



Orange County Government

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

Legislation Text

File #: 26-0707, **Version:** 1

Interoffice Memorandum

DATE: May 27, 2026

TO: Mayor Jerry L. Demings and County Commissioners

THROUGH: Venerria L. Thomas, Director

FROM: Sonya L. Hill, Manager

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PHONE: (407) 836-8993

DIVISION: Head Start Division

ACTION REQUESTED:

Approval of Orange County Head Start Supplemental Grant Application submitted under ACF-OHS-PI-25-02 in the amount of \$1,328,123.79 with the required non-federal match of \$332,031 and approval and execution of U.S. Department of Health and Human Services Compendium of Required Certifications and Assurances. (Head Start Division)

PROJECT: N/A

PURPOSE: The Head Start Division requests Board approval of the Supplemental Grant Application submitted under ACF-OHS-PI-25-02, requesting supplemental funds to support enhancements across multiple program areas that strengthen the health, safety, learning environment, and overall quality of Head Start services for children and families. The Supplemental Grant Request includes key investments such as installation of Skywell Water Dispensers, replacement of water coolers for Orange County Public Schools classrooms, technology modernization, playground shade structures, HighScope assessment tools, and Trauma Smart training. The total federal grant request is \$1,328,123.79, and the required non-federal match is \$332,031.

BUDGET: N/A



**ORANGE COUNTY HEAD START
SUPPLEMENTAL GRANT APPLICATION**

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Orange County Head Start Supplemental Grant

This proposal outlines a set of strategic investments designed to strengthen program quality, improve operational efficiency, and enhance the health, safety, and learning environments for children and families served across community and school-based sites. The requested initiatives address both immediate infrastructure needs and long-term capacity building to ensure delivery of high-quality early childhood services.

Key components of the proposal include the installation of Skywell water dispensers at community sites and the replacement of outdated water coolers at public school sites to promote safe, reliable access to drinking water. In addition, funding is requested to support technology modernization, including updated staff laptops, to improve program operations and service delivery. These enhancements will ensure staff have the tools necessary to efficiently manage data, communication, and instructional support.

The proposal also includes investments in environmental and instructional quality improvements such as shade structures to enhance outdoor learning and play spaces. Furthermore, it supports the continued implementation of evidence-based practices through the HighScope Assessment Tool and training, as well as Trauma Smart training to strengthen staff capacity in addressing the social-emotional needs of children.

Together, these initiatives reflect a comprehensive approach to sustaining high-quality early childhood programming by improving facilities, strengthening workforce capacity, and enhancing data-driven, trauma-informed instructional practices.

Skywell Water Dispenser Installation at Community Sites

As part of Orange County Head Start's Nutrition and Healthy Eating Initiative, we propose purchasing and installing Skywell water dispensers at our community site programs 53 classrooms. These state-of-the-art systems generate clean, filtered drinking water from the air, eliminating the need for bottled water deliveries from our central warehouse. This shift directly supports our nutrition goals by ensuring that children, families, and staff have convenient,

continuous access to fresh water throughout the day promoting hydration as an essential component of healthy eating and overall wellness.

In addition to supporting daily hydration, the Skywell units will reinforce our classroom nutrition education by modeling healthy beverage choices over sugar-sweetened drinks. This aligns with USDA dietary guidelines and the I Am Moving, I Am Learning (IMIL) program's emphasis on the connection between physical activity, hydration, and learning readiness.

Currently our Warehouse Specialist distributes 5-gallon bottles to all 83 classrooms. By eliminating bottled water delivery from the warehouse, we will reduce vehicle trips, fuel consumption, and associated costs, allowing those resources to be redirected toward fresh food purchases, nutrition education materials, and family wellness activities. The change also reduces plastic waste, supporting environmental sustainability efforts that complement our farm-to-table and garden-based education projects.

Skywell machines use atmospheric water generation technology to produce clean drinking water directly from the air. A built-in fan draws in ambient air, which is cooled below its dew point so that moisture condenses into droplets. The collected water is stored in a tank and then purified through a multi-stage system that may include mechanical filtration, UV light sterilization, ozone treatment, and ultrafiltration, with some models adding minerals for taste. Once purified, the water can be dispensed hot or cold on demand, thanks to integrated heating and cooling elements. Skywell units also feature interactive screens or apps that monitor water production, usage, and environmental benefits, while providing maintenance reminders for air filter cleaning and filter replacements. This process eliminates the need for plumbing or bottled water, offering a sustainable and self-contained hydration solution.

This initiative will increase hydration access as all children and staff at participating sites will have continuous access to clean, filtered water, with teachers reporting increased frequency of water consumption during the program day through an installed data screen hosted by avatars promoting children's participation. The avatars on Skywell Water Machines provide a playful,

interactive way for young children to engage in healthy hydration habits while supporting multiple areas of early childhood development. For 3- to 5-year-olds, the animated characters help transform a routine task into a fun, rewarding experience that promotes independence and self-confidence. Friendly prompts and visual cues from the avatars guide children through the steps of filling their cup, fostering sequencing skills, memory, and problem-solving. These interactions also strengthen fine motor skills and hand-eye coordination as children position their cup, press buttons, and manage pouring, all essential school readiness abilities.

Beyond motor and cognitive benefits, the avatars help build social-emotional and language development. Positive reinforcement from the characters (“Great job drinking water!”) models encouraging language and teaches vocabulary connected to wellness. By making water consumption exciting and achievable, the avatars support Head Start goals for nutrition education, helping children choose water over sugary drinks. This approach not only meets developmental objectives across multiple Early Learning Outcomes Framework domains but also reinforces lifelong healthy habits in a way that feels natural, engaging, and age appropriate.

We can also look at the environmental impact through reduction of an estimated 6,000 pounds of single-use plastic waste annually and decreased vehicle fuel use from warehouse deliveries. Skywell machines are This investment will ensure that hydration, an often overlooked but critical part of healthy eating, is fully integrated into our daily Head Start experience, supporting better concentration, physical energy, and long-term health for the children and families we serve.



Skywell Machines



Skywell Water Machines Budget

Description	Budget
(53) Skywell Water Machines	\$8,000.00
Total	\$424,000.00

Replacement Water Coolers for Public School Sites

Replacing old water coolers in Orange County Public School (OCPS) Head Start classrooms directly supports the Nutrition and Healthy Eating Initiative by improving access to clean, safe drinking water, an essential component of healthy dietary habits. Following Covid-19, watercoolers were placed in the classroom to eliminate the sharing of water fountains. Recently, these water coolers were reaching their lifespan and breaking down.

When children have reliable access to fresh water throughout the day, they're more likely to choose water over sugary beverages, which helps reduce the risk of childhood obesity, tooth decay, and other diet-related health issues. Updated water coolers also ensure that water

is dispensed at safe temperatures and in hygienic conditions, aligning with best practices for early childhood health and safety.

In addition, modern water coolers can be more energy-efficient and easier for young children to use independently, fostering autonomy and reinforcing healthy hydration habits. By creating a classroom environment that visibly prioritizes water consumption, educators can model and encourage positive behaviors that extend beyond the school day. This infrastructure upgrade complements nutrition education efforts by making healthy choices more accessible and reinforcing the message that water is the best beverage for growing bodies. It also supports Head Start's comprehensive approach to child wellness, integrating physical health, nutrition, and environmental quality into everyday learning spaces.

Water Cooler Budget

Description	Budget Amount
(33) OCPS Water Coolers	\$300.00
Total Cost	\$9,900.00

Technology Modernization to Sustain High-Quality Early Childhood Services

Orange County Head Start (OCHS) has long recognized that access to reliable, current technology is essential to deliver comprehensive, high-quality early childhood education and family services. Over the past decade, the program has made significant strides toward strengthening its technology infrastructure to support instruction, family engagement, and program operations. However, despite prior investments made possible through emergency pandemic relief funding and limited local resources, much of the technology currently in use across the program has reached the end of its functional lifecycle. Outdated and failing equipment now poses a significant barrier to maintaining consistent, effective, and equitable learning environments across all 23 Head Start centers.

OCHS serves a large and diverse population of children and families and employs hundreds of dedicated staff who rely on technology daily to deliver education, document

services, communicate with families, and maintain compliance with federal Head Start Performance Standards. Technology is no longer a supplemental tool; it is central to classroom instruction, data management, and program accountability. As educational software, assessment tools, and data reporting systems continue to evolve, the need for updated, compatible devices have become urgent.

In the program's previous five-year strategic plan, OCHS identified improving access to technology and technology-related resources as a key organizational goal. The program committed to designing and building a technology infrastructure that would provide students, families, and staff with access to resources necessary for success in a globally connected world. While meaningful progress has been made toward this goal, much of the technology acquired during the COVID-19 pandemic through CARES Act and related relief funding is now outdated or experiencing significant hardware issues.

At the onset of the pandemic, OCHS was not fully prepared to transition to virtual and technology-supported service delivery. Teachers relied on classroom computers, shared iPads, and personal cell phones to continue instruction and communication with families. Emergency federal funding allowed the program to rapidly procure laptops, tablets, wireless access points, and other devices to ensure continuity of services. These investments were critical and enabled OCHS to sustain operations, expand virtual learning, and maintain communication with families.

However, many of these devices were procured between 2020 and 2022 as short-term emergency solutions rather than long-term infrastructure investments. Many laptops distributed during that period are now experiencing severe battery degradation, cracked or malfunctioning screens, slow processing speeds, and operating systems that are no longer compatible with current educational and data management software. As a result, teachers and staff frequently encounter interruptions that impact lesson delivery, documentation in ChildPlus, and communication with families. These ongoing equipment failures reduce instructional time, create

inefficiencies in data entry and reporting, and place additional strain on staff who must share devices or rely on outdated equipment.

One of the most pressing challenges facing OCHS is the need to replace approximately 175 laptop for Teachers, Teacher Assistants and Preschool Directors. ChildPlus is the program's primary data management platform and is essential for tracking enrollment, attendance, assessments, family engagement, health requirements, and federal reporting. Many current teacher laptops no longer support updated software versions or operate reliably throughout the day due to battery and hardware failures. Without reliable, laptop that integrate seamlessly with ChildPlus, teachers face delays in entering documentation, completing assessments, and maintaining accurate records required for compliance and program monitoring.

In addition to teacher devices, the program must replace approximately 45 outdated staff laptops used by administrators, family service workers, and support personnel. In addition, and additional 20 laptops are needed for training and replacements. These devices are essential for maintaining program operations, processing documentation, facilitating virtual meetings, and supporting family services. Aging laptops slow productivity, increase IT maintenance costs, and heighten the risk of data loss or security vulnerabilities due to unsupported operating systems.

Technology inequities across centers and aging equipment collectively create a significant operational and educational challenge. Teachers must often troubleshoot malfunctioning devices during instructional time, share limited working equipment, or revert to less efficient manual processes. Staff productivity is hindered by slow or unreliable computers, and children's access to modern, engaging digital learning tools is inconsistent. Without timely replacement and modernization of technology infrastructure, OCHS risks diminished program efficiency, reduced instructional quality, and potential challenges in maintaining compliance with federal documentation and reporting requirements.

Investing in updated technology will allow OCHS to build upon prior progress and sustain the gains made during the pandemic-era expansion of digital capacity. Laptop

replacements will enhance instructional delivery, strengthen data accuracy and compliance, improve staff productivity, and support meaningful family engagement through modern communication tools. Most importantly, it will ensure that children enrolled in Orange County Head Start have access to high-quality, technology-supported early learning experiences that prepare them for success in kindergarten and beyond.

The need for technology modernization is both immediate and critical. Without this investment, aging and incompatible equipment will continue to impede program operations and limit the program's ability to deliver consistent, high-quality services across all centers. With support, OCHS will be able to implement a comprehensive technology refresh that aligns with its long-standing strategic goal of providing students, families, and staff with access to the tools and resources necessary to thrive in today's digitally connected educational environment.

Equipment Request and Purpose

Orange County Head Start (OCHS) is requesting funding to acquire essential technology to enhance classroom instruction, support staff efficiency, and ensure equitable access to digital learning tools across all 23 centers. The equipment requested includes 250 laptops. This investment will provide teachers and children with up-to-date technology compatible with the ChildPlus program, enabling interactive instruction, individualized learning, and streamlined data management.

All requested equipment aligns with Orange County Computing Standards, and pricing reflects current market rates and Sourcewell contract pricing. Orange County Information Systems and Services (ISS) maintain up-to-date hardware and software costs, ensuring competitive and cost-effective procurement. Divisional Authorized Requestors may contact the Orange County Service Center for PC setup, installation, quotes, licensing, or technical support.

To improve operational efficiency, data security, and service coordination by replacing outdated staff laptops with reliable, updated devices. Orange County Head Start will procure and distribute 250 new laptop computers to administrative, family services, and support staff

serving 23 centers and over 1,500 children and families, ensuring 100% of identified staff have functional, secure devices. A reduction in IT maintenance requests related to device failure among staff, increasing productivity and uninterrupted service delivery to the Head Start community.

Laptops and Desktops:

Standard laptops, such as the Dell Pro 14 Plus, are priced at \$1,730.86 each and include Intel Core i5 processors, 32 GB RAM, 512 GB SSD, and 3-year onsite warranty. Accessories, including docking stations (\$278.00), carrying bags (\$37.00), Microsoft Office 365 (\$408.80) and keyboard/mouse sets (\$66.25), are accounted for in the budget.

65 Laptops for Supporting Staff

Description	Budget Amount
Laptops	\$ 432,715.00
Docking Stations	\$ 69,500.00
Carrying Bags	\$ 9,250.00
KeyBoard/Mouse Set	\$ 16,562.50
Microsoft Office 365	\$ 102,200.00
Total Cost	\$ 630,227.50

Shade Structure

Orange County Head Start (OCHS) has made significant investments in upgrading and replacing playgrounds across multiple sites (John Bridge, Lila Mitchell, Pine Hills, and South Orlando YMCA) to ensure safe, ADA-compliant, and developmentally appropriate outdoor environments for children. While these improvements have addressed structural and children safety concerns related to ultraviolet radiation (sun ray), a critical component remains unaddressed: adequate shade coverage.



John Bridges



Lila Mitchel



Pine Hills



South Orlando YMCA

Currently, several newly installed or renovated playgrounds lack sufficient shade structures to protect children and staff from prolonged sun exposure. Given Florida's climate, characterized by high temperatures, intense sunlight, and elevated UV index levels throughout most of the year, the absence of shade presents an ongoing health and safety concern.

The lack of shade structures across playground areas significantly impacts the ability of OCHS to provide safe and consistent outdoor learning experiences. Playground equipment, including slides, handrails, and climbing structures, can reach extremely high surface temperatures when exposed to direct sunlight, causing it degradation, and creates a risk of burns and injury for children.

In addition, and most important, children participating in outdoor play without adequate shade are exposed to prolonged ultraviolet (UV) radiation, increasing the risk of sunburn, dehydration, long term skin damage, skin cancer (melanoma, and blistering) and heat-related illnesses such as heat exhaustion. These risks are particularly concerning preschool-aged children, who are more vulnerable to environmental stressors and may not recognize early symptoms of heat-related conditions.

As a result, teaching staff are often required to limit or shorten outdoor playtime, particularly during peak sun hours. This directly impacts children's opportunities for physical activity, social interaction, and gross motor development, all of which are essential components of the Head Start program.

Outdoor play is a critical component of early childhood education and is directly linked to improved physical health, cognitive development, and emotional well-being. However, without proper shade children are unable to safely engage in outdoor activities for extended periods. Playground surfaces become hazardous due to excessive heat. Staff are placed at risk while supervising children outdoors and program schedules are disrupted due to weather-related limitations

Additionally, children who have experienced traumas or displacements benefit greatly from stable, safe, and comfortable outdoor environments. The absence of shaded areas may further limit their ability to engage in calming and therapeutic outdoor play. Shade structures are an essential component of a safe and functional playground environment. The installation of commercial-grade shade systems will reduce direct UV exposure, lowering the risk of sunburn and long-term skin damage. Decreasing the surface temperatures of playground equipment will help prevent burns and injuries. The shade structures will promote longer and safer outdoor playtime, supporting physical and social development and enhance staff safety and comfort during active supervision. Shade structures are especially critical in Florida, where high heat indices and UV levels are consistent throughout most of the year.

Shade Structure Description

OCHS is seeking funding to design, procure, and install permanent, weather-resistant shade structures at multiple Head Start playground sites. These structures will be strategically installed over high-use areas, including climbing structures and slides, swings and active play zones and seating and quiet play areas. All shade structures will be engineered to withstand severe weather conditions, including high winds and heavy rain, ensuring long-term durability and disaster resilience.

OCHS is seeking \$350,000 to cover the cost of the shade structures and Installation for John Bridges, Pine Hills, Lila Mitchel and South Orlando YMCA Head Start playgrounds. OCHS respectfully requests funding to address this critical need and to ensure that all children have access to safe, developmentally appropriate, and comfortable outdoor play spaces where they can learn and thrive.

Providing adequate shade on playgrounds is not an enhancement, but a fundamental requirement for ensuring safe, equitable, and high-quality early childhood environments. As OCHS continues its commitment to improvement and responsiveness to community needs, investing in shade structures represents a proactive and essential step to safeguard children, protect staff, and support uninterrupted program operations.

Shade Structure

Description	Budget Amount
Playground Shade Structure and Installation for John Bridges, Lila Mitchel, Pine Hills and	\$ 350,000.00
Total	\$ 350,000.00

HighScope Assessment Tool and Training

Training and technical assistance are essential components of a strong Head Start program because they ensure that staff are equipped with the knowledge, skills, and confidence

needed to support the whole child, academically, socially, and emotionally. Ongoing professional development helps maintain high-quality, consistent practices across classrooms and promotes continuous program improvement. Training in HighScope COR Advantage strengthens Head Start by providing a research-based assessment system that helps educators observe, document, and plan instruction aligned with child development goals. Similarly, Trauma Smart training enhances staff capacity to recognize and respond to the impact of trauma on young children, fostering safe, supportive, and emotionally responsive learning environments. Together, these trainings build a more intentional, data-informed, and trauma-sensitive program that improves outcomes for children and families.

Orange County Head Start is requesting funding to support the immediate transition to a new child assessment system, including licensing and comprehensive staff training. For over 20 years, the program has utilized the Galileo Pre-K Assessment System to monitor child progress, inform instruction, and support individualized learning. However, Galileo is no longer available for continued use by our program due to changes in vendor availability and system support, leaving the program without access to a compliant and sustainable assessment tool.

This unexpected change created an urgent need for the identification and implementation of a new assessment system. The program did not anticipate this transition and, as a result, did not allocate funding within the current operational budget. The cost associated with licensing and training presents a significant financial burden that cannot be absorbed without additional funding support.

To ensure a thoughtful and inclusive decision-making process, a formal review was conducted by the Educational Planning Committee, comprised of Education Coordinators, Mentor Coaches, Preschool Directors, teachers, and parent representatives. After evaluating multiple assessment options, including Renaissance and HighScope COR Advantage, the committee recommended the adoption of HighScope COR Advantage.

The decision to adopt COR Advantage was based on its strong alignment with the program's existing HighScope curriculum model. This alignment ensures continuity in instructional practices and supports fidelity of implementation. COR Advantage is an observation-based assessment tool that allows teachers to authentically capture children's developmental progress during daily routines and interactions. It supports ongoing assessment, real-time data collection, and meaningful individualization of instruction.

The use of COR Advantage will strengthen the program's ability to meet Head Start Performance Standards, specifically:

- 45 CFR §1302.32(a)(2) – Curricula must be developmentally appropriate, research-based, and aligned with assessment tools
- 45 CFR §1302.33(b) – Programs must conduct standardized and structured assessments to support individualization and school readiness outcomes

By implementing COR Advantage, Orange County Head Start will ensure compliance with these federal requirements while maintaining a high-quality, data-driven instructional model that supports each child's growth and development.

COR Advantage is licensed at a rate of \$10.00 per child. Our total enrollment is 1,536 children leaving the total license cost at \$15,360.00. To ensure successful implementation, comprehensive training is required for all instructional and leadership staff, including:

- 85 Teachers
- 115 Teacher Assistants
- 23 Preschool Directors
- Education Coordinators and Mentor Coaches

High Scope curriculum is uniquely designed to provide a rich academic foundation while promoting independence, decision-making, cooperation, creativity, and problem-solving in young children. The HighScope Curriculum includes learning objectives, effective adult-child

interaction strategies, resources to support teachers with setting up the learning environment and individualizing their lesson plans, and assessment measures that help programs ensure a high-quality experience for all learners. This training is critical to ensure staff are equipped to accurately assess, document, and utilize data to inform instruction and individualize learning experiences. Training is \$175.00 per 250 employees with a total cost of \$43,750.00

This request represents an urgent and necessary investment to ensure continuity of services, maintain compliance with federal regulations, and uphold the program's commitment to delivering high-quality early childhood education. Without this funding, the program risks gaps in assessment practices that are essential for tracking child outcomes, informing instruction, and meeting Head Start standards.

Orange County Head Start remains committed to providing developmentally appropriate, research-based, and data-informed services to children and families. Funding support for the implementation of HighScope COR Advantage will ensure the program continues to meet these expectations without disruption.

Description	Budget Amount
(15) High Scope Training	\$ 43,750.00
High Scope Assessment Tool	\$15,360.00
Total	\$59,110.00

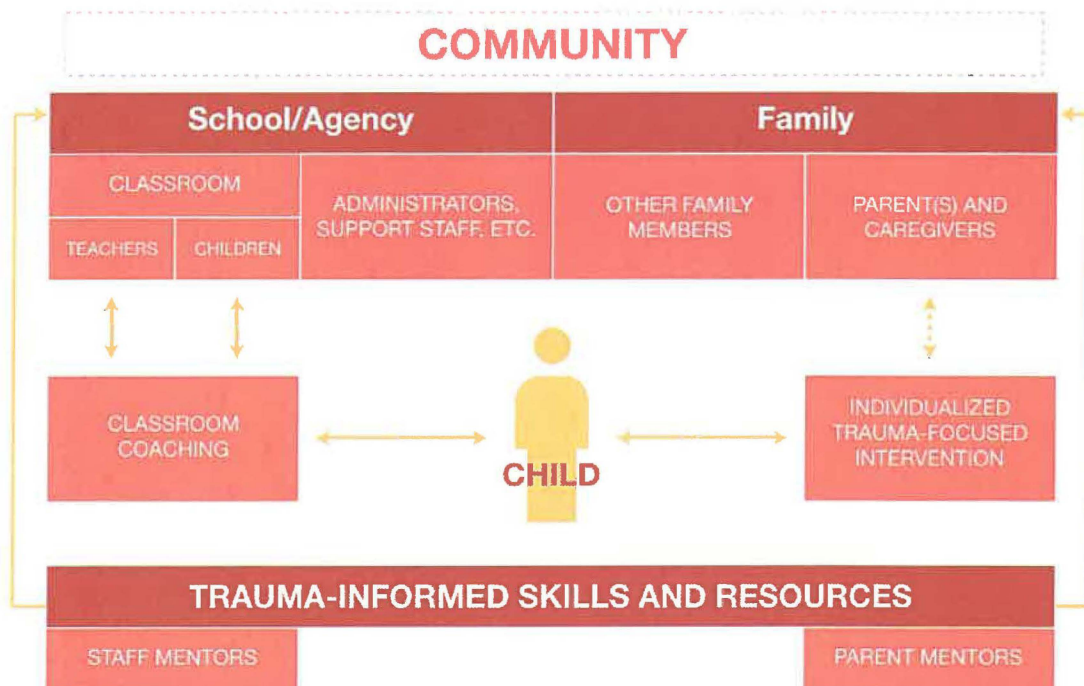
Trauma Smart

OCHS would like to request funding in the amount of \$148,032 to train five staff to become certified in Trauma Smart, a smart connections caregiver curriculum. Head Start continues to provide Trauma Smart Training to all staff and is proud to be a Trauma informed program certified by the Critten Children's Center. Unfortunately, the trainers who have been certified to provide this vital training have retired or left OCHS. To continue this important training

This training will serve in the competencies of grief and loss, strengthening executive function and self-development, identity and trauma integration:

Trauma Smart Training

Description	Quantity	Est. Cost	Annual Cost
Annual Academy : 1) 100 attendees for Leadership Meeting 2) Staff training for 300 Staff	5	\$103,532	\$103,532
Coaching and Smart Connections Academy	5	\$1,950	\$9,750
Trainers Facilitators Academy	5	\$1,950	\$9,750
Travel Costs	10	\$2,500	\$25,000
		Total	\$148,032



Trauma Smart was developed by experts at Crittenton Children's Center, Trauma Smart works in schools across the country. Trauma Smart prepares children for social and academic success. The Trauma Smart program is founded on evidence-based interventions that are recognized by the U.S. Department of Health and Human Services and the National Child Traumatic Stress Network to be effective in helping children and the adults who care for them address the negative impact of violence and trauma¹. Trauma Smart also uses the CLASS curriculum to base its systems by.

¹ <http://traumasmart.org/the-model>

- Preparing children for social and academic success
- Actively including parents in their child's school experience
- Improving the work environment for teachers and school personnel
- Creating practical and enduring change for children, families and communities

Five staff members will attend the Academy and will become certified facilitations who will take this knowledge back to the field to train new trainers. This will help Head Start train a variety of staff who can serve families using techniques from this training to help in high stress situations. This academy will also help to support caregivers (agency staff, teachers, parents, guardians, etc.) develop skills to manage their feelings, particularly in time of stress so that caregivers can provide calm, consistent nutrition and limit setting to children affected by trauma.

The Coaching and Smart Connections Academy provides additional information for selected staff about the model, trauma informed care, how to coach their peers and provide the Smart Connections caregiver curriculum to families. The Trainers Facilitator Academy will prepare agency staff members to be responsible for ongoing training of newly hired staff members.

Training and Technical Assistance Plan

Name of Training	Brief Description	How it Connects with the Program	Location	Number of Staff to Attend	Training Costs	Travel Cost
High Scope Training	Use active learning and observation to support children's development.	Strengthens effective, research-based teaching and ongoing child assessment.	On-Site	250	\$43,750	\$0.00
Trauma Smart	Coaching and Smart Connections Academy	Provides training on Trauma Smart approaches for the classroom	Kansas City, MS	5	\$9,750	\$12,500
Trauma Smart	Trainers Facilitators Academy	Trainers the trainer on how to train and monitor the Head Start Staff	Kansas City, MS	5	\$9,750	\$12,500
Trauma Smart	Annual Academy	Equip staff with trauma-informed strategies to support children's social-emotional development and resilience.	On-Site	300	\$103,532	\$0.00
Total					\$166,782	\$25,000

Budget Request

*Indirect Costs**

The indirect cost rate for Head Start is 15% for a total of \$173,233.54

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 is included in the appendices.

In-Kind match

OCHS is requesting funds in the amount of \$1,154,890.25. The total in-kind match for supplemental funds for OCHS program is \$332,031. OCHS will provide the requested non-federal share in the amount of \$332,031 through donations of goods and services, in-kind service and services from the Board of County Commissioners.

Head Start captures its in-kind match by using the ChildPlus Management System. A list of rates for services is developed by using the specified rates of Orange County Government's pay scale and is updated on an annual basis. This is the same process for community partners and volunteers who assist in the classrooms, parents working with their children in the Galileo System, Parent Enrichment Activities, Storytellers, Resource Speakers, Chaperone, etc. These forms are completed monthly and signed by each volunteer, verified by the center manager, signed, then turned into the appropriate staff at the administration level to enter the system.

The valuation of in-kind match for space and goods is calculated by the fair market values. For example: teachers are allowed to receive donated supplies from the Gift for Teaching monthly. The fair market value of the items is emailed to the teachers who in turn complete the In-Kind Donation form to be entered into the system and counted as In-Kind if they meet the requirements for accomplishing the program's goals and activities.

Monthly and year-to-date reports are run by the ChildPlus Management System on monthly basis and turned into the Finance Department to ensure that in-kind is being captured and accounted for in a timely and accurate manner. This type of reporting also allows management to see the trends relating to reductions in in-kind by center or by month and to address the issues and plan for better outcomes to increase in-kind matches.

Budget Request

Description	Budget Amount	Category
Skywell Water Machines	\$ 424,000.00	Equipment
Water Coolers	\$ 9,900.00	Supplies
Laptops for Supporting Staff	\$ 163,848.25	Other
Shade Structure	\$ 350,000.00	Equipment
High Scope Training	\$ 43,750.00	Other
High Scope Assessment Tool	\$ 15,360.00	Other
Trauma Smart Annual Academy	\$ 103,532.00	Other
Trauma Smart Coaching and Smart Connection	\$ 9,750.00	Other
Trauma Smart Facilitators Academy	\$ 9,750.00	Other
Travel	\$ 25,000.00	Travel
Indirect Cost	\$ 173,233.54	Indirect Cost
TOTAL REQUEST	\$1,328,123.79	

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

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.

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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.

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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 Fax Number:

* Email: mayor@ocfl.net

* Signature of Authorized Representative: *By: Jerry Demings* * Date Signed: 16 June 2024

* Submitted by: Date Submitted:

