Total</b>	\$21,721	\$11,747	0.34
<b>Other Personnel</b>				
19	Maintenance Personnel	\$2,720	\$753	0.06
21	Other Personnel	\$1,605	\$444	0.06
	<b>Sub-Total</b>	\$4,325	\$1,197	0.12
	<b>Personnel Total</b>	\$218,954	\$57,100	10.16
<b>Fringe Benefits</b>				
1	Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$28,386	\$3,615	0.00
2	Health/Dental/ Life Insurance	\$36,209	\$1,984	0.00
3	Retirement	\$4,800	\$1,063	0.00
	<b>Fringe Benefits Total</b>	\$69,395	\$6,662	0.00
<b>Travel</b>				
	Staff Out-of-town travel	\$2,000	\$0	0.00
	<b>Sub-Total</b>	\$2,000	\$0	0.00
<b>Supplies</b>				
1	Office Supplies	\$788	\$245	0.00
2	Child and Family Services Supplies	\$6,236	\$149	0.00
3	Food Service Supplies	\$0	\$0	0.00
4	Other Supplies	\$104	\$30	0.00
	<b>Sub-Total</b>	\$7,128	\$424	0.00
<b>Contractual</b>				
1	Administrative Services (e.g., Legal, Accounting)	\$2,203	\$2,440	0.00
2	Health/Disabilities Services	\$3,000	\$594	0.00
3	Food Service	\$1,744	\$0	0.00
4	Child Transportation Services	\$2,200	\$0	0.00
5	Training and Technical Assistance	\$746	\$827	0.00
8	Other Contracts	\$8,321	\$675	0.00
	<b>Sub-Total</b>	\$18,214	\$4,536	0.00
<b>Other</b>				
2	Rent	\$0	\$0	0.00
4	Utilities, telephone	\$5,092	\$1,410	0.00
5	Building and Child Liability Insurance	\$5,714	\$10,628	0.00
6	Building Maintenance/Repair and Other Occupancy	\$2,265	\$2,081	0.00
8	Local Travel	\$2,844	\$12	0.00
13	Parent Services	\$764	\$0	0.00
15	Publication/Advertising/Printing	\$934	\$26	0.00
17	Other	\$4,196	\$1,497	0.00
	<b>Sub-Total</b>	\$21,809	\$15,654	0.00
	<b>Operating Total</b>	\$491,151	\$20,614	0.00
	<b>LINE ITEM TOTAL BUDGET</b>	\$337,500	\$84,375	10.16
	<b>Request for Application Total</b>	\$337,500	\$84,375	

Note: \* The 25% required match does not have to apply to each line item; however, the total match must add up to 25% required match.

YWCA of Greater Miami-Dade, Inc.

Gerry Sweet - Head Start Justification - direct

POSITION	Annual	Total Program Cost	Cost for Proc. Operation	% his - share	AOH	Non-Fed Share (Cash & In-Kind)	AOH % Match	Justification	FTE
<b>Total Personnel</b>		<b>218,956</b>	<b>203,234</b>		<b>15,721</b>	<b>57,100</b>			<b>10.15</b>
<b>Fringe Benefits</b>									
FCAMICA, SUI, Workers Compensation	95,383	28,386	26,753		1,633	3,615		reimburse: 7.65% of total salaries - charged to program / W/Comp 1.51% / UEI 5.40% of first \$9,500	
HealthLife Insurance	58,103	36,209	34,926		1,283	1,934		HealthLife: pro-rated for program and premium \$320/mth	
Retirement	62,105	4,798	4,348		451	1,053		3% Retirement: pro-rated for program based on eligibility	
<b>Fringe Benefits Total</b>		<b>69,394</b>	<b>66,028</b>		<b>3,366</b>	<b>6,602</b>			
<b>Travel</b>									
Start Out-of-town travel	2,000	2,000	2,000	100%				HS Conferences 2 attendees	
Sub-Total		<b>2,000</b>	<b>2,000</b>						
<b>Supplies</b>									
1 Office Supplies									
Office Supplies	546	421	421	77%				Office depot Ink 24.99*6 + miscellaneous 50*6 + Ink for classrooms 35*2 plus a 5% increase	
Office Supplies-AOH & Match	4,912	221			221	245		office supplies/copier paper % share to this program	
Comar Paper	188	148	146	77%				30*6	
2 Child and Family Services Supplies									
Sanitary Supplies	1,070	826	826	77%				1 case latex globe 36.65*2x per mth x 12 mths + 1 case shoes cover @34.90 x 1 case per dx x 4 qtrs=36.65*2*12+34.90*4 plus a 5% increase	
Cleaning / Occupancy Supplies	2,076	1,776	1,776	86%				1 case liner 13.50; 1 case liner 11.85; 1 case multifold towel 17.85; 1 case Kleenex 18.50; 1 case disinfectant 27.56; pine cleaner 20.79; bleach 9.50; laundry detergent 28.84; dish detergent 22.50; handsoap;15.00; 1 case fabuloso liquid cleaner 38.06+ floor squeegee 37.50 + floor finish 41.25 + Wax 41.25 + vacuum soap 25.00 plus a 5% increase	
Client / Program Supplies	4,000	3,500	3,500	88%				71.42*56 = 4000	
Child and Family Services Supplies	3,000	135		0%	135	149		Sanitary/Cleaning/Program Supplies % share to this program	
3 Food Service Supplies									
4 Other Supplies	100	77	77	77%				Teacher appreciation	
4 Other Supplies-AOH & Match	600	27		0%	27	30		Staff Meals/Hospitality % share to this program HR mtg.	
Sub-Total		<b>7,128</b>	<b>6,748</b>		<b>353</b>	<b>424</b>			
<b>Contractual</b>									
1 Administrative Services (e.g. Legal, Accounting)-AOH & Match	49,000	2,203			2,203	2,440		4% Audit Fees; Payroll Fees % share to this program	
2 Health/Disabilities Services	3,500	3,000	3,000	86%				0% Mental Health \$50*7 + Dietician Consultant 7chrs x 45hr	
2 Health/Disabilities Services-Match	770					594		0% Veritor Match 10*7 + 70*10	
3 Food Service	1,743	1,743	1,743	100%				Teachers: HS 6*175*1.66	
4 Child Transportation Services	2,500	2,200	2,200	88%				25 clients @ 100.00 = 2500	
5 Training and Technical Assistance-AOH & Match	16,600	746			746	827		4% Computer Consulting % share to this program	
8 Other Contracts									
Computer Consulting	325	325	325	100%				0% Based on Five Visits 65*5 direct as needed @ center	
Contractual Services	9,576	7,387	7,387	77%				0% Service Master 700*12+ Ordln 60*12 (5%+)	
Other Contracts-AOH & Match	13,548	609			609	675		4% Contractual Services % share to this program	
Sub-Total		<b>18,214</b>	<b>14,555</b>		<b>3,559</b>	<b>4,535</b>			
<b>Other</b>									
2 Rent									
4 Utilities- telephone	70,789	5,082			5,082	1,410		7% program	

10/05/12

Miami Dade County Public Schools MDCPS-Arcola Lakes Elementary HS

ID #	Site	Address	City, State, Zip
1834	MDCPS-Arcola Lakes Elementary HS	356 NW 22 Street	Miami, FL 33147
12704	MDCPS-Arcola Lakes Elementary HS	2133 N.W. 95th Terrace	Miami, FL 33147
15772	MDCPS-Arcola Lakes Elementary HS	13757 NE 3rd Court	Miami, FL 33161
51718	MDCPS-Arcola Lakes Elementary HS	7901 N.W. 7th Avenue #508	Miami, FL 33150
32317	MDCPS-Arcola Lakes Elementary HS	2986 N.W. 132 St.#231	Opalocka, FL 33054
55473	MDCPS-Arcola Lakes Elementary HS	326 NE 82 Ter	Miami, FL 33138
58851	MDCPS-Arcola Lakes Elementary HS	8013 N.W. 5th Court	Miami, FL 33150
56652	MDCPS-Arcola Lakes Elementary HS	8013 N.W. 5th Court	Miami, FL 33150
62896	MDCPS-Arcola Lakes Elementary HS	1130 N.W. 9th St	Miami, FL 33147
68391	MDCPS-Arcola Lakes Elementary HS	7811 N.W. 8th Ave.	Miami, FL 33150
79702	MDCPS-Arcola Lakes Elementary HS	8185 N.W. 24Ave.	Miami, FL 33147
80209	MDCPS-Arcola Lakes Elementary HS	8455 NE Miami Court #8	Miami, FL 33150
92166	MDCPS-Arcola Lakes Elementary HS	1346 N.W. 96th St #115	Miami, FL 33147
93947	MDCPS-Arcola Lakes Elementary HS	124 NW 73rd Street	Miami, FL 33150
95825	MDCPS-Arcola Lakes Elementary HS	1570 N.W. 84th St	Miami, FL 33147
100985	MDCPS-Arcola Lakes Elementary HS	1730 N.W. 89th St	Miami, FL 33147
106364	MDCPS-Arcola Lakes Elementary HS	902 NE 143 Street	Miami, FL 33161
106727	MDCPS-Arcola Lakes Elementary HS	830 N.W. 84 Terrace	Miami, FL 33150
109689	MDCPS-Arcola Lakes Elementary HS	7929 Northwest 10th Court	Miami, FL 33150
109668	MDCPS-Arcola Lakes Elementary HS	1305 NW 65th Ter	Miami, FL 33147
<b>Summary Information for Agency/Site</b>			

10/05/12

**Miami Dade County Public Schools MDCPS-Carol City Elementary HS**

ID #	Site	Address	City, State, Zip
6481	MDCPS-Carol City Elementary HS	4211 NW 794 Street	Miami, FL 33056
70215	MDCPS-Carol City Elementary HS	15930 NW 35 Court	Copa Locka, FL 33054
71967	MDCPS-Carol City Elementary HS	4600 NW 171 Terrace	Miami Gardens, FL 33055
47416	MDCPS-Carol City Elementary HS	8221 N. E. 71st Avenue	Miami, FL 33138
47448	MDCPS-Carol City Elementary HS	2550 N. W. 56 Terrace #A	Miami, FL 33147
71781	MDCPS-Carol City Elementary HS	3501 NW 194 Terrace	Miami Gardens, FL 33056
72034	MDCPS-Carol City Elementary HS	20925 NW 22 Avenue	Miami, FL 33056
74955	MDCPS-Carol City Elementary HS	17110 NW 43 Avenue	Miami, FL 33055
77537	MDCPS-Carol City Elementary HS	1524 NW 119 Street, #204	Miami, FL 33187
83335	MDCPS-Carol City Elementary HS	3320 NW 174 Street	Miami, FL 33056
83509	MDCPS-Carol City Elementary HS	3441 NW 206 Street+	Miami, FL 33056
87782	MDCPS-Carol City Elementary HS	3420 NW 172 Terrace	Miami, FL 33056
97881	MDCPS-Carol City Elementary HS	2250 NW 177 Terrace	Miami Gardens, FL 33056
98517	MDCPS-Carol City Elementary HS	18451 NW 37 Avenue, #144	Miami Gardens, FL 33056
99526	MDCPS-Carol City Elementary HS	20336 NW 39th Avenue	Miami, FL 33056
102135	MDCPS-Carol City Elementary HS	20800 NW 38 Place	Miami, FL 33056
107250	MDCPS-Carol City Elementary HS	17816 NW 59th Ct	Miami, FL 33015
<b>Summary information for Agency/Site</b>			

10/05/12

**Miami Dade County Public Schools**

**MDCPS-Charles Drew Elementary HS**

ID #	Site	Address	City, State, Zip
19683	MDCPS-Charles Drew Elementary HS	7738 NW 2 Ave	Miami, FL 33150
43545	MDCPS-Charles Drew Elementary HS	1302 NW 74th Terrace	Miami, FL 33147
55318	MDCPS-Charles Drew Elementary HS	5803 North Miami Ave	Miami, FL 33127
55585	MDCPS-Charles Drew Elementary HS	1940 NW 62 Street	Miami, FL 33147
62311	MDCPS-Charles Drew Elementary HS	129 NW 70 Street	Miami, FL 33150
63803	MDCPS-Charles Drew Elementary HS	5348 NW 18th Ave	Miami, FL 33142
64545	MDCPS-Charles Drew Elementary HS	780 NE 199th Apt E102	Miami, FL 33179
67124	MDCPS-Charles Drew Elementary HS	1601 NW 62 Street	Miami, FL 33147
67273	MDCPS-Charles Drew Elementary HS	142 NW 39 Street	Miami, FL 33127
68481	MDCPS-Charles Drew Elementary HS	1555 NE 125 Terr Apt 1	Miami, FL 33161
71137	MDCPS-Charles Drew Elementary HS	172E NW 60 Street	Miami, FL 33142
90892	MDCPS-Charles Drew Elementary HS	142B NW 103 Street	Miami, FL 33147
94326	MDCPS-Charles Drew Elementary HS	1724 NW 60 Street	Miami, FL 33142
94355	MDCPS-Charles Drew Elementary HS	6308 NW 3rd Ave	Miami, FL 33150
96543	MDCPS-Charles Drew Elementary HS	1280 NW 127th Street	Miami, FL 33167
96647	MDCPS-Charles Drew Elementary HS	2555 NW 61 Street	Miami, FL 33142
100216	MDCPS-Charles Drew Elementary HS	1621 NW 64 Street	Miami, FL 33147
101572	MDCPS-Charles Drew Elementary HS	1283 NW 55 Street Apt B	Miami, FL 33142
101573	MDCPS-Charles Drew Elementary HS	1283 NW 55 Street Apt B	Miami, FL 33142

Attachment 6: Head Start Expanded Enrollment

10/05/12

101587	MDCPS-Charles Drew Elementary HS	30 NF 84 Street Apt 3	Miami, FL 33138
103234	MDCPS-Charles Drew Elementary HS	1362 NW 80th Street	Miami, FL 33142
105885	MDCPS-Charles Drew Elementary HS	1970 NW 76th Street	Miami, FL 33147
107217	MDCPS-Charles Drew Elementary HS	1327 N.W. 62nd Lane	Miami, FL 33147
107742	MDCPS-Charles Drew Elementary HS	1750 N.W. 56th Terr.	Miami, FL 33142
107839	MDCPS-Charles Drew Elementary HS	837 NW 57 Street	Miami, FL 33127
107847	MDCPS-Charles Drew Elementary HS	6441 N.W. 6th Ave.	Miami, FL 33150
107879	MDCPS-Charles Drew Elementary HS	1700 N.W. 63rd St.	Miami, FL 33147
108017	MDCPS-Charles Drew Elementary HS	10045 NW 7th Court Apt 1A	Miami, FL 33150
108112	MDCPS-Charles Drew Elementary HS	1920 N.W. 62nd St.	Miami, FL 33147
109062	MDCPS-Charles Drew Elementary HS	7901 N.W. 7th Ave.	Miami, FL 33150
109257	MDCPS-Charles Drew Elementary HS	2786 N.W. 42nd St.	Miami, FL 33142
Summary Information for Agency/Site			

10/05/12

Miami Dade County Public Schools MDCPS-Douglass Elementary HS

ID #	Site	Address	City, State, Zip
11180	MDCPS-Douglass Elementary HS	560 NW 7th Street	Miami, FL 33136
11206	MDCPS-Douglass Elementary HS	1525 NW 1st Place	Miami, FL 33136
18829	MDCPS-Douglass Elementary HS	1212 NW 1st Place	Miami, FL 33136
31576	MDCPS-Douglass Elementary HS	1650 N. Miami Avenue	Miami, FL 33136
51929	MDCPS-Douglass Elementary HS	3271 N.W. 1st St	Miami, FL 33056
58380	MDCPS-Douglass Elementary HS	4240 NW 23 Ct.	Miami, FL 33142
68195	MDCPS-Douglass Elementary HS	300 NW 20th St	Miami, FL 33127
70304	MDCPS-Douglass Elementary HS	688 NW 8th Street	Miami, FL 33136
70507	MDCPS-Douglass Elementary HS	816 NW 1st Avenue	Miami, FL 33136
70648	MDCPS-Douglass Elementary HS	448 NW 7th Street	Miami, FL 33136
72585	MDCPS-Douglass Elementary HS	850 NW 4th Street	Miami, FL 33136
74411	MDCPS-Douglass Elementary HS	222 NW 22nd Street	Miami, FL 33127
75437	MDCPS-Douglass Elementary HS	1140 NW 1 Place	Miami, FL 33136
80550	MDCPS-Douglass Elementary HS	1560 N. Miami Avenue	Miami, FL 33136
80641	MDCPS-Douglass Elementary HS	666 NW 7th Avenue	Miami, FL 33136
87362	MDCPS-Douglass Elementary HS	662 NW 10th Street	Miami, FL 33136
87374	MDCPS-Douglass Elementary HS	662 NW 10th	Miami, FL 33136
89379	MDCPS-Douglass Elementary HS	5701 NE 3rd Avenue	Miami, FL 33137
89761	MDCPS-Douglass Elementary HS	827 NW 7th Avenue	Miami, FL 33136
89789	MDCPS-Douglass Elementary HS	953 NW 7th Avenue	Miami, FL 33136
98774	MDCPS-Douglass Elementary HS	2780 N.W. 43rd Terr Apt 3	Miami, FL 33142
91288	MDCPS-Douglass Elementary HS	4015 NW 12th Avenue	Miami, FL 33127
91313	MDCPS-Douglass Elementary HS	438 NW 7th	Miami, FL 33136
91346	MDCPS-Douglass Elementary HS	1950 NW 2nd Ct.	Miami, FL 33136
93006	MDCPS-Douglass Elementary HS	1893E NW 14 Avenue	Miami, FL 33181

Attachment 6: Head Start Expanded Enrollment

10/05/12

93022	MDCPS-Douglas Elementary HS	1232 NW 1 Place	Miami, FL 33136
93876	MDCPS-Douglas Elementary HS	268 NW 1 <sup>st</sup> Street	Miami, FL 33136
96225	MDCPS-Douglas Elementary HS	1812 NW 5 Place	Miami, FL 33136
100634	MDCPS-Douglas Elementary HS	268 NW 11 <sup>th</sup> Street	Miami, FL 33136
100805	MDCPS-Douglas Elementary HS	220 NW 13 Street	Miami, FL 33136
101398	MDCPS-Douglas Elementary HS	1533 SW 3 Street	Miami, FL 33136
101425	MDCPS-Douglas Elementary HS	149 NW 11 Street	Miami, FL 33136
102381	MDCPS-Douglas Elementary HS	855 NW 7 <sup>th</sup> Ave.	Miami, FL 33136
102816	MDCPS-Douglas Elementary HS	2290 N.W. 46 <sup>th</sup> Street	Miami, FL 33142
106442	MDCPS-Douglas Elementary HS	1757 NW 92 <sup>nd</sup> Street	Miami, FL 33136
106455	MDCPS-Douglas Elementary HS	145 NW 11 Street	Miami, FL 33136
106718	MDCPS-Douglas Elementary HS	415 N. W. 19 <sup>th</sup> Street	Miami, FL 33136
106728	MDCPS-Douglas Elementary HS	2213 NW 135 <sup>th</sup> Terrace	Miami, FL 33054
107318	MDCPS-Douglas Elementary HS	850 NW 4 <sup>th</sup> Avenue	Miami, FL 33136
107467	MDCPS-Douglas Elementary HS	380 NW 18 <sup>th</sup> Terrace	Miami, FL 33136
107505	MDCPS-Douglas Elementary HS	642 NW 5 <sup>th</sup> Avenue	Miami, FL 33136
107512	MDCPS-Douglas Elementary HS	243 NW 14 <sup>th</sup> Terrace	Miami, FL 33136
107513	MDCPS-Douglas Elementary HS	1156 NW 2 Ave	Miami, FL 33136
107534	MDCPS-Douglas Elementary HS	1801 NW 2 Ct Apt 101	Miami, FL 33136
108470	MDCPS-Douglas Elementary HS	1833 NW 1 <sup>st</sup> Ct	Miami, FL 33136
108952	MDCPS-Douglas Elementary HS	450 NW 8 <sup>th</sup> Street	Miami, FL 33136
109042	MDCPS-Douglas Elementary HS	985 NW 6 <sup>th</sup> Street Apt 7	Miami, FL 33136
109285	MDCPS-Douglas Elementary HS	1177 NW 8 <sup>th</sup> St Road	Miami, FL 33142
109310	MDCPS-Douglas Elementary HS	1003 NW 1 <sup>st</sup> Avenue Apt 4-809	Miami, FL 33136
109322	MDCPS-Douglas Elementary HS	1739 NW 1 <sup>st</sup> Court-1	Miami, FL 33136
109639	MDCPS-Douglas Elementary HS	275 NW 10 <sup>th</sup> Street	Miami, FL 33136
Summary Information for AgencySite			

10/5/12

**Miami Dade County Public Schools MDCPS-Ethel F Beckford Elem HS**

ID #	Site	Address	City, State, Zip
41263	MDCPS-Ethel F Beckford Elem HS	10875 SW 216 St Apt 709	Miami, FL 33170
44010	MDCPS-Lithel F Beckford Elem HS	25844 SW 127 Ave.	Miami, FL 33032
44012	MDCPS-Ethel F Beckford Elem HS	26944 SW 127 Ave	Miami, FL 33032
58889	MDCPS-Ethel F Beckford Elem HS	10905 SW 142 Lane	Miami, FL 33176
58977	MDCPS-Ethel F Beckford Elem HS	11518 SW 172 Terr	Miami, FL 33157
60808	MDCPS-Ethel F Beckford Elem HS	4030 N. W. 1st Avenue	Miami, FL 33127
67068	MDCPS-Ethel F Beckford Elem HS	11265 SW 165 Terr	Miami, FL 33157
70392	MDCPS-Ethel F Beckford Elem HS	6291 SW 59th Place	Miami, FL 33143
75485	MDCPS-Ethel F Beckford Elem HS	10875 SW 216 St Apt 515	Miami, FL 33170
81561	MDCPS-Ethel F Beckford Elem HS	13910 SW 268th St.	Hornestead, FL 33032
90294	MDCPS-Ethel F Beckford Elem HS	16525 SW 104 Court	Miami, FL 33157
92567	MDCPS-Ethel F Beckford Elem HS	11300 SW 190 Street	Miami, FL 33157
93211	MDCPS-Ethel F Beckford Elem HS	10265 SW 179 Street	Miami, FL 33157
93376	MDCPS-Ethel F Beckford Elem HS	12085 SW 206 Street	Miami, FL 33177
93555	MDCPS-Ethel F Beckford Elem HS	11081 SW 200 St Apt#318A	Miami, FL 33157
93640	MDCPS-Ethel F Beckford Elem HS	10280 SW 164 Street	Miami, FL 33176
103815	MDCPS-Ethel F Beckford Elem HS	16900 SW 143 Terrace	Miami, FL 33157
104882	MDCPS-Ethel F Beckford Elem HS	9027 SW 155 Street	Miami, FL 33157
105044	MDCPS-Ethel F Beckford Elem HS	16815 SW 104 Court	Miami, FL 33157
105079	MDCPS-Ethel F Beckford Elem HS	17501 SW 107 Ave.	Miami, FL 33157
105102	MDCPS-Ethel F Beckford Elem HS	10510 SW 170 Terrace	Miami, FL 33157
105115	MDCPS-Ethel F Beckford Elem HS	10351 SW 184 Street	Carder Bay, FL 33157

Attachment 6: Head Start Expanded Enrollment

10/05/12

105121	MDCPS-Ethel F. Beckford Elem HS	14900 Tyler Street	Miami, FL 33176
105130	MDCPS-Ethel F. Beckford Elem HS	17571 Dural Ave	Miami, FL 33157
105161	MDCPS-Ethel F. Beckford Elem HS	10223 SW 172 Street	Miami, FL 33157
105168	MDCPS-Ethel F. Beckford Elem HS	14201 Madison Street	Miami, FL 33176
105166	MDCPS-Ethel F. Beckford Elem HS	17420 SW 118 Pl	Miami, FL 33177
105180	MDCPS-Ethel F. Beckford Elem HS	9217 SW 204 Terrace	Miami, FL 33189
105925	MDCPS-Ethel F. Beckford Elem HS	15953 SW 35th Ave.	Miami, FL 33157
106134	MDCPS-Ethel F. Beckford Elem HS	17603 SW 104 Ave.	Miami, FL 33157
106140	MDCPS-Ethel F. Beckford Elem HS	17120 SW 100 Ave. #3	Miami, FL 33157
106668	MDCPS-Ethel F. Beckford Elem HS	5765 SW 166th Street	Miami, FL 33157
107948	MDCPS-Ethel F. Beckford Elem HS	10531 SW 171st	Miami, FL 33157
109080	MDCPS-Ethel F. Beckford Elem HS	21162 SW 112th Avenue, Apt 212	Miami, FL 33189
109248	MDCPS-Ethel F. Beckford Elem HS	10846 SW 156th Terrace	Miami, FL 33157
109258	MDCPS-Ethel F. Beckford Elem HS	10219 SW 184th St	Miami, FL 33157
Summary Information for Agency/Site			

10/05/12

Miami Dade County Public Schools

MDCPS-Lillie C. Evans Elem HS

ID #	Site	Address	City, State, Zip
35276	MDCPS-Lillie C. Evans Elem HS	8655 NW 1st Avenue	Miami, FL 33150
35351	MDCPS-Lillie C. Evans Elem HS	3150 NW 43rd Street	Miami, FL 33142
39127	MDCPS-Lillie C. Evans Elem HS	1265 NW 71st Terrace	Miami, FL 33147
40447	MDCPS-Lillie C. Evans Elem HS	2021 NW 63rd Street	Miami, FL 33147
43841	MDCPS-Lillie C. Evans Elem HS	2280 NW 57th Street	Miami, FL 33142
44710	MDCPS-Lillie C. Evans Elem HS	1470 NW 74th Street	Miami, FL 33147
63103	MDCPS-Lillie C. Evans Elem HS	240 NW 51 Street	Miami, FL 33127
70633	MDCPS-Lillie C. Evans Elem HS	1925 NW 79th Street	Miami, FL 33147
78155	MDCPS-Lillie C. Evans Elem HS	3290 NW 47th Street	Miami, FL 33147
88585	MDCPS-Lillie C. Evans Elem HS	2261 NW 57th Street	Miami, FL 33147
88788	MDCPS-Lillie C. Evans Elem HS	735 NW 73rd Street	Miami, FL 33150
92351	MDCPS-Lillie C. Evans Elem HS	7735 NW 22nd Avenue	Miami, FL 33147
92355	MDCPS-Lillie C. Evans Elem HS	1256 NW 79th Street	Miami, FL 33147
92358	MDCPS-Lillie C. Evans Elem HS	1780 NW 50th Street	Miami, FL 33142
92926	MDCPS-Lillie C. Evans Elem HS	8005 NW 17th Avenue	Miami, FL 33147
93780	MDCPS-Lillie C. Evans Elem HS	7855 NW 27th Avenue	Miami, FL 33175
100569	MDCPS-Lillie C. Evans Elem HS	2351 N.W. 302nd Street	Miami, FL 33147
Summary information for Agency/Site			

**Miami Dade County Public Schools**

**MDCPS-Nathan B. Young Elem HS**

ID #	Site	Address	City, State, Zip
41081	MDCPS-Nathan B. Young Elem HS	1118 NW 115th Street	Miami, FL 33168
58619	MDCPS-Nathan B. Young Elem HS	17710 NW 14th Avenue	Miami Gardens, FL 33169
58946	MDCPS-Nathan B. Young Elem HS	12720 NW 17 Place	Miami, FL 33167
58954	MDCPS-Nathan B. Young Elem HS	3230 NW 135 Street	Opa Locka, FL 33064
63964	MDCPS-Nathan B. Young Elem HS	2770 NW 153 Terrace	Miami, FL 33054
58975	MDCPS-Nathan B. Young Elem HS	15820 NW 26 Place	Miami Gardens, FL 33054
70842	MDCPS-Nathan B. Young Elem HS	2580 York Street	Opa Locka, FL 33064
71285	MDCPS-Nathan B. Young Elem HS	2421 NW 140 Street	Opa Locka, FL 33054
71463	MDCPS-Nathan B. Young Elem HS	17720 NW 36 Avenue	Miami Gardens, FL 3305
75589	MDCPS-Nathan B. Young Elem HS	2380 York Street	Miami, FL 33064
77408	MDCPS-Nathan B. Young Elem HS	1280 NW 80 Street	Miami, FL 33142
86494	MDCPS-Nathan B. Young Elem HS	14345 NW 22 Avenue, #5	Miami, FL 33054
88518	MDCPS-Nathan B. Young Elem HS	14859 NL 18th Ave, #N7	Miami, FL 33181
95114	MDCPS-Nathan B. Young Elem HS	2254 Rutland Street	Opa Locka, FL 33054
96088	MDCPS-Nathan B. Young Elem HS	4513 NW 76 Street	Miami, FL 33055
98104	MDCPS-Nathan B. Young Elem HS	4801 NW 33 Street, Apt. A8	Miami, FL 33055
98130	MDCPS-Nathan B. Young Elem HS	17331 NW 33 Court	Miami, FL 33056
98143	MDCPS-Nathan B. Young Elem HS	1115 Sesame Street, Apt. W	Opa Locka, FL 33064
10512	MDCPS-Nathan B. Young Elem HS	14120 NW 24 Court	Miami, FL 33054
Summary Information for Agency/Site			

10/05/12

**Miami Dade County Public Schools**

**MDCPS-Oak Grove Elementary HS**

ID #	Site	Address	City, State, Zip
43249	MDCPS-Oak Grove Elementary HS	1933 NE 138 Street	Miami, FL 33161
81773	MDCPS-Oak Grove Elementary HS	1355 N.E. 137 Street	Miami, FL 33161
82644	MDCPS-Oak Grove Elementary HS	12850 NE 12 Ave, #3	N. Miami, FL 33161
79635	MDCPS-Oak Grove Elementary HS	2601 NW 207th Street, Apt. #142	Miami, FL 33056
90257	MDCPS-Oak Grove Elementary HS	1533 N.E. 147 St	Miami, FL 33161
90629	MDCPS-Oak Grove Elementary HS	636 NE 142nd Street	Miami, FL 33161
91880	MDCPS-Oak Grove Elementary HS	860 NE 159 St	North Miami Beach, FL 33162
96495	MDCPS-Oak Grove Elementary HS	1340 N.W. 128th	Miami, FL 33167
97143	MDCPS-Oak Grove Elementary HS	2261 N.W. 171st Ter	Miami, FL 33056
98312	MDCPS-Oak Grove Elementary HS	15400 NE 6th Ave #206	Miami, FL 33162
99046	MDCPS-Oak Grove Elementary HS	860 NE 140 Street	Miami, FL 33161
99222	MDCPS-Oak Grove Elementary HS	14667 NE 18 Avo. #212	Miami, FL 33181
102353	MDCPS-Oak Grove Elementary HS	1840 S. Glades Drive #7C	Miami, FL 33162
102413	MDCPS-Oak Grove Elementary HS	720 N.E. 152nd Street	North Miami, FL 33162
102600	MDCPS-Oak Grove Elementary HS	13055 N.E. 6th Ave #208	Miami, FL 33161
102858	MDCPS-Oak Grove Elementary HS	1660 N.E. 147 Street	North Miami, FL 33181
104243	MDCPS-Oak Grove Elementary HS	632 N.E. 166 Street # 3	Miami, FL 33162
<b>Summary information for Agency/Site</b>			

**Miami Dade County Public Schools MDCPS-South Hialeah Elem HS**

ID #	Site	Address	City, State, Zip
44931	MDCPS-South Hialeah Elem HS	930 Sw 14 Street	Hialeah, FL 33010
70058	MDCPS-South Hialeah Elem HS	3729 N.W. 22 Court	Miami, FL 33142
79155	MDCPS-South Hialeah Elem HS	1804 E 3rd Avenue	Hialeah, FL 33010
82682	MDCPS-South Hialeah Elem HS	18860 NW 57 Ave.	Hialeah, FL 33015
93404	MDCPS-South Hialeah Elem HS	321 East 6th Street	Miami, FL 33010
94439	MDCPS-South Hialeah Elem HS	13 South Royal Pockans	Miami Springs, FL 33189
94456	MDCPS-South Hialeah Elem HS	166 East 3rd Street	Miami, FL 33010
94483	MDCPS-South Hialeah Elem HS	242 East 3rd Street	Miami, FL 33010
98781	MDCPS-South Hialeah Elem HS	1230 Oriole Avenue	Miami Springs, FL 33188
98791	MDCPS-South Hialeah Elem HS	549 South Drive	Miami Springs, FL 33199
102877	MDCPS-South Hialeah Elem HS	5603 N.W. 7th St.	Miami, FL 33126
102728	MDCPS-South Hialeah Elem HS	3045 NW 87th Avenue	Miami, FL 33147
102745	MDCPS-South Hialeah Elem HS	249 S. Royal Poinciana Blvd.	Miami Springs, FL 33198
103923	MDCPS-South Hialeah Elem HS	275 E. 12th St.	Hialeah, FL 33010
104090	MDCPS-South Hialeah Elem HS	100 W. 16th St.	Hialeah, FL 33010
105372	MDCPS-South Hialeah Elem HS	801 SE 7 Place	Hialeah, FL 33010
107162	MDCPS-South Hialeah Elem HS	17911 SW 99th Court	Miami, FL 33157
<b>Summary Information for Agency/Site</b>			

10/05/12

**Miami Dade County Public Schools**

**MDCPS-Thena Crowder Elem HS**

ID #	Site	Address	City, State, Zip
11744	MDCPS-Thena Crowder Elem HS	770 N.W. 101st St.	Miami, FL 33150
34292	MDCPS-Thena Crowder Elem HS	575 NW 59 Street	Miami, FL 33150
48987	MDCPS-Thena Crowder Elem HS	31 N.E. 195th Street	Miami, FL 33179
57162	MDCPS-Thena Crowder Elem HS	6215 NW 12th Ct	Miami, FL 33147
70041	MDCPS-Thena Crowder Elem HS	1090 N.W. 64 St	Miami, FL 33150
77188	MDCPS-Thena Crowder Elem HS	7001 N.W. 16 Ave	Miami, FL 33147
95909	MDCPS-Thena Crowder Elem HS	590 NE 132 Street	Miami, FL 33161
95969	MDCPS-Thena Crowder Elem HS	13300 Alexandra Drive#220	Miami, FL 33054
88920	MDCPS-Thena Crowder Elem HS	426 NE 143th St	Miami, FL 33161
88922	MDCPS-Thena Crowder Elem HS	425 NE 146th St	Miami, FL 33161
88540	MDCPS-Thena Crowder Elem HS	928 NW 64 Street	Miami, FL 33150
90185	MDCPS-Thena Crowder Elem HS	1301 Northwest 62nd Terrace	Miami, FL 33147
91290	MDCPS-Thena Crowder Elem HS	425 N.E. 191 Street #103	Miami, FL 33179
93787	MDCPS-Thena Crowder Elem HS	9150 NW 7th Avenue	Miami, FL 33150
98713	MDCPS-Thena Crowder Elem HS	6601 NW 12th Ave	Miami, FL 33147
100213	MDCPS-Thena Crowder Elem HS	1410 NW 58th Terr	Miami, FL 33142
106065	MDCPS-Thena Crowder Elem HS	13144 Puit Said Road	Opa Locka, FL 33054
105069	MDCPS-Thena Crowder Elem HS	1100 N.W. 55th St	Miami, FL 33127
106063	MDCPS-Thena Crowder Elem HS	1364 N.W. 63rd Terr.	Miami, FL 33147
106069	MDCPS-Thena Crowder Elem HS	5903 N.W. 6th Ct	Miami, FL 33127
105107	MDCPS-Thena Crowder Elem HS	7960 N.W. 14th Pl	Miami, FL 33147
105257	MDCPS-Thena Crowder Elem HS	1500 N.W. 69th Terr.	Miami, FL 33147
105271	MDCPS-Thena Crowder Elem HS	8013 N.W. 5th Ct	Miami, FL 33150
105286	MDCPS-Thena Crowder Elem HS	5725 N.W. 2nd Ave.	Miami, FL 33127
105309	MDCPS-Thena Crowder Elem HS	5926 N.W. 14th Ct	Miami, FL 33147
105307	MDCPS-Thena Crowder Elem HS	770 N.W. 101st St.	Miami, FL 33150

Attachment 6: Head Start Expanded Enrollment

10/05/12

105314	MDCPS-Thera Crowder Elem HS	13210 Memorial Hwy	N.Miami, Fl 33161
105376	MDCPS-Thera Crowder Elem HS	1110e N.W. 6th Ave.	Miami, FL 33150
105382	MDCPS-Thera Crowder Elem HS	1207 N.W. 65th St.	Miami, FL 33147
105531	MDCPS-Thera Crowder Elem HS	1285 N.W. 52nd St.	Miami, FL 33142
105544	MDCPS-Thera Crowder Elem HS	1744 NW 46th Street	Miami, FL 33127
105533	MDCPS-Thera Crowder Elem HS	555 NW56th Street Apt 210	Miami, FL 33127
105599	MDCPS Thera Crowder Elem HS	1384 NW 63 STREET	Miami, FL 33147
105605	MDCPS-Thera Crowder Elem HS	650 NW 73RD LANE	Miami, FL 33150
105616	MDCPS-Thera Crowder Elem HS	6411 N.W. 4th ave	Miami, FL 33150
105648	MDCPS Thera Crowder Elem HS	280 NW 59 TERRACE	Miami, FL 33127
105649	MDCPS-Thera Crowder Elem HS	280 NW 59 TERRACE	Miami, FL 33127
105665	MDCPS-Thera Crowder Elem HS	5475 Nw 6th Avenue Apt #6	Miami, FL 33150
Summary Information for Agency/Site			

10/05/12

**Miami Dade County Public Schools MDCPS-Tropical Elementary HS**

ID #	Site	Address	City, State, Zip
88848	MDCPS-Tropical Elementary HS	11421 SW 40 Terrace	Miami, FL 33185
95565	MDCPS-Tropical Elementary HS	10247 SW 24 Street	Miami, FL 33185
95635	MDCPS-Tropical Elementary HS	3818 SW 79 Avenue	Miami, FL 33155
95802	MDCPS-Tropical Elementary HS	8760 SW 21 Street	Miami, FL 33165
96488	MDCPS-Tropical Elementary HS	10235 SW 24 Street	Miami, FL 33165
98674	MDCPS-Tropical Elementary HS	9977 SW 153 Street	Miami, FL 33157
100734	MDCPS-Tropical Elementary HS	8215 SW 152 Avenue	Miami, FL 33133
101139	MDCPS-Tropical Elementary HS	13873 SW 46 Terrace	Miami, FL 33175
104801	MDCPS-Tropical Elementary HS	11415 SW 52 Street	Miami, FL 33185
104829	MDCPS-Tropical Elementary HS	8411 SW 132 Ct Cir	Miami, FL 33183
104725	MDCPS-Tropical Elementary HS	4930 SW 115 Avenue	Miami, FL 33165
104779	MDCPS-Tropical Elementary HS	9119 SW 123 Ave. Ct.	Miami, FL 33186
104797	MDCPS-Tropical Elementary HS	11241 NW 4 Street	Miami, FL 33171
104806	MDCPS-Tropical Elementary HS	3724 SW 148 Place	Miami, FL 33185
104838	MDCPS-Tropical Elementary HS	4265 SW 103 Avc	Miami, FL 33165
105015	MDCPS-Tropical Elementary HS	12039 SW 10 Street	Miami, FL 33184
107440	MDCPS-Tropical Elementary HS	10835 SW 112 Ave... Apt 202	Miami, FL 33176
<b>Summary Information for Agency/Site</b>			

10/05/12

**Miami Dade County Public Schools**

**MDCPS-Westview Elementary HS**

ID #	Site	Address	City, State, Zip
6544	MDCPS-Westview Elementary HS	6989 Northwest 30th Avenue	Miami, FL 33142
45669	MDCPS-Westview Elementary HS	3300 NW 49th Street	Miami, FL 33142
47028	MDCPS-Westview Elementary HS	2318 N.W. 135th Street	Miami, FL 33167
49830	MDCPS-Westview Elementary HS	2630 N.W. 121st Street	Miami, FL 33167
59959	MDCPS-Westview Elementary HS	3230 NW 135 Street	Cpa Locka, FL 33054
62063	MDCPS-Westview Elementary HS	1440 N.W. 118 Street	Miami, FL 33167
63151	MDCPS-Westview Elementary HS	2261 NW 80th Street	Miami, FL 33147
63216	MDCPS-Westview Elementary HS	711 NW 122nd Street	North Miami, FL 33168
66179	MDCPS-Westview Elementary HS	1670 NW 125th Street	Miami, FL 33167
70139	MDCPS-Westview Elementary HS	12290 NW 21st Court	Miami, FL 33167
75978	MDCPS-Westview Elementary HS	2811 NW 115 Street	Miami, FL 33167
76612	MDCPS-Westview Elementary HS	14230 N. W. 22 Court	Miami, FL 33054
77573	MDCPS-Westview Elementary HS	1610 NW 4th Avenue	Miami, FL 33136
79995	MDCPS-Westview Elementary HS	12930 Wood Street	Miami, FL 33167
80713	MDCPS-Westview Elementary HS	3975 NW 169 Terr.	Miami, FL 33055
82115	MDCPS-Westview Elementary HS	4271 NW 22nd Court	Miami, FL 33142
82332	MDCPS-Westview Elementary HS	1850 N W 114th Street	Miami, FL 33167
92371	MDCPS Westview Elementary HS	13330 NW 17th Avenue	Miami, FL 33167
92374	MDCPS-Westview Elementary HS	12220 NW 15th Avenue	Miami, FL 33167
93825	MDCPS-Westview Elementary HS	12025 NW 17th Avenue	Miami, FL 33167

Attachment B: Head Start Expanded Enrollment

10/05/12

103359	MDCPS Westview Elementary HS	13175 NW 17th Avenue	Miami, FL 33167
102280	MDCPS-Westview Elementary HS	1676 N.W. 93rd Ter.	Miami, FL 33147
103512	MDCPS-Westview Elementary HS	6726 N.W. 5th Pl	Miami, FL 33150
103529	MDCPS-Westview Elementary HS	1736 N.W. 121st St.	Miami, FL 33167
103545	MDCPS-Westview Elementary HS	1281 N.W. 117th St.	Miami, FL 33167
103563	MDCPS-Westview Elementary HS	10080 N.W. 7th Ct.	Miami, FL 33150
103576	MDCPS-Westview Elementary HS	2016 N.W. 132nd St.	Miami, FL 33167
103591	MDCPS-Westview Elementary HS	17800 N.W. 22nd Ave.	Miami, FL 33161
103599	MDCPS-Westview Elementary HS	2200 N.W. 120 Street	Miami, FL 33167
103607	MDCPS-Westview Elementary HS	1736 N.W. 121st St.	Miami, FL 33167
103869	MDCPS-Westview Elementary HS	2601 NW 115 Street	Miami, FL 33167
105421	MDCPS-Westview Elementary HS	5701 NW 11th Rd.	Miami, FL 33169
105818	MDCPS-Westview Elementary HS	2059 NW 126th Street	Miami, FL 33167
106801	MDCPS-Westview Elementary HS	2501 NW 17 Pl.	Miami, FL 33167
107009	MDCPS-Westview Elementary HS	1341 NW 131th Street	Miami, FL 33167
107015	MDCPS-Westview Elementary HS	11625 NW 22nd Avenue	Miami, FL 33167
107052	MDCPS-Westview Elementary HS	12945 NW 18th Place	Miami, FL 33167

Summary information for Agency/Site

10/05/12

Miami Dade County Public Schools		MDCPS-Whigham Elementary HS	
ID #	Site	Address	City, State, Zip
36933	MDCPS-Whigham Elementary HS	11123 SW 196 St Apt B310	Miami, FL 33157
37466	MDCPS-Whigham Elementary HS	24231 Sw 129th Court	Homestead, FL 33032
41008	MDCPS-Whigham Elementary HS	21913 SW 118 Ave	Miami, FL 33173
43806	MDCPS Whigham Elementary HS	10481 SW 750 Terrace	Miami, FL 33176
44601	MDCPS-Whigham Elementary HS	16905 NW 62 Ave, Apto #104	Hialeah, FL 33015
67558	MDCPS-Whigham Elementary HS	21340 SW 112th Ave, #103	Miami, FL 33193
68171	MDCPS-Whigham Elementary HS	14210 SW 88 St	Miami, FL 33176
67290	MDCPS-Whigham Elementary HS	9548 Montego Bay Drive	Miami, FL 33199
68880	MDCPS-Whigham Elementary HS	13485 S.W. 282 Street	Homestead, FL 33033
71806	MDCPS-Whigham Elementary HS	20024 SW 92 Ct	Miami, FL 33189
76774	MDCPS-Whigham Elementary HS	2284 SW 88 Place	Miami, FL 33190
76890	MDCPS-Whigham Elementary HS	10711 SW 140 Terrace	Miami, FL 33176
87766	MDCPS-Whigham Elementary HS	1605 NE 37 Place	Homestead, FL 33033
91157	MDCPS-Whigham Elementary HS	21706 SW 98 Ave.	Miami, FL 33190
93952	MDCPS-Whigham Elementary HS	21810 SW 108 Court	Miami, FL 33170
96446	MDCPS-Whigham Elementary HS	20381 Island Rd.	Miami, FL 33189
101257	MDCPS-Whigham Elementary HS	10480 SW 201 Terr.	Miami, FL 33189
101276	MDCPS-Whigham Elementary HS	8000 SW 210 St. #B209	Cutler Bay, FL 33189
104232	MDCPS-Whigham Elementary HS	21455 SW 114 Ct.	Miami, FL 33189
104249	MDCPS-Whigham Elementary HS	5920 Jamaica	Miami, FL 33199
104259	MDCPS-Whigham Elementary HS	9404 SW 220 St.	Miami, FL 33180
104617	MDCPS-Whigham Elementary HS	7900 SW 210th Street #307	Miami, FL 33189

104960	MDCPS-Whigham Elementary HS	9990 SW 224th Street #101	Cutler Bay, FL 33190
104979	MDCPS-Whigham Elementary HS	8141 SW 204th Street	Miami, FL 33189
104982	MDCPS-Whigham Elementary HS	6989 SW 226th Street	Miami, FL 33183
104905	MDCPS-Whigham Elementary HS	10370 Sw 103 Sbr Spy 131	Miami, FL 33090
105300	MDCPS-Whigham Elementary HS	10483 S W 216th Street	Miami, FL 33180
105693	MDCPS-Whigham Elementary HS	10705 West Old Cutler Road	Miami, FL 33170
106028	MDCPS-Whigham Elementary HS	10766 SW 245 Street	Homestead, FL 33032
106250	MDCPS-Whigham Elementary HS	20794 SW 81st Court	Miami, FL 33189
106260	MDCPS-Whigham Elementary HS	8240 SW 210 Street	Miami, FL 33189
106332	MDCPS-Whigham Elementary HS	8987 SW 215 1st	Miami, FL 33188
106428	MDCPS-Whigham Elementary HS	10020 SW 224th Street	Cutler Bay, FL 33190
106430	MDCPS-Whigham Elementary HS	21850 SW 103 Ct	Cutler Bay, FL 33190
106429	MDCPS-Whigham Elementary HS	22129 SW 103 Ct	Cutler Bay, FL 33190
106614	MDCPS-Whigham Elementary HS	11931 SW 180th Street	Miami, FL 33177
106619	MDCPS-Whigham Elementary HS	10360 SW 218th Street	Cutler Bay, FL 33190
Summary Information for Agency/Site			

**Miami Dade County Public Schools**

**MDCPS-Whigham Elementary EHS**

ID #	Site	Address	City, State, Zip
92382	MDCPS-Whigham Elementary EHS	10020 SW 224 St Apt304	Miami, FL 33190
104620	MDCPS-Whigham Elementary EHS	7800 SW 210th Street #307	Miami, FL 33189
104771	MDCPS-Whigham Elementary EHS	10548 SW 170 Terr	Miami, FL 33157
104837	MDCPS-Whigham Elementary EHS	8141 SW 204th Street	Miami, FL 33189
104847	MDCPS-Whigham Elementary EHS	7285 SW 9th Street	Miami, FL 33057
104859	MDCPS-Whigham Elementary EHS	9990 SW 224th Street #101	Cutler Bay, FL 33190
104861	MDCPS-Whigham Elementary EHS	9990 SW 224th Street #101	Cutler Bay, FL 33190
105110	MDCPS-Whigham Elementary EHS	21340 SW 112th Ave. #103	Miami, FL 33189
<b>Summary information for Agency/Site</b>			

8

**YWCA Of Greater Miami-Dade**

**YWCA-Cain Towers EHS**

ID #	Site	Address	City, State, Zip
937628	YWCA-Cain Towers EHS	1835 N.w 5th Place	Miami, FL 33127
998618	YWCA-Cain Towers EHS	1520 NW 4th Avenue	Miami, FL 33136
1036715	YWCA-Cain Towers EHS	1217 N.w. 2nd Ave #106	Miami, FL 33127
1036938	YWCA-Cain Towers EHS	2370 N.w 94street	Miami, FL 33147
108704	YWCA-Cain Towers EHS	1701 N. Treasure Dr. #6	Miami, FL 33141
103741	YWCA-Cain Towers EHS	4353 N.W. 11 St #2F	Miami, FL 33128
103794	YWCA-Cain Towers EHS	1712 N.W. 5 AVE	Miami, FL 33127
103938	YWCA-Cain Towers EHS	1536 NW 119 Street	Miami, FL 33167
103940	YWCA-Cain Towers EHS	1217 N.w. 2nd Ave. #106	Miami, FL 33127

Attachment 7: Early Head Start Expanded Enrollment

10/05/12

103979	YWCA-Cain Towers EHS	281 SE 6 Ave. Apt. 203	Homestead FL 33030
104083	YWCA-Cain Towers EHS	220 N.W. 13 St #205	Miami, FL 33127
104227	YWCA-Cain Towers EHS	1717 N. Bayshore Dr. #125	Miami, FL 33132
104368	YWCA-Cain Towers EHS	500 N.W. 17st #1A	Miami, FL 33136
104379	YWCA-Cain Towers EHS	500 N.W. 17st #1A	Miami, FL 33136
104481	YWCA-Cain Towers EHS	2250 N.W. 1 Ave.	Miami, FL 33127
104490	YWCA-Cain Towers EHS	5507 N.W. 5ct	Miami, FL 33142
104512	YWCA-Cain Towers EHS	18970 N.e. 2nd Ave #202	Miami, FL 33179
104518	YWCA-Cain Towers EHS	215 N.W. 16TERRACE #4	Miami, FL 33127
104854	YWCA-Cain Towers EHS	1076 N.W. 30 St	Miami, FL 33127
104983	YWCA-Cain Towers EHS	580 S.W. 7th Ave #2	Miami, FL 33130
105013	YWCA-Cain Towers EHS	580 S.W. 7th Ave #2	Miami, FL 33130
105412	YWCA-Cain Towers EHS	530 N.E. 82nd St #4B	Miami, FL 33139
105416	YWCA-Cain Towers EHS	155 S.W. 12st #J	Miami, FL 33130
107733	YWCA-Cain Towers EHS	2250 N.W. 1st Avenue	Miami, FL 33127

Summary information for Agency/Site

24

YWCA Of Greater Miami-Dade

YWCA-Gerry Sweets EHS

ID #	Site	Address	City, State, Zip
45209	YWCA-Gerry Sweets EHS	740 NW 95 Street	Miami, FL 33150
55130	YWCA-Gerry Sweets EHS	149 N.W. 11st #333127	Miami, FL 33127
59377	YWCA-Gerry Sweets EHS	541 S.W. 9street #3	Miami, FL 33125
68392	YWCA-Gerry Sweets EHS	850 NW 4 Ave Apt #16	Miami, FL 33139
79085	YWCA-Gerry Sweets EHS	3180 Biscayne Blvd	Miami, FL 33137
82078	YWCA-Gerry Sweets EHS	3632 N. W. 10th Avenue	Miami, FL 33127
83382	YWCA-Gerry Sweets EHS	550 N. Miami Avenue	Miami, FL 33136
83962	YWCA-Gerry Sweets EHS	1710 NW 1 CL	Miami, FL 33136
98439	YWCA-Gerry Sweets EHS	1040 NW 32 Street	Miami, FL 33127

Attachment 7: Early Heart Start Expanded Enrollment

10/05/12

103474	YWCA-Gerry Sweets EHS	17812 N.w. 25 Ave	Miami, FL 33157
103824	YWCA-Gerry Sweets EHS	918 N.W. 5st	Miami, FL 33127
103915	YWCA-Gerry Sweets EHS	223 NW 15th Terrace	Miami, FL 33136
103932	YWCA-Gerry Sweets EHS	1471 N. W. 17th Street	Miami, FL 33125
105439	YWCA-Gerry Sweets EHS	571 N.W. 4th Ct.	Miami, FL 33127
105459	YWCA-Gerry Sweets EHS	138 N.W. 2nd Avenue	Miami, FL 33138
105472	YWCA-Gerry Sweets EHS	571 N.W. 4th Ct.	Miami, FL 33127
Summary Information for Agency/Site			

16

Summary Information for blank

48