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# **TERREBONNE PARISH COUNCIL**

## **COMMUNITY DEVELOPMENT AND PLANNING COMMITTEE**

**Mr. Steve Trosclair**  
**Mr. Scotty Dryden**      **Chairman**  
**Mr. John Navy**        **Vice-Chairman**  
**Ms. Arlanda Williams** **Member**  
**Mr. Gerald Michel**    **Member**  
**Ms. Christa Duplantis-****Member**  
**Prather**                **Member**  
**Mr. Darrin W. Guidry,** **Member**  
**Sr.**                      **Member**  
**Mr. Al Marmande**      **Member**  
**Mr. Dirk Guidry**



In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Venita H. Chauvin, Council Clerk, at (985) 873-6519 describing the assistance that is necessary.

### **AGENDA**

October 9, 2017  
5:40 PM

Parish Council Meeting Room

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**NOTICE TO THE PUBLIC:** If you wish to address the Council, please complete the "Public Wishing to Address the Council" form located on either end of the counter and give it to either the Chairman or the Council Clerk prior to the beginning of the meeting. Individuals addressing the council should be respectful of others in their choice of words and actions. Thank you.

**ALL CELL PHONES, PAGERS AND ELECTRONIC DEVICES USED FOR COMMUNICATION SHOULD BE SILENCED FOR THE DURATION OF THE MEETING**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**CALL MEETING TO ORDER**

**ROLL CALL**

1. **RESOLUTION:** Authoring the Parish President to enter into an agreement with Start Corporation for the management of the daily operations of the Beautiful Beginnings Center in the amount of \$80,570.00
2. **RESOLUTION:** Authorizing the Parish President to execute all necessary documents to submit an application for FY 2018 Funding to the Administration for Children and Families for the Head Start Program.
3. Discussion and possible action with respect to future recreational sports activities with the Parish.
4. Consider the introduction an ordinance to establish fees related to the public use of the Terrebonne Parish Tennis Complex located at 106 Southdown West Boulevard, Houma, LA (former Renaissance Health and

Racquet Club) and calling for a public hearing on said matter on November 15, 2017.

**5. Adjourn**

Category Number:  
Item Number:



Monday, October 9, 2017

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**Item Title:**

INVOCATION

**Item Summary:**

INVOCATION

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Category Number:  
Item Number:



Monday, October 9, 2017

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**Item Title:**

PLEDGE OF ALLEGIANCE

**Item Summary:**

PLEDGE OF ALLEGIANCE

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Monday, October 9, 2017

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**Item Title:**

Agreement between Start Corporation & TPCG

**Item Summary:**

RESOLUTION: Authoring the Parish President to enter into an agreement with Start Corporation for the management of the daily operations of the Beautiful Beginnings Center in the amount of \$80,570.00

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
ex summary	9/26/2017	Executive Summary
Resolution	9/26/2017	Resolution
Contract	9/26/2017	Backup Material



## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

<b>PROJECT TITLE</b>
Agreement Between Start Corporation & Terrebonne Parish Consolidated Government
<b>PROJECT SUMMARY (200 WORDS OR LESS)</b>
An agreement with START Corporation for the management of the daily operations of the Beautiful Beginnings Center in the amount of \$80,570.00

<b>PROJECT PURPOSE &amp; BENEFITS (150 WORDS OR LESS)</b>				
To assist families with children in need of safe shelter and resources to help them become self-sufficient.				
<b>TOTAL EXPENDITURE</b>				
\$80,570.00				
<b>AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)</b>				
<b>ACTUAL</b>	<b>ESTIMATED</b>			
<b>IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)</b>				
N/A	NO	<b>YES</b>	<b>IF YES AMOUNT BUDGETED:</b>	\$80,570.00

<b>COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)</b>									
PARISHWIDE	1	2	3	4	5	6	7	8	9

Kelli Cunningham

Signature

9/26/2017

Date

## RESOLUTION

A Resolution authorizing the Parish President, Gordon E. Dove, to enter into an agreement with START Corporation for the management of the daily operations of the Beautiful Beginnings Center in the amount of \$80,570.00.

WHEREAS, there are families with children and single women in need of safe emergency housing and resources to help them become self-sufficient; and

WHEREAS, the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, is committed to providing safe emergency housing and self-sufficiency resources; and

WHEREAS, START Corporation, a non-profit agency designated as a Community Housing Development Organization by Terrebonne Parish Resolution 98-192, is committed to assisting the homeless in Terrebonne Parish; and

WHEREAS, START Corporation has satisfactorily provided Terrebonne Parish Consolidated Government's Beautiful Beginnings Center with operational management services for over fifteen years and desires to renew its current annual agreement with START Corporation.

NOW, THEREFORE BE IT RESOLVED that the Terrebonne Parish Council (Community Development and Planning Committee), on behalf of Terrebonne Parish Consolidated Government, authorizes the Parish President, Gordon E. Dove, to enter into an agreement with START Corporation for the management of the daily operations of the Beautiful Beginnings Center in the amount of \$80,570.00.

**AGREEMENT BETWEEN START CORPORATION  
AND  
TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
FOR  
OPERATIONAL MANAGEMENT OF THE BEAUTIFUL BEGINNINGS CENTER**

STATE OF LOUISIANA  
PARISH OF TERREBONNE

THIS AGREEMENT entered this \_\_\_\_\_ day of October, 2017 by and between the Terrebonne Parish Consolidated Government (herein called the “Grantee”) and START Corporation (herein called the “Subrecipient”).

WHEREAS, the Grantee has received Community Development Block Grant (CDBG) funds for Program Year 2017 under Title I of the Housing and Community Development Act of 1974, as amended and Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 funds allocated by the State of Louisiana, Department of Social Services, Office of Community Services through the United States Department of Housing and Urban Development (HUD); and

**WHEREAS** the CDBG and HEARTH Programs authorize grant funds to be utilized for the operational management of emergency shelters for the homeless, for the payment of certain operating expenses, for essential social services expenses, and for homeless prevention service expenses in connection with emergency shelters for the homeless; and

**WHEREAS** the GRANTEE, in accordance with the grant requirements, intends to utilize said funds for activities related to emergency shelter for needy homeless families, including, but not limited to the operation of the Beautiful Beginnings Shelter, (hereinafter “SHELTER”) located at 300 Bond Street, Houma, Louisiana; and

**WHEREAS** the Grantee wishes to engage the Subrecipient to manage the operations of the SHELTER.

**NOW, THEREFORE**, it is agreed between the parties hereto that;

**I. SCOPE OF SERVICE**

**A. Activities**

1. From 8:00 a.m. until 8:00 p.m., seven (7) days a week, START shall provide TPCG with trained and competent employees, (hereinafter referred to as “Employees”) to manage the daily operations of the SHELTER, under terms, conditions and duties hereinafter expressed.
2. The duties to be performed by START, through Employees, at the SHELTER shall include:
  - a. Conduct intake and assessments to determine eligibility for occupants of the SHELTER;
  - b. Prepare and maintain progress reports and other record-keeping, as required by TPCG;
  - c. Maintain client/occupant case history records and reports;
  - d. Supervision of SHELTER staff and contract counselors;
  - e. Coordination of counseling activities and sessions;
  - f. Refer clients/occupants to appropriate resources for support services;
  - g. Counsel clients/occupants individually, with family, or in other small groups regarding plans for meeting needs;
  - h. Take and respond to calls regarding services and programs available;
  - i. Maintain confidentiality of records and of the identity of clients/occupants and applicants;



- j. Support, project and foster the goals and objectives of the SHELTER, the CDBG Program, and HEARTH Program
  - k. Other functions as may be agreed upon by TPCG and START, in furtherance of the operation of the SHELTER, and consistent herewith.
3. START shall perform reference and background checks, including criminal records checks, of any individual utilized as an Employee.
  4. START shall solely be responsible for payment of all wages and other employee-type benefits, as agreed between START and Employees. START shall also withhold or otherwise be responsible for Federal or State income tax, Social Security tax, unemployment insurance or other taxes or charges required of employees.
  5. As necessary to adjust to any changes or modification in the program and/or regulations, and as directed or required by TPCG, START shall provide ongoing in-service training to Employees.

#### B. National Objectives

All activities funded with CDBG funds must meet one of the CDBG program's National Objectives: benefit low- and moderate-income persons; aid in the prevention or elimination of slums or blight; or meet community development needs having a particular urgency, as defined in 24 CFR 570.208.

The Subrecipient certifies that the activity (ies) carried out under this Agreement will benefit low- and moderate-income persons. Applications will be taken to determine if applicant meets the definition of homeless. Homeless persons are presumed low-income under 570.208(2)(i)(A).

#### C. Performance Monitoring

The Grantee will periodically monitor the performance of the Subrecipient. Substandard performance as determined by the Grantee will constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Subrecipient within a reasonable period of time after being notified by the Grantee, contract suspension or termination procedures will be initiated.

### II. **TIME OF PERFORMANCE**

Services of the Subrecipient shall start on the 1st day of November, 2017 and end on the 31st day of October, 2018. The term of this Agreement and the provisions herein shall be extended to cover any additional time period during which the Subrecipient remains in control of CDBG funds or other CDBG assets, including program income.

### III. **BUDGET**

The budget for this project is EIGHTY THOUSAND FIVE HUNDRED SEVENTY DOLLARS AND NO/100 (\$80,570.00). Any indirect costs charged must be consistent with the conditions of Paragraph VIII c. (2) of this Agreement. In addition, the Grantee may require a more detailed budget breakdown than the one contained herein, and the Subrecipient shall provide such supplementary budget information in a timely fashion in the form and content prescribed by the Grantee. Any amendments to the budget must be approved in writing by both the Grantee and the Subrecipient.

### IV. **PAYMENT**

It is expressly agreed and understood that the total amount to be paid by the Grantee under this Agreement shall not exceed EIGHTY THOUSAND FIVE HUNDRED SEVENTY DOLLARS AND NO/100 (\$80,570.00). Drawdowns for the payment of eligible expenses shall be made against the budget specified in Paragraph III herein and in accordance with performance on a monthly basis. Payments may be contingent upon certification of the Subrecipient's financial management system in accordance with the standards specified in 24 CFR 84.21.

### V. **NOTICES**

Notices required by this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, or personal delivery or sent by facsimile or other electronic means. Any notice delivered or sent as aforesaid shall be effective on the date of delivery or sending. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

Communication and details concerning this contract shall be directed to the following contract representatives:

Grantee

Kelli Cunningham, Assistant Director  
809 Barrow Street  
Houma, LA 70360  
Phone 985-873-6591  
Fax 985-873-6880  
E-mail [kcunningham@tpcg.org](mailto:kcunningham@tpcg.org)

Subrecipient

Casey Guidry, Executive Director  
PO Box 165  
Houma, LA 70361  
Phone 985-879-3966  
Fax 985-872-4733  
E-mail [casey@startcorp.org](mailto:casey@startcorp.org)

**VI. SPECIAL CONDITIONS**

No special conditions apply.

**VII. GENERAL CONDITIONS**

**A. General Compliance**

The Subrecipient agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grant (CDBG) including subpart K of these regulations, except that (1) the Subrecipient does not assume the recipient's environmental responsibilities described in 24 CFR 570.604 and (2) the Subrecipient does not assume the recipient's responsibility for initiating the review process under the provisions of 24 CFR Part 52. The Subrecipient also agrees to comply with all other applicable Federal, state and local laws, regulations, and policies governing the funds provided under this contract.

**B. "Independent Contractor"**

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Subrecipient shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Grantee shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the Subrecipient is an independent contractor.

**C. Insurance/Hold Harmless and Indemnification**

SUBRECIPIENT shall secure and maintain, at its sole expense, insurance as required by TPCG, and as evidenced on the attached "TERREBONNE PARISH CONSOLIDATED GOVERNMENT MINIMUM INSURANCE REQUIREMENTS FOR CONTRACTORS (OTHER THAN NEW CONSTRUCTION OR RENOVATIONS).

SUBRECIPIENT agrees to defend, indemnify, save and hold harmless TPCG, including all Department, Agencies, Boards and Commissions, their officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expenses and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of SUBRECIPIENT, its agents, servants, and employees, in the performance of this Agreement, and any and all costs, expenses and/or attorney fees incurred by TPCG, all Departments, Agencies, Boards, Commissions, their agents, representatives, and/or employees as a result of any such claims, demands, and/or causes of action, except those claims, demands, and/or causes of action arising solely out of the negligence of TPCG, all Departments, Agencies, Boards, Commissions, their agents, representatives, and/or employees. SUBRECIPIENT agrees to investigate, handle,

respond to, provide defense for and defend any such claim, demand or cause of action at its sole expense related thereto, even if the claim, demand or cause of action is groundless, false, or fraudulent. This indemnification shall apply to any strict liability of TPCG, all Departments, Agencies, Boards, Commissions, their agents, representatives, and/or employees.

#### D. Grantee Recognition

The Subrecipient shall insure recognition of the role of the Grantee in providing services through this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, the Subrecipient will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.

#### E. Amendments

The Grantee or Subrecipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of each organization, and approved by the Grantee's governing body. Such amendments shall not invalidate this Agreement, nor relieve or release the Grantee or Subrecipient from its obligations under this Agreement.

The Grantee may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Grantee and Subrecipient.

#### F. Suspension or Termination

In accordance with 24 CFR 85.43, the Grantee may suspend or terminate this Agreement if the Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to), the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of the Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Subrecipient to the Grantee reports that are incorrect or incomplete in any material respect.

In accordance with 24 CFR 85.44, this Agreement may also be terminated for convenience by either the Grantee or the Subrecipient, in whole or in part, by setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the Grantee determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the Grantee may terminate the award in its entirety.

### **VIII. ADMINISTRATIVE REQUIREMENTS**

#### A. Financial Management

##### **1. Accounting Standards**

The Subrecipient agrees to comply with 24 CFR 84.21-28 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

##### **2. Cost Principles**

The Subrecipient shall administer its program in conformance with OMB Circulars A-122, "Cost Principles for Non-Profit Organizations," or A-21, "Cost Principles for

Educational Institutions,” as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

## B. Documentation and Record Keeping

### 1. Records to be Maintained

The Subrecipient shall maintain all records required by the Federal regulations specified in 24 CFR 570.506 that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

- a. Records providing a full description of each activity undertaken;
- b. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
- c. Records required to determine the eligibility of activities;
- d. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance;
- e. Records documenting compliance with the fair housing and equal opportunity
- f. components of the CDBG program;
- g. Financial records as required by 24 CFR 570.502, and 24 CFR 84.21-28; and
- h. Other records necessary to document compliance with Subpart K of 24 CFR Part 570.

### 2. Retention

The Subrecipient shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of four (4) years. The retention period begins on the date of the submission of the Grantee’s annual performance and evaluation report to HUD in which the activities assisted under the Agreement are reported on for the final time. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the four-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the four-year period, whichever occurs later.

### 3. Client Data

The Subrecipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to Grantee monitors or their designees for review upon request.

### 4. Disclosure

The Subrecipient understands that client information collected under this contract is private and the use or disclosure of such information, when not directly connected with the administration of the Grantee’s or Subrecipient’s responsibilities with respect to services provided under this contract, is prohibited unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.

### 5. Close-outs

The Subrecipient’s obligation to the Grantee shall not end until all closeout requirements are completed. Activities during this closeout period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the Grantee), and determining the custodianship of records. Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that the Subrecipient has control over CDBG funds, including program income.

## 6. Audits & Inspections

All Subrecipient records with respect to any matters covered by this Agreement shall be made available to the Grantee, grantor agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Subrecipient within 30 days after receipt by the Subrecipient. Failure of the Subrecipient to comply with the above audit requirements will constitute a violation of this contract and may result in the withholding of future payments. The Subrecipient hereby agrees to have an annual agency audit conducted in accordance with current Grantee policy concerning subrecipient audits and OMB Circular A-133.

## C. Reporting and Payment Procedures

### 1. Program Income

The Subrecipient shall report monthly all program income (as defined at 24 CFR 570.500(a)) generated by activities carried out with CDBG funds made available under this contract. The use of program income by the Subrecipient shall comply with the requirements set forth at 24 CFR 570.504. By way of further limitations, the Subrecipient may use such income during the contract period for activities permitted under this contract and shall reduce requests for additional funds by the amount of any such program income balance on hand. All unexpended program income shall be returned to the Grantee at the end of the contract period. Any interest earned on cash advances from the U.S. Treasury and from funds held in a revolving fund account is not program income and shall be remitted promptly to the Grantee.

### 2. Indirect Costs

If indirect costs are charged, the Subrecipient will develop an indirect cost allocation plan for determining the appropriate Subrecipient's share of administrative costs and shall submit such plan to the Grantee for approval, in a form specified by the Grantee.

### 3. Payment Procedures

The Grantee will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with any approved budget and Grantee policy concerning payments. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Subrecipient, and not to exceed actual cash requirements. Payments will be adjusted by the Grantee in accordance with advance fund and program income balances available in Subrecipient accounts. In addition, the Grantee reserves the right to liquidate funds available under this contract for costs incurred by the Grantee on behalf of the Subrecipient.

### 4. Progress Reports

The Subrecipient shall submit regular Progress Reports to the Grantee in the form, content, and frequency as required by the Grantee.

## D. Procurement

### 1. Compliance

The Subrecipient shall comply with current Grantee policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the Grantee upon termination of this Agreement.

### 2. OMB Standards

Unless specified otherwise within this agreement, the Subrecipient shall procure all materials, property, or services in accordance with the requirements of 24 CFR 84.40-48.

### 3. Travel

The Subrecipient shall obtain written approval from the Grantee for any travel outside the metropolitan area with funds provided under this Agreement.

### E. Use and Reversion of Assets

The use and disposition of real property and equipment under this Agreement shall be in compliance with the requirements of 24 CFR Part 84 and 24 CFR 570.502, 570.503, and 570.504, as applicable, which include but are not limited to the following:

1. The Subrecipient shall transfer to the Grantee any CDBG funds on hand and any accounts receivable attributable to the use of funds under this Agreement at the time of expiration, cancellation, or termination.
2. Real property under the Subrecipient's control that was acquired or improved, in whole or in part, with funds under this Agreement in excess of \$25,000 shall be used to meet one of the CDBG National Objectives pursuant to 24 CFR 570.208 until five (5) years after expiration of this Agreement [or such longer period of time as the Grantee deems appropriate]. If the Subrecipient fails to use CDBG-assisted real property in a manner that meets a CDBG National Objective for the prescribed period of time, the Subrecipient shall pay the Grantee an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property. Such payment shall constitute program income to the Grantee. The Subrecipient may retain real property acquired or improved under this Agreement after the expiration of the five-year period.
3. In all cases in which equipment acquired, in whole or in part, with funds under this Agreement is sold, the proceeds shall be program income (prorated to reflect the extent to that funds received under this Agreement were used to acquire the equipment). Equipment not needed by the Subrecipient for activities under this Agreement shall be (a) transferred to the Grantee for the CDBG program or (b) retained after compensating the Grantee an amount equal to the current fair market value of the equipment less the percentage of non-CDBG funds used to acquire the equipment.

## **IX. PERSONNEL & PARTICIPANT CONDITIONS**

### A. Civil Rights

#### 1. Compliance

The Subrecipient agrees to comply with [fill in local and state civil rights ordinances here] and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.

#### 2. Nondiscrimination

The Subrecipient agrees to comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR 570.607, as revised by Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the HCDA are still applicable.

### B. Employment Restrictions

#### 1. Prohibited Activity

The Subrecipient is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities; inherently religious activities; lobbying; political patronage; and nepotism activities.

## 2. Labor Standards

The Subrecipient agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 *et seq.*) and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Subrecipient agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. 874 *et seq.*) and its implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The Subrecipient shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Grantee for review upon request.

## C. Conduct

### 1. Assignability

The Subrecipient shall not assign or transfer any interest in this Agreement without the prior written consent of the Grantee thereto; provided, however, that claims for money due or to become due to the Subrecipient from the Grantee under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Grantee.

### 2. Hatch Act

The Subrecipient agrees that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

### 3. Lobbying

The Subrecipient hereby certifies that: a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and c. It will require that the language of paragraph (d) of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly: d. Lobbying Certification This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## **X. SEVERABILITY**

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

## **XI. SECTION HEADINGS AND SUBHEADINGS**

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

**XII. WAIVER**

The Grantee’s failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of the Grantee to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

**XIV. ENTIRE AGREEMENT**

This agreement constitutes the entire agreement between the Grantee and the Subrecipient for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communication and proposals, whether electronic, oral, or written between the Grantee and the Subrecipient with respect to this Agreement.

WITNESSES:

TERREBONNE PARISH CONSOLIDATED  
GOVERNMENT

\_\_\_\_\_  
Printed Name:

BY: \_\_\_\_\_  
GORDON E. DOVE  
PARISH PRESIDENT

\_\_\_\_\_  
Printed Name:

START CORPORATION:

\_\_\_\_\_  
Printed Name:

BY: \_\_\_\_\_  
CASEY GUIDRY  
EXECUTIVE DIRECTOR

\_\_\_\_\_  
Printed Name:





Monday, October 9, 2017

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**Item Title:**

Head Start 2018 Funding Application

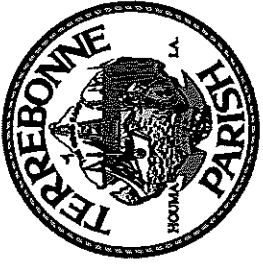
**Item Summary:**

RESOLUTION: Authorizing the Parish President to execute all necessary documents to submit an application for FY 2018 Funding to the Administration for Children and Families for the Head Start Program.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Ex Summary	10/3/2017	Executive Summary
Resolution	10/3/2017	Resolution
Application	10/3/2017	Backup Material
Backup	10/3/2017	Backup Material



## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

Head Start 2018 Funding Application

### PROJECT SUMMARY (200 WORDS OR LESS)

Authorizing the Parish President to execute all necessary documents to submit an application for FY 2018 Funding to the Administration for Children and Families for the Head Start Program.

### PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

To provide Head Start services in 10 classrooms which serve 170 children

### TOTAL EXPENDITURE

\$1,942,706.00

### AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

### IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT  
BUDGETED:

\$1,942,706.00

### COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1 2 3 4 5 6 7 8 9

*David W. Davis*

Signature

*10/3/2017*

Date

## Resolution

A Resolution Authorizing the Parish President to execute all necessary documents to submit an application to the Administration for Children and Families for the Head Start Program in Terrebonne Parish and to execute the Five Year Application and PY 2018, Year Three Head Start Program Plan.

WHEREAS, it is necessary that an application be submitted by the governing body and the Head Start Policy Council.

NOW THEREFORE BE IT RESOLVED that the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government does hereby authorize the Parish President, Gordon E. Dove, to sign and submit the application to Administration for Children and Families to provide Head Start services.

BE IT FURTHER RESOLVED that the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government does hereby authorize the Parish President to sign the agreement associated with this application and any certifications, modifications, etc. that may be associated with the implementation of the agreement.

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### **Section I. Program Design and Approach to Service Delivery**

Terrebonne Parish Consolidated Government has provided Head Start Services since 2004. In 2004, TPCG was awarded grantee status to provide Head Start programming without the partnership with the neighboring parish. Since Terrebonne Parish Consolidated Government has had the Head Start grant, program administrator and staff have worked with local community partners to ensure that the many needs of the children and families enrolled in the Head Start Program are met. A communitywide assessment is conducted every three years with revisions annually to determine programmatic needs. The Self Assessment is conducted annually by staff in collaboration with administrators, parents and community as required by the Head Start Performance Standards. Based on findings from the Community and Self Assessments, strategic planning takes place to set goals to strengthen existing programming. Findings of the above mentions tools indicated needs in the following areas:

a.) Community Assessment

- Characteristics of the needs of dual language learning include the integration of all language during child programming hours, children building foundations in all language through phonemic awareness and overall language development, and programs providing

equal access to all languages through program instruction. On the 2012 PIR, the grantee reported that no families were in the need for English as a Second Language training or support services. Since the Community Assessment was completed in 2013, there has been a steady growth in the numbers of families enrolling children who do not speak English. Program Staff must ensure that the need for English as a Second Language training and support services are in place.

- Terrebonne Parish, Louisiana exhibits a population in need for Head Start Programming for primarily three year old children and their families in the areas of Houma, Schriever, and Gray. The community data indicates an extremely low population of eligible children in the Gibson area making a fully enrolled Head Start classroom very difficult to maintain. Based on zip code data trends, recruitment efforts need to be focused in the Gibson area to meet the funded enrollment for the one classroom designated for Head Start programming. Since there are approximately 32 eligible 3 year olds in this area, the grantee would have to secure at least 50% of the total population to ensure funded enrollment.
- The Head Start grantee is serving a significant portion of Part B eligible children and well above the 10% Head Start Act requirement. Additional discussion through the interagency agreement with the Part B provider would benefit the Head Start grantee to ensure support and services in this natural environment.
- The community would benefit from information, education, and partnerships in the area of health and mental health risk factors. The number of children with asthma is consistently above 20% of the total Head Start eligible children served by the grantee; however, additional Health Education is not documented. The availability of mental health services after referral is unknown and needs to be strengthened for future programming.

**b.) Self Assessment (2016 Fiscal Year)**

- Hire more bilingual teaching staff member who specifically speak Spanish.



- Improve Communication between center staff and management staff.
- Improve the Work Order system.
- According to CLASS observation breakdown for the 2016-2017

1.) The area of Instructional Support continues to indicate a need for further professional development in the following areas:

- Concept Development
- Quality of Feedback
- Language Modeling

#### **SUB-SECTION A: Goals**

1.

**Goal #1:** To ensure that teachers will utilize developmentally appropriate practices and intentional teaching strategies in the classroom environment to promote optimal learning and development at all ages of development.

Objective 1: Provide professional development to teachers in areas of need as indicated by CLASS assessments, student data reports generated through Teaching Strategies Gold, and teacher surveys in accordance with areas indicated in Terrebonne Parish Head Start's school readiness goals.

Year 1: School readiness goals are well established and utilized in ensuring that classroom teachers follow best practices in classroom instruction. Data analysis is an essential part of the Terrebonne Parish Head Start Program. During its annual self assessment, a careful examination of CLASS walkthroughs and child outcomes through GOLD system serves as documentation to set programmatic goals. Professional development for the year 2016-17 will include priority areas as indicated from this data in the areas of (GOLD Snapshot Report):

- Mathematics concepts
- Cognitive
- Language

With concentration of strategies in the areas of (CLASS INSTRUMENT and as indicated in teacher surveys):

- Concept Development
- Quality of Feedback
- Language Modeling

Year 2-5: In subsequent years,

- Continue to use CLASS Observations to examine needs of program.
- Utilize Teaching Strategies GOLD Snapshot Reports to analyze students' data to focus on student's needs.
- Compile teacher surveys requesting areas of need
- Track performance of students as they enter kindergarten to monitor the impact of the Head Start Program

Continued data collection from the CLASS Observation scores and Teaching Strategies Gold Outcomes reports is used to find any professional development needs; materials/supply needs as well as any changes are needed in the School Readiness plan.

Expected Outcomes for Goal #1:

- Class scores will be increased
- Children's growth and progress towards kindergarten readiness will be increased
- Teaching Staff will increase their skills and knowledge of what is required for School Readiness

***Measured progress toward these goals will be documented by:***

- CLASS Observation Summary Reports
- Teaching Strategies Gold Reports
- Surveys
- Home Visit information

Progress has been made in CLASS Scores program wide during the 2015-16 school year. The professional development that has been provided has shown an increase in scores across all areas of CLASS. Parent surveys and information obtained during home visits also indicates parent satisfaction in child outcomes.

At the conclusion of the Five Year Grant, it is expected that all teaching staff members, including Assistant Teachers, will show an increased understanding of the CLASS process and an increase in scores. All of which will directly impact teacher/child interactions by improving quality. Improved teacher/child interactions will translate into improved child outcomes and the children transitioning to Preschool or Kindergarten will show all of the School Readiness skills needed to succeed at the next level.

## **Goal #2**

Head Start staff will work with families to identify appropriate practices that complement the stages of their developing child and to provide opportunities for parents to enhance their parenting skills, knowledge and understanding of the educational and developmental needs and activities of their children. To utilize the PFCE Framework to assist parents in becoming advocates for their children and being actively engaged and empowered.

OBJECTIVE 1: Empower parents by providing information through literature, parent workshops and encouragement of actively volunteering in classroom setting to ensure they will become their child's first teacher and advocate in response to the needs of their children.

Year 1: Offering some meetings in the evening will allow more participation of working parents and possibly increase participation of fathers. Parent meetings are held during the school day and do not accommodate working families. Parent meetings have been held during the school day and do not accommodate working families.

Year 2-5: Continue to develop and expand topics offered to parents in the areas showing the need for growth from data. Continue to expand partnerships with local agencies and providers to better serve children and families. Implement Parenting Curriculum (STEP/Preschool) for all families to have the opportunity to participate in to enhance parenting skills, discipline skills, etc.

Expected Outcomes for Goal #2:

- More participation in the Parent Committees from parents/guardians including fathers in the Head Start Program
- More parent volunteers in the classrooms
- More opportunities for families to get their needs met through expansion of partnerships

***Measured progress toward these goals will be documented by:***

- Parent Committee Sign-in Sheets
- Volunteer Sign-in Sheets
- Goals met on Partnerships as indicated on Program Information Report (PIR)

Parent Committee meetings continue to be an important component for our families. Many parents enjoy the opportunity to work with others to meet goals that they set at the beginning of the school year. Planning and implementing fund raising activities, field trips and other events offers parents opportunities to do create things for the children enrolled in each center. Work continues to build up each parent committee and to have consistent participation throughout the school year.

More Fatherhood activities have been planned at each center. These activities specifically target fathers to encourage their involvement with their child at school. There was little improvement in the participation of fathers/male role models in the activities offered during the 2016-2017 school year. It is hoped that success with these activities will be increased during the 2017-2018 school year.

A special Volunteer Orientation now takes place so that any parent or guardian who would like to volunteer in their child's classroom will have a better understanding of what is involved. There has been a slight increase in parents and guardians who have requested to volunteer since this orientation was implemented last school year.

To increase the success of the Family Partnership process, a monthly meeting has been scheduled with the Family Involvement Specialist and the teaching staff members who also serve as family workers. This monthly meeting has shown to be a great benefit for communication between all involved and the teaching staff members have a better understanding of the follow-up that must take place to assist the families to succeed in reaching the goals that they set on their Family Partnership Agreement. Teaching staff members are required to call the families after the children leave for the day to touch base and to follow-up on the goals, to offer support, and to be an advocate for the family.

**Goal #3:** To increase Head Start Staff members ability to speak to English as a Second Language families, specifically Spanish speaking families to ensure that the communication is there to better serve the children and families.

Year 1: All teaching staff members in all centers will use the Rosetta Stone software to begin to learn Spanish. Interpreters will also be utilized until staff members are able to communicate on their own with Spanish speaking families.

Year 2-5: As new teaching staff members are hired, a focus will be made to ensure that dual language staff members are hired if possible.

Expected Outcomes for Goal #3:

- Better communication between staff and families
- More staff members in place who speak Spanish
- Staff will be in a position to better serve Spanish speaking families

***Measured progress toward these goals will be documented by:***

- Spanish speaking families will be better served by the Head Start Program because communication will be more understandable and their needs for their child will be met.
- Spanish speaking teaching staff members will have been hired to ensure better communication for Spanish speaking families.

The need for this goal continues to be shown as a need in the annual self assessment done during 2016 and the Community Assessment completed in 2013. Terrebonne Parish has had an increase in the population of Hispanic families and the Head Start Program has increased enrollment of dual language children.

There is one staff member (Food Service Technician) who is bilingual (Spanish speaking) was hired during 2016. Since the beginning of the 2016-17 school year, the ability to communicate in Spanish with the Hispanic families who do not speak English has greatly increased. The bilingual staff member is scheduled to be present for home visits, parent/teacher conferences or to make phone calls if necessary. This has greatly enhanced the communication for the Hispanic families. Work will continue to recruit and hire full time teaching staff members who are bilingual.

**Goal #4:** To collaborate with Terrebonne Parish School District's Special Education to coordinate services through agencies to ensure early intervention services for special populations.

Objective 1: Strengthen networks between Head Start and programs services children with disabilities prior to preschool age.

Year 1-5: Continue participation by Head Start staff members in the Regional Interagency Coordination Council for Region 3 to ensure that all children are being identified for early intervention in our area. Continue to build efforts to strengthen supports of families with children with disabilities.

Year 5: Analyze efforts to ensure that proper identification has been taking place over the period of the grant. Revisit this to ensure early intervention has been offered appropriately across Terrebonne Parish.

Expected Outcomes for Goal #4:

- Early identification of children with disabilities
- Increase support for families with children with disabilities
- Continued partnership with all agencies who

***Measured progress toward these goals will be documented by:***

- Enrollment of children with disabilities
- PIR will show numbers of children served with disabilities
- Transition reports

Terrebonne Parish Consolidated Government's Head Start Program continues to have a great relationship with Terrebonne Parish School District. Collaboration between the two agencies for children with special needs works seamlessly. Response to Intervention, referrals and specialists providing services in each of the classrooms is planned and implemented between the two agencies. Children with special needs are able to obtain the services they need onsite without issue.

## 2. Long Range Goals and Short Term Objectives

Terrebonne Parish Consolidated Government's Head Start staff use information or data obtained through the annual self-assessment, community assessment as well as data from the CLASS Observations and Teaching Strategies Gold Child Outcomes reports to make decisions for planning.

## 3. School Readiness Goals for 2017-2018:

### Social & Emotional Development Goals:

Children will demonstrate positive relationships and interactions with adults and peers, self-regulate their feelings and behaviors, and develop self concept.

#### Objectives:

- Children will manage their emotions and feelings by recognizing and naming their own feelings, managing their emotions appropriately, and being able to express appropriate emotions to a matched experience or feeling;
- Children will follow limits and expectations;
- Children will interact with peers and adults by engaging cooperative work/play with peers and adults; sharing with others; taking turns during small/large group activities, and taking turns during conversations.
- Children will solve problems when engaging in positive peer relationships, interacting positively with others, and showing respect for others.

### **Perceptual Motor and Physical Development Goals:**

Children will demonstrate fine and gross motor skills and practice health and safety habits.

#### Objectives:

- Children will demonstrate traveling skills. This may include maintaining balance while on a balance beam, running, jumping, and/or hopping.
- Children will demonstrate gross motor skills. This might include demonstrating coordination spatial awareness, physical strength to climb up and down stairs/ladder, and pedaling and/or steering equipment with wheels.

- Children will demonstrate fine motor skills when using fingers and hands to grasp, cut, hold and use an eating utensil, and hold and use writing/drawing utensils.
- Children will practice healthy and age-appropriate safety habits that include hand washing, tooth brushing and toileting.

**Language and Literacy Development Goals:**

Children will demonstrate and/or use increasingly complex and varied language.

Children will demonstrate exploration of the world of books, learn how language can be broken into words and/or syllables; name/write letters of the alphabet, and recognize that letters of the alphabet have sounds.

Objectives:

- Children will use social rules of language. This may include: engaging in small and/or large group discussions; responding to open-ended questions and engaging in conversations with peers and/or adults.
- Children will use sound knowledge. This might include rhyming words, inventing rhymes and/or repetitive phrases, and being able to understand and identify various sound of language.
- Children will use and show an appreciation for books by listening to books being read aloud; being able to identify the characteristic of a book (front, back, spine, pages); understanding the difference between print and pictures/illustrations; and holding a book so that it opens right to left.
- Children will use emergent reading skills to demonstrate knowledge of print concepts; using illustrations/pictures to tell a story and identifying features in print to make judgments about text.
- Children will write to convey meaning; this might include: using writing/drawing utensils to draw pictures and write numbers and letters in his or her name.

**Cognitive Goals:**

Children will demonstrate multiple ways to solve problems; symbolic thinking and explore their surroundings through observation.



Objectives:

- Children will engage in Socio-dramatic play. This might include portraying events with props and/or objects; using their imagination to reenact events; and engaging in role play such as acting out a nursery rhyme.
- Children will demonstrate the ability to compare and measure objects using attributes of length, weight, long, short, big and small as well as showing awareness of time concepts and sequence classification.
- Children will demonstrate the understanding of numbers and counting. This might include counting the number of objects; count to tell how many; recognizes numbers and comparing numbers.

**Approaches to Learning Goal:**

Children will demonstrate a positive approach to learning through engagement, attentiveness, persistence and curiosity.

Objectives:

- Children will be persistent when engaged in a task such as opening their milk container, putting a puzzle together and when solving other problems that requires patience and time.
- Children will attend/engage in play based-learning to explore, investigate and acquire knowledge about themselves and their environment; this might include observing and imitating and completing simple and complex tasks on their own.

Terrebonne Parish Consolidated Government's Head Start School Readiness plan is reviewed annually. The Education Specialist convenes a School Readiness committee meeting and invites Governing Board, Policy Council members, parents, community partners and all staff to attend. Each group has a voice in how the goals are chosen and developed.

After the annual review of the School Readiness Plan during the fall of 2015, it was determined that no changes to the goals and objectives were needed.

**4. Program Impacts:**

At the conclusion of the five year grant period, it is the hope that if all goals and objectives have been met, Terrebonne Parish Head Start will have made the difference in the following areas:

- Increased child outcomes for all children transitioning to Preschool or Kindergarten. The data for all children will show that they have the skills needed to succeed at the next level based on the School Readiness goals and objectives.
- Parents and guardians will realize by their active participation in the Head Start Program, how important their role as their child's first teacher is and will continue to be active in their child's journey as life-long learners.
- Terrebonne Parish Head Start staff members will be better able to communicate with families who speak Spanish only either because they have learned with online software or through other means. Spanish speaking families will feel more comfortable communicating their needs with staff members and their children's needs will be met.
- Children with disabilities will be identified early and their needs will be met through a system of agencies and providers.

#### Continuation

- The long range planning indicated a change to include the need to hire staff members who speak Spanish so that staff members can better communicate with Spanish only speaking families.
- Progress has been made in the growth areas indicated in the Self-Assessment Action plan completed in 2015. Work towards more staff members being able to communicate with Spanish speaking families has occurred. Supporting teaching staff who work with children with severe behavioral issues is taking place in conjunction with Terrebonne Parish School District. Professional development has been offered in this area and the information obtained is shared with all teaching staff members.

### **SUB-SECTION B: Service Delivery**

#### **1. Needs of Children and Families**

a. Through a thorough review of community data as well as information from actual Head Start eligible children and their families, the following trends were revealed through the community assessment for Terrebonne Parish in the State of Louisiana:

1) Terrebonne Parish Louisiana exhibits a population in need for Head Start Programming for primarily three year old children and their families in the areas of Houma, Shriever, Gibson and Gray. The lack of a wait list of children in the Gibson area continues to be an issue. A focused recruitment in this area of Terrebonne Parish continues.

2) The Head Start grantee is serving a significant portion of Part B eligible children and well above the 10% Head Start Act requirement. Additional discussion through the interagency agreement with the Part B provider will continue to be beneficial to ensure support and services in the natural environment of the Head Start classrooms.

3) The community would benefit from information, education, and partnerships in the area of health and mental health risk factors. The number of children with asthma is consistently above 20% of the total Head Start eligible children served by the grantee; however, additional Health Education is not documented. The availability of mental health services for young children has increased and the ability to refer families has been successful. This continues to be an area that must be strengthened, however.

4) The data collected for this community assessment was challenging in the areas of Part C, Part B, Foster Care, Child Abuse and Neglect, and Mental Health. The grantee's planning and service provision would be benefited from ongoing communication with community partners to share ideas and information. Interagency agreements are facilitated; however, implementation on data sharing is viewed as a challenge.

b. Health

Prenatal Care

Prenatal care is recognized as an important means of providing medical, nutritional and educational interventions to reduce the risk of adverse pregnancy outcomes and to identify women at high risk for these outcomes. Women in prenatal care routinely receive tests for complete blood count and blood type, diabetes, syphilis, and other conditions. Newborn children are routinely tested for errors of inborn metabolism and other problems. Although these outcomes are rare, a positive test result triggers interventions that benefit both mother and child. Screening and testing undertaken as part of prenatal care has been responsible for substantial improvements in health and well being. Beyond the positive effect on birth outcomes, prenatal care is a vital part of women's health care, as many women (particularly adolescents, minorities, and women of low socio-economic status) start wellbeing checkups only as a consequence of pregnancy.

### **Medical Insurance**

Improving the well-being of mothers, infants, and children is an important public health goal for Head Start Programming. Their well-being determines the health of the next generation and can help predict future public health challenges for families, communities, and the health care system. The cognitive and physical development of infants and children are also influenced by the health, nutrition, and behaviors of their mothers during pregnancy and early childhood. The Grantee must assist families to obtain medical insurance to ensure the overall health needs are met. In the year of 2015-2016, the grantee reported that 99% of families accessed Medicaid coverage; 0.3% held LaCHIP benefits; and 0.66% had private insurance.

### **Nutrition**

The three main factors that affect weight are: metabolism, food intake, and activity level. While some individuals may have underlying physical disorders that cause them to gain or lose too much weight, most people can control their weight by matching their food intake to their activity level. Even though an individual's Body Mass Index (BMI) is, for the most part, within

his or her control, the percentage of people in the United States who are overweight or obese has been steadily and dramatically on the rise. Adult obesity in Louisiana rose from 16% in 1991 to 27% in 2004, with the largest jump seen in the 18 to 24 year old age group. Subsequently, adult obesity has continued to rise to 33.9% in 2009, with the highest prevalence in the 55 to 64 year old age group (39.2%). Being overweight and/or obese substantially increases the risk for hypertension, high cholesterol, type II diabetes (adult onset), heart disease, stroke, and various cancers.

Based on the Grantee Head Start 2016-2017 PIR, 12% of children served were classified with obese with a BMI of at or above the 95<sup>th</sup> percentile. An addition 15% had a BMI the 85<sup>th</sup> percentile.

### **Immunization**

Vaccines are among the most effective and reliable methods to prevent and control disease. Every year, they prevent countless serious illnesses and thousands of possible deaths. About 100 million vaccine doses are given annually in the United States, most of them to infants and children as part of their routine immunization schedule.

Children in particular are beneficiaries of the protection from infectious diseases that vaccines offer. While a number of vaccines have prevented diseases from spreading, not all diseases have disappeared. The number of pertussis cases reported annually in Louisiana has ranged from 10 to 21 cases since 2000. The undocumented fear that receiving the vaccine will do harm to the child should clearly out way the effects of a child's inability to fight a rather harmful diseases.

The Head Start Program was able to report a 96% success rate for children served on its 2016-2017 PIR school year.

### **Oral Health**

Based on the 2006 Louisiana Health Report Card, recommendations for Oral Health included strengthening the fluoridation program infrastructure within Office of Public Health; provide education to the public, policy makers, and dentists regarding the status of optimal water fluoridation in Louisiana; and work with DHH Bureau of Health Services Financing to increase dental coverage for at-risk special-needs populations. Terrebonne Parish water report indicates 0.6 fluoride on average in Houma and 0.7 for Shriever. Recommendations are to maintain fluoride levels between 0.7 and 1.2.

At the local level, the Grantee Head Start 2016-2017 PIR, 95% of Head Start children served was provided Dental treatment. In addition, 32 children were identified for needing additional dental treatment.

### **Employment**

City-data reports a 5% unemployment rate as of April of 2010. In March of 2012, the cost of living index in Terrebonne Parish was 83.6 which was less than the U.S. average of 100. Industries providing employment include educational, health and social services (19.3%); Retail trade (12.9%); and Agriculture, forestry, fishing and hunting, and mining at (11.9%).

Type of workers:

- Private wage or salary: 80%
- Government: 14%
- Self-employed, not incorporated: 5%
- Unpaid family work: 0%

### **Housing**

As reported by City-Data.com, the average household size in Terrebonne Parish is 2.9 people. The medians house value in 2009 was \$133,800 and rent averaged \$524.00. The estimated median household income in 2009 was \$47,725 which is up from \$35,235 from 1999.

The number of families from the Head Start program that requested housing assistance through the Family Partnership Building process was 18 families in school year 2015-2016 with 12 of those families succeeding in finding housing by the end of the school year.

### **Section 8 Housing Choice Voucher Program**

The Section 8 Housing Choice Voucher Program provides rental assistance payments directly to a participating landlord. These payments are provided under a contract executed between the Public Housing Agency (Terrebonne Parish Consolidated Government) and the landlord on behalf of an eligible participant. The purpose of this contract is to guarantee that eligible participants reside in decent, safe, and sanitary housing.

There are currently four (4) components of the Section 8 Housing Choice Voucher Program being administered by this Division. The components are Housing Choice Vouchers, Family Self-Sufficiency, Single Room Occupancy and Katrina Disaster Housing Assistance Program.

The Housing Choice Voucher Program provides rental assistance to eligible households through the issuance of a voucher for participation. There are 512 Vouchers on this program.

The Family Self-Sufficiency Program (FSS) provides eligible Section 8 families with an opportunity to achieve economic independence and self-sufficiency by combining housing assistance with other public and private resources. There are 23 slots allocated within the Section 8 Housing Choice Voucher Program to implement the Family Self-Sufficiency component.

### **HOMELESS**

The grantee reports that approximately 335 adults that are homeless with 133 children. This is an increase from the previous year of 251 and 116. The Beautiful Beginnings Homeless Shelter in Terrebonne Parish further reports of the families served by this facility in 2009, approximately:

- 25% were homeless solely due to a housing crisis

- 0% had experienced domestic violence immediately prior to entering shelter

Of the children served by this facility in 2009, approximately:

- 50% were of mandatory school age

Of these school-aged children:

- 0% perform above grade level
- 90% perform at grade level
- 10% perform below grade level
- 0% did not attend school

Of the parents served by this facility in 2009, approximately:

- 50% had never been a primary leaseholder of an apartment or house
- 100% were employed (10% full-time, 90% part-time)
- 0% were unemployed (0% had previous work experience, 0% had no previous work experience)

Service providers believe the following to be their clients' top three barriers to employment include:

- Lack of appropriate trade/job skills
- Lack of education
- Fear of losing or reducing public assistance benefits

### **Disabilities**



In the State of Louisiana, the provider of services for Part C eligible children and families is the Department of Health and Hospitals through a contract with the Office for Citizens with Developmental Disabilities. This change occurred in July of 2007 and the transition is still completing.

Early Steps is Louisiana's Early Intervention System under the Individuals with Disabilities Education Act, Part C. Early Steps provides services to families with infants and toddlers from birth to three years (36 months) who have a medical condition likely to result in a developmental delay, or who have developmental delays.

Physicians and other healthcare professionals are mandated by the Federal Part C law to refer to Early Steps children between the ages of birth to three with a suspected developmental delay, and anyone may make a referral to Early Steps. Children with delays in cognitive, motor, vision, hearing, communication, social-emotional or adaptive development may also be eligible for services. If a child who fits any of these criteria, the Head Start Disability Manager refers the child to the System Point of Entry (SPOE) at Southern Louisiana Area Health Education Center.

The Part B program is facilitated by Pupil Appraisal in Terrebonne Parish School Board. The Grantee consistently enrolls children with signed Individual Education Plans into the program at the beginning of each year and identifying additional children thereafter.

Needs of Dual language learning:

Characteristics of the needs of dual language learning include the integration of all language during child programming hours, children building foundations in all language through phonemic awareness and overall language development, and programs providing equal access to all languages through program instruction.

Since 2012, more families who are dual language learners have begun to enroll their children into the Head Start Program. The increase in dual language learners has been increasing each year. During the 2013-14 school year, there were 5.2% of the cumulative enrollment were

dual language learners, 7.5% during the 2014-15 school year and 4.9% during the current school year of 2015-16. Currently the total percentage of families who are dual language is 7.1%. The need to accommodate the needs of the dual language learners and their families by adding teaching staff who speak Spanish continues to be a priority.

## **2. Service Area**

The service areas in Terrebonne Parish that have been identified as showing the most need for Head Start services are listed below:

### **Gibson, LA (70356)**

In 2010, there were 166 children under the age of five reported to live in this area. However, as the children grew older, it appears that families are moving out of this area. City data reflects up to a 22% decrease in children between the ages of 5 and 18 from 2009 to 2010. The population is most stable in families with very young children or in retirement age range. The community is supported by the Terrebonne parish School Board that provides a pre-k programming.

### **Houma (city)**

Houma is a city in Terrebonne Parish, Louisiana and the largest principal city of the Houma–Bayou Cane–Thibodaux Metropolitan Statistical Area. The city's powers of government have been absorbed by the parish, which is now run by the Terrebonne Parish Consolidated Government. The population was 33,727 at the 2010 census, an increase of 1,334 over the 2000 tabulation of 32,393. The city is nearly two thirds white.

The median income for a household in the city in 2010 was \$34,471, and the median income for a family was \$40,679. Males had a median income of \$35,897 versus \$22,202 for females. The per capita income for the city was \$17,720. About 16.4% of families and 20.8% of

the population were below the poverty line, including 30.7% of those under age 18 and 17.3% of those ages 65 or over.

Population in 2011: 33,731. Population change since 2000: +4.1%

White alone - 21,658 (64.2%)

Black alone - 8,196 (24.3%)

Hispanic - 1,626 (4.8%)

American Indian alone - 1,312 (3.9%)

Two or more races - 543 (1.6%)

Asian alone - 340 (1.0%)

Other race alone - 32 (0.09%)

Native Hawaiian and Other Pacific Islander alone - 20 (0.06%)

Percentage of residents living in poverty in 2009: 16.4%

(8.7% for White Non-Hispanic residents, 34.5% for Black residents, 14.2% for Hispanic or Latino residents, 32.0% for American Indian residents, 16.0% for other race residents, 22.9% for two or more races residents)

The zip codes in Houma include 70360, 70361, 70363 and 70364. After reviewing data by zip code, there appears to be a shift in populations for children ages 5-18 out of the 70363 zip code. In addition, the 70360 zip code had fewer tax returns reported at a gross income of less than \$25,000.

**Schriever, LA (70395)**

The demographics in this area are reported to be a majority of white individuals who are married and possess a high school diploma. These persons hold employment in construction, oil/gas, or manufacturing. The percentage of residents living in poverty in 2009 was 15.2% which was an increase of 2.4% since 2000. The demographics of this sub-population include 12.9% for White Non-Hispanic residents, 26.9% for Black residents, 0.0% for Hispanic or Latino residents, and 0.0% for two or more races residents.

There were 2,000 households out of which 41.9% had children under the age of 18 living with them, 61.0% were married couples living together, 14.1% had a female householder with no husband present, and 20.9% were non-families. 16.1% of all households were made up of individuals and 6.0% had someone living alone who was 65 years of age or older. The average household size was 2.94 and the average family size was 3.29.

In the area the population was spread out with 29.6% under the age of 18, 11.4% from 18 to 24, 30.6% from 25 to 44, 20.4% from 45 to 64, and 8.0% who were 65 years of age or older. The median age was 32 years. For every 100 females there were 94.8 males. For every 100 females age 18 and over, there were 93.6 males.

The median income for a household in the CDP was \$38,884, and the median income for a family was \$42,982. Males had a median income of \$33,338 versus \$21,477 for females. The per capita income for the CDP was \$14,449. About 10.0% of families and 12.8% of the population were below the poverty line, including 15.2% of those under age 18 and 12.2% of those ages 65 or over.

#### **Gray, LA (70359)**

The median income for a household in 2000 was \$28,517, and the median income for a family was \$35,727. Males had a median income of \$31,827 versus \$19,792 for females. The per capita income for the CDP was \$12,676. About 21.4% of families and 23.7% of the population were below the poverty line, including 34.1% of those under age 18 and 14.3% of those ages 65 or over. By 2010, the population has increased by 12.6%. Percentage of residents living in

poverty in 2009 was 24.1% (9.2% for White Non-Hispanic residents, 40.7% for Black residents, 0.0% for Hispanic or Latino residents, 29.7% for American Indian residents, 0.0% for other race residents, 67.6% for two or more races residents). There was a reported increase in children birth to five by 33.77% from 2000 to 2010.

There are no proposed changes to any of the areas that are currently served by Terrebonne Parish Consolidated Government's Head Start program at this time.

3. & 4. Justification of Proposed Funded Enrollment and Program Options:

a. Terrebonne Parish Consolidated Government chooses to provide a center-based, full day, partial- year option for the children and families. In conjunction with the Terrebonne Parish School District, the center-based choice is the option felt to provide the most opportunities for the children enrolled to build the all of the skills needed to be Prekindergarten or Kindergarten ready when they leave Head Start.

Head Start children attend class each day of the week during the school year for six and half hours per day. This time frame allows the teaching staff to afford the most opportunity for learning during the morning time, factoring in time for required meals as well as a "nap time" for the children. Programming is scheduled from 8:30 am to 3:00 pm each day.

Terrebonne Parish Consolidated Government's Head Start Program opts for providing services during a traditional school year (August to May) or as a partial-year. This option is elected due to the availability of food service through the local school district.

b. Special Situation: Enrollment Reduction or Expansion

Terrebonne Parish Consolidated Government is not considering expansion or reduction of funded enrollment since last year. It is proposed that this program continue servicing 170 children and families in the current locations that are listed in 2. Service Area.

5. Centers and Facilities:

a. There have been no changes in the Head Start Program's services areas since last year.

b. The locations that have been in use for many years continue to provide services to the neediest families in the areas chosen. These locations have been in the areas that the data shows that have most families in need based on income eligibility guidelines.

c. The staff members are trained annually and as needed to ensure that they can meet the health and safety needs of the children enrolled in the Head Start Program. Training requirements through the Louisiana Department of Education's Early Learning Licensing Regulations, the Louisiana Office of Public Health and the State Fire Marshal's office are used to ensure that all staff members have the knowledge of the guidelines and procedures to keep all children safe within the facilities, playground areas, on field trips and in Head Start vehicles.

Policies and procedures are in place and are reviewed by all staff annually and as needed to ensure that everyone is prepared to handle situations that may arise on a daily basis or in an emergency.

The facilities used also meet the guidelines through the Louisiana Department of Education's Early Learning Licensing Regulations, the Louisiana Office of Public Health and the State Fire Marshal's office to ensure the health and safety of the children enrolled in the Head Start Program. The facilities used by the Head Start Program are inspected annually by all three State Agencies to ensure that staff members are following all regulations.

6. Recruitment and Selection:

The recruitment strategies used to ensure that services are provided to children and families in the greatest need begin with the selection criteria use by the Head Start Program. The Selection Criteria Committee reviews the criteria used in the past to select the neediest of the needy in Terrebonne Parish and those children and families recently selected. If the PIR data shows that any family issues have changed then the criteria used changes. For example, during the past school year, the PIR data showed that great grandparents were raising children. More points were given to this type of family because of their need for assistance.

Recruitment of children and families begins in their communities. Flyers are mailed out, posted at local stores and staff members have gone door to door to introduce the program to families in the areas that are low income areas that have the greatest need.

During the spring of 2017, the Head Start Program began working with the ACT III Network that includes all publically funded preschool programs and child care centers that receive Child Care Assistance Payments through the Louisiana Department of Education to recruit and enroll families together so that all families have the chance to have their child placed in the best child care or preschool option that meets their needs. There will be one application for families to fill out to apply for any of the publically funded preschool or child care centers. The application that families applying for Head Start will be filled out online. I Pads with WiFi access will be available for families to use to apply for Head Start services.

In partnership with Terrebonne Parish School District, Head Start staff members work to identify any need that the children have that may require an evaluation. Response to Intervention tactics that are used to first work with the child to build skills and if needed, a referral is made to the local school board for evaluation. The Head Start Program does not have any issue with meeting the 10% requirement to work with children with disabilities. Currently, the percentage of children with disabilities enrolled in the Head Start Program is 10.5% and 12 children have been referred for further evaluation by school board staff.

7. Transportation:

There are a small percentage of families who struggle with transporting their children to and from the Head Start centers. For the most part, families are able to work out getting their child to school each day. Family Involvement staff members assist families with identifying ways to ensure that all children are able to attend Head Start. Some of these ways are to connect families with other families who live in the same area to carpool or to share information on the

bus routes in their area. Unfortunately, Terrebonne Parish Consolidated Government's Head Start Program does not have the funds to provide transportation.

8. Educational Services:

a. The Head Start Program has Lead Teachers in the ten classrooms that have the appropriate degree and experience in Early Childhood Education and are trained to use the Creative Curriculum. Each Lead Teacher uses the Creative Curriculum, child outcomes data, and information from the parents to design a learning plan for each child in their classroom. Other data such as the TELD assessment, Brigance assessment, and observations are used to track and ensure that all children meet their individual goals as well as meet the School Readiness Goals as outlined in Sub-Section C.

8. Health:

a. Head Start staff members begin working with parents and guardians during the first meeting to request that their child receives a physical and dental exam from their medical and dental providers. If the parent or guardian does not have a medical or dental home, information is given to them and assistance is provided to make the necessary appointments. Transportation is also provided if needed to ensure that the health needs are met.

Head Start staff members share with parents and guardians during the first home visit and orientation that all children will brush their teeth daily. The tooth brushes and toothpaste are provided to all children by the program. Oral health is also included in the curriculum planning so that not only are the children brushing their teeth, they are exposed to good information at their developmental level on the benefits of having good oral health.

The Head Start Program participates in the Child and Adult Care Food Program through the Department of Education's Division of Nutrition. Following the guidelines of the CACFP and by contracting with a local Dietician, the Head Start Program ensures that the meals provided to the children enrolled meet the USDA requirements. Terrebonne Parish



Consolidated Government contracts with the local school district to provide meals for the children at all five centers.

b. As parents and guardians return their dental and physical forms to the Health Specialist, these forms are reviewed to find out if any concerns were noted. If so, the Health Specialist follows up with the parents and guardians to find out if the necessary appointments were made and to offer assistance with the follow up appointments if needed. The Health Specialist uploads all of the data on each dental and physical form into the tracking software and runs a report monthly and as needed to track whether or not the parent or guardian has completed the follow up appointments. All of the follow up appointments are within the mandated timelines. If needed, transportation to follow up appointments is available.

9. Family Services and Social Services:

a. During the initial home visit, family workers introduce the parents and guardians to the Family Partnership Process. Parents and guardians, who choose to participate in the Family Partnership Process, list the goals and priorities for their family. Once the family workers review the Family Partnership Agreement with the family, they share the necessary information with the family to assist them in meeting their goal. For example, if a family is looking for low income housing, the family worker shares a list of options in Terrebonne Parish. The Family worker will offer assistance such as help with phone calls, etc. to support the parent or guardian to meet their goal of finding low income housing. Periodically, the family worker will call or talk with the parent or guardian to find out the status of finding low income housing and offer assistance as needed.

At parent committee meetings, the Family Involvement Specialist invites the agencies and providers that partner with the Head Start Program to share information on what their program provides. The Family Involvement Specialist surveys the parents and guardians to find out what topics they are interested in hearing about as well as reviews the Family Partnership agreements to choose those providers who can share information that might best meet the parents and guardians goals.

b. Teaching staff members are included in the parent committee meeting so that they can share what activities will be going on in the classrooms during the next few weeks or months. Parents and guardians are invited to volunteer in the classrooms to assist teaching staff and are invited to participate in center wide activities such as Fall Fest or other holiday celebrations.

The teaching staff members act as the family workers so that the relationship between staff and families has the opportunity to grow in a meaningful way. The teacher/family worker can not only discuss the child's growth and development in the classroom, she can follow up with the parent to find out how the status of meeting the goals set on the Family Partnership agreement.

c. Each teacher/family worker is assigned half of the classroom's families on his or her caseload. There are 17 children enrolled in each classroom. This low caseload number allows for the opportunity to build deeper relationships with parents and guardians.

During the first home visit, the teacher/family workers have conversations with each parent or guardian to find out what their needs or priorities are for themselves, their children and their family as a whole. These initial conversations or assessments help the teacher/family worker determine the approach that will be used to assist the family to meet the goals they choose to put on the Family Partnership Agreement.

d. To facilitate parent participation, program events, parent committee meetings, program committee meetings are offered at times that are most convenient to the families. The parents and guardians at each center choose the time and date of the parent committee. Transportation and babysitting is offered for Policy Council members so that their participation is supported. To get parent/guardian participation, the Health Services Advisory Committee meets at a time that best meets the family's needs.

e. To ensure that the program has the maximum child attendance, procedures are in place so that the teaching staff informs the Family Involvement Specialist as soon as a concern with attendance arises. A weekly meeting is held with the ERSEA Specialist, Family Involvement Specialist and the Head Start Administrator. The Family Involvement Specialist reviews the

weekly absentee report and contacts each Lead Teacher to find out the status of attendance. If needed, a meeting with the parent or guardian takes place to find out what the issues may be blocking attendance and assistance is offered. If no contact is available, a home visit is made by the Family Involvement Specialist and the Teacher/family worker assigned to the family. Support to find out what the issue is for the lack of attendance and support is given to the family so that the child's attendance increases.

10. Terrebonne Parish Consolidated Government does not provide Early Head Start services.

11. Transition:

b. On an annual basis, Head Start staff members arrange for a Transition visit for each child to the elementary school that they will be attending Preschool or Kindergarten during the next school year. The Transition visit includes meeting the Principal, Master Teacher and other staff members. Head Start children visit Preschool or Kindergarten classrooms, walk through the classes to meet the Preschool or Kindergarten Teachers and if possible, are able to participate in a small or large group activity with the other children currently enrolled in the class. While present at the elementary schools, Preschool Teaching staff members meet with the Head Start parents and guardians to share information on what to expect when they enroll their children in the preschool or kindergarten classes.

c. Early Head Start services are not provided but if a parent or guardian chooses to transfer their child from one Head Start classroom to another during the school year, assistance with that move is given to the child and family to make the move as smooth and stress free as possible.

12. Coordination:

a. The Head Start Program is a partner in the ACT III Network (T-PIECE) in Terrebonne Parish. The other partners include public preschool programs and private child care centers who receive Child Care Assistance Payments (CCAP). Through the network, training and technical assistance has been provided to increase the quality of early childhood services that include

information on increasing capacity for the teachers in the classrooms, health and developmental services.

The regional Resource and Referral agency is also working with the network partners to increase capacity in using the CLASS observation instrument, Teaching Strategies Gold and curriculum. The Louisiana Department of Education recently approved using the Creative Curriculum in the public preschool programs.

b. The Head Start Program has a Memorandum of Understanding with both the local school district (Part C) and the Early Steps Program (Part B) to ensure that any child with disabilities is served in the most appropriate setting.

The MOU with the Early Steps Program is in place to ensure that any child who reaches the age of three years is referred to the Head Start Program for placement. Applications are provided to Early Steps staff members to share with families who are ready for their child to transition out of the program and into another appropriate educational setting. A Head Start staff member attends the quarterly Regional Interagency Coordination Council meeting to ensure collaboration and communication between agencies.

The Head Start Program has an Interagency agreement in place with Terrebonne Parish School District to ensure that referrals are received and processed and that services to children enrolled in the Head Start Program who have Individual Education Plans receive the services on site at the five Head Start centers. The interagency agreement also includes a partnership for sharing professional development opportunities for both Head Start and school district staff members in order to continue to build capacity amongst teaching staff working with children with disabilities.

Once a Head Start teaching staff member identifies a child who may need early intervention, an intervention plan is created and started with the child. If those interventions fail the teaching staff informs their supervisor and the child's needs are discussed at a case staffing meeting. If the case staffing committee members feel that more assistance is needed, a referral

will be made to the local school system. First, the family is contacted by the Disabilities Specialist to discuss the concern and to fill out the referral packet. The packet is sent to the Pupil Appraisal office within the Special Education division of the local school district. A screening is scheduled and if needed a full evaluation is completed on the child by school board staff. An IEP is then completed and is shared with the appropriate Head Start staff members so that those staff members know what services are being offered and to incorporate the child's needs into the individual plan created by Head Start teaching staff members for that child.

### **SUB-SECTION C: Approach to School Readiness**

One change has been made in this sub-section. The TELD assessment is no longer used.

#### **1. Child Assessment Data**

a. The child assessment tool that is used for the initial developmental screening is the Brigance Early Childhood screening tool. This screening tool is used because it has shown success in identifying developmental delays in language, motor, self help and the social emotional area of development. This initial screening tool was chosen because it best fit the children enrolled in the Head Start program.

b. The data obtained from the Brigance screening tool and from Teaching Strategies Gold are used to develop each child's individual program plan and used to track child outcomes. Data is also used to ensure that all School Readiness goals/objectives are met for the Head Start Program. Data is used to look at trends in the classrooms, centers and the program as a whole for professional development needs of the teaching staff.

Child Outcomes data is obtained and inputted into Teaching Strategies Gold three times per school year. Teaching staff upload daily observations into the data system to show growth and/or to see the needs of the children on an ongoing basis. If a child has met his or her goals, then the teacher adds more to his/her plan. If the child shows that he/she is struggling with a particular goal, then the teacher may adjust the goals to help the child master it.

c.

i. The Child Outcomes data along with data obtained from the Concepts of Print and daily observations are used to track the Head Start Program's progress towards meeting the goals and objectives on the School Readiness and PFCE Plans. Adjustments in the classrooms and program planning/procedures are made as needed to ensure that goals and objectives are met.

ii. Data is shared with parents, Policy Council members, Governing Board and the community in several ways. Committee meetings are scheduled to share the information directly with the parents. The data is shared with the Policy Council and Governing Board in the monthly packets and the data is posted on the Head Start link that is on the TPCG website ([www.tpcg.org](http://www.tpcg.org)).

iii. Data is used for constant improvement in all areas of the Head Start program. Child assessment data collected and data from the annual Program Information Report, self assessment, CLASS scores, community assessment, parent surveys and more is used to improve the outcomes for the children and families enrolled. Annually, each content area plan is reviewed and revised as needed. The data from the reports mentioned above are used for program improvement and staff development.

d. All staff members involved in the use of assessment tools, data collection, data input and reporting are trained and retrained as needed to ensure the fidelity of assessment tools are maintained. Ongoing monitoring of the staff members who use the various assessment tools will do to ensure that each one is using the tool appropriately and without bias. Double coding is and will continue to be performed as necessary to ensure that the assessor is completing assessments properly.

2. Curriculum:

a. The Creative Curriculum for Preschoolers is the curriculum used by the Head Start Program. The curriculum was chosen because it best meets the developmental needs of the three and four year old children enrolled in the program. It is rich in the language and literacy components and it incorporates the cultural needs of the children and families who participate in the Head Start Program.

b. The Creative Curriculum is incorporated fully into Teaching Strategies Gold. As the teaching staff members identify the needs of the child, Teaching Strategies Gold offers suggestions to build the skills to meet the goals that come directly out of the curriculum.

c. The curriculum is aligned with the Head Start Child Development and Early Learning Framework and the Louisiana Early Learning Guidelines. Having a curriculum that aligns with the Head Start Child Development and Early Learning Framework and the state guidelines ensures that the Head Start Program has a tool that will ensure that the children enrolled will meet the school readiness goals they need to succeed when they transition to Preschool or Kindergarten.

3. Staff-Child Interaction Observation Tools:

a. The Head Start Program uses the CLASS Observation tool to ensure that the most appropriate teacher/child interactions are occurring in the each of the ten classrooms.

b. The scores obtained from the observations conducted using the CLASS Observation instrument are used for constant program improvement.

c. The data obtained from the CLASS scores is used to drive professional growth. As each observation is completed on each Lead teacher, a debriefing is held with the Lead teacher and CLASS observer. Scores are not shared at that debrief, but information on areas of strength and areas for growth are shared. If necessary, an action plan is set up for the Lead Teacher to build the skills for growth.

CLASS scores are also used to look at the program as a whole. When an observation is completed, it is just a snapshot of one day in that classroom and of the Lead teacher. The data is used to improve the skills of all staff.

d. The Head Start Program has four Reliable CLASS Observers on staff. Annually, each Reliable CLASS observer has to retake the CLASS Reliability test and score a certain score to maintain her status as a Reliable CLASS Observer. This is mandated through Teachstone, Inc. Funding and training are made available to these Reliable CLASS Observers to ensure that they maintain the proper understanding of the CLASS tool.

#### SUB-SECTION D: Parent, Family and Community Engagement

No changes have been made in this sub-section.

1. Families are included in every aspect of the goal setting process so that the goals and objectives that are identified are their own. During the initial home visit, families meet with the Teacher/Family Worker who offers the opportunity for the family to participate in the Family Partnership Process. The process is explained to the family and if the family chooses to participate, a conversation takes place with the Teacher/Family worker to identify the family's priorities. These priorities are then discussed to set up the goals and objectives to meet these priorities.

As the relationship develops, the Family workers learn the best approach to use with the family. Some families need more assistance than others. The Social Services Specialist assists the Teacher/Family Worker in sharing information on where the family can get the help they need to meet the goal. Phone numbers, addresses, contact names and more are given to the families. Periodically, the Teacher/family worker touches base with the family to find out the status of meeting the goals and to find out if more assistance is needed. This continues until the goal is met.

Head Start staff members, including parents and teaching staff, are currently working on an Action Plan that includes data collected that has been used to target outcome areas that the



group wants to target to increase growth. All Head Start staff must be included in the decision making process in choosing goals/objectives or priorities in order for any action plan to have success.

2. With the assistance of the Head Start T/TA Early Childhood Specialist, the Head Start staff used the Integrating Strategies for Program Progress (ISPP) to increase engagement with all staff members in the Head Start Parent, Family, and Community Engagement Framework. The ISPP was completed by parents and all staff members. This tool was used to identify outcome areas that need growth. Goals and objectives will be set by the group for each outcome in order to develop stronger family outcomes. This work is in progress.

3. Data collected from the Family Partnership Agreements and parent surveys will be used along with PIR data to support goals and objectives in the School Readiness and PFCE Plan. The data collected on family progress will be analyzed by Head Start staff and parents to assist in determining the goals and objectives program wide but also for individual children.

#### SUB-SECTION E: Governance, Organizational and Management Structures, and Ongoing

No changes have occurred in this section.

##### Oversight

1. The Governing Board of Terrebonne Parish Consolidated Government is the local Parish Council.

a. b. c. Governing Board (Parish Council) members have no financial conflicts of interest with the Head Start Program. Members do not receive any compensation for directly providing services for the Head Start program and there are no family members of Governing Board members employed by the grantee who work for the Head Start Program.

The Parish Council members (Governing Board) are elected officials. In Section 642 ©(B-D) of the Head Start Act, (v) “Exceptions shall be made to the requirements of clauses (i)

through (iv) for members of a governing body when those members oversee a public entity and are selected to their positions with the public entity by public election or political appointment”.

2. a. Once the grantee received the funding to operate the Head Start Program, the formal structure for program governance was established with the Governing Board. It is understood that the Governing Board that it has the legal and fiscal responsibility of the Head Start program. Oversight of the quality of services has been given to grantee staff within the Housing and Human Services Department of Terrebonne Parish Consolidated Government. The oversight of the services falls to the Director of the Housing and Human Services Department and the Head Start Administrator. The financial structure of Terrebonne Parish Consolidated Government allows for proper accountability of the Federal funds for the Head Start Program.

b. The Head Start Administrator is responsible for monthly reporting of information including expenditures, credit card expenses and program planning. The Policy Council and Governing Board members receive a monthly packet that includes the Policy Council agenda, supporting documentation, monthly expenditures with credit card expenses listed in a special document for checks and balances.

c. The Governing Board chooses and approves the auditor and the annual audit report. The Chief Fiscal Officer may make a recommendation to the Governing Board on options for the official Parish Auditor but the ultimate approval comes from the Governing Board.

d. Policy Council members are included in every aspect of the planning and decision making process within the Head Start Program. Policy Council members are included in all planning committees, i.e., Education/Transition Committee, Health Services Advisory Committee, and School Readiness/PFCE Committee among many. Work at the committee level is brought to the Policy Council for their approval and then sent to the Governing Board.

e. Representatives on the Policy Council are chosen from the community and from the Head Start Centers. The five Head Start centers are located throughout the community and serve families who live in those very diverse communities.

f. Overall agency priorities and operational systems are set by the Head Start Administrator with the assistance of the Housing and Human Services Director. Monitoring of the systems of the Head Start Program falls to the Head Start Administrator. Systems are in place to conduct daily, weekly, monthly, annual review of program systems. Management staff members continue to work in conjunction with leadership to provide ongoing monitoring that ultimately ensures that quality services are provided in a safe and healthy environment to all children and families enrolled in the Head Start Program.

g. The Community Assessment, Self Assessment, ongoing monitoring and outcomes based evaluation is done with the leadership of the Head Start Administrator. Planning for completion and analysis of the data collected is set in program plans as outlined in the Head Start Performance Standards and the Head Start Act. All data collected is used to evaluate the quality of the services provided so that constant improvement is possible.

3. There has been no delegation of responsibilities of any advisory committees by the Governing Board.

4. There are five Head Start Centers within Terrebonne Parish Consolidated Government's Head Start Program. Each center is representative of the community where it is located. One Parent Representative and one Parent Alternate Representative is elected to represent the center on the Policy Council. The Parent Representative and Alternate Representatives are elected by their peers at the Parent Committee at each Head Start Center.

There are three Community Representatives on the Policy Council. One Community Representative is a Parish Council member who is appointed by the Chairperson of the Governing Board. The two other Community Representatives are elected by the Parent Representatives of the Parish Council.

5. Included in the attachments is a copy the organizational chart for the Head Start Program. The Housing and Human Services Director manages the state and federal grants related to human services. The Head Start Administrator is responsible for the total operation of the Head Start

Program and reports to the Housing and Human Services Director. There are five Program Specialists who are responsible for their assigned content areas and each Program Specialist reports to the Head Start Administrator. The Program Specialists include an Education Specialist, Social Services Specialist, Community Outreach Specialist, Health Specialist and a Nutrition Specialist.

6. Terrebonne Parish Consolidated Government hiring process for Head Start employees begins with a drug screen and a criminal background check. The criminal background check is obtained through the Louisiana State Police. Once the criminal background check has been completed, the applicant is sent to receive a physical and a tuberculosis screening. Each employee receives an updated physical every three years as is required by the Louisiana Department of Education Early Learning Center Licensing Regulations. Each Program Specialist has a tracking system for ensuring that their subordinates are up to date on their physicals. Human Resource staff will arrange for the employee to receive the physical through the medical provider contracted through Terrebonne Parish Consolidated Government.

7. An organizational chart is in place to ensure that quality services are delivered to the children and families enrolled in the Head Start Program. There is an Ongoing Monitoring plan that all management staff follow to ensure that quality services and the children are served in a safe and healthy environment.

#### Head Start Administrator

The Head Start Administrator has a Bachelor's Degree in Home Economics, major focus was Child Development. The Head Start Administrator has been employed by the grantee for fifteen years and has thirty years of experience working with children and families.

#### Education Specialist

The Education Specialist has a Bachelor's Degree in Early Childhood Education. She has been employed by the grantee for sixteen years and has twenty-seven experience working with children and families. She has 7 teaching experience in preschool classrooms. She is a

CLASS Reliable Observer. The Education Specialist is responsible for the training needs for the education staff and is a Pathways approved trainer.

#### Health, Mental Health, Disabilities Specialist

The Health, Mental Health and Disabilities Specialist has an Associate's Degree in Early Childhood Education. She has been employed by the grantee for fifteen years. The grantee contracts with a Mental Health professional to provide the classroom observations that are required through the Head Start Performance Standards. Disabilities services are coordinated with the local education agency to ensure access for the children and families. This Specialist tracks the health and dental needs of the children and assists the families with referrals as needed.

#### Community Outreach Specialist

The Community Outreach Specialist is responsible for Eligibility, Recruitment, Selections, Enrollment and Attendance. She has been employed by the grantee for eleven years and has ten years of experience working with children and families as a preschool teacher. The Community Outreach Specialist is also responsible for ensuring that the program is connected to all appropriate partnering agencies so that the children and families have easy access to services they need in Terrebonne Parish.

#### Social Services Specialist

The Social Services Specialist is responsible for all the Parent, Family, and Community Engagement and parent involvement activities. She supervises the family workers (teaching staff) to ensure that every family has been offered the opportunity to participate in the Family Partnership Agreement process and to be an active participant in the Head Start Program. She has been employed by the grantee for sixteen years and has 25 years of experience working with families.

#### Nutrition Specialist

The Nutrition Specialist is responsible for oversight of the Child and Adult Care Food Program. She supervises six Food Service Technicians. The grantee contracts with the local education agency for meals. The Nutrition Specialist has been employed by the grantee for eight years and has been in her current position for 4 years. The Nutrition Specialist is responsible for ensuring that all food service workers receive the required training.

#### Fiscal Staff

Fiscal staff are hired and employed by the grantee. These employees are not Head Start employees who only work for the Head Start Program for a small percentage of time. The grantee ensures that these employees have the qualifications and experience needed.

8. Comprehensive services that include facilitating effective teacher-child interactions will be provided by teaching staff by implementation of the CLASS tool, Second Step Early Learning, and Teaching Strategies Gold activities. There are now five Reliable CLASS Observers on staff who can provide mentoring and guidance to ensure positive outcomes in the classrooms. The T/TA Early Childhood Specialist provides regular and ongoing guidance for Practice-based Coaching for the “Peer Coaches” on staff. All children have individualized plans with parent input. All education staff members have built their capacity to use data to show growth in the children in their classrooms which enable the teachers to support positive outcomes in the children. All staff members have professional development plans to support their ongoing professional growth. These plans are reviewed several times during each school year to ensure that training/capacity building is meeting the goals.

9. The leadership team of the Head Start Program meets monthly for planning purposes. Content area plans are reviewed annually and as needed including parents, Policy Council and Governing Board members to ensure that plans are in line with School Readiness and PFCE plans. These plans are approved by Policy Council and Governing Boards. Data is used to drive planning. CLASS scores, PIR data, child outcomes data, Self Assessment and Community Assessment data is used for planning. Parents, Policy Council and Governing Board, and the community are informed of the School Readiness and PFCE Plans, Child Outcomes Data, PIR

and the annual report on the grantee's website ([www.tpcg.org](http://www.tpcg.org)). Financial reports are given to the Policy Council and Governing Board monthly including a report on credit card expenditures. The Self Assessment is conducted by management staff members. The Head Start Program 19 Booklets was used by management staff to conduct the 2015 Self Assessment.

Once the data was collected, an Action Plan was set to show what growth areas need attention and the plan for correction including who is responsible and the timeline given for completing. The 2016 Action plan is attached. This plan is share with the Policy Council and Governing Board for approval.

10. Parent surveys are given by the Social Services Specialist to determine the training topics that the parents desire. These training are given at parent committee meetings or a special training is set a location where all parents can attend. Parents are invited to staff training sessions as appropriate. Policy Council and Governing Board members are trained annually in November of each year. The Policy Council members are seated in October and are trained at the beginning of the next Policy Council meeting. Governing Board members receive their annual training along with the annual report in November. Faculty and staff members receive the required DOE Early Learning Center Licensing Regulations training during training sessions scheduled during the summer. Ongoing training occurs during the school year to address topics chosen by staff member or topics driven by review of child outcomes data, etc.

## **Section II. Budget and Budget Justification Narrative**

### **A. PERSONNEL**

Terrebonne Parish Consolidated Government's Head Start Program has thirty-seven employees who receive 100% of their salary from Head Start funds. There are five other employees who spend a smaller percentage of time working on Head Start issues. These employees receive a portion of their salary from Head Start funds. These employees include the Housing and Human Services Director, his executive secretary, HHS Administrative Coordinator, the Federal Grants Accountant, and an Accountant I.

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In compliance with ACF-PI- HS-08-03, Terrebonne Parish Consolidated Government assures that no funds are charged to the Head Start grant or any other Federal program either as a direct cost or any pro-ration as an indirect cost for any employee whose compensation exceeds \$ 172,200.00.

Program Costs

Wages	239-193-8111-01	\$	912,532
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Administrative Costs

Wages	239-658-8111-10	\$	88,960
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Admin Allocation	239-658-8171-51	\$	11,186
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Allocated Salaries	239-658-8176-53	\$	22,183
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**\$ 1,034,861**

**Total Personnel (excluding substitutes)**

**B. FRINGE BENEFITS**

Terrebonne Parish Consolidated Government's Head Start Program sets aside money in the annual Head Start budget that is allocated to pay the employer's portion for the fringe benefits for all employees. Funds allocated through the general funds will be used to cover the majority of the cost of the fringe benefits for the Head Start employees.

FICA	239-193-8121-01	\$	59,674
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Unemployment Compensation	239-193-8132-01	\$	14,532
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Group	239-193-8131-01	\$	0.00
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Admin Personnel Fringes	239-658-8111-99	\$	14,506
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<b><u>Total Fringe Benefits</u></b>	<b><u>\$ 78,866</u></b>
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**E. SUPPLIES**

**1. Office Supplies**

Funding is allocated for Program and Administrative staff to purchase needed office supplies. Not only are supplies such as pens, paper, etc. purchased, stamps, laminating paper and other types of supplies are needed for the Head Start staff to have what they need to provide quality services to children and families. A portion of the cost to renew anti-virus software for classroom and administrative computers is set aside in this line item.

		\$	
Office Supplies & Postage	239-193-8225-25	15,000	
Office Supplies & Postage	239-658-8211-01	\$100	
	Total Offices		
	Supplies	\$15,100	

**2. Child and Family Services Supplies**

This line item includes Classroom Materials and supplies and Health Services supplies.

The Education Specialist and the teaching staff work together to purchase supplies and materials that are developmentally and age appropriate for use in a preschool classrooms. These materials may include but are not limited to replenishing art supplies, easel paper, scissors, and more.

Puzzles and math manipulatives and books are consumable items that need replacing often.

Gross motor materials and outdoor play supplies are also purchased with the money allocated in this line item.

The items in the Health Services Supplies allocation include diapers, pull-ups, toothbrushes, toothpastes, latex gloves, and first aid supplies for all classrooms to have available to meet the needs of the children and staff throughout the school year.

Classroom Materials and Supplies	239-193-8225-21	\$	6,500
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Health Services Supplies	239-193-8225-22	\$	2,000
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Total Child and Family Services Supplies		\$	8,500
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**3. Food**

**Service Supplies**

The supplies in this line item include Disposable Nutrition supplies and Kitchen/Cleaning supplies.

Disposable Nutrition Supplies (239-193-8225-23)

Supplies allocated to this line item include items such as hairnets, aprons, food handler's gloves, thermometers, ice chests, food warmers, carts, etc.

Kitchen/Cleaning Supplies (239-193-8225-24)

Items in this line item include bleach, mops, brooms, dish soap, etc. is purchased for use in all classrooms and kitchens in the Terrebonne Parish Consolidated Government's Head Start Program. The Teachers, Assistant Teachers, and Food Service Technicians strive to have a healthy and clean environment in each classroom by meeting the regulation set by the Health Department's Sanitation Code as well as the Day Care Licensing, Class "A" regulations.

Disposable Nutrition Supplies	239-193-8225-23	\$	5,800
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Kitchen/Cleaning Supplies	239-193-8225-24	\$	15,000
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Total Food Service Supplies		\$	20,800
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**TOTAL SUPPLIES**

**\$ 44,400**

**F. CONTRACTUAL**

**8. Other Contracts**

There is a contract in place for Terrebonne Parish Consolidated Government's Head Start Program to provide services for children and families. These contracts include a janitorial contract for the administrative office.

Janitorial Contract	239-658-8325-10	\$	4,000
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<b>TOTAL CONTRACTUAL</b>			<b>\$ 4,000</b>
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**H. OTHER**

**2. Rent**

The lease for the Gibson Center is contracted through the Recreation District # 8 in Gibson, LA. This lease covers the cost of the lot that the portable classroom is set up on for servicing the children and families in the Gibson community.

Rent	239-658-8322-02	\$	1,800
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Total Rent		\$	1,800
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**4. Utilities/Phone**

Communication services, including phone and facsimile services, are connected in each classroom or site and for the administrative staff who are housed in the Housing and Human Services Department. Funds are allocated based on past years usage. Cell phone allowance or pagers for Administrative staff are paid for through this line item.

Communication Equipment	239-193-8316-01	\$	17,000
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Communication Equipment	239-658-8316-01	\$	4,000
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Utilities (Electricity)	239-193-8311-01	\$	20,000
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Utilities (Classroom)	239-193-8311-03	\$	4,600
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Gas	239-193-8313-01	\$	500
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Total Utilities/Phone     \$     46,100

**5. Building & Child Liability Insurance**

Terrebonne Parish Consolidated Government's Head Start Program purchases Building, General Liability and Child Accident Insurance annually to ensure that this type of insurance covers all of the buildings and the children who participate in the Head Start Program in case an accident occurs on our premises. The Child Accident Insurance is also a requirement of the DSS, Bureau of Licensing requires for each Head Start Center.

Physical Plant Insurance     239-193-8333-01     \$     2,000

Other Insurance (Child  
Liability)     239-193-8331-06     \$     3,000

Cyber security Liability  
Insurance     239-193-8334-16     \$     257

General Liability Insurance     239-658-8331-01     \$     33,107

Total Building & Child Liability Insurance     \$     38,364

**6. Building Maintenance/Repair and Other Occupancy**

The Head Start Program maintains all of the building leased or owned. Expenses for pest control, bottled water for the classrooms, lawn service, licensing fees, alarm monitoring fees, fire extinguisher inspections, etc. are included as other occupancy.

Building Maintenance &  
Repair     239-193-8412-01     \$     5,500

Building Repairs     239-658-8412-01     \$     75

Other Fees     239-193-8349-01     \$     16,500

Other Fees     239-658-8349-01     \$     1,200

Licenses & Permits     239-193-8342-04     \$     575

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Total Building Maintenance/Repair and Other

Occupancy \$ 23,850

**8. Local Travel**

Funds in this line item are allocated for field trips and on-site visits from the Zoo Mobile for the Teachers and Assistant Teachers to plan with the Education Specialist as a supplement to the curriculum used in the classrooms. Many of the field trips approved for the children to go on are local and either are free or have a low entry fee. Funds for fuel expenses and vehicle repair are included in this line item.

Child Field Trips	239-193-8393-02	\$	1,000
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	239-193-8421-		
Vehicle Repair	01	\$	2,000

Gas & Oil	239-193-8224-01	\$	5,200
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Mileage (In-parish)	239-193-8393-08	\$	8,000
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Total Local			
Travel		\$	16,200

**10. Child Services Consultants**

Health/Disabilities Services (239-193-8325-01)

The Head Start Program contracts with a Mental Health Consultant each year to ensure that the children and families enrolled in the program have access to consult with a mental health professional. The mental health consultant reviews each child's mental health screening and will make recommendations to the Health Specialist and parents if needed.

Mental Health Consultant

The mental health consultant is available to observe each classroom as needed during a school year and she assists the teaching staff by preparing a behavior plan if needed. The Mental Health consultant will also make subsequent visits to follow-up on any behavior plan that is put in place to ensure that the plan is meeting the needs of the child and if not, would make any adjustments

that are needed. The Mental Health consultant is also available for training staff and parents on mental health, behavioral concerns, stress, depression and other topics.

#### Nutrition Consultant

Annually, the Nutrition Specialist sits with the Dietitian to review all the menus provided by the Food Vendor to ensure that each meal conforms to the CACFP requirements and to ensure that the meal provides the components of a healthy diet for preschool age children. If needed, the Nutrition Specialist meets with the Dietitian to discuss any child whose height/weight indicates that there might be an issue. The Dietitian is available to meet with any parent to discuss concerns regarding their child's nutritional health.

Health/Disabilities Services	239-193-8325-01	\$	4,000
Total Child Services Consultants		\$	4,000

### 12. Substitute Teachers (if not paid benefits)

Ten Substitute Assistant Teachers have been hired to work on a Part-time basis to be available to take a full-time Teacher or Assistant Teacher's place when sick or on vacation. The funds allocated are calculated at 1040 hours per each individual Substitute Assistant Teacher's hourly rate so as to set aside enough funds to cover the needs that arise during the year for full time staff to use accrued annual leave, sick leave or a long-term absence due to illness or other medical concern.

Substitute Teachers	\$	56,249
Total Substitute Teachers	\$	56,249

### 13. Parent Services

There two activities in this line item that include Transition Activities and Parent Activities.

There are five Parent Committees, one located at each Head Start site. Funds are allocated for Parent Activities that are approved and voted on for each committee. These funds can be used for training, travel, and other activities that build parent competencies in child development, discipline, mental health, and more. Trainers have been contracted to provide mental health

information, breast cancer awareness and parenting issues. Funds are allocated for activities that involve transitioning families into and out of the Head Start Program.

Parent Activities	239-193-8353-37	\$	750
Transition Activities	239-193-8353-38	\$	1,000
Total Parent Services		\$	1,750

#### 14. Accounting and Legal Services

Annually, a full audit of Terrebonne Parish Consolidated Government and a single audit for the Head Start Program are completed by an approved accounting firm. Funds are allocated for this purpose to pay for the single audit that is required by the federal government. Occasionally, leases or interagency agreements are sent to the parish attorney so that she can ensure that each agreement or lease is properly laid out.

Legal Fees	239-658-8341-01	\$	2,500
Audit Fees	239-658-8343-01	\$	1,000
Total Accounting & Legal Services		\$	3,500

#### 15. Classified Ads

Classified Ads are placed to advertise open positions within the Head Start program for recruitment purposes.

Classified Ads	239-193-8392-02	\$	60
Total Classified Ads		\$	60

#### 17. Other

##### Disabilities Services

During the budget committee meetings and Health Services Advisory Committee meetings discussions of setting aside funds to purchase materials or services for children with disabilities is always a priority. Occasionally, the Head Start Program has enrolled a child with a disability that requires the program staff to purchase special material and supplies that will assist the teaching staff and others working with the child and family to meet the child's needs in the classroom such as visual aids, changing tables, or adaptive equipment.

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Health Services

Occasionally, there are children enrolled in the Head Start Program without insurance (private, LaChip or Medicaid coverage). Each of these children needs a physical and dental exam. Funds are set aside to pay for such services until the child's family can obtain LaChip, private insurance, or become eligible for Medicaid coverage.

Funds are allocated in this line item to pay for pre-employment physicals for perspective employees who have interviewed and have been recommended for hire. These funds are set aside should there be turnover in the Head Start staff during the fiscal year.

Disabilities Services	239-193-8353-36	\$	300
Health Services	239-193-8353-35	\$	275
Copier Contract	239-193-8323-01	\$	5,500
Copier Contract	239-658-8323-01	\$	1,000
Other Contracts & Rentals	239-658-8325-01	\$	0.00
Employee Physicals	239-193-8141-00	\$	0.00
Employee Physicals	239-658-8141-01	\$	1,750
Other Employee Requirements	239-658-8142-01	\$	2,000
Total Other		\$	10,825
TOTAL OTHER			\$ 202,698
TOTAL PROGRAM OPERATIONS			\$1,357,797



**HEAD START COSTS FOR TRAINING AND TECHNICAL ASSISTANCE**

**(239-620-8393-01)**

**C. STAFF OUT OF TOWN TRAVEL \$ 7,978**

Funds from the Training and Technical Assistance dollars allocated to Terrebonne Parish Consolidated Government's Head Start Program are set aside in this line item for to provide for opportunities for all staff to attend state, regional or national conferences that would allow the Teachers and Assistant Teachers to reach the goals set up in their Professional Development Plans. Funds are also set aside to pay for coursed needed for Assistant Teacher to obtain and maintain their Child Development Credential (CDA). Employees of Terrebonne Parish Consolidated Government are reimbursed for the courses they take that are required for their employment. Please see PY 2018 T/TA Plan.

**F. CONTRACTUAL \$ 9,500**

**2. Health/Disabilities Services \$ 2,000**

Funds are set aside to provide for training in emergency situations as well as the overall health and mental health of the children. Consultants will be used to provide in-house training on mental health issues as well as training on infection control in childcare settings. Parents will be invited to attend any of these trainings offered as well.

**5. Training and Technical Assistance \$ 7,500**

In the PY 2007 T/TA Plan, plans are in place to continue to build a strong foundation in Program governance. Funds are set aside for more training in this area to have a consultant come in to work with all policy groups in Terrebonne Parish Consolidated Government's Head Start Program. Money is set aside to provide for the 12 clock hours of training for all teaching staff that is required by day care licensing. Funds in the amount of \$ 1000.00 are set aside to provide consultants to speak to parents on issues that directly impact their families.

**H. OTHER**

**8. Local Travel \$ 2,000**

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Funds are set-aside for Teachers and Assistant Teacher to provide the opportunity to attend the local university to obtain their Associate's or Bachelor's degrees.

**TOTAL FOR TRAINING AND TECHNICAL ASSISTANCE** **\$ 19,478**

**NON FEDERAL SHARE (Cash and in-kind)**

**A. PERSONNEL**

Allocations	239-659-8176-53	\$	13,424
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<b>TOTAL PERSONNEL</b>	<b>\$</b>	<b><u>13,424</u></b>
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**B. FRINGE BENEFITS**

Currently, the funds allocated to Terrebonne Parish Consolidated Government to operate the Head Start Program do not cover all of the costs to do so as is expected. Therefore, Terrebonne Parish Consolidated Government had made the commitment to the Head Start Program by allocated general funds to cover the costs above what is given from the federal government. Funds are allocated to cover a portion of the costs to pay for the Social Security taxes, and the state disability for the Head Start employees. The allocation of general funds also covers the costs of the Health/ Dental insurance. The Health/Dental insurance costs are very costly which explains why the percentage for fringe benefits is so high at 43.20%. Terrebonne Parish Consolidated Government's Head Start funds pay 80% of the costs for Health/Dental insurance. Each employee pays the difference of 20%. Terrebonne Parish Consolidated Government will allocate general fund dollars above the 20% Non Federal Share requirement to pay for the cost of the Group Insurance.

Medicare	(239-659-8122-02)	\$ 15,337
Pension	(239-659-8122-01)	\$ 68,656
Worker's Compensation	(239-659-8132-01)	\$ 13,683
Group Insurance	(239-659-8131-01)	<u>\$ 322,500</u>

**TOTAL FRINGE BENEFITS**

**\$ 420,176**

**F. CONTRACTUAL**

**3. Food Service**

The Head Start Program will receive funds from the Community Development Block Grant that will be allocated to pay for the cost of meals that are not reimbursed by the Department of Education's Division of Nutrition Assistance Child and Adult Care Food Program (CACFP).

Terrebonne Parish Consolidated Government's Head Start Program contracts with one food service vendor to provide meals for all of the Head Start children enrolled. Teachers and Assistant Teachers are required to eat with the children so money is allocated to pay for those meals as well as one meal a day for the Foster Grandparents who work in several of the Head Start classrooms. The Terrebonne Parish Consolidated Government's Head Start Program has an agreement with the State of Louisiana Department of Education, Division of Nutrition's Child Adult Care Food Program. The Head Start Program receives reimbursement for Free meals each month for all Head Start children. During the next federal fiscal year of 2016-2017, Terrebonne Parish Consolidated Government's Head Start Program will have Food Service Agreements with only one vendor. The Food Service vendor will charge the Head Start Program more than the reimbursement rate for meals received from CACFP. The reimbursement rate for a "Free" is \$ 5.79 per child per day. Terrebonne Parish School Board charges our program \$ 7.30 per child per day. Funds are set-aside in this line item to pay for the difference between the vendor costs and the reimbursement received from CACFP.

Food	(239-659-8222-02)	\$ 80,000
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**TOTAL CONTRACTUAL**

**\$ 80,000**

**H. OTHER**

**2. Rent**

The Community Development Block Grant pays the lease for Holy Rosary 1 & 2 Head Start. The Houma-Terrebonne Housing Authority donates the use of two duplex units to the Head Start Program for classroom use along with outdoor space for a playground.

Holy Rosary 1 & 2 Head Start	(239-659-8322-02)	\$ 16,800
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Admin office space	(239-659-8322-03)	<u>\$ 21,342</u>
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<b>Total</b>	<b>\$ 38,142</b>
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**4. Utilities**

General funds will be allocated to pay for the usage of utilities by the Head Start Program in the Housing and Human Services Department located at 809 Barrow Street. Funds are allocated to pay for utilities that include electric service, water, gas, and sewage at all sites including the administrative offices located in the Department of Housing and Human Services.

Utilities –Office	(239-659-8311-03)	\$ 3,500
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Communication Equipment	(239-659-8316-01)	<u>\$ 3,000</u>
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<b>Total</b>	<b>\$ 6,500</b>
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**6. Building Maintenance/Repair and Other Occupancy**

General funds will be allocated for the purchase of vehicle insurance for the vehicles and mini-bus used to provide the variety of services that are included in the Head Start Program from daily meal service, field trips, home visits, medical appointments, and staff travel for local and out of town training.

Funds are allocated in these two accounts to pay for any improvements or repairs that may be needed for parish owned buildings. Funds in this account are set aside for the cost to surplus broken or old equipment that can no longer be used in Head Start classrooms. The Purchasing Department within Terrebonne Parish Consolidated Government charges a fee when items are sent to be surplus.

Vehicle Insurance	(239-659-8332-01)	\$ 5,375
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Building Equip Repairs	(239-659-8412-01)	\$ 200
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Building Improvements	(239-659-8932-03)	\$ 1,614
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<b>Total</b>	<b><u>\$ 7,189</u></b>
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<b>TOTAL OTHER</b>	<b>\$ 51,831</b>
<b>TOTAL NON FEDERAL SHARE (Cash and in-kind)</b>	<b>\$565,431</b>

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\* a. Applicant LA-003

b. Program/Project LA-003

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date: 01/01/2018

\* b. End Date: 12/31/2018

**18. Estimated Funding (\$):**

* a. Federal	1,377,275
* b. Applicant	565,431
* c. State	
* d. Local	
* e. Other	0
* f. Program Income	
* g. TOTAL	1,942,706

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☐ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: Mr \* First Name: Gordon

Middle Name:

\* Last Name: Dove

Suffix:

\* Title: Parish President

\* Telephone Number: (985) 873-6401 Fax Number:

\* Email: gdove@tpcg.org

\* Signature of Authorized Representative: \* Date Signed:

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

County Government

**Type of Applicant 2: Select Applicant Type:**

**Type of Applicant 3: Select Applicant Type:**

**\* Other (specify):**

**\* 10. Name of Federal Agency:**

ACF-Head Start

**11. Catalog of Federal Domestic Assistance Number:**

93.600

**CFDA Title:**

Head Start

**\* 12. Funding Opportunity Number:**

eGrants-N/A

**\* Title:**

N/A

**13. Competition Identification Number:**

Not Applicable

**Title:**

Not Applicable

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

All of Terrebonne Parish

**\* 15. Descriptive Title of Applicant's Project:**

Head Start

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

**\* 2. Type of Application:**

- ☐ New  
☒ Continuation  
☐ Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify):**

**\* 3. Date Received:**

**4. Applicant Identifier:**

06CH010297

**5a. Federal Entity Identifier:**

N/A

**5b. Federal Award Identifier:**

06CH010297

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

TERREBONNE PARISH CONSOLIDATED GOVERNMENT

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

726001390

**\* c. Organizational DUNS:**

045774333

**d. Address:**

**\* Street1:**

809 Barrow St

**Street2:**

**\* City:**

Houma

**County/Parish:**

Terrebonne Parish

**\* State:**

LA: Louisiana

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

70360-4722

**e. Organizational Unit:**

**Department Name:**

Housing and Human Services

**Division Name:**

Head Start

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

Ms.

**\* First Name:**

Diane

**Middle Name:**

Sappenfield

**\* Last Name:**

Powell

**Suffix:**

N/A

**Title:** Head Start Administrator

**Organizational Affiliation:**

Terrebonne Parish Consolidated Government

**\* Telephone Number:** (985) 580-7273

**Fax Number:** (985) 873-6842

**\* Email:** dpowell1@tpcg.org



**BUDGET INFORMATION - Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Head Start: Program Operations	93.600	\$	\$	1,357,797	565,431	\$ 1,923,228
2. Head Start: ITTA	93.600			19,478	0	19,478
3.						
4.						
5. Totals		\$	\$	1,377,275	565,431	\$ 1,942,706

# SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Head Start: Program Operations	(2) Head Start: TTA	(3)	(4)	
a. Personnel	\$ 1,027,715	\$ 0	\$	\$	1,027,715
b. Fringe Benefits	78,866	0			78,866
c. Travel	0	7,978			7,978
d. Equipment	0	0			0
e. Supplies	44,500	0			44,500
f. Contractual	9,575	9,500			19,075
g. Construction	0	0			0
h. Other	197,141	2,000			199,141
i. Total Direct Charges (sum of 6a-6h)	1,357,797	19,478		\$	1,377,275
j. Indirect Charges	0	0		\$	0
k. TOTALS (sum of 6i and 6j)	\$ 1,357,797	\$ 19,478	\$	\$	1,377,275
7. Program Income	\$	\$	\$	\$	\$

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Head Start: Program Operations	\$ 565,431	\$	\$	\$ 565,431	
9. Head Start: TTA				0	
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$ 565,431	\$ 0	\$ 0	\$ 565,431	

SECTION D - FORECASTED CASH NEEDS				
Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal \$ 1,377,275	\$ 344,318	\$ 344,319	\$ 344,319	\$ 344,319
14. Non-Federal \$ 565,431	\$ 141,357	\$ 141,358	\$ 141,358	\$ 141,358
15. TOTAL (sum of lines 13 and 14) \$ 1,942,706	\$ 485,675	\$ 485,677	\$ 485,677	\$ 485,677

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
COMPENDIUM OF REQUIRED CERTIFICATIONS AND  
ASSURANCES**

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**Office of Head Start**

Updated July 29, 2014

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCES

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# U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

## COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCES

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### SF424B Assurances – Non-Construction Programs

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

## U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

### COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCES

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9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

# U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

## COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCES

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### Certification Regarding Lobbying

#### Certification for Contracts, Grants, Loans, and Cooperative Agreements

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### Statement for Loan Guarantees and Loan Insurance

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Certification Regarding Level II of the Executive Schedule

Federal funds will not be used to pay any part of the compensation of an individual employed by a Head Start and/or Early Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.



# **U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**

## **COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCES**

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### **Certification of Filing and Payment of Federal Taxes**

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

1. The applicant has filed all Federal tax returns required during the three years preceding this certification
2. The applicant has not been convicted of a criminal offense pursuant to the Internal Revenue Code of 1986 (U.S. Code - Title 26, Internal Revenue Code)
3. The applicant has not, more than 90 days prior to this certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCES**

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**Electronic Submission Statement**

By submitting this application, I certify (1) to the statements contained in the certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also agree to comply with the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001).

Category Number:  
Item Number: 3.



Monday, October 9, 2017

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**Item Title:**

Future Recreational Sports Activities with the Parish

**Item Summary:**

Discussion and possible action with respect to future recreational sports activities with the Parish.

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**ATTACHMENTS:**

**Description**

Agenda form

**Upload Date**

10/4/2017

**Type**

Backup Material

<b>COMMITTEE:</b>	<b>COMMUNITY DEVELOPMENT &amp; PLANNING</b>
<b>MEETING DATE:</b>	10/09/17
<b>REQUESTED BY:</b>	John Navy
<b>TOPIC:</b>	Discussion and possible action with respect to future Recreational Sports activities with the Parish

**BACKUP INFORMATION:**

<b>ATTACHED:</b>	<b>FORTHCOMING:</b>	<b>NOT NEEDED:</b>
------------------	---------------------	--------------------

<b>TO BE PREPARED BY:</b>	
<b>PERSON COMPLETING FORM:</b>	Venita Chauvi
<b>DATE:</b>	10/04/17



Monday, October 9, 2017

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**Item Title:**

Establish Fees for Tennis Complex at 106 Southdown West Boulevard

**Item Summary:**

Consider the introduction an ordinance to establish fees related to the public use of the Terrebonne Parish Tennis Complex located at 106 Southdown West Boulevard, Houma, LA (former Renaissance Health and Racquet Club) and calling for a public hearing on said matter on November 15, 2017.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Executive Summary	10/4/2017	Executive Summary
Ordinance	10/5/2017	Ordinance



EXECUTIVE SUMMARY  
(REQUIRED FOR ALL SUBMISSIONS)

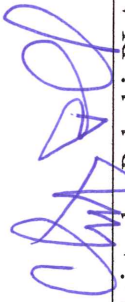
PROJECT TITLE
Ordinance to establish fees related to the public use of the Terrebonne Parish Tennis Complex located at 106 Southdown West Boulevard, Houma, LA (former Renaissance Health and Racquet Club).

PROJECT SUMMARY (200 WORDS OR LESS)
Ordinance to establish fees related to the public use of the Terrebonne Parish Tennis Complex located at 106 Southdown West Boulevard, Houma, LA (former Renaissance Health and Racquet Club). Public hearing to be called on said matter on November 15, 2017.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
The facility was established as a recreational facility by Ordinance No. 8885. Fees shall be used for the ongoing operation and maintenance of the tennis facility.

TOTAL EXPENDITURE	
\$0	
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)	
ACTUAL	ESTIMATED
IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)	
N/A	NO
YES	IF YES AMOUNT BUDGETED:

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
PARISHWIDE	1	2	3	4	5	6	7	8	9

  
Christopher Pulaski, PLA  
Planning & Zoning Director

October 4, 2017  
Date

OFFERED BY:  
SECONDED BY:

ORDINANCE NO.

AN ORDINANCE TO ESTABLISH FEES RELATED TO THE PUBLIC USE OF THE TERREBONNE PARISH TENNIS COMPLEX LOCATED AT 106 SOUTHDOWN WEST BOULEVARD, HOUMA, LA (FORMER RENAISSANCE HEALTH AND RACQUET CLUB).

WHEREAS, the facility was established as a recreational facility by Ordinance No. 8885; and

WHEREAS, the fees are necessary for the ongoing operation and maintenance of the tennis facility as follow:

NOW, THEREFORE BE IT ORDAINED by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the following fees be established for the public use of the Terrebonne Parish Tennis Complex located at 106 Southdown West Boulevard, Houma, LA (former Renaissance Health and Racquet Club).

<b>Individual Court</b>	
1 <sup>st</sup> Hour	\$5
Each Additional Hour	\$3/hr
All Day	\$15
<b>Monthly Membership</b>	
Single	\$40
Couple	\$50
Family	\$60
Student	\$25
Tournaments, Schools, and Leagues: Per contractual basis with percentage of fees being split 70/30 with Tennis Professional.	

SECTION II

If any word, clause, phrase, section or other portion of this ordinance shall be declared null, void, invalid, illegal or unconstitutional, the remaining words, clauses, phrases, sections and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

SECTION III

This ordinance shall become effective upon approval by the Parish President.

This ordinance, having been introduced and laid on the table for at least thirty (30) days, was voted upon as follows:

THERE WAS RECORDED:

YEAS:

NAYS:

ABSTAINING:

NOT VOTING:

ABSENT:

The Chairman declared the ordinance adopted on this, the 15<sup>th</sup> day of November 2017.

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DIRK GUIDRY, CHAIRMAN  
TERREBONNE PARISH COUNCIL

\_\_\_\_\_  
VENITA H. CHAUVIN  
COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

\* \* \* \* \*

Date and Time Delivered to Parish President:

\_\_\_\_\_

Approved \_\_\_\_\_ Vetoed \_\_\_\_\_  
Gordon E. Dove, Parish President  
Terrebonne Parish Consolidated Government

Date and Time Returned to Council Clerk:

\_\_\_\_\_

\* \* \* \* \*

I, VENITA H. CHAUVIN, Council Clerk for the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Assembled Council in Regular Session on November 15, 2017, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS 15<sup>TH</sup> DAY OF NOVEMBER 2017.

\_\_\_\_\_  
VENITA H. CHAUVIN  
COUNCIL CLERK  
TERREBONNE PARISH COUNCIL