



Interoffice Memorandum

May 14, 2018

AGENDA ITEM

TO: Mayor Teresa Jacobs
-AND-
Board of County Commissioners

THRU: Lonnie C. Bell, Jr., Director *Lonnie C Bell Jr*
Family Services Department

FROM: Sonya L. Hill, Manager *Sonya L Hill*
Head Start Division
Contact: Khadija Pirzadeh, (407) 836-8912
Sonya Hill, (407) 836-7409

SUBJECT: **Consent Agenda Item – June 5, 2018**
Application for Federal Assistance related to
Cost-of-Living Adjustment (2.6 %) FY 2018

The Head Start Division requests Board approval of the Application for Federal Assistance related to Cost-of-Living Adjustment (COLA) between the Department of Health and Human Services, Administration for Children and Families, Office of Head Start and Orange County. The total COLA funds in the estimated amount of \$365,156, includes \$331,177 that will be used to offset higher operational costs of salaries, FICA, and retirement costs and \$33,979 which will be used for Training and Technical Assistance. The non-federal match of \$91,289 is derived from donations of goods and services and in-kind contributions from the County.

The Application for Federal Assistance includes a Compendium of required Certifications and Assurances for non-construction programs, Certifications regarding Lobbying for Contracts, Grants, Loans and Cooperative Agreements; Certification regarding compliance with Compensation Cap (Level II of the Executive Schedule); Certification of Filing and Payment of Federal Taxes; and Employee Compensation Cap Compliance Assurance. The term of the grant is from October 1, 2017 through September 30, 2018. The Head Start Policy Council approved the COLA grant at their meeting on May 17, 2018.

ACTION REQUESTED: Approval of Orange County Head Start Program Application for Federal Assistance related to Cost-of-Living Adjustment (2.6%) FY 2018 between Orange County and Department of Health and Human Services Administration for Children and Families, Office of Head Start Program; and approval and execution of (1) Certification of Filing and Payment of Federal Taxes; and (2) Employee Compensation Cap Compliance Assurance.

Consent Agenda Item – June 5, 2018

Application for Federal Assistance related to Cost-of-Living Adjustment

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SH/kp:jam

Attachment(s)

c: Randy Singh, Assistant County Administrator
Cristina Berrios, Assistant County Attorney, County Attorney's Office
John Petrelli, Director, Risk Management and Professional Standards
Yolanda S. Brown, Manager, Fiscal Division, Family Services Department
Jamille Clemens, Grants Supervisor, Finance Division
Patria Morales, Grants Coordinator, Office of Management and Budget

BCC Mtg. Date: June 5, 2018

ORANGE COUNTY HEAD START PROGRAM
APPLICATION FOR FEDERAL ASSISTANCE RELATED TO
COST –OF-LIVING ADJUSTMENT (2.6%) FY 2018

Budget Narrative

October 1, 2017 through September 30, 2018

The Orange County Head Start Program is requesting \$331,177 in federal funding to provide Head Start Services to 1,536 children throughout Orange County, FL. The Orange County Head Start Program will use the permanent 2.6% COLA to pay for higher operating costs and to permanently increase staff salaries and fringe Benefits.

Orange County Head Start Program is also requesting \$33,979 in Training and Technical Assistance dollars to increase training and professional development for staff.

Orange County Cost of Living Increase

The Orange County Board of County Commissioners had approved a 3.5% cost of living salary increase for all Orange County Government employees. All Orange County Head Start staff received this salary increase as well as an increase in base salaries within the established pay grades.

The COLA award of \$331,177 in federal funds will assist with salaries in the following amounts:

Amount Allocated	Description
\$285,867	Salaries for staff in the Orange County Head Start Program
\$21,869	FICA for staff in the Orange County Head Start Program
\$23,441	Retirement cost at 7.91% for Orange County Head Start Staff

The total of all budget categories equals Orange County Head Start's requested amount of \$331,177 in federal funding and equals the amount of the permanent COLA of 2.6%. The Orange County Head Start Division, along with The Orange County Head Start Policy Council has determined that this will be the best allocation of the permanent COLA dollars. Because of the increased salary and fringe costs, the requested award will help Orange County Head Start to permanently improve alignment of the pay scale of its employees in salaries and benefits with other providers of like services.

The Orange County Head Start program will provide the requested \$82,794, non-federal share through donations of goods and services, in-kind service and services from the Board of County Commissioners.

Technical Training and Assistance

Technical training and assistance funds in the amount of \$33,979 will be used to provide educational and technical training for our bi-annual pre-service employee training. In addition, this funding will support professional development opportunities, area related conferences and educational assistance. The Orange County Head Start Program will provide the requested \$8,495, non-federal share through donations of goods and services, in-kind service and services from the Board of County Commissioners.



Office of Head Start

04CH010230-000 - Orange County Head Start Division
FY2018 - 10/01/2017-09/30/2018 - Supplement

Head Start - Summary

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Line Item Budget Total	\$331,177	\$33,979	\$91,289	197

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Personnel Total	\$285,867	\$0	\$71,467	197

Personnel: Child Health and Development Personnel

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Teacher Aides and Other Education Personnel	\$285,867	\$0	\$71,467	197

Fringe Benefits

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$21,869	\$0	\$5,467	
Retirement	\$23,441	\$0	\$5,860	
Total	\$45,310	\$0	\$11,327	

Contractual

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Training and Technical Assistance	\$0	\$33,979	\$8,495	

Direct Costs

	Cost for Program Operation	Cost for Training Technical Assistance	Non-Federal Share	Number of Employees
Direct Costs Total	\$331,177	\$33,979	\$91,289	197



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region IV | 61 Forsyth Street, Suite 4M60, Atlanta, GA 30303 | www.ecikc.ohs.acf.hhs.gov

May 18, 2018

Teresa Jacobs, Mayor
Orange County Board of Commissioners
201 S Rosalind Ave
Orlando, FL 32801

Re: Grant No. 04CH010230

Dear Hon. Jacobs:

The Consolidated Appropriations Act, 2018, contains an increase of approximately \$610 million for programs under the Head Start Act for Fiscal Year (FY) 2018. A portion of the increase provides a cost-of-living adjustment (COLA) of 2.6 percent, depending on final funding decisions, to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs.

Grants with significantly low percentages of training and technical assistance (T/TA) dollars may see an increase in those funds over previous years.

The following table reflects the increase(s) for FY 2018.

Funding Type	Amount
Head Start COLA	\$331,177
Early Head Start COLA	
Head Start T/TA (if applicable)	\$33,979
Early Head Start T/TA (if applicable)	
TOTAL	\$365,156

Submission Requirements

Program Instruction ACF-PI-HS-18-03, dated May 1, 2018, informed Head Start and Early Head Start grantees and delegate agencies of the intended uses of these funds and announced the opportunity for grantees to apply for the funds. Please review the Program Instruction carefully to ensure your supplemental application meets the requirements for funding and contains all of the necessary information.

The supplemental application is due June 18, 2018 and must be submitted in the Head Start Enterprise System (HSES) at <https://hses.ohs.acf.hhs.gov/hsprograms>. Please select the Financials tab, Application tab, Fiscal Year 2018 and the budget period to add the

'Supplement - COLA' amendment type. For technical assistance in preparing the application, please contact the HSES Help Desk at help@hsesinfo.org or 1-866-771-4737.

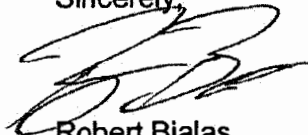
Please ensure the program narrative, budget and detailed budget justification submitted in the application documents demonstrate:

- An increase of 2.6 percent in the hourly rate of pay for each Head Start/Early Head Start employee and the pay scale subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The rationale if employees are receiving less than the 2.6 percent COLA or differential COLA increases;
- The provision of the 2.6 percent increase to all delegate agencies and partners or justification if the full percentage is not provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds to offset higher operating costs;
- Each source of non-federal match, including the estimated amount per source and the valuation methodology; and
- A detailed justification that conforms with the criteria under Section 640(b)(1)-(5) of the Head Start Act if the application proposes a waiver of any portion of the non-federal match requirement.

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the supplemental application must be provided. The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Sherice Ellison, Head Start Program Specialist, at (404) 562-2822 or Sherice.ellison@acf.hhs.gov or James Youngs, Grants Management Specialist, at (404) 562-2921 or james.youngs@acf.hhs.gov. Thank you for your cooperation and timely submission of the grant application.

Sincerely,



Robert Bialas
Regional Program Manager
Office of Head Start

cc: Lonnie Bell, Executive Director
Sonya Hill, Head Start Director



**FAMILY SERVICES DEPARTMENT
HEAD START DIVISION**

2100 East Michigan Street • Orlando, FL 32806-4914
407-836-6590 • Fax: 407-836-7420 • <http://www.orangecountyfl.net>

May 17, 2018

The Orange County Policy Council approved the Cost of Living Adjustment (COLA) Application FY 2017 -2018 at its executive meeting held on May 17, 2018 in anticipation of a Notice of Award letter for Head Start.

Funds in the amount of \$334,372 will be used to assist with salaries and benefits for the Head Start Program.

Special Note: Minor changes of the Application can be permitted after Policy Council's approval.


Dexter Nelson, Policy Council Chairperson



ORANGE COUNTY GOVERNMENT
HEAD START
POLICY COUNCIL MEETING
MINUTES



1718 E. Michigan Street
Orlando, FL 32806
May 17, 2018

Call to Order by: Dexter Nelson, Chairperson at 6:44 p.m.

Roll Call by: Jekeyah Holmes, Secretary

Attended By:

Cecilia Pierre	Aloma	Treasurer
Roxanne Williams	Callahan	Parliamentarian
Maritza Vasquez	Engelwood	Representative
Jekeyah Holmes	John Bridges	Representative
Tequila Henderson	Lila Mitchell	Representative
Lara Urdaneta	Maxey	Representative
Leah Akerman	McCoy	Representative
Heather Chisholm	Pine Hills	Vice-Chairperson
Cathy Chandler	Southwood	Representative
Johanna Nieves	Taft	Representative
Nicole Miranda	Taft	Alternate
Margarita Rodriguez	Ventura	Representative
Bilan Wilson	W/S ELC	Representative
Precious Williams	W/S Elementary	Representative
Vanessa Lewis	BCC	Community Rep
Jeneka Lloyd	Past Parent	Community Rep
Dexter Nelson	Past Parent	Community Rep
AnnMarie Alvarado	Children's Home Society	Community Rep
Charmaine Jobson	Past Parent	Community Rep

Guest

Shantara Gibson 4C/Head Start

Quorum Established

Staff:

Polly Boulter	Hal Marston	Teacher Assistant
Felicia Williams	Frontline	Teacher Assistant
Diana Gamble	Hal Marston	Teacher Assistant
Sandra Moore	Main Office	Admin Assistant
Yvette Meade	Main Office	Admin Specialist
Sandra Ruff	Main Office	Program Manager
Bernice Mendez	Main Office	Sr. FSW

Khadija Pirzadeh	Main Office	Contract Administrator
Milagros Font	Main Office	Sr. Program Manager
Vidya Deonarine	Main Office	Curriculum Specialist
Sunitha Koorathota	Main Office	Field Ops Supervisor
Shauna Kirby	Main Office	Monitor & Eval Coordinator
Jacqueline Lopez	Dover / Engelwood	Center Supervisor
Dina Mathews	Southwood	Center Supervisor
Limarys Rivera	Main Office	Education Coordinator
Yira Rodriguez	McCoy/Three Points	Center Supervisor
Khadija Pirzadeh	Main Office	Contract Administrator
Sunitha Koorathota	Main Office	Field Ops Supervisor
Colette Thomas	Main Office	Sr. FSW
Bernice Mendez	Main Office	Sr. FSW
Khrislee Garcia	Main Office	On Call
Xeix Colon	Main Office	Monitoring & Eval. Coor.
Shauna Kirby	Main Office	Monitoring & Eval. Coor.

Chairperson Nelson requested a motion to approve the Agenda with the following changes; Move COLA to the Budget Report, Add Supplemental Grant to the Budget Report, Add Special Call Meeting discussion to New Business

Motion: Jekeyah Holmes, Secretary

Second: AnnMaria Alvarado, Community Rep

Status: The motion was carried with no objections

Budget Report by Sandra Ruff

Ms. Ruff presented the Supplemental money in the Grant to be used to install a covered walkway at East Orange at centers to provide cover for students and staff during inclement weather to transport food and get children in and out without getting rained on. Also requesting to use funds to re-surface playgrounds at four centers in need of repairs.

Chairperson Nelson requested a motion to approve the use of \$358k Supplemental funds for the walkways and playground re-surfacing

Motion: Heather Chisholm, Vice-Chairperson

Second: Leah Ackerman, Representative, McCoy

Status: The motion was carried with no objections

Ms. Ruff presented information on the use of Cost of Living Adjustment (COLA) funds of 2.6%. OCHS would like to use these funds for salaries, FICA, and retirement. This amount will be added to the budget every year.

Chairperson Nelson requested a motion to approve the use COLA funds to be used for salaries, FICA, and retirement

Motion: Joanna Nieves, Representative, Taft

Second: Leah Ackerman, Representative, McCoy

Status: The motion was carried with no objections

Report on the Status of BCC Vote by Khadija Pirzadeh, Contracts Administrator

Division Manager's Report by Milagros Font, Senior Program Manager

- OCHS co-hosted the FHSA conference with over 300 attendees from across the state of Florida
- OCHS submitted the organization chart with changes to the structure.
- The Health Unit met with Orange Blossom Family Health Clinic to plan for the next phase of the dental exams and treatment for the Head Start children.
- PFCE implemented a financial literacy program offered by PNC Bank. The program is being provided by FSWs at each center.

Secretary Report

Chairperson Nelson requested a motion to approve the minutes from April 19, 2018

Motion: AnnMarie Alvarado, Community Rep

Second: Leah Ackerman, Representative, McCoy

Status: The motion was carried with no objections

Commissioner liaison Report by BCC Representative Vanessa Lewis

- Save the date: July 28, 2018 for the Family Wellness and Health Fair Saturday 10 – 2:00 at Barnett Park
- Holden Heights Community is hosting a Block Party tomorrow 10 – 2:00 at the Kaley Square; Community Center located at 1020 W. Kaley Street. (Weather permitting)

Unit Updates

PFCE Update by Colette Thomas, Sr. FSW

ERSEA Update by Xeix Colon, Monitoring and Evaluation Coordinator

Mental Health & Disabilities Update by Milagros Font, Sr. Program Manager

Nutrition Update by Milagros Font, Sr. Program Manager

Education Update by Limarys Rivera including the School Readiness Reports.

Old Business:

a. Conference Updates

Jekeyah Holmes, Secretary, attended the National Head Start Association Conference in California. She attended different educational sessions; one was about getting fathers more involved in the Head Start experience. Real life suggestions were made by fathers to help fathers get involved. She also attended a Transition to Kindergarten session that encouraged parents to stay involved with their child's education process by meeting teachers and attending events. She learned that other states have had block parties for recruitment efforts.

Dexter Nelson, Chairperson, attended a Fatherhood Conference in South Carolina. Mr. Nelson would like to initiate a program similar to the Job Partnership Program for fathers.

A Human Trafficking session revealed that most female victims have no male role models in their lives. Many males do not report abuse because of the stigma.

Heather Chisholm, Vice Chairperson, attended the Florida Head Start Conference in Orlando. All should be an advocate for Head Start to keep it strong whether or not our children are in Head Start.

b. Mother Son Prom Update by Heather Chisholm.

The turnout was good for the second group. The food was healthy choices which was great. A special thanks went out to the FSWs and parent committee that helped make it a success.

New Business

Call Meeting: this will be a review of the Grant to be submitted for next year. The date of May 30th is proposed and they are looking for a good time frame for the majority. After much discussion, 6:30p.m. was selected. The location is to be determined. Flyers and reminders will go out.

Self-Assessment Results by Shauna Kirby

Ms. Kirby pointed out that based on discoveries and recommendations in the report, a Program Improvement Plan will be formulated by the Managers.

Program Progress 2nd Quarter by Shauna Kirby

Significant achievements were made in Father/Male Engagement since last year's second quarter. OCHS is striving to get dental treatments to those identified as needed. Right now 20% have been treated. Ms. Kirby highlighted statistics on; increase in the number of parents who demonstrate growth in financial literacy and access to services; families enrolled obtaining diploma or GED; families with an identified need for adult education or job training services.

Chairperson Dexter Nelson requested a motion to adjourn meeting

Motion: Heather Chisholm, Vice-Chairperson, Pine Hills

Seconded: Roxanne Williams, Parliamentarian

Status: The motion was carried with no objections

Meeting Adjourned at 8:32 p.m.

NEXT POLICY COUNCIL MEETING

June 21, 2018

1718 E. Michigan Street

Orlando, FL 32806

6:30 p.m.

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

Office of Head Start

Updated July 29, 2014

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

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

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 ASSURANCE

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 ASSURANCE

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.

Regarding Compliance with Compensation Cap (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 ASSURANCE

APPROVED
BY ORANGE COUNTY BOARD
OF COUNTY COMMISSIONERS
JUN 05 2018

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.

Submission Statement

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)	
<input type="checkbox"/> ** 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:	Hon.
* First Name:	Teresa
Middle Name:	T.
* Last Name:	Jacobs
Suffix:	
* Title:	Mayor
* Telephone Number:	(407) 836-7037
Fax Number:	
* Email:	Vanessa.Nogueira@ocfl.net
* Signature of Authorized Representative:	<i>[Signature]</i>
* Date Signed:	6.5.18
* Submitted by:	



JUN 05 2018

Employee Compensation Cap Compliance Assurance

Head Start funds do not pay for the salary of the Executive Director either as a direct cost or any proportion as an indirect cost, at a rate in excess of \$189,600.00. Funds are, however, used to pay for the salaries of the Head Start Director, the Fiscal Program Manager, the Senior Program Early Childhood Education, and Senior Program Manager Childhood Health and Development. Those salaries are as follows:

Position	Base Salary	FICA	Retirement	Health	Total
HS Manager	\$97,543	\$7,462	\$8,057	\$11,900.00	\$124,963
Sr. Program Mgr. Early Childhood Education	\$64,713	\$4,951	\$5,764.12	\$11,900.00	\$86,909
Sr. Program Mgr. (Childhood Health and Development)	\$77,996	\$5,967	\$ 6,442	\$11,900.00	\$102,305
Program Mgr. (Fiscal)	\$57,178	\$4,374	\$4,723	\$11,900.00	\$78,175

Orange County Florida

Employee Compensation Cap Compliance Assurance

Orange County Florida complies with the Head Start Act, Section 653 (Comparability of Wages), which limits the compensation of Head Start staff. The language precludes use of any Federal funds to pay any part of the compensation of an individual employed by a Head Start agency whose compensation exceeds the rate payable for Level II of the Executive Schedule, which is currently \$189,600. None of the Orange County Florida staff exceed the employee compensation cap.

Signature: *Teresa Jacobs*

Title: Teresa Jacobs, Orange County Mayor

Organization: Orange County Florida

Date: 6.5.18

