



## Interoffice Memorandum

December 2, 2021

### AGENDA ITEM

TO: Mayor Jerry L. Demings  
-AND-  
County Commissioners

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

FROM: Sonya L. Hill, Manager  
Head Start Division  
Contact: Sandra Moore, (407) 836-8913  
Sonya Hill, (407) 836-7409

SUBJECT: **Consent Agenda Item – December 14, 2021**  
Approval to accept Procurement by Noncompetitive Proposal for Disaster Recovery Grant 04TD000150-01-00

On September 1, 2020, the Head Start Division was awarded Disaster Grant 04TD000150-01-00 by the Department of Health and Human Services Administration for Children and Families. A portion of the funds were allocated to restore and renovate four new Head Start playgrounds. The grant included four playground replacements. On July 9, 2021, the Capital Projects Division issued Request for Proposals (RFP) Solicitation Y21-810. The RFP received no proposals. Three additional addendums to extend the solicitation were issued but did not receive any proposals. After all attempts, the Capital Projects Division contacted an architect consulting firm to work with the scope of work as a sole source contractor.

The Head Start Division is requesting Board approval to allow Head Start, through the Capital Projects Division, to hire an architect as a Sole Source for design services and issue a sole source contract for services. Board approval ensures Head Start is compliant to Head Start policy §75.329(3) Procurement by Noncompetitive Proposal.

**ACTION REQUESTED:** Approval to accept Department of Health and Human Services Administration for Children and Families Notice of Award Award No. 04TD000150-01-00 and utilize the Procurement by Noncompetitive Proposal for Disaster Recovery Grant to hire an architectural consulting firm as a Sole Source provider for design services for Head Start playgrounds.

SH/sm:jamh

Attachment

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
NOTICE OF AWARD

BCC Mtg. Date: Dec. 14, 2021

SAI NUMBER:

PMS DOCUMENT NUMBER:

<b>1. AWARDING OFFICE:</b> Office of Head Start		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant	<b>3. AWARD NO.:</b> 04TD000150-01-00	<b>3a. AMEND. NO.:</b> 0
<b>4. FAIN:</b> 04TD000150				
<b>5. TYPE OF AWARD:</b> Service		<b>6. TYPE OF ACTION:</b> New	<b>7. AWARD AUTHORITY:</b> 42 USC 9801 ET SEQ	
<b>8. BUDGET PERIOD:</b> 09/01/2020 THRU 08/31/2022	<b>9. PROJECT PERIOD:</b> 09/01/2020 THRU 08/31/2022	<b>10. CFDA NO.:</b> 93.356 - Head Start Disaster Assistance		
<b>11. RECIPIENT ORGANIZATION:</b> Orange, County of 201 S Rosalind Ave Fl 5 Orlando, FL 32801-3527 Grantee Authorizing Official: Jerry Demings , Mayor			<b>12. PROJECT / PROGRAM TITLE:</b> Disaster Assistance	
<b>13. COUNTY:</b> Orange	<b>14. CONGR. DIST:</b> 07	<b>15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR:</b> Sonya Hill Head Start Director		
<b>16. APPROVED BUDGET:</b>		<b>17. AWARD COMPUTATION:</b>		
Personnel..... \$ 0.00		A. NON-FEDERAL SHARE..... \$ 558,185.00 20%		
Fringe Benefits..... \$ 0.00		B. FEDERAL SHARE..... \$ 2,232,741.00 80%		
Travel..... \$ 35,500.00		<b>18. FEDERAL SHARE COMPUTATION:</b>		
Equipment..... \$ 1,513,000.00		A. TOTAL FEDERAL SHARE..... \$ 2,232,741.00		
Supplies..... \$ 212,339.00		B. UNOBLIGATED BALANCE FEDERAL SHARE..... \$ 0.00		
Contractual..... \$ 15,770.00		C. FED. SHARE AWARDED THIS BUDGET PERIOD... \$ 0.00		
Facilities/Construction..... \$ 0.00		<b>19. AMOUNT AWARDED THIS ACTION:</b>		<b>\$ 2,232,741.00</b>
Other..... \$ 123,032.00		<b>20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:</b>		<b>\$ 2,232,741.00</b>
Direct Costs..... \$ 1,899,641.00		<b>21. AUTHORIZED TREATMENT OF PROGRAM INCOME:</b>		
Indirect Costs..... \$ 333,100.00		Additional Costs		
In Kind Contributions..... \$ 0.00		<b>22. APPLICANT EIN:</b>		
Total Approved Budget..... \$ 2,232,741.00		<b>23. PAYEE EIN:</b>		<b>24. OBJECT CLASS:</b>
		596000773		1591101610A1 41.51
<b>25. FINANCIAL INFORMATION:</b>				
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.
	04TD00015001	75-1821-1536	0-G040701	\$2,232,741.00
				DUNS 064797251
				UNOBLIG. NONFED %

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

<b>27. SIGNATURE - ACF GRANTS OFFICER</b> Stefanie Gordon 26 Federal Plaza Room 4114 New York, NY 10278 Phone: (646) 905-8061		<b>ISSUE DATE:</b> 08/31/2020	<b>28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY</b> Mr. Omar Barrett 08/31/2020
<b>29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)</b> Ms. Carolyn S Baker - Regional Program Manager		<b>DATE:</b> 08/31/2020	

## AWARD ATTACHMENTS

Orange, County Of

04TD000150-01-00

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1. remarks
  2. OHS remarks
  3. disaster remarks

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

This grant action awards disaster recovery funds in the amount of \$ 2,232,741 for the 09/01/2020 – 08/31/2022 budget period. Funds under CAN G040701 are designated to support the restoration of Head Start and/or Early Head Start services following Hurricanes Harvey, Irma, and Maria in accordance with Office of Head Start (OHS) Program Instruction ACF-PI-HS18-02.

These funds are awarded following review of a funding request (application) demonstrating that the funds awarded fall within one or more of the six categories identified in the Program Instruction and are for necessary expenses directly related to the consequences of Hurricanes Harvey, Irma, and/or Maria in Orange County, FL.

TRAVEL – \$35,500 total for the following:

Travel costs related to training events outlined in the TTA plan

EQUIPMENT – \$1,513,000 total for the following:

\$80,000: 2 transit vans

\$33,000: Other equipment (Smartboards -\$26,000, Vision screener - \$7,000)

\$1,400,000: Playground equipment

\$350,000: South Orlando YMCA – 810 W. Oak Ridge Road, Orlando Florida 32809

\$350,000: Lila Mitchell – 5151 Raleigh Street, Orlando Florida 32811

\$350,000: Pine Hills Community Center – 6408 Jennings Road, Orlando Florida 32808

\$350,000: John H. Bridges – 445 W. 13th Street Apopka Florida 32703

45 CFR 75.320(d)(1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

SUPPLIES – \$212,339 total for classroom, outdoor, health/safety

CONTRACTUAL – \$15,770 total for the following:

Technology Set Up

OTHER – \$123,032 total for the following:

Training

TOTAL DIRECT CHARGES - \$1,899,641

TOTAL INDIRECT CHARGES - \$333,100

TOTAL NON-FEDERAL SHARE - \$558,185

The grantee may reallocate any unexpended funds resulting from cost savings for these items for other program cost subject to the regulations governing post award budget modifications contained in 45 CFR Part 75.308 and other terms and conditions attached to this award.

## STANDARD TERMS

Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children and Families U.S. Department of Health and Human Services Office of Grants Management ATTN: Grants Management Specialist 330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: [MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov) Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

### Terms and Conditions Applicable to Disaster Relief Act Funds

The Bipartisan Budget Act of 2018 (P.L. 115-123), included Division B, Subdivision 1, entitled the Further Additional Supplemental Appropriations for Disaster Relief Requirement Act (Disaster Relief Act), 2018. Title VIII of the Disaster Relief Act provided the Administration for Children and Families (ACF) \$637,500,000 for its Head Start programs for necessary expenses directly related to the consequences of Hurricanes Harvey, Irma, and Maria. The following terms and conditions apply to recipients of Disaster Relief Act funds:

- 1) Disaster Relief Act funds must be expended by grantees within the 24-month period established by the Notice of Award. If funds cannot be expended within the established 24-month period grantees may make a written request for an extension of the expenditure period at least thirty (30) days prior to the end of the 24-month period. Extensions with an end date no later than September 30, 2026 may be given at the discretion of ACF. A revised Notice of Award will be issued if an extension is approved. Any funds not spent within the 24-month period following ACF's award of Disaster Relief Act funds or any approved extension of the expenditure period must be reported as unobligated balances on Federal Financial Report (SF-425).
- 2) Grantees must have in place financial management and standards for financial management systems that meet the requirements of 45 CFR §75.302; including financial management systems that provide accurate, current, and complete disclosure of the financial results of each Federal award and records that identify adequately the source and application of funds for federally-funded activities.
- 3) Grantees must adequately document costs and their relationship to the consequences of Hurricanes Harvey, Irma and Maria and submit programmatic and financial reports detailing progress on the utilization of Disaster Relief Act funds; including a reconciliation for each calendar quarter of payments charged to the Payment Management System (PMS) to actual expenditures paid under each Disaster Relief Act grant subaccount in PMS. *ACF will use these reconciliations to conduct improper payment reviews and determine if sampled items are supported by adequate documentation and are reasonable, allocable, and necessary to the objective of the Disaster Relief Act funds, and terms and conditions of your Notice of Awards.*
- 4) Disaster Relief Act funds shall not be used to pay for costs that are reimbursed by the Federal Emergency Management Agency (FEMA), under a contract for insurance, or by self-insurance. Recipients must advise ACF in writing of the receipt of such funds and reimburse ACF for any costs incurred under this award that are subsequently reimbursed by FEMA, under a contract for insurance, or by self-insurance. The retention of duplicated funds is prohibited.
- 5) Awards under the construction line item for purchase, construction or major renovation of facilities as defined in 45 CFR §1305.2 are only made following approval of an application submitted in accordance with 45 CFR Part 1303 – Subpart E and Form SF-429 with Attachment B and Attachment C, if there is a request to encumber the property. Once a complete application under 45 CFR Part 1303 has been received and approved for funding grantees will be instructed to submit their Form SF-429 with Attachment B and, if applicable, Attachment C within ten (10) days. Please note that the SF-429s must be submitted in the Online Data Collection System (OLDC). Post-award requirements of Part 1303 must be met and the federal interest resulting from purchase, construction and major renovation activities must be protecting by filing or

posting a notice of federal interest as required by 45 CFR §1303.46 - §1303.49.