



Hidalgo County Head Start Program

Policy Council Regular Meeting

DATE: July 21, 2021

SUBJECT: Discussion/Approval of Application for COVID-19 Supplemental Funds Grant Award #06HE000736-01-00

RATIONALE/NEED: Hidalgo County Head Start Program has been awarded Supplemental Funding in the amount of \$1,110,576. The funds were placed under the "Other" object category but will now be re-allocated to the Equipment category to meet our program needs as we prepare to provide in-classroom instruction in 2021-2022.

RECOMMENDATION: Administration recommends approval.

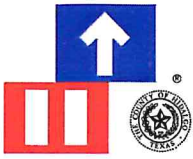
COST:

RELATED INFORMATION INCLUDES: Submittal Memo, Narrative and Vehicle Quotes

INITATED BY: Teresa Flores, Executive Director

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: *Teresa Flores*



Hidalgo County Head Start Program

Memorandum

Date: July 7, 2021

To: Policy Council and Commissioners' Court

From: Teresa Flores, Executive Director

Re: Application for COVID 19 Supplemental Funding

The Policy Council and The Grantee Board have been informed that our program has been awarded COVID-19 Supplemental Funding under Grant#06HE000736-01-00 in the amount of \$1,110,576. Because of the urgency in the distribution and of use of the funds, the Office of Head Start placed all of the funds under the "Other" object category, with instructions on how to make adjustments to different object categories as needed.

During the Policy Council of May 19, 2021 information was provided regarding the Outdoor Learning Environment and Discovery Classrooms and subsequently on May 25, 2021, the Commissioners' Court was also informed of the Outdoor initiative. After reviewing our specific program needs, we recommend the re-allocation of \$936,715 to the "Equipment" object category. This adjustment will not only allow us to set up the transportation and maintenance infrastructure to support the Outdoor Classrooms initiative, but it will also address our ever present need to expand transportation services and address the shortage of bus drivers since the smaller new vehicles will not require a commercial driver's license.

The object class adjustment is presented below:

| Covid-19 Supplemental Fund Grant Award # 06HE000736-01-00 | | | |
|--|--------------------|---------------|--------------------|
| | Awarded | Adjustment | Adjusted Award |
| Object Class | | | |
| a. Salaries and Wages | | | |
| b. Fringe Benefits | | | |
| c. Total Personnel Cost | | | |
| d. Equipment (*+ pickup trucks \$79,840 & Shuttle buses \$856,874) | | *\$936,715 | \$936,715 |
| e. Supplies | | | |
| f. Travel | | | |
| g. Construction | | | |
| h. Other (*Less pickup trucks \$79,840 & Shuttle buses \$856,862) | \$1,110,576 | *(\$936,715) | \$173,861 |
| i. Contractual | | | |
| j. Total Direct Cost | \$1,110,576 | \$0.00 | \$1,110,576 |
| k. Indirect Cost | \$0.00 | \$0.00 | \$0.00 |
| l. Total Approved Budget | \$1,110,576 | \$0.00 | \$1,110,576 |
| m. Federal Share | \$0.00 | \$0.00 | \$0.00 |
| n. Non-Federal Share | \$0.00 | \$0.00 | \$0.00 |

The Program was also awarded \$4,415,085 from the American Rescue Plan under Grant#06HE000376-01-01 to develop and construct the Outdoor Learning Environments and Discovery Classrooms project on land behind our Administration Building. Since this award includes major construction expenditures, application for the funds will not be submitted for approval until the required construction protocols are followed and documentation is completed. The Program is working closely with Precinct 4 Grantee Board Member Ellie Torres, since the construction site is in this precinct and with Mr. Raul Sesin, the Drainage District No 1 General Manager, who will assist with civil engineering services to include development of a subdivision plat and survey of the property to be used. Staff from these two entities will form a review team with our staff for the review and rating of engineering, architectural and other service providers from the County pools of professional service providers to develop and construct the entire project to meet all federal, state and local requirements. The Policy Council will first review the ratings and supporting information from the review team

and participate in the rankings which will be submitted to the Commissioners' Court (Grantee Board). The Commissioners' Court will review the ratings and supporting information and the Policy Council's rankings before their final ranking is approved selection is and the staff may commence negotiations for contracted services for each service area with the approved ranked entity. Staff will safeguard that all required information/documentation and construction protocols are completed for each facet of the project.

**Hidalgo County Head Start
Narrative
Grant#06HE000736-01-00**

As the Hidalgo County Head Start Program (HCHSP) evaluates its continued response to COVID-19's impact on the children and families the program serves, HCHSP is also aligning program needs with all resources available. HCHSP is focused on planning and implementing measures that address any plausible future interruptions to Head Start service due to catastrophic events. We must ensure that the program infrastructure is responsive to meet the challenge.

HCHSP proposes to adjust object class categories allotted as Covid-19 Supplemental Fund under Grant Award #06HE000736-01-00, from the "Other" category to the "Equipment" category. This will allow the Program to purchase 15 small shuttle buses to transport children, and 3 pickup trucks for field operations personnel.

The shuttle buses will strengthen our transportation services by providing mobility to families and lessening our continuous struggle to compete with school districts for bus drivers. Since these buses only transport 15 passengers or less, drivers are not required to have a commercial driver's license (CDL). This will allow our trained field staff to transport small groups of children to all program events. These buses will comply with all state and federal safety regulations and staff will be trained on how to operate them. In addition, these buses will be used in circumstances where transportation to and from home is needed due to regular buses breakdowns. The estimated cost is \$856,874 (\$57,125 per bus bus).

The three pickup trucks are necessary to replace the two, one with over 202,000 miles and one with 163,442 miles and to purchase a third one for the additional crew leader position created with the Quality funding in 2020. These pickups will be driven by crew leaders in the Field Operations Department, who are responsible for the supervision of all field staff working on our facilities. Our staff have to be able to reach all 36 centers and two central kitchens across 20 cities throughout the county and address repairs and maintenance issues and for emergency calls during non-operation hours.. The total cost for the three trucks is \$79,840, please see attached quote from authorized dealer.

The remaining \$173,861 will remain under the "Other" object class to address small repairs at about 12 of our Head Start centers for outdoor classroom areas at an average cost of \$14,000 each. This expenditure in line with our "**Outdoor Learning Environments and Discovery Classrooms**" approved under the American Rescue Plan Grant #06HE000736-01-01.

The object class adjustment is presented below:

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| b. Fringe Benefits | | | |
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| d. Equipment (*+ pickup trucks \$79,840 & Shuttle buses \$856,874) | | *\$936,715 | \$936,715 |
| e. Supplies | | | |
| f. Travel | | | |
| g. Construction | | | |
| h. Other (*Less pickup trucks \$79,840 & Shuttle buses \$856,862) | \$1,110,576 | *(\$936,715) | \$173,861 |
| i. Contractual | | | |
| j. Total Direct Cost | \$1,110,576 | \$0.00 | \$1,110,576 |
| k. Indirect Cost | \$0.00 | \$0.00 | \$0.00 |
| l. Total Approved Budget | \$1,110,576 | \$0.00 | \$1,110,576 |
| m. Federal Share | \$0.00 | \$0.00 | \$0.00 |
| n. Non-Federal Share | \$0.00 | \$0.00 | \$0.00 |

QUOTE# 00AA-FY22

CONTRACT PRICING WORKSHEET

| | |
|-------------------------------------|--|
| End User: HIDALGO COUNTY HEAD START | Contractor: CALDWELL COUNTRY |
| Contact Name: AMBROSE TOVAR | CALDWELL COUNTRY |
| Email: AMBROSIO.TOVAR@HSHSP.ORG | Prepared By: Averyt Knapp |
| Phone #: 956-380-4150 | Email: aknapp@caldwellcountry.com |
| Fax #: 956-381-0439 | Phone #: 979-567-6116 |
| Location City: MCALLEN, TX | Fax #: 979-567-4376 |
| Date Prepared: MAY 25, 2021 | Address: P. O. Box 27, Caldwell, TX 77836 |
| Contract Number: BUY BOARD #601-19 | Tax ID # 14-1856872 |

Product Description: 2022 CHEVROLET 1500 SILVERADO 4X2 CREW CAB SWB CC10543

| | |
|-------------------------|----------|
| A Base Price & Options: | \$26,480 |
|-------------------------|----------|

B Fleet Quote Option:

| Code | Description | Cost | Code | Description | Cost |
|------------|--|------|------|--|------|
| | 4X2-CREW CAB, 2.7L-TURBO, 8-SPD AUTOMATIC, 40-20-40 SEATS, FULL RUBBER FLOOR, AIR CONDITION, AMFM-STEREO W/BLUETOOTH, TILT, CRUISE, POWER WINDOWS, POWER LOCKS, KEYLESS ENTRY, SHORT BOX, REAR STEP BUMPER, REAR VISION CAMERA | INCL | | | |
| | GM WARRANTY 5YR/100,000 MILES POWERTRAIN @ N/C | INCL | | CALDWELL COUNTRY PO BOX 27 CALDWELL, TEXAS 77836 | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Subtotal B | | | | | INCL |

C Unpublished Options

| Code | Description | Cost | Code | Description | Cost |
|------------|-------------|------|------|-------------|------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Subtotal C | | | | | |

D Other Price Adjustments (Installation, Delivery, Etc...)

| | |
|------------|------|
| Subtotal D | INCL |
|------------|------|

| | |
|--|----------|
| E Unit Cost Before Fee & Non-Equipment Charges (A+B+C+D) | \$26,480 |
| Quantity Ordered | 3 |
| Subtotal E | \$79,440 |

| | |
|--|-------------------|
| F Non-Equipment Charges (Trade-In, Warranty, Etc...) | |
| BUY BOARD FEE | \$400 |
| G. Color of Vehicle: WHITE | |
| H. Total Purchase Price (E+F) | |
| | \$79,840 |
| Estimated Delivery Date: | Q4-2021 / Q1-2022 |



Customer Quotation

Prepared For:
Ambrosio Tovar
Hidalgo County Head Start
BUYBOARD (630-20)

Prepared By :
THOMAS BUS TEXAS
8806 MISSISSIPPI
HOUSTON, TX 77029
(713) 580-8600

Quote Number:
367989

Quote Date:
5/6/2021

Customer Order No:
Item 1

Model Profile: Minotour DRW 041MS

| | |
|----------------------------|---|
| Product Type: | School Transportation |
| Year: | 2020 / 2022 |
| Chassis Model: | CG33503 |
| Chassis MFG: | CHEV |
| GVWR: | 12,300 |
| Passenger Capacity: | 14 |
| Headroom: | 73 |
| Wheelbase: | 139 |
| Brake Type: | HYDRAULIC |
| Engine Type: | GM V8 GASOLINE, 8 Cyl, 342 HP, 5400 RPM |
| Fuel Type: | GASOLINE |
| Fuel Tank Capacity: | 33 |
| Transmission Type: | AUTOMATIC |
| Axle, Front: | 4300-lb Capacity |
| Axle, Rear: | 8600-lb Capacity |
| Tires, Front: | LT225/75R16E |
| Tires, Rear: | LT225/75R16E |

Total for 1 complete unit(s): **\$ 49,995.00**

Includes the Following Equipment:

BODY

CERTIFICATION/SAFETY

- 1 FIRE EXTINGUISHER - 5 LB.
- 1 KIT - FIRST AID, 24 UNIT, COMPLIES W/TEXAS STATE SPECS
- 1 KIT - BODY FLUID CLEAN-UP, COMPLIES W/NAT MINIMUM STANDARDS
- 1 REFLECTORIZED TRIANGLES-(3) ON DRIVER'S COMPARTMENT FLOOR
- 1 METAL MOUNTING BRACKET FOR WARNING TRIANGLES
- 1 INTERIOR REAR SURVEILLANCE MIRROR
- 1 ACCUSTYLE - DRW, NON-HEATED, REMOTE - GM
- 1 GM-SRW/DRW, NON-HEATED, EYEMAX LP
- 1 SIGN-STOP,ELECTRIC FRONT SE1-7500
- 1 ROOF ESCAPE HATCH - TRANSPEC, LOW PROFILE ECONO,WHITE (1)
- 1 SPECIAL DATA LABEL - TEXAS 2011
- 1 LABEL - U.S. CERTIFICATION
- 1 APPLICATION - SCHOOL

DOORS

- 1 MANUAL DOOR CONTROL - MINOTOUR
- 1 MANUAL ENTRANCE DOOR-NO VANDALOCK

ELECTRICAL - BODY

- 1 PASSENGER ADVISORY SYSTEM - HORN ACTIVATION
- 1 BACKING ALARM - HEAVY DUTY - 112DB
- 1 GPS-ZONAR SYSTEM, DRW
- 1 BREAKERS - MANUAL RESET
- 1 DRIVERS DOME LIGHT - MINOTOUR
- 1 RHEOSTAT SWITCH
- 1 STEP LIGHT SWITCH

- 1 ENTRANCE DOOR LIGHT - SKIRT MOUNTED
- 1 LAMPS-STOP/TAIL/DIRECTIONAL AMBER/REVERSE LED
- 1 LAMPS-STOP/TAIL 4"FLUSH-MOUNT LED
- 1 SIDE DIRECTIONAL-PIN AMBER TURN,FRONT,FLOOR LINE
- 1 HALOGEN 8-LIGHT WARNING SYSTEM
- 1 LED WARNING LIGHTS - FOUR (4) AMBER AND FOUR (4) RED LENS
- 1 MARKER/ID LAMPS - LED PIN TYPE
- 1 NOISE SUPPRESSION SWITCH

EXTERIOR

- 1 BOTTOM RAIL
- 1 041 - UNDER FLOOR REINFORCEMENT
- 1 BUMPER - REAR, 3/16" THICK (DRW)

INTERIOR

- 1 BLACK KORSEAL STEP TREADS/NOSING - O/OPENING ENTR DOOR (DRW)
- 1 ALUMINUM AISLE STRIPS
- 1 BLACK KORSEAL FLOOR COVERING WITH 13" CENTER AISLE
- 1 PLYWOOD FLOOR 1/2" THICKNESS
- 1 POLYESTER INSULATION - RAFTER CAVITIES
- 1 ASSIST RAIL - RIGHT SIDE OF ENTRANCE DOOR

MISC

- 1 PDI IDENTIFIER-DEALER PERFORMED
- 1 MINOT DRW 12,300 GWR(GMC/CHEVY)6.0L GASOLINE 139"WB
- 1 2009 GMC DEALER PDI
- 1 MINOTOUR DRW

PAINT/LETTERING

- 1 DECAL-UNITED AUTO WORKERS
- 1 LABEL - EMERGENCY DOOR,2" BLACK, REAR DOOR
- 1 DECAL-REFLECTIVE FRONT CAP "SCHOOL BUS"
- 1 DECAL-REFLECTIVE REAR CAP "SCHOOL BUS"
- 1 YELLOW REFLEXITE - 2", PERIMETER OF REAR BUS BODY
- 2 YELLOW REFLEXITE-PERIMETER OF PUSHOUT SASH (28.5" HIGH SASH)
- 1 YELLOW REFLEXITE - PERIMETER OF REAR EMERGENCY DOOR
- 1 LETTERING TEXAS
- 1 YELLOW REFLEXITE - 2", BELT LINE - BOTH SIDES OF BUS BODY
- 40 LETTERING - 5" HIGH
- 1 DECAL - TRADEMARK LOGO - MINOTOUR
- 1 PAINT-EXT WDO AREA SAME AS BODY
- 1 PAINT-EXT GRD RAIL @ WINDOW BLACK
- 1 PAINT-EXT GRD RAIL @ SEAT BLACK
- 1 PAINT-EXT GRD RAIL @ FLOOR BLACK
- 1 PAINT-EXT GRD RAIL @ SKRT BLACK
- 1 PAINT-EXT BUMPER REAR BLACK
- 1 PAINT-SOLID COLOR YELLOW

SEATS

- 1 SEAT BELT CUTTER - TIE TECH
- 1 36" BARR-VERT,WALL MT 45"H RS 2009
- 1 36"8DEG BARR-REV. WALL-MT 45"H 2009
- 2 PROFORM EDO GRAY UPHOLSTERY-45"HIGH RECESSED BARRIER
- 3 S3C 36"LS 2-PASSENGER WALL MOUNT
- 4 S3C 36"RS 2-PASSENGER WALL MOUNT
- 7 FIREBLOCK GREY UPHOLSTERY - S3C PASSENGER SEAT
- 7 S3C WALL MOUNT HARDWARE - MINOTOUR

WARRANTY

- 1 EXTENDED SERVICE PLAN - TYPE A BODY DRW
- 1 EXTENDED WARRANTY, TOWING - DRW

WINDOWS/GLASS

- 1 STANDARD SASH MILL FINISH
- 1 TINTED LAMINATED GLASS - COMPLETE
- 1 TINTED LAMINATED PUSHOUT-VERTCL HINGE-7/32",LS
- 1 TINTED LAMINATED PUSHOUT-VERTICAL HINGE-7/32",RS
- 1 GLASS-ENTRANCE DOOR, CLEAR LAMINATE, UPPER & LOWER
- 1 TINT LAM GLASS-COMP (28.5")
- 2 TINT LAM GLASS-COMP(28.5")+10

- 1 WINDOW STOPS (12")
- OTHER**
- 1 SURCHARGE-RAW MATERIAL (STEEL)
- 1 BODY ADJUSTMENT - MY2020 GM DRW- GAS

CHASSIS

WHEELS AND TIRES

- 1 TIRE- SPARE NONE

DEALER ADD On's

EQUIPMENT

- 1 DOT Vehicle Inspection
- 1 Beltline Lettering "HIDALGO COUNTY HEAD START"

Meets all FMVSS requirements in effect at the time of manufacture.

| | |
|--|---------------------|
| Total for 1 complete unit(s): | \$ 49,995.00 |
| Plus the applicable Coop Fees: Buyboard | \$ 800.00 |

Additional options you may want to consider:

| | |
|--|-------------|
| B5159-02-200: MCC 68K BTU A/C System | \$ 2,706.00 |
| B8501-50-000: A/C Compressor | \$ 350.80 |
| B4120-17-030: 50,000 BTU Rear Heater | \$ 112.18 |
| B4129-17-041: Heater Hose-Blue Stripe | \$ 139.73 |
| D9821-36-000: (3) LS 2-Passenger seats w/ Lap and Shoulder Belts | \$ 1,294.45 |
| D9822-36-000: (4) RS 2-Passenger seats w/ Lap and Shoulder Belts | \$ 1,725.94 |

Customer Signature: _____ **Date:** _____

Dealer Signature: Richard A. Shively **Date:** 5/6/2021

AttachedDetail

- 1 WINDOW STOPS (12")
- OTHER**
- 1 SURCHARGE-RAW MATERIAL (STEEL)
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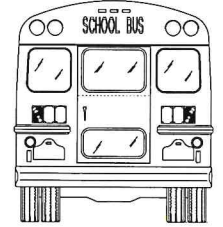
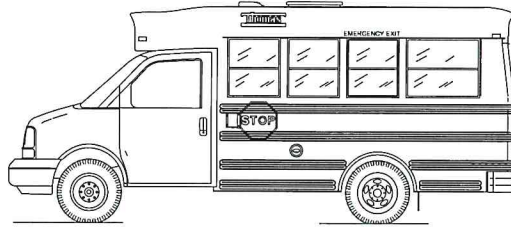
57,124.10

Customer Signature: _____ Date: _____

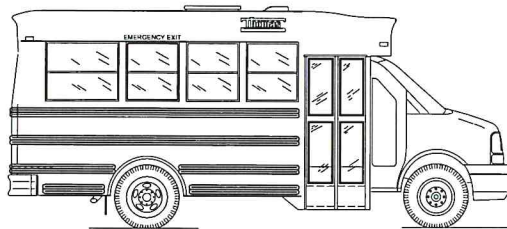
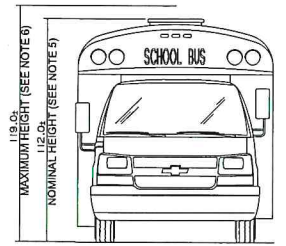
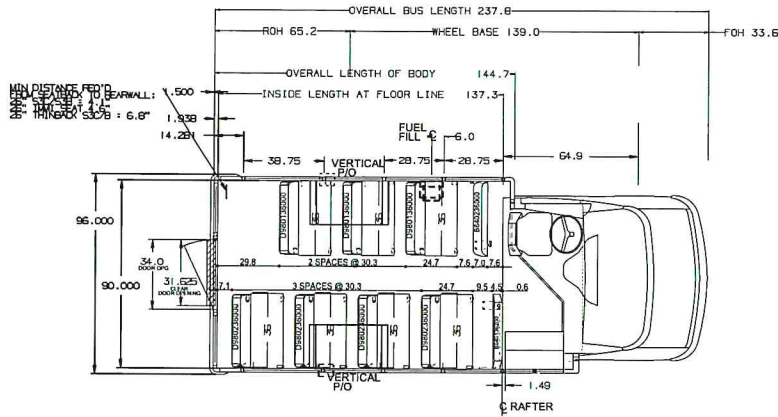
Dealer Signature: Richard A. Shively Date: 5/6/2021

AttachedDetail

SEATING CAPACITY: 14 + DRIVER



CAUTION! - LEFT SIDE BARRIER IS NOT IN STANDARD LOCATION, SEE SEATING PLAN.
 CAUTION! - RIGHT SIDE BARRIER IS NOT IN STANDARD LOCATION, SEE SEATING PLAN.



Model: Minolour DRW
 Quote Number: 367989
 Locality: TX

ALL DIMENSIONS ARE FOR REFERENCE ONLY

GENERAL NOTES

- SOME ITEMS, SUCH AS CY MIRRORS, ROOF LUGGAGE RACKS, AND OTHER ITEMS, ARE SHOWN IN ONE VIEW ONLY.
- THIS DRAWING IS A REPRESENTATION ONLY AND MAY NOT HAVE ALL ITEMS REQUIRED.
- PLEASE REFER TO OTHER DRAWINGS FOR DIMENSIONS.
- SEE SEATING PLAN FOR SEAT SPACING AND POSITION. SEAT SPACING WILL VARY ACCORDING TO THE SIZE, BUS LOAD, AND SEATING TYPE.
- THE MAXIMUM WIDTH AT BELT LINE OVER GUARD.
- THE MAXIMUM BUS HEIGHT IS BASED ON A STANDARD BODY AND LARGEST SIZE TIRE.
- THE MAXIMUM BUS HEIGHT IS BASED ON BODY WITH LARGEST SIZE TIRE AND LARGEST SIZE LIGHT.
- OTHER OPTIONS, SUCH AS MIRRORS, LIGHTS, AND OTHER OPTIONS THAT MAY ADD TO THE TOTAL HEIGHT OF THE BUS, SUCH AS MIRRORS, LIGHTS, AND OTHER OPTIONS.

THIS DRAWING AND ALL INFORMATION PROVIDED WITH IT ARE THE PROPERTY OF THOMAS BUILT BUSES, INC. ANY REPRODUCTION OR DISTRIBUTION OF THIS MATERIAL WITHOUT THE WRITTEN PERMISSION OF THOMAS BUILT BUSES, INC. IS PROHIBITED.

| DIR | ROW | SPACING | TOTAL |
|-------|------|---------|-------|
| LEFT | 30.3 | 29.0 | |
| RIGHT | 30.3 | 29.0 | |
| | | | |
| | | | |
| | | | |

THOMAS BUILT BUSES, INC.
 HIGH POINT, NC
 TITLE: PLAN AND ELEVATION BODY 041MS
 DRN: 07-22-20 BY: J. Dean SIZE: DWG: NO
 SCALE: 3/8"=12" S 825433
 Program Version: 138.26.1