



## Interoffice Memorandum

## AGENDA ITEM

January 11, 2018

TO: Mayor Teresa Jacobs  
and  
Board of County Commissioners

THRU: Lonnie C. Bell, Jr. Director  
Family Services Department

FROM: Sonya L. Hill, Manager  
Head Start Division

**Contact: Khadija Pirzadeh, (407) 836-8912**  
**Sonya Hill, (407) 836-7409**

SUBJECT: Orange County Head Start Program  
Application for Federal Assistance related to  
Use of Carryover Funds FY2017-2018  
BCC Meeting 1/23/18 Consent Agenda/All Districts

Annually, Orange County is awarded a federal grant to administer the Head Start Program. Attached is a copy of the FY 2016-2017 Department of Health and Human Services Administration for Children and Families Notice of Award in the amount of \$12,860,452. Also attached is a copy of the Federal Financial Report, which indicates an unobligated balance of \$28,067. The Office of Head Start Region IV approved \$28,090.33 for the purchase of a vehicle in August 2017.

The Head Start Division requests approval to use \$28,093.33 of carryover grant funds for the purchase of a vehicle in FY2017-18. In addition, the program requests approval to use an estimated \$5,000 to cover any price differences or additional costs. The vehicle will allow staff to conveniently transport classroom furniture, supplies, and materials from the warehouse to all Head Start sites. The Head Start Policy Council approved use of carryover grant funds at their meeting on December 21, 2017.

Head Start Application for Federal Assistance related to  
Use of carryover funds FY2017-2018  
Page 2  
January 11, 2018

**ACTION REQUESTED:**    **Approval of Orange County Head Start Program Application for Federal Assistance related to use of carryover funds FY2017-18 in the estimated amount of \$28,093.33 to purchase a vehicle and approval to use an estimated \$5,000 to cover any price differences or additional costs.**

SH/kp  
Attachments

C: Randy Singh, Assistant County Administrator  
Cristina Berrios, Assistant County Attorney, County Attorney's Office  
John Petrelli, Manager, Risk Management Division  
Yolanda S. Brown, Manager, Fiscal Division, Family Services Department  
Jamille Clemens, Grants Supervisor, Finance Division  
Patria Morales, Grants Coordinator, Office of Management & Budget

BCC Mtg. Date: Jan 23, 2018

**ORANGE COUNTY HEAD START PROGRAM**  
**APPLICATION FOR FEDERAL ASSISTANCE RELATED TO**  
**USE OF CARRYOVER FUNDS FY2017-18**

**October 1, 2017 through September 30, 2018**

Orange County, the non-federal entity, is proposing to carryover funds, in the amount of \$28,090.33, to cover the purchase of a vehicle for Orange County Head Start. Currently, Head Start staff is using a large refrigerated truck, which is practical for large deliveries, but not cost-efficient for daily operational deliveries from the warehouse to twenty-two (22) Head Start sites. To that end, the program will purchase a vehicle that allows staff to conveniently transport classroom furniture, supplies, and materials.

Orange County Head Start (OCHS) requested permission in the 2016 – 2017 budget to purchase a vehicle. Head Start received approval to purchase a Ford Super Duty F-250 XL Truck from the County in May 2017. Staff acquired a dealership that could provide us with the specification needed through the use of competitive bids throughout Florida. The vehicle prices exceeded \$25,000 that OCHS was approved for, therefore the program needed to obtain prior approval for the additional costs.

Region IV Office of Head Start approved \$28,090.33 for the purchase of a vehicle in August 2017. However, upon contact with the vendor, the price had expired and the new price for FY 2018 had not been released. OCHS attempted to use a second vendor, but the vehicle price was not the same. Unfortunately, fiscal year ended and OCHS had still not purchased a vehicle.

Rather than waiting another fiscal year to request money for a vehicle, OCHS proposes to use \$28,090.33, which may be rolled over from the 2016-2017 to the 2017 - 2018 Fiscal Year. In addition, Head Start is requesting prior approval to use 2017- 2018 funds in the estimated amount of \$5,000 for any price differences or additional costs from 2017 to 2018. This request will also allow OCHS to meet the internal county requirements and expedite the purchase process.

# FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted  US DEPT OF HEALTH & HUMAN SERVICES	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)  04 CH010230-02-03	Page 1	of 1  pages
---	---	-----------	----------------------

3. Recipient Organization (Name and complete address including Zip code)  ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS PO BOX 38 ORLANDO, FL 32802
---

4a. DUNS Number  06-479-7251	4b. EIN  59-6000773	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)  7007	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Final	7. Basis of Accounting  <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual
------------------------------------	---------------------------	--	--	---

8. Project/Grant Period From: (Month, Day, Year) October 1, 2016	To: (Month, Day, Year) September 30, 2017	9. Reporting Period End Date (Month, Day, Year) September 30, 2017
--	--	--

10. Transactions	Cumulative
------------------	------------

(Use lines a-c for single or multiple grant reporting)

<b>Federal Cash (To report multiple grants, also use FFR Attachment):</b>	
a. Cash Receipts	\$12,860,452.00
b. Cash Disbursements	\$12,832,385.00
c. Cash on Hand (line a minus b)	\$28,067.00

(Use lines d-o for single grant reporting)

<b>Federal Expenditures and Unobligated Balance:</b>	
d. Total Federal funds authorized	\$12,860,452.00
e. Federal share of expenditures	\$12,832,385.00
f. Federal share of unliquidated obligations	\$0.00
g. Total Federal share (sum of lines e and f)	\$12,832,385.00
h. Unobligated balance of Federal funds (line d minus g)	\$28,067.00

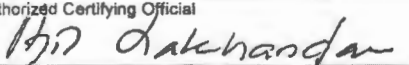
<b>Recipient Share:</b>	
i. Total recipient share required	\$3,208,096.25
j. Recipient share of expenditures	\$3,208,096.25
k. Remaining recipient share to be provided (line i minus j)	\$0.00

<b>Program Income:</b>	
l. Total Federal program income earned	\$1,693.17
m. Program income expended in accordance with the deduction alternative	\$0.00
n. Program income expended in accordance with the addition alternative	\$1,693.17
o. Unexpended program income (line l minus line m or line n)	\$0.00

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	Provisional	20.89%	10/1/2016	9/30/2017	12,719,103	2,631,582	106,329
g. Totals:						12,719,103	2,631,582

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: Expenses for PA 20 \$122,891; Expenses for PA 22 \$12,712,561; Admin Expenses \$1,273,016.98; Transportation expenses \$0; Disability expense \$381,054.15 and USDA Reimbursement \$1,407,933.55

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official  AJIT LALCHANDANI, ORANGE COUNTY ADMINISTRATOR	c. Telephone (Area code, number and extension) 407-836-5705
b. Signature of Authorized Certifying Official  	d. Email address Janet.Lusk@occnpt.com
	e. Date Report Submitted (Month, Day, Year) 12/21/2017 13:43

14. Agency use only
---------------------

Standard Form 425  
OMB Approval Number: 0348-0061  
Expiration Date: 10/31/2011

**Paperwork Burden Statement**  
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
NOTICE OF AWARD**

**SAI NUMBER:**

**PMS DOCUMENT NUMBER:**

<b>1. AWARDING OFFICE:</b> Office of Head Start		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant	<b>3. AWARD NO.:</b> 04CH010230-02-03	<b>4. AMEND. NO.</b> 3
<b>5. TYPE OF AWARD:</b> Service		<b>6. TYPE OF ACTION:</b> Balance of Funds	<b>7. AWARD AUTHORITY:</b> 42 USC 9801 ET SEQ	
<b>8. BUDGET PERIOD:</b> 10/01/2016 THRU 09/30/2017		<b>9. PROJECT PERIOD:</b> 10/01/2015 THRU 09/30/2020		<b>10. CAT NO.:</b> 93.600
<b>11. RECIPIENT ORGANIZATION:</b> ORANGE COUNTY BOARD OF COMMISSIONERS 201 S Rosalind Ave Orlando, FL 32801-3527 Grantee Authorizing Official: Teresa Jacobs , Mayor			<b>12. PROJECT / PROGRAM TITLE:</b> HEAD START	
<b>13. COUNTY:</b> Orange	<b>14. CONGR. DIST:</b> 07	<b>15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR:</b> Lonnie C. Bell		

<b>16. APPROVED BUDGET:</b>		<b>17. AWARD COMPUTATION:</b>	
Personnel.....	\$ 7,178,509.00	A. NON-FEDERAL SHARE.....	\$ 3,215,113.00 20%
Fringe Benefits.....	\$ 3,157,383.00	B. FEDERAL SHARE.....	\$ 12,860,452.00 80%
Travel.....	\$ 0.00	<b>18. FEDERAL SHARE COMPUTATION:</b>	
Equipment.....	\$ 123,360.00	A. TOTAL FEDERAL SHARE.....	\$ 12,860,452.00
Supplies.....	\$ 318,023.00	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 0.00
Contractual.....	\$ 488,792.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD...	\$ 10,824,186.00
Facilities/Construction.....	\$ 0.00	<b>19. AMOUNT AWARDED THIS ACTION:</b>	
Other.....	\$ 1,488,055.00	\$ 2,036,266.00	
Direct Costs.....	\$ 12,754,122.00	<b>20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:</b>	
Indirect Costs.....	\$ 106,330.00	\$ 25,594,790.00	
At % of \$		<b>21. AUTHORIZED TREATMENT OF PROGRAM INCOME:</b>	
In Kind Contributions.....	\$ 0.00	Additional Costs	
Total Approved Budget.....	\$ 12,860,452.00	<b>22. APPLICANT EIN:</b> 596000773	<b>23. PAYEE EIN:</b> 1591101610A1
		<b>24. OBJECT CLASS:</b> 41.51	

25. FINANCIAL INFORMATION:					DUNS 064797251	
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
	04CH01023002	75-17-1536	7-G044122	\$2,017,832.00		
	04CH01023002	75-17-1536	7-G044120	\$18,434.00		

**26. REMARKS:** (Continued on separate sheets)

<b>27. SIGNATURE - ACF GRANTS OFFICER</b> Ms. Cheryl Pressley	<b>DATE:</b> 08/24/2017	<b>28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY</b> Mr. Omar Barrett	<b>DATE:</b> 08/23/2017
<b>29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)</b> Captain Robert Bialas - Regional Program Manager		<b>DATE:</b> 08/24/2017	

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
NOTICE OF AWARD**

**SAI NUMBER:**

**PMS DOCUMENT NUMBER:**

<b>1. AWARDING OFFICE:</b> Office of Head Start		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant	<b>3. AWARD NO.:</b> 04CH010230-02-03	<b>4. AMEND. NO.</b> 3
<b>5. TYPE OF AWARD:</b> Service		<b>6. TYPE OF ACTION:</b> Balance of Funds		<b>7. AWARD AUTHORITY:</b> 42 USC 9801 ET SEQ
<b>8. BUDGET PERIOD:</b> 10/01/2016 THRU 09/30/2017		<b>9. PROJECT PERIOD:</b> 10/01/2015 THRU 09/30/2020		<b>10. CAT NO.:</b> 93.600
<b>11. RECIPIENT ORGANIZATION:</b> ORANGE COUNTY BOARD OF COMMISSIONERS				

**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](mailto: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.



**FAMILY SERVICES DEPARTMENT  
HEAD START DIVISION**

2100 East Michigan Street • Orlando, FL 32806-4914  
407-836-6590 • Fax: 407-836-7420 • <http://www.orangecountyfl.net>

December 21, 2017

On behalf of the Orange County Head Start Policy Council, my signature signifies that the members of the committee have participated in grant participation to include the approval of the carryover of funds in the amount of \$28,090.33 to purchase a vehicle during the 2017-2018 Fiscal Year. During the meeting held on December 21, 2017 the policy council voted to approve.

  
Dexter Nelson, Policy Council Chairperson