



Interoffice Memorandum

April 1, 2021

AGENDA ITEM

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

THRU: Lonnie C. Bell, Jr., Director *Lonnie C Bell*
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 – April 13, 2021**
Application for Federal Assistance related to
Cost-of-Living Adjustment (1.22%) FY 2020-2021

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 cost-of-living adjustment (1.22%) grant funds, in the estimated amount of \$170,491, will be used to increase staff fringe benefits. The non-federal match of \$42,623 is generated from donations of goods and services and in-kind contributions.

The Application for Federal Assistance includes the U.S. Department of Health and Human Services Compendium of required Certifications and Assurances for: Non-construction programs; Lobbying for Contracts, Grants, Loans and Cooperative Agreements; Loan Guarantees and Insurance; Level II of the Executive Schedule; and Filing and Payment of Federal Taxes. The term of the grant is from October 1, 2020 through September 30, 2021. The Head Start Policy Council approved the COLA grant at their meeting on March 25, 2021.

Consent Agenda Item – April 13, 2021
Application for Federal Assistance related to Cost-of-Living Adjustment
Page 2

ACTION REQUESTED: Approval of Orange County Head Start Application for Federal Assistance related to Cost-of-Living Adjustment (1.22%) FY 2020-2021 in the estimated amount of \$170,491 and U.S. Department of Health and Human Services Compendium of Required Certifications and Assurances. An in-kind match in the amount of \$42,623 is required.

SH/sm:jamh

Attachments

**ORANGE COUNTY HEAD START APPLICATION
FOR FEDERAL ASSISTANCE**

Related to

COST-OF-LIVING ADJUSTMENT (1.22%) FY 2020-2021

Table of Contents

1. COLA Narrative.....	2
2. Non-Federal Match.....	3

ORANGE COUNTY HEAD START PROGRAM
APPLICATION FOR FEDERAL ASSISTANCE RELATED TO
COST – OF – LIVING ADJUSTMENT (1.22%) FY 2021

Budget Narrative

October 1, 2020 through September 30, 2021

The Orange County Head Start Program is requesting \$170,491 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 1.22% COLA to pay for higher operating costs and to increase staff fringe Benefits.

Orange County Cost of Living Increase

The Orange County Board of County Commissioners had approved a 1.74% cost of living retirement rate increase for all Orange County Government employees. All Orange County Head Start staff received this increase as well as an increase in insurance costs.

The COLA award of \$170,491 in federal funds will assist with benefits in the following amounts:

Amount Allocated	Description
\$170,491	Retirement cost increase to 10.00% for Orange County Head Start Staff

The total equals Orange County Head Start's requested amount of \$170,491 in federal funding and equals the amount of the permanent COLA of 1.22%. 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 fringe benefit costs, the requested award will help Orange County Head Start to permanently improve alignment of benefits with other providers of like services.

In-Kind Match

The Orange County Head Start program will provide the requested \$42,623 non-federal share through donations of goods and services, in-kind service and services from the Board of County Commissioners.

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

Office of Head Start

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

Table of Contents

SF424B, Assurances 1
Certification Regarding Lobbying 3
Certification Regarding Level II of the Executive Schedule 3
Certification of Filing and Payment of Federal Taxes 4
Electronic Submission Statement..... 5

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCES

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

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

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

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**

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).



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

March 13, 2021

Grant No. 04CH011834

Dear Head Start Grantee:

The Consolidated Appropriations Act, 2021, contains an increase of approximately \$123 million for a cost-of-living adjustment (COLA) for all Head Start grantees, inclusive of all Early Head Start - Child Care Partnerships, with the exception of new awards made in fiscal year (FY) 2021. The COLA supports a 1.22 percent increase above FY 2020 funding levels to increase staff salaries and fringe benefits, and offset higher operating costs. The funds are effective with the start of the FY 2021 budget period and are retroactive if this period has already commenced.

The following table reflects the increase(s) available for FY 2021.

Funding Type	Head Start
Cost-of-Living Adjustment (COLA)	\$170,491
Total Funding	\$170,491

Please note, allocations are subject to change if adjustments are made to annual funding levels.

Submission Requirements

Program Instruction ACF-PI-HS-21-01 informed grantees and delegate agencies of the intended uses of COLA 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 April 15, 2021 and must be submitted in the Head Start Enterprise System (HSES). To apply, please select the **Financials tab, Grant Application tab, Fiscal Year 2021**, and add the **'Supplement - COLA'** amendment type. No other application type for these funds will be accepted.

Content of 'Supplement - COLA' Application

Applications must include a narrative and detailed budget justification by program, Head Start and/or Early Head Start and demonstrate the following:

- An increase of no less than 1.22 percent of the current pay scale for Head Start/Early Head Start employees, including unfilled vacancies, subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The rationale and documentation detailing agency policies and procedures if employees are receiving less than the 1.22 percent COLA or differential COLA increases;
- The provision of a no less than 1.22 percent increase to all delegate agencies and partners or justification if less than 1.22 percent or differential increases are provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds to offset higher operating costs.

Non-Federal Match

The budget and detailed budget justification must include each source of non-federal match, including estimated amount per source and the valuation methodology. Flexibilities continue for waiver requests of the non-federal match requirement through the public health emergency for the 2019 novel coronavirus. To request a waiver, enter \$0 in Section C of the SF-424A of the application. No additional justification is required, and the issuance of a notice of award constitutes approval of the request.

Supporting Documents

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. Through the public health emergency for the 2019 novel coronavirus, at a minimum a statement confirming the approval of Governing Body and Policy Council members available for contact will be accepted.

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 Horton, Head Start Program Specialist, at 404-562-2822 or sherice.horton@acf.hhs.gov or James Youngs, Grants Management Specialist, at 404-562-2921 or james.youngs@acf.hhs.gov.

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

Sincerely,

/Heather Wanderski/

Heather Wanderski
Regional Program Manager
Office of Head Start



**COMMUNITY AND FAMILY SERVICES DEPARTMENT
HEAD START DIVISION**

2100 East Michigan Street • Orlando, FL 32806-4914
407-836-6590 • Fax: 407-836-8981 • <http://www.orangecountyfl.net>

March 25, 2021

The Orange County Policy Council approved the Cost of Living Adjustment (COLA) Application FY 2020 - 2021 at its monthly meeting held on March 25, 2021 in anticipation of a Notice of Award letter for Head Start.

Funds in the amount of \$170,491 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.

A handwritten signature in cursive script, appearing to read "Aquilla Drayton", written over a horizontal line.

Aquilla Drayton, Policy Council Chairperson



ORANGE COUNTY GOVERNMENT
 HEAD START
POLICY COUNCIL
MEETING MINUTES



Holden Heights Community Center
 1201 20th Street
 Orlando, FL 32805
 March 25, 2021

Call to Order by: Aquila Drayton, Chairperson
 Roll Call by: Sandra Moore, Admin Asst.

Attended By:

Jessica Vasquez	Aloma	Representative
Brittney Nicole Perra	Dover Shores	Representative
Natasha McPhee	Frontline	Representative
Ashley Garcia	Frontline	Alternate
Alyssa St.Hilaire	John Bridges	Alternate
Vanessa Percival	Lila Mitchell	Alternate
Aquila Drayton	Pine Hills	Chairperson
Carl Carty	South Orlando YMCA	Alternate
Paul Charles	Southwood	Representative
Mitchel Etienne	Southwood	Alternate
Permelia Gibson	W/S Elementary	Representative
Vanessa Lewis	BCC	Alternate
Maritza Vasquez	Past Parent	Community Rep
AnnMarie Alvarado	CHS	Community Rep

Quorum Established

Staff:

Sonya Hill	Main Office
Avis McWhite	Main Office
Sandra Moore	Main Office
Yvette Meade	Main Office
Pedro Berrios	Warehouse
Sandra Ruff	Main Office
Tammy Miller	Washington Shores ELC
Isha Divison	Washington Shores ELC
Carol Williams	Washington Shores ELC
Aturia Hall	Washington Shores ELC

Virtual

Avis McWhite	Main Office
Shauna Kirby	Main Office
Khrislee Garcia	Main Office
Rene Gomez	Main Office

Lourdes Ramos	Main Office
Bernadette Dimitriadis	Main Office
Marina DeLeon	Main Office
Dwayne Horne	Main Office
Teresa Williams	Main Office

Chairperson called for a motion to adopt the agenda

Motion: Jessica Vasquez, Aloma Representative
Second: Vanessa Percival, Frontline Representative
Motion carried with no objections

Secretary's Report by Sandra Moore, Admin Asst.- Ms. Moore highlighted the QA/Self-Assessment portion by Shauna Kirby and the update from Vanessa Lewis, BCC alternate.

Chairperson called for a motion to accept the minutes with one change to mark Alyssa St.Hilaire excused

Motion: AnnMarie Alvarado, Community Representative
Second: Jessica Vasquez, Aloma Representative
Motion carried with no objections

HR Report by Avis McWhite, Sr. Program Manager – Ms. McWhite listed separations, vacancies and also candidates with their credentials for the various positions and was seeking approval from the council to move forward.

Chairperson called for a motion to approve the HR report

Motion: Vanessa Percival, Lila Mitchell Alternate
Second: Alyssa St.Hilaire, John Bridges Alternate
Motion carried with no objections

Budget Report by Sandra Ruff, Fiscal Program Manager

Officer's Report by Aquila Drayton, Chairperson

Ms. Drayton spoke about her experience with her participation in the Self-Assessment. It was very positive.

Manager's Report by Sonya Hill, Manager

Ms. Hill stressed the importance of attendance and participation from all Policy Council members to ensure the meeting run smoothly.

Commissioner's Liaison Report by Vanessa Lewis

Ms. Lewis spoke about the availability of the COVID vaccine at the Orange County Convention Center for people 40+. You may register on line. Valencia West Campus and the Orange County Library on Orange Blossom Trail are accepting walk ins. For more information call 311 or 407-836-5860.

Fiscal COLA Application Presentation by Sandra Ruff, Fiscal Program Manager

COLA award was presented to the Policy Council. Reviewed the submission requirements and the process for applying

Chairperson called for a motion to approve the COLA Application

Motion: Alyssa St.Hilaire, John Bridges Alternate

Second: Vanessa Percival, Lila Mitchell Alternate

Motion carried with no objections

QA/ Monitoring and Evaluation Training by Shauna Kirby, Sr. Monitoring and Evaluation Coordinator and Khrislee Garcia, Monitoring and Evaluation Coordinator

Unit Reports:

Education – Bernadette Dimitriadis, Family Service Worker

Medical & Dental – Marina DeLeon, Registered Nurse

PFCE – Dwayne Horne, Sr. Family Service Worker

ERSEA – Rene Gomez, Monitoring & Evaluation Coordinator

Mental Health & Disabilities – Lourdes Ramos, Family Service Worker

Old Business:

- Executive Committee Nominations

Ms. Drayton nominated Permelia Gibson, W/S Elementary Representative for the position of Vice-Chairperson. She accepted the nomination. A vote was taken and she was unanimously voted in as the new Vice-Chairperson

Chairperson called for a motion to adjourn the meeting

Motion: AnnMarie Alvarado, Community Representative

Second: Vanessa Percival, Lila Mitchell Alternate

Motion carried with no objections

Meeting Adjourned at 8:17 p.m.

Next Policy Council Meeting April 15, 2021