




Interoffice Memorandum

May 26, 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 Ruff, (407) 836-6504
Sonya Hill, (407) 836-7409

SUBJECT: **Consent Agenda Item – June 8, 2021**
Acceptance of Federal Assistance related to Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act FY 2021-2023

The Head Start Division requests Board approval to accept the federal assistance awarded to the Orange County Head Start program as part of the relief funding of the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, between the Department of Health and Human Services, Administration for Children and Families, Office of Head Start, and Orange County. The supplemental funds from the CRRSA in the amount of \$462,289, will be used to prevent, prepare for, and respond to the Coronavirus (COVID-19) pandemic.

ACTION REQUESTED: Approval for Orange County Head Start to accept the Supplemental Federal Assistance related to Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act FY 2021-2023 in the amount of \$462,289.

SH/smm:jam

Attachments

c: Kurt Petersen, Manager, Office of Management and Budget
Yolanda Brown, Fiscal Manager, Community and Family Services
Auria Oliver, Management and Budget Advisor, Office of Management and Budget
Jamille Clemens, Grants Supervisor, Finance Division



Recipient Information

1. Recipient Name

Orange, County Of
201 S Rosalind Ave Fl 5
Orlando, FL 32801-3527
407-836-9539

2. Congressional District of Recipient

07

3. Payment System Identifier (ID)

1591101610A1

4. Employer Identification Number (EIN)

596000773

5. Data Universal Numbering System (DUNS)

064797251

6. Recipient's Unique Entity Identifier

7. Project Director or Principal Investigator

Ms. Sonya Hill
Head Start Director
sonya.hill@ocfl.net
(407) 836-6590

8. Authorized Official

Hon. Jerry T. Demings L.
Mayor
Nadine.Erickson@ocfl.net
(407) 836-7037

Federal Agency Information

ACF/OHS Region IV Grants Office

9. Awarding Agency Contact Information

Dionne Bounds
Grants Management Officer
Dionne.Bounds@acf.hhs.gov
404-562-2910

10. Program Official Contact Information

Heather L Wanderski
Regional Program Manager
heather.wanderski@acf.hhs.gov
202-205-5923

Federal Award Information

11. Award Number

04HE000258-01-00

12. Unique Federal Award Identification Number (FAIN)

04HE000258

13. Statutory Authority

42 USC 9801 ET SEQ

14. Federal Award Project Title

COVID (P.L. 116-260)

15. Assistance Listing Number

93.600

16. Assistance Listing Program Title

Head Start

17. Award Action Type

New

18. Is the Award R&D?

No

Summary Federal Award Financial Information

| | | | |
|--|------------|-------------------|---------------|
| 19. Budget Period Start Date | 04/01/2021 | - End Date | 03/31/2023 |
| 20. Total Amount of Federal Funds Obligated by this Action | | | \$462,289.00 |
| 20a. Direct Cost Amount | | | \$420,818.00 |
| 20b. Indirect Cost Amount | | | \$41,471.00 |
| 21. Authorized Carryover | | | \$0.00 |
| 22. Offset | | | \$0.00 |
| 23. Total Amount of Federal Funds Obligated this budget period | | | \$0.00 |
| 24. Total Approved Cost Sharing or Matching, where applicable | | | \$0.00 |
| 25. Total Federal and Non-Federal Approved this Budget Period | | | \$462,289.00 |
| 26. Project Period Start Date | 04/01/2021 | - End Date | 03/31/2023 |
| 27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period | | | Not Available |

28. Authorized Treatment of Program Income

Additional Costs

29. Grants Management Officer - Signature

Dionne Bounds
Grants Management Officer

30. Remarks



| | |
|--|--|
| Recipient Information | |
| Recipient Name | |
| Orange, County Of 201 S Rosalind Ave Fl 5 Orlando, FL 32801-3527 407-836-9539 | |
| Congressional District of Recipient | |
| 07 | |
| Payment Account Number and Type | |
| 1591101610A1 | |
| Employer Identification Number (EIN) Data | |
| 596000773 | |
| Universal Numbering System (DUNS) | |
| 064797251 | |
| Recipient's Unique Entity Identifier | |
| Not Available | |
| 31. Assistance Type | |
| Project Grant | |
| 32. Type of Award | |
| Service | |

| | |
|---|---------------------|
| 33. Approved Budget (Excludes Direct Assistance) | |
| I. Financial Assistance from the Federal Awarding Agency Only | |
| II. Total project costs including grant funds and all other financial participation | |
| a. Salaries and Wages | \$0.00 |
| b. Fringe Benefits | \$0.00 |
| c. Total Personnel Costs | \$0.00 |
| d. Equipment | \$48,000.00 |
| e. Supplies | \$159,718.00 |
| f. Travel | \$0.00 |
| g. Construction | \$0.00 |
| h. Other | \$182,600.00 |
| i. Contractual | \$30,500.00 |
| j. TOTAL DIRECT COSTS | \$420,818.00 |
| k. INDIRECT COSTS | \$41,471.00 |
| l. TOTAL APPROVED BUDGET | \$462,289.00 |
| m. Federal Share | \$462,289.00 |
| n. Non-Federal Share | \$0.00 |

| | | | | | |
|--|----------------|---------------------|--------------|---------------------------------|---------------|
| 34. Accounting Classification Codes | | | | | |
| FY-ACCOUNT NO. | DOCUMENT NO. | ADMINISTRATIVE CODE | OBJECT CLASS | AMT ACTION FINANCIAL ASSISTANCE | APPROPRIATION |
| 1-G041100 | 04HE00025801C5 | ACFOHS | 41.51 | \$462,289.00 | 75-21-1536 |



35. Terms And Conditions

STANDARD TERMS

1. 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
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.

REPORTING REQUIREMENTS

1. **Federal Reporting Requirements for Head Start CRRSA and ARP Grant Awards**



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 04HE000258-01-00

FAIN# 04HE000258

Federal Award Date: 04/20/2021

Federal Financial Report (SF-425):

Federal Financial Reports (SF-425) must be submitted in the Payment Management System (PMS) based on the reporting schedule below:

1. C5 (CRRSA) Annual FFR 4/1/2021 – 3/31/2022: due by 7/30/2022
2. C6 (ARP) Annual FFR 4/1/2021 – 3/31/2022: due by 7/30/2022
3. C5 (CRRSA) Final FFR 4/1/2021 – 3/31/2023: due by 6/29/2023
4. C6 (ARP) Final FFR 4/1/2021 – 3/31/2023: due by 6/29/2023

FFR Grantee User Guide: <https://pms.psc.gov/pms-user-guide/federal-financial-report.html>

For support using the Payment Management System, contact your PMS Liaison Accountant: <https://pms.psc.gov/find-pms-liaison-accountant.html>

Federal Cash Transaction Report (FFR-FCTR-425):

The Federal Cash Transaction Report (FCTR – Disbursements, lines 10a - 10c), FFR-FCTR (Disbursements) must be prepared and certified as follows:

- Disbursements January 1 – March 31: certify by April 30
- Disbursements April 1 – June 30: certify by July 30
- Disbursements July 1 – September 30: certify by October 30
- Disbursements October 1 – December 31: certify by January 30

If the FCTR is not certified 10 days after the due date, funds will be frozen until the report has been submitted.

FCTR Guidance: <https://pms.psc.gov/pms-user-guide/federal-cash-transaction-report.html>

Performance Progress Report:

This award is subject to performance progress reporting as indicated in 45 CFR 75.342. Additional information will be forthcoming as to the reporting requirements and frequency.

Tangible Personal Property Report (SF-428):

This award is subject to the submission of a Tangible Personal Property Report SF-428 and SF-428B, and as necessary, SF-428S, at closeout. This report is due on the same date the final SF-425 Federal Financial report is due. Please review the chart in the **Federal Financial Report (SF-425)** section of these reporting requirements for the due date. Completed copies of the SF-428 reports must be uploaded to the specified folders in the Grant Notes section of GrantSolutions.

Downloadable version of SF-428 can be found at <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>.

Real Property Standard Form (SF-429):

The submission of the SF-429 Attachment A No Property report is not required for CRRSA



Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 04HE000258-01-00

FAIN# 04HE000258

Federal Award Date: 04/20/2021

and ARP grant awards where there is no covered real property.

If funds from this award are used for any purpose requiring a 45 CFR Part 1303 application (purchase, construction, major renovation), submission of applicable SF-429 with supporting documentation is required. A SF-429 Attachment B and/or Attachment C is required upon approval of the 1303 application for purchase, construction, or major renovation.

Grantees with covered real property must submit reports at least annually on the status of real property in which OHS holds a Federal interest. Grantees with real property with federal interest must submit the SF-429 Attachment C along with supporting documentation to request transfer of property and record to the grantee's CH or HP grant program (or, if applicable, the OHS eligible designated new entity that will continue the intended purpose of property) at closeout on the same date as the final SF-425 Federal Financial report is due.

- 1. Annual Real Property Status for 4/1/2021 – 3/31/2022: due as an Attachment to the Annual SF-425 in Payment Management System by 7/30/2022**
- 2. Annual Real Property Status for 4/1/2021 – 3/31/2023: due as the SF-429A in the On-Line Data Collection System by 4/30/2023**
- 3. Transfer of Real Property: due as the SF-429C in the On-Line Data Collection System by 6/29/2023**

AWARD ATTACHMENTS

Orange, County Of

04HE000258-01-00

1. COVID (P.L. 116-260) Remarks

30. REMARKS (Continued from previous page)

This action awards one-time funds under Common Accounting Number (CAN) 1100 for activities pertaining to the prevention, preparation, and/or response to the coronavirus disease (COVID-19). COVID-19 funds can be used for costs incurred from December 27, 2020 in response to the public health emergency.

If applicable, this action approves the purchase of equipment identified on the 'Equipment' object class category.

If applicable, this action approves a non-federal match waiver for the federal funds awarded.