

MEMORANDUM

Agenda Item No. 8(P)(11)

TO: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

DATE: June 2, 2026

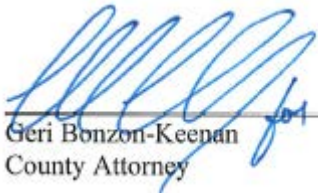
FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Resolution retroactively approving and authorizing the County Mayor's application for and acceptance of \$375,939,525.00 in grant funds from the United States Department of Health and Human Services for the continuation of the Head Start Program ("Program") during a new five-year grant period, August 1, 2026 to July 31, 2031; authorizing the expenditure of such grant funds; authorizing a non-competitive designated purchase pursuant to section 2-8.1(b)(3) of the County Code by a two-thirds vote of the Board members present; further authorizing the County Mayor to: (i) award Contract Nos. D-10669A through D-10669Q with seventeen Head Start delegate agencies for the provision of program services for the five-year grant period, and to exercise all provisions set forth therein; (ii) apply for, accept, receive, and expend additional future grant funds related to the program; (iii) negotiate and execute other agreements and documents necessary for the program, and exercise all provisions contained therein; (iv) solicit, accept, and evaluate new delegate agencies as may be necessary for the provision of program services; and (v) negotiate and execute additional agreements or documents to support student internships within the program; waives Resolution No. 130-06.

Resolution No. R-494-26

This item was amended from the original version as stated in the County Mayor's memorandum.

The accompanying resolution was prepared by the Strategic Procurement Department and placed on the agenda at the request of Prime Sponsor Commissioner Roberto J. Gonzalez.



Geri Bonzon-Keenan
County Attorney

GBK/wm

Memorandum



Date: June 2, 2026

To: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

From: Daniella Levine Cava 
Mayor

Subject: Recommendation for Retroactive Authorization of County Mayor's Action in Applying for Renewed Grant Award with the United States Department of Health and Human Services for Head Start Program and Approval to Award Designated Purchase Contracts for Head Start Program Services Delegate Agencies

At the May 11, 2026 Safety and Health Committee, this item was amended to authorize the County Mayor or County Mayor's designee to negotiate a lease agreement for certain modular units, purchased with federal funds, with the School Board of Miami-Dade County for the provision of Head Start services, and to include the negotiated lease agreement as Appendix C to Attachment 4 of the County Mayor's memorandum in the item, the Interlocal Grant Agreement. The title and resolution have been amended accordingly.

Executive Summary

This item seeks retroactive authorization by the Board of County Commissioners (Board) for the Community Services Department's (CSD) application to renew its grant award with United States Department of Health and Human Services (DHHS) Administration for Children and Families (ACF) Office of Head Start (OHS) for the continuation of the Head Start Program Services ("Program"). The funding period is from August 1, 2026, to July 31, 2031, and the total funding amount is approximately \$375,939,525. DHHS requires a 25% non-federal share match as part of the total program costs. This requirement is met through in-kind contributions, such as use of facilities, donated goods, volunteer time, and professional services, all of which directly support program operations.

Approval of a designated purchase is being requested to award the 17 delegate agencies listed in Attachment 1, which are currently providing these services, with a new contract for Head Start Program services for the upcoming grant cycle. All of these delegate agencies have been providing Head Start services on behalf of the County since 2012. A designated purchase is in the best interest of the County in order to ensure continuity of care and stability for the children and families currently enrolled in the Program, which includes the provision of education, health, nutritional and social services. In addition, it is in the best interest of the County and the Head Start Program to contract with these delegate agencies in order to retain the significant financial investments that were made to the facilities where services are provided in the prior grant cycles, rendered to make them compliant with Head Start regulations. And in addition to facility improvements, significant investments were made toward staff credentialing and training at these sites, as well as leadership development for the directors of these programs.

Recommendation

It is recommended that the Board approve the attached resolution which:

- 1) Retroactively approves and authorizes the County Mayor or County Mayor's designee's application for, acceptance, and receipt of renewed grant funds from the United States Department of Health and Human Services (DHHS) for the continuation of the Miami-Dade County Head Start Program, in an amount of \$75,187,905 for the initial year of the grant, and in a total funding amount of

approximately \$375,939,525 over the five-year grant period, beginning August 1, 2026, and ending July 31, 2031.

- 2) Authorizes the County Mayor or County Mayor's designee to expend the grant funds, and to award designated purchase contracts, Contract Nos. D-10669A through D-10669Q, Head Start Program Services, with the current seventeen Head Start delegate agencies listed in Attachment 1. Approval of a non-competitive designated purchase is being requested pursuant to Section 2-8.1(b)(3) of the Code of Miami-Dade County (Code), by two-thirds vote of the Board members present, to ensure the uninterrupted delivery of Head Start program services for the upcoming grant cycle.
- 3) Authorizes the County Mayor or County Mayor's designee to execute the contracts included in Attachment 2¹, with the 16 not-for-profit delegate agencies listed in Attachment 1, and Attachment 4 with the School Board of Miami-Dade County (School Board), and to exercise all provisions of the contracts, including any amendments, extensions, renewals, termination, waiver, or other provisions, in accordance with the Head Start Program Performance Standards (HSPPS), and subject to DHHS approval, as necessary, and pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38. The contracts will be for one year, with four additional one-year options to renew. The Head Start delegate agency contracts that relate to the current Head Start grant award period are set to expire on July 31, 2026. The County Mayor or County Mayor's designee is also authorized to negotiate and include, as Appendix C to the Interlocal Grant Agreement, Attachment 4, a lease agreement for certain modular units purchased with federal funds, with the School Board of Miami-Dade County, for a nominal amount for the provision of Head Start services, the term of which will run concurrent with the term of the Interlocal Grant Agreement.
- 4) Authorizes the County Mayor or County Mayor's designee to apply for, accept, receive, amend, and expend additional future grant funds related to this grant program, including, but not limited to, cost of living adjustments or Program Improvement allocations from DHHS, and match grant funds.
- 5) Authorizes the County Mayor or County Mayor's designee to negotiate and execute other agreements and documents necessary for the receipt and expenditure of these Head Start grant funds, and as necessary per the HSPPS, so long as there is no fiscal impact to the County, following review and approval for form and legal sufficiency by the County Attorney's Office, and authorizes the County Mayor or County Mayor's designee to exercise the provisions set forth in any such agreements and documents, including termination and amendment provisions, providing that any such amendments do not alter the purpose of the project, extend the term of any such agreements beyond the term authorized herein, or commit County funds, other than in kind.
- 6) In the event any of the 17 delegate agencies is terminated or not renewed during the grant period, or in the event additional delegate agencies are required, authorizes the County Mayor or County Mayor's designee to solicit, accept, and evaluate new applications to provide Head Start services as a delegate agency, and to negotiate and execute contracts with any new delegate agencies, as is in the public and community's best interest and welfare, and in accordance with HSPPS, and subject to DHHS approval.
- 7) Authorizes the County Mayor or the County Mayor's designee to negotiate and execute additional agreements or documents to support student internship within the Head Start program with colleges and universities, such as Miami Dade College, and to assist in training staff and future teachers to

¹ Attachment 2, Sample Agreement, has been executed by the 16 not-for-profit delegate agencies and the signature pages are included as Attachment 3. Attachment 4 is the agreement negotiated with the School Board.

meet the credentialing requirements of the HSPPS, so long as there is no fiscal impact to the County, following approval for legal form and sufficiency by the Miami-Dade County Attorney's Office, and to exercise the provisions set forth in any such agreements and documents, including termination and amendment provisions, providing that any such amendments do not alter the purpose of the grant project, extend the term of any such agreements beyond the term authorized herein, or commit County funds, other than in kind.

- 8) Waives Resolution No. R-130-06 with respect to the additional agreements and documents that may arise as part of the Program and which are not yet negotiated, as explained in numbers 4, 5, 6, and 7, above.

Scope

The impact of this item is countywide in nature.

Delegated Authority

If this item is approved, the County Mayor or County Mayor's designee will have the authority set forth in the recommendation section above.

Fiscal Impact/Funding Source

There is no anticipated fiscal impact to the County's General Fund for the provision of these services. The Head Start Program is being funded through federal grant funds from DHHS. The fiscal impact for the initial one-year term is \$75,187,905. Subject to the receipt of DHHS grant funds, and should the County choose to exercise the four, one-year options to renew, the estimated cumulative value over the five-year grant period will be \$375,939,525.

DHHS requires a non-federal share match of 25%, or an estimated \$18,796,976 for the initial one-year term, to continue during each grant year. Under the current and expiring Head Start grant the non-federal share match has been achieved by in-kind contributions such as the value of real property, donated goods (i.e. classroom supplies and educational materials valued at market rate), volunteer time inclusive of parents assisting in classrooms, participating in the Head Start Policy Council, or supporting events, and not federally funded professional services provided to enrolled children and their families like medical, dental, educational, or therapy services valued at the provider's standard rate. Each delegate agency is held responsible for the required non-federal share based on the level of federal funding received to provide Head Start/Early Head Start services under the authority and oversight of the County.

The expenditure authority requested for the new grant term contracts is based on the approved budget of the Discretionary Federal Grant awarded to the County by DHHS.

Department	Allocation	Funding Source	Budgeted	Contract Manager
CSD	\$75,187,905	Discretionary Federal Grant	FY 2025–2026 Adopted Budget, Volume 3, Page 150, Operating Expenses, Contractual Services	Maria T. Riestra-Quintero
Total	\$75,187,905			

Track Record/Monitor

Pearl Bethel of the Strategic Procurement Department (SPD) is the Procurement Contracting Manager. CSD's Assistant Director, Dr. Maria T. Riestra-Quintero, the Program Manager, will be responsible for administering and monitoring the Head Start Program.

Awarded Vendors

Under the current and expiring Head Start grant, there are 17 delegate agencies, comprised of 16 not-for-profit vendors and the School Board. These are being recommended for award under the County's new Head Start grant period, 2026-2031. Refer to Attachment 1 for a list of the providers and their locations.

Background

Since 1965, the Community Services Department (CSD), or a predecessor agency, has been providing comprehensive child development and family services through the federally funded Head Start Program to low income (100 percent of the federal poverty level) and preschool children three to five years of age. In 1990, the Department received additional grant funds from DHHS to administer the Early Head Start Program for pregnant women and children up to the age of three years old. Two more Early Head Start Child Care Partnership grants were awarded to the County in 2014 and 2019 to serve 792 additional infants and toddlers. Currently, the County's Head Start and Early Head Start Program, through the three grants awarded, is federally funded to serve 6,310 preschool and 1,238 infant and toddler children and their families countywide through contracts with 17 delegate agencies and 11 community-based childcare partners.

The County applied for a new non-competitive baseline grant application to DHHS on May 1, 2026, with the beginning of the County's new five-year grant cycle for its Head Start base grant with adjustments to funding and enrollment levels based on a Change in Scope application that is pending review by DHHS.

This item is being presented as a designated purchase as competition for these services would not be practical at this time since Head Start guidelines encourage retaining and fostering delegate agencies that are performing in accordance to HSPPS. All of the awarded 17 delegate agencies, which are currently performing in accordance with the HSPPS, were previously approved by DHHS for the provision of Head Start and are included as part of the new base application. Proceeding with the current awarded 17 contracts will ensure the County continues delivering uninterrupted education, health, nutritional and social services to low-income families and allows for further return on investments made in communities, facilities and staff. Therefore, it is in the County's best interest to approve the award of the designated purchase pursuant to Section 2-8.1(b)(3) of the County Code to authorize the 17 delegate agencies to continue providing Head Start Program services.

In the event any of these 17 delegate agencies fails to meet one or more of the requirements of the grant or fails to demonstrate the ability to implement the requirements of the grant, it is further recommended that the Board authorize the County Mayor or County Mayor's designee to select new delegate agencies and to negotiate and execute contracts with any new delegate agencies, subject to DHHS approval, as necessary, and Board ratification.

Some of the delegate agencies are operating in County facilities or on County properties, or are slated to in the near future, based on a redevelopment of the facility with HS funds. A separate Board item relating to these lease agreements will be forthcoming.

Due Diligence

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with SPD's Procurement Guidelines to determine vendor responsibility, including verifying corporate status and that there are no performance and compliance issues through various vendor responsibility lists and a keyword internet search. The lists that were referenced included convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to vendor responsibility.

Applicability of Ordinances and Contract Measures

- The two percent User Access Program does not apply.
- The Small Business Enterprise measures and Local Preference are not applicable.
- The Living Wage Ordinance does not apply.

Attachments:

1. Vendors Recommended for Award
2. Head Start Program Services – Sample Contract
3. Contract Nos. D-10669A through D-10669P– Executed Signature Pages
4. Contract D-10669q – School Board of Miami-Dade County
5. HS/EHS enrollment data as of April 10, 2026



Arnold Palmer
Chief of Public Safety

ATTACHMENT 1

VENDORS RECOMMENDED FOR AWARD

**ATTACHMENT 1:
VENDORS RECOMMENDED FOR AWARD**

Recommendation for Approval to Award Designated Purchase Contracts
D-10669, Head Start Program Services

Vendor (Delegate Agency)	Principal Address	Local Address	Number of Employee Residents	Principal
			1) Miami-Dade 2) Percentage*	
Allapattah Community Action, Inc – a	2257 NW North River Drive Miami, FL	Same	15	Patricia Miro- Turnes
			100%	
Our Child Care, Inc. – b	8037 NE 2 Avenue Miami, FL	Same	20	Jennifer M. Bonnet
			82%	
Catholic Charities of the Archdiocese of Miami, Inc. – c	1505 NE 26 Street Second Floor Wilton Manors, FL	Same	223	Gladys Palacios
			90%	
The Family Christian Association of America, Inc. – d	14701 NW 7 Avenue Miami, FL	Same	108	Roselyn C. Alls
			85%	
Haitian Youth & Community Center of Florida, Inc. – e	14500 NE 6 th Avenue Miami, FL	Same	75	Nadie Mondestin
			92%	
KIDCO Creative Learning, Inc. – f	2720 W 1 st Avenue Hialeah, FL	Same	73	Nilsa M. Velazquez
			96%	
United Way Miami, Inc. – g	3250 SW 3 Avenue Miami, FL	Same	30	Paula Moujalli
			100%	
St. Alban's Day Nursery, Inc. dba St Alban's Child Enrichment Center – h	3465 Brooker Street Miami, FL	Same	35	Chrislyne I. Brumaire-Florence
			97%	

Vendor (Delegate Agency)	Principal Address	Local Address	Number of Employee Residents	Principal
			1) Miami-Dade 2) Percentage*	
Paradise Christian School & Development Center, Inc. – i	6184 W 21 Court Hialeah, FL	Same	40	Eileen Fluney
			92%	
Friends of Lubavitch of Florida, Inc. – j	17330 NW 7th Avenue Miami, FL	Same	25	Rabbi Benzion Korf
			69%	
Sunflowers Academy, Inc – k	2901 SW 7 th Street Miami, FL	Same	22	Monica Blanco
			95%	
Le Jardin Community Center, Inc. – l	311 NE 8 Street Suite 203 Homestead, FL	Same	93	Eduardo Berrones
			100%	
Centro Mater Child Care Services, Inc. – m	8298 NW 103 Street Hialeah Gardens, FL	Same	128	Madelyn R. Llanes
			97%	
Llirrafo, Inc. dba O’Farrill Learning Center – n	6741 SW 24 Street, Suite 31 Miami, FL	Same	59	Sonia O’Farrill
			98%	
YWCA South Florida, Inc. – o	351 NW 5 Street Miami, FL	Same	101	Kerry-Ann Royes
			85%	
Easter Seals South Florida, Inc. – p	1475 NW 14 Avenue Miami, FL	Same	107	Beatriz Hentschel
			92%	
The School Board of Miami- Dade County, Florida – q	1450 NE 2 Avenue Suite 407 Miami, FL	Same	304	Patricia Ortega
			77%	

*Provided pursuant to Resolution No. R-1011-15. Percentage of employee residents is the percentage of vendor’s employees who reside in Miami-Dade County as compared to the vendor’s total workforce.

ATTACHMENT 2

HEAD START PROGRAM SERVICES

SAMPLE CONTRACT

Head Start Program Services
Contract No. D-10669

THIS AGREEMENT for the provision of Head Start/Early Head Start Program Services, and is made and entered into as of this _____ day of _____, 2026, by and between , a corporation organized and existing under the laws of the State of Florida, having its principal office at (the "Delegate Agency"), and Miami-Dade County, a political subdivision of the State of Florida, having its principal office at 111 NW 1st Street, Miami, Florida 33128 (the "County") (collectively, the "Parties").

WITNESSETH:

WHEREAS, the County is a grantee of the United States Department of Health and Human Services (DHHS), which provides the funding for the Head Start (HS) and Early Head Start (EHS) Program; and

WHEREAS, the County received a notice of award for its HS Program for a five-year grant cycle, beginning August 1, 2026, to July 31, 2031; and

WHEREAS, the Delegate Agency has offered to provide Head Start and/or Early Head Start Program Services for the County, on a non-exclusive basis, that shall conform to the terms and conditions of this Agreement; and

WHEREAS, the County desires to procure from the Delegate Agency such Head Start and/or Early Head Start Program Service for the County, in accordance with the terms and conditions of this Agreement; and

WHEREAS, the County and the Delegate Agency expressly understand and agree that this Agreement is conditioned upon receipt of funding by the County from the DHHS and approval of this Agreement from the DHHS;

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

The foregoing recitals are true and correct and are incorporated herein by reference.

ARTICLE 1. DEFINITIONS

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 word "Act" to mean the Head Start Act, Sec. 635 et seq. Pub. L. 97-35, 95 Stat. 499-511 (codified as amended at 42 U.S.C. Section 9801, et seq.)
- b) The words "Administrative costs" to mean costs related to the overall management of the Program and not related to the provision of Program services (e.g. health services, parent involvement services).
- c) The words "Article" or "Articles" to mean the terms and conditions delineated in this Agreement.
- d) The word "Contract" or "Agreement" to mean collectively the (i) Articles, (ii) Scope of Services (Appendix A), (iii) Budget Forms (Appendix B), (iv) all other appendices and attachments hereto, and (v) all amendments issued hereto..
- e) The words "Contract Manager" to mean the Chief Procurement Officer, Strategic Procurement Department, or the duly authorized representative designated to manage the Contract.
- f) The word "Days" to mean calendar days.
- g) The word "Deliverables" to mean all documentation and any items of any nature submitted by the Delegate Agency to the Program Manager for review and approval pursuant to the terms of this Agreement.
- h) The words "Developed Works" to mean 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.
- i) The words "Head Start Program and Performance Standards (HSPPS)" to mean the, 45 CFR Chapter XIII, which became effective August

21, 2024, as may be amended.

- j) The words "Home-Based program option" to mean Head Start/Early Head Start comprehensive services provided, in partnership with parents, through home visits and group socialization activities, by a home visitor, to each enrolled child or family.
- k) The words "Licensed Software" to mean the software component(s) provided pursuant to the Contract.
- l) The word "Neurodivergent" shall refer to the concept that certain developmental disorders are normal variations in the brain, and people who have these features also have certain strengths. Besides Attention Deficit Hyperactivity Disorder (ADHD), neurodiversity commonly refers to people with autism spectrum disorder, dyslexia, dyspraxia, and other learning disabilities.
- m) The word "Program" to mean the Head Start and/or Early Head Start Program.
- n) The words "Program Manager" to mean the County Mayor or the duly authorized representative designated to manage the Program.
- o) The words "Program Year" or "School Year" to mean the start and end of the Head Start/Early Head Start grant year, August 1 to July 31.
- p) 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.
- q) The words "Service" or "Services" or "Work" to mean the provision of Head Start or Early Head Start Program Services in accordance with the Scope of Services.
- r) 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 Contractor.

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 Articles, 2) Scope of Services (Appendix A), 3) Budget Forms (Appendix B), 4) all other appendices and attachments hereto.

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 terms "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 Program Manager.
- e) The terms "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 Program Manager.
- f) 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 the 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 Work 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 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 necessary for the completion of this Contract. All Work shall be accomplished at the direction of and to the satisfaction of the Program Manager.
- e) Subject to, and in accordance with federal, state, and local laws and regulations, the Delegate Agency expressly understands and acknowledges that the County, as grantee for the Head Start/Early Head Start Program, shall make all policy decisions regarding the Program and this Agreement. The Delegate Agency shall, in an expeditious and fiscally sound manner, implement all changes in providing Services hereunder as a result of a policy change implemented by the County. The Delegate Agency agrees to timely provide the County with input regarding the time and cost to implement said changes and in executing the activities required to implement said changes.

ARTICLE 5. CONTRACT TERM

The Contract shall become effective on August 1, 2026, and shall continue through July 31, 2027. The County, at its sole discretion, reserves the right to exercise the option to renew this Contract for four, one-year periods, through July 31, 3031, subject to receipt of grant funds from DHHS and any necessary approvals by the Miami-Dade County Board of County Commissioners ("BCC") and/or the DHHS.

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: (i) Registered or Certified Mail, with return receipt requested; (ii) courier service personally; (iii) Federal Express Corporation or other nationally recognized carrier to be delivered overnight; or (iv) via facsimile or e-mail (if provided below) with delivery of hard copy pursuant to (i), (ii), or (iii) in this paragraph. The addresses for such notice are as follows:

(1) To the County

- a) to the Program Manager:

Miami-Dade County
Community Services Department
Attention: Head Start Program Director
701 NW 1st Court, OTV 9-104
Phone: (786) 469-4633
E-mail: maria.riestra@miamidade.gov

and

- b) to the Contract Manager:

Miami-Dade County
Strategic Procurement Department
Attention: Chief Procurement Officer
111 NW 1st Street, Suite 1300
Miami, FL 33128-1974
Phone: (305) 375-4900
Email: cpo@miamidade.gov

(2) To the Delegate Agency

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 budget 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 to be performed under this Contract. The compensation for all Work performed under this Contract, including all costs associated with such Work, shall be paid in accordance with Appendix B. 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.

The Delegate Agency is approved to serve the number of slots indicated in the Budget Forms (Appendix B). 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 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. If the County adjusts the number of slots for the Program Year, the Delegate Agency shall submit a revised budget 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. At any time, the Delegate Agency shall not transfer or relocate students or slots to any of their other existing facilities without the prior written approval of the Program Director and the Head Start/Early Head Start Policy Council.

Any amounts stated herein are subject to available funding and are contingent upon federal grant allotment. Should available County funding be reduced, the amount payable under this Contract may be proportionally reduced at the option of the County. Should additional County funding (i.e. COLA, program improvements, etc.) become available through the DHHS, such allocation may be apportioned to the Delegate Agency. The County shall have no obligation to pay the Delegate Agency any additional sum more than the amount of this Agreement, except as provided for in an amendment or a change and/or modification to the Contract, which is approved and executed in writing by the County and the Delegate Agency.

The maximum amount payable for services rendered under the Program for a full Program Year in the aggregate for all HS and EHS Services will be determined based on available funding. The actual amount paid to a Delegate Agency will vary based on the days serviced in the Program's Year (i.e., full or prorated) and the number of children receiving Services. The reimbursement of administrative costs shall not exceed ten percent (10%) of the contracted (federal and non-federal share) amounts. The total budget proposed must include a twenty-five (25%) matching contribution from non-federal resources, identified in line items where matching funds are allocated. Delegate Agencies serving VPK eligible students may leverage VPK funding as part of their required match. The reimbursement of a lump sum payment of accrued leave will be disallowed.

The County has established a maximum per child cost per Program Year of \$8,957.50 for HS, \$16,380 for EHS, and \$15,921 for Home-Based sites. The foregoing per child cost is subject to change in the event there is a permanent increase to the County's federal grant allotment. If a Delegate Agency provides Services at a County facilitated site, \$400 shall be deducted from the standard per slot cost. To determine the proposed per child cost, the County will use the budget proposed divided by the number of children proposed to serve. Notwithstanding the Delegate Agency's proposed Budget, the County reserves the right to negotiate final terms and conditions (i.e., number of slots, cost per child, etc.).

Upon submission of satisfactory required monthly report, the County shall process payment. 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). The compensation for all Services performed under this Contract, including all costs associated with such Services, is subject to available funds with availability determined in the sole discretion of the County, and shall not exceed the amount specified in this Contract and shall be in accordance with the Budget Forms (Appendix B).

If this Agreement is renewed, and prior to commencements 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 serviced, 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 service the number of children listed in the NTP by the County. Should this Agreement be renewed, Delegate Agency shall submit a budget for the approved slots prior to the start of each

Program Year for County approval.

Non-Federal Match: The Delegate Agency agrees to provide non-federal resources in an amount equivalent to twenty-five percent (25%) of the total federal allocation in this Agreement. The non-federal resources may be cash and/or in-kind donations, but may not be from other federal resources unless there is a specific statutory language allowing such use of federal funds. Lump sum in-kind and/or cash allocations may be allotted throughout the Program Year (such as: donations of goods and/or space, local/state grants, etc.) and may be applied in monthly increments until the in-kind contribution has been exhausted.

The Delegate Agency must submit proof to the County of the required twenty-five percent (25%) of the non-federal resources monthly with its invoices. If the Delegate Agency fails to provide proof of non-federal resources, the County may reduce the monthly reimbursement in accordance with the shortage. The Delegate Agency may recapture funds that were deducted because of a shortage in the non-federal resources requirements 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).

Travel: With respect to travel costs and travel-related expenses, the Delegate Agency agrees to adhere to Section 112.061 of the Florida Statutes, and 2 CFR 200.474 as it pertains to out-of-pocket expenses, including employee lodging, transportation, per diem, and all miscellaneous cost and fees. The County shall not be liable for any such expenses that have not been approved in advance, in writing, by the County.

Training and Technical Assistance: The Delegate Agency shall submit to the County for approval, in advance of any expenditure, all costs and expenses that pertain to training and technical assistance. The County, in its sole discretion, may approve the requested funding for training and technical assistance based on delegate need and availability of funding.

ARTICLE 8. METHOD AND TIMES OF PAYMENT

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

Reimbursements:

The Delegate Agency agrees that under the provisions of this Agreement, it will request reimbursement for those actual, reasonable and necessary costs incurred by the Delegate Agency which are directly attributable and properly allocable to the Services. The Delegate Agency shall invoice the County for these Services, monthly, with invoices certified by the Delegate Agency pursuant to Appendix B-Budget Forms, on or before the first ten (10) working days of each month following the month in which the services were rendered, unless the County grants an extension in writing. All invoices shall be furnished with detailed monthly line-item budget summary which shall be segregated by all Program costs and Administrative costs. Delegate agency shall include costs such as the staff accountant's salary and audit services; 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.

Payment requests shall be automated and accompanied by the reimbursement package, including payroll taxes, insurance, and any backup documentation to support reimbursement, copies of cancelled checks, payroll registers, and any other such documentation requested by the County. Requests for reimbursement shall be based on a line-item budget and taken from the books of account kept by the Delegate Agency, and shall be supported by copies of payroll registers, payroll distribution, receipt bills or other documents reasonably required by the County, and shall clearly show the County's contract number and shall have a unique invoice number assigned by the Delegate Agency.

In accordance with section 218.74, Florida Statutes, and section 2-8.1.4 of the Code of Miami-Dade County ("Code"), the time at which payment shall be due from the County shall be forty-five (45) calendar days from receipt of a proper invoice. 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.

Budget Modification Requests: The Delegate Agency may shift funds between line items not to exceed ten percent (10%) of the total budget upon submission and approval by the County of a Budget Modification Request. Variances greater than ten percent (10%) in any line item require prior approval and budget modification approved by the Delegate Agency's authorized representative and the County. The Delegate Agency may amend their budget throughout the Program Year, but no later than May 31st, with prior approval from the County.

Monthly Advance Requests:

Within 30 business days of execution of this Agreement, the Delegate Agency may request to be enrolled to receive monthly advance payments. The request should include the amount requested and the justification(s) for that amount. All monthly advance payment requests will be due to the County seven (7) business days prior to the beginning of the month for which the Delegate Agency shall provide Services. Upon receipt of the request by the County, and the County's approval, the Delegate Agency's monthly request for reimbursement for the service month for which a monthly advance payment was received by the Delegate Agency will be processed. No advance request will be processed without the receipt of the prior month's reimbursement request.

Monthly Advance Payment: The County limits the monthly advance payment to the equivalent of the Delegate Agency's approved annual budget divided by the total school days in the Program Year, which is then multiplied by the number of school days in the month for which an advance payment is requested. The County shall apply the amount of the advance payment toward the amount due to the Delegate Agency and remit the net difference to the Delegate Agency. The County's plan is to permit no monthly advance payment to be provided to the Delegate Agency in the final month of the Program Year. 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 monthly advances, checks and contracts. No advance payments will be made to agencies who have not submitted the reimbursement request for the prior month.

Monthly Line- Item Budget Summaries: The Delegate agency agrees to furnish the County a detailed computerized 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 computerized package must include copies of paid payroll taxes, insurance, and 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 non-federal fund match.
2. All computerized reimbursements packages shall be submitted within ten (10) working days after the end of the month.
3. Reimbursement of credit card purchases requires proof of a full statement of the credit card which reimbursement is requested has a zero balance.
4. Reimbursement for a lump sum payment of accrued leave will be disallowed. The County Fiscal Unit reserves the right to review invoices to support all payments.
5. 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 costs at a rate in excess of Executive Level II. Consolidated Appropriations Act 2021, Public Law 116-260, signed into Law December 22, 2020, restricts the amount of direct salary which may be paid to an individual under an DHHS grant(s), cooperative agreement, or applicable contract to a rate no greater than Executive Level II of the Federal Executive Pay Scale. The rate for any HS or EHS employee cannot exceed the most current Federal Executive Level II of the Federal Executive Pay Scale. Compensation includes salary, bonuses, periodic payments, severance pay, the value of any vacation time, and the value of any compensatory or paid leave benefit.
6. The County will not approve payments for volunteer services provided to the Delegate Agency in support of the services detailed in this Contract.
7. The Delegate Agency further agrees to maintain originals of cancelled checks, invoices, receipts, and other evidence of indebtedness as a 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. Notwithstanding and subject to any Public Records retention schedule, 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.
8. The Delegate Agency must get prior written approval for the purchase of equipment and other capital expenditures as described in 2 C.F.R. §200.439(a).. Prior written approval must also be obtained under 2 C.F.R. §200.439(b)(2-3) and 45 C.F.R. Part 1303 to use HS grant funds for the initial or ongoing purchase, construction, and major renovation of facilities. No HS grant funds may be used toward the payment of one-time expenses, principal, and interest for the acquisition, construction, or major renovation of a facility without prior written approval of the Administration for Children and Families.

Additional Requirements/Specific Reimbursement Requests

1. The Delegate Agency shall provide to the County automated 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.
2. Invoices more than thirty (30) calendar days will not be reimbursed.
3. Reimbursement for retroactive payment of staff positions more than sixty (60) days after the County's approval of qualifications of staff will be disallowed.
4. The Delegate Agency shall provide documentation of compliance with the Davis-Bacon Act for construction/renovation projects more than \$2,000.00.
5. Reimbursement for Administrative costs shall not exceed ten percent (10%) of the combined contracted amount and matched amount for the HS/EHS budget.

Invoices and associated back-up documentation shall be submitted electronically or in hard copy format by the Delegate Agency to the County as follows:

Miami-Dade County
Community Services Department Head Start Program
701 NW 1st Court, OTV 10-177

Miami, FL, 33136
Attention: Fiscal Administrator
Email: Brenda.Williams@miamidade.gov
Phone 786-469-4748

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

ARTICLE 9. MONITORING

Pursuant to HSPPS Part 1302.101 and 1302.102(b):

The Delegate Agency shall establish and implement procedures for the ongoing monitoring of their HS/EHS operations to ensure that such operations effectively conform to all federal regulations, the HSPPS, the Act, and applicable state and local legislation, statutes, ordinances, and regulations, and this Agreement.

a) Pursuant to the Act, 42 U.S.C. § 9836a, as may be amended, the Delegate Agency shall comply with the County's on-going monitoring policies and procedures, which include but may not be limited to quarterly monitoring, review sessions, and a minimum of one unannounced visit per Program Year, during which time the County shall be granted immediate access to monitor the site.

b) The County will inform the Delegate Agency of any findings identified through the monitoring of Delegate Agency operations. The Delegate Agency shall present any deficiencies to its governing body. The County may submit the findings to the Delegate Agency's governing body as well. In the event findings are identified, the County will assist the Delegate Agency with developing plans, including timetables, for addressing identified problems in accordance with the Act, 42 U.S.C. § 9836a, as may be amended, and applicable regulations.

c) When a substantial error or misrepresentation of fiscal expenditures has been made by the Delegate Agency, which results in an overpayment of funds under this Agreement to such Delegate Agency, the Delegate Agency shall reimburse the County within thirty (30) days of notice.

ARTICLE 10. INDEMNIFICATION AND INSURANCE

The Delegate Agency shall indemnify, defend and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County 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 this Agreement by the Delegate Agency or its employees, agents, servants, partners, principals or Subcontractors. The Delegate Agency 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 County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. The Delegate Agency expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the Delegate Agency shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents, and instrumentalities as herein provided.

The Delegate Agency shall comply with Fidelity Bond requirements covering officials and employees of the private nonprofit Delegate Agency authorized to distribute Program funds pursuant to HSPPS Part 1303.12. The Delegate Agency shall keep on file documented coverage and furnish to the County's Program with the start of each Program Year.

Upon County's notification, the Delegate Agency shall furnish the Strategic Procurement Department, certificate(s) of insurance that indicate that insurance coverage has been obtained, which meets the requirements as outlined below:

1. Worker's Compensation Insurance as required by Florida Statute 440 or any applicable law,
2. Commercial General Liability Insurance in an amount not less than \$1,000,000 each occurrence \$2,000,000 aggregate to include Abuse and Molestation. **Miami-Dade County must be shown as an additional insured.**
3. Automobile liability covering all owned, non-owned and hired vehicles for \$1,000,000 combined single limit.
4. Professional Liability in an amount not less than \$1,000,000 each claim \$2,000,000 aggregate covering claims arising out of the rendering or failure to render professional services or provision of products.
5. Accident insurance with a limit of \$25,000 per accident. Catastrophic Benefit Amount \$500,000. AD&D Aggregate \$1,000,000

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 "**A-**" as to management, and no less than "**Class VII**" as to financial strength, by 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 Financial Services and are a member of the Florida Guaranty Fund.

The mailing address of Miami-Dade County as the certificate holder must appear on the certificate of insurance as follows:

**Miami-Dade County
111 NW 1st Street
Suite 2340
Miami, Florida 33128-1974**

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. If the certificate of insurance is received within the specified timeframe 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.

The Delegate Agency shall assure that the certificate of insurance required in conjunction with this section remain in full force for the term of the Contract, including any renewal or extension periods that may be exercised by the County. If the certificate of insurance is scheduled to expire during the term of the Contract, the Delegate Agency shall submit new or renewed certificate of insurance to the County before such expiration. If expired certificate of insurance is/are not replaced or renewed to cover the Contract period, the County may suspend the Contract until the new or renewed certificate is/are received by the County in the manner prescribed herein. If such suspension exceeds thirty (30) calendar days, the County may, at its sole discretion, terminate the Contract for cause and the Delegate Agency shall be responsible for all direct and indirect costs associated with such termination.

ARTICLE 11. MANNER OF PERFORMANCE

- a) The Delegate Agency shall provide the Work 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 Work described herein and to full and prompt cooperation by the Delegate Agency in all aspects of the Work.
- b) The Delegate Agency always agrees that it will employ, maintain, and assign to the performance of the Work 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 adjust its personnel staffing levels or to replace any of its personnel if so, directed upon reasonable request from the County, should the County make a determination, in its sole discretion, that said personnel staffing is inappropriate or that any individual is not performing in a manner consistent with the requirements for such a position. The County may require the Delegate Agency to remove an employee from the Program that it deems careless, incompetent, insubordinate or otherwise objectionable and whose continued work with the Program is not in the best interest of the Program.
- c) At the request of the County, the Delegate Agency shall promptly remove from the Program any Delegate Agency's employee, Subcontractor, or any other person performing Work hereunder. The Delegate Agency agrees that such removal of any of its employees does not require the termination or demotion of any employee by the Delegate Agency.
- b) The Delegate Agency agrees to defend, hold harmless and indemnify the County and shall be liable and responsible for all claims, suits, actions, damages, and costs (including attorneys' fees and court costs) made against the County, occurring on account of, arising from

or in connection with the removal and replacement of any Delegate Agency's personnel performing Services hereunder at the behest of the County. Removal and replacement of any Delegate Agency's personnel as used in this Article shall not require the termination and/or demotion of such Delegate Agency's personnel.

- d) 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 Work described herein, in a competent and professional manner.
- e) The Delegate Agency shall always cooperate with the County and coordinate its respective work efforts to maintain the progress most effectively and efficiently in performing the Work.
- f) 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, whether or not specifically mentioned in this Agreement.
- g) The Delegate Agency shall ensure that each employee has and wears proper identification at all times Services are being provided (such as a Delegate Agency employment identification card).

ARTICLE 12. EMPLOYEES OF THE CONTRACTOR

All employees of the Delegate Agency shall be, at all times, employees of the Delegate Agency under its sole direction and not employees or agents of the County.

ARTICLE 13. INDEPENDENT CONTRACTOR RELATIONSHIP

The Delegate Agency is, and shall be, in the performance of all Work 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 performed or Services provided pursuant to this Agreement shall always, 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. DISPUTE RESOLUTION PROCEDURE

- a) The Delegate Agency hereby acknowledges that the 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; 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 comply with every order of the Program Manager, including the withdrawal or modification of any previous order and regardless of whether the Delegate Agency agrees with the Program Manager's determination or order. Where orders are given orally, they will be issued in writing by the Program 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 Program Manager. In the event that the Delegate Agency and the Program 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 authorize the County Mayor or designee, who may not be the Program Manager or anyone associated with the Program, 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 set forth above shall be conclusive, final and binding on the Parties. Any such dispute shall be brought, if at all, before the County Mayor within ten (10) days of the occurrence, event or act out of which the dispute arises.
- e) The County Mayor may base this decision on such assistance as may be desirable, including advice of experts, but in any event shall

base the decision on an independent and objective determination of whether Delegate Agency's performance or any Deliverable meets the requirements of this Agreement and any specifications with respect thereto set forth herein. The effect of any decision shall not be impaired or waived by any negotiations or settlements or offers made in connection with the dispute, whether or not the County Mayor participated therein, or by any prior decision of others, which prior decision shall be deemed subject to review, or by any termination or cancellation of the Agreement. All such disputes shall be submitted in writing by the Delegate Agency to the County Mayor for a decision, together with all evidence and other pertinent information regarding such questions, in order that a fair and impartial decision may be made. Whenever the County Mayor is entitled to exercise discretion or judgement 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.

- f) This Article will survive the termination or expiration of this Agreement.

ARTICLE 15. MUTUAL OBLIGATIONS

- a) This Agreement, including attachments and appendices 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 the 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.
- c) In those situations where this Agreement imposes an indemnity obligation on the Delegate Agency, the County may, at its expense, elect to participate in the defense if the County should so choose. Furthermore, the County may at its own expense defend or settle any such claims if the Delegate Agency fails to diligently defend such claims, and thereafter seek indemnity for such defense or settlement costs from the Delegate Agency.

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 Agreement, including ensuring child health/safety and in accordance with other local, state, and federal regulation and policy requirements. The Delegate Agency and its Subcontractors and suppliers shall retain such records, and all other documents relevant to the Work furnished under this Agreement for a period of three (3) years from the expiration date of this Agreement and any extension thereof.

ARTICLE 17. AUDITS

The Delegate Agency shall maintain complete and accurate records to substantiate compliance with the requirements set forth in the Agreement. In addition to any obligation to retain records in accordance with the Public Records Law, Chapter 119, Florida Statutes, The Delegate Agency shall retain such records and all documents relevant to the Work for a period of three (3) years from the expiration of this Agreement and any extension thereof. The County, or its duly authorized representatives and governmental agencies, shall until the expiration of three (3) 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.

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. 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 Section 2-481 of the Code, the Contractor 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 within five (5) business days of the Commission Auditor's request. The Contractor 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.

Pursuant to 2 CFR 200.501, the Delegate Agencies receiving at least \$750,000 in federal funding must have a single audit for each Program

Year.

Audit Requirements

- Audit Required. All non-Federal entities that expend \$750,000 or more in a year in Federal Awards shall have a single audit or a program-specific audit conducted for that year in accordance with the provisions of 2 CFR Part 200 Subpart F Audit Requirements.
- Single Audit. All non-Federal entities that expend \$750,000 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 below.
- 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.
- Exemption when Federal awards expended are less than \$750,000. A non-Federal entity that expends less than \$750,000 in Federal awards during the non-Federal entity's fiscal year is exempt from Federal audit requirements for that year, except as noted in 2 CFR §200.503, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

The Delegate Agency shall submit annually to the County 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 delegate agencies must comply with 2 CFR Part 200 Subpart F Audit Requirements.

ARTICLE 18. SUBSTITUTION OF PERSONNEL

In the event the Delegate Agency needs to substitute personnel, the Contractor must notify the County in writing and request written approval for the substitution at least ten (10) business days prior to effecting such substitution. However, such substitution shall not become effective until the County has approved said 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 causes 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, omissions, and negligence of the Subcontractor, its officers, agents, and employees, as if they were employees of the Contractor. 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 Work, will state in writing to the County the name of the proposed Subcontractor, the portion of the Work 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 Work to be performed. Such Work 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 Work 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 Work of the same general type which is required to be performed under

this Agreement.

- d) The County shall have the right to withdraw its consent to a subcontract if it appears to the County that the Subcontractor 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 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 in the event the County finds the Delegate Agency in breach of this Contract, permitting the County to request completion by the Subcontractor of its performance obligations under the subcontract. The clause shall include an option for the County to pay the Subcontractor 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.
- e) In no event shall County funds be advanced to any Subcontractor hereunder.

ARTICLE 21. ASSUMPTION, PARAMETERS, PROJECTIONS, ESTIMATES AND EXPLANATIONS

The Delegate Agency understands and agrees that any assumptions, parameters, projections, estimates, and explanations presented by the County were provided to the Contractor for evaluation purposes only. However, since these assumptions, parameters, projections, estimates, and explanations represent predictions of future events the County makes no representations or guarantees; and the County shall not be responsible for the accuracy of the assumptions presented; and the County shall not be responsible for conclusions to be drawn therefrom; and any assumptions, parameters, projections, estimates and explanations shall not form the basis of any claim by the Delegate Agency. The Delegate Agency accepts all risk associated with using this information.

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) This Agreement may be terminated for cause by the County for reasons including, but not limited to, (i) the Delegate Agency commits an Event of Default (as defined below in ARTICLE 24) and fails to cure said Event of Default (as delineated below in ARTICLE 25), (ii) Delegate Agency attempts to meet its contractual obligations to the County through fraud, misrepresentation, or material misstatement; or (iii) the County demonstrates cost effectiveness.
- b) This Agreement may also be terminated for convenience by the County. Termination for convenience is effective on the termination date stated in the written notice provided by the County.
- c) If County terminates this Agreement for cause under ARTICLE 23(a) above, the County may, in its sole discretion, also terminate or cancel any other contract(s) that such individual or corporation or other entity has with the County and that such individual, corporation or other entity shall pay all direct or indirect costs associated with such termination or cancellation, including attorneys' fees.
- d) In the event that the County exercises its right to terminate this Agreement, 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") or non-renewal;
 - ii. take such action as may be necessary for the protection and preservation of the County's materials and property;
 - iii. cancel all pending and/or unfulfilled 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
 - vi. reimburse the County a proration of the fees paid annually based on the remaining months of the term per the compensation listed in Appendix B.

- vii. Comply with Article 43 of the Contract pertaining to the transfer of public records to the County.
 - viii. Remove all references to Miami-Dade County Head Start/Early Head Start Program on its site(s), website, social media accounts, advertisements and promotional materials, to coincide with the effective date of such termination or expiration.
- e) In the event that the County exercises its right to terminate this Agreement, 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. non-cancelable 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 are subject to audit.
- g) In the event the County terminates this Agreement, the County or its designated representatives may immediately take possession of all applicable equipment, materials, products, documentation, reports, and data purchased with HS/EHS funds.

ARTICLE 24. EVENT OF DEFAULT

- a) An Event of Default is a material breach of this Agreement by the Delegate Agency, and includes but is not limited to the following:
- i. the Delegate Agency has not performed Services (including, but not limited to, meeting enrollment numbers, protecting the health and safety of students served, meeting the disability requirement, meeting the nutritional needs of children, etc.) in a manner deemed acceptable to the County;
 - ii. the Delegate Agency has not delivered Deliverables and/or Services on a timely basis;
 - iii. the Delegate Agency has refused or failed to supply enough properly skilled staff personnel;
 - 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 or applicable HS regulations;
 - vi. the Delegate Agency has failed to provide "adequate assurances" as required under subsection b below;
 - vii. the Delegate Agency has failed in the representation of any warranties stated herein;
 - viii. the Delegate Agency has failed to make prompt payment to Subcontractors or suppliers for any Services;
 - ix. the Delegate Agency has failed to comply with Public Records Law;
 - x. The County has determined the Delegate Agency's performance or nonperformance has resulted in a deficiency as defined pursuant to section 641A(c)(1)(A), (C), or (D) of the Act;
 - xi. the Delegate Agency fails to establish, utilize, and analyze children's progress on agency-established School Readiness goals;
 - xii. the Delegate Agency scores below minimum thresholds in the Classroom Assessment Scoring System: Pre-K (CLASS) domains or in the lowest 10 percent in any of the three domains of the agencies monitored in a given year unless the average score is equal to or above the standard of excellence;
 - xiii. the Delegate Agency has a revocation of a license to operate a center or program;
 - xiv. the Delegate has a suspension or termination from another state or federally funded program;

- xv. the Delegate receives a debarment from receiving federal or state funds or disqualified from the Child and AdultCare Food Program;
or
- xvi. the Delegate has an audit finding of at risk for "a going concern."

- b) Adequate Assurances: When, in the opinion of the County, reasonable grounds for uncertainty exist with respect to the Delegate Agency's ability to perform the Work or any portion thereof, the County may request that the Delegate Agency, within the timeframe set forth in the County's request, provide adequate assurances to the County, in writing, of the Delegate Agency's ability to perform in accordance with the terms of this Agreement. Until the County receives such assurances, the County may request an adjustment to the compensation received by the Delegate Agency for portions of the Work which the Delegate Agency has not performed. In the event that the Delegate Agency fails to provide to the County the requested assurances within the prescribed timeframe, the County may:
 - i. treat such failure as a repudiation and/or material breach of this Agreement; and
 - ii. resort to any remedy for breach provided herein or at law, including but not limited to, taking over the performance of the Work or any part thereof either by itself or through others.

ARTICLE 25. NOTICE OF DEFAULT - OPPORTUNITY TO CURE

If an Event of Default occurs in the determination of the County, the County shall notify the Delegate Agency (the "Default Notice"), specifying the basis for such default. In the sole discretion of the County, the County may allow the Delegate Agency to rectify the default in the time frame provided by the County in the Default Notice and to the County's reasonable satisfaction. 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 the specified cure period. In the event a Delegate Agency fails to cure a default and the County suspends payment for the Program, the Delegate Agency may risk non-repayment of funds for its continued operation of the Program and shall cease using the County logo in connection with its Program.

ARTICLE 26. REMEDIES IN THE EVENT OF DEFAULT

If an Event of Default occurs, whether or not the County elects to terminate this Agreement as a result thereof, the Delegate Agency shall be liable for all damages resulting from the default, including but not limited to:

- a) lost revenues;
- b) the difference between the cost associated with procuring Services hereunder and the amount actually expended by the County for re-procurement of Services, including procurement and administrative costs; and
- c) such other direct damages.

The Delegate Agency shall also remain liable for any liabilities and claims related to the Delegate Agency 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 shall not infringe on any copyrights, trademarks, service marks, trade secrets, patent rights, other intellectual property rights or any other third-party proprietary rights in the performance of the Work.
- b) 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 copyrights, trademarks, service marks, trade secrets, patent rights, other intellectual property rights or any other third party proprietary rights.
- c) 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.

- d) 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).
- e) 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.

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 for 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. 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. Additionally, the Delegate Agency expressly agrees to be bound by and to defend, indemnify and hold harmless the County, and their officers and employees from the breach of any federal, state, or local law in regard to the privacy of individuals.
- 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 provide any assistance necessary to ensure the confidentiality of the Confidential Information.
- c) 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 the public records laws of the State of Florida (the "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 (the "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 contractors' employees with the

approval of the lessor or Delegate Agency thereof. This includes mainframe, minis, telecommunications, personal computers, 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 with 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 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, Subcontractor or supplier thereof, without the prior written consent of the County, except as required for the Contractor'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. SUPPLIER/VENDOR REGISTRATION/CONFLICT OF INTEREST

- a) **Supplier/Vendor Registration**
The Delegate Agency shall be a registered vendor with the County – Strategic Procurement Department, for the duration of this Agreement. In becoming a registered vendor with Miami-Dade County, the vendor's Federal Employer Identification Number (FEIN) must be provided, via submission of Form W-9 and 147c Letter, as required by the Internal Revenue Service (IRS). If no FEIN exists, the Social Security Number of the owner must be provided as the legal entity identifier. 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
 - Payments to individual/Contractor for goods and services provided to Miami-Dade County
 - Tax reporting purposes
 - Provision of unique identifier in the vendor database used for searching and sorting departmental records

The Delegate Agency confirms its commitment to comply with the vendor registration requirements and the associated affidavits available in **INFORMS** at <https://supplier.miamidade.gov>.

b) Conflict of Interest and Code of Ethics

Sections 2-11.1 (c) and (d) of the Code require that any County official, agency/board member or employee, or any member of his or her immediate family who, through a firm, corporation, partnership or business entity, has a 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 obtain and submit a written conflict of interest opinion from the County's Ethics Commission prior to the official, agency/board member or employee, or his or her immediate family member entering into any contract or transacting any business with Miami-Dade County or any person or agency acting for Miami-Dade County. Any such contract or business transaction entered in violation of these subsections, as amended, shall be rendered voidable. All County officials, autonomous personnel, quasi-judicial personnel, advisory personnel, and employees wishing to do business with the County are hereby advised they must comply with the applicable provisions of Section 2-11.1 of the Conflict of Interest and Code of Ethics Ordinance.

ARTICLE 32. INSPECTOR GENERAL REVIEWS

The Delegate Agency understands that it may be subject to an audit, random or otherwise, by the County Auditor, the Office of the Miami-Dade County Inspector General or an Independent Private Sector Inspector General retained by the Office of the Inspector General, or the County Commission Auditor.

Independent Private Sector Inspector General Reviews

Pursuant to Miami-Dade County Administrative Order No. 3-20, the County has the right to retain the services of an Independent Private Sector Inspector General (the "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 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, 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. As a federal government-funded grant, the cost of the audit for this Contract, which is one quarter of one percent (0.25%) will not apply to this Contract.

Exception: The above application of one quarter of one percent (0.25%) fee assessment shall not apply to the following contracts: (a) IPSIG contracts; (b) contracts for legal services; (c) contracts for financial advisory services; (d) auditing contracts; (e) facility rentals and lease agreements; (f) concessions and other rental agreements; (g) insurance contracts; (h) revenue-generating contracts; (i) contracts where an IPSIG is assigned at the time the contract is approved by the Board; (j) professional service agreements under \$1,000; (k) management agreements; (l) small purchase orders as defined in Miami-Dade County Implementing Order No. 3-38; (m) federal, state and local government-funded grants; and (n) interlocal agreements. ***Notwithstanding the foregoing, the Miami-Dade County Board of County Commissioners may authorize the inclusion of the fee assessment of one quarter of one percent (0.25%) in any exempted contract at the time of award.***

Nothing contained above shall in any way limit the powers of the Inspector General to perform audits on all County contracts including, but not limited to, those contracts specifically exempted above. The Miami-Dade County Inspector General is authorized and empowered to review past, present, and proposed County and 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 IPSIGs 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 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.

ARTICLE 33. FEDERAL, STATE, AND LOCAL COMPLIANCE REQUIREMENTS

As applicable, Delegate Agency shall comply, subject to applicable professional standards, with the provisions of all applicable federal, state and the County orders, statutes, ordinances, rules and regulations which may pertain to the Services required under this Agreement, including, but not limited to:

- a) Miami-Dade County Small Business Enterprises Development Participation Provisions.
- b) The Clean Air Act of 1955, as amended, (42 U.S.C. §§ 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. §§ 1251-1387), as amended.
- c) The Davis-Bacon Act, as amended (40 U.S.C. §3141-3144 and 3146-3148) as supplemented by the Department of Labor regulations (29 C.F.R. Part 5).
- d) The Copeland "Anti-Kickback" Act (40 U.S.C. § 3145) as supplemented by the Department of Labor regulations (29 C.F.R. Part 2).
- e) Section 2-11.1 of the Code of Miami-Dade County, "Conflict of Interest and Code of Ethics Ordinance".
- f) Section 10-38 of the Code of Miami-Dade County, "Debarment of Contractors from County Work".
- g) Section 11A-60 - 11A-67 of the Code of Miami-Dade County, "Domestic Leave".
- h) Section 21-255 of the Code of Miami-Dade County prohibiting the presentation, maintenance, or prosecution of false or fraudulent claims against Miami-Dade County.
- i) The Equal Pay Act of 1963, as amended (29 U.S.C. § 206(d)).
- j) The prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07) and regulations issued pursuant thereto (24 C.F.R. Part 146).
- k) Section 448.07 of the Florida Statutes "Wage Rate Discrimination Based on Sex Prohibited".
- l) Chapter 11A of the Code of Miami-Dade County (§ 11A-1 *et seq.*) "Discrimination".
- m) Chapter 22 of the Code of Miami-Dade County (§ 22-1 *et seq.*) "Wage Theft".
- n) Any other laws prohibiting wage rate discrimination based on sex.
- o) Chapter 8A, Article XIX, of the Code of Miami-Dade County (§ 8A-400 *et seq.*) "Business Regulations".
- p) Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).
- q) Executive Order 12549 "Debarment and Suspension", which stipulates that no contract(s) are "to be awarded at any tier or to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs".

Pursuant to Resolution No. [R-1072-17](#), by entering into this Contract, the Delegate Agency is certifying that the Delegate Agency is in compliance with, and will continue to comply with, the provisions of items "i" through "n" above, as may be applicable.

The Delegate Agency shall hold all licenses and/or certifications, obtain and pay for all permits and/or inspections, and comply with all laws, ordinances, regulations and building code requirements applicable to the work required herein. Damages, penalties, and/or fines imposed on the County or Delegate Agency for failure to obtain and maintain required licenses, certifications, permits and/or inspections shall be borne by the

Delegate Agency. The Project Manager shall verify the certification(s), license(s), and permit(s) for the Delegate Agency prior to authorizing Work and as needed.

Notwithstanding any other provision of this Agreement, Contractor 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 Contractor, 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 unlawfully against any employee or applicant for employment on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, status as victim of domestic violence, dating violence or stalking, or veteran status, and on housing related contracts the source of income.

By entering into this Contract, the Delegate Agency attests that it is not in violation of the Americans with Disabilities Act of 1990 (and related Acts) or Miami-Dade County Resolution No. R-385-95. If the Delegate Agency or any owner, subsidiary or other firm affiliated with or related to the Delegate Agency is found by the responsible enforcement agency or the County to be in violation of the Act or the Resolution, such violation shall render this Contract void. This Contract shall be void if the Delegate Agency submits a false affidavit pursuant to this Resolution or the Delegate Agency violates the Act or the Resolution during the term of this Contract, even if the Delegate Agency was not in violation at the time it submitted its affidavit.

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 award of this Agreement.
- b) There are no undisclosed persons or entities interested with the Delegate Agency in 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, Deliverables 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 Contractor'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, 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 Program Manager. Delegate Agency shall thereafter cooperate with the County's review and investigation of such information and comply with the instructions Contractor receives from the Program Manager regarding remedying the situation.

ARTICLE 36. PROGRAM VISITS/COMMUNICATIONS/MARKETING**Communications or Program visits by State, Federal, or other Public Officials**

Delegate Agency shall provide advance notice to the Program Manager of all visits by and communications with public officials, state or federal representatives, or similar such personnel to/with the Delegate Agency that relates to the Head Start/Early Head Start Program funded by the County. If the visit is related to the Head Start/Early Head Start Program funded by the County, a CSD representative must be invited to said visit.

Marketing, Press Release or Other Public Communications

Delegate Agency shall distribute a news release, previously approved by the County, to local news media outlets announcing it has been awarded funding by Miami Dade County Community Services Department (CSD) Head Start/Early Head Start Program. Delegate Agency shall prominently place a Miami Dade County CSD Head Start/Early Head Start sign decal on the main entry door or front window of each of its County-funded site locations (unless such placement of signage is specifically prohibited by Delegate Agency's lease).

Delegate Agency shall display the official Miami Dade County Logo on the home page of its website (if maintains a website) and link it to the Miami Dade County Head Start / Early Head Start website (www.miamidade.gov/headstart); or, if the Delegate Agency maintains another page on its website that displays the names and logos of its funding partners, Delegate Agency shall include the official Miami Dade County logo on that page and link it to the Miami Dade County Head Start/Early Head Start website (www.miamidade.gov/headstart). If the funded delegate is part of a larger entity, such as a university, the logo may be placed on the web page dedicated to that program on the Delegate's website. Delegate Agency shall in addition include the following paragraph, along with the logo, on the web page dedicated to the program funded by this Contract, or elsewhere on its website (in English/Spanish or English/Haitian Creole or all three languages, depending upon population served):

English:

[Delegate Agency Name] is funded by Miami Dade County CSD Head Start/Early Head Start Program.

Español:

El [Delegate Agency Name] está financiado por el programa de Head Start/Early Head Start del Condado Miami-Dade.

Kreyol:

Se Pwogram Miami-Dade County CSD Head Start/Early Head Start ki finanse [Delegate Agency Name].

Delegate Agency agrees that all program services, activities and events funded by this Contract shall recognize Miami Dade County CSD Head Start/Early Head Start as a funding source in any and all publicity, public relations and marketing efforts/materials created under its control on behalf of the Program.

1. COMMUNICATION WITH MEDIA/NEWS OUTLETS

Delegate Agency shall request that all media representatives, when inquiring with Delegate Agency about the program services, activities and events funded by this Contract, recognize Miami Dade County CSD Head Start/Early Head Start as a funding source.

2. VIDEO

Delegate Agency agrees that any video it produces that depicts activities, services and events funded by this Contract shall include a full-screen graphic at its end recognizing Miami-Dade County CSD Head Start/Early Head Start as a funding source.

3. SOCIAL MEDIA

If Delegate Agency, Center, and/or school maintains social media accounts, they shall:

- a) Post an update on its social media accounts (e.g., Facebook, Twitter, Instagram, etc.) announcing it has been awarded a funding contract by Miami-Dade County CSD Head Start/Early Head Start Program, and tag Miami Dade County's CSD @CommunityServicesDepartment profile on those social media networks. If Miami Dade County CSD does not have a profile on a particular social media network, the post should link back to www.miamidade.gov/headstart.
- b) State it is funded by Miami-Dade County CSD Head Start/Early Head Start on all of its social media networks' "About" sections.
- c) Tag and/or mention Miami Dade County CSD Head Start/Early Head Start on all posts related to services, activities and events funded by this Contract.
- d) List Miami Dade County Head Start/Early Head Start @CommunityServicesDepartment page under "Liked by This Page" on its Facebook page (if the Delegate maintains a Facebook page).
- e) Follow the Miami Dade County CSD's Twitter account (if Delegate Agency maintains a Twitter account).

4. PRINTED MATERIALS

- a) Delegate Agency shall ensure that any and all printed materials it creates for program services, activities and events funded by this Contract, including, but not limited to, newsletters, news releases, brochures, fliers, advertisements, signs/banners, letters to program participants and/or their parents/guardians, or any other materials released to the media or general public, shall state that these program services, activities and events are funded by Miami Dade County CSD Head Start/Early Head Start.
- b) Further, Delegate Agency shall also employ the use of the appropriate Miami Dade County logo and/or language as stated above when recognizing said funding in any and all printed materials.

- c) Proofs of all printed material referenced herein must be submitted to Miami Dade County CSD department (headstartinfo@miamidade.gov) for approval prior to production/printing and release/distribution.
- d) Delegate Agency agrees to deliver to Miami Dade County CSD Head Start/Early Head Start, without charge, at least three (3) copies of any and all printed materials it creates for program services, activities and events funded by this Contract.

Press Release and Other Communications

Delegate Agency shall seek the prior written consent of the County to:

- a) Issue or permit to be issued any press release, advertisement or literature of any kind which refers to the County, or the Work being performed hereunder. Such approval may be withheld if for any reason the County believes that the publication of such information would be harmful to the public interest or is in any way undesirable or inaccurate; and
- b) Communicate in any way with any contractor, department, board, agency, commission or other organization or any person whether governmental or private in connection with the Work to be performed hereunder except upon prior written approval and instruction of the County; and
- c) Except as may be required by law, the Delegate Agency and its employees, agents, Subcontractors, and suppliers will not represent, directly or indirectly, that any Work, Deliverables or Services provided by the Delegate Agency or such parties has been approved or endorsed by the County.

ARTICLE 37. BANKRUPTCY

The County may terminate this Contract, if, during the term of any contract the Delegate Agency has with the County, the Delegate Agency becomes involved as a debtor in a bankruptcy proceeding, or becomes involved in a reorganization, dissolution, or liquidation proceeding, or if a trustee or receiver is appointed over all or a substantial portion of the property of the Delegate Agency under federal bankruptcy law or any state insolvency law.

ARTICLE 38. GOVERNING LAW

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 in Miami-Dade County.

ARTICLE 39. LIENS

The Delegate Agency is prohibited from placing a lien on County property. This prohibition shall apply to all Subcontractors.

ARTICLE 40. INTEREST OF MEMBERS, OFFICERS OR EMPLOYEES AND FORMER MEMBERS, OFFICERS OR EMPLOYEES

No member, officer, or employee of the County, no member of the governing body of the locality in which the Program is situated, no member of the governing body in which the Program was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the Program, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this Contract or the proceeds thereof.

ARTICLE 41. FORCE MAJEURE

Under applicable law, force majeure shall refer to an act of nature (such as, but not limited to, a hurricane, flood, and/or earthquake), war, terrorism, riot, sovereign conduct, strikes, lockouts, fires, epidemics and/or pandemic (other than coronavirus-2019), adverse governmental conditions or conduct of third parties.

Neither the County nor the Delegate Agency shall be held liable or responsible to the counterparty nor be deemed to have defaulted under or breached this Contract for failure or delay in performing any obligation under this Contract when such failure or delay is caused by an act of Force Majeure. Within twenty-four (24) hours of the occurrence of an act of Force Majeure, the affected party shall notify the counterparty of the act by sending an e-mail message to the Program Manager of the other party. In addition, the affected party shall provide to the counterparty within seven days of determining the cause of the Force Majeure, a written explanation via e-mail concerning the circumstances that caused the act of Force Majeure and the overall impacts to the Contract. Upon receipt of the written explanation, the parties shall mutually agree to any contractual modifications as necessary to continue the Contract with minimal impact to County operations. The County maintains the right to terminate the Contract for convenience or obtain the goods and/or services through a separate contract, taking over the performance of the Work or any part thereof either by itself or through others.

ARTICLE 42. FIRST SOURCE HIRING REFERRAL PROGRAM

Unless otherwise prohibited by DHHS or other applicable law, pursuant to Section 2-2113 of the Code, for all contracts for goods and services, the Delegate Agency, prior to hiring to fill each vacancy arising under a County contract shall (1) first notify Career Source South Florida ("CSSF"), the designated Referral Agency, of the vacancy and list the vacancy with CSSF according to the Code, and (2) make good faith efforts as determined by the County to fill a minimum of fifty percent (50%) of its employment needs under the County contract through the CSSF. If no suitable candidates can be employed after a Referral Period of three to five days, the Delegate Agency is free to fill its vacancies from other sources. Delegate Agency will be required to provide quarterly reports to the CSSF indicating the name and number of employees hired in the previous quarter, or why referred candidates were rejected. Sanctions for non-compliance shall include, but not be limited to: (i) suspension of Contract until Delegate Agency performs obligations, if appropriate; (ii) default and/or termination; and (iii) payment of \$1,500/employee, or the value of the wages that would have been earned given the noncompliance, whichever is less. Registration procedures and additional information regarding the First Source Hiring Referral Program are available at <https://iapps.careersourcesfl.com/firstsource/>.

ARTICLE 43. PUBLIC RECORDS AND CONTRACTS FOR SERVICES PERFORMED ON BEHALF OF MIAMI-DADE COUNTY

The Delegate Agency shall comply with the Public Records Laws, including but not limited to, (1) keeping and maintaining all public records that ordinarily and necessarily would be required by the County in order to perform the service; (2) providing the public with access to public records on the same terms and conditions that the County would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; (3) ensuring that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (4) meeting all requirements for retaining public records and transferring, at no cost, to the County all public records in possession of the Delegate Agency upon termination of the Contract and destroying any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements upon such transfer. In addition, all records stored electronically must be provided to the County in a format that is compatible with the information technology systems of the County. Failure to meet any of these provisions or to comply with Florida's Public Records Laws as applicable shall be a material breach of this Agreement and shall be enforced in accordance with the terms and conditions of the Agreement.

IF THE DELEGATE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (305) 375-5773, SHANISE.HARRISMIAMIDADE.GOV, 111 NW 1st STREET, SUITE 1300, MIAMI, FLORIDA 33128.

ARTICLE 44. INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION and/or PROTECTED HEALTH INFORMATION

As part of this Agreement, it is necessary for the Delegate Agency to have access to certain information ("Information"), some of which may constitute Protected Health Information ("PHI").

The Delegate Agency shall protect the privacy and provide for the security of PHI, including, but not limited to electronic PHI, disclosed to the Delegate Agency, in compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996, the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act"), regulations promulgated thereunder, and other applicable laws. HIPAA mandates for privacy, security, and electronic transfer standards, include but are not limited to:

The Parties to the Underlying Agreement are committed to complying with the Standards for Privacy and Security of Individually Identifiable Health Information under HIPAA, the HIPAA Regulations, and the HITECH Act.

1. Definitions. Terms used, but not otherwise defined in this section shall have the same meaning as those terms found in HIPAA and the HIPAA Regulations.

a. "Protected Health Information" or "PHI" means any information, whether transmitted or maintained in any form or medium: (i) that relates to the past, present, or future physical or mental health or 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 same meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to, 45 CFR § 160.103. [45 CFR Parts 160, 162 and 164].

b. "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 health or 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 same meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to, 45 CFR § 160.103. [45 CFR Parts 160, 162 and 164].

- c. "Electronic Media" shall have the same meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to, 45 CFR § 160.103.
- d. "Security Incident" shall have the same meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to, 45 CFR § 164.304.
- e. "Subcontractor" shall have the same meaning given to such term under HIPAA and the HIPAA Regulations, including, but limited to, 45 CFR § 160.103.
- f. "Required by Law" shall have the same meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to, 45 CFR § 164.103 and 45 CFR § 164.512(a).
- g. "Minimum Necessary" shall have the same meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to, 45 CFR § 164.502(b) and 45 CFR § 164.512(d).

2. Obligations of Delegate Agency.

- a. Permitted Uses and Disclosures. Delegate Agency may use and/or disclose PHI received by Delegate Agency pursuant to the Agreement ("PHI") solely in accordance with the specifications set forth in Attachment A, which is incorporated herein by reference.
- b. Nondisclosure. Delegate Agency shall not use or further disclose PHI other than as permitted by the Agreement, or as required by law.
- c. Safeguards. Delegate Agency shall use appropriate safeguards, and comply, where applicable, with Subpart C of 45 CFR Part 164 with respect to ePHI, to prevent use or disclosure of PHI in a manner other than as provided in the Agreement. [45 CFR § 164.504(e)(2)(ii)(B)]. Delegate Agency shall maintain a comprehensive written information security program that includes administrative, technical, and physical safeguards appropriate to the size and complexity of the Delegate Agency's operations and the nature and scope of its activities. Appropriate safeguards used by Delegate Agency shall protect the confidentiality, integrity, and availability of the PHI and ePHI that is created, received, maintained, or transmitted as part of the Program. [45 CFR § 164.314(a)(2)(i)(A)]. The County has, at its sole discretion, and through its Risk Management Department, the option to audit, including inspect, Delegate Agency's safeguards at any time during the life of the Agreement, upon reasonable notice being given to Delegate Agency for production of documents and coordination of inspection(s).
- d. Reporting of Disclosures. Delegate Agency shall report to County's Program Manager any use or disclosure of PHI in a manner other than as provided in this Agreement. [45 CFR § 164.504(e)(2)(ii)(C)]. Associate shall report to Program Manager of any Security Incident of which it becomes aware, including breaches of unsecured PHI within five (5) business days after the discovery of the incident. Such report shall identify the information that has been or is reasonably believed to have been inappropriately used or disclosed; state the date(s) of the inappropriate use or disclosure and its discovery; describe the steps taken to investigate the inappropriate use or disclosure, mitigate its effects, prevent future inappropriate uses or disclosures; and provide to the County any other available information that the County may need to assess the violation and/or to include in the breach notification to the individual. [45 CFR § 164.404(c); 45 CFR § 164.314(a)(2)(i)(C)].
- e. Delegate Agency Agents and Subcontractors. Delegate Agency agrees and shall ensure that any agents, including Subcontractors, to whom it provides PHI or ePHI received from, or created or received by Delegate Agency, agree in writing to the same restrictions and conditions that apply to Delegate Agency with respect to such PHI and that such agents conduct their operations within the United States. Delegate Agency agrees and shall ensure that any agents, including Subcontractors, to whom it provides ePHI received, created, maintained, or transmitted on behalf of Delegate Agency, agrees in writing to implement appropriate safeguards to protect the confidentiality, integrity, and availability of that ePHI. [45 CFR § 164.502(e)(1)(ii) and 45 CFR § 164.314(a)(2)(i)(B)].
- f. Documentation of Disclosures. Delegate Agency agrees to document disclosures of PHI and information related to such disclosures as would be required for the County to respond to a request by an individual for an accounting of disclosures of PHI. Delegate Agency agrees to provide the County or an individual, within ten (10) days of the receipt of the request, information collected in accordance with the Underlying Agreement, to permit the County to respond to such a request for an accounting. [45 CFR § 164.528].
- g. Mitigation. Delegate Agency agrees to mitigate, to the extent practicable, any harmful effect that is known to Delegate Agency of a use or disclosure of PHI by Delegate Agency in violation of the requirements of this Agreement.
- h. Notification of Breach. During the term of this Agreement, v shall notify, in accordance the Program Manager and provide written notice no later than five (5) business days after the discovery 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. Delegate Agency 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.
- i. Expenses. Any and all expenses incurred by Delegate Agency in compliance with the terms of this Agreement or in compliance with the HIPAA Regulations shall be borne by Delegate Agency.
- j. No Third Party Beneficiary. The provisions and covenants set forth in this Agreement are expressly entered into only by and between Delegate Agency and the County and are intended only for their benefit. Neither party intends to create or establish any third party beneficiary status or right, or the equivalent thereof, in any other third party shall have any right to enforce or enjoy any benefit created or established by the provisions and covenants in this Agreement.

ARTICLE 45. VERIFICATION OF EMPLOYMENT ELIGIBILITY (E-VERIFY)

By entering into this Contract, the Delegate Agency and its Subcontractors are jointly and severally obligated to comply with the provisions of Section 448.095, Florida Statutes, as amended, titled "Employment Eligibility." The Delegate Agency affirms that (a) it has registered and uses the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees of the Delegate Agency; (b) it has required all Subcontractors to this Contract to register and use the E-Verify system to verify the work authorization status of all new employees of the Subcontractor; (c) it has an affidavit from all Subcontractors to this Contract attesting that the Subcontractor does not employ, contract with, or subcontract with, unauthorized aliens; and (d) it shall maintain copies of any such affidavits for duration of the Contract. Registration information is available at: <http://www.uscis.gov/e-verify>

If the County has a good faith belief that Delegate Agency has knowingly violated Section 448.09(1), Florida Statutes, then the County shall terminate this contract in accordance with Section 448.095(5)(c), Florida Statutes. In the event of such termination the Delegate Agency agrees and acknowledges that it may not be awarded a public contract for at least one (1) year from the date of such termination and that Contractor shall be liable for any additional costs incurred by the County because of such termination.

In addition, if the County has a good faith belief that a Subcontractor has knowingly violated any provisions of Sections 448.09(1) or 448.095(5)(c), Florida Statutes, but Delegate Agency has otherwise complied with its requirements under those statutes, then Delegate Agency agrees that it shall terminate its contract with the Subcontractor upon receipt of notice from the County of such violation by Subcontractor in accordance with Section 448.095(5)(c), Florida Statutes.

Any challenge to termination under this provision must be filed in the Circuit or County Court by the County, Delegate Agency, or Subcontractor no later than twenty (20) calendar days after the date of contract termination.

ARTICLE 46. RESERVED**ARTICLE 47. BACKGROUND SCREENING**

1. Delegate agency shall abide by all background screening and employment requirements of the Head Start/Early Head Start Program, including but not limited to HSPPS, Part 1302.90 and 42 U.S.C. 9843a, requiring interviews and verification of references of individuals seeking employment with the Program; and

2. Delegate Agency shall 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. Delegate Agency shall furnish the County with proof that employees, subcontracted personnel and volunteers, 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. 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 furnish to the County 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 HS Program Director 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 discretion of the County.

6. Delegate Agency shall retain all records demonstrating compliance with the background screening required herein for not less than three (3) 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.

ARTICLE 48. RESERVED**ARTICLE 49. RESERVED****ARTICLE 50. KIDNAPPING, CUSTODY OFFENSES, HUMAN TRAFFICKING AND RELATED OFFENSES AFFIDAVIT**

By entering into, amending, or renewing this Contract, including, without limitation, a grant agreement or economic incentive program payment agreement (all referred to as the "Contract"), as applicable, the Delegate Agency is obligated to comply with the provisions of Section 787.06, Florida Statutes ("F.S."), "Human Trafficking," as amended, which is deemed as being incorporated by reference in this Contract. All definitions and requirements from Section 787.06, F.S., apply to this Contract.

This compliance includes the Delegate Agency providing an affidavit that it does not use coercion for labor or services. This attestation by the Delegate Agency shall be in the form attached to the Solicitation as the Kidnapping, Custody Offenses, Human Trafficking and Related Offenses Affidavit (the "Affidavit") and must be executed by the Delegate Agency and provided to the County when entering, amending, or renewing this Contract.

This Contract shall be void if the Delegate Agency submits a false Affidavit pursuant to Section 787.06, F.S., or the Delegate Agency violates Section 787.06, F.S., during the term of this Contract, even if the Delegate Agency was not in violation at the time it submitted its Affidavit.

ARTICLE 51. 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 Contractor 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 52. TOTALITY OF AGREEMENT

This Agreement and Appendices, contain all the terms and conditions agreed upon by the parties:

Appendix A: Scope of Services

Appendix B: Budget Forms

Attachment A: Contracting With Entities of Foreign Countries of Concern Prohibited Affidavit

Attachment B: Kidnapping, Custody Offenses, Human Trafficking and Related Offenses Affidavit

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date identified on the first page of this Agreement.

Contractor

Signature _____
Corporate Officer/Partner/Owner
or other authorized representative

Print Name _____

Title _____

Date _____

Miami-Dade County

Signature _____

for

Print Name Daniella Levine Cava

Title Mayor

Date _____

Attest

Corporate Officer (different than above) or
Witness (only if Corporate Officer/Partner/Owner signed
above)

Signature _____

Print Name _____

Title _____

Date _____

Attest

Juan Fernandez-Barquin
Clerk of the Court and Comptroller

Signature _____

Print Name _____

Title Deputy Clerk

Date _____

Approved as to form and legal sufficiency

Signature _____

Print Name _____

Title Assistant County Attorney

Date _____

APPENDIX A – SCOPE OF SERVICES***(Revised, Effective August 01, 2026)***

The Delegate Agency shall provide the following tasks and services and agrees to comply with the following requirements:

1 GENERAL REQUIRED SERVICES

1. Operate a Head Start Program (Program), to include Head Start (HS) and/or Early Head Start (EHS) services, as applicable, that focuses on the delivery of comprehensive early childhood care and education services for pregnant women, infants and toddlers (birth – three year old) and/or pre-school aged children (three - 5 year old) of low income families.
2. Administer the Program in compliance with all applicable federal, state, and local laws, regulations, rules and guidance, including, but not limited to the Head Start Act (the Act), 42 U.S.C. Section 9831, et seq.; the Head Start Program Performance Standards (HSPPS); notices and instructions as promulgated by the U.S. Department of Health and Human Services (DHHS) Administration for Children and Families (ACF); Code of Federal Regulations (CFR), Title 45 Parts 1301, 1302, 1303, 1304, 1305, as may be amended; Title 41 U.S.C Section 4712; Florida Statutes (Section 402.301-402; Section 435-452; Section 120.60); Florida Administrative Code (Chapter 65C-22; Chapter 64E-11).
3. Operate the Program in full compliance with all applicable federal requirements, including any changes in law, regulation, or official guidance issued during the grant period, as a condition of continued funding and participation in the Program. Failure to comply with newly applicable federal requirements may result in corrective action, default, withholding of payments, and termination of this agreement.
4. Abide by the Miami-Dade County Head Start Program Policies and Procedures, found through Microsoft Teams and/or ChildPlus as may be amended, which are incorporated herein by reference.
5. The approved Program services shall provide a minimum of eight (8) hours of direct instructional child contact, per day, for 175 days, in accordance with the Miami-Dade Community Services Department (CSD) Head Start schedule, which is subject to change. The approved Early Head Start Program services shall provide a minimum of nine (9) hours of direct instructional child contact, per day, for a minimum of 46 weeks, approximately 215 days, in accordance with the CSD Early Head Start schedule, which is subject to change. Holidays and teacher workdays will be observed following the Miami-Dade County CSD Head Start/Early Head Start schedule. Any variation from this schedule must receive prior written approval from the Program Manager. Delegate agencies requesting to serve children for less than the stipulated hours may receive an adjusted cost per child.
6. Establish a Quality Assurance (QA) Program which ensures Delegate Agency compliance with HSPPS.
7. Administer the Program in the areas identified by Miami Dade County's Community Assessment, as approved by the County. A copy of the Update Community Assessment can be requested from Community Services Department.
8. Ensure that the majority of the Delegate Agency's funded slots are occupied by children within the targeted geographic area being serviced.

2 HUMAN RESOURCE MANAGEMENT

1. Abide by Miami-Dade County Head Start/Early Head Start Policies and Procedures 1302: Program Operations, Subpart I: Human Resources, as may be amended.
2. Maintain and update the Delegate Agency's personnel policies and procedures incorporating the requirements as specified in HSPPS Part 1302.90 (Personnel Policies), which includes, but is not limited to, establishing a Head Start Policy Committee to approve the process for hiring, promotion, demotion, and dismissal of Head Start funded staff (including contractual).
3. Submit all Delegate Agency staff/teacher resumes and educational credentials to the County for review and approval prior to hiring staff. Failure to follow these procedures will result in the disallowance, by the County, for personnel costs and any other indirect costs for those persons not approved by the County.
4. Ensure that staff (including contracted staff, as applicable) attend all mandatory meetings, including training and technical assistance meetings, monthly Executive Director's Meetings, and service area meetings, along with all other entities contracting with the County to provide Head Start/Early Head Start services, in order to enhance the delivery of comprehensive, integrated

services. The County will provide the Delegate Agency with a 72-hour advance notice of upcoming Executive Director's meetings unless it becomes necessary to call an emergency meeting, in which case as much advance notice will be given to the Delegate Agency as reasonably possible. The Delegate Agency Executive Director, or designee, shall maintain a 100% attendance rate at and participate in the monthly Executive Director's meetings and the annual Program Governance training.

5. Ensure that all staff paid with Head Start and Early Head Start Program funds, entirely or partially, attend the annual Pre-Service Training Conference, Infant and Toddler Conference, New Staff Orientation, and In-Service staff development trainings to, and all other mandatory trainings and meetings identified by the County.
6. Failure by the Delegate Agency to adhere to the 100% mandatory attendance requirements contained herein could result in default.
7. Curriculum specialists/coaches, as appropriate, shall obtain and maintain a current Classroom Assessment Scoring System (CLASS) reliability certification to conduct observations in all programs overseen by the curriculum specialist/coach. The curriculum specialist/coach will use the data from the assessment to identify the teaching teams' strengths, areas of growth and those in need of intensive supports. Curriculum specialists/coaches shall provide monthly intentional coaching to develop professional goals, conduct observations, provide feedback and modeling of developmentally appropriate classroom practices and provide resource materials. All coaching shall include practice-based and selected coaching enhancement strategies, that are aligned with the program's school readiness goals, and curriculum and professional development plan. The curriculum specialist/coach will provide ongoing communication with the program director, grantee education staff, and any other relevant staff.
8. Ensure that all Program teachers meet the requirements of HSPPS Part 1302.91 (e) (1-3).-
9. Ensure two paid and properly credentialed staff persons (a teacher and a teacher assistant or two teachers) for each classroom that meet the qualifications, as specified in 45 CFR Part 1302.91 (e) (1-3), to instruct and supervise the children enrolled in the Program. All Head Start teachers must have a minimum of an Associate Degree in Child Development or Early Childhood Education, equivalent coursework, or otherwise meet the requirements of section 648(A)(a)(3)(B) of the Act. All teacher assistants must have at least a child development associate (CDA) credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential; are enrolled in a program that will lead to an associate or baccalaureate degree; or are enrolled in a child development associate (CDA) credential program to be completed within two years of the time of hire. Ensure that all Early Head Start teachers providing direct services to infants and toddlers and families in Early Head Start centers have a minimum of a CDA credential or comparable credential and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development.
10. 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 child development, early childhood education, or equivalent coursework.
11. Ensure that staff who serve as education managers or coordinators, and curriculum specialists/coaches, 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 or Early Head Start classroom; and have a baccalaureate or advanced degree in early childhood education; or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience in accordance with Section 648A(a)(2)(B)(i) of the Act and HSPPS Part 1302.91(d)(2).
12. Ensure that staff who serves as a disabilities coordinator or in disabilities management hired after November 7, 2016, have, at a minimum, a baccalaureate degree, in the discipline they oversee, including early childhood development, and special education services for children in accordance with HSPPS Part 1302.91 (d)(1).
13. In accordance with HSPPS Part 1302.101, the Delegate Agency shall ensure that their program, fiscal, and human resources management structure is sufficient to provide effective management and oversight of all program areas and fiduciary responsibilities to enable delivery of high-quality services and all of the program services described in subparts C ,D, E, F, G, and H of the HSPPS.
14. The Delegate Agency shall ensure that staff, consultants, and contactors engaged in the delivery of program services have sufficient knowledge, training, experience, and competencies necessary to fulfill the roles and responsibilities of their positions and to ensure high-quality service delivery in accordance with HSPPS Part 1302.91(a).

15. In accordance with HSPPS Part 1302.91(b), employ an Early Head Start and/or Head Start Delegate Agency Director with demonstrated skills and abilities in a management capacity relevant to human services program management. And each delegate must ensure that an Early Head Start or Head Start director hired after November 7, 2016, has, at a minimum, a baccalaureate degree and experience in supervision of staff, fiscal management, and administration.
16. Ensure staff hired after November 7, 2016, who work directly with families on the family partnership process have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field in accordance with the HSPPS Part 1302.91(e)(7)
17. Ensure health procedures are performed only by a licensed or certified health professional and that all mental health consultants are licensed or under the supervision of a licensed mental health professional and that mental health consultants have knowledge of and experience in serving young children and their families.
18. Employ staff or consultants to support nutrition services who are registered dietitians and or nutritionist, licensed by the State of Florida, Department of Health with appropriate qualifications.
19. In accordance with HSPPS Part 1302.91(c), each Delegate Agency must assess staffing needs in consideration of the fiscal complexity of the organization and applicable financial management requirements and secure the regularly scheduled or ongoing services of a fiscal officer with sufficient education and experience to meet their needs. A program must ensure a fiscal officer hired after November 7, 2016 is a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field. The Delegate Agency shall ensure that a qualified fiscal officer and other management staff (i.e. licensed mental health consultant, etc.) and all other staff have the required license(s) and/or credentials needed for their position in accordance with applicable laws and regulations and have experience relevant to their positions.
20. Ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct, which include, but are not limited to refraining from using corporal punishment, or physically abusive behavior, sexually abusive behavior, emotionally harmful or abusive behavior; neglectful behavior in accordance with HSPSS Part 1302.90(c)(1).
21. Report reasonably suspected or known incidents of child abuse and neglect, as defined by the Federal Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C. 5101 note) and in compliance with Federal, State, local, and Tribal laws.
22. Comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part 1303 of this chapter and applicable Federal, State, local, and Tribal laws.
23. Ensure no child is left alone or unsupervised.
24. Ensure staff and program consultants or contractors are familiar with the ethnic backgrounds and heritages of families in the Program and are able to serve and effectively communicate, either directly or through interpretation and translation, with children who are dual language learners and to the extent feasible, with families with limited English proficiency, in accordance with HSPPS Part 1302.90(d).
25. Comply with HSPPS Part 1302.90(d)(2), requiring that if a majority of children in a class or home-based program speak the same language, at least one class staff member or home visitor must speak such language.
26. Comply with HSPPS Part 1302.90(e) regarding minimum personnel wages and established salary scales for Head Start Staff.
27. Delegate Agencies and Early Child Care Partners will implement a pay level that aligns with staff salaries across the program, matches comparable industries in Miami-Dade County, and accounts for qualifications, responsibilities, experience, and work hours. Each agency and partner must create a fair wage scale based on these factors.
28. By August 1, 2031, all Delegate Agencies and Early Child Care Partners must have an established and publicly available pay scale.
29. Inform new hires of the pay structure during onboarding.
30. Starting August 1, 2031, and every five years after, each Delegate Agency and Early Child Care Partner must review and assess their pay structure for comparability, fairness, and competitiveness.; and implement adjustments to align pay scales with industry standards and cost-of-living changes as recommended by the County

31. Starting August 1, 2031, and every five years thereafter, each Delegate Agency and Early Child Care Partner must review their pay structure to ensure it remains fair, competitive, and comparable to the local market.
32. The County will set minimum salaries for education staff comparable to K–3 teachers in the local school district, considering experience, role, responsibilities, and qualifications.
33. Starting August 1, 2026, Delegate Agencies and Early Child Care Partners must annually review and adjust education staff salaries to align with local public-school benchmarks and track progress toward the August 2031 goal; this requirement also applies to contracted staff funded by Head Start, with contract terms ensuring salary alignment.
34. The County will use Miami-Dade County's Living Wage Ordinance (Section 2-8-9) to establish a living wage benchmark and calculate a salary floor based on 2,080 hours of work per year.
35. By August 1, 2031, Delegate Agencies and Early Child Care Partners must adjust all salaries to meet or exceed the salary floor, update salaries annually based on changes to the living wage ordinance and communicate these updates regularly.
36. Baseline Review: Delegate Agencies and Early Child Care Partners will review current salaries, considering qualifications, responsibilities, and experience, and identify any pay discrepancies related to the age group of children served.
37. Wage Alignment: Delegate Agencies and Early Care Partners will assess local public school pay structures for comparable roles and adjust wages based on responsibilities, qualifications, and experience, without considering the age of children served.
38. Standardized Salary Ranges: A standardized pay scale will be developed for each role, aligned with the program's minimum wage/salary floor and local living wage standards.
39. Health Care: Delegate Agencies and Early Child Care Partners must provide or facilitate access to high-quality, affordable health care for full-time staff and assist part-time staff with accessing marketplace or community health programs.
40. Paid Leave: Offer annual paid sick leave, personal days, and vacation time, with rollover options when applicable.
41. Behavioral Health Services: Provide short-term, free or low-cost behavioral health services through partnerships with mental health providers or Employee Assistance Programs (EAPs).
42. Child Care Support: Facilitate access to childcare resources, offer information about consumer education organizations, and assist eligible staff with applying for childcare subsidies.
43. Loan Forgiveness Support: Help eligible staff access Public Service Loan Forgiveness (PSLF) programs, provide documentation support, and educate staff on the process.
44. Benefits Comparison: Every five years, assess and ensure that staff benefits are comparable to those offered to elementary school staff in local or neighboring districts, considering health care, retirement, leave policies, and other offerings. Programs may also offer enhanced optional benefits.

3 ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE AND PROGRAM STRUCTURE

1. Abide by Miami-Dade County Head Start/Early Head Start Policies and Procedures Part 1302: Program Operations, Subpart A, B, and H, as may be amended.
2. Ensure staff provide families with the use of modern technologies to access the County's online and paper-based application system and assist families in applying for the Program.
3. Maintain the funded enrollment level from the start of the Program Year, and fill any vacancy as soon as possible. When a vacancy exists, no more than 30 calendar days may lapse before the vacancy is filled (refer to HSPPS, Part 1302.15(a)).
4. Develop and implement a recruitment process designed to actively inform all families with eligible children within the recruitment areas of the availability of Program services (Refer to HSPPS, Part 1302.13). Submit an Annual Recruitment Plan and proof of

implementation to the County.

5. Input classroom attendance into ChildPlus and follow-up and document absences on a daily basis. For children who unexpectedly do not arrive at their usual time, center staff must make an attempt to contact the parent/guardian within one hour of usual arrival time.
6. Track attendance for each child and implement strategies to promote attendance by providing information about the benefits of regular attendance and supporting families to promote the child's regular attendance. This may include conducting a home visit or other direct contact with parents if child has had multiple unexplained absences.
7. Once confirmation has been received that the child is not returning to the program, consider the child's slot vacant and fill the slot with a new or transferred child, in coordination with the County.
8. Provide the County with its eligibility, recruitment, selection, enrollment and attendance requirements and procedures as specified in HSPPS Part 1302 Subpart A.
9. Maintain eligibility determination records as required by HSPPS Part 1302.12(k).
10. Afford priority for selection and enrollment to children transferring within the County's Head Start and Early Head Start Program.
11. 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).
12. Maintain a minimum of ten percent (10%) of the Delegate Agency's enrollment for children who have disabilities and provide disability services in accordance with HSPPS Part 1302 Subpart F.
13. Actively participate in and/or facilitate appropriate support strategies for children exhibiting behavioral concerns. This includes implementing interventions and coordinating with relevant staff and specialists, with the goal of preventing suspension or expulsion the program, in alignment with HSPPS Part 1302.17.
14. Provide services to groups of children in the Program, in a separate classroom, with adequate square footage ratios per child (35 square feet per HS / EHS child exclusive of hallways, bathrooms, and office space), in accordance with HSPPS Part 1302.21(d).
15. 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.
16. In accordance with HSPPS Part 1302.21, staff-to-child ratios and group size maximums must be determined by the age of the majority of the children and the needs of the children present. The maximum number of children allowed in the classroom where the majority of children are 4 and 5 years old is 20. The maximum allowed when the majority of children are 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. For Early Head Start services (ages 0 – 3), the maximum number of children allowed in a classroom is 8.
17. Operate the Head Start Program centers for a minimum of 8 hours per day and Early Head Start centers for a minimum of 9 hours per day. Head Start centers should operate Monday – Friday, from 8:00 a.m. to 4:00 p.m. or 7:30 a.m. to 3:30 p.m. and Early Head Start centers shall operate Monday – Friday, from 8:00 a.m. to 5:00 p.m. or 7:30 a.m. to 4:30 p.m. No center may operate for less time and no fee can be charged for this timeframe. 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.
18. 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.
19. Comply with Life Safety and Fire Prevention Codes to include State of Florida Standards for Safety.

20. Comply with HHS Regulations for transporting children on vehicles in accordance with the HSPPS Part 1302 Subpart G, if applicable.
21. Ensure that all staff have complete background checks in accordance with HSPPS Part 1302.90(b)

4 FISCAL AND ADMINISTRATIVE REQUIREMENTS

1. Abide by Miami-Dade County Head Start/Early Head Start Policies and Procedures 1303: Financial and Administrative Requirements, Subpart A-F, as may be amended.
2. 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 HSPPS Part 1301.3(e) and Miami-Dade County rules and guidelines.
3. Provide funding for the Parent Activity Fund at a rate of \$10.00 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.

5 EDUCATION, CHILD DEVELOPMENT, SAFETY, AND HEALTH and Mental Health PROGRAM SERVICES

1. Abide by Miami-Dade County Head Start/Early Head Start Policies and Procedures 1302: Program Operations, Subpart C, D, and F, as may be amended.
2. Provide early education, childhood development, health and mental health program services as specified in HSPPS Part 1302 subpart C and D, and all other applicable laws and standards, including immunizations, medical exams, dental, sensory, behavioral and developmental screening and appropriate follow-up care, including nutrition assessments, for all enrolled children. The Delegate Agency shall ensure that all applicable developmental, health and mental health services documentation is properly entered and attached into the ChildPlus Information System and shall also include appropriate meal count information.
3. Teaching and learning environments will maintain classroom ratio and group sizes in center – based sites as listed below in accordance with HSPPS Parts & 1302.21 (a) (b) (1)(i) (ii) ;
4. Provide a daily educational program for children that is aligned with the Head Start Early Learning Outcomes Framework (ELOF), including for children with disabilities as specified in 45 CFR Part 1302.31, and that follows the County approved curriculum and identified research/evidence based enhancements, to include High Scope or Montessori for Head Start, Creative Curriculum, HighScope or Montessori for Early Head Start, and Partners for a Healthy Baby for EHS Home Based as the primary curricula.
5. The County reserves the right to change the curricula, to implement curriculum enhancements, to apply for and participate in research/grant projects for the Head Start and Early Head Start Program, and/or to change service delivery models (Center Based, Home Based, In-Person, or Virtual), at any time, including in the event of an emergency and/or unforeseen situation. Delegate Agency agrees to cooperate with any such research/grant project as may be requested by the County.
6. Receive prior written approval from the County for any Head Start Program curriculum enhancements, or research/ grant projects being implemented by the Delegate Agency in the Head Start/Early Head Start programs including any parental consent forms for the same.
7. Provide and maintain learning environments to support implementation of the curriculum while ensuring age-appropriate (new/moderately used) furnishing, equipment, materials and supplies are available to support functional physical space for indoor and outdoor learning.
8. Head Start and Early Head Start classroom staff will complete a lesson plan for each segment of the implemented curricula's daily routine to include age appropriate, high quality, organized activities and early learning experiences. Ongoing child assessment data will be used to develop individual and group lessons. The lesson plan will ensure a focus in the developmental domains below, utilizing various individualized strategies or technology to meet the collective and/or individual needs of enrolled children. HSPPS, Part 1302.31 (b) (1) (ii – iv)

Early Head Start

Head Start

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|--|--|--|
| <ul style="list-style-type: none"> • Approaches to Learning • Cognitive Development and General Knowledge • Language, Communication, Reading and Writing • Physical Development and Health • Social and Emotional Development | <ul style="list-style-type: none"> • Language, • Literacy • Early Math, • Science, • Social Studies, • Social and Emotional Dev. | <ul style="list-style-type: none"> • Creative Arts • Approaches to Learning • Physical Development and Health • English Language Acquisition |
|--|--|--|

9. Classroom staff will individualize interactions with children, considering each child's abilities and interests. By using descriptive language to narrate actions, feelings, and thoughts, they will scaffold learning and intentionally build a child's receptive and expressive language skills in English and in the child's home language. This approach is essential to developing school readiness and fostering academic success. Refer to HSPPS Part 1302.31(a) (b) (1) (iv)).
10. Classroom staff will administer County approved behavioral, motor, language, social, cognitive, and emotional screeners for newly enrolled children within 45 calendar days of entry into the Program in accordance with HSPPS Part 1302.33.
11. Head Start teaching staff will administer a research-based speech and language screening every year, the child is enrolled in Head Start. The screening will be administered using a tool that is normed in the child's home language, when available. If the tool is not available in the child's home language, a translator will be used to administer the screening. Children that speak two languages will be administered an additional screening in English.
12. Classroom staff will conduct ongoing assessments by observing children and recording observations of all children's abilities (including children with a disability of suspected disability), strengths, areas of growth, interest, planned and self-guided discovery experiences on the Anecdotal Note log or other recording method approved by the County's Education Manager. Classroom teaching/caregiving staff must maintain accurate and current notes in the ongoing assessment database as evidence of children's gains.
13. Disabilities management/ professionals will provide support to ensure enrolled children with disabilities, including but not limited to those who are eligible for services under IDEA, and their families, receive all applicable program services delivered in the least restrictive environment and that they fully participate in all Program activities. Actions include, but are not limited to:
 - a. reviewing screenings and assessments,
 - b. making referrals to the Local Education Agency (LEA), Local Early Steps (LES), and or community agency,
 - c. developing follow up intervention plans for children waiting eligibility determination or children that did not qualify
 - d. ensure parents understand the process of eligibility determination
 - e. support parents with registering children with the LEA, accessing Infant and Toddler Development Specialist (ITDS) services and services with community agencies.
14. Engage disabilities management/professionals to ensure individualized services and supports, and to the maximum extent possible, to meet the child's needs. Make efforts to access the child's health insurance.
15. Provide, monitor, implement and adhere to all facets of health and mental health services in accordance with HSPPS Parts 1302.40 – 1302.47, some of which are outlined below.
16. Provide high-quality health, oral health, mental health, and nutrition services that are developmentally, culturally, and linguistically appropriate and that will support each child's growth and school readiness.
17. Actively participate in the Health and Mental Health Services Advisory Committee (HMSAC) that includes Head Start parents, professionals, and other stakeholders from the community.
18. Ensure that all health-related delegate staff attend regularly scheduled and mandatory health meetings hosted by County staff. If assigned health staff members are unable to be present, Delegate Agency must send another HS/EHS staff member and/or designee to attend on their behalf.
19. Collaborate with parents as partners in the health and well-being of their children in a linguistically and culturally appropriate manner and communicate with parents about their child's health needs and development concerns in a timely and effective manner.

20. Obtain advance authorization from the parent or legal guardian for all health and developmental procedures administered through the Program or by contract or agreement. Maintain written documentation for any refusal of authorization for health services by completing the "Refusal of Health Services" Form, found in ChildPlus. Prior to utilizing the "Refusal of Health Services Form", a multidisciplinary team (MDT) meeting should be held to discuss options for the child to receive the recommended services. Efforts to meet and discuss options must be documented in ChildPlus. Any completed parent refusal forms must be signed by the parent/guardian as well as the HS/EHS staff at the site. Signed/completed forms must be uploaded into ChildPlus as part of the child's official record and documented under the health requirement it pertains to.
21. Share with parents the policies for health emergencies that require rapid response on the part of staff or immediate medical attention. Complete and implement Individual Health Plans (IHP) for enrolled children with special health care needs that may require emergency treatment during the day.
22. Consult with parents within 30 days of enrollment to determine whether each child has ongoing sources of continuous, accessible health care – provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care – and health insurance coverage.
23. Assist families in accessing a source of care and health insurance that will meet all health care needs as quickly as possible and within 30 days of the child being enrolled in the Program.
24. Make health status determinations within 90 days of enrollment based on documentation obtained from health care and oral health care professionals as to whether or not the child is up-to-date on a schedule of age appropriate preventive and primary medical and oral health care.
25. Assist parents with making arrangements to bring the child's medical/dental status up-to-date as quickly as possible and, if necessary, directly facilitate provision of health services to bring the child up-to-date with parent consent. Efforts to assist families to meet health requirements must be minimally documented on a bi-monthly basis in ChildPlus until the medical/dental event has been brought up to date.
26. Obtain or perform evidence-based vision and hearing screenings ensuring they are completed or obtained within 45 days of enrollment into the Program. Ensure that results are documented and uploaded into the child's record in the ChildPlus data system.
27. Complete a comprehensive nutrition assessment by a registered dietitian for all newly enrolled children that identifies each child's nutritional health needs according to EPSDT schedule, taking into account available health information, including the child's health records, and family and staff concerns, including special dietary requirements, food allergies, and community nutrition issues as identified through the community assessment or by the Health and Mental Health Services Advisory Committee.
28. Ensure and assist parents and families to meet all recommended schedules of well-child and oral health care (including the state's EPSDT schedules).
29. Implement periodic observations or other appropriate strategies for program staff and parents to identify any new or recurring developmental, medical, oral, or mental health concerns. For medical and oral health concerns, ensure families follow the periodicity schedule as recommended by the American Association of Pediatrics (AAP) and the American Association of Pediatrics Dentists (AAPD). Ensure that any concerns identified by parents or staff are addressed through referral or other means of timely follow-up.
30. Facilitate, ensure, and monitor necessary oral health preventive care, treatment and follow-up, including topical fluoride treatments and further oral health treatment as recommended by the oral health professional. Efforts to assist with receiving preventative care and/or treatment must be documented minimally on a bi-monthly basis until received.
31. Facilitate further diagnostic testing, evaluation, treatment, and follow-up plan, as appropriate, by a licensed or certified professional for each child with a health concern or developmental delay, such as elevated lead levels or abnormal hearing or vision results that may affect a child's development, learning, or behavior. Efforts to assist with receiving preventative care and/or treatment must be documented minimally on a bi-monthly basis until received.
32. Develop a system to track referrals and services provided and monitor the implementation of a follow-up plan to meet any treatment needs associated with a health, oral health, social and emotional, or developmental concern. ChildPlus "dashboard"

reviews must be included as part of the tracking process for all health services.

33. Assist parents, as needed, in obtaining any prescribed medications, aids or equipment for medical and oral health conditions or developmental concern (I.e. hearing aids, dental procedures, assistive technology, etc.)
34. Use Program funds for the provision of diapers and formula for enrolled children during the Program day.
35. Use Program funds for professional medical and oral health services when no other source of funding is available (payer of last resort). When Program funds are used for such services, agencies must have written documentation of their efforts to access other available sources of funding prior to using Program funds.
36. Promote effective oral health hygiene by ensuring all children with teeth are assisted by appropriate staff, or volunteers, if available, in brushing their teeth with toothpaste containing fluoride once daily. When brushing of teeth is not permitted or recommended due to health regulations, ensure that ongoing education with children and their caregivers on the importance of brushing their teeth daily and how to properly brush teeth is maintained.
37. Establish and train staff on implementation and enforcing a system of health and safety practices that ensure children are kept safe at all times. Agencies will consult Caring for our Children Basics, available at [Caring for Our Children Basics: Health and Safety Foundations for Early Care and Education | The Administration for Children and Families](#) for additional information to develop and implement adequate safety policies and practices described in this part.
38. Develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with HSPPS Part 1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety.
39. Ensure that all facilities where children are served, including areas for learning, playing, sleeping, toileting, and eating:
 - a. Meet licensing requirements in accordance with HSPPS Part 1302.21(d)(1) and 1302.23(d);
 - b. Are clean and free from pests;
 - c. Are free from pollutants, hazards, and toxins that are accessible to children and could endanger children's safety;
 - d. Are designed to prevent child injury and free from hazards, including choking, strangulation, electrical, and drowning hazards, hazards posed by appliances, and all other safety hazards;
 - e. Are well lit, including emergency lighting.
 - f. Are equipped with safety supplies that are readily accessible to staff, including, at a minimum, fully-equipped and up-to-date first aid kits and appropriate fire safety supplies.
 - g. Are free from firearms or other weapons that could endanger children.
 - h. Designed to separate toileting and diapering areas from areas for preparing food, cooking, eating, or children's activities.
 - i.
 - j. Kept safe through an ongoing system of preventative maintenance.
 - k. Hold documented annual fire inspection reports and a Life Safety Operating Permit for each facility rendering Head Start Program Services.
 - l. Provide the County with the most recent inspection and permit at the time of Agreement.
 - m. Comply with the State of Florida and/or any municipality mandate to have a service site Health Inspection Certificate.
 - n. Keep on file the most recent inspection and furnish the County with a copy at the time of Agreement
40. Ensure indoor and outdoor play equipment, cribs, cots, feeding chairs, strollers, and other equipment used in the care of enrolled children, and as applicable, other equipment and materials meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM). All equipment and materials must at a minimum:

- a. Be clean and safe for children's use and are appropriately disinfected;
 - b. Be accessible only to children for whom they are age appropriate;
 - c. Be designed to allow appropriate supervision of children at all times;
 - d. Allow for the separation of infants and toddlers from preschoolers during play in center-based programs; and,
 - e. Be kept safe through an ongoing system of preventative maintenance.
41. Ensure that all staff with regular child contact have initial orientation training within three (3) months of hire and ongoing training in all state, local, tribal, federal and program-developed health, safety, and child care requirements to ensure the safety of children in their care; including, at a minimum, and as appropriate based on staff roles and ages of children they work with, training in:
- a. The prevention and control of infectious diseases;
 - b. Prevention of sudden infant death syndrome and use of safe sleeping practices;
 - c. Administration of medication, consistent with standards for parental consent;
 - aa. Prevention and response to emergencies due to food and allergic reactions;
 - d. Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;
 - e. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;
 - dd. Emergency preparedness and response planning for emergencies;
 - f. Handling and storage of hazardous materials and the appropriate disposal of bio contaminants;
 - g. Appropriate precautions in transporting children, as applicable
 - h. First aid and cardiopulmonary resuscitation; and,
 - i. Recognition and reporting of child abuse and neglect, in accordance with the requirement of local policies and procedures.
42. Ensure all staff with no regular responsibility for or contact with children have initial orientation training within three (3) months of hire; ongoing training in all state, local, tribal, federal and program-developed health and safety requirements applicable to their work; and training in the program's emergency and disaster preparedness procedures.
43. Ensure all staff and consultants follow appropriate practices to keep children safe during all activities, including, at a minimum:
- I. Reporting of suspected or known child abuse and neglect, as defined by the Federal Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C. 5101 note), including that staff comply with applicable Federal, State, local, and Tribal laws;
 - II. Safe sleep practices, including ensuring that all sleeping arrangements for children under 18 months of age use firm mattresses or cots, as appropriate, ensuring soft bedding materials or toys **are not used** for sleeping/resting children 12 months of age and younger;
 - III. Appropriate indoor and outdoor supervision of children at all times, employing active supervision practices throughout the day;
 - IV. Only releasing children to an authorized adult;
 - V. All standards of conduct described in HSPPS Part 1302.90(c)(1)(ii).
44. Ensure all staff systematically and routinely implement hygiene practices that at a minimum ensure:
- I. Appropriate toileting, hand washing, and diapering procedures are followed and signage to encourage the appropriate hand washing and diapering procedures are posted near the area of the activity;
 - II. Safe food preparation;

- III. Exposure to blood and body fluids are handled consistent with standards of the Occupational Safety Health Administration (OSHA).
45. Establish, follow, and practice, as appropriate, procedures for, at a minimum:
 - I. E m e r g e n c i e s ;
 - II. Fire prevention and response;
 - III. Protection from contagious disease, including appropriate inclusion and exclusion policies for when a child is ill, and from an infectious disease outbreak, including appropriate notifications of any reportable illness;
 - IV. Handling, storage, administration, and record of administration of medication;
 - V. Maintaining procedures and systems to ensure children are only released to an authorized adult.
 - VI. Child specific health care needs and food allergies that include accessible plans of action for emergencies. For food allergies, a program must also post individual child food allergies prominently where staff can view wherever food is served.
 46. Establish and keep updated (annually) a disaster preparedness plan that includes all-hazards emergency management/disaster preparedness and response plans for more and less likely events including natural and manmade disasters and emergencies, and violence in or near programs.
 47. Report any health and/or safety incidents in accordance with HSPPS, Part 1302.102(d)(1)(ii) and in accordance with all established local policies and procedures set forth by the grantee. Reporting for urgent and/or highly contagious infectious diseases, must follow and adhere to the County's reporting procedures. This includes reporting health/safety occurrences to the local Department of Health (DOH) and to the County's Health Coordinator and Program Director within two (2) hours of the incident. Incidents occurring on site must be reported to the grantee team no later than the close of business on the day of the incident.
 48. All efforts and activities to complete and comply with HSPPS for health must be documented on each child's record in ChildPlus and/or any other applicable database system. This documentation must be entered as soon as possible, not to exceed 5 business days of receipt
 49. All required health documentation, including but not limited to physical forms, well baby check forms, medical/dental insurance card, immunization forms, dental forms, hearing/vision forms, IHP (Individual Health Plan) forms, internal referral forms, medical diagnosis documentation and all other applicable health documentation must be entered and uploaded into ChildPlus immediately upon receipt from the family (daily).
 50. Timely report (within two hours), to the grantee health coordinator, all emergency and/or urgent incidences in accordance with all active and implemented grantee health and safety reporting procedures.
 51. The provision of nutrition services by a Delegate Agency must be in compliance with the HSPPS 1302.44, U.S. Department of Agriculture (USDA) Child Care Food program, and Program Policy and Procedures. Nutrition services must be designed and implemented in collaboration with the registered and licensed dietitian and nutrition manager so that nutrition services are culturally and developmentally appropriate, meet the nutritional needs of and accommodate the feeding requirements of each child, including children with special dietary needs and children with disabilities.
 52. Provide breakfast, lunch, and snack that meets with USDA Child Care Food Program requirements, are high in nutrients and low in fat, sugar, and salt and meets 2/3rd of the child's daily nutritional needs. The menus must be developmentally appropriate, culturally sensitive, and reflective of the population being served. The menus must be analyzed each year to ensure nutrient adequacy and submitted to the Recipient Nutrition Coordinator for approval a month prior to implementation.
 53. Providers will be required to obtain a letter from the USDA Child Care Food Program documenting their active sponsorship in the USDA Child Care Food Program prior to participation in the program. Failure to maintain viable and active sponsorship with the USDA Child Care Food Program will result in immediate termination of the Contract. A program must use funds from USDA Food, Nutrition, and Consumer Services child nutrition programs as the primary source of payment for meal services.
 54. The Delegate Agency shall ensure that staff is present at all meals with the children. All toddlers, preschool children and assigned classroom staff, including volunteers, shall eat together, family style if possible, sharing the same menu to the best extent possible, or as in a pandemic/emergency be prepared to serve healthy food safely and appropriately as mandated by local

health agencies and the Center for Disease Control (CDC). A Delegate Agency must implement snack and mealtimes in ways that support development and learning. For bottle-fed infants, this approach must include holding infants during feeding to support socialization. Snack and mealtimes must be structured and used as learning opportunities that support teaching staff-child interactions and foster communication and conversations that contribute to a child's learning, development, and socialization.

55. Delegate Agencies must provide sufficient time for children to eat, not use food as reward or punishment, and not force children to finish their food.
56. Each enrolled Infant at the Delegate Agency will be provided with formula and baby food that is individualized to the child's Needs by the delegate agency. Diapers and wipes will also be made available to enrolled children by the Delegate Agency.
57. Enrolled infants and toddlers must be fed according to their individual developmental readiness and feeding skills as recommended in USDA requirements outlined in 7 CFR Parts 210, 220, and 226, and ensure infants and young toddlers are fed on demand; ensure bottle-fed infants are never laid down to sleep with a bottle; serve all children a nourishing breakfast in the morning at center-based settings who have not received breakfast upon arrival at the program;
58. In case of an emergency due to natural disaster, health epidemic/pandemic or other causes, the Delegate Agency must have non-perishable foods available on site to be able to feed enrolled children meals and snacks for a minimum of three (3) days. If the need arises to provide "grab and go" meals to enrolled children due to site closure or having virtual services, the Delegate Agency must have provisions in their contract with a food vendor/caterer to be able to accommodate this need.
59. Provide appropriate healthy snacks and meals to each child during group socialization activities in the home-based option.
60. Promote breastfeeding, including providing facilities to properly store and handle breast milk and make accommodations, as necessary, for mothers who wish to breastfeed during program hours, and if necessary, provide referrals to lactation consultants or counselors; and make safe drinking water available to children during the program day. Delegate Agency must partner with their local Women, Infant and Child (WIC) offices. These partnerships must be current and refer pregnant women, breastfeeding mothers and families of young children to WIC services.
61. The registered and licensed dietitian must complete a comprehensive nutrition assessment as per EPSDT schedule to identify each newly enrolled child's nutritional health needs, taking into account available health information, including the child's health records, diet history form and family and staff concerns, including special dietary requirements, food allergies, and community nutrition issues as identified through the community assessment or by the Health Services Advisory Committee. Each newly enrolled child must receive a comprehensive nutrition assessment by a registered and licensed dietitian within 130 calendar days of enrollment. Children identified with nutrition related health problems must receive appropriate follow-up services by the dietitian within ten (10) days of receipt of a referral. Children identified with nutrition related problems must be monitored periodically by the registered dietitian until satisfactory outcomes are attained as stated in the plan of action by the dietitian. Each enrolled infant/toddler up to 24 months will be nutritionally assessed as per the Early Periodic Screening Diagnostic Treatment (EPSDT) schedule. All nutrition services provided to enrolled children and families must be documented in ChildPlus within seven (7) business days of service delivery.
62. In the event of an emergency due to a health epidemic/pandemic or natural disaster or other events that may result in site closures or engage in virtual services for enrolled children, then nutrition services must be provided using virtual platforms and current telehealth practices as mandated and regulated by the State of Florida. This includes nutrition assessment, nutrition education and or counseling to enrolled children and families and appropriate and relevant trainings to staff.
63. Children identified with food allergies that involve an epi-pen must have accessible Individual Health Plans of action for emergencies and all relevant staff must be trained on the agency procedure for accommodating special diets by the registered dietitian and nutrition manager in consultation with the health coordinator, teachers, and parents as appropriate. For food allergies, a program must also post individual child food allergies prominently following the agency's procedures where staff can view wherever food is served. The dietitian must create special diets after consulting with the contracted caterer on the accommodation of the special foods. Revised menus with substitutions completed by the registered dietitian must be posted in the kitchen, in the classroom where the child is attending in a folder with a picture of a food item on the outside of the folder for example a picture of an apple so as to ensure privacy of medical information of the child. Staff must be trained in all emergency procedures for the child with an epi-pen with individual dietary needs and be able to access the revised menu or substitutions. The menus must also be kept in the child's folder and uploaded into ChildPlus.

64. Collaborate with parents to promote children's nutritional status with education support services that are understandable to individuals, including individuals with low health literacy. For enrolled families this should include opportunities for parents to discuss their child's nutritional status with staff, including the importance of physical activity, healthy eating, and the negative health consequences of sugar-sweetened beverages, and how to select and prepare nutritious foods that meet the family's nutrition and food budget needs. This type of nutrition education and or relevant nutrition counseling to families and staff must be done by the registered and licensed dietitian and services must be documented in ChildPlus.
65. Dietitians must provide relevant nutrition education workshops to enrolled parents during March to celebrate National Nutrition Month and to bring awareness to current nutrition related health topics of significance to their needs. Dietitians must also use the month of March as an opportunity to provide fun, developmentally appropriate hands-on nutrition education activities for enrolled children in the program.
66. Maintain active partnership with Cooperative Extensions Services with the Expanded Food & Nutrition Education Program [EFNEP] with University of Florida and other local community entities to access nutrition education and food and nutrition resources for families. Maintain collaboration with local community resources to enable and support edible gardening at their centers.
67. Provide opportunities for families to learn about healthy pregnancy, pre-natal and postpartum care at a minimum, to include nutritional counseling, food assistance and breast-feeding supports appropriate..
68. Each delegate agency that does not have a registered and licensed dietitian on staff can obtain services through a consultant. Each consultant contract must be approved by the Grantee prior to implementation of the contract. Services provided by nutrition consultants must be documented in the format provided by the Grantee and submitted for approval to the Grantee Nutrition Coordinator after review and approval of the delegate agency nutrition manager. All invoices detailing the work completed by the nutrition consultant must be submitted to the Grantee Nutrition Coordinator by the 10th of the following month at the latest.
69. Delegate agency staff will establish a program-wide culture that promotes mental health, social and emotional well-being, and overall health and safety, using a multidisciplinary approach to support children, families and staff.
70. Delegate agency staff will utilize the evidence-based practices of the Pyramid Model for Promoting Social-Emotional Competence in Infants and Young Children (Pyramid Model) to foster healthy social and emotional development of all children enrolled across all program options. These practices will be applied to cultivate an effective workforce and a positive, supportive environment for staff.
71. Delegate staff will establish a systematic process of service delivery, using a multidisciplinary approach. Mental Health, Education and Disability (MED) Team members - members are required to meet monthly to review and analyze child screening data, discuss strengths, areas of concerns and provide early intervention support services for children identified with concerns on screeners. .
72. Delegate staff will establish a systematic process of service delivery, using a multidisciplinary approach. Mental Health, Education and Disability (MED) Team members - members are required to meet monthly to discuss the strengths, areas of improvement required for teaching teams, identify new educators and establish a system of providing training, modeling and coaching to implement strategies that promote positive learning environments for all children and individualized interventions to help with challenging behaviors. Health and Family services area staff will join multidisciplinary meetings as needed.
73. Delegate staff will ensure a systematic process to ensure adequate screening of newly enrolled children within the first 45-days of enrollment into the Head Start or Early Head Start Program. Children will be rescreened using the appropriate screeners, following the County Head Start's requirement for rescreening. Follow-up by MED with teachers and parents to review concerns on screenings will be followed, using the County Head Start's requirement for follow-up and creation of intervention plans, and providing related referrals to community providers.
74. . Delegate staff will ensure a parental consent for individualized clinical services is obtained, prior to conducting a clinical assessment.
75. Delegate staff will assist in identifying and developing a minimum of one (1) community mental health partnership agreement which facilitates access to additional mental health resources and services for program families.

76. Delegate staff will ensure that additional staff and parent consultation will occur in collaboration with parents, teachers, referring agency service providers and the mental health consultant no later than three (3) days following the provision of services to determine effectiveness of services.
77. Delegate agencies will secure ongoing mental health consultation services by August 1st of the program year. . Mental Health Consultation services will be provided by mental health consultants that are licensed or under the supervision of a licensed mental health professional. Mental health consultants must have knowledge of and experience in serving young children and their families.
78. Mental Health Staff (Consultants, Coordinators, Interventionists) will obtain a Pyramid Model certification or a Positive Behavior Support certification/ credential within 12 months of hire.. Staff must obtain the appropriate certification for each program they serve: the Preschool Pyramid Model Certification for Head Start, and the Infant and Toddler Pyramid Model Certification for Early Head Start.

79. Mental health consultants must:

- a. Provide on-site mental health consultation services at Head Start Centers. A schedule must be posted at each site to indicate that a consultant is on-site and available, monthly.
- b. Provide mental health consultation services using a multidisciplinary approach to partner directly with staff and families, ensuring they receive timely and effective support .
- c. Assist teachers and home visitors in promoting the healthy social and emotional development of all children. This includes helping them improve **classroom management** and **teaching skills** through on-site visits, consultations, and observations. The focus is on integrating mental health activities into the daily routine and using positive behavior strategies. Th goal is to create a positive learning environment that addresses the needs of both the adults and the children, strengthening the foundation for strong mental health and emotional well-being.
- d. Collaborate with education and disability specialists, to assess each child's strengths and needs. The team will plan developmentally appropriate interventions, when needed, for groups and individual children using a variety of information sources. Consult with the staff regarding individualizing services, implementing intervention plans which will foster development for children with atypical development.
- e. Conduct general classroom observations and consultations as outlined in the County Head Start's policies and procedures, at a minimum.
- f. Collaborate with the disabilities and education coordinators to help teaching staff to identify and work with children with disabilities who may also have social, emotional or behavioral concerns
- g. Consult with staff to address prevalent child mental health concerns, including internalizing problems such as appearing withdrawn and externalizing problems such as challenging behaviors. This will include a review of and consultation with education manager/curriculum specialist and teachers regarding general positive social and emotional classroom practices which support all children and scheduling timely staff consultations to address concerns of children who appear withdrawn or exhibit other challenging behavior. Initiate consent for clinical assessment and planning in collaboration with parents and teachers for children who are unresponsive to the initial intervention planning process.
- h. Initiate the clinical assessment process, ensuring parental consent is obtained prior to implementation. Follow the County's policies and procedures with engaging the multidisciplinary team, including teaching teachers and parents, with implementing intervention plans, providing referrals, and identifying the type of follow-up needed.
- i. Collaborate with the program to create and implement policies and procedures to limit suspension and expulsion as described in HSPPS 1302.17. Completing identified screenings/assessments, implementation of intervention plans, safety plans, clinical assessments, referrals to community providers, and providing consultations and trainings for teachers and parents are ways in which the program uses to limit suspension and expulsion.
- j. Facilitate opportunities for parents and staff to understand mental health and access mental health resources, including providing group and individual parent and staff educational opportunities, as required.

- k. Collaborate with social services, mental health and disabilities staff to locate appropriate providers for an individual child or family who would benefit from such services. Ensure that all referrals, follow up and ongoing efforts are documented on Program selected forms and in electronic data entry system.
- l. Assist staff and parents with contacting community agencies that provide child mental health and parenting education resources which promote the healthy development of children.
- m. Provide opportunities for parents to discuss with staff and identify issues related to child mental health and social and emotional well-being, including observations and any concerns about their child's mental health, typical and atypical behavior and development, and how to appropriately respond to their child and promote their child's social and emotional development.
- n. Collaborate with parents to promote children's health and well-being by providing mental health education support services that are understandable to individuals, including individuals with low health literacy, as delineated in the HSPPS Part 1302.46(a).
- o. Ensure all case notes/documentation are completed within one week of service delivery, accurately reflecting the services rendered on the day of the session.
- p. Work collaboratively with agency leadership to ensure that tele-health services are available to staff and families to address emergencies such as hurricanes, pandemics, and unforeseen events. Ensure that services comply with section 456.47, Florida Statutes, concerning the use of an electronic platform (not telephone, email, or fax).
- q. Participate in ongoing training and staff development opportunities which are provided by the County on a frequency to be determined by the County.

6 FAMILY AND COMMUNITY ENGAGEMENT PROGRAM SERVICES

- 1. Abide by Miami-Dade County Head Start/Early Head Start Policies and Procedures 1302: Program Operations, Subpart E, as may be amended.
- 2. Provide family and community engagement services, in coordination with the County, as specified in 45 CFR Subpart E- Family and Community Engagement Program Services: HSPPS Part 1302.50, Family engagement; HSPPS Part 1302.51, Parent activities to promote child learning and development; HSPPS Part 1302.52 Family partnership services; HSPPS Part 1302.53 Community partnerships and coordination with other early childhood and education programs.

Family engagement (HSPPS Part 1302.50)

- 3. Implement strategies to engage parents in child's learning and development and support parent-child relationships, including specific strategies for father engagement.
- 4. Develop strong relationships with parents, structure services which encourage trust and respectful, ongoing two-way communication between staff and parents.
- 5. Create and maintain a welcoming environment incorporating each family's unique cultural, ethnic, and linguistic backgrounds.
- 6. Plan and implement activities consistent with parents' strengths, needs and interests generated from the Family Assessment Questionnaire (FAQ), and inform families of engagement and volunteer opportunities. All new and regular volunteers will receive orientation and training. (Regular Volunteers: Regular volunteers are non-employees who are assisting at least 10 hours a month in a Head Start or Early Head Start classroom or office.)
- 7. Family engagement activities, workshops, and trainings must be held monthly, at a minimum:

At a minimum, all of the following topics shall be provided to families during the Program Year:

Father/Father Figure Activity	Health and Developmental consequences of tobacco product use and exposure to lead	Dual language learners: information and resources about the benefits of bilingualism and biliteracy
Child Development/ Curriculum Overview	Environmental Hazards	
Preventive medical and oral health care	Health and Safety Practices for the Home	Topics identified by ChildPlus Report #4240 (Family Outcomes Analysis)
Domestic Violence	Vehicle and Pedestrian Safety	Services to children with disabilities
Child Abuse Prevention	Family Literacy	Emergency or Crisis Assistance, including food, clothing, and housing
Mental Health	Financial Literacy	Employment Services/Job Training
Nutrition (Importance of physical activity, healthy eating, and negative health consequences of sugar-sweetened beverages, and how to select nutritious foods that meet the family's nutrition and food budget needs.)	Importance of regular attendance	Parenting
Healthy pregnancy and post-partum care (to include breastfeeding, parental substance abuse and perinatal depression)	Parent Leadership Trainings	Transitions
		Water Safety

8. Encourage all parents to complete the Parent Satisfaction Surveys which will be completed twice a year to determine the level of program satisfaction, community reputation, and quality of services.
9. Enter parent engagement activities and trainings into the ChildPlus System monthly and within 2 weeks of the event taking place.

Parent activities to promote child learning and development

10. Conduct a curriculum overview and a review of other educational programs with parents during the Parent Orientation and the Parent Committee Meeting early in the program. Child development and education topics shall be discussed throughout the Program Year with individual families through Parent-Teacher Conferences and Home Visits.
11. Encourage parents' involvement in: providing input into daily lesson plans, serving on the School Readiness Committee, and attending and participating in curricula revision meetings.
12. Provide parents the opportunity to participate in research-based parenting curriculum which builds on parents' knowledge and enhances and strengthens parenting skills which promote children's learning and development.
13. Assist families with accessing the Galileo parent portal and other innovative family engagement web-based tools to view their child's progress and to create at-home activities which connect to their child's learning skills.
14. Work with community providers and partners to provide access to families to receive materials, services, and activities essential to family literacy development that promotes parents as the primary teacher and full partner in the education of their children
 - The importance of their child's attendance in the Head Start/Early Head Start Program
 - The benefits of bilingualism and bi-literacy for dual language learners

Family partnership services

15. Develop strong relationships with parents by engaging in conversations which build trust, mutual respect, and collaboration. This relationship-building process will serve as the foundation of all family partnership services which will be maintained throughout the Program Year.

16. Identify needs, interests, strengths, goals, services, and resources that support family well-being, including safety, health, and economic stability utilizing the Family Assessment Questionnaire (FAQ).
17. The FAQ will be completed with all new and returning families within the first 45 days of enrollment and entered and tracked in the ChildPlus System.
18. Complete the FAQ twice per year with the preliminary assessment completed within 45 days of enrollment and the final assessment completed by April 15th, unless the preliminary assessment was completed within 60 days of this date.
19. The family services staff will review the FAQ with families to assess the family's strengths, needs, and interests and will measure each family's progress towards the family outcomes based on the Parent, Family, and Community Engagement (PFCE) Framework.
20. Provide parents with internal and external referrals for identified needs, interests, and concerns. Follow-up to these referrals will be completed within 2 weeks or within 48 hours if the referral is addressing a crisis. Documentation of all referrals and referral follow-ups will be entered into the ChildPlus System.
21. Offer individualized family partnership services for every enrolled family by providing an opportunity to develop a collaborative individualized Family Partnership Agreement (FPA) within 45 days of enrollment. New and returning families will complete a new FPA each program year.
22. Family goal setting will be jointly established and each individual FPA will include objectives which are measurable by describing the family goal, the responsibilities, and strategies for goal achievement.
23. Follow-up on the progress of family goals must be completed regularly and deemed necessary based on the circumstances surrounding the goal and the timetable for completion. The FPA will be reviewed with families throughout the entire program year based on the prescribed target dates noted on the FPA.
24. FPAs must be completed in the ChildPlus System and ongoing follow-up to the family goals entered regularly.

Community partnerships

25. Identify agencies and organizations that provide responsive services to the needs of the children and families enrolled in the Program.
26. Outline objectives and goals that are mutually beneficial. Community Partnership Agreements should be effective for a minimum of one year.
27. Establish and maintain a minimum of one collaborative informal or formal community partnership agreement with community organizations in each of the following categories in accordance with HSPPS Part 1302.53(a)(2)(i-viii):
 - a. (i) Health care providers, including child and adult mental health professionals, Medicaid managed care networks, dentists, other health professionals, nutritional service providers, providers of prenatal and postnatal support, and substance abuse treatment providers;
 - b. (ii) Individuals and agencies that provide services to children with disabilities and their families, elementary schools, state preschool providers, and providers of child care services;
 - c. (iii) Family preservation and support services and child protective services and any other agency to which child abuse must be reported under state or tribal law;
 - d. (iv) Educational and cultural institutions, such as libraries and museums, for both children and families;
 - e. (v) Temporary Assistance for Needy Families, nutrition assistance agencies, workforce development and training programs, adult or family literacy, adult education, and post-secondary education institutions, and agencies or financial institutions that provide asset-building education, products and services to enhance family financial stability and savings;
 - f. (vi) Housing assistance agencies and providers of support for children and families experiencing homelessness, including the local educational agency liaison designated under section 722(g)(1)(J)(ii) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 *et seq.*);
 - g. (vii) Domestic violence prevention and support providers; and,

- h. (viii) Other organizations or businesses that may provide support and resources to families.
28. Review annually and submit to the grantee no more than one month after established Community Partnership Agreements consist of but are not limited to: Correspondences between the parties, letters, Memorandums of Understanding (MOU), and Interagency Agreements.
29. Develop a network of resources with community organizations to promote the access of services for children and families from the following:
- Healthcare providers
 - Mental health providers
 - Medicaid Managed Care Networks
 - Dentist providers
 - Nutritional service providers
 - Substance Abuse treatment providers
 - Individuals and agencies that provide services to children with disabilities and their families
 - Family preservation and support
 - Child protective services
 - Elementary schools, state pre-school providers and other childcare services
 - Educational and cultural institutions i.e., libraries and museums for children and families
 - Temporary Assistance for Needy Families (TANF), workforce development and training programs
 - Adult or family literacy, adult education, and post-secondary institutions
 - Financial institutions that provide asset-building education
 - Housing assistance agencies and providers of support for the homeless
 - Domestic violence prevention and support providers
30. Ensure parents are aware and knowledgeable of community partner(s) at each center by inviting community partners to the parent meetings to provide pertinent information about their services.
31. Staff and parents will be asked to serve on task forces and/or advisory boards in targeted communities and neighborhoods to represent and influence policy-making initiatives which have a direct impact on responsive services which address the ongoing needs of children and families enrolled in the Program.

7 TRANSITION SERVICES

1. Abide by Miami-Dade County Head Start/Early Head Start Policies and Procedures 1302: Program Operations, Subpart G, as may be amended.
2. Provide transition services for families in coordination with the County's Head Start Program, as specified in 45 CFR Subpart G- Transition Services: HSPPS Part 1302.70 Transitions from Early Head Start; HSPPS Part 1302.71 Transitions from Head to kindergarten.

Transitions from Early Head Start

3. Conduct Individual Transition Planning Meetings six months prior to the child's 3rd birthday or upon enrollment, if the child enrolls less than six months prior to his/her 3rd birthday.
4. The Individual Transition Planning Meeting will include the EHS Social Worker, the primary caregiver, the EHS Center Director, the EHS Curriculum Specialist, the HS Social Worker, HS Center Director, the HS Curriculum Specialist, parents, and Health, Disabilities, Nutrition, Mental Health support staff, if applicable.
 - The purposes of this meeting are as follows:
 - Introduce Head Start staff to the parents
 - Review the progress of the child with the parents while the child is enrolled in EHS
 - Introduce the parents to the Head Start staff
 - Establish an Individual Transition Plan with action steps, timelines, persons responsible for specific action steps, and

- follow-up meeting
 - Create and review classroom visits schedule
 - Schedule a meeting between the Center Director, the Curriculum Specialist, and the Social Worker to develop a classroom visits schedule for the EHS child. This schedule will then be forwarded to the EHS primary caregiver and the HS Teacher
 - Scheduled classroom visits will begin one week after the Individual Transition Planning Meeting and these visits will be documented on the Transition Classroom Visit Log.
5. The child will visit the HS classroom accompanied by his/her EHS primary caregiver once per week for a minimum of 3 months following the completion of the Individual Transition Planning Meeting. Each classroom visit will last from 15-30 minutes which will take place at different times throughout the morning daily schedule for the child to be gradually introduced to the HS daily schedule.
 6. The HS classroom visit will involve the EHS child visiting the classroom on their own from 15 minutes duration. If the EHS child is not able to visit the classroom alone and feels uncomfortable, the primary EHS caregiver will allow the child to return and attempt to repeat this visit in 2 weeks.
 7. The child will continue to visit the HS classroom 3 months prior to his/her actual HS transition. The visits will start out as 15-minute durations and increase up to 2 hours as the child nears full transition.
 8. HS classroom visits will continue until the EHS child has fully transitioned and has been enrolled in an available HS slot.
 9. Each EHS transition will take several circumstances into consideration:
 - EHS child's developmental level
 - EHS child's health and disability status
 - EHS child's learning progress
 - EHS child's family circumstances

Transitions from Head Start to Kindergarten

10. Initiate the process of assisting families in becoming their child's advocate during the enrollment process.
11. Partner with an elementary school to ensure that HS children visit a kindergarten classrooms at least one time before leaving Head Start.
12. Schedule and participate in meetings with elementary school principals to discuss the following:
 - The types of records needed for children to register
 - The dates in which registration will occur
 - Meetings are scheduled and conducted between HS teachers and kindergarten teachers to discuss and establish expectations
 - Identify specific activities and strategies for preparing parents and children for successful transitions to Kindergarten
 - Development of community partnerships
13. Provide education and training to parents on how to exercise their rights and responsibilities concerning the education of their child in the school setting, and how to effectively communicate with teachers and other school personnel on decisions related to their child's education.
14. Encourage parents and children to participate in transition meetings and activities with Program staff and elementary staff.
15. Provide transition tips to parents during Parent Committee Meetings and other family engagement activities. These transition tips will assist parents in preparing their children for elementary school and parents will learn how to advocate for their children and make decisions related to their child's education.
16. During the last scheduled home visit, HS teachers will discuss each child's needs and abilities and encourage parents to participate in suggested home activities during the summer, as well as inform children through communication that they will be transitioning to a new environment.

17. Provide parents of children transitioning to kindergarten with a transition packet in the month of May to include their child's physical exam, immunization record, Individual Education Plan (IEP) if applicable, the Galileo assessment report, and summer learning activities.
18. During the transition process, parents of children transitioning out of Head Start will have access to their child's folder only.

Parent Orientations

19. Schedule Parent Orientations during the months of June, July, and August, at a mutual time and location convenient for most parents. The selection of the date and time must create maximum participation especially for working parents.
20. Publicize the Parent Orientation using flyers, notices, posters, parent greeters, etc. with the expected attendees.
21. Materials for the Parent Orientation should promote and encourage active family engagement in center activities and committees. These materials should include the following:
 - Information regarding all service areas
 - Child Abuse/Neglect mandated reporting procedures
 - Sign-in sheets
 - Curricula and Child Outcomes
 - Parent, Family, and Community Engagement (PFCE) Framework Family Outcomes
 - Transportation and safety procedures
 - Parent Orientation Survey
 - Community Partnership Presentations
 - Parent Committee and Policy Committee
 - Parent Agreement Form
 - Policies for health or mental health emergencies that require rapid response on the part of staff or immediate medical attention , unless shared at another time
22. All newly enrolled families who were not in attendance to the Parent Orientation must receive an individual orientation within the first 30 days of the child's enrollment.
23. The Parent Orientation event must be reported on the Parent Involvement Report Summary and it must be entered into the ChildPlus System.

8 CHILD RECORDS

Delegate Agencies must:

1. Abide by Miami-Dade County Head Start/Early Head Start Policies and Procedures 1302: Program Operations, Subpart C.
2. Conform with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), and HIPAA, when applicable.
3. Conform to the HSPPS Part 1303 Subpart C including, 1303.20 Establishing procedures, 1303.21 Program procedures-applicable confidentiality provisions 1303.22 Disclosures with, and without parental consents, 1303.23 Parental rights, 1303.24 Maintaining records.
4. Conform to the Program's Database Information Systems and electronic platforms for the collection and reporting of data on Program children and families, to include measuring outcomes; as well as staff.
5. Use and fully implement the County's selected database systems and electronic platforms.
6. Have the technical capabilities to adequately meet the needs of the Program technical requirements of the software applications. This includes providing staff with the appropriate equipment (including computer hardware, software, hot spot, telephone); other office equipment and supplies, with capability of working remotely if necessary.
7. Prepare, retain and permit County staff to inspect all records, as required by DHHS, in the manner authorized by conditions in the DHHS grant or as the County deems necessary.

8. Permit the County's staff to monitor all facilities, services, staff, and participant children and their families' records at any time during Program operation.
9. 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.
10. 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.
11. Adhere to confidentiality requirements to protect information collected, managed or analyzed by the Program (including: the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment). 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.

9 REPORTING REQUIREMENTS

1. Monthly Reports:

Provide to the County a monthly report for the services provided to be prepared and submitted through the ChildPlus application or original form as requested by the County. The monthly report shall be due on the first (1st) of each month, unless otherwise noted. The monthly report shall include, but not limited to, the following information:

- Education Monthly Monitoring;
- Parental Involvement Report;
- Disability Monthly Report and Pipeline Report;
- Mental Health Summary Report from contracted Mental Health Consultants;
- Staffing Patterns;
- Vacancy Reports;
- Attendance Report, if Average Daily Attendance is below 85%, for each Center;
- Corrective Action plans for any identified compliance issues or areas of concern identified by the County by the due date;
- Monthly Expenditure and In-Kind Report, due the 10th working day of the month, to include: program income and expenses detailed on a spreadsheet attachment listing entity for each service (e.g., Head Start and Early Head Start services, Early Head Start Expansion, and/or Child Care Partnership Agreement) and supporting documentation;
- Board of Director's meetings held and their respective minutes and attachments including, at minimum, monthly financial statements, Child Care Food Program, and credit card statements.
- Policy Committee meetings held and their respective minutes and attachments including, at minimum, monthly financial statements, Child Care Food Program, and credit card statements; and
- Other supporting documents that may be requested by County staff regarding services rendered for the program.

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

2. Closeout Report:

Upon conclusion of every Program Year, 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 Delegate Agency shall return such funds to the County within 60 days. The County shall have the sole discretion in determining if the Delegate Agency is entitled to such funds and the County's decision on this matter shall be binding. Additionally, any unexpended or unallocated funds shall be recaptured by the County.

The Delegate Agency must submit a completed SF-428 (Tangible Personal Property Report) as part of the closeout report. Tangible Personal Property means property of any kind, except real property, that has physical existence. It includes equipment and supplies. It does not include copyrights, patents or securities. The Delegate Agency must

disclose any acquired equipment with acquisition cost of \$5,000 or more and residual unused supplies with total aggregate fair market value exceeding \$5,000.

The Delegate Agency must submit a completed SF-429 (Real Property Standard Form) that relates to real property as part of the closeout report. This form is required annually to report the status of real property purchased, constructed or subject to major renovations paid for in whole or in part with Head Start funds (Covered Real Property); real property claimed as a match for a Head Start award; and/or the absence of any Covered Real Property.

3. Incident Reporting:

An incident is defined as any actual or alleged event or situation that creates a significant risk. The Delegate Agency must immediately report to the County, in writing, the following, as stipulated in HSPPS Part 1302.102(d) and the Miami-Dade County Head Start Program Policies and Procedures:

Any significant incidents affecting the health and safety of program children or families; circumstances affecting the financial viability of the Delegate Agency; breaches of personally identifiable information; or involvement in legal proceedings; any matter for which notification or a report to state, tribal, or local authorities is required by applicable law, including at a minimum:

- (A) Any reports regarding agency staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders;
- (B) Incidents that require classrooms or centers to be closed for any reason;
- (C) Legal proceedings by any party that are directly related to program operations; and,
- (D) All conditions required to be reported under HSPPS, Part 1304.12, including disqualification from the Child and Adult Care Food Program (CACFP) and license revocation.
- (E) Any suspected or known maltreatment or endangerment of a child by staff, consultants, contractors, and volunteers under § 1302.90(c)(1)(ii);
- (F) Serious harm or injury of a child resulting from lack of preventative maintenance;
- (G) Serious harm, injury, or endangerment of a child resulting from lack of supervision; and,
- (H) Any unauthorized release of a child.

Delegate Agency must also 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) and to the County. As required by Chapters 39 and 415 of the Florida Statutes, this is binding upon both the Delegate Agency and all its employees. The Delegate Agency shall have a comprehensive policies and procedures 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 County's incident reporting procedures. The Program has a zero-tolerance policy for abuse and neglect.

Once a report is made, the Delegate Agency must provide frequent written status updates of the progress of the investigation to include, at a minimum police reports, DCF inspections/investigative reports, and action taken by the Delegate Agency.

Delegate Agency must ensure that all staff are trained to implement reporting procedures in § 1302.102(d)(1)(ii).

Content Covered:

- 1. Legal & Program Reporting Requirements**
 - a. Mandated reporting laws (state/federal)
 - b. Step-by-step procedures for making a report
- 2. Documentation of Investigations**
 - a. How to prepare and submit written status updates
 - b. Required documentation (police reports, DCF reports, internal actions)
- 3. Confidentiality Rules**
 - a. Protection of child/family records
 - b. Secure handling of reports
- 4. Delegate Agency Responsibilities**

- a. Staff roles during investigations
- b. Actions to ensure child safety during investigations
- 5. **Compliance & Consequences**
 - a. Review of monitoring process
 - b. Disciplinary actions for failure to report or provide updates

10 ADDITIONAL REPORTING REQUIREMENTS

1. Other Reports

Submit any other reports as may be required by DHHS and the County by the specified dates.

2. State of Florida Certificate of Status

The Delegate Agency shall submit to the County 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. Failure to provide a copy of the resolution prior to execution of the contract may result in no Agreement.

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.

11 FORMAL STRUCTURE

1. Abide by Miami-Dade County Head Start/Early Head Start Policies and Procedures 1301 Program Governance, as may be amended.
2. Establish and maintain a formal structure for program governance that includes a Governing Body (or Board of Directors), a Policy Committee, and a Parent Committee for each center as early in the Program Year as possible. The Governing Body, Policy Committee, and Parent Committee must be clearly identified, hold regularly scheduled meetings, and maintain accurate minutes which reflect Head Start parent participation, educational activities, and financial records.
3. Ensure that members of the Governing Body and Policy Committee do not have a conflict of interest in accordance with section 642(c) of the Act and are not current employees of the Delegate Agency. Parents who occasionally serve as substitutes may serve on the Policy Committee.
4. **Governing Body:** Establish a Governing Body (or Board of Directors) in accordance with the requirements specified in section 642(c)(1)(B) of the Act. A copy of the roster, to include members, addresses, email addresses, and phone numbers must be submitted to the County at the beginning of each program year. Governing Body (or Board of Directors) meeting minutes must be submitted to the grantee 30 days after each meeting. The Governing Body is responsible for the following activities:
 - a. has legal and fiscal responsibility for administering and overseeing the program(s), including the safeguarding of Federal funds;
 - b. adopt practices that assure active, independent, and informed governance of the Delegate Agency, and fully participate in the development, planning, and evaluation of the Head Start program(s) involved;
 - c. be responsible for ensuring compliance with Federal laws (including regulations) and applicable State, tribal, and local laws (including regulations); and
 - d. be responsible for other activities, including:
 - i. establishing procedures for recruitment of children;
 - ii. reviewing all applications for funding and amendments to applications for funding.
 - e. establishing procedures and guidelines for accessing and collecting information from the Policy Committee;
 - i. reviewing and approving all major policies of the Delegate Agency, including--
 1. the annual self-assessment and financial audit;

2. progress in carrying out the programmatic and fiscal provisions in such agency's grant application, including implementation of corrective actions; and
 3. personnel policies of Delegate Agency regarding the hiring, evaluation, termination, and compensation of Delegate Agency employees;
 - ii. developing procedures for how members of the Policy Committee are selected;
 - iii. approving financial management, accounting, and reporting policies, and compliance with laws and regulations related to financial statements, including the--
 1. approval of all major financial expenditures of the Delegate Agency;
 2. annual approval of the operating budget of the Delegate Agency;
 3. selection (except when a financial auditor is assigned by the State under State law or is assigned under local law) of independent financial auditors who shall report all critical accounting policies and practices to the governing body; and
 4. monitoring of the Delegate Agency's actions to correct any audit findings and of other action necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices;
 - iv. reviewing results from monitoring conducted including appropriate follow-up activities;
 - v. approving personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the Delegate Agency;
 - vi. establishing, adopting, and periodically updating written standards of conduct that establish standards and formal procedures for disclosing, addressing, and resolving--
 1. any conflict of interest, and any appearance of a conflict of interest, by members of the governing body, officers and employees of the Delegate Agency, and consultants and agents who provide services or furnish goods to the Delegate Agency; and
 2. complaints, including investigations, when appropriate; and
 3. to the extent practicable and appropriate, at the discretion of the governing body, establishing advisory committees to oversee key responsibilities related to program governance and improvement of the Head Start program involved.
2. **Policy Committee:** The Delegate Agency's Policy Committee will be responsible for the direction of the Head Start program at the Delegate Agency. The Policy Committee must approve and submit to the Governing Body decisions about each of the following activities, in accordance with Section 642(c)(2)(D) of the Act:
- i. Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Delegate Agency is responsive to community and parent needs.
 - ii. Program recruitment, selection, and enrollment priorities.
 - iii. Applications for funding and amendments to applications for funding for programs
 - iv. Budget planning for program expenditures, including policies for reimbursement and participation in Policy Committee activities.
 - v. Bylaws for the operation of the Policy Committee.
 - vi. Program personnel policies and decisions regarding the employment of program staff.
 - vii. Including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
 - viii. Developing procedures for how members of the Policy Committee will be elected.
3. Submit Policy Committee meeting minutes to the County 30 days after each meeting.
 4. Submit the names of the elected Policy Committee members, Parent Committee Officers, and Policy Council Representatives by September 22nd of each Program Year.
 5. Share accurate and regular information to the Governing Board and Policy Committee about program planning, policies, and Head Start and Delegate Agency operations, including
 - i. Monthly financial statements, including credit card expenditures;
 - ii. Monthly program information summaries;
 - iii. Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;

- iv. Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
 - v. The financial audit;
 - vi. The annual self-assessment, including findings related to such assessment;
 - vii. The communitywide strategic planning and needs assessment of the Head Start Agency, including any applicable updates;
 - viii. Communication and guidance from the Secretary; and
 - ix. The program information reports
- 6. Parent Committee - Establish a parent committee comprised of parents currently enrolled for each center early in the Program Year. The Delegate Agency must ensure that parents of currently enrolled children understand the process for elections to the Miami-Dade County Policy Council and Delegate Agency Policy Committee and other leadership opportunities, in accordance with HSPPS Part 1301.4.
 - a. Ensure parent committees carry out the following minimum responsibilities:
 - i. Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families;
 - ii. Have a process for communication with the Miami-Dade County Policy Council and Delegate Agency Policy Committee; and
 - iii. Within the guidelines established by the Delegate Agency's Governing Body and Policy Committee, participate in the recruitment and screening of Early Head Start and Head Start employees.
- 7. Ensure appropriate training and technical assistance or orientation to the Governing Body, and any advisory committee members, Policy Committee, and Parent Committees, including training on Head Start Program Performance Standards, and eligibility training, to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Delegate Agency.



APPENDIX B, BUDGET FORMS
FEDERAL SHARE (BASE) BUDGET APPLICATION FORM
HEAD START PROGRAM

Delegate: Delegate Sample

Enterprise System ID#:						Justification [Detail description per line item - be as specific as possible]	
Budget Period:		August 1st, 2026 through July 31st, 2027					
Term in Months:		12 months of Services					
SALARIES: ADMINISTRATIVE/PROGRAM STAFF		Total Delegate Staff Annual Salary	%	ADM	PRGR	Amount	
List Full Time Positions							
1a. Child Health and Development Personnel							
1. Program Managers and Content Area Experts		0.00	0.00%	-	-	-	
2. Teachers/Infant Toddler Teachers		0.00	0.00%	-	-	-	
3. Family Child Care Personnel		0.00	0.00%	-	-	-	
4. Home Visitors		0.00	0.00%	-	-	-	
5. Teacher Aides and Other Education Personnel		0.00	0.00%	-	-	-	
6. Health/Mental Health Services Personnel		0.00	0.00%	-	-	-	
7. Disabilities Services Personnel		0.00	0.00%	-	-	-	
8. Nutrition Services Personnel		0.00	0.00%	-	-	-	
9. Other Child Services Personnel		0.00	0.00%	-	-	-	
2a. Family and community Partnership Personnel							
10. Program Managers and Content Area Experts		0.00	0.00%	-	-	-	
11. Other Family and Community Partnership		0.00	0.00%	-	-	-	
3a. Program Design and Management Personnel							
12. Executive Director/Other Supervisor of HS Director		0.00	0.00%	-	-	-	
13. Head Start/Early Head Start Director		0.00	0.00%	-	-	-	
14. Managers		0.00	0.00%	-	-	-	
15. Staff Development		0.00	0.00%	-	-	-	
16. Clerical Personnel		0.00	0.00%	-	-	-	
17. Fiscal Personnel		0.00	0.00%	-	-	-	
18. Other Administrative Personnel		0.00	0.00%	-	-	-	
4a. Other Personnel							
19. Maintenance Personnel		0.00	0.00%	-	-	-	
20. Transportation Personnel		0.00	0.00%	-	-	-	
21. Other Personnel (PT)							
Full-Time Total		0.00	0.00%	-	-	-	
Total Positions [Insert Total Allocated FTE]		TOTAL FTEs/SALARIES					-
b. FRINGE BENEFIT							
Fica/Mica Rate: 7.65%		-	0.00%	-	-	-	
W-Comp/s Rate: [Insert %]		-	0.00%	-	-	-	
Unemploy Rate: [Insert %]		-	0.00%	-	-	-	
Health Ins. Cost per Staff: [Insert \$]		-	0.00%	-	-	-	
Dental Ins. Cost per Staff: [Insert \$]		-	0.00%	-	-	-	
Life Ins. Rate: [Insert %]		-	0.00%	-	-	-	
Retirement Rate: [Insert %]		-	0.00%	-	-	-	
Other Specify & provide calculations Rate: [Insert %]		-	0.00%	-	-	-	
TOTAL FRINGE BENEFIT				-	-	-	
Total Personnel Salary and Fringes				-	-	-	
ADMINISTRATIVE EXPENSES:						Cost	
c. Travel - Out-of-town							
Travel Out-of-town		-	0.00%	-	-	-	
Subtotal Travel		-		-	-	-	
d. Equipment							
Office Equipment		-	0.00%	-	-	-	
Classroom/Outdoor/Home Based/FCC		-	0.00%	-	-	-	
Vehicle Purchase		-	0.00%	-	-	-	
Other Equipment		-	0.00%	-	-	-	
Subtotal equipment		-		-	-	-	
e. Supplies							
Office Supplies		-	0.00%	-	-	-	
Child and Family Services supplies		-	0.00%	-	-	-	
Food Services supplies		-	0.00%	-	-	-	
Other Supplies (Various)		-	0.00%	-	-	-	
Subtotal supplies		-		-	-	-	
f. Contractual							
1f. Admn. Services (Legal/Accounting)		-	0.00%	-	-	-	
2f. Health/Disability Services/Mental Health)		-	0.00%	-	-	-	
3f. Food Service		-	0.00%	-	-	-	
4f. Child Transportation Services		-	0.00%	-	-	-	
5f. Training & Technical Assistance (RESTRICTED)		-	0.00%	-	-	-	
6f. Family Child Care		-	0.00%	-	-	-	
7f. Delegate Agency Costs		-	0.00%	-	-	-	
8f. Other Contracts		-	0.00%	-	-	-	
Subtotal contractual		-		-	-	-	
g. Construction							
New Construction		-	0.00%	-	-	-	
Major Renovation		-	0.00%	-	-	-	
Acquisition of Buildings/Modular Units		-	0.00%	-	-	-	
Subtotal construction		-		-	-	-	
h. Other							
1h. Depreciation/Use Allowance (Pending)		-	0.00%	-	-	-	
2h. Rent		-	0.00%	-	-	-	
3h. Mortgage		-	0.00%	-	-	-	
4h. Utilities		-	0.00%	-	-	-	
5h. Bldg & Child Liability Ins		-	0.00%	-	-	-	
6h. Bldg Maintenance		-	0.00%	-	-	-	
7h. Incidental Alterations		-	0.00%	-	-	-	
8h. Local Travel & Field Trips		-	0.00%	-	-	-	
9h. Nutrition Services		-	0.00%	-	-	-	
10h. Child Services - Consultants		-	0.00%	-	-	-	
11h. Volunteers (APPLICABLE ONLY TO NFS)		-	0.00%	-	-	-	
**11h. Volunteers - % FRINGES (APPLICABLE ONLY TO NFS)		-	0.00%	-	-	-	
Substitutes (IF		-	0.00%	-	-	-	
13h. Parent Services (RESTRICTED)		-	0.00%	-	-	-	
14h. Accounting & Legal Svcs		-	0.00%	-	-	-	
15h. Publication/Adv/Printing		-	0.00%	-	-	-	
16h. Training or Staff Development		-	0.00%	-	-	-	
17h. Other: (Provide Description is more than one item budgeted here)		-	0.00%	-	-	-	
17h. Other: EHS DIAPER Allowance if applies (RESTRICTED)		-	0.00%	-	-	-	
Subtotal Other		-		-	-	-	
i. Total direct Charges (sum of a thru h)		-		-	-	-	
j. Total Indirect Charges		-		-	-	-	
k. Totals (sum of i thru j)		-		-	-	-	
		TOTAL EXPENSES:					-



NON-FEDERAL SHARE (NFS) BUDGET APPLICATION FORM
HEAD START PROGRAM

Delegate: Delegate Sample

Enterprise System ID#:						Justification [Detail description per line item - be as specific as possible]
Budget Period: August 1st, 2026 through July 31st, 2027						
Term in Months: 12 months of Services						
SALARIES: ADMINISTRATIVE/PROGRAM STAFF						
List Full Time Positions						
1a. Child Health and Development Personnel						
1. Program Managers and Content Area Experts						
2. Teachers/Infant Toddler Teachers						
3. Family Child Care Personnel						
4. Home Visitors						
5. Teacher Aides and Other Education Personnel						
6. Health/Mental Health Services Personnel						
7. Disabilities Services Personnel						
8. Nutrition Services Personnel						
9. Other Child Services Personnel						
2a. Family and community Partnership Personnel						
10. Program Managers and Content Area Experts						
11. Other Family and Community Partnership						
3a. Program Design and Management Personnel						
12. Executive Director/Other Supervisor of HS Director						
13. Head Start/Early Head Start Director						
14. Managers						
15. Staff Development						
16. Clerical Personnel						
17. Fiscal Personnel						
18. Other Administrative Personnel						
4a. Other Personnel						
19. Maintenance Personnel						
20. Transportation Personnel						
21. Other Personnel (PT)						
Full-Time Total						
Total Positions (Insert Total Allocated FTE)						
TOTAL FTEs/SALARIES						
b. FRINGE BENEFIT						
Fica/Mica Rate: 7.65%						
W-Comp's Rate: [Insert %]						
Unemploy Rate: [Insert %]						
Health Ins. Cost per Staff: [Insert \$]						
Dental Ins. Cost per Staff: [Insert \$]						
Life Ins. Rate: [Insert %]						
Retirement Rate: [Insert %]						
Other Specify & provide calculations Rate: [Insert %]						
TOTAL FRINGE BENEFIT						
Total Personnel Salary and Fringes						
ADMINISTRATIVE EXPENSES:						
c. Travel - Out-of-town						
Travel Out-of-town						
Subtotal Travel						
d. Equipment						
Office Equipment						
Classroom/Outdoor/Home Based/FCC						
Vehicle Purchase						
Other Equipment						
Subtotal equipment						
e. Supplies						
Office Supplies						
Child and Family Services supplies						
Food Services supplies						
Other Supplies (Various)						
Subtotal supplies						
f. Contractual						
1f. Admn. Services (Legal/Accounting)						
2f. Health/Disability Services/Mental Health)						
3f. Food Service						
4f. Child Transportation Services						
5f. Training & Technical Assistance (RESTRICTED)						
6f. Family Child Care						
7f. Delegate Agency Costs						
8f. Other Contracts						
Subtotal contractual						
g. Construction						
New Construction						
Major Renovation						
Acquisition of Buildings/Modular Units						
Subtotal construction						
h. Other						
1h. Depreciation/Use Allowance (Pending)						
2h. Rent						
3h. Mortgage						
4h. Utilities						
5h. Bldg & Child Liability Ins						
6h. Bldg Maintenance						
7h. Incidental Alterations						
8h. Local Travel & Field Trips						
9h. Nutrition Services						
10h. Child Services - Consultants						
11h. Volunteers (APPLICABLE ONLY TO NFS)						
**11h. Volunteers - % FRINGES (APPLICABLE ONLY TO NFS)						
Substitutes (IF						
13h. Parent Services (RESTRICTED)						
14h. Accounting & Legal Svcs						
15h. Publication/Adv/Printing						
16h. Training or Staff Development						
17h. Other: (Provide Description is more than one item budgeted here)						
17h. Other: EHS DIAPER Allowance if applies (RESTRICTED)						
Subtotal Other						
i. Total direct Charges (sum of a thru h)						
j. Total Indirect Charges						
k. Totals (sum of i thru j)						
TOTAL EXPENSES:						



Budget Period: August 1st, 2026 through July 31st, 2027

Term in Months: 12 months of Services

HEAD START

SALARIES: ADMINISTRATIVE/PROGRAM STAFF

List Full Time Positions

1a. Child Health and Development Personnel

1. Program Managers and Content Area Experts

2. Teachers/Infant Toddler Teachers

3. Family Child Care Personnel

4. Home Visitors

5. Teacher Aides and Other Education Personnel

6. Health/Mental Health Services Personnel

7. Disabilities Services Personnel

8. Nutrition Services Personnel

9. Other Child Services Personnel

2a. Family and community Partnership Personnel

10. Program Managers and Content Area Experts

11. Other Family and Community Partnership

3a. Program Design and Management Personnel

12. Executive Director/Other Supervisor of HS Director

13. Head Start/Early Head Start Director

14. Managers

15. Staff Development

16. Clerical Personnel

17. Fiscal Personnel

18. Other Administrative Personnel

4a. Other Personnel

19. Maintenance Personnel

20. Transportation Personnel

21. Other Personnel (PT)

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Total FS + NFS

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Full-Time Total

0.00

-

-

-

Total Positions [Insert Total Allocated FTE]

b. FRINGE BENEFIT

Fica/Mica

Rate: 7.65%

0.00%

-

-

-

W-Comp's

Rate: [Insert %]

0.00%

-

-

-

Unemploy

Rate: [Insert %]

0.00%

-

-

-

Health Ins.

Cost per Staff: [Insert \$]

0.00%

-

-

-

Dental Ins.

Cost per Staff: [Insert \$]

0.00%

-

-

-

Life Ins.

Rate: [Insert %]

0.00%

-

-

-

Retirement

Rate: [Insert %]

0.00%

-

-

-

Other

Specify & provide calculations

Rate: [Insert %]

0.00%

-

-

-

TOTAL FRINGE BENEFIT

-

-

-

Total Personnel Salary and Fringes

-

-

-

ADMINISTRATIVE EXPENSES:

Cost

c. Travel – Out-of-town

Travel Out-of-town

0.00%

-

-

-

Subtotal Travel

-

-

-

d. Equipment

Office Equipment

0.00%

-

-

-

Classroom/Outdoor/Home Based/FCC

0.00%

-

-

-

Vehicle Purchase

0.00%

-

-

-

Other Equipment

0.00%

-

-

-

Subtotal equipment

-

-

-

e. Supplies

Office Supplies

0.00%

-

-

-

Child and Family Services supplies

0.00%

-

-

-

Food Services supplies

0.00%

-

-

-

Other Supplies (Various)

0.00%

-

-

-

Subtotal supplies

-

-

-

f. Contractual

1f. Admn. Services (Legal,Accounting)

0.00%

-

-

-

2f. Health/Disability Services/Mental Health)

0.00%

-

-

-

3f. Food Service

0.00%

-

-

-

4f. Child Transportation Services

0.00%

-

-

-

5f. Training & Technical Assistance (RESTRICTED)

0.00%

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6f. Family Child Care

0.00%

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7f. Delegate Agency Costs

0.00%

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8f. Other Contracts

0.00%

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evised: 6/20/2019

rinted: 3/16/2026
1:54 AMHS SUMMIT COUNTY (NFS)
MDC064
Budget FY 2019-20

Subtotal contractual		-	-	-
g. Construction				
New Construction	0.00%	-	-	-
Major Renovation	0.00%	-	-	-
Acquisition of Buildings/Modular Units	0.00%	-	-	-
Subtotal construction		-	-	-
h. Other				
1h. Depreciation/Use Allowance (Pending)	0.00%	-	-	-
2h. Rent	0.00%	-	-	-
3h. Mortgage	0.00%	-	-	-
4h. Utilities	0.00%	-	-	-
5h. Bldg & Child Liability Ins	0.00%	-	-	-
6h. Bldg Maintenance	0.00%	-	-	-
7h. Incidental Alterations	0.00%	-	-	-
8h. Local Travel & Field Trips	0.00%	-	-	-
9h. Nutrition Services	0.00%	-	-	-
10h. Child Services - Consultants	0.00%	-	-	-
11h. Volunteers (APPLICABLE ONLY TO NFS)	0.00%	-	-	-
**11h. Volunteers - % FRINGES (APPLICABLE ONLY TO NFS)	0.00%	-	-	-
(IF <u>NOT</u> PAY	0.00%	-	-	-
13h. Parent Services (RESTRICTED)	0.00%	-	-	-
14h. Accounting & Legal Svcs	0.00%	-	-	-
15h. Publication/Adv/Printing	0.00%	-	-	-
16h. Training or Staff Development	0.00%	-	-	-
17h. Other: (Provide Description is more than one item budgeted here)	0.00%	-	-	-
17h. Other: EHS DIAPER Allowance if applies (RESTRICTED)	0.00%	-	-	-
Subtotal Other		-	-	-
i. Total direct Charges (sum of a thru h)		-	-	-
j. Total Indirect Charges		-	-	-
k. Totals (sum of i thru j)		-	-	-
TOTAL EXPENSES:				-

Adm Limitation: #DIV/0!



ATTACHMENT A

**CONTRACTING WITH ENTITIES OF FOREIGN COUNTRIES OF CONCERN PROHIBITED
AFFIDAVIT**

The Contracting with Entities of Foreign Countries of Concern Prohibited Affidavit Form ("Form") is required by [Section 287.138, Florida Statutes \("F.S."\)](#), which is deemed as being expressly incorporated into this Form. The Affidavit must be completed by a person authorized to make this attestation on behalf of the Delegated Agency for the purpose of submitting a bid, proposal, quote, or other response, or otherwise entering into a contract with the County. The associated bid, proposal, quote, or other response will not be accepted unless and until this completed and executed Affidavit is submitted to the County.

_____ does not meet any of the criteria set forth in Paragraphs 2 (a) – (c)	
Delegated Agency Legal Company Name	
of Section 287.138, FS.	
Pursuant to Section 92.525, F.S. , under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.	
Print Name of Delegated Agency Authorized Representative: _____	
Title of Delegated Agency Authorized Representative: _____	
Signature of Delegated Agency Authorized Representative: _____	
Date: _____	

**ATTACHMENT B****KIDNAPPING, CUSTODY OFFENSES, HUMAN TRAFFICKING AND RELATED OFFENSES AFFIDAVIT**

The Kidnapping, Custody Offenses, Human Trafficking and Related Offenses Affidavit is required by Section [787.06](#), Florida Statutes ("F.S."), as amended by [HB 7063](#), which is deemed as being expressly incorporated into this Form. The Form must be completed by a person authorized to make this attestation on behalf of the Delegated Agency (Nongovernmental Entity) for the purpose of executing, amending, or renewing a Contract with the County (Governmental Entity). The term Governmental Entity has the same meaning as in [Section 287.138\(1\), F.S.](#)

_____ does not use coercion for labor or services as defined in Section [787.06, F.S.](#)

Contractor's Legal Company Name

Pursuant to Section [92.525, F.S.](#), under the penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Print Name of Delegated Agency Authorized Representative:

Title of Delegated Agency Authorized Representative:

Signature of Delegated Agency Authorized Representative:

Date:

ATTACHMENT 3

CONTRACTS D-10669A THROUGH D-10669P

SIGNATURE PAGES

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date identified on the first page of this Agreement.

Contractor

Signature


Corporate Officer/Partner/Owner
or other authorized representative

Print Name

Armando V. Roman

Title

Chairman of the Board.

Date

3/26/2026Miami-Dade County

Signature

for

Print Name

Daniella Levine Cava

Title

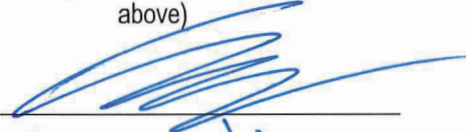
Mayor

Date

Attest

Corporate Officer (different than above) or
Witness (only if Corporate Officer/Partner/Owner signed
above)

Signature



Print Name

Miriam Urra

Title

EXE. Director

Date

3/26/2026Attest

Juan Fernandez-Barquin
Clerk of the Court and Comptroller

Signature

Print Name

Title

Deputy Clerk

Date

Approved as to form and legal sufficiency

Signature

Print Name

Title

Assistant County Attorney

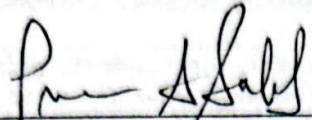
Date

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date identified on the first page of this Agreement.

Contractor

Miami-Dade County

Signature


Corporate Officer/Partner/Owner
or other authorized representative

Print Name

PIERRE SALIBA

Title

TREASURER

Date

Signature

for

Print Name

Daniella Levine Cava

Title

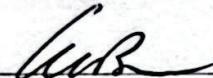
Mayor

Date

Attest

Corporate Officer (different than above) or
Witness (only if Corporate Officer/Partner/Owner signed
above)

Signature



Print Name

JEANNETTE BONNET

Title

EXECUTIVE DIRECTOR

Date

Attest

Juan Fernandez-Barquin
Clerk of the Court and Comptroller

Signature

Print Name

Title

Deputy Clerk

Date

Approved as to form and legal sufficiency

Signature

Print Name

Title

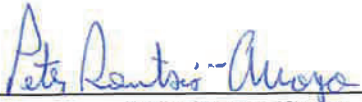
Assistant County Attorney

Date

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date identified on the first page of this Agreement.

ContractorMiami-Dade County

Signature

Corporate Officer/Partner/Owner
or other authorized representative

Signature

for

Print Name

Peter Rantais-Arroyo

Print Name

Daniella Levine Cava

Title

Chief Executive Officer

Title

Mayor

Date

4/1/2026

Date

Attest

Corporate Officer (different than above) or
Witness (only if Corporate Officer/Partner/Owner signed
above)

Attest

Juan Fernandez-Barquin
Clerk of the Court and Comptroller

Signature



Signature

Print Name

Devika Austin, MBA, PHR

Print Name

Title

Chief Admin. Officer

Title

Deputy Clerk

Date

4/1/2026

Date

Approved as to form and legal sufficiency

Signature

Print Name

Title

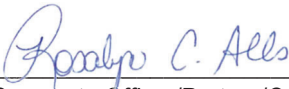
Assistant County Attorney

Date

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date identified on the first page of this Agreement.

ContractorMiami-Dade County

Signature


Corporate Officer/Partner/Owner
or other authorized representative

Signature

for

Print Name

Rosalyn C. Alls

Print Name

Daniella Levine Cava

Title

President/CEO

Title

Mayor

Date

March 27, 2026

Date

Attest

Corporate Officer (different than above) or
Witness (only if Corporate Officer/Partner/Owner signed
above)

Attest

Juan Fernandez-Barquin
Clerk of the Court and Comptroller

Signature



Signature

Print Name

Dee McIntosh

Print Name

Title

Adm. Specialist

Title

Deputy Clerk

Date

March 27, 2026

Date

Approved as to form and legal sufficiency

Signature

Print Name

Title

Assistant County Attorney

Date

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date identified on the first page of this Agreement.

Contractor

Signature



Corporate Officer/Partner/Owner
or other authorized representative

Print Name

NADIE Mondestin

Title

Executive Director

Date

Miami-Dade County

Signature

for

Print Name

Daniella Levine Cava

Title

Mayor

Date

Attest

Corporate Officer (different than above) or
Witness (only if Corporate Officer/Partner/Owner signed
above)

Signature



Print Name

MARIE G. SUFFRY

Title

COO/CFO

Date

Attest

Juan Fernandez-Barquin
Clerk of the Court and Comptroller

Signature

Print Name

Title

Deputy Clerk

Date

Approved as to form and legal sufficiency

Signature

Print Name

Title

Assistant County Attorney

Date

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date identified on the first page of this Agreement.

Contractor

Miami-Dade County

Signature

Esther Chisholm

Corporate Officer/Partner/Owner
or other authorized representative

Signature

for

Print Name

Esther Chisholm

Print Name

Daniella Levine Cava

Title

Chairperson

Title

Mayor

Date

03/31/2026

Date

Attest

Corporate Officer (different than above) or
Witness (only if Corporate Officer/Partner/Owner signed
above)

Attest

Juan Fernandez-Barquin
Clerk of the Court and Comptroller

Signature

Juan Gil Suarez

Signature

Print Name

JUAN G SUAREZ

Print Name

Title

Title

Deputy Clerk

Date

03/31/2026

Date



Approved as to form and legal sufficiency

Signature

Print Name

Title

Assistant County Attorney

Date

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date identified on the first page of this Agreement.

ContractorMiami-Dade County

Signature

**Carlos
Molina**

Digitally signed by Carlos Molina
DN: cn=Carlos Molina, gn=Carlos Molina,
o=US United States, ou=Executive,
e=molina@unitedwaymiami.org
Reason: I am the author of this
document
Location:
Date: 2026-04-06 13:30:04:00

Corporate Officer/Partner/Owner
or other authorized representative
Carlos G. Molina

Print Name

CFAO

Title

Date

4/6/2026

Signature

for

Print Name

Daniella Levine Cava

Title

Mayor

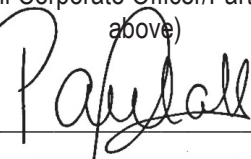
Date

Attest

Corporate Officer (different than above) or
Witness (only if Corporate Officer/Partner/Owner signed

above)

Signature



Print Name

Paula Moujalli

Title

Vice President, CFE

Date

4/6/2026Attest

Juan Fernandez-Barquin
Clerk of the Court and Comptroller

Signature

Print Name

Title

Deputy Clerk

Date

Approved as to form and legal sufficiency

Signature

Print Name

Title

Assistant County Attorney

Date

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date identified on the first page of this Agreement.

ContractorMiami-Dade County

Signature



Corporate Officer/Partner/Owner
or other authorized representative

Print Name

Chrislyne I Brumaire-Florence

Title

Executive Director

Date

3/23/26

Signature

for

Print Name

Daniella Levine Cava

Title

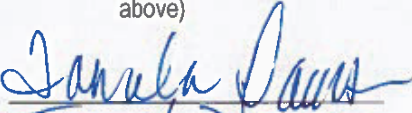
Mayor

Date

Attest

Corporate Officer (different than above) or
Witness (only if Corporate Officer/Partner/Owner signed
above)

Signature



Print Name

Tameka Dusen

Title

Assistant Programmatic Services Director

Date

3/23/26

Signature

Print Name

Title

Deputy Clerk

Date

Approved as to form and legal sufficiency

Signature

Print Name

Title

Assistant County Attorney

Date

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date identified on the first page of this Agreement.

ContractorMiami-Dade County

Signature 
Corporate Officer/Partner/Owner
or other authorized representative

Print Name Dr. Eileen Fluney

Title Executive Director

Date March 31, 2026

Signature _____
for

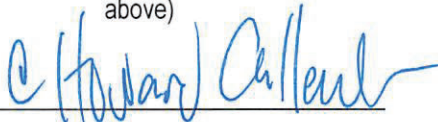
Print Name Daniella Levine Cava

Title Mayor

Date _____

Attest

Corporate Officer (different than above) or
Witness (only if Corporate Officer/Partner/Owner signed
above)

Signature 

Print Name Howard Callender

Title Executive Fiscal Director

Date March 31, 2026

Attest

Juan Fernandez-Barquin
Clerk of the Court and Comptroller

Signature _____

Print Name _____

Title Deputy Clerk

Date _____

Approved as to form and legal sufficiency

Signature _____

Print Name _____

Title Assistant County Attorney

Date _____

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date identified on the first page of this Agreement.

ContractorMiami-Dade County

Signature

Corporate Officer/Partner/Owner
or other authorized representative

Signature

for

Print Name

Benzion korf

Print Name

Daniella Levine Cava

Title

President

Title

Mayor

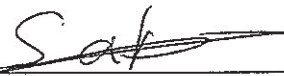
Date

04/06/2026

Date

AttestCorporate Officer (different than above) or
Witness (only if Corporate Officer/Partner/Owner signed
above)AttestJuan Fernandez-Barquin
Clerk of the Court and Comptroller

Signature



Print Name

Sara. Ben-HAYON

Title

SECRETARY

Date

4/7/2026

Signature

Print Name

Title

Deputy Clerk

Date

Approved as to form and legal sufficiency

Signature

Print Name

Title

Assistant County Attorney

Date

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date identified on the first page of this Agreement.

ContractorMiami-Dade County

Signature



Corporate Officer/Partner/Owner
or other authorized representative

Signature

for

Print Name

Monica Blanco

Print Name

Daniella Levine Cava

Title

Executive Director

Title

Mayor

Date

3/30/26

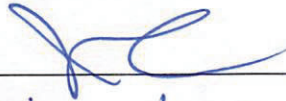
Date

AttestAttest

Corporate Officer (different than above) or
Witness (only if Corporate Officer/Partner/Owner signed
above)

Juan Fernandez-Barquin
Clerk of the Court and Comptroller

Signature



Signature

Print Name

Wing Lopez

Print Name

Title

Executive Asst.

Title

Deputy Clerk

Date

3/30/26

Date

Approved as to form and legal sufficiency

Signature

Print Name

Title

Assistant County Attorney

Date

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date identified on the first page of this Agreement.

ContractorMiami-Dade County

Signature



Corporate Officer/Partner/Owner
or other authorized representative

Print Name

Eduardo Berrones

Title

Executive Director

Date

April 6, 2024

Signature

for

Print Name

Daniella Levine Cava

Title

Mayor

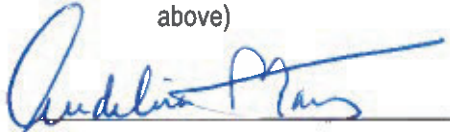
Date

AttestAttest

Corporate Officer (different than above) or
Witness (only if Corporate Officer/Partner/Owner signed
above)

Juan Fernandez-Barquin
Clerk of the Court and Comptroller

Signature



Print Name

Audelia Martinez

Title

CFO/COO

Date

April 6, 2024

Signature

Print Name

Title

Deputy Clerk

Date

Approved as to form and legal sufficiency

Signature

Print Name

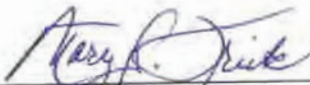
Title

Assistant County Attorney

Date

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date identified on the first page of this Agreement.

Contractor

Signature 
Corporate Officer/Partner/Owner
or other authorized representative

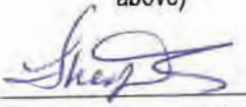
Print Name Mary Jo Frick

Title President & CEO

Date 3/17/2026

Attest

Corporate Officer (different than above) or
Witness (only if Corporate Officer/Partner/Owner signed
above)

Signature 

Print Name TERESITA REYES

Title Executive Assistant

Date 3/17/2026

Miami-Dade County

Signature _____

for _____

Print Name Daniella Levine Cava

Title Mayor

Date _____

Attest

Juan Fernandez-Barquin
Clerk of the Court and Comptroller

Signature _____

Print Name _____

Title Deputy Clerk

Date _____

Approved as to form and legal sufficiency

Signature _____

Print Name _____

Title Assistant County Attorney

Date _____

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date identified on the first page of this Agreement.

ContractorMiami-Dade County

Signature



Corporate Officer/Partner/Owner
or other authorized representative

Print Name

Sonia O'Farrill

Title

Executive Director

Date

03/30/2026

Signature

for

Print Name

Daniella Levine Cava

Title

Mayor

Date

Attest

Corporate Officer (different than above) or
Witness (only if Corporate Officer/Partner/Owner signed
above)

Attest

Juan Fernandez-Barquin
Clerk of the Court and Comptroller

Signature



Print Name

Mayra Martinez

Title

Board President

Date

03/30/2026

Signature

Print Name

Title

Deputy Clerk

Date

Approved as to form and legal sufficiency

Signature

Print Name

Title

Assistant County Attorney

Date

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date identified on the first page of this Agreement.

Contractor

Signature


Corporate Officer/Partner/Owner
or other authorized representative

Print Name

Kerry-Ann Royes

Title

President and Chief Executive Officer

Date

3/31/2026

Miami-Dade County

Signature



for

Print Name

Daniella Levine Cava

Title

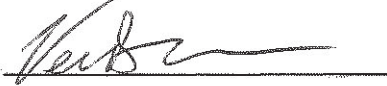
Mayor

Date

Attest

Corporate Officer (different than above) or
Witness (only if Corporate Officer/Partner/Owner signed
above)

Signature



Print Name

Veronica D. Brown

Title

Chief Operating Officer

Date

4/7/26

Attest

Juan Fernandez-Barquin
Clerk of the Court and Comptroller

Signature



Print Name



Title

Deputy Clerk

Date



Approved as to form and legal sufficiency

Signature



Print Name



Title

Assistant County Attorney

Date



IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date identified on the first page of this Agreement.

ContractorMiami-Dade County

Signature 
Corporate Officer/Partner/Owner
or other authorized representative

Print Name Camila Rocha

Title President and CEO

Date 3/31/2026

Signature _____
for

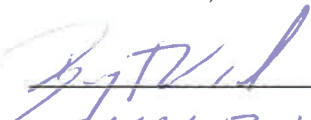
Print Name Daniella Levine Cava

Title Mayor

Date _____

Attest

Corporate Officer (different than above) or
Witness (only if Corporate Officer/Partner/Owner signed
above)

Signature 
Print Name BARRY R VOGEL
Title CHIEF ADMIN OFFICER
Date 3-31-2026

Attest

Juan Fernandez-Barquin
Clerk of the Court and Comptroller

Signature _____
Print Name _____
Title Deputy Clerk
Date _____

Approved as to form and legal sufficiency

Signature _____
Print Name _____
Title Assistant County Attorney
Date _____

ATTACHMENT 4

SCHOOL BOARD OF MIAMI-DADE COUNTY
Contract No. D-10669q

Head Start Program Services
Interlocal Grant Agreement
Contract No. D-10669q

THIS AGREEMENT for the provision of Head Start/Early Head Start Program Services, and is made and entered into as of this _____ day of _____, 2026, 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 NE 2nd Ave, Suite 912, Miami, FL, 33132 ("School Board" or "School Board"), and Miami-Dade County, a political subdivision of the State of Florida, having its principal office at 111 NW 1st Street, Miami, Florida 33128 (the "County") (collectively, the "Parties").

WITNESSETH:

WHEREAS, the County is a grantee of the United States Department of Health and Human Services (DHHS), which provides the funding for the Head Start (HS) and Early Head Start (EHS) Program; and

WHEREAS, the County received a notice of award for its HS Program for a five-year grant cycle, running from August 1, 2026 to July 31, 2031; and

WHEREAS, Section 163.01, Florida Statutes, the "Florida Interlocal Cooperation Act of 1969," authorizes public agencies to enter into interlocal agreements to provide services and facilities in a manner that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities; and

WHEREAS, the School Board has offered to provide Head Start and/or Early Head Start Program Services as a School Board for the County, on a non-exclusive basis, that shall conform to the terms and conditions of this Agreement; and

WHEREAS, the County desires to procure from the School Board such Head Start and/or Early Head Start Program Service for the County, in accordance with the terms and conditions of this Agreement; and

WHEREAS, the County and the School Board expressly understand and agree that this Interlocal Grant Agreement is conditioned upon receipt of funding by the County from the DHHS and approval of this Agreement from the DHHS;

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

The foregoing recitals are true and correct and are incorporated herein by reference.

ARTICLE 1. DEFINITIONS

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 word "Act" to mean the Head Start Act, Sec. 635 et seq. Pub. L. 97-35, 95 Stat. 499-511 (codified as amended at 42 U.S.C. Section 9801, et seq.)
- b) The words "Administrative costs" to mean costs related to the overall management of the Program and not related to the provision of Program services (e.g. health services, parent involvement services).
- c) The words "Article" or "Articles" to mean the terms and conditions delineated in this Agreement.
- d) The word "Contract" or "Agreement" to mean collectively the (i) Articles, (ii) Scope of Services (Appendix A), (iii) Budget Forms (Appendix B), (iv) all other appendices and attachments hereto, and (v) all amendments issued hereto..
- e) The words "Contract Manager" to mean the Chief Procurement Officer, Strategic Procurement Department, or the duly authorized representative designated to manage the Contract.
- f) The word "Days" to mean calendar days.

- g) The word "Deliverables" to mean all documentation and any items of any nature submitted by the School Board to the Program Manager for review and approval pursuant to the terms of this Agreement.
- h) The words "Developed Works" to mean all rights, title, and interest in and to certain inventions, ideas, designs and methods, specifications and other documentation related thereto developed by the School Board and its Subcontractors specifically for the County.
- i) The words "Head Start Program and Performance Standards (HSPPS)" to mean 45 CFR Chapter XIII, which became effective August 21, 2024, as may be amended.
- j) The words "Home-Based program option" to mean Head Start/Early Head Start comprehensive services provided, in partnership with parents, through home visits and group socialization activities, by a home visitor, to each enrolled child or family.
- k) The word "Program" to mean the Head Start and/or Early Head Start Program.
- l) The words "Program Manager" to mean the County Mayor or the duly authorized representative designated to manage the Program.
- m) The words "Program Year" or "School Year" to mean the start and end of the Head Start/Early Head Start grant year, August 1 to July 31.
- n) The words "Scope of Services" to mean the document appended hereto as Appendix A, which details the Work to be performed by the School Board.
- o) The words "Service" or "Services" or "Work" to mean the provision of Head Start or Early Head Start Program Services in accordance with the Scope of Services.
- p) The word "Subcontractor" or "Subconsultant" to mean any person, entity, firm, or corporation, other than the employees of the School Board, who furnishes labor and/or materials, in connection with the Work, whether directly or indirectly, on behalf and/or under the direction of the School Board and whether or not in privity of Contract with the School Board.

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 Articles, 2) Scope of Services (Appendix A), 3) Budget Forms (Appendix B), and 4) all other appendices and attachments hereto.

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 terms "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 Program Manager.
- e) The terms "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 Program Manager.

- f) 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 the Parties hereto or their authorized representatives.
- b) The School Board 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 Work performed hereunder.
- c) The School Board acknowledges that this Agreement requires the performance of all things necessary for or incidental to the effective and complete performance of all Work 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 School Board shall perform the same as though they were specifically mentioned, described, and delineated.
- d) The School Board shall furnish all labor, materials, tools, supplies, and other items required to perform the Work necessary for the completion of this Contract. All Work shall be accomplished at the direction of and to the satisfaction of the Program Manager.
- e) Subject to, and in accordance with federal, state, and local laws and regulations, the School Board expressly understands and acknowledges that the County, as grantee for the Head Start/Early Head Start Program, shall make all policy decisions regarding the Program and this Agreement.
- f) The School Board shall, in an expeditious and fiscally sound manner, implement all changes in providing Services hereunder as a result of a policy change implemented by the County. The School Board agrees to timely provide the County with input regarding the time and cost to implement said changes and in executing the activities required to implement said changes.
- g) The School Board reserves the right not to implement policies and procedures that contradict federal or state law. The School Board may follow and implement School Board Policy only to the extent such policy is not inconsistent with or more lenient than federal or state or local law or regulations.

ARTICLE 5. CONTRACT TERM

The Contract shall become effective on August 1, 2026, and shall continue through July 31, 2027. The County, at its sole discretion, reserves the right to exercise the option to renew this Contract with the School Board for four, one-year periods, through July 31, 2031, subject to receipt of grant funds from DHHS and any necessary approvals by the Miami-Dade County Board of County Commissioners ("BCC") and/or the DHHS and the School Board.

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: (i) Registered or Certified Mail, with return receipt requested; (ii) courier service personally; (iii) Federal Express Corporation or other nationally recognized carrier to be delivered overnight; or (iv) via facsimile or e-mail (if provided below) with delivery of hard copy pursuant to (i), (ii), or (iii) in this paragraph. The addresses for such notice are as follows:

(1) To the County

- a) to the Program Manager:

Miami-Dade County
Community Services Department
Attention: Head Start Program Director
701 NW 1st Court, OTV 9-104
Phone: (786) 469-4633
E-mail: maria.riestra@miamidade.gov

and

- b) to the Contract Manager:

Miami-Dade County
Strategic Procurement Department
Attention: Chief Procurement Officer
111 NW 1st Street, Suite 1300
Miami, FL 33128-1974
Phone: (305) 375-4900
Email: cpo@miamidade.gov

(2) To the School Board

The School Board of Miami-Dade County, Florida
1450 NE 2nd Avenue, Suite 912
Miami, FL 33132
Attention: Superintendent of Schools

The School Board of Miami-Dade County, Florida
1450 NE 2nd Avenue, Suite 351
Miami, FL 33132
Attention: Head Start/Early Head Start School Board Program Coordinator
Phone: (305) 995-7632
Fax: (305) 995-2808
E-mail: patriciaortega@dadeschools.net

The School Board of Miami-Dade County, Florida
1450 NE 2nd Avenue, Suite 430
Miami, FL 33132
Attention: School Board Attorney
Phone: (305) 995-1304
Fax: (305) 995-1412
E-mail: Walter.Harvey@dadeschools.net, Acraft@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.

ARTICLE 7. PAYMENT FOR SERVICES/AMOUNT OBLIGATED

The School Board warrants that it has reviewed the County's budget requirements and has asked such questions and conducted such other inquiries as the School Board deemed necessary in order to determine the budget requirements to provide the Services to be performed under this Agreement.

The School Board is approved to serve 1655 Head Start and 160 Early Head Start slots as indicated in the Budget Forms (Appendix B).

The County reserves the right, in its sole discretion, to adjust the Services provided, including the number of slots serviced by the School Board, to ensure that the County 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. Prior to implementing any Program changes or reducing the number of slots, the County and the School Board shall discuss any proposed adjustment or reduction, and the County will, as a first option, consider reallocating the slots among the School Board's Program sites. If the County adjusts the number of slots for the Program Year, the School Board shall submit a revised budget 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. At any time, the School Board shall not transfer or relocate students or slots to any of their other existing facilities without the prior written approval of the Program Director and the Head Start/Early Head Start Policy Council.

Any amounts stated herein are subject to available funding and are contingent upon federal grant allotment. Should available County funding be reduced, the amount payable under this Agreement may be proportionally reduced at the option of the County. Should additional County funding (i.e. COLA, program improvements, etc.) become available through the DHHS, such allocation may be apportioned to the School Board. The County shall have no obligation to pay the School Board any additional sum more than the amount of this Agreement, except as provided for in an amendment or a change and/or modification to the Agreement, which is approved and executed in writing by the County and the School Board.

The maximum amount payable for services rendered under the Program for a full Program Year in the aggregate for all HS and EHS Services will be determined based on available funding. The actual amount paid to a School Board will vary based on the days serviced in the Program's Year (i.e., full or prorated) and the number of children receiving Services. The reimbursement of administrative costs shall not exceed ten percent (10%) of the contracted (federal and non-federal share) amounts. The total budget proposed must include a twenty-five (25%) matching contribution from non-federal resources, identified in line items where matching funds are allocated. School Board serving VPK eligible students may leverage VPK funding as part of their required match. The reimbursement of a lump sum payment of accrued leave will be disallowed.

The County has established a maximum per child cost per Program Year of \$8,957.50 for HS, \$16,380 for EHS. The foregoing per child cost is subject to change in the event there is a permanent increase to the County's federal grant allotment. If a School Board provides Services at a County facilitated site, \$400 shall be deducted from the standard per slot cost. The 15 portables leased to the School Board shall not be deemed "a County facilitated site" for purposes of this agreement, consequently the \$400 deduction shall not apply. To determine the proposed per child cost, the County will use the budget proposed divided by the number of children proposed to serve. Notwithstanding the School Board's proposed Budget, the County reserves the right to negotiate final terms and conditions (i.e., number of slots, cost per child, etc.).

Upon submission of satisfactory required monthly report, the County shall process payment. The County agrees to pay all budgeted costs incurred by the School Board which are allowable under the DHHS and County rules and guidelines, in accordance with the Budget Forms (Appendix B). The compensation for all Services performed under this Contract, including all costs associated with such Services, is subject to available funds with availability determined in the sole discretion of the County, and shall not exceed the amount specified in this Contract and shall be in accordance with the Budget Forms (Appendix B).

If this Agreement is renewed, and prior to commencements 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 serviced, services to be provided (i.e. Head Start/Early Head Start), and target geographic area where Services are provided by School Board. School Board agrees to service the number of children listed in the NTP by the County. Should this Agreement be renewed, School Board shall submit a budget for the approved slots prior to the start of each Program Year for County approval.

Non-Federal Match: The School Board agrees to provide non-federal resources in an amount equivalent to twenty-five percent (25%) of the total federal allocation in this Agreement. The non-federal resources may be cash and/or in-kind donations, but may not be from other federal resources unless there is a specific statutory language allowing such use of federal funds. Lump sum in-kind and/or cash allocations may be allotted throughout the Program Year (such as: donations of goods and/or space, local/state grants, etc.) and may be applied in monthly increments until the in-kind contribution has been exhausted.

The School Board must submit proof to the County of the required twenty-five percent (25%) of the non-federal resources monthly with its invoices. If the School Board fails to provide proof of non-federal resources, the County may reduce the monthly reimbursement in

accordance with the shortage. The School Board may recapture funds that were deducted because of a shortage in the non-federal resources requirements 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).

Travel: With respect to travel costs and travel-related expenses, the School Board agrees to adhere to Section 112.061 of the Florida Statutes, and 2 CFR 200.474, as it pertains to out-of-pocket expenses, including employee lodging, transportation, per diem, and all miscellaneous cost and fees. The County shall not be liable for any such expenses that have not been approved in advance, in writing, by the County.

Training and Technical Assistance: The School Board shall submit to the County for approval, in advance of any expenditure, all costs and expenses that pertain to training and technical assistance. The County, in its sole discretion, may approve the requested funding for training and technical assistance based on delegate need and availability of funding.

ARTICLE 8. METHOD AND TIMES OF PAYMENT

All Work undertaken by the School Board before County's approval of this Contract shall be at the School Board's risk and expense.

Reimbursements:

The School Board agrees that under the provisions of this Agreement, it will request reimbursement for those actual, reasonable and necessary costs incurred by the School Board which are directly attributable and properly allocable to the Services. The School Board shall invoice the County for these Services, monthly, with invoices certified by the School Board pursuant to Appendix B-Budget Forms, within 30 days of each month following the month in which the services were rendered, unless the County grants an extension in writing. All invoices shall be furnished with detailed monthly line-item budget summary which shall be segregated by all Program costs and Administrative costs. School Board shall include costs such as the staff accountant's salary and audit services; 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 School Board.

Payment requests shall be automated and accompanied by the reimbursement package, including payroll taxes, insurance, and any backup documentation to support reimbursement, copies of cancelled checks, payroll registers, and any other such documentation requested by the County. Requests for reimbursement shall be based on a line-item budget and taken from the books of account kept by the School Board, and shall be supported by copies of payroll registers, payroll distribution, receipt bills or other documents reasonably required by the County, and shall clearly show the County's contract number and shall have a unique invoice number assigned by the School Board.

In accordance with section 218.74, Florida Statutes, and section 2-8.1.4 of the Code of Miami-Dade County ("Code"), the time at which payment shall be due from the County shall be forty-five (45) calendar days from receipt of a proper invoice. 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.

Budget Modification Requests: The School Board may shift funds between line items not to exceed ten percent (10%) of the total budget upon submission and approval by the County of a Budget Modification Request. Variances greater than ten percent (10%) in any line item require prior approval and budget modification approved by the School Board's authorized representative and the County. The School Board may amend their budget with prior approval from the County throughout the Program Year, but no later than May 31st.

Monthly Advance Requests:

Within 30 business days of execution of this Agreement, the School Board may request to be enrolled to receive monthly advance payments. The request should include the amount requested and the justification(s) for that amount. All monthly advance payment requests will be due to the County seven (7) business days prior to the beginning of the month for which the School Board shall provide Services. Upon receipt of the request by the County, and the County's approval, the School Board's monthly request for reimbursement for the service month for which a monthly advance payment was received by the School Board will be processed. No advance request will be processed without the receipt of the prior month's reimbursement request.

Monthly Advance Payment: The County limits the monthly advance payment to the equivalent of the School Board's approved annual budget divided by the total school days in the Program Year, which is then multiplied by the number of school days in the month for which an advance payment is requested. The County shall apply the amount of the advance payment toward the amount due to the School

Board and remit the net difference to the School Board. The County's plan is to permit no monthly advance payment to be provided to the School Board in the final month of the Program Year. Prior to the disbursement of any funds, the School Board must submit to the County a completed authorized signature form, denoting the names and signatures of all persons authorized to sign monthly advances, checks and contracts. No advance payments will be made to agencies who have not submitted the reimbursement request for the prior month.

Monthly Line- Item Budget Summaries: The School Board agrees to furnish the County a detailed computerized 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 School Board as required herein.

1. Each computerized package must include copies of paid payroll taxes, insurance, and 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 non-federal fund match.
2. All computerized reimbursements packages shall be submitted within thirty (30) working days after the end of the month.
3. Reimbursement of credit card purchases requires proof of a full statement of the credit card which reimbursement is requested has a zero balance.
4. Reimbursement for a lump sum payment of accrued leave will be disallowed. The County Fiscal Unit reserves the right to review invoices to support all payments.
5. 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 costs at a rate in excess of Executive Level II. Consolidated Appropriations Act 2021, Public Law 116-260, signed into Law December 22, 2020, restricts the amount of direct salary which may be paid to an individual under an DHHS grant(s), cooperative agreement, or applicable contract to a rate no greater than Executive Level II of the Federal Executive Pay Scale. The rate for any HS or EHS employee cannot exceed the most current Federal Executive Level II of the Federal Executive Pay Scale. Compensation includes salary, bonuses, periodic payments, severance pay, the value of any vacation time, and the value of any compensatory or paid leave benefit.
6. The County will not approve payments for volunteer services provided to the School Board in support of the services detailed in this Contract.
7. The School Board further agrees to maintain originals of cancelled checks, invoices, receipts, and other evidence of indebtedness as a proof of expenditure. When original documents cannot be produced, the School Board must adequately justify their absence in writing and furnish copies as proof of expenditure. Notwithstanding and subject to any Public Records retention schedule, these documents shall be maintained by the School Board for a period of no less than five (5) years and shall be made available for County staff inspection at any time.
8. The School Board must get prior written approval for the purchase of equipment and other capital expenditures as described in 2 C.F.R. § 200.439. Prior written approval must also be obtained under 2 C.F.R. § 200.439(b)(2-3) and 45 C.F.R. Part 1303 to use HS grant funds for the initial or ongoing purchase, construction, and major renovation of facilities. No HS grant funds may be used toward the payment of one-time expenses, principal, and interest for the acquisition, construction, or major renovation of a facility without prior written approval of the Administration for Children and Families.

Additional Requirements/Specific Reimbursement Requests

1. The School Board shall provide to the County automated 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.
2. Invoices more than thirty (30) calendar days will not be reimbursed.
3. Reimbursement for retroactive payment of staff positions more than sixty (60) days after the County's approval of qualifications of staff will be disallowed.
4. The School Board shall provide documentation of compliance with the Davis-Bacon Act for construction/renovation projects more than \$2,000.00.
5. Reimbursement for Administrative costs shall not exceed ten percent (10%) of the combined contracted amount and matched amount for the HS/EHS budget.

Invoices and associated back-up documentation shall be submitted electronically or in hard copy format by the School Board to the County as follows:

Miami-Dade County
Community Action and Human Services Department
Head Start Program

701 NW 1st Court
OTV 10-177
Miami, FL, 33136
Attention: Fiscal Administrator
Email: Brenda.Williams@miamidade.gov
Phone 786-469-4748

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

ARTICLE 9. MONITORING

Pursuant to HSPPS Part 1302.101 and 1302.102(b):

The School Board shall establish and implement procedures for the ongoing monitoring of their HS/EHS operations to ensure that such operations effectively conform to all federal regulations, the HSPPS, the Act, and applicable state and local legislation, statutes, ordinances, and regulations, and this Agreement.

a) Pursuant to the Act, 42 U.S.C. § 9836a, as may be amended, the School Board shall comply with the County's on-going monitoring policies and procedures, which include but may not be limited to quarterly monitoring, review sessions, and a minimum of one unannounced visit per Program Year, during which time the County shall be granted immediate access to monitor the site.

b) The County will inform the School Board of any findings identified through the monitoring of School Board operations. The School Board shall present any deficiencies to its governing body. The County may submit the findings to the School Board's governing body as well. In the event findings are identified, the County will assist the School Board with developing plans, including timetables, for addressing identified problems in accordance with the Act, 42 U.S.C. § 9836a, as may be amended, and applicable regulations.

c) When a substantial error or misrepresentation of fiscal expenditures has been made by the School Board, which results in an overpayment of funds under this Agreement to such School Board, the School Board shall reimburse the County within thirty (30) days of notice.

ARTICLE 10. INDEMNIFICATION AND INSURANCE

For causes of action where section 768.28, Florida Statute applies, the School Board's duty to indemnify and hold harmless the County is subject to the sovereign immunity limitations and claims bill requirement contained in section 768.28, Florida Statutes. In all other actions, the School Board shall indemnify, defend and hold harmless without any monetary limitation, the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, which the County 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 this Agreement by the School Board or its employees, agents, servants, partners, principals or Subcontractors. In addition, the School Board 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 County, where applicable, including appellate proceedings, and, subject to the limitations set forth herein, if applicable, shall pay all costs, judgments, and attorney's fees which may issue thereon. The County acknowledges, understands and agrees that the School Board is self-insured and shall provide a self-insurance letter to the County prior to the Effective Date of this Agreement. The School Board expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the School Board shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents, and instrumentalities as herein provided.

The School Board shall comply with Fidelity Bond requirements covering officials and employees of the private nonprofit School Board authorized to distribute Program funds pursuant to HSPPS Part 1303.12. The School Board shall keep on file documented coverage and furnish to the County's Program with the start of each Program Year.

Upon County's notification, the School Board shall furnish to the Strategic Procurement Department, certificate(s) of insurance that indicate that insurance coverage has been obtained, which meets the requirements as outlined below:

1. Worker's Compensation Insurance for all employees of the Contractor as required by Chapter 440, Florida Statutes.
2. Commercial General Liability Insurance in an amount not less than \$1,000,000 each occurrence \$2,000,000 aggregate to include Abuse and Molestation. **Miami-Dade County must be shown as an additional insured**
3. Automobile liability covering all owned, non-owned, and hired vehicles for \$1,000,000 combined single limit.
4. Professional Liability in an amount not less than \$1,000,000 each claim \$2,000,000 aggregate covering claims arising out of the rendering or failure to render professional services or provision of products.
5. Accident insurance with a limit of \$25,000 per accident. Catastrophic Benefit Amount \$500,000. AD&D Aggregate \$1,000,000

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 "A-" as to management, and no less than "Class VII" as to financial strength, by 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 Financial Services and are a member of the Florida Guaranty Fund.

The mailing address of Miami-Dade County as the certificate holder must appear on the certificate of insurance as follows:

**Miami-Dade County
111 NW 1st Street
Suite 2340
Miami, Florida 33128-1974**

Compliance with the foregoing requirements shall not relieve the School Board 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. If the certificate of insurance is received within the specified timeframe but not in the manner prescribed in this Agreement, the School Board shall have an additional five (5) business days to submit a corrected certificate to the County. If the School Board fails to submit the required insurance documents in the manner prescribed in this Agreement within fifteen (15) business days, the School Board 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.

The School Board shall assure that the certificate of insurance required in conjunction with this section remain in full force for the term of the Contract, including any renewal or extension periods that may be exercised by the County. If the certificate of insurance is scheduled to expire during the term of the Contract, the School Board shall submit new or renewed certificate of insurance to the County before such expiration. If expired certificate of insurance is/are not replaced or renewed to cover the Contract period, the County may suspend the Contract until the new or renewed certificate is/are received by the County in the manner prescribed herein. If such suspension exceeds thirty (30) calendar days, the County may, at its sole discretion, terminate the Contract for cause and the School Board shall be responsible for all direct and indirect costs associated with such termination.

ARTICLE 11. MANNER OF PERFORMANCE

- a) The School Board shall provide the Work 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 Work described herein and to full and prompt cooperation by the School Board in all aspects of the Work.

- b) The School Board always agrees that it will employ, maintain, and assign to the performance of the Work a sufficient number of competent and qualified professionals and other personnel to meet the requirements to which reference is hereinafter made. The School Board agrees to adjust its personnel staffing levels or to replace any of its personnel if so, directed upon reasonable request from the County, should the County make a determination, in its sole discretion, that said personnel staffing is inappropriate or that any individual is not performing in a manner consistent with the requirements for such a position. The County may require, the School Board shall promptly remove from the Program any School Board employee, Subcontractor, or other person performing Work hereunder if they put the health or safety of a child or co-worker at risk, violate the standards of conduct outlined in HSPPS 1302.90, are insubordinate, misuse or misappropriate funds, or whose continued employment or participation in the HS/EHS Program is similarly not in the best interest of the Program.
- b) The School Board agrees to defend, hold harmless and indemnify the County and shall be liable and responsible for all claims, suits, actions, damages, and costs (including attorneys' fees and court costs) made against the County, occurring on account of, arising from or in connection with the removal and replacement of any School Board's personnel performing Services hereunder at the behest of the County. Removal and replacement of any School Board's personnel as used in this Article shall not require the termination and/or demotion of such School Board's personnel.
- d) The School Board 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 Work described herein, in a competent and professional manner.
- e) The School Board shall always cooperate with the County and coordinate its respective work efforts to maintain the progress most effectively and efficiently in performing the Work.
- f) The School Board 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, whether or not specifically mentioned in this Agreement.
- g) The School Board shall ensure that each employee has and wears proper identification at all times Services are being provided (such as a School Board employment identification card).

ARTICLE 12. EMPLOYEES OF THE CONTRACTOR

All employees of the School Board shall be, at all times, employees of the School Board under its sole direction and not employees or agents of the County.

ARTICLE 13. INDEPENDENT CONTRACTOR RELATIONSHIP

The School Board is, and shall be, in the performance of all Work 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 performed or Services provided pursuant to this Agreement shall always, and in all places, be subject to the School Board's sole direction, supervision, and control. The School Board shall exercise control over the means and manner in which it and its employees perform the Work, and in all respects the School Board'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 School Board 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. The County does not have the power or authority to bind the School Board in any promise, agreement, or representation other than specifically provided for in this Agreement.

ARTICLE 14. DISPUTE RESOLUTION PROCEDURE

- a) The School Board and the County will seek to amicably resolve, in good faith, all questions of any nature arising out of, under, or in connection with, or in any way related to, or on account of, this Agreement. Should such questions arise, the Program Manager will consider all relevant documentation and elicit feedback and explanation(s) from the School Board's Program Supervisor. The Program 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; questions as to the interpretation of the Scope of Services; and claims for damages, compensation and losses. The School Board shall be bound by all determinations made by the Program Manager and shall promptly comply with the directives of the Program Manager, including the withdrawal or modification of any previous directives. Where directives are given orally, they will be issued in writing by the Program Manager as soon thereafter as is practicable.

- b) In the event that the School Board and the Program Manager unable to resolve their difference, the School Board 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.
 - 1) In the event of such dispute, the Parties authorize the County Mayor or designee, who may not be the Program 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 or designee's purview as set forth above shall be conclusive, final and binding on the Parties. Said decisions shall be fair and impartial when exercised or taken. Any such dispute shall be brought, if at all, before the County Mayor or designee within ten (10) days of the occurrence, event, or act out of which the dispute arises.
 - 2) The County Mayor or designee may base their decision on such assistance as may be desirable, including advice of experts, but in any event shall base the decision on an independent and objective determination of whether School Board's performance or any Deliverable meets the requirements of this Agreement and any specifications with respect thereto set forth herein. The effect of any decision shall not be impaired or waived by any negotiations or settlements or offers made in connection with the dispute, whether or not the County Mayor or designee participated therein, or by any prior decision of others, which prior decision shall be deemed subject to review, or by any termination or cancellation of the Agreement. All such disputes shall be submitted in writing by the School Board to the County Mayor or designee for a decision, together with all evidence and other pertinent information regarding such questions, in order that a fair and impartial decision may be made. Whenever the County Mayor or designee 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 or designee, as appropriate, shall render a decision in writing and deliver a copy of the same to the School Board. Except as such remedies may be limited or waived elsewhere in the Agreement, School Board reserves the right to pursue any remedies available under law after exhausting the provisions of this Article.
- c) This Article will survive the termination or expiration of this Agreement.

ARTICLE 15. MUTUAL OBLIGATIONS

- a) This Agreement, including attachments and appendices 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 the 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.
- c) In those situations where this Agreement imposes an indemnity obligation on the School Board, the County may, at its expense, elect to participate in the defense if the County should so choose. Furthermore, the County may at its own expense defend or settle any such claims if the School Board fails to diligently defend such claims, and thereafter seek indemnity for such defense or settlement costs from the School Board.

ARTICLE 16. QUALITY ASSURANCE/QUALITY ASSURANCE RECORD KEEPING

The School Board shall establish and consistently implement a system of ongoing oversight that ensures effective implementation of this

Agreement, including ensuring child health/safety and in accordance with other local, state, and federal regulation and policy requirements.

ARTICLE 17. AUDITS

The School Board shall maintain complete and accurate records to substantiate compliance with the requirements set forth in the Agreement. In addition to any obligation to retain records in accordance with the Public Records Law, Chapter 119, Florida Statutes, The School Board shall retain such records and all documents relevant to the Work for a period of three (3) years from the expiration of this Agreement and any extension thereof. The County, or its duly authorized representatives and governmental agencies, shall until the expiration of three (3) years after the expiration of this Agreement and any extension thereof, have access to and the right to examine and reproduce any of the School Board'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.

The School Board 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. 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 Section 2-481 of the Code, the Contractor 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 within five (5) business days of the Commission Auditor's request. The Contractor 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.

Pursuant 45 CFR 75.501, the School Board receiving at least \$750,000 in federal funding must have a single audit for each Program Year.

Audit Requirements

- Audit Required. All non-Federal entities that expend \$750,000 or more in a year in Federal Awards shall have a single audit or a program-specific audit conducted for that year in accordance with the provisions of 2 CFR Part 200 Subpart F Audit Requirements.
- Single Audit. All non-Federal entities that expend \$750,000 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 below.
- 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 School Board, or the same Federal School Board and the same pass-through entity, and that Federal School Board or pass-through entity in the case of a sub-recipient, approves in advance a program-specific audit.
- Exemption when Federal awards expended are less than \$750,000. A non-Federal entity that expends less than \$750,000 in Federal awards during the non-Federal entity's fiscal year is exempt from Federal audit requirements for that year, except as noted in 2 CFR §200.503, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

The School Board shall submit annually to the County a complete copy of their annual, School Board-wide audit reports performed by an independent auditor covering each of the fiscal years for which Head Start funds were awarded. Audits of School Board must comply with 2 CFR Part 200 Subpart F Audit Requirements.

ARTICLE 18. SUBSTITUTION OF PERSONNEL

In the event the School Board needs to substitute personnel, the Contractor must notify the County in writing and request written approval for the substitution at least ten (10) business days prior to effecting such substitution. However, such substitution shall not become effective until the County has approved said substitution.

ARTICLE 19. CONSENT OF THE COUNTY REQUIRED FOR ASSIGNMENT

The School Board 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 School Board causes 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 School Board; and the School Board will not be in any manner thereby discharged from its obligations and liabilities hereunder, but will be liable hereunder for all acts, omissions, and negligence of the Subcontractor, its officers, agents, and employees, as if they were employees of the Contractor. The Services performed by the Subcontractor will be subject to the provisions hereof as if performed directly by the School Board.
- b) The School Board, before making any subcontract for any portion of the Work, will state in writing to the County the name of the proposed Subcontractor, the portion of the Work 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 School Board not to award any subcontract to a person, firm or corporation disapproved by the County.
- c) Before entering into any subcontract hereunder, the School Board will inform the Subcontractor fully and completely of all provisions and requirements of this Agreement relating either directly or indirectly to the Work to be performed. Such Work 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 Work 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 Work of the same general type which is required to be performed under this Agreement.
- c) The County shall have the right to withdraw its consent to a subcontract if it appears to the County that the Subcontractor will delay, prevent, or otherwise impair the performance of the School Board's obligations under this Agreement. All Subcontractors are required to protect the confidentiality of the County's proprietary and confidential information. School Board shall furnish to the County copies of all subcontracts between School Board and Subcontractors and suppliers hereunder. Within each such subcontract, there shall be a clause for the benefit of the County in the event the County finds the School Board in breach of this Contract, permitting the County to request completion by the Subcontractor of its performance obligations under the subcontract. The clause shall include an option for the County to pay the Subcontractor 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.
- d) In no event shall County funds be advanced to any Subcontractor hereunder.

ARTICLE 21. ASSUMPTION, PARAMETERS, PROJECTIONS, ESTIMATES AND EXPLANATIONS

The School Board understands and agrees that any assumptions, parameters, projections, estimates, and explanations presented by the County were provided to the Contractor for evaluation purposes only. However, since these assumptions, parameters, projections, estimates, and explanations represent predictions of future events the County makes no representations or guarantees; and the County shall not be responsible for the accuracy of the assumptions presented; and the County shall not be responsible for conclusions to be drawn therefrom; and any assumptions, parameters, projections, estimates and explanations shall not form the basis of any claim by the School Board. The School Board accepts all risk associated with using this information.

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) This Agreement may be terminated for cause by the County for reasons including, but not limited to, (i) the School Board commits an Event of Default (as defined below in ARTICLE 24) and fails to cure said Event of Default (as delineated below in ARTICLE 25), (ii) School Board attempts to meet its contractual obligations to the County through fraud, misrepresentation, or material misstatement; or (iii) the County demonstrates cost effectiveness.
- b) This Agreement may also be terminated for convenience by the County. Termination for convenience is effective on the termination date stated in the written notice provided by the County.
- c) If County terminates this Agreement for cause under ARTICLE 23(a) above, the County may, in its sole discretion, also terminate or cancel any other contract(s) that such individual or corporation or other entity has with the County and that such individual, corporation or other entity shall pay all direct or indirect costs associated with such termination or cancellation, including attorneys' fees.
- d) In the event that the County exercises its right to terminate this Agreement, the School Board 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") or non-renewal;
 - ii. take such action as may be necessary for the protection and preservation of the County's materials and property;
 - iii. cancel all pending and/or unfulfilled 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
 - vi. reimburse the County a proration of the fees paid annually based on the remaining months of the term per the compensation listed in Appendix B.
 - vii. Comply with Article 43 of the Contract pertaining to the transfer of public records to the County.
 - viii. Remove all references to Miami-Dade County Head Start/Early Head Start Program on it site(s), website, social media accounts, advertisements and promotional materials, to coincide with the effective date of such termination or expiration.
- e) In the event that the County exercises its right to terminate this Agreement, the School Board 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. non-cancelable 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 are subject to audit.
- g) In the event the County terminates this Agreement, the County or its designated representatives may immediately take possession of all applicable equipment, materials, products, documentation, reports, and data purchased with HS/EHS funds.

ARTICLE 24. EVENT OF DEFAULT

- a) An Event of Default is a material breach of this Agreement by the School Board, and includes but is not limited to the following:

- i. the School Board has not performed Services (including, but not limited to, meeting enrollment numbers, protecting the health and safety of students served, meeting the disability requirement, meeting the nutritional needs of children, etc.) in a manner deemed acceptable to the County;
 - ii. the School Board has not delivered Deliverables and/or Services on a timely basis;
 - iii. the School Board has refused or failed to supply enough properly skilled staff personnel;
 - iv. the School Board has become insolvent (other than as interdicted by the bankruptcy laws), or has assigned the proceeds received for the benefit of the School Board's creditors, or the School Board has taken advantage of any insolvency statute or debtor/creditor law or if the School Board's affairs have been put in the hands of a receiver;
 - v. the School Board has failed to obtain the approval of the County where required by this Agreement or applicable HS regulations;
 - vi. the School Board has failed to provide "adequate assurances" as required under subsection b below;
 - vii. the School Board has failed in the representation of any warranties stated herein;
 - viii. the School Board has failed to make prompt payment to Subcontractors or suppliers for any Services;
 - ix. the School Board has failed to comply with Public Records Law;
 - x. The County has determined the School Board's performance or nonperformance has resulted in a deficiency as defined pursuant to section 641A(c)(1)(A), (C), or (D) of the Act;
 - xi. the School Board fails to establish, utilize, and analyze children's progress on agency-established School Readiness goals;
 - xii. the School Board scores below minimum thresholds in the Classroom Assessment Scoring System: Pre-K (CLASS) domains or in the lowest 10 percent in any of the three domains of the agencies monitored in a given year unless the average score is equal to or above the standard of excellence;
 - xiii. the School Board has a revocation of a license to operate a center or program;
 - xiv. the Delegate has a suspension or termination from another state or federally funded program;
 - xv. the Delegate receives a debarment from receiving federal or state funds or disqualified from the Child and AdultCare Food Program; or
 - xvi. the Delegate has an audit finding of at risk for "a going concern."
- b) Adequate Assurances: When, in the opinion of the County, reasonable grounds for uncertainty exist with respect to the School Board's ability to perform the Work or any portion thereof, the County may request that the School Board, within the timeframe set forth in the County's request, provide adequate assurances to the County, in writing, of the School Board's ability to perform in accordance with the terms of this Agreement. Until the County receives such assurances, the County may request an adjustment to the compensation received by the School Board for portions of the Work which the School Board has not performed. In the event that the School Board fails to provide to the County the requested assurances within the prescribed timeframe, the County may:
- i. treat such failure as a repudiation and/or material breach of this Agreement; and
 - ii. resort to any remedy for breach provided herein or at law, including but not limited to, taking over the performance of the Work or any part thereof either by itself or through others.

ARTICLE 25. NOTICE OF DEFAULT - OPPORTUNITY TO CURE

If an Event of Default occurs in the determination of the County, the County shall notify the School Board (the "Default Notice"), specifying the basis for such default. The County shall, except for life and safety issues, allow the School Board fifteen (15) business days to rectify the default or, in the discretion of the County, to provide a plan to rectify the default and to the County's reasonable satisfaction. 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 School Board has commenced curing such default and is effectuating a cure with diligence and continuity during the specified cure period. In the event a School Board fails to cure a default and the County suspends payment for the Program, the School Board may risk non-repayment of funds for its continued operation of the Program and shall cease using the County logo in connection with its Program.

ARTICLE 26. REMEDIES IN THE EVENT OF DEFAULT

If an Event of Default occurs, whether or not the County elects to terminate this Agreement as a result thereof, the School Board shall be liable for all liabilities, claims, and damages resulting from the default. The County reserves the right to bring any suit or proceeding for specific performance or for an injunction. The School Board reserves the right to pursue any remedies available under law.

ARTICLE 27. PATENT AND COPYRIGHT INDEMNIFICATION

- a) The School Board shall not infringe on any copyrights, trademarks, service marks, trade secrets, patent rights, other intellectual property rights or any other third-party proprietary rights in the performance of the Work.
- b) The School Board 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 copyrights, trademarks, service marks, trade secrets, patent rights, other intellectual property rights or any other third party proprietary rights.
- c) Subject to the limits of section 768.28, Florida Statutes, if applicable, the School Board 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 School Board at its own expense, including the payment of attorney's fees, shall indemnify, and hold harmless the County, subject to the limitations of section 768.28, Florida Statute, if applicable, and defend any action brought against the County with respect to any claim, demand, cause of action, debt, or liability.
- d) 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 School Board 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 School Board's expense, the rights provided under this Agreement to use the item(s).
- e) The School Board 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 School Board shall enter into agreements with all suppliers and Subcontractors at the School Board'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.

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 School Board or its Subcontractors in the course of the performance of such Services, or the results of such

Services, or for 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 School Board 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. Neither the School Board 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. Additionally, the School Board expressly agrees to be bound by and to defend, indemnify and hold harmless the County, and their officers and employees from the breach of any federal, state, or local law in regard to the privacy of individuals.

- b) The School Board 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 School Board agrees to cooperate fully and provide any assistance necessary to ensure the confidentiality of the Confidential Information.
- c) 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 School Board shall immediately turn over to the County all such Confidential Information existing in tangible form, and no copies thereof shall be retained by the School Board 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 School Board shall accompany such materials.

ARTICLE 29. PROPRIETARY INFORMATION

The School Board 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 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 School Board 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 (the "Computer Software"). All third-party license agreements must also be honored by the School Board 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 School Board's employees with the approval of the lessor or School Board's thereof. This includes mainframe, minis, telecommunications, personal computers, and all information technology software.

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

ARTICLE 30. PROPRIETARY RIGHTS

- a) The School Board 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 School Board hereunder or furnished by the School Board to the County and/or created by the School Board for delivery to the County, even if unfinished or in process, as a result of the Services the School Board performs in connection with this Agreement, including all copyright and other proprietary rights therein, which the School Board as well as its employees, agents, Subcontractors and suppliers may use only in connection with the performance of Services under this Agreement. The School Board shall not, without the prior written consent of the County, use such documentation on any other project in which the School Board or its employees, agents, Subcontractors, or suppliers are or may become engaged. Submission or distribution by the School Board 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 Developed Works shall become the property of the County. Accordingly, neither the School Board 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 School Board, or any employee, agent, Subcontractor or supplier thereof, without the prior written consent of the County, except as required for the Contractor's performance hereunder.
- c) Except as otherwise provided in subsections a and b above, or elsewhere herein, the School Board 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 School Board 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. SUPPLIER/VENDOR REGISTRATION/CONFLICT OF INTEREST

- a) **Supplier/Vendor Registration**
The School Board shall be a registered vendor with the County – Strategic Procurement Department, for the duration of this Agreement. In becoming a registered vendor with Miami-Dade County, the vendor's Federal Employer Identification Number (FEIN) must be provided, via submission of Form W-9 and 147c Letter, as required by the Internal Revenue Service (IRS). If no FEIN exists, the Social Security Number of the owner must be provided as the legal entity identifier. This number becomes School Board'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**
- **Payments to individual/Contractor for goods and services provided to Miami-Dade County**
- **Tax reporting purposes**
- **Provision of unique identifier in the vendor database used for searching and sorting departmental records**

The School Board confirms its commitment to comply with the vendor registration requirements and the associated affidavits available in **INFORMS** at <https://supplier.miamidade.gov>.

- b) **Conflict of Interest and Code of Ethics**
Sections 2-11.1 (c) and (d) of the Code require that any County official, agency/board member or employee, or any member of his or her immediate family who, through a firm, corporation, partnership or business entity, has a 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 obtain and submit a written conflict of interest opinion from the County's Ethics Commission prior to the official, agency/board member or employee, or his or her immediate family member entering into any contract or transacting any business with Miami-Dade County or any person or agency acting for Miami-Dade County. Any such contract or business transaction entered in violation of these subsections, as amended, shall be rendered voidable. All County officials, autonomous personnel, quasi-judicial personnel, advisory personnel, and employees wishing to do business with the County are hereby advised they must comply with the applicable provisions of Section 2-11.1 of the Conflict of Interest and Code of Ethics Ordinance.

ARTICLE 32. INSPECTOR GENERAL REVIEWS

The School Board understands that it may be subject to an audit, random or otherwise, by the County Auditor, the Office of the Miami-Dade County Inspector General or an Independent Private Sector Inspector General retained by the Office of the Inspector General, or the County Commission Auditor.

Independent Private Sector Inspector General Reviews

Pursuant to Miami-Dade County Administrative Order No. 3-20, the County has the right to retain the services of an Independent Private Sector Inspector General (the "IPSIG"), whenever the County deems it appropriate to do so. Upon written notice from the County, the School Board 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 School Board'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 apply to the School Board, 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 School Board in connection with this Agreement. The terms of this Article shall not impose any liability on the County by the School Board or any third party.

Miami-Dade County Inspector General Review

According to Section 2-1076 of the Code, 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. As a federal government-funded grant, the cost of the audit for this Contract, which is one quarter of one percent (0.25%) will not apply to this Contract.

Exception: The above application of one quarter of one percent (0.25%) fee assessment shall not apply to the following contracts: (a) IPSIG contracts; (b) contracts for legal services; (c) contracts for financial advisory services; (d) auditing contracts; (e) facility rentals and lease agreements; (f) concessions and other rental agreements; (g) insurance contracts; (h) revenue-generating contracts; (i) contracts where an IPSIG is assigned at the time the contract is approved by the Board; (j) professional service agreements under \$1,000; (k) management agreements; (l) small purchase orders as defined in Miami-Dade County Implementing Order No. 3-38; (m) federal, state and local government-funded grants; and (n) interlocal agreements. ***Notwithstanding the foregoing, the Miami-Dade County Board of County Commissioners may authorize the inclusion of the fee assessment of one quarter of one percent (0.25%) in any exempted contract at the time of award.***

Nothing contained above shall in any way limit the powers of the Inspector General to perform audits on all County contracts including, but not limited to, those contracts specifically exempted above. The Miami-Dade County Inspector General is authorized and empowered to review past, present, and proposed County and 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 IPSIGs 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 School Board, 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 School Board from the Inspector General or IPSIG retained by the Inspector General, the School Board 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 School Board'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 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.

ARTICLE 33. FEDERAL, STATE, AND LOCAL COMPLIANCE REQUIREMENTS

As applicable, School Board shall comply, subject to applicable professional standards, with the provisions of all applicable federal, state and the County orders, statutes, ordinances, rules and regulations which may pertain to the Services required under this Agreement, including, but not limited to:

- a) Miami-Dade County Small Business Enterprises Development Participation Provisions.

- b) The Clean Air Act of 1955, as amended, (42 U.S.C. §§ 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. §§ 1251-1387), as amended.
- c) The Davis-Bacon Act, as amended (40 U.S.C. §3141-3144 and 3146-3148) as supplemented by the Department of Labor regulations (29 C.F.R. Part 5).
- d) The Copeland "Anti-Kickback" Act (40 U.S.C. § 3145) as supplemented by the Department of Labor regulations (29 C.F.R. Part 2).
- e) Section 2-11.1 of the Code of Miami-Dade County, "Conflict of Interest and Code of Ethics Ordinance".
- f) Section 10-38 of the Code of Miami-Dade County, "Debarment of Contractors from County Work".
- g) Section 11A-60 - 11A-67 of the Code of Miami-Dade County, "Domestic Leave".
- h) Section 21-255 of the Code of Miami-Dade County prohibiting the presentation, maintenance, or prosecution of false or fraudulent claims against Miami-Dade County.
- i) The Equal Pay Act of 1963, as amended (29 U.S.C. § 206(d)).
- j) The prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07) and regulations issued pursuant thereto (24 C.F.R. Part 146).
- k) Section 448.07 of the Florida Statutes "Wage Rate Discrimination Based on Sex Prohibited".
- l) Chapter 11A of the Code of Miami-Dade County (§ 11A-1 *et seq.*) "Discrimination".
- m) Chapter 22 of the Code of Miami-Dade County (§ 22-1 *et seq.*) "Wage Theft".
- n) Any other laws prohibiting wage rate discrimination based on sex.
- o) Chapter 8A, Article XIX, of the Code of Miami-Dade County (§ 8A-400 *et seq.*) "Business Regulations".
- p) Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).
- q) Executive Order 12549 "Debarment and Suspension", which stipulates that no contract(s) are "to be awarded at any tier or to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs".

Pursuant to Resolution No. [R-1072-17](#), by entering into this Contract, the School Board is certifying that the School Board is in compliance with, and will continue to comply with, the provisions of items "i" through "n" above, as may be applicable.

The School Board shall hold all licenses and/or certifications, obtain and pay for all permits and/or inspections, and comply with all laws, ordinances, regulations and building code requirements applicable to the work required herein. Damages, penalties, and/or fines imposed on the County or School Board for failure to obtain and maintain required licenses, certifications, permits and/or inspections shall be borne by the School Board. The Project Manager shall verify the certification(s), license(s), and permit(s) for the School Board prior to authorizing Work and as needed.

Notwithstanding any other provision of this Agreement, Contractor 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 Contractor, constitute a violation of any law or regulation to which School Board is subject, including but not limited to laws and regulations requiring that School Board conduct its operations in a safe and sound manner.

ARTICLE 34. NONDISCRIMINATION

During the performance of this Contract, School Board agrees to not discriminate unlawfully against any employee or applicant for employment on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, status as victim of domestic violence, dating violence or stalking, or veteran status, and on housing related contracts the source of income.

By entering into this Contract, the School Board attests that it is not in violation of the Americans with Disabilities Act of 1990 (and related Acts) or Miami-Dade County Resolution No. R-385-95. If the School Board or any owner, subsidiary or other firm affiliated with or related to the School Board is found by the responsible enforcement agency or the County to be in violation of the Act or the Resolution, such violation shall render this

Contract void. This Contract shall be void if the School Board submits a false affidavit pursuant to this Resolution or the School Board violates the Act or the Resolution during the term of this Contract, even if the School Board was not in violation at the time it submitted its affidavit.

ARTICLE 35. CONFLICT OF INTEREST

The School Board 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 award of this Agreement.
- b) There are no undisclosed persons or entities interested with the School Board in this Agreement. This Agreement is entered into by the School Board 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 School Board directly or indirectly in any manner whatsoever in the execution or the performance of this Agreement, or in the Services, Deliverables 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 School Board or to the best of the Contractor's knowledge any Subcontractor or supplier to the School Board.
- c) Neither the School Board nor any officer, director, employee, agency, parent, subsidiary, or affiliate of the School Board shall have an interest which is in conflict with the School Board'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, provided the School Board 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 School Board 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, School Board shall promptly bring such information to the attention of the Program Manager. School Board shall thereafter cooperate with the County's review and investigation of such information and comply with the instructions Contractor receives from the Program Manager regarding remedying the situation.

ARTICLE 36. PROGRAM VISITS/COMMUNICATIONS/MARKETING

Communications or Program visits by State, Federal, or other Public Officials

School shall provide advance notice to the Program Manager of all visits by and communications with public officials, state or federal representatives, or similar such personnel to/with the School Board that relates to the Head Start/Early Head Start Program funded by the County. If the visit is related to the Head Start/Early Head Start Program funded by the County, a CSD representative must be invited to said visit.

Marketing and Publicity

School Board shall distribute a news release, previously approved by the County, to local news media outlets announcing it has been awarded funding by Miami Dade County Community Services Department (CSD) Head Start/Early Head Start Program. School Board shall prominently place a Miami Dade County CSD Head Start/Early Head Start sign decal on the main entry door or front window of each of its County-funded site locations (unless such placement of signage is specifically prohibited by Provider's lease).

School Board shall display the official Miami Dade County Logo on the home page of its website (if Provider maintains a website) and link it to the Miami Dade County Head Start / Early Head Start website (www.miamidade.gov/headstart); or, if the Delegate maintains another page on its website that displays the names and logos of its funding partners, School Board shall include the official Miami Dade County logo on that page and link it to the Miami Dade County Head Start/Early Head Start website (www.miamidade.gov/headstart). If the funded delegate is part of a larger entity, such as a university, the logo may be placed on the web page dedicated to that program on the Delegate's website. School Board shall in addition include the following paragraph, along with the logo, on the web page dedicated to the program funded by this Contract, or elsewhere on its website (in English/Spanish or English/Haitian Creole or all three languages, depending upon population served):

English:

The School Board's Head Start/Early Head Start services are funded by the Miami-Dade County CSD Head Start/Early Head Start Program.

Español:

Los servicios de Head Start y Early Head Start proporcionados por la Junta Escolar son subvencionados por los Programas Head Start y Early Head Start del Departamento de Servicios Humanos (CSD, por sus siglas en inglés) del Condado de Miami-Dade.

Kreyol:

Se Pwogram Head Start Early Head Start Konte Miami-Dade CSD ki finanse Konsèy Eskolè Sèvis Head Start/Early Head Start yo.

The School Board agrees that all program services, activities and events funded by this Contract shall recognize Miami Dade County CSD Head Start/Early Head Start as a funding source in any and all publicity, public relations and marketing efforts/materials created under its control on behalf of the program.

1. COMMUNICATION WITH MEDIA/NEWS OUTLETS

School Board shall request that all media representatives, when inquiring with School Board about the program services, activities and events funded by this Contract, recognize Miami Dade County CSD Head Start/Early Head Start as the primary funding source.

2. VIDEO

School Board agrees that any video it produces that depicts activities, services and events funded by this Contract shall include a full-screen graphic at its end recognizing Miami-Dade County CSD Head Start/Early Head Start as the primary funding source.

3. SOCIAL MEDIA

If School Board, Center, and/or school maintains social media accounts, they shall:

- a) Post an update on its social media accounts (e.g., Facebook, Twitter, Instagram, etc.) announcing it has been awarded a funding contract by Miami-Dade County CSD Head Start/Early Head Start Program, and tag Miami Dade County's CSD @CommunityServicesDepartment profile on those social media networks. If Miami Dade County CSD does not have a profile on a particular social media network, the post should link back to www.miamidade.gov/headstart.
- b) State it is funded by Miami-Dade County CSD Head Start/Early Head Start on all of its social media networks' "About" sections.
- c) Tag and/or mention Miami Dade County CSD Head Start/Early Head Start on all posts related to services, activities and events funded by this Contract.
- d) List Miami Dade County Head Start/Early Head Start @CommunityServicesDepartment page under "Liked by This Page" on its Facebook page (if the Delegate maintains a Facebook page).
- e) Follow the Miami Dade County CSD's Twitter account (if Delegate Agency maintains a Twitter account).

4. PRINTED MATERIALS

- a) School Board shall ensure that any and all printed materials it creates for program services, activities and events funded by this Contract, including, but not limited to, newsletters, news releases, brochures, fliers, advertisements, signs/banners, letters to program participants and/or their parents/guardians, or any other materials released to the media or general public, shall state that these program services, activities and events are funded by Miami Dade County CSD Head Start/Early Head Start.
- b) Further, School Board shall also employ the use of the appropriate Miami Dade County logo and/or language as stated above when recognizing said funding in any and all printed materials.
- c) Proofs of all printed material referenced herein must be submitted to Miami Dade County CSD department (headstartinfo@miamidade.gov) for approval prior to production/printing and release/distribution.
- d) School Board agrees to deliver to Miami Dade County CSD Head Start/Early Head Start, without charge, at least three (3) copies of any and all printed materials it creates for program services, activities and events funded by this Contract.

Press Release and Other Communications

School Board shall seek the prior written consent of the County to:

- a) Issue or permit to be issued any press release, advertisement or literature of any kind which refers to the County, or the Work being performed hereunder. Such approval may be withheld if for any reason the County believes that the publication of such information would be harmful to the public interest or is in any way undesirable or inaccurate; and

Communicate in any way with any contractor, department, board, agency, commission or other organization or any person whether governmental or private in connection with the Work to be performed hereunder except upon prior written approval and instruction of the County; and

- b) Except as may be required by law, the School Board and its employees, agents, Subcontractors, and suppliers will not represent, directly or indirectly, that any Work, Deliverables or Services provided by School Board or such parties has been approved or endorsed by the County.

ARTICLE 37. BANKRUPTCY

The County may terminate this Contract, if, during the term of any contract the School Board has with the County, the School Board becomes involved as a debtor in a bankruptcy proceeding, or becomes involved in a reorganization, dissolution, or liquidation proceeding, or if a trustee or receiver is appointed over all or a substantial portion of the property of the School Board under federal bankruptcy law or any state insolvency law.

ARTICLE 38. GOVERNING LAW

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 in Miami-Dade County.

ARTICLE 39. LIENS

The School Board is prohibited from placing a lien on County property. Similarly, the County is prohibited from placing a lien on School Board property. This prohibition shall apply to all Subcontractors of the respective parties.

ARTICLE 40. INTEREST OF MEMBERS, OFFICERS OR EMPLOYEES AND FORMER MEMBERS, OFFICERS OR EMPLOYEES

No member, officer, or employee of the County, no member of the governing body of the locality in which the Program is situated, no member of the governing body in which the Program was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the Program, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this Contract or the proceeds thereof.

ARTICLE 41. FORCE MAJEURE

Under applicable law, force majeure shall refer to an act of nature (such as, but not limited to, a hurricane, flood, and/or earthquake), war, terrorism, riot, sovereign conduct, strikes, lockouts, fires, epidemics and/or pandemic (other than coronavirus-2019), adverse governmental conditions or conduct of third parties.

Neither the County nor the School Board shall be held liable or responsible to the counterparty nor be deemed to have defaulted under or breached this Contract for failure or delay in performing any obligation under this Contract when such failure or delay is caused by an act of Force Majeure. Within twenty-four (24) hours of the occurrence of an act of Force Majeure, the affected party shall notify the counterparty of the act by sending an e-mail message to the Program Manager of the other party. In addition, the affected party shall provide to the counterparty within seven days of determining the cause of the Force Majeure, a written explanation via e-mail concerning the circumstances that caused the act of Force Majeure and the overall impacts to the Contract. Upon receipt of the written explanation, the parties shall mutually agree to any contractual modifications as necessary to continue the Contract with minimal impact to County operations. The County maintains the right to terminate the Contract for convenience or obtain the goods and/or services through a separate contract, taking over the performance of the Work or any part thereof either by itself or through others.

ARTICLE 42. FIRST SOURCE HIRING REFERRAL PROGRAM

Unless otherwise prohibited by DHHS or other applicable law, pursuant to Section 2-2113 of the Code, for all contracts for goods and services, the School Board, prior to hiring to fill each vacancy arising under a County contract shall (1) first notify Career Source South Florida ("CSSF"), the designated Referral Agency, of the vacancy and list the vacancy with CSSF according to the Code, and (2) make good faith efforts as determined by the County to fill a minimum of fifty percent (50%) of its employment needs under the County contract through the CSSF. If no suitable candidates can be employed after a Referral Period of three to five days, the School Board is free to fill its vacancies from other sources. School Board will be required to provide quarterly reports to the CSSF indicating the name and number of employees hired in the previous quarter, or why referred candidates were rejected. Sanctions for non-compliance shall include, but not be limited to: (i) suspension of Contract until School Board performs obligations, if appropriate; (ii) default and/or termination; and (iii) payment of \$1,500/employee, or the value of the wages that would have been earned given the noncompliance, whichever is less. Registration procedures and additional information regarding the First Source Hiring Referral Program are available at <https://iapps.careersourcesfl.com/firstsource/>.

ARTICLE 43. PUBLIC RECORDS AND CONTRACTS FOR SERVICES PERFORMED ON BEHALF OF MIAMI-DADE COUNTY

The School Board shall comply with the Public Records Laws, including but not limited to, (1) keeping and maintaining all public records that ordinarily and necessarily would be required by the County in order to perform the service; (2) providing the public with access to public records on the same terms and conditions that the County would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; (3) ensuring that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (4) meeting all requirements for retaining public records and transferring, at no cost, to the County all public records in possession of the School Board upon termination of the Contract and destroying any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements upon such transfer. In addition, all records stored electronically must be provided to the County in a format that is compatible with the information technology systems of the County. Failure to meet any of these provisions or to comply with Florida's Public Records Laws as applicable shall be a material breach of this Agreement and shall be enforced in accordance with the terms and conditions of the Agreement.

IF THE SCHOOL BOARD HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (305) 375-5773, SHANISE.HARRIS@MIAMIDADE.GOV, 111 NW 1st STREET, SUITE 1300, MIAMI, FLORIDA 33128.

ARTICLE 44. INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION and/or PROTECTED HEALTH INFORMATION

As part of this Agreement, it is necessary for the School Board to have access to certain information ("Information"), some of which may constitute Protected Health Information ("PHI").

The School Board shall protect the privacy and provide for the security of PHI, including, but not limited to electronic PHI, disclosed to the School Board, in compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996, the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH Act"), regulations promulgated thereunder, and other applicable laws. HIPAA mandates for privacy, security, and electronic transfer standards, include but are not limited to:

The Parties to the Underlying Agreement are committed to complying with the Standards for Privacy and Security of Individually Identifiable Health Information under HIPAA, the HIPAA Regulations, and the HITECH Act.

1. Definitions. Terms used, but not otherwise defined in this section shall have the same meaning as those terms found in HIPAA and the HIPAA Regulations.

- a. "Protected Health Information" or "PHI" means any information, whether transmitted or maintained in any form or medium: (i) that relates to the past, present, or future physical or mental health or 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 same meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to, 45 CFR § 160.103. [45 CFR Parts 160, 162 and 164].
- b. "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 health or 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 same meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to, 45 CFR § 160.103. [45 CFR Parts 160, 162 and 164].
- c. "Electronic Media" shall have the same meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to, 45 CFR § 160.103.
- d. "Security Incident" shall have the same meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to, 45 CFR § 164.304.
- e. "Subcontractor" shall have the same meaning given to such term under HIPAA and the HIPAA Regulations, including, but limited to, 45 CFR § 160.103.
- f. "Required by Law" shall have the same meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to, 45 CFR § 164.103 and 45 CFR § 164.512(a).
- g. "Minimum Necessary" shall have the same meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to, 45 CFR § 164.502(b) and 45 CFR § 164.512(d).

2. Obligations of School Board.

- a. Permitted Uses and Disclosures. School Board may use and/or disclose PHI received by School Board pursuant to the Agreement ("PHI") solely in accordance with the specifications set forth in Attachment A, which is incorporated herein by reference.
- b. Nondisclosure. School Board shall not use or further disclose PHI other than as permitted by the Agreement, or as required by law.
- c. Safeguards. School Board shall use appropriate safeguards, and comply, where applicable, with Subpart C of 45 CFR Part 164 with respect to ePHI, to prevent use or disclosure of PHI in a manner other than as provided in the Agreement. [45 CFR § 164.504(e)(2)(ii)(B)]. School Board shall maintain a comprehensive written information security program that includes administrative, technical, and physical safeguards appropriate to the size and complexity of the School Board's operations and the nature and scope of its activities. Appropriate safeguards used by School Board shall protect the confidentiality, integrity, and availability of the PHI and ePHI that is created, received, maintained, or transmitted as part of the Program. [45 CFR § 164.314(a)(2)(i)(A)]. The County has, at its sole discretion, and through its Risk Management Department, the option to audit, including inspect, School Board's safeguards at any time during the life of the Agreement, upon reasonable notice being given to School Board for production of documents and coordination of inspection(s).
- d. Reporting of Disclosures. School Board shall report to County's Program Manager any use or disclosure of PHI in a manner other than as provided in this Agreement. [45 CFR § 164.504(e)(2)(ii)(C)]. Associate shall report to Program Manager of any Security Incident of which it becomes aware, including breaches of unsecured PHI within five (5) business days after the discovery of the incident. Such report shall identify the information that has been or is reasonably believed to have been inappropriately used or disclosed; state the date(s) of the inappropriate use or disclosure and its discovery; describe the steps taken to investigate the inappropriate use or disclosure, mitigate its effects, prevent future inappropriate uses or disclosures; and provide to the County any other available information that the County may need to assess the violation and/or to include in the breach notification to the individual. [45 CFR § 164.404(c); 45 CFR § 164.314(a)(2)(i)(C)].
- e. School Board Agents and Subcontractors. School Board agrees and shall ensure that any agents, including Subcontractors, to whom it provides PHI or ePHI received from, or created or received by School Board, agree in writing to the same restrictions and conditions that apply to School Board with respect to such PHI and that such agents conduct their operations within the United States. School Board agrees and shall ensure that any agents, including Subcontractors, to whom it provides ePHI received, created, maintained, or transmitted on behalf of School Board, agrees in writing to implement appropriate safeguards to protect the confidentiality, integrity, and availability of that ePHI. [45 CFR § 164.502(e)(1)(ii) and 45 CFR § 164.314(a)(2)(i)(B)].
- f. Documentation of Disclosures. School Board agrees to document disclosures of PHI and information related to such disclosures as would be required for the County to respond to a request by an individual for an accounting of disclosures of PHI. School Board agrees to provide the County or an individual, within ten (10) days of the receipt of the request, information collected in accordance with the Underlying Agreement, to permit the County to respond to such a request for an accounting. [45 CFR § 164.528].
- g. Mitigation. School Board agrees to mitigate, to the extent practicable, any harmful effect that is known to School Board of a use or disclosure of PHI by School Board in violation of the requirements of this Agreement.
- h. Notification of Breach. During the term of this Agreement, v shall notify, in accordance the Program Manager and provide written notice no later than five (5) business days after the discovery 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. School Board 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.
- i. Expenses. Any and all expenses incurred by School Board in compliance with the terms of this Agreement or in compliance with the HIPAA Regulations shall be borne by School Board.
- j. No Third Party Beneficiary. The provisions and covenants set forth in this Agreement are expressly entered into only by and between School Board and the County and are intended only for their benefit. Neither party intends to create or establish any third party beneficiary status or right, or the equivalent thereof, in any other third party shall have any right to enforce or enjoy any benefit created or established by the provisions and covenants in this Agreement.

ARTICLE 45. VERIFICATION OF EMPLOYMENT ELIGIBILITY (E-VERIFY)

By entering into this Contract, the School Board and its Subcontractors are jointly and severally obligated to comply with the provisions of Section 448.095, Florida Statutes, as amended, titled "Employment Eligibility." The School Board affirms that (a) it has registered and uses the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees of the School Board; (b) it has required all Subcontractors to this Contract to register and use the E-Verify system to verify the work authorization status of all new employees of the Subcontractor; (c) it has an affidavit from all Subcontractors to this Contract attesting that the Subcontractor does not employ, contract with, or subcontract with, unauthorized aliens; and (d) it shall maintain copies of any such affidavits for duration of the Contract. Registration information is available at: (<http://www.uscis.gov/e-verify>)

If the County has a good faith belief that School Board has knowingly violated Section 448.09(1), Florida Statutes, then the County shall terminate this contract in accordance with Section 448.095(5)(c), Florida Statutes. In the event of such termination the School Board agrees and

acknowledges that it may not be awarded a public contract for at least one (1) year from the date of such termination and that Contractor shall be liable for any additional costs incurred by the County because of such termination.

In addition, if the County has a good faith belief that a Subcontractor has knowingly violated any provisions of Sections 448.09(1) or 448.095(5)(c), Florida Statutes, but School Board has otherwise complied with its requirements under those statutes, then School Board agrees that it shall terminate its contract with the Subcontractor upon receipt of notice from the County of such violation by Subcontractor in accordance with Section 448.095(5)(c), Florida Statutes.

Any challenge to termination under this provision must be filed in the Circuit or County Court by the County, School Board, or Subcontractor no later than twenty (20) calendar days after the date of contract termination.

ARTICLE 46. BACKGROUND SCREENING

1. School Board shall abide by all background screening and employment requirements of the Head Start/Early Head Start Program, including but not limited to HSPPS, Part 1302.90 and 42 U.S.C. 9843a, requiring interviews and verification of references of individuals seeking employment with the Program; and

2. School Board shall 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. School Board shall furnish the County with proof that employees, subcontracted personnel and volunteers, 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. 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 School Board fails to furnish to the County 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 School Board'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 School Board shall furnish the Head Start Program with proof that background screening Level 2 was completed. If the School Board fails to furnish to the HS Program Director 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 discretion of the County.

6. School Board shall retain all records demonstrating compliance with the background screening required herein for not less than three (3) 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.

ARTICLE 47. CONTRACTING WITH ENTITIES OF FOREIGN COUNTRIES OF CONCERN PROHIBITED

By entering into this Contract, the Contractor affirms that it is not in violation of Section 287.138, Florida Statutes (F.S.) titled Contracting with Entities of Foreign Countries of Concern Prohibited. Contractor further affirms that it is not giving a government of a foreign country of concern, as listed in Section 287.138, F.S., access to an individual's personal identifying information if: a) the Contractor is owned by a government of a foreign country of concern; b) the government of a foreign country of concern has a controlling interest in the Contractor; or c) the Contractor is organized under the laws of or has its principal place of business in a foreign country of concern as is set forth in Paragraphs 2(a)–(c) of Section 287.138, F.S. The affirmation by the Contractor shall be in the form attached to this Contract as Attachment A - Entities of Foreign Countries of Concern Prohibited Affidavit. This Contract shall not be effective unless and until Contractor executes such Affidavit.

ARTICLE 48. RESERVED.

ARTICLE 49. KIDNAPPING, CUSTODY OFFENSES, HUMAN TRAFFICKING AND RELATED OFFENSES AFFIDAVIT

By entering into, amending, or renewing this Contract, including, without limitation, a grant agreement or economic incentive program payment

agreement (all referred to as the "Contract"), as applicable, the School Board is obligated to comply with the provisions of Section 787.06, Florida Statutes ("F.S."), "Human Trafficking," as amended, which is deemed as being incorporated by reference in this Contract. All definitions and requirements from Section 787.06, F.S., apply to this Contract.

This compliance includes the School Board providing an affidavit that it does not use coercion for labor or services. This attestation by the School Board shall be in the form attached to the Solicitation as the Kidnapping, Custody Offenses, Human Trafficking and Related Offenses Affidavit (the "Affidavit") and must be executed by the School Board and provided to the County when entering, amending, or renewing this Contract.

This Contract shall be void if the School Board submits a false Affidavit pursuant to Section 787.06, F.S., or the School Board violates Section 787.06, F.S., during the term of this Contract, even if the School Board was not in violation at the time it submitted its Affidavit.

ARTICLE 50. 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 Contractor 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 51. TOTALITY OF AGREEMENT

This Agreement and Appendices, contain all the terms and conditions agreed upon by the parties:

Appendix A: Scope of Services

Appendix B: Budget Forms

Attachment A: Contracting With Entities of Foreign Countries of Concern Prohibited Affidavit

Attachment B: Kidnapping, Custody Offenses, Human Trafficking and Related Offenses Affidavit

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the date identified on the first page of this Agreement.

Contractor

Signature _____
Corporate Officer/Partner/Owner
or other authorized representative

Print Name _____

Title _____

Date _____

Miami-Dade County

Signature _____

for

Print Name Daniella Levine Cava

Title Mayor

Date _____

Attest

Corporate Officer (different than above) or
Witness (only if Corporate Officer/Partner/Owner signed
above)

Signature _____

Print Name _____

Title _____

Date _____

Attest

Juan Fernandez-Barquin
Clerk of the Court and Comptroller

Signature _____

Print Name _____

Title Deputy Clerk

Date _____

Approved as to form and legal sufficiency

Signature _____

Print Name _____

Title Assistant County Attorney

Date _____

APPENDIX A – SCOPE OF SERVICES***(Revised, Effective August 01, 2026)*****The School Board shall provide the following tasks and services and agrees to comply with the following requirements:****1 GENERAL REQUIRED SERVICES**

1. Operate a Head Start Program (Program), to include Head Start (HS) and/or Early Head Start (EHS) services, as applicable, that focuses on the delivery of comprehensive early childhood care and education services for pregnant women, infants and toddlers (birth – three year old) and/or pre-school aged children (three - 5 year old) of low income families.
2. Administer the Program in compliance with all applicable federal, state, and local laws, regulations, rules and guidance, including, but not limited to the Head Start Act (the Act), 42 U.S.C. Section 9831, et seq.; the Head Start Program Performance Standards (HSPPS); notices and instructions as promulgated by the U.S. Department of Health and Human Services (DHHS) Administration for Children and Families (ACF); Code of Federal Regulations (CFR), Title 45 Parts 1301, 1302, 1303, 1304, 1305, as may be amended; Title 41 U.S.C Section 4712; Florida Statutes (Section 402.301-402; Section 435-452; Section 120.60); Florida Administrative Code (Chapter 65C-22; Chapter 64E-11).
3. Operate the Program in full compliance with all applicable federal requirements, including any changes in law, regulation, or official guidance issued during the grant period, as a condition of continued funding and participation in the Program. Failure to comply with newly applicable federal requirements may result in corrective action, default, withholding of payments, and termination of this agreement.
4. Abide by the Miami-Dade County Head Start Program Policies and Procedures, found through Microsoft Teams and/or ChildPlus as may be amended, which are incorporated herein by reference.
5. The approved Program services shall provide a minimum of eight (8) hours of direct instructional child contact, per day, for 175 days, in accordance with the Miami-Dade Community Services Department (CSD) Head Start schedule, which is subject to change. The approved Early Head Start Program services shall provide a minimum of nine (9) hours of direct instructional child contact, per day, for a minimum of 46 weeks, approximately 215 days, in accordance with the CSD Early Head Start schedule, which is subject to change. Holidays and teacher workdays will be observed following the Miami-Dade County CSD Head Start/Early Head Start schedule. Any variation from this schedule must receive prior written approval from the Program Manager. School Board requesting to serve children for less than the stipulated hours may receive an adjusted cost per child.
6. Establish a Quality Assurance (QA) Program which ensures School Board compliance with HSPPS.
7. Administer the Program in the areas identified by Miami Dade County's Community Assessment, as approved by the County. A copy of the Update Community Assessment can be requested from Community Services Department.
8. Ensure that the majority of the School Board's funded slots are occupied by children within the targeted geographic area being serviced.

2 HUMAN RESOURCE MANAGEMENT

1. Abide by Miami-Dade County Head Start/Early Head Start Policies and Procedures 1302: Program Operations, Subpart I: Human Resources, as may be amended.
2. Maintain and update the School Board's personnel policies and procedures incorporating the requirements as specified in HSPPS Part 1302.90 (Personnel Policies), which includes, but is not limited to, establishing a Head Start Policy Committee to approve the process for hiring, promotion, demotion, and dismissal of Head Start funded staff (including contractual).
3. Submit all School Board staff/teacher resumes and educational credentials to the County for review and approval prior to hiring staff. Failure to follow these procedures will result in the disallowance, by the County, for personnel costs and any other indirect costs for those persons not approved by the County.
4. Ensure that staff (including contracted staff, as applicable) attend all mandatory meetings, including training and technical assistance meetings, monthly Executive Director's Meetings, and service area meetings, along with all other entities contracting with the County to provide Head Start/Early Head Start services, in order to enhance the delivery of comprehensive, integrated services. The County will provide the School Board with a 72-hour advance notice of upcoming Executive Director's meetings

unless it becomes necessary to call an emergency meeting, in which case as much advance notice will be given to the School Board as reasonably possible. The School Board Executive Director, or designee, shall maintain a 100% attendance rate at and participate in the monthly Executive Director's meetings and the annual Program Governance training.

5. Ensure that all staff paid with Head Start and Early Head Start Program funds, entirely or partially, attend the annual Pre-Service Training Conference, Infant and Toddler Conference, New Staff Orientation, and In-Service staff development trainings to, and all other mandatory trainings and meetings identified by the County.
6. Failure by the School Board to adhere to the 100% mandatory attendance requirements contained herein could result in default.
7. Curriculum specialists/coaches, as appropriate, shall obtain and maintain a current Classroom Assessment Scoring System (CLASS) reliability certification to conduct observations in all programs overseen by the curriculum specialist/coach. The curriculum specialist/coach will use the data from the assessment to identify the teaching teams' strengths, areas of growth and those in need of intensive supports. Curriculum specialists/coaches shall provide monthly intentional coaching to develop professional goals, conduct observations, provide feedback and modeling of developmentally appropriate classroom practices and provide resource materials. All coaching shall include practice-based and selected coaching enhancement strategies, that are aligned with the program's school readiness goals, and curriculum and professional development plan. The curriculum specialist/coach will provide ongoing communication with the program director, grantee education staff, and any other relevant staff.
8. Ensure that all Program teachers meet the requirements of HSPPS Part 1302.91 (e) (1-3).-
9. Ensure two paid and properly credentialed staff persons (a teacher and a teacher assistant or two teachers) for each classroom that meet the qualifications, as specified in 45 CFR Part 1302.91 (e) (1-3), to instruct and supervise the children enrolled in the Program. All Head Start teachers must have a minimum of an Associate Degree in Child Development or Early Childhood Education, equivalent coursework, or otherwise meet the requirements of section 648(A)(a)(3)(B) of the Act. All teacher assistants must have at least a child development associate (CDA) credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential; are enrolled in a program that will lead to an associate or baccalaureate degree; or are enrolled in a child development associate (CDA) credential program to be completed within two years of the time of hire. Ensure that all Early Head Start teachers providing direct services to infants and toddlers and families in Early Head Start centers have a minimum of a CDA credential or comparable credential and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development.
10. 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 child development, early childhood education, or equivalent coursework.
11. Ensure that staff who serve as education managers or coordinators, and curriculum specialists/coaches, 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 or Early Head Start classroom; and have a baccalaureate or advanced degree in early childhood education; or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience in accordance with Section 648A(a)(2)(B)(i) of the Act and HSPPS Part 1302.91(d)(2).
12. Ensure that staff who serves as a disabilities coordinator or in disabilities management hired after November 7, 2016, have, at a minimum, a baccalaureate degree, in the discipline they oversee, including early childhood development, and special education services for children in accordance with HSPPS Part 1302.91 (d)(1).
13. In accordance with HSPPS Part 1302.101, the School Board shall ensure that their program, fiscal, and human resources management structure is sufficient to provide effective management and oversight of all program areas and fiduciary responsibilities to enable delivery of high-quality services and all of the program services described in subparts C, D, E, F, G, and H of the HSPPS.
14. The School Board shall ensure that staff, consultants, and contactors engaged in the delivery of program services have sufficient knowledge, training, experience, and competencies necessary to fulfill the roles and responsibilities of their positions and to ensure high-quality service delivery in accordance with HSPPS Part 1302.91(a).
15. In accordance with HSPPS Part 1302.91(b), employ an Early Head Start and/or Head Start School Board Director with demonstrated skills and abilities in a management capacity relevant to human services program management. And each

delegate must ensure that an Early Head Start or Head Start director hired after November 7, 2016, has, at a minimum, a baccalaureate degree and experience in supervision of staff, fiscal management, and administration.

16. Ensure staff hired after November 7, 2016, who work directly with families on the family partnership process have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field in accordance with the HSPPS Part 1302.91(e)(7)
17. Ensure health procedures are performed only by a licensed or certified health professional and that all mental health consultants are licensed or under the supervision of a licensed mental health professional and that mental health consultants have knowledge of and experience in serving young children and their families.
18. Employ staff or consultants to support nutrition services who are registered dietitians and or nutritionist, licensed by the State of Florida, Department of Health with appropriate qualifications.
19. In accordance with HSPPS Part 1302.91(c), each School Board must assess staffing needs in consideration of the fiscal complexity of the organization and applicable financial management requirements and secure the regularly scheduled or ongoing services of a fiscal officer with sufficient education and experience to meet their needs. A program must ensure a fiscal officer hired after November 7, 2016 is a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field. The School Board shall ensure that a qualified fiscal officer and other management staff (i.e. licensed mental health consultant, etc.) and all other staff have the required license(s) and/or credentials needed for their position in accordance with applicable laws and regulations and have experience relevant to their positions.
20. Ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct, which include, but are not limited to refraining from using corporal punishment, or physically abusive behavior, sexually abusive behavior, emotionally harmful or abusive behavior; neglectful behavior in accordance with HSPSS Part 1302.90(c)(1).
21. Report reasonably suspected or known incidents of child abuse and neglect, as defined by the Federal Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C. 5101 note) and in compliance with Federal, State, local, and Tribal laws.
22. Comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part 1303 of this chapter and applicable Federal, State, local, and Tribal laws.
23. Ensure no child is left alone or unsupervised.
24. Ensure staff and program consultants or contractors are familiar with the ethnic backgrounds and heritages of families in the Program and are able to serve and effectively communicate, either directly or through interpretation and translation, with children who are dual language learners and to the extent feasible, with families with limited English proficiency, in accordance with HSPPS Part 1302.90(d).
25. Comply with HSPPS Part 1302.90(d)(2), requiring that if a majority of children in a class or home-based program speak the same language, at least one class staff member or home visitor must speak such language.
26. Comply with HSPPS Part 1302.90(e) regarding minimum personnel wages and established salary scales for Head Start Staff.
27. School Board and Early Child Care Partners will implement a pay level that aligns with staff salaries across the program, matches comparable industries in Miami-Dade County, and accounts for qualifications, responsibilities, experience, and work hours. Each agency and partner must create a fair wage scale based on these factors.
28. By August 1, 2031, all School Board and Early Child Care Partners must have an established and publicly available pay scale.
29. Inform new hires of the pay structure during onboarding.
30. Starting August 1, 2031, and every five years after, each School Board and Early Child Care Partner must review and assess their pay structure for comparability, fairness, and competitiveness.; and implement adjustments to align pay scales with industry standards and cost-of-living changes as recommended by the County
31. Starting August 1, 2031, and every five years thereafter, each School Board and Early Child Care Partner must review their pay structure to ensure it remains fair, competitive, and comparable to the local market.

32. The County will set minimum salaries for education staff comparable to K–3 teachers in the local school district, considering experience, role, responsibilities, and qualifications.
33. Starting August 1, 2026, School Board and Early Child Care Partners must annually review and adjust education staff salaries to align with local public-school benchmarks and track progress toward the August 2031 goal; this requirement also applies to contracted staff funded by Head Start, with contract terms ensuring salary alignment.
34. The County will use Miami-Dade County's Living Wage Ordinance (Section 2-8-9) to establish a living wage benchmark and calculate a salary floor based on 2,080 hours of work per year.
35. By August 1, 2031, School Board and Early Child Care Partners must adjust all salaries to meet or exceed the salary floor, update salaries annually based on changes to the living wage ordinance and communicate these updates regularly.
36. Baseline Review: School Board and Early Child Care Partners will review current salaries, considering qualifications, responsibilities, and experience, and identify any pay discrepancies related to the age group of children served.
37. Wage Alignment: School Board and Early Care Partners will assess local public school pay structures for comparable roles and adjust wages based on responsibilities, qualifications, and experience, without considering the age of children served.
38. Standardized Salary Ranges: A standardized pay scale will be developed for each role, aligned with the program's minimum wage/salary floor and local living wage standards.
39. Health Care: School Board and Early Child Care Partners must provide or facilitate access to high-quality, affordable health care for full-time staff and assist part-time staff with accessing marketplace or community health programs.
40. Paid Leave: Offer annual paid sick leave, personal days, and vacation time, with rollover options when applicable.
41. Behavioral Health Services: Provide short-term, free or low-cost behavioral health services through partnerships with mental health providers or Employee Assistance Programs (EAPs).
42. Child Care Support: Facilitate access to childcare resources, offer information about consumer education organizations, and assist eligible staff with applying for childcare subsidies.
43. Loan Forgiveness Support: Help eligible staff access Public Service Loan Forgiveness (PSLF) programs, provide documentation support, and educate staff on the process.
44. Benefits Comparison: Every five years, assess and ensure that staff benefits are comparable to those offered to elementary school staff in local or neighboring districts, considering health care, retirement, leave policies, and other offerings. Programs may also offer enhanced optional benefits.

3 ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE AND PROGRAM STRUCTURE

1. Abide by Miami-Dade County Head Start/Early Head Start Policies and Procedures Part 1302: Program Operations, Subpart A, B, and H, as may be amended.
2. Ensure staff provide families with the use of modern technologies to access the County's online and paper-based application system and assist families in applying for the Program.
3. Maintain the funded enrollment level from the start of the Program Year, and fill any vacancy as soon as possible. When a vacancy exists, no more than 30 calendar days may lapse before the vacancy is filled (refer to HSPPS, Part 1302.15(a)).
4. Develop and implement a recruitment process designed to actively inform all families with eligible children within the recruitment areas of the availability of Program services (Refer to HSPPS, Part 1302.13). Submit an Annual Recruitment Plan and proof of implementation to the County.
5. Input classroom attendance into ChildPlus and follow-up and document absences on a daily basis. For children who unexpectedly do not arrive at their usual time, center staff must make an attempt to contact the parent/guardian within one hour.

of usual arrival time.

6. Track attendance for each child and implement strategies to promote attendance by providing information about the benefits of regular attendance and supporting families to promote the child's regular attendance. This may include conducting a home visit or other direct contact with parents if child has had multiple unexplained absences.
7. Once confirmation has been received that the child is not returning to the program, consider the child's slot vacant and fill the slot with a new or transferred child, in coordination with the County.
8. Provide the County with its eligibility, recruitment, selection, enrollment and attendance requirements and procedures as specified in HSPPS Part 1302 Subpart A.
9. Maintain eligibility determination records as required by HSPPS Part 1302.12(k).
10. Afford priority for selection and enrollment to children transferring within the County's Head Start and Early Head Start Program.
11. 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).
12. Maintain a minimum of ten percent (10%) of the School Board's enrollment for children who have disabilities and provide disability services in accordance with HSPPS Part 1302 Subpart F.
13. Actively participate in and/or facilitate appropriate support strategies for children exhibiting behavioral concerns. This includes implementing interventions and coordinating with relevant staff and specialists, with the goal of preventing suspension or expulsion the program, in alignment with HSPPS Part 1302.17.
14. Provide services to groups of children in the Program, in a separate classroom, with adequate square footage ratios per child (35 square feet per HS / EHS child exclusive of hallways, bathrooms, and office space), in accordance with HSPPS Part 1302.21(d).
15. Adequate playground square footage shall be 75 square feet per child. School Board shall ensure the square footage requirement is adequate for the number of children served.
16. In accordance with HSPPS Part 1302.21, staff-to-child ratios and group size maximums must be determined by the age of the majority of the children and the needs of the children present. The maximum number of children allowed in the classroom where the majority of children are 4 and 5 years old is 20. The maximum allowed when the majority of children are 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. For Early Head Start services (ages 0 – 3), the maximum number of children allowed in a classroom is 8.
17. Operate the Head Start Program centers for a minimum of 8 hours per day and Early Head Start centers for a minimum of 9 hours per day. Head Start centers should operate Monday – Friday, from 8:00 a.m. to 4:00 p.m. or 7:30 a.m. to 3:30 p.m. and Early Head Start centers shall operate Monday – Friday, from 8:00 a.m. to 5:00 p.m. or 7:30 a.m. to 4:30 p.m. No center may operate for less time and no fee can be charged for this timeframe. 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 School Board 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.
18. 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 School Board's cost per child.
19. Comply with Life Safety and Fire Prevention Codes to include State of Florida Standards for Safety.
20. Comply with HHS Regulations for transporting children on vehicles in accordance with the HSPPS Part 1302 Subpart G, if applicable.

21. Ensure that all staff have complete background checks in accordance with HSPPS Part 1302.90(b)

4 FISCAL AND ADMINISTRATIVE REQUIREMENTS

1. Abide by Miami-Dade County Head Start/Early Head Start Policies and Procedures 1303: Financial and Administrative Requirements, Subpart A-F, as may be amended.
2. 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 HSPPS Part 1301.3(e) and Miami-Dade County rules and guidelines.
3. Provide funding for the Parent Activity Fund at a rate of \$10.00 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.

5 EDUCATION, CHILD DEVELOPMENT, SAFETY, AND HEALTH and Mental Health PROGRAM SERVICES

1. Abide by Miami-Dade County Head Start/Early Head Start Policies and Procedures 1302: Program Operations, Subpart C, D, and F, as may be amended.
2. Provide early education, childhood development, health and mental health program services as specified in HSPPS Part 1302 subpart C and D, and all other applicable laws and standards, including immunizations, medical exams, dental, sensory, behavioral and developmental screening and appropriate follow-up care, including nutrition assessments, for all enrolled children. The School Board shall ensure that all applicable developmental, health and mental health services documentation is properly entered and attached into the ChildPlus Information System and shall also include appropriate meal count information.
3. Teaching and learning environments will maintain classroom ratio and group sizes in center – based sites as listed below in accordance with HSPPS Parts & 1302.21 (a) (b) (1)(i) (ii) ;
4. Provide a daily educational program for children that is aligned with the Head Start Early Learning Outcomes Framework (ELOF), including for children with disabilities as specified in 45 CFR Part 1302.31, and that follows the County approved curriculum and identified research/evidence based enhancements, to include High Scope or Montessori for Head Start, Creative Curriculum, HighScope or Montessori for Early Head Start, and Partners for a Healthy Baby for EHS Home Based as the primary curricula.
5. The County reserves the right to change the curricula, to implement curriculum enhancements, to apply for and participate in research/grant projects for the Head Start and Early Head Start Program, and/or to change service delivery models (Center Based, Home Based, In-Person, or Virtual), at any time, including in the event of an emergency and/or unforeseen situation. School Board agrees to cooperate with any such research/grant project as may be requested by the County.
6. Receive prior written approval from the County for any Head Start Program curriculum enhancements, or research/ grant projects being implemented by the School Board in the Head Start/Early Head Start programs including any parental consent forms for the same.
7. Provide and maintain learning environments to support implementation of the curriculum while ensuring age-appropriate (new/moderately used) furnishing, equipment, materials and supplies are available to support functional physical space for indoor and outdoor learning.
8. Head Start and Early Head Start classroom staff will complete a lesson plan for each segment of the implemented curricula's daily routine to include age appropriate, high quality, organized activities and early learning experiences. Ongoing child assessment data will be used to develop individual and group lessons. The lesson plan will ensure a focus in the developmental domains below, utilizing various individualized strategies or technology to meet the collective and/or individual needs of enrolled children. HSPPS, Part 1302.31 (b) (1) (ii – iv)

Early Head Start

Head Start

- Approaches to Learning
- Cognitive Development and General Knowledge
- Language, Communication, Reading and Writing
- Physical Development and Health
- Social and Emotional Development

- Language,
- Literacy
- Early Math,
- Science,
- Social Studies,
- Social and Emotional Dev.

- Creative Arts
- Approaches to Learning
- Physical Development and Health
- English Language Acquisition

9. Classroom staff will individualize interactions with children, considering each child's abilities and interests. By using descriptive language to narrate actions, feelings, and thoughts, they will scaffold learning and intentionally build a child's receptive and expressive language skills in English and in the child's home language. This approach is essential to developing school readiness and fostering academic success. Refer to HSPPS Part 1302.31(a) (b) (1) (iv)).
10. Classroom staff will administer County approved behavioral, motor, language, social, cognitive, and emotional screeners for newly enrolled children within 45 calendar days of entry into the Program in accordance with HSPPS Part 1302.33.
11. Head Start teaching staff will administer a research-based speech and language screening every year, the child is enrolled in Head Start. The screening will be administered using a tool that is normed in the child's home language, when available. If the tool is not available in the child's home language, a translator will be used to administer the screening. Children that speak two languages will be administered an additional screening in English.
12. Classroom staff will conduct ongoing assessments by observing children and recording observations of all children's abilities (including children with a disability of suspected disability), strengths, areas of growth, interest, planned and self-guided discovery experiences on the Anecdotal Note log or other recording method approved by the County's Education Manager. Classroom teaching/caregiving staff must maintain accurate and current notes in the ongoing assessment database as evidence of children's gains.
13. Disabilities management/ professionals will provide support to ensure enrolled children with disabilities, including but not limited to those who are eligible for services under IDEA, and their families, receive all applicable program services delivered in the least restrictive environment and that they fully participate in all Program activities. Actions include, but are not limited to:
 - a. reviewing screenings and assessments,
 - b. making referrals to the Local Education Agency (LEA), Local Early Steps (LES), and or community agency,
 - c. developing follow up intervention plans for children waiting eligibility determination or children that did not qualify
 - d. ensure parents understand the process of eligibility determination
 - e. support parents with registering children with the LEA, accessing Infant and Toddler Development Specialist (ITDS) services and services with community agencies.
14. Engage disabilities management/professionals to ensure individualized services and supports, and to the maximum extent possible, to meet the child's needs. Make efforts to access the child's health insurance.
15. Provide, monitor, implement and adhere to all facets of health and mental health services in accordance with HSPPS Parts 1302.40 – 1302.47, some of which are outlined below.
16. Provide high-quality health, oral health, mental health, and nutrition services that are developmentally, culturally, and linguistically appropriate and that will support each child's growth and school readiness.
17. Actively participate in the Health and Mental Health Services Advisory Committee (HMSAC) that includes Head Start parents, professionals, and other stakeholders from the community.
18. Ensure that all health-related delegate staff attend regularly scheduled and mandatory health meetings hosted by County staff. If assigned health staff members are unable to be present, School Board must send another HS/EHS staff member and/or designee to attend on their behalf.
19. Collaborate with parents as partners in the health and well-being of their children in a linguistically and culturally appropriate manner and communicate with parents about their child's health needs and development concerns in a timely and effective manner.

20. Obtain advance authorization from the parent or legal guardian for all health and developmental procedures administered through the Program or by contract or agreement. Maintain written documentation for any refusal of authorization for health services by completing the "Refusal of Health Services" Form, found in ChildPlus. Prior to utilizing the "Refusal of Health Services Form", a multidisciplinary team (MDT) meeting should be held to discuss options for the child to receive the recommended services. Efforts to meet and discuss options must be documented in ChildPlus. Any completed parent refusal forms must be signed by the parent/guardian as well as the HS/EHS staff at the site. Signed/completed forms must be uploaded into ChildPlus as part of the child's official record and documented under the health requirement it pertains to.
21. Share with parents the policies for health emergencies that require rapid response on the part of staff or immediate medical attention. Complete and implement Individual Health Plans (IHP) for enrolled children with special health care needs that may require emergency treatment during the day.
22. Consult with parents within 30 days of enrollment to determine whether each child has ongoing sources of continuous, accessible health care – provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care – and health insurance coverage.
23. Assist families in accessing a source of care and health insurance that will meet all health care needs as quickly as possible and within 30 days of the child being enrolled in the Program.
24. Make health status determinations within 90 days of enrollment based on documentation obtained from health care and oral health care professionals as to whether or not the child is up-to-date on a schedule of age appropriate preventive and primary medical and oral health care.
25. Assist parents with making arrangements to bring the child's medical/dental status up-to-date as quickly as possible and, if necessary, directly facilitate provision of health services to bring the child up-to-date with parent consent. Efforts to assist families to meet health requirements must be minimally documented on a bi-monthly basis in ChildPlus until the medical/dental event has been brought up to date.
26. Obtain or perform evidence-based vision and hearing screenings ensuring they are completed or obtained within 45 days of enrollment into the Program. Ensure that results are documented and uploaded into the child's record in the ChildPlus data system.
27. Complete a comprehensive nutrition assessment by a registered dietitian for all newly enrolled children that identifies each child's nutritional health needs according to EPSDT schedule, taking into account available health information, including the child's health records, and family and staff concerns, including special dietary requirements, food allergies, and community nutrition issues as identified through the community assessment or by the Health and Mental Health Services Advisory Committee.
28. Ensure and assist parents and families to meet all recommended schedules of well-child and oral health care (including the state's EPSDT schedules).
29. Implement periodic observations or other appropriate strategies for program staff and parents to identify any new or recurring developmental, medical, oral, or mental health concerns. For medical and oral health concerns, ensure families follow the periodicity schedule as recommended by the American Association of Pediatrics (AAP) and the American Association of Pediatrics Dentists (AAPD). Ensure that any concerns identified by parents or staff are addressed through referral or other means of timely follow-up.
30. Facilitate, ensure, and monitor necessary oral health preventive care, treatment and follow-up, including topical fluoride treatments and further oral health treatment as recommended by the oral health professional. Efforts to assist with receiving preventative care and/or treatment must be documented minimally on a bi-monthly basis until received.
31. Facilitate further diagnostic testing, evaluation, treatment, and follow-up plan, as appropriate, by a licensed or certified professional for each child with a health concern or developmental delay, such as elevated lead levels or abnormal hearing or vision results that may affect a child's development, learning, or behavior. Efforts to assist with receiving preventative care and/or treatment must be documented minimally on a bi-monthly basis until received.
32. Develop a system to track referrals and services provided and monitor the implementation of a follow-up plan to meet any treatment needs associated with a health, oral health, social and emotional, or developmental concern. ChildPlus "dashboard"

reviews must be included as part of the tracking process for all health services.

33. Assist parents, as needed, in obtaining any prescribed medications, aids or equipment for medical and oral health conditions or developmental concern (I.e. hearing aids, dental procedures, assistive technology, etc.)
34. Use Program funds for the provision of diapers and formula for enrolled children during the Program day.
35. Use Program funds for professional medical and oral health services when no other source of funding is available (payer of last resort). When Program funds are used for such services, agencies must have written documentation of their efforts to access other available sources of funding prior to using Program funds.
36. Promote effective oral health hygiene by ensuring all children with teeth are assisted by appropriate staff, or volunteers, if available, in brushing their teeth with toothpaste containing fluoride once daily. When brushing of teeth is not permitted or recommended due to health regulations, ensure that ongoing education with children and their caregivers on the importance of brushing their teeth daily and how to properly brush teeth is maintained.
37. Establish and train staff on implementation and enforcing a system of health and safety practices that ensure children are kept safe at all times. Agencies will consult Caring for our Children Basics, available at [Caring for Our Children Basics: Health and Safety Foundations for Early Care and Education | The Administration for Children and Families](#) for additional information to develop and implement adequate safety policies and practices described in this part.
38. Develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with HSPPS Part 1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety.
39. Ensure that all facilities where children are served, including areas for learning, playing, sleeping, toileting, and eating:
 - a. Meet licensing requirements in accordance with HSPPS Part 1302.21(d)(1) and 1302.23(d);
 - b. Are clean and free from pests;
 - c. Are free from pollutants, hazards, and toxins that are accessible to children and could endanger children's safety;
 - d. Are designed to prevent child injury and free from hazards, including choking, strangulation, electrical, and drowning hazards, hazards posed by appliances, and all other safety hazards;
 - e. Are well lit, including emergency lighting.
 - f. Are equipped with safety supplies that are readily accessible to staff, including, at a minimum, fully-equipped and up-to-date first aid kits and appropriate fire safety supplies.
 - g. Are free from firearms or other weapons that could endanger children.
 - h. Designed to separate toileting and diapering areas from areas for preparing food, cooking, eating, or children's activities.
 - i. Kept safe through an ongoing system of preventative maintenance.
 - j. Hold documented annual fire inspection reports and a Life Safety Operating Permit for each facility rendering Head Start Program Services.
 - k. Provide the County with the most recent inspection and permit at the time of Agreement.
 - l. Comply with the State of Florida and/or any municipality mandate to have a service site Health Inspection Certificate.
 - m. Keep on file the most recent inspection and furnish the County with a copy at the time of Agreement
40. Ensure indoor and outdoor play equipment, cribs, cots, feeding chairs, strollers, and other equipment used in the care of enrolled children, and as applicable, other equipment and materials meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM). All equipment and materials must at a minimum:
 - a. Be clean and safe for children's use and are appropriately disinfected;
 - b. Be accessible only to children for whom they are age appropriate;

- c. Be designed to allow appropriate supervision of children at all times;
 - d. Allow for the separation of infants and toddlers from preschoolers during play in center-based programs; and,
 - e. Be kept safe through an ongoing system of preventative maintenance.
41. Ensure that all staff with regular child contact have initial orientation training within three (3) months of hire and ongoing training in all state, local, tribal, federal and program-developed health, safety, and child care requirements to ensure the safety of children in their care; including, at a minimum, and as appropriate based on staff roles and ages of children they work with, training in:
- a. The prevention and control of infectious diseases;
 - b. Prevention of sudden infant death syndrome and use of safe sleeping practices;
 - c. Administration of medication, consistent with standards for parental consent;
 - aa. Prevention and response to emergencies due to food and allergic reactions;
 - d. Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;
 - e. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;
 - dd. Emergency preparedness and response planning for emergencies;
 - f. Handling and storage of hazardous materials and the appropriate disposal of bio contaminants;
 - g. Appropriate precautions in transporting children, as applicable
 - h. First aid and cardiopulmonary resuscitation; and,
 - i. Recognition and reporting of child abuse and neglect, in accordance with the requirement of local policies and procedures.
42. Ensure all staff with no regular responsibility for or contact with children have initial orientation training within three (3) months of hire; ongoing training in all state, local, tribal, federal and program-developed health and safety requirements applicable to their work; and training in the program's emergency and disaster preparedness procedures.
43. Ensure all staff and consultants follow appropriate practices to keep children safe during all activities, including, at a minimum:
- I. Reporting of suspected or known child abuse and neglect, as defined by the Federal Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C. 5101 note), including that staff comply with applicable Federal, State, local, and Tribal laws;
 - II. Safe sleep practices, including ensuring that all sleeping arrangements for children under 18 months of age use firm mattresses or cots, as appropriate, ensuring soft bedding materials or toys **are not used** for sleeping/resting children 12 months of age and younger;
 - III. Appropriate indoor and outdoor supervision of children at all times, employing active supervision practices throughout the day;
 - IV. Only releasing children to an authorized adult;
 - V. All standards of conduct described in HSPPS Part 1302.90(c)(1)(ii).
44. Ensure all staff systematically and routinely implement hygiene practices that at a minimum ensure:
- I. Appropriate toileting, hand washing, and diapering procedures are followed and signage to encourage the appropriate hand washing and diapering procedures are posted near the area of the activity;
 - II. Safe food preparation;
 - III. Exposure to blood and body fluids are handled consistent with standards of the Occupational Safety Health Administration (OSHA).

45. Establish, follow, and practice, as appropriate, procedures for, at a minimum:
 - I. E m e r g e n c i e s ;
 - II. Fire prevention and response;
 - III. Protection from contagious disease, including appropriate inclusion and exclusion policies for when a child is ill, and from an infectious disease outbreak, including appropriate notifications of any reportable illness;
 - IV. Handling, storage, administration, and record of administration of medication;
 - V. Maintaining procedures and systems to ensure children are only released to an authorized adult.
 - VI. Child specific health care needs and food allergies that include accessible plans of action for emergencies. For food allergies, a program must also post individual child food allergies prominently where staff can view wherever food is served.
46. Establish and keep updated (annually) a disaster preparedness plan that includes all-hazards emergency management/disaster preparedness and response plans for more and less likely events including natural and manmade disasters and emergencies, and violence in or near programs.
47. Report any health and/or safety incidents in accordance with HSPPS, Part 1302.102(d)(1)(ii) and in accordance with all established local policies and procedures set forth by the grantee. Reporting for urgent and/or highly contagious infectious diseases, must follow and adhere to the County's reporting procedures. This includes reporting health/safety occurrences to the local Department of Health (DOH) and to the County's Health Coordinator and Program Director within two (2) hours of the incident. Incidents occurring on site must be reported to the grantee team no later than the close of business on the day of the incident.
48. All efforts and activities to complete and comply with HSPPS for health must be documented on each child's record in ChildPlus and/or any other applicable database system. This documentation must be entered as soon as possible, not to exceed 5 business days of receipt
49. All required health documentation, including but not limited to physical forms, well baby check forms, medical/dental insurance card, immunization forms, dental forms, hearing/vision forms, IHP (Individual Health Plan) forms, internal referral forms, medical diagnosis documentation and all other applicable health documentation must be entered and uploaded into ChildPlus immediately upon receipt from the family (daily).
50. Timely report (within two hours), to the grantee health coordinator, all emergency and/or urgent incidences in accordance with all active and implemented grantee health and safety reporting procedures.
51. The provision of nutrition services by a School Board must be in compliance with the HSPPS 1302.44, U.S. Department of Agriculture (USDA) Child Care Food program, and Program Policy and Procedures. Nutrition services must be designed and implemented in collaboration with the registered and licensed dietitian and nutrition manager so that nutrition services are culturally and developmentally appropriate, meet the nutritional needs of and accommodate the feeding requirements of each child, including children with special dietary needs and children with disabilities.
52. Provide breakfast, lunch, and snack that meets with USDA Child Care Food Program requirements, are high in nutrients and low in fat, sugar, and salt and meets 2/3rd of the child's daily nutritional needs. The menus must be developmentally appropriate, culturally sensitive, and reflective of the population being served. The menus must be analyzed each year to ensure nutrient adequacy and submitted to the Recipient Nutrition Coordinator for approval a month prior to implementation.
53. Providers will be required to obtain a letter from the USDA Child Care Food Program documenting their active sponsorship in the USDA Child Care Food Program prior to participation in the program. Failure to maintain viable and active sponsorship with the USDA Child Care Food Program will result in immediate termination of the Contract. A program must use funds from USDA Food, Nutrition, and Consumer Services child nutrition programs as the primary source of payment for meal services.
54. The School Board shall ensure that staff is present at all meals with the children. All toddlers, preschool children and assigned classroom staff, including volunteers, shall eat together, family style if possible, sharing the same menu to the best extent possible, or as in a pandemic/emergency be prepared to serve healthy food safely and appropriately as mandated by local health agencies and the Center for Disease Control (CDC). A School Board must implement snack and mealtimes in ways that support development and learning. For bottle-fed infants, this approach must include holding infants during feeding to support socialization. Snack and mealtimes must be structured and used as learning opportunities that support teaching staff- child

interactions and foster communication and conversations that contribute to a child's learning, development, and socialization.

55. School Board must provide sufficient time for children to eat, not use food as reward or punishment, and not force children to finish their food.
56. Each enrolled Infant at the School Board will be provided with formula and baby food that is individualized to the child's Needs by the School Board. Diapers and wipes will also be made available to enrolled children by the School Board.
57. Enrolled infants and toddlers must be fed according to their individual developmental readiness and feeding skills as recommended in USDA requirements outlined in 7 CFR Parts 210, 220, and 226, and ensure infants and young toddlers are fed on demand; ensure bottle-fed infants are never laid down to sleep with a bottle; serve all children a nourishing breakfast in the morning at center-based settings who have not received breakfast upon arrival at the program;
58. In case of an emergency due to natural disaster, health epidemic/pandemic or other causes, the School Board must have non-perishable foods available on site to be able to feed enrolled children meals and snacks for a minimum of three (3) days. If the need arises to provide "grab and go" meals to enrolled children due to site closure or having virtual services, the School Board must have provisions in their contract with a food vendor/caterer to be able to accommodate this need.
59. Provide appropriate healthy snacks and meals to each child during group socialization activities in the home-based option.
60. Promote breastfeeding, including providing facilities to properly store and handle breast milk and make accommodations, as necessary, for mothers who wish to breastfeed during program hours, and if necessary, provide referrals to lactation consultants or counselors; and make safe drinking water available to children during the program day. School Board must partner with their local Women, Infant and Child (WIC) offices. These partnerships must be current and refer pregnant women, breastfeeding mothers and families of young children to WIC services.
61. The registered and licensed dietitian must complete a comprehensive nutrition assessment as per EPSDT schedule to identify each newly enrolled child's nutritional health needs, taking into account available health information, including the child's health records, diet history form and family and staff concerns, including special dietary requirements, food allergies, and community nutrition issues as identified through the community assessment or by the Health Services Advisory Committee. Each newly enrolled child must receive a comprehensive nutrition assessment by a registered and licensed dietitian within 130 calendar days of enrollment. Children identified with nutrition related health problems must receive appropriate follow-up services by the dietitian within ten (10) days of receipt of a referral. Children identified with nutrition related problems must be monitored periodically by the registered dietitian until satisfactory outcomes are attained as stated in the plan of action by the dietitian. Each enrolled infant/toddler up to 24 months will be nutritionally assessed as per the Early Periodic Screening Diagnostic Treatment (EPSDT) schedule. All nutrition services provided to enrolled children and families must be documented in ChildPlus within seven (7) business days of service delivery.
62. In the event of an emergency due to a health epidemic/pandemic or natural disaster or other events that may result in site closures or engage in virtual services for enrolled children, then nutrition services must be provided using virtual platforms and current telehealth practices as mandated and regulated by the State of Florida. This includes nutrition assessment, nutrition education and or counseling to enrolled children and families and appropriate and relevant trainings to staff.
63. Children identified with food allergies that involve an epi-pen must have accessible Individual Health Plans of action for emergencies and all relevant staff must be trained on the agency procedure for accommodating special diets by the registered dietitian and nutrition manager in consultation with the health coordinator, teachers, and parents as appropriate. For food allergies, a program must also post individual child food allergies prominently following the agency's procedures where staff can view wherever food is served. The dietitian must create special diets after consulting with the contracted caterer on the accommodation of the special foods. Revised menus with substitutions completed by the registered dietitian must be posted in the kitchen, in the classroom where the child is attending in a folder with a picture of a food item on the outside of the folder for example a picture of an apple so as to ensure privacy of medical information of the child. Staff must be trained in all emergency procedures for the child with an epi-pen with individual dietary needs and be able to access the revised menu or substitutions. The menus must also be kept in the child's folder and uploaded into ChildPlus.
64. Collaborate with parents to promote children's nutritional status with education support services that are understandable to individuals, including individuals with low health literacy. For enrolled families this should include opportunities for parents to discuss their child's nutritional status with staff, including the importance of physical activity, healthy eating, and the negative

- health consequences of sugar-sweetened beverages, and how to select and prepare nutritious foods that meet the family's nutrition and food budget needs. This type of nutrition education and or relevant nutrition counseling to families and staff must be done by the registered and licensed dietitian and services must be documented in ChildPlus.
65. Dietitians must provide relevant nutrition education workshops to enrolled parents during March to celebrate National Nutrition Month and to bring awareness to current nutrition related health topics of significance to their needs. Dietitians must also use the month of March as an opportunity to provide fun, developmentally appropriate hands-on nutrition education activities for enrolled children in the program.
 66. Maintain active partnership with Cooperative Extensions Services with the Expanded Food & Nutrition Education Program [EFNEP] with University of Florida and other local community entities to access nutrition education and food and nutrition resources for families. Maintain collaboration with local community resources to enable and support edible gardening at their centers.
 67. Provide opportunities for families to learn about healthy pregnancy, pre-natal and postpartum care at a minimum, to include nutritional counseling, food assistance and breast-feeding supports appropriate..
 68. Each School Board that does not have a registered and licensed dietitian on staff can obtain services through a consultant. Each consultant contract must be approved by the Grantee prior to implementation of the contract. Services provided by nutrition consultants must be documented in the format provided by the Grantee and submitted for approval to the Grantee Nutrition Coordinator after review and approval of the School Board nutrition manager. All invoices detailing the work completed by the nutrition consultant must be submitted to the Grantee Nutrition Coordinator by the 10th of the following month at the latest.
 69. School Board staff will establish a program-wide culture that promotes mental health, social and emotional well-being, and overall health and safety, using a multidisciplinary approach to support children, families and staff.
 70. School Board staff will utilize the evidence-based practices of the Pyramid Model for Promoting Social-Emotional Competence in Infants and Young Children (Pyramid Model) to foster healthy social and emotional development of all children enrolled across all program options. These practices will be applied to cultivate an effective workforce and a positive, supportive environment for staff.
 71. Delegate staff will establish a systematic process of service delivery, using a multidisciplinary approach. Mental Health, Education and Disability (MED) Team members - members are required to meet monthly to review and analyze child screening data, discuss strengths, areas of concerns and provide early intervention support services for children identified with concerns on screeners. .
 72. Delegate staff will establish a systematic process of service delivery, using a multidisciplinary approach. Mental Health, Education and Disability (MED) Team members - members are required to meet monthly to discuss the strengths, areas of improvement required for teaching teams, identify new educators and establish a system of providing training, modeling and coaching to implement strategies that promote positive learning environments for all children and individualized interventions to help with challenging behaviors. Health and Family services area staff will join multidisciplinary meetings as needed.
 73. Delegate staff will ensure a systematic process to ensure adequate screening of newly enrolled children within the first 45-days of enrollment into the Head Start or Early Head Start Program. Children will be rescreened using the appropriate screeners, following the County Head Start's requirement for rescreening. Follow-up by MED with teachers and parents to review concerns on screenings will be followed, using the County Head Start's requirement for follow-up and creation of intervention plans, and providing related referrals to community providers.
 74. . Delegate staff will ensure a parental consent for individualized clinical services is obtained, prior to conducting a clinical assessment.
 75. Delegate staff will assist in identifying and developing a minimum of one (1) community mental health partnership agreement which facilitates access to additional mental health resources and services for program families.
 76. Delegate staff will ensure that additional staff and parent consultation will occur in collaboration with parents, teachers, referring agency service providers and the mental health consultant no later than three (3) days following the provision of services to determine effectiveness of services.

77. School Board will secure ongoing mental health consultation services by August 1st of the program year. . Mental Health Consultation services will be provided by mental health consultants that are licensed or under the supervision of a licensed mental health professional. Mental health consultants must have knowledge of and experience in serving young children and their families.
78. Mental Health Staff (Consultants, Coordinators, Interventionists) will obtain a Pyramid Model certification or a Positive Behavior Support certification/ credential within 12 months of hire.. Staff must obtain the appropriate certification for each program they serve: the Preschool Pyramid Model Certification for Head Start, and the Infant and Toddler Pyramid Model Certification for Early Head Start.
79. **Mental health consultants must:**
- a. Provide on-site mental health consultation services at Head Start Centers. A schedule must be posted at each site to indicate that a consultant is on-site and available, monthly.
 - b. Provide mental health consultation services using a multidisciplinary approach to partner directly with staff and families, ensuring they receive timely and effective support .
 - c. Assist teachers and home visitors in promoting the healthy social and emotional development of all children. This includes helping them improve **classroom management** and **teaching skills** through on-site visits, consultations, and observations. The focus is on integrating mental health activities into the daily routine and using positive behavior strategies. Th goal is to create a positive learning environment that addresses the needs of both the adults and the children, strengthening the foundation for strong mental health and emotional well-being.
 - d. Collaborate with education and disability specialists, to assess each child's strengths and needs. The team will plan developmentally appropriate interventions, when needed, for groups and individual children using a variety of information sources. Consult with the staff regarding individualizing services, implementing intervention plans which will foster development for children with atypical development.
 - e. Conduct general classroom observations and consultations as outlined in the County Head Start's policies and procedures, at a minimum.
 - f. Collaborate with the disabilities and education coordinators to help teaching staff to identify and work with children with disabilities who may also have social, emotional or behavioral concerns
 - g. Consult with staff to address prevalent child mental health concerns, including internalizing problems such as appearing withdrawn and externalizing problems such as challenging behaviors. This will include a review of and consultation with education manager/curriculum specialist and teachers regarding general positive social and emotional classroom practices which support all children and scheduling timely staff consultations to address concerns of children who appear withdrawn or exhibit other challenging behavior. Initiate consent for clinical assessment and planning in collaboration with parents and teachers for children who are unresponsive to the initial intervention planning process.
 - h. Initiate the clinical assessment process, ensuring parental consent is obtained prior to implementation. Follow the County's policies and procedures with engaging the multidisciplinary team, including teaching teachers and parents, with implementing intervention plans, providing referrals, and identifying the type of follow-up needed.
 - i. Collaborate with the program to create and implement policies and procedures to limit suspension and expulsion as described in HSPPS 1302.17. Completing identified screenings/assessments, implementation of intervention plans, safety plans, clinical assessments, referrals to community providers, and providing consultations and trainings for teachers and parents are ways in which the program uses to limit suspension and expulsion.
 - j. Facilitate opportunities for parents and staff to understand mental health and access mental health resources, including providing group and individual parent and staff educational opportunities, as required.
 - k. Collaborate with social services, mental health and disabilities staff to locate appropriate providers for an individual child or family who would benefit from such services. Ensure that all referrals, follow up and ongoing efforts are documented

on Program selected forms and in electronic data entry system.

- I. Assist staff and parents with contacting community agencies that provide child mental health and parenting education resources which promote the healthy development of children.
- m. Provide opportunities for parents to discuss with staff and identify issues related to child mental health and social and emotional well-being, including observations and any concerns about their child's mental health, typical and atypical behavior and development, and how to appropriately respond to their child and promote their child's social and emotional development.
- n. Collaborate with parents to promote children's health and well-being by providing mental health education support services that are understandable to individuals, including individuals with low health literacy, as delineated in the HSPPS Part 1302.46(a).
- o. Ensure all case notes/documentation are completed within one week of service delivery, accurately reflecting the services rendered on the day of the session.
- p. Work collaboratively with agency leadership to ensure that tele-health services are available to staff and families to address emergencies such as hurricanes, pandemics, and unforeseen events. Ensure that services comply with section 456.47, Florida Statutes, concerning the use of an electronic platform (not telephone, email, or fax).
- q. Participate in ongoing training and staff development opportunities which are provided by the County on a frequency to be determined by the County.

6 FAMILY AND COMMUNITY ENGAGEMENT PROGRAM SERVICES

1. Abide by Miami-Dade County Head Start/Early Head Start Policies and Procedures 1302: Program Operations, Subpart E, as may be amended.
2. Provide family and community engagement services, in coordination with the County, as specified in 45 CFR Subpart E- Family and Community Engagement Program Services: HSPPS Part 1302.50, Family engagement; HSPPS Part 1302.51, Parent activities to promote child learning and development; HSPPS Part 1302.52 Family partnership services; HSPPS Part 1302.53 Community partnerships and coordination with other early childhood and education programs.

Family engagement (HSPPS Part 1302.50)

3. Implement strategies to engage parents in child's learning and development and support parent-child relationships, including specific strategies for father engagement.
4. Develop strong relationships with parents, structure services which encourage trust and respectful, ongoing two-way communication between staff and parents.
5. Create and maintain a welcoming environment incorporating each family's unique cultural, ethnic, and linguistic backgrounds.
6. Plan and implement activities consistent with parents' strengths, needs and interests generated from the Family Assessment Questionnaire (FAQ), and inform families of engagement and volunteer opportunities. All new and regular volunteers will receive orientation and training. (Regular Volunteers: Regular volunteers are non-employees who are assisting at least 10 hours a month in a Head Start or Early Head Start classroom or office.)
7. Family engagement activities, workshops, and trainings must be held monthly, at a minimum:

At a minimum, all of the following topics shall be provided to families during the Program Year:

Father/Father Figure Activity

Health and Developmental
consequences of tobacco product use
and exposure to lead

Dual language learners: information
and resources about the benefits of
bilingualism and biliteracy

Child Development/
Curriculum Overview

Preventive medical and oral health
care
Domestic Violence
Child Abuse Prevention

Mental Health

Nutrition (Importance of physical
activity, healthy eating, and negative
health consequences of sugar-
sweetened beverages, and how to
select nutritious foods that meet the
family's nutrition and food budget
needs.)

Healthy pregnancy and post-partum
care (to include breastfeeding,
parental substance abuse and
perinatal depression)

Environmental Hazards

Health and Safety Practices for the
Home
Vehicle and Pedestrian Safety
Family Literacy

Financial Literacy

Importance of regular attendance

Parent Leadership Trainings

Topics identified by ChildPlus Report
#4240 (Family Outcomes Analysis)
Services to children with disabilities
Emergency or Crisis Assistance,
including food, clothing, and housing
Employment Services/Job Training
Parenting
Transitions
Water Safety

8. Encourage all parents to complete the Parent Satisfaction Surveys which will be completed twice a year to determine the level of program satisfaction, community reputation, and quality of services.
9. Enter parent engagement activities and trainings into the ChildPlus System monthly and within 2 weeks of the event taking place.

Parent activities to promote child learning and development

10. Conduct a curriculum overview and a review of other educational programs with parents during the Parent Orientation and the Parent Committee Meeting early in the program. Child development and education topics shall be discussed throughout the Program Year with individual families through Parent-Teacher Conferences and Home Visits.
11. Encourage parents' involvement in: providing input into daily lesson plans, serving on the School Readiness Committee, and attending and participating in curricula revision meetings.
12. Provide parents the opportunity to participate in research-based parenting curriculum which builds on parents' knowledge and enhances and strengthens parenting skills which promote children's learning and development.
13. Assist families with accessing the Galileo parent portal and other innovative family engagement web-based tools to view their child's progress and to create at-home activities which connect to their child's learning skills.
14. Work with community providers and partners to provide access to families to receive materials, services, and activities essential to family literacy development that promotes parents as the primary teacher and full partner in the education of their children
 - The importance of their child's attendance in the Head Start/Early Head Start Program
 - The benefits of bilingualism and bi-literacy for dual language learners

Family partnership services

15. Develop strong relationships with parents by engaging in conversations which build trust, mutual respect, and collaboration. This relationship-building process will serve as the foundation of all family partnership services which will be maintained throughout the Program Year.
16. Identify needs, interests, strengths, goals, services, and resources that support family well-being, including safety, health, and economic stability utilizing the Family Assessment Questionnaire (FAQ).
17. The FAQ will be completed with all new and returning families within the first 45 days of enrollment and entered and tracked in the ChildPlus System.

18. Complete the FAQ twice per year with the preliminary assessment completed within 45 days of enrollment and the final assessment completed by April 15th, unless the preliminary assessment was completed within 60 days of this date.
19. The family services staff will review the FAQ with families to assess the family's strengths, needs, and interests and will measure each family's progress towards the family outcomes based on the Parent, Family, and Community Engagement (PFCE) Framework.
20. Provide parents with internal and external referrals for identified needs, interests, and concerns. Follow-up to these referrals will be completed within 2 weeks or within 48 hours if the referral is addressing a crisis. Documentation of all referrals and referral follow-ups will be entered into the ChildPlus System.
21. Offer individualized family partnership services for every enrolled family by providing an opportunity to develop a collaborative individualized Family Partnership Agreement (FPA) within 45 days of enrollment. New and returning families will complete a new FPA each program year.
22. Family goal setting will be jointly established and each individual FPA will include objectives which are measurable by describing the family goal, the responsibilities, and strategies for goal achievement.
23. Follow-up on the progress of family goals must be completed regularly and deemed necessary based on the circumstances surrounding the goal and the timetable for completion. The FPA will be reviewed with families throughout the entire program year based on the prescribed target dates noted on the FPA.
24. FPAs must be completed in the ChildPlus System and ongoing follow-up to the family goals entered regularly.

Community partnerships

25. Identify agencies and organizations that provide responsive services to the needs of the children and families enrolled in the Program.
26. Outline objectives and goals that are mutually beneficial. Community Partnership Agreements should be effective for a minimum of one year.
27. Establish and maintain a minimum of one collaborative informal or formal community partnership agreement with community organizations in each of the following categories in accordance with HSPPS Part 1302.53(a)(2)(i-viii):
 - a. (i) Health care providers, including child and adult mental health professionals, Medicaid managed care networks, dentists, other health professionals, nutritional service providers, providers of prenatal and postnatal support, and substance abuse treatment providers;
 - b. (ii) Individuals and agencies that provide services to children with disabilities and their families, elementary schools, state preschool providers, and providers of child care services;
 - c. (iii) Family preservation and support services and child protective services and any other agency to which child abuse must be reported under state or tribal law;
 - d. (iv) Educational and cultural institutions, such as libraries and museums, for both children and families;
 - e. (v) Temporary Assistance for Needy Families, nutrition assistance agencies, workforce development and training programs, adult or family literacy, adult education, and post-secondary education institutions, and agencies or financial institutions that provide asset-building education, products and services to enhance family financial stability and savings;
 - f. (vi) Housing assistance agencies and providers of support for children and families experiencing homelessness, including the local educational agency liaison designated under section 722(g)(1)(J)(ii) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 *et seq.*);
 - g. (vii) Domestic violence prevention and support providers; and
 - h. (viii) Other organizations or businesses that may provide support and resources to families.
28. Review annually and submit to the grantee no more than one month after established Community Partnership Agreements consist of but are not limited to: Correspondences between the parties, letters, Memorandums of Understanding (MOU), and Interagency Agreements.

29. Develop a network of resources with community organizations to promote the access of services for children and families from the following:
- Healthcare providers
 - Mental health providers
 - Medicaid Managed Care Networks
 - Dentist providers
 - Nutritional service providers
 - Substance Abuse treatment providers
 - Individuals and agencies that provide services to children with disabilities and their families
 - Family preservation and support
 - Child protective services
 - Elementary schools, state pre-school providers and other childcare services
 - Educational and cultural institutions i.e., libraries and museums for children and families
 - Temporary Assistance for Needy Families (TANF), workforce development and training programs
 - Adult or family literacy, adult education, and post-secondary institutions
 - Financial institutions that provide asset-building education
 - Housing assistance agencies and providers of support for the homeless
 - Domestic violence prevention and support providers
30. Ensure parents are aware and knowledgeable of community partner(s) at each center by inviting community partners to the parent meetings to provide pertinent information about their services.
31. Staff and parents will be asked to serve on task forces and/or advisory boards in targeted communities and neighborhoods to represent and influence policy-making initiatives which have a direct impact on responsive services which address the ongoing needs of children and families enrolled in the Program.

7 TRANSITION SERVICES

1. Abide by Miami-Dade County Head Start/Early Head Start Policies and Procedures 1302: Program Operations, Subpart G, as may be amended.
2. Provide transition services for families in coordination with the County's Head Start Program, as specified in 45 CFR Subpart G- Transition Services: HSPPS Part 1302.70 Transitions from Early Head Start; HSPPS Part 1302.71 Transitions from Head to kindergarten.

Transitions from Early Head Start

3. Conduct Individual Transition Planning Meetings six months prior to the child's 3rd birthday or upon enrollment, if the child enrolls less than six months prior to his/her 3rd birthday.
4. The Individual Transition Planning Meeting will include the EHS Social Worker, the primary caregiver, the EHS Center Director, the EHS Curriculum Specialist, the HS Social Worker, HS Center Director, the HS Curriculum Specialist, parents, and Health, Disabilities, Nutrition, Mental Health support staff, if applicable.
 - The purposes of this meeting are as follows:
 - Introduce Head Start staff to the parents
 - Review the progress of the child with the parents while the child is enrolled in EHS
 - Introduce the parents to the Head Start staff
 - Establish an Individual Transition Plan with action steps, timelines, persons responsible for specific action steps, and follow-up meeting
 - Create and review classroom visits schedule
 - Schedule a meeting between the Center Director, the Curriculum Specialist, and the Social Worker to develop a classroom visits schedule for the EHS child. This schedule will then be forwarded to the EHS primary caregiver and the HS Teacher

- Scheduled classroom visits will begin one week after the Individual Transition Planning Meeting and these visits will be documented on the Transition Classroom Visit Log.
5. The child will visit the HS classroom accompanied by his/her EHS primary caregiver once per week for a minimum of 3 months following the completion of the Individual Transition Planning Meeting. Each classroom visit will last from 15-30 minutes which will take place at different times throughout the morning daily schedule for the child to be gradually introduced to the HS daily schedule.
 6. The HS classroom visit will involve the EHS child visiting the classroom on their own from 15 minutes duration. If the EHS child is not able to visit the classroom alone and feels uncomfortable, the primary EHS caregiver will allow the child to return and attempt to repeat this visit in 2 weeks.
 7. The child will continue to visit the HS classroom 3 months prior to his/her actual HS transition. The visits will start out as 15-minute durations and increase up to 2 hours as the child nears full transition.
 8. HS classroom visits will continue until the EHS child has fully transitioned and has been enrolled in an available HS slot.
 9. Each EHS transition will take several circumstances into consideration:
 - EHS child's developmental level
 - EHS child's health and disability status
 - EHS child's learning progress
 - EHS child's family circumstances

Transitions from Head Start to Kindergarten

10. Initiate the process of assisting families in becoming their child's advocate during the enrollment process.
11. Partner with an elementary school to ensure that HS children visit a kindergarten classrooms at least one time before leaving Head Start.
12. Schedule and participate in meetings with elementary school principals to discuss the following:
 - The types of records needed for children to register
 - The dates in which registration will occur
 - Meetings are scheduled and conducted between HS teachers and kindergarten teachers to discuss and establish expectations
 - Identify specific activities and strategies for preparing parents and children for successful transitions to Kindergarten
 - Development of community partnerships
13. Provide education and training to parents on how to exercise their rights and responsibilities concerning the education of their child in the school setting, and how to effectively communicate with teachers and other school personnel on decisions related to their child's education.
14. Encourage parents and children to participate in transition meetings and activities with Program staff and elementary staff.
15. Provide transition tips to parents during Parent Committee Meetings and other family engagement activities. These transition tips will assist parents in preparing their children for elementary school and parents will learn how to advocate for their children and make decisions related to their child's education.
16. During the last scheduled home visit, HS teachers will discuss each child's needs and abilities and encourage parents to participate in suggested home activities during the summer, as well as inform children through communication that they will be transitioning to a new environment.
17. Provide parents of children transitioning to kindergarten with a transition packet in the month of May to include their child's physical exam, immunization record, Individual Education Plan (IEP) if applicable, the Galileo assessment report, and summer learning activities.
18. During the transition process, parents of children transitioning out of Head Start will have access to their child's folder only.

Parent Orientations

19. Schedule Parent Orientations during the months of June, July, and August, at a mutual time and location convenient for most parents. The selection of the date and time must create maximum participation especially for working parents.
20. Publicize the Parent Orientation using flyers, notices, posters, parent greeters, etc. with the expected attendees.
21. Materials for the Parent Orientation should promote and encourage active family engagement in center activities and committees. These materials should include the following:
 - Information regarding all service areas
 - Child Abuse/Neglect mandated reporting procedures
 - Sign-in sheets
 - Curricula and Child Outcomes
 - Parent, Family, and Community Engagement (PFCE) Framework Family Outcomes
 - Transportation and safety procedures
 - Parent Orientation Survey
 - Community Partnership Presentations
 - Parent Committee and Policy Committee
 - Parent Agreement Form
 - Policies for health or mental health emergencies that require rapid response on the part of staff or immediate medical attention , unless shared at another time
22. All newly enrolled families who were not in attendance to the Parent Orientation must receive an individual orientation within the first 30 days of the child's enrollment.
23. The Parent Orientation event must be reported on the Parent Involvement Report Summary and it must be entered into the ChildPlus System.

8 CHILD RECORDS

School Board must:

1. Abide by Miami-Dade County Head Start/Early Head Start Policies and Procedures 1302: Program Operations, Subpart C.
2. Conform with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), and HIPAA, when applicable.
3. Conform to the HSPPS Part 1303 Subpart C including, 1303.20 Establishing procedures, 1303.21 Program procedures-applicable confidentiality provisions 1303.22 Disclosures with, and without parental consents, 1303.23 Parental rights, 1303.24 Maintaining records.
4. Conform to the Program's Database Information Systems and electronic platforms for the collection and reporting of data on Program children and families, to include measuring outcomes; as well as staff.
5. Use and fully implement the County's selected database systems and electronic platforms.
6. Have the technical capabilities to adequately meet the needs of the Program technical requirements of the software applications. This includes providing staff with the appropriate equipment (including computer hardware, software, hot spot, telephone); other office equipment and supplies, with capability of working remotely if necessary.
7. Prepare, retain and permit County staff to inspect all records, as required by DHHS, in the manner authorized by conditions in the DHHS grant or as the County deems necessary.
8. Permit the County's staff to monitor all facilities, services, staff, and participant children and their families' records at any time during Program operation.
9. Provide documentation to the County identifying the School Board'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 School Board.

10. Transfer the School Board'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.
11. Adhere to confidentiality requirements to protect information collected, managed or analyzed by the Program (including: the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment). The School Board 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.

9 REPORTING REQUIREMENTS

1. Monthly Reports:

Provide to the County a monthly report for the services provided to be prepared and submitted through the ChildPlus application or original form as requested by the County. The monthly report shall be due on the first (1st) of each month, unless otherwise noted. The monthly report shall include, but not limited to, the following information:

- Education Monthly Monitoring;
- Parental Involvement Report;
- Disability Monthly Report and Pipeline Report;
- Mental Health Summary Report from contracted Mental Health Consultants;
- Staffing Patterns;
- Vacancy Reports;
- Attendance Report, if Average Daily Attendance is below 85%, for each Center;
- Corrective Action plans for any identified compliance issues or areas of concern identified by the County by the due date;
- Monthly Expenditure and In-Kind Report, due the 10th working day of the month, to include: program income and expenses detailed on a spreadsheet attachment listing entity for each service (e.g., Head Start and Early Head Start services, Early Head Start Expansion, and/or Child Care Partnership Agreement) and supporting documentation;
- Board of Director's meetings held and their respective minutes and attachments including, at minimum, monthly financial statements, Child Care Food Program, and credit card statements.
- Policy Committee meetings held and their respective minutes and attachments including, at minimum, monthly financial statements, Child Care Food Program, and credit card statements; and
- Other supporting documents that may be requested by County staff regarding services rendered for the program.

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

2. Closeout Report:

Upon conclusion of every Program Year, submit a Financial Closeout Report to the County within 45 days. This report shall include a cumulative year-end summary of School Board fiscal expenditures. If after receipt of this Closeout Report, the County determines that the School Board has been paid funds not in accordance with the Contract, and to which it is not entitled, the School Board shall return such funds to the County within 60 days. The County shall have the sole discretion in determining if the School Board is entitled to such funds and the County's decision on this matter shall be binding. Additionally, any unexpended or unallocated funds shall be recaptured by the County.

The School Board must submit a completed SF-428 (Tangible Personal Property Report) as part of the closeout report. Tangible Personal Property means property of any kind, except real property, that has physical existence. It includes equipment and supplies. It does not include copyrights, patents or securities. The School Board must disclose any acquired equipment with acquisition cost of

\$5,000 or more and residual unused supplies with total aggregate fair market value exceeding \$5,000.

The School Board must submit a completed SF-429 (Real Property Standard Form) that relates to real property as part of the closeout report. This form is required annually to report the status of real property purchased, constructed or

subject to major renovations paid for in whole or in part with Head Start funds (Covered Real Property); real property claimed as a match for a Head Start award; and/or the absence of any Covered Real Property.

3. Incident Reporting:

An incident is defined as any actual or alleged event or situation that creates a significant risk. The School Board must immediately report to the County, in writing, the following, as stipulated in HSPPS Part 1302.102(d) and the Miami-Dade County Head Start Program Policies and Procedures:

Any significant incidents affecting the health and safety of program children or families; circumstances affecting the financial viability of the School Board; breaches of personally identifiable information; or involvement in legal proceedings; any matter for which notification or a report to state, tribal, or local authorities is required by applicable law, including at a minimum:

- (A) Any reports regarding agency staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders;
- (B) Incidents that require classrooms or centers to be closed for any reason;
- (C) Legal proceedings by any party that are directly related to program operations; and,
- (D) All conditions required to be reported under HSPPS, Part 1304.12, including disqualification from the Child and Adult Care Food Program (CACFP) and license revocation.
- (E) Any suspected or known maltreatment or endangerment of a child by staff, consultants, contractors, and volunteers under § 1302.90(c)(1)(ii);
- (F) Serious harm or injury of a child resulting from lack of preventative maintenance;
- (G) Serious harm, injury, or endangerment of a child resulting from lack of supervision; and,
- (H) Any unauthorized release of a child.

School Board must also 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) and to the County. As required by Chapters 39 and 415 of the Florida Statutes, this is binding upon both the School Board and all its employees. The School Board shall have a comprehensive policies and procedures 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 County's incident reporting procedures. The Program has a zero-tolerance policy for abuse and neglect.

Once a report is made, the School Board must provide frequent written status updates of the progress of the investigation to include, at a minimum police reports, DCF inspections/investigative reports, and action taken by the School Board.

School Board must ensure that all staff are trained to implement reporting procedures in § 1302.102(d)(1)(ii).

Content Covered:

- 1. Legal & Program Reporting Requirements**
 - a. Mandated reporting laws (state/federal)
 - b. Step-by-step procedures for making a report
- 2. Documentation of Investigations**
 - a. How to prepare and submit written status updates
 - b. Required documentation (police reports, DCF reports, internal actions)
- 3. Confidentiality Rules**
 - a. Protection of child/family records
 - b. Secure handling of reports
- 4. School Board Responsibilities**
 - a. Staff roles during investigations
 - b. Actions to ensure child safety during investigations
- 5. Compliance & Consequences**
 - a. Review of monitoring process
 - b. Disciplinary actions for failure to report or provide updates

10 ADDITIONAL REPORTING REQUIREMENTS**1. Other Reports**

Submit any other reports as may be required by DHHS and the County by the specified dates.

2. State of Florida Certificate of Status

The School Board shall submit to the County a Certificate of Status in the name of the School Board, prior to contract execution, which certifies the following: School Board 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 School Board 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. Failure to provide a copy of the resolution prior to execution of the contract may result in no Agreement.

4. IRS Documentation

The School Board 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 School Board'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.

11 FORMAL STRUCTURE

1. Abide by Miami-Dade County Head Start/Early Head Start Policies and Procedures 1301 Program Governance, as may be amended.
2. Establish and maintain a formal structure for program governance that includes a Governing Body (or Board of Directors), a Policy Committee, and a Parent Committee for each center as early in the Program Year as possible. The Governing Body, Policy Committee, and Parent Committee must be clearly identified, hold regularly scheduled meetings, and maintain accurate minutes which reflect Head Start parent participation, educational activities, and financial records.
3. Ensure that members of the Governing Body and Policy Committee do not have a conflict of interest in accordance with section 642(c) of the Act and are not current employees of the School Board. Parents who occasionally serve as substitutes may serve on the Policy Committee.
4. **Governing Body:** Establish a Governing Body (or Board of Directors) in accordance with the requirements specified in section 642(c)(1)(B) of the Act. A copy of the roster, to include members, addresses, email addresses, and phone numbers must be submitted to the County at the beginning of each program year. Governing Body (or Board of Directors) meeting minutes must be submitted to the grantee 30 days after each meeting. The Governing Body is responsible for the following activities:
 - a. has legal and fiscal responsibility for administering and overseeing the program(s), including the safeguarding of Federal funds;
 - b. adopt practices that assure active, independent, and informed governance of the School Board, and fully participate in the development, planning, and evaluation of the Head Start program(s) involved;
 - c. be responsible for ensuring compliance with Federal laws (including regulations) and applicable State, tribal, and local laws (including regulations); and
 - d. be responsible for other activities, including:
 - i. establishing procedures for recruitment of children;
 - ii. reviewing all applications for funding and amendments to applications for funding.
 - e. establishing procedures and guidelines for accessing and collecting information from the Policy Committee;
 - i. reviewing and approving all major policies of the School Board, including--
 1. the annual self-assessment and financial audit;
 2. progress in carrying out the programmatic and fiscal provisions in such agency's grant application, including implementation of corrective actions; and
 3. personnel policies of School Board regarding the hiring, evaluation, termination, and compensation of School Board employees;
 - ii. developing procedures for how members of the Policy Committee are selected;
 - iii. approving financial management, accounting, and reporting policies, and compliance with

laws and regulations related to financial statements, including the--

1. approval of all major financial expenditures of the School Board;
 2. annual approval of the operating budget of the School Board;
 3. selection (except when a financial auditor is assigned by the State under State law or is assigned under local law) of independent financial auditors who shall report all critical accounting policies and practices to the governing body; and
 4. monitoring of the School Board's actions to correct any audit findings and of other action necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices;
 - iv. reviewing results from monitoring conducted including appropriate follow-up activities;
 - v. approving personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the School Board;
 - vi. establishing, adopting, and periodically updating written standards of conduct that establish standards and formal procedures for disclosing, addressing, and resolving--
 1. any conflict of interest, and any appearance of a conflict of interest, by members of the governing body, officers and employees of the School Board, and consultants and agents who provide services or furnish goods to the School Board; and
 2. complaints, including investigations, when appropriate; and
 3. to the extent practicable and appropriate, at the discretion of the governing body, establishing advisory committees to oversee key responsibilities related to program governance and improvement of the Head Start program involved.
2. **Policy Committee:** The School Board's Policy Committee will be responsible for the direction of the Head Start program at the School Board. The Policy Committee must approve and submit to the Governing Body decisions about each of the following activities, in accordance with Section 642(c)(2)(D) of the Act:
- i. Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the School Board is responsive to community and parent needs.
 - ii. Program recruitment, selection, and enrollment priorities.
 - iii. Applications for funding and amendments to applications for funding for programs
 - iv. Budget planning for program expenditures, including policies for reimbursement and participation in Policy Committee activities.
 - v. Bylaws for the operation of the Policy Committee.
 - vi. Program personnel policies and decisions regarding the employment of program staff.
 - vii. Including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
 - viii. Developing procedures for how members of the Policy Committee will be elected.
3. Submit Policy Committee meeting minutes to the County 30 days after each meeting.
4. Submit the names of the elected Policy Committee members, Parent Committee Officers, and Policy Council Representatives by September 22nd of each Program Year.
5. Share accurate and regular information to the Governing Board and Policy Committee about program planning, policies, and Head Start and School Board operations, including
- i. Monthly financial statements, including credit card expenditures;
 - ii. Monthly program information summaries;
 - iii. Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
 - iv. Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
 - v. The financial audit;
 - vi. The annual self-assessment, including findings related to such assessment;
 - vii. The communitywide strategic planning and needs assessment of the Head Start Agency, including any applicable updates;
 - viii. Communication and guidance from the Secretary; and

ix. The program information reports

6. Parent Committee - Establish a parent committee comprised of parents currently enrolled for each center early in the Program Year. The School Board must ensure that parents of currently enrolled children understand the process for elections to the Miami-Dade County Policy Council and School Board Policy Committee and other leadership opportunities, in accordance with HSPPS Part 1301.4.
 - a. Ensure parent committees carry out the following minimum responsibilities:
 - i. Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families;
 - ii. Have a process for communication with the Miami-Dade County Policy Council and School Board Policy Committee; and
 - iii. Within the guidelines established by the School Board's Governing Body and Policy Committee, participate in the recruitment and screening of Early Head Start and Head Start employees.
7. Ensure appropriate training and technical assistance or orientation to the Governing Body, and any advisory committee members, Policy Committee, and Parent Committees, including training on Head Start Program Performance Standards, and eligibility training, to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the School Board.



ATTACHMENT A

**CONTRACTING WITH ENTITIES OF FOREIGN COUNTRIES OF CONCERN PROHIBITED
AFFIDAVIT**

The Contracting with Entities of Foreign Countries of Concern Prohibited Affidavit Form ("Form") is required by [Section 287.138, Florida Statutes \("F.S."\)](#), which is deemed as being expressly incorporated into this Form. The Affidavit must be completed by a person authorized to make this attestation on behalf of Dade County Public Schools (DCPS) for the purpose of submitting a bid, proposal, quote, or other response, or otherwise entering into a contract with the County. The associated bid, proposal, quote, or other response will not be accepted unless and until this completed and executed Affidavit is submitted to the County.

_____ does not meet any of the criteria set forth in Paragraphs 2 (a) – (c)	
School Board Legal Company Name	
of Section 287.138, F.S.	
Pursuant to Section 92.525, F.S. , under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.	
Print Name of DCPS Authorized Representative:	_____
Title of DCPS Authorized Representative:	_____
Signature of DCPS Authorized Representative:	_____
Date:	_____

**ATTACHMENT B****KIDNAPPING, CUSTODY OFFENSES, HUMAN TRAFFICKING AND RELATED OFFENSES AFFIDAVIT**

The Kidnapping, Custody Offenses, Human Trafficking and Related Offenses Affidavit is required by Section [787.06](#), Florida Statutes ("F.S."), as amended by [HB 7063](#), which is deemed as being expressly incorporated into this Form. The Form must be completed by a person authorized to make this attestation on behalf of the School Board (Nongovernmental Entity) for the purpose of executing, amending, or renewing a Contract with the County (Governmental Entity). The term Governmental Entity has the same meaning as in [Section 287.138\(1\), F.S.](#)

_____ does not use coercion for labor or services as defined in Section [787.06, F.S.](#)

Contractor's Legal Company Name

Pursuant to Section [92.525, F.S.](#), under the penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Print Name of Dade County Public School Authorized Representative:

Title of Dade County Public School Authorized Representative:

Signature of Dade County Public School Authorized Representative:

Date:

DATA AS APRIL 10, 2026 (subject to change)

AGENCY NAME	CENTER NAME	# HEAD START SLOTS	# OF EARLY HEAD START SLOTS	ADDRESS	ZIP CODE	COMMISSION DISTRICT
Easter Seals	North County	20	0	3201 NW 207th Street, Miami Gardens, FL	33056	1
Easter Seals	OEBL	120	0	16425 NW 25th Avenue, Miami Gardens, FL	33054	1
Family Christian Association of America	Dr. Simpson - Annex	160	0	13850 NW 26th Avenue, Opa Locka, FL	33054	1
Family Christian Association of America	Dr. Simpson -Portables	0	32	13850 NW 26th Avenue, Opa Locka, FL	33054	1
Landow	Landow Yeshiva	0	16	17330 NW 7th Avenue, Miami, FL	33169	1
Miami-Dade Public Schools	Carol City ES	74	0	4375 NW 173rd Drive, Miami Gardens, FL	33055	1
Miami-Dade Public Schools	Nathan B. Young ES	57	0	14120 NW 24th Avenue, Opa Locka, FL	33054	1
YWCA of Greater Miami	Colonel Zubkoff	150	16	55 N.W. 199th Street, Miami, FL	33169	1
YWCA of Greater Miami	Intergenerational Center	20	16	3450 NW 199 Street Miami Gardens, FL	33056	1
Allapattah	Allapattah	77	0	1836 NW 22nd Place, Miami, FL	33125	2
Family Christian Association of America	Children's Place	132	0	14701 NW 7th Avenue, Miami, FL	33168	2
Haitian Youth	Lillie M. Williams	80	0	770 NW 83rd Street, Miami, FL	33150	2
Haitian Youth	Early Steps Learning Academy	60	32	401 NE 125th Street North Miami, FL	33161	2
Haitian Youth	Early Steps Learning Academy #2	80	0	13400 NE 3rd Court, North Miami, FL	33161	2
Miami-Dade Public Schools	Arcola Lake ES	57	0	1037 NW 81st Street, Miami, FL	33150	2
Miami-Dade Public Schools	Carrie P. Meek/Westview K-8	37	0	2101 NW 127th Street, Miami, FL	33167	2
Miami-Dade Public Schools	Lillie C. Evans K-8	37	0	1895 NW 75th Street, Miami, FL	33147	2
Miami-Dade Public Schools	Henry ES Reeves K-8	57	0	2225 NW 103rd Street, Miami, FL	33147	2
Miami-Dade Public Schools	North Miami Elementary	40	0	655 NE 145 Street North Miami, FL	33161	2
Miami-Dade Public Schools	Oak Grove ES	77	0	15640 NE 8th Avenue, Miami, FL	33162	2
Catholic Charities	Centro Hispano	237	0	125 NW 25th Street, Miami FL	33127	3
Catholic Charities	Holy Redeemer	100	0	1325 NW 71st Street, Miami, FL	33147	3
Catholic Charities	Notre Dame	200	0	130 NE 62nd Street, Miami, FL	33138	3
Easter Seals	Caleb	160	0	5400 NW 22nd Avenue, Miami, FL	33142	3
Easter Seals	Culmer	60	0	1600 NW 3rd Avenue, Miami, FL	33136	3
Easter Seals	Liberty Square	60	8	6304 NW 14th Avenue, Miami, FL	33147	3
Easter Seals	Civic Center	60	0	1475 NW 14 Ave, Miami, FL	33125	3
Family Christian Association of America	Mt. Calvary	20	24	1140 NW 62nd Street, Miami, FL	33150	3
KIDCO	KIDCO IV	40	0	6911 NW 3rd Avenue, Miami, FL	33150	3
KIDCO	KIDCO V	80	0	5510 NE 2nd Avenue, Miami, FL	33137	3
KIDCO	KIDCO VI	20	16	243 NE 26th Street, Miami, FL	33137	3
KIDCO	KIDCO VII	60	0	183 NE 57th Street, Miami, FL	33137	3
Miami-Dade Public Schools	Chapman Partnership North	20	24	1550 North Miami Avenue, Miami, FL	33136	3
Miami-Dade Public Schools	Charles R. Drew ES	37	0	1775 NW 60th Street, Miami, FL	33142	3
Miami-Dade Public Schools	Liberty City ES	40	0	1855 NW 71 Street, Miami, FL	33147	3
Miami-Dade Public Schools	Mary McLeod Bethune (Melrose ES)	97	64	2900 NW 43rd Terrace, Miami, FL	33142	3
Miami-Dade Public Schools	Orchard Villa ES	37	0	5720 NW 13th Avenue, Miami, FL	33142	3
Miami-Dade Public Schools	Paul Lawrence Dunbar K-8	37	0	505 NW 20th Street, Miami FL	33127	3
Miami-Dade Public Schools	Phyllis Ruth Miller ES	40	0	840 NE 87th Street, Miami, FL	33138	3

DATA AS APRIL 10, 2026 (subject to change)

AGENCY NAME	CENTER NAME	# HEAD START SLOTS	# OF EARLY HEAD START SLOTS	ADDRESS	ZIP CODE	COMISSION DISTRICT
Miami-Dade Public Schools	Thena Crowder ES	37	0	757 NW 66th Street, Miami, FL	33150	3
Our Little Ones	Our Little Ones	118	0	8037 NE 2nd Avenue, Miami, FL	33138	3
St. Alban's	Allapattah	60	0	2370 NW 17th Avenue, Miami, FL	33142	3
YWCA of Greater Miami	Gerry Sweet	30	0	351 NW 5th Street, Miami, FL	33128	3
Miami-Dade Public Schools	Biscayne ES	37	0	800 77th Street, Miami Beach, FL	33141	4
Miami-Dade Public Schools	Gertrude K. Edelman/Sabal Palms ES	60	0	17101 NE 7th Avenue, North Miami Beach, FL	33162	4
Miami-Dade Public Schools	Treasure Island ES	37	0	7540 E. Treasure Drive, N. Bay Village, FL	33141	4
Catholic Charities	Sagrada Familia Airtime	118	0	970 SW 1st Street, Miami, FL	33130	5
Centro Mater	Centro Mater East 1	180	16	418 SW 4th Avenue, Miami, FL	33130	5
Centro Mater	Centro Mater East 1 - HomeBased	0	6	419 SW 4th Avenue, Miami, FL	33130	5
Centro Mater	Centro Mater East 2	80	0	421 SW 4th Street, Miami, FL	33130	5
Miami-Dade Public Schools	Fienberg/Fisher K-8 (Miami Beach)	37	0	1420 Washington Avenue, Miami Bch, FL	33139	5
Sunflowers	Sunflowers Academy #4	20	0	2901 SW 7th Street, Miami, FL	33135	5
United Way CFE	United Way Center of Excellence	39	24	3250 SW 3rd Avenue, Miami, FL	33129	5
United Way CFE	United Way Home Based	0	8	3250 SW 3rd Avenue, Miami, FL	33129	5
YWCA of Greater Miami	Carol Glassman	20	0	112 N.W. 3rd Street Miami, FL	33128	5
KIDCO	KIDCO II	50	16	2720 West 1st Avenue, Hialeah, FL	33010	6
Miami-Dade Public Schools	South Hialeah ES	74	0	265 East 5th Street, Hialeah, FL	33010	6
O'Farrill	O'Farrill Learning Center	88	0	6741 SW 24th Street Suite 31, Miami, FL	33155	6
O'Farrill	South Miami	40	8	6125 SW 68th Street, South Miami, FL	33143	7
St Alban's	South Miami	60	0	6060 SW 66th Street, South Miami, FL	33143	7
St. Alban's	Coconut Grove	60	0	3465 Brooker Street, Miami, FL	33133	7
Sunflowers	Sunflowers Academy #5	40	0	1102 SW 27th Avenue, Miami, FL	33135	7
Catholic Charities	Good Shepherd	280	0	18601 SW 97th Avenue, Cutler Bay, FL	33157	8
Lelardin	Le Jardin I	100	0	104 NW 12 Street, Homestead, FL	33030	8
Miami-Dade Public Schools	Dr. Edward Whigham PLC	37	8	8035 SW 196th Street Cutler Bay, FL	33189	8
Miami-Dade Public Schools	Redondo Elementary	37	0	18480 SW 304th Street, Miami, FL	33030	8
Catholic Charities	South Dade	360	0	28520 SW 148th Avenue, Homestead, FL	33033	9
Lelardin	Lelardin II	160	0	320 NW 2nd Street, Homestead, FL	33030	9
Lelardin	Lelardin V	120	0	107 SW 8th Street, Homestead, FL	33030	9
Miami-Dade Public Schools	Chapman Partnership South	45	32	28205 SW 124th Court, Homestead, FL	33033	9
Miami-Dade Public Schools	Ethel Beckford/Rich Hts. ES	57	0	16929 SW 104th Avenue, Miami, FL	33157	9
Miami-Dade Public Schools	Leisure City K-8	74	8	14835 Filmore Lane, Homestead, FL	33033	9
Miami-Dade Public Schools	Pine Villa ES (IAW)	74	24	21300 SW 122nd Avenue, Miami, FL	33177	9
Miami-Dade Public Schools	William A. Chapman ES	57	0	27190 SW 140th Ave, Homestead, FL	33032	9
O'Farrill	Arthur Mays	40	0	11341 SW 216th Street, Miami, FL	33170	9
O'Farrill	Perrine	80	0	17801 Homestead Avenue, Miami, FL	33157	9
Miami-Dade Public Schools	Tropical ES	74	0	4545 SW 104th Avenue, Miami, FL	33165	10
Miami-Dade Public Schools	Dante B. Fascell Elementary	40	0	15625 SW 80th Street, Miami, FL	33193	11

DATA AS APRIL 10, 2026 (subject to change)

AGENCY NAME	CENTER NAME	# HEAD START SLOTS	# OF EARLY HEAD START SLOTS	ADDRESS	ZIP CODE	COMMISSION DISTRICT
Miami-Dade Public Schools	Dr. Carlos J. Finlay ES	37	0	851 SW 117th Avenue, Miami, FL	33184	11
Miami-Dade Public Schools	Zora Neale Hurston	40	0	13137 SW 26th Street, Miami, FL	33175	11
Centro Mater	Centro Mater West 1	190	16	8298 NW 103rd Street, Hialeah Gardens, FL	33016	12
Centro Mater	Centro Mater West 1 EHS-Homebased	0	32	8298 NW 103rd Street, Hialeah Gardens, FL	33016	12
Centro Mater	Centro Mater West 2	36	0	7700 NW 98 Street, Hialeah Gardens, FL	33016	12
Paradise Christian School	Paradise Christian Hialeah	180	0	6184 West 21st Court, Hialeah, FL	33016	12
Centro Mater	Centro Mater Walker Park	110	0	800 W. 29 Street, Hialeah, FL	33012	13
Miami-Dade Public Schools	John G. Dupuis ES	57	0	1150 West 59th Place, Hialeah, FL	33012	13

District Specific Information

District Number	# Head Start Slots	# of Early Head Start Slots
1	601	80
2	734	32
3	1650	136
4	134	0
5	494	54
6	212	16
7	200	8
8	454	8
9	1067	64
10	74	0
11	117	0
12	406	48
13	167	0



MEMORANDUM

(Revised)

TO: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

DATE: June 2, 2026

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 8(P)(11)

Please note any items checked.

- ☐ "3-Day Rule" for committees applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Statement of social equity required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☐ No committee review
- ☒ Requires more than a majority vote (i.e., 2/3's present ☒, 2/3 membership ____, 3/5's ____, unanimous ____, majority plus one ____, CDMP 7 votes (majority of membership) ____, CDMP 2/3 members present but not less than 7 votes (majority of membership) ____, CDMP 9 votes (2/3 membership) ____) to approve
- ☐ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(P)(11)
6-2-26

RESOLUTION NO. R-494-26

RESOLUTION RETROACTIVELY APPROVING AND AUTHORIZING COUNTY MAYOR OR THE COUNTY MAYOR'S DESIGNEE'S APPLICATION FOR AND ACCEPTANCE OF \$375,939,525.00 IN GRANT FUNDS FROM THE UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE CONTINUATION OF THE HEAD START PROGRAM ("PROGRAM") DURING A NEW FIVE-YEAR GRANT PERIOD, AUGUST 1, 2026 TO JULY 31, 2031; AUTHORIZING THE EXPENDITURE OF SUCH GRANT FUNDS; AUTHORIZING A NON-COMPETITIVE DESIGNATED PURCHASE PURSUANT TO SECTION 2-8.1(B)(3) OF THE COUNTY CODE BY A TWO-THIRDS VOTE OF THE BOARD MEMBERS PRESENT; FURTHER AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO: (i) AWARD CONTRACT NOS. D-10669A THROUGH D-10669Q WITH SEVENTEEN HEAD START DELEGATE AGENCIES FOR THE PROVISION OF PROGRAM SERVICES FOR THE FIVE-YEAR GRANT PERIOD, AND TO EXERCISE ALL PROVISIONS SET FORTH THEREIN; (ii) APPLY FOR, ACCEPT, RECEIVE, AND EXPEND ADDITIONAL FUTURE GRANT FUNDS RELATED TO THE PROGRAM; (iii) NEGOTIATE AND EXECUTE OTHER AGREEMENTS AND DOCUMENTS NECESSARY FOR THE PROGRAM, AND EXERCISE ALL PROVISIONS CONTAINED THEREIN; (iv) SOLICIT, ACCEPT, AND EVALUATE NEW DELEGATE AGENCIES AS MAY BE NECESSARY FOR THE PROVISION OF PROGRAM SERVICES; AND (v) NEGOTIATE AND EXECUTE ADDITIONAL AGREEMENTS OR DOCUMENTS TO SUPPORT STUDENT INTERNSHIPS WITHIN THE PROGRAM; WAIVES RESOLUTION NO. 130-06.

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board:

Section 1. Retroactively approves and authorizes the County Mayor or County Mayor's application for, acceptance, and receipt of renewed grant funds from the United States Department of Health and Human Services (DHHS) for the continued operation of the County's Head Start program ("Program"), in an amount of \$75,187,905.00 for the initial year of the grant, and in a total funding amount of approximately \$375,939,525.00 over the five-year grant period, beginning August 1, 2026, and ending July 31, 2031.

Section 2. Authorizes the County Mayor or County Mayor's designee to expend the grant funds, and finds it is in the best interest of Miami-Dade County to award Contracts No. D-10669A through D-10669Q as a non-competitive designated purchase, in substantially the forms attached and made a part hereof, as Attachment 2 and 4 of the accompanying memorandum, for Head Start Program Services with the current 17 delegates agencies, in a funding amount of approximately \$75,187,905.00 for the initial one-year term, plus four, one-year options to renew, subject to the receipt of applicable federal funds and appropriation, pursuant to section 2-8.1(b)(3) of the Code of Miami-Dade County, by a two-thirds vote of the Board members present.

Section 3. This Board authorizes the County Mayor or County Mayor's designee to: (i) execute Contract Nos. D-10669A through D-10669P in substantially similar form as Attachment 2 of the accompanying memorandum, with the 16 not-for-profit delegate agencies identified in Attachment 1; (ii) execute Contract No. D-10669Q with the School Board of Miami-Dade County, in substantially similar form as Attachment 4 of the accompanying memorandum>>, and to negotiate and include, as Appendix C to the Interlocal Grant Agreement, Attachment 4, a lease agreement for certain modular units purchased with federal funds, with the School Board of Miami-Dade County, for a nominal amount for the provision of Head Start services, the term of which will run concurrent with the term of the

Interlocal Grant Agreement<<¹; and (iii) to exercise all provisions contained therein, including amendments, extensions, renewals, termination, waiver, and other provisions, following approval for legal form and sufficiency by the Miami-Dade County Attorney's Office, and in accordance with the Head Start Program Performance Standards, and subject to DHHS approval, as necessary, and pursuant to section 2-8.1 of the County Code and Implementing Order 3-38.

Section 4. Authorizes the County Mayor or County Mayor's designee to apply for, accept, receive, and expend additional future grant funds related to the Program, including, but not limited to, cost of living adjustments or Program improvement allocations, and match grant funds.

Section 5. Authorizes the County Mayor or County Mayor's designee to negotiate and execute additional agreements or documents necessary for the receipt and expenditure of these Head Start grant funds, and as necessary per the Head Start Program Performance Standards, so long as there is no fiscal impact to the County, following approval for legal form and sufficiency by the Miami-Dade County Attorney's Office, and to exercise the provisions set forth in any such agreements and documents, including termination and amendment provisions, providing that any such amendments do not alter the purpose of the Program, extend the term of any such agreements beyond the Program term authorized herein, or commit County funds, other than in kind.

Section 6. Authorizes the County Mayor or County Mayor's designee to solicit, accept, and evaluate new applications for delegate agencies to provide Head Start services, and to negotiate and execute contracts with any new delegate agencies, in the event needed, subject to approval for legal form and sufficiency by the Miami-Dade County Attorney's Office, and in accordance with Head Start Program Performance Standards and DHHS approval, as needed.

¹ Committee amendments are indicated as follows: Words stricken through and/or [[double bracketed]] are deleted, words underscored and/or >>double arrowed<< are added

Section 7. Authorizes the County Mayor or County Mayor’s designee to negotiate and execute additional agreements or documents to support student internship within the Program for colleges and universities, such as Miami-Dade College, and to assist in training staff and future teachers to meet the credentialing requirements of the HSPPS, so long as there is no fiscal impact to the County, following approval for legal form and sufficiency by the Miami-Dade County Attorney’s Office, and to exercise the provisions set forth in any such agreements and documents, including termination and amendment provisions, providing that any such amendments do not alter the purpose of the Program, extend the term of any such agreements beyond the Program term authorized herein, or commit County funds, other than in kind.

Section 8. Waives Resolution No. R-130-06, requiring agreements to be finalized and executed by all non-governmental parties, as may be required and as authorized by sections 4, 5, 6, and 7.

The foregoing resolution was offered by Commissioner **Marleine Bastien** , who moved its adoption. The motion was seconded by Commissioner **Natalie Milian Orbis** and upon being put to a vote, the vote was as follows:

Anthony Rodriguez, Chairman	aye		
Kionne L. McGhee, Vice Chairman	absent		
Marleine Bastien	aye	Juan Carlos Bermudez	aye
Sen. René García	aye	Oliver G. Gilbert, III	absent
Roberto J. Gonzalez	aye	Keon Hardemon	absent
Danielle Cohen Higgins	absent	Vicki L. Lopez	aye
Natalie Milian Orbis	aye	Raquel A. Regalado	aye
Micky Steinberg	aye		

The Chairperson thereupon declared this resolution duly passed and adopted this 2nd day of June, 2026. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.



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

JUAN FERNANDEZ-BARQUIN, CLERK

By: Basia Pruna
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

LCK

Leigh C. Kobrinski