



# Orange County Government

Orange County  
Administration Center  
201 S Rosalind Ave.  
Orlando, FL 32801

## Legislation Text

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**File #:** 26-0706, **Version:** 1

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### Interoffice Memorandum

**DATE:** May 27, 2026

**TO:** Mayor Jerry L. Demings and County Commissioners

**THROUGH:** Venerria L. Thomas, Director

**FROM:** Sonya L. Hill, Manager

**CONTACT:** Sean Murnane

**PHONE:** (407) 836-8993

**DIVISION:** Head Start Division

**ACTION REQUESTED:**

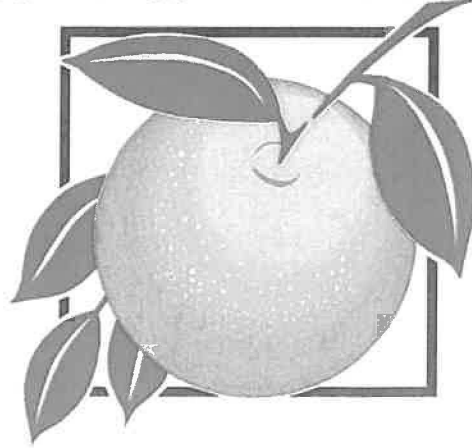
Approval of Orange County Head Start Program Application for Federal Assistance Five Year Grant (Year 2) FY 2027-2028 Grant No. 04CH013429 between the Department of Health and Human Services, Administration for Children and Families, Office of Head Start and Orange County in the amount of \$16,427,721 for the continued operation of the Head Start Program with the required nonfederal match in the amount of \$4,406,930; approval and execution of U.S. Department of Health and Human Services Compendium of Required Certifications and Assurances; and authorization for the Mayor or designee to execute any necessary modifications, amendments, renewals, and extensions of this contract. (Head Start Division)

**PROJECT:** N/A

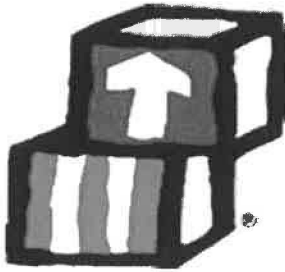
**PURPOSE:** The Head Start Division requests Board approval of the Application for Federal Assistance Five Year Grant (Year 2) FY 2027-2028 Grant No. 04CH013429 between the Department of Health and Human Services, Administration for Children and Families, Office of Head Start and Orange County. The total federal grant request is \$16,427,721. Also, the approval and execution of the U.S. Department of Health and Human Services Compendium of Required Certifications and Assurance is requested. The required non-federal match in the amount of \$4,406,930 is derived from parent volunteerism, donation of goods and services, lease agreements, and County support.

**BUDGET:** N/A

# **ORANGE COUNTY HEAD START PROGRAM**



## ***APPLICATION FOR FEDERAL ASSISTANCE FIVE YEAR GRANT (YEAR 2) FY 2027-2028***



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*Grant No. 04CH013429, between the Department of Health and Human Services, Administration for Children and Families, Office of Head Start and Orange County in the amount of \$16,427,721 for the continued operation of the Head Start Program with the required non-federal match in the amount of \$4,406,930.*

### **ADMINISTRATIVE OFFICE**

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Head Start Division  
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Phone: (407) 836-6590 Fax: (407) 836-1921

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## **Orange County Head Start**

1. Orange County Head Start is not requesting a Locally Designed Option or waiver.
2. Orange County Head Start is not requesting Enrollment Reductions and Conversions.
3. N/A

## **Budget Justification**

### **Program Operations**

#### *Proposed Family Services Administrator*

The proposed Family Services Administrator position represents a critical enhancement to the Head Start program's ability to deliver comprehensive, high-quality services to children and families. This role provides dedicated leadership and oversight of family services operations, ensuring full compliance with Head Start Program Performance Standards, grant requirements, and local regulations while strengthening coordination across departments and community partners . By centralizing responsibility for eligibility, enrollment, family engagement, and case management, the position will improve consistency, accountability, and service delivery across all program sites.

In addition, the role's focus on data analysis, continuous quality improvement, and staff supervision will support more informed decision-making and stronger outcomes for families, ultimately contributing to school readiness and long-term family stability.

Beyond compliance and operational improvements, this position will significantly enhance the program's ability to build meaningful partnerships and expand access to community resources. Through coordinated outreach, collaboration with local agencies, and oversight of family engagement strategies, the Family Services Administrator will help ensure that families receive the support they need to achieve self-sufficiency and well-being . The position also mitigates risk to the program by reducing the likelihood of compliance deficiencies, fragmented services, or funding interruptions, thereby protecting the integrity and sustainability of Head Start services.

The County will absorb the cost of this position by strategically realigning existing resources rather than relying on new funding streams. Specifically, the reclassification of an existing position into the Family Services Administrator role allows the County to enhance program capacity without creating a wholly new financial burden. This approach ensures fiscal responsibility while still addressing a critical operational need within the Head Start program. By leveraging current funding structures and prioritizing investments that strengthen compliance and service quality, the County demonstrates its commitment to both effective stewardship of public funds and the continued success of the families served.

#### *Personnel and Fringe*

The Fiscal Year 2027 budget reflects a continued commitment to fiscal discipline while maintaining core service delivery within the Head Start program and broader County operations. Based on guidance from the Fiscal Roundtable Meeting held on February 11, 2026, departments are expected to operate within a flat operating budget with a 0% increase, requiring all divisions to carefully evaluate existing services and identify efficiencies to remain within current funding levels. Any proposed increases to specific line items must be fully offset by reductions elsewhere, reinforcing a balanced and strategic approach to resource allocation.

Personnel costs will see moderate adjustments, including a 4.0% salary increase for Head Start employees, while key cost drivers such as FICA remain unchanged and retirement contribution rates are projected to increase based on preliminary estimates. Health insurance costs are budgeted at approximately \$19,000 per position, with employee premiums remaining stable, though employer contributions are still to be determined. Notably, recruitment and retention pay adjustments are not included in the FY 2027 budget, placing greater emphasis on managing workforce needs within existing compensation structures.

Overall, the FY 2027 budget strategy prioritizes sustainability, accountability, and the effective use of existing resources. For the Head Start program, this approach underscores the importance of maximizing current funding, maintaining compliance, and ensuring that high-

quality services continue to be delivered to children and families without reliance on additional County-funded expansions.

### *Budgeted Categories*

Budgeted supplies include instructional materials, classroom consumables, child development assessment tools, and hygiene products. Based on findings in the Community Assessment regarding food insecurity and health issues, OCHS prioritizes adequate hygiene and nutritional supplies to support overall child wellness. Purchases include child-safe furniture, educational technology tools, and playground materials that foster safe and engaging learning environments. Classroom supplies include educational materials, manipulatives, paper goods, and art supplies. Health and safety supplies include PPE, thermometers, first aid, and sanitation supplies. Administrative supplies can include computers, toner, office consumables while child nutrition supplies support meal service items, utensils, serving containers for example. Supplies are budgeted based on historical usage, enrollment levels, and regulatory standards.

OCHS contracts with licensed service providers for mental health consultation, dental screenings, health and nutrition services, and disabilities evaluation. These contracted professionals ensure timely services for children and families and meet all Head Start Performance Standards. Additionally, partnerships with Orange County Public Schools (OCPS) and local agencies allow OCHS to extend its reach in delivery services, particularly for dual-enrollment children and children with special needs.

All contractual services are entered in HSES within the “Contractual” budget category. Any contract exceeding \$250,000 is listed as an individual line item, accompanied by a brief description of the services provided, as required by the Head Start Application Instructions. This ensures compliance and prevents consolidation of contract amounts that could lead to application returns.

Contractual services include mental health consultants (licensed practitioners), screening services (hearing, vision, developmental), IT & data support (maintenance of

ChildPlus, tech upgrades); facilities Maintenance (cleaning, pest control, security for leased sites) and interpreter Services.

Facility-related expenses include rent for leased centers, utilities, and routine maintenance. No new construction plans for this application. These improvements support child safety, comply with federal and local regulations, and ensure high-quality early learning environments. There are no construction or renovation activities included in this application.

The Other category supports all other program needs from: parent engagement events, training materials and workshops, outreach and marketing for ERSEA and other engagement activities. Staff wellness and retention activities, audit Fees and licensing costs and staff and parent background screenings also are supported. These costs are allowable and necessary to meet Head Start Act Section 642 and HSPPS Subpart F.

Shared costs are distributed proportionally based on program benefit. Indirect costs are calculated under the 10% de minimis rate, as approved by Orange County Government. Program leadership regularly monitors cost allocation to ensure compliance, accuracy, and transparency in all financial transactions. OCHS claims indirect costs at the federally approved through a cost allocation plan covering shared administrative expenses (HR, finance, IT support). The indirect cost base and rate a is included in the appendices.

The proposed budget is aligned with program goals and responsive to the findings of the Community Assessment. Each expenditure category has been carefully developed to ensure the highest impact for children and families, while also supporting continuous improvement and fiscal accountability. The budget supports quality staffing, robust services, and the infrastructure required to maintain full compliance with Head Start Performance Standards.

POCHS has developed a comprehensive budget for the 2027–2028 program year to support the delivery of high-quality, barrier-free access to early childhood education services to 1,536 Head Start-eligible children across 23 centers. This budget narrative provides a detailed justification for all proposed costs and demonstrates alignment with allowable cost principles,

reasonableness, and necessity in accordance with federal guidance and the delegation of signing authority authorized by the Director of Community and Family Services.

#### *Cost-of-living-adjustment*

The planned use of cost-of-living adjustment (COLA) funds if received will be to support salaries including on-call staff to support ratio in the classroom.

#### *Non-Federal Match*

Orange County Head Start (OCHS) continues to strengthen its mission through a robust network of community partnerships, financial support, and in-kind contributions that collectively enhance program quality and sustainability. The program anticipates approximately \$1,900,000 in in-kind and volunteer contributions, reflecting the active engagement of parents, former parents, and community volunteers, as well as donations of classroom materials and resources. Additional monetary donations totaling \$15,000 further supplement program needs, supporting classroom supplies, nutrition, and enriching field trip opportunities. These combined efforts demonstrate a strong culture of shared responsibility and community investment in the success of children and families served by OCHS.

A significant component of support comes from Orange County Government, which contributes approximately \$4,800,000 annually, primarily to fund personnel and ensure the delivery of essential services. This investment underscores the County's commitment to maintaining high-quality early childhood education and comprehensive family services. In collaboration with the Family Services Voluntary Pre-Kindergarten (VPK) Program, OCHS also secures an estimated \$1,521,354 in funding, providing 540 instructional hours for approximately 530 children. This partnership enhances school readiness and expands access to early learning opportunities for eligible families.

OCHS further leverages partnerships with a wide range of community organizations to provide holistic support services. These collaborations include the Adult Literacy League, which strengthens parent literacy skills; the University of Central Florida, which provides nurse and

social work interns; and Florida Transitions, which supports children moving from Part C to Part B services under IDEA. Additional partners such as the Early Learning Coalition, Orange County Library System, Urban League, and Florida Department of Revenue contribute to early education coordination, parent training, workforce development, and child support services. Health and wellness needs are addressed through partnerships with organizations such as the Nemours Foundation, while financial literacy and employment support are provided through entities like VyStar Credit Union, PNC Bank, Goodwill Industries, and the YMCA of Central Florida, which also promotes water safety through swimming lessons.

Community engagement is further exemplified through the Foster Grandparent Program, where over 80 senior volunteers contribute more than 3,850 hours annually to support classroom instruction and student development. The County's annual contribution of \$22,280 sustains this initiative, fostering intergenerational connections and enriching the educational environment. Programs such as A Gift for Teaching (AGT) also play a vital role by providing low-cost school supplies to high-need classrooms, directly benefiting student learning experiences.

In summary, OCHS meets its non-federal match requirement through a diverse combination of in-kind contributions, donations, County funding, and state-supported programs such as VPK. This comprehensive approach ensures the program's continued ability to deliver high-quality, family-centered services while maximizing available resources. Through strong partnerships and strategic collaboration, OCHS remains dedicated to empowering children and families and promoting long-term success throughout Orange County.

| <b>Source of Non-Federal Match</b> | <b>Estimated Amount</b> | <b>Valuation Methodology</b>                                      |
|------------------------------------|-------------------------|-------------------------------------------------------------------|
| In-Kind and Volunteer Program      | \$1,900,000             | Amount expected to be collected from parents, former parents, and |

|                |             |                                                                                |
|----------------|-------------|--------------------------------------------------------------------------------|
|                |             | volunteers in the center,<br>along with In-Kind donations<br>to the classroom. |
| Donations      | \$15,000    | Various Donors                                                                 |
| County Support | \$4,800,000 | Salary Support                                                                 |
| FS VPK Program | \$1,521,354 | Provided by 540 hours per<br>child (530)                                       |

#### *Enrollment Reductions and Conversions.*

OCHS is not requesting enrollment reductions or conversions for 2027-2028 FY.

#### *Equipment*

No major equipment purchases are anticipated for this grant cycle. OCHS defines equipment as tangible personal property with a per-unit cost of \$5,000 or more and a useful life of more than one year. For Fiscal Year 2027, no funds have been requested for equipment purchases, consistent with prior fiscal planning. However, established procurement procedures remain in place should equipment needs arise. Any equipment purchase exceeding \$10,000 will require the submission of three quotes along with appropriate supporting documentation, such as a scope of work, insurance, W-9 forms, and necessary departmental approvals, to the Orange County Family Services Department Fiscal Division. Upon receiving equipment, the Fiscal Program Manager will review the purchase, confirm funding availability within the Advantage system, and issue approval prior to final authorization by management. All purchase orders will be processed through the Fiscal Department, entered into the Advantage system, and routed to Procurement for issuance to the selected vendor. Additionally, all equipment with a value exceeding \$5,000 will be tagged and recorded for inventory control through the Property Accounting Department of the Comptroller to ensure accountability and compliance with County policies.

### *Training and Technical Assistance*

Training and Technical Assistance (T/TA) funds support professional development. This includes early childhood education, best practices, mental health and wellness training, and digital literacy workshops for staff and families. These investments enhance staff capacity and contribute to improved child development and family engagement. Travel funds support staff attendance at required Head Start regional conferences and training events, in-county mileage reimbursement for family home visits, screenings, and outreach, staff participation in the Region IV Head Start Association Annual Conference, and compliance training.

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

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## **Office of Head Start**

Updated May 30, 2025

# 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

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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.
19. The governing body and policy council will participate in developing and approving this application.

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

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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.

## 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

## 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 attest that the governing body and policy council participated in the development and approval of this application. 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: *fm* Hon.  \* First Name:  Jerry  
Middle Name:  L  
\* Last Name:  Demings  
Suffix:

\* Title:  Mayor

\* Telephone Number:  (407) 836-7037

\* Email:  mayor@ocfl.net

\* Signature of Authorized Representative: *Byron D. B...*  Date Signed:  16 June 2024

\* Submitted by:   Date Submitted:

