



**Interoffice Memorandum**

March 9, 2023

**AGENDA ITEM**

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

THRU: Dr. Tracy Salem, Deputy Director  
Community and Family Services Department

A handwritten signature in black ink, appearing to read "Sonya Hill", written over the "THRU:" line.

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

SUBJECT: **Consent Agenda Item – March 21, 2023**  
Approval of the application for the American Rescue Plan  
Request for Low-Cost Extension

The Head Start Division requests Board approval for the application for the American Rescue Plan Request for Low-Cost Extension. The Low-Cost extension will be used to complete the purchase of a box truck and painting projects at Taft, South Orlando YMCA, Hal Marston, and Pine Hills Head Start Centers. The extension in the amount of \$171,524 will be used from April 1, 2023 through February 29, 2024.

**ACTION REQUESTED: Approval of Orange County Head Start American Rescue Plan 04HE000258 Request for Low-Cost Extension in the amount of \$171,524 to be used from April 1, 2023 through February 29, 2024.**

SH/sm:ms/vt/jamh

Attachment

ORANGE COUNTY HEAD START

# American Rescue Plan

04HE000258

**Request for Low-Cost Extension**

## **75.308 & 2 CFR §200.308 No-Cost Extension**

### **ACF-IM-HS-20-03**

#### **Head Start Equipment Purchase Box Truck and Painting Projects**

##### *Box Truck*

Orange County Head Start (OCHS) is requesting a no-cost extension for \$81,524.00 for the purchase of a Box Truck. OCHS requested \$85,000 to purchase a Ford F650 Box truck (or similar) with a lift gate. This box truck will replace the 1997 Ford F800 that is used to deliver supplies and materials to our 22 Head Start Centers. Our current box truck is over 24 years old and requires constant repairs. This truck also supports moving furniture for classrooms as necessary. Higher prices for replacement parts and time in the shop takes away time from deliveries. The truck was procured for \$81,254 on April 13, 2022 and due to supply issues is still being processed.

Orange County has had a difficult time procuring a truck since the beginning of this grant period. Our first attempt for a purchase of a box truck was in February 2022. Upon issuance of a purchase order, there was no longer enough stock to fulfill the order. Our team went to multiple dealerships across Central Florida and was able to obtain quotes based on the pre-order of newly built box trucks. We were able to procure a truck in April 2022.

The company building the box truck has experienced delays due to parts and shipping. Currently, the box truck chassis is nearly completed. The vendor is hoping to have the chassis to the factory for the box and engine build. The liftgate has been gifted as in-kind through the county so we would not exceed our pre-approved grant award.

OCHS is requesting an 11-month extension, until February 2024, to complete the purchase of this box truck in the amount of \$81,524.00

##### *Painting Projects – Doors and Frames*

OCHS is requesting a no-cost extension for \$90,000 to repaint doors and frames at the Taft, South Orlando YMCA, Hal Marston, and Pine Hill Head Start Centers. The current paint on

the frames and doors has experienced peeling and bleeding one color into the other. The center and classrooms were painted over the grant period as a beautification project using American Recovery Plan funding. It was OCHS goal to create bright and welcoming classrooms and common spaces and move away from the traditional institutionalized colors. The doors and frames are not appealing and are worsening over time. OCHS along with the county would like to bring in a more specialized vendor to ensure that peeling and damage does not occur in the future. OCHS is requesting an 11-month extension, until February 2024, to complete the beautification process and repaint the doors and frame in the needed estimated amount of \$90,000.

Hal Marston	Taft	South Orlando YMCA	Pine Hills
			

#### **Low-Cost Extension Summary**

<b>Request</b>	<b>Requested Amount</b>	<b>Start Date</b>	<b>End Date</b>
Box Truck	\$81,524.00	04/01/2023	02/29/2024
Painting Projects	\$90,000.00	04/01/2023	02/29/2024
<b>TOTAL AMOUNT</b>	<b>\$171,524.00</b>	<b>04/01/2023</b>	<b>02/29/2024</b>