Agenda Item No. _ 3EE 1

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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MEETING DATE:	October 20, 2020	[X] Consent	[] Regular
		[] Workshop	[] Public Hearing
Department:	Office of Equal Opp	ortunity	
Submitted By:	Office of Equal Opp	ortunity	

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

- A) ratify the Mayor's signature on Cooperative Agreement No. FF204K204023 with the U.S. Department of Housing and Urban Development (HUD) allowing the Office of Equal Opportunity (OEO) to receive revenue for processing and resolving housing discrimination complaints for the period of July 1, 2019 through June 30, 2020 in the total amount of \$288,800;
- **B)** approve a budget amendment in the General Fund (Fund 0001) in the amount of \$31,200 to recognize the increased award amount from \$257,600 to \$288,800; and
- **C)** approve a budget amendment in the General Fund (Fund 0001) in the amount of \$34,943 to move the budget for the HUD-CARES Act award from Fund 1160 (CARES Act) to match the allocation of the HUD Assistance Award/Amendment.

Summary: In order for OEO to receive revenue from HUD for processing and resolving housing discrimination complaints, execution of Cooperative Agreement No. FF204K204023 was required prior to October 20, 2020 to meet HUD's FY 2020 federal funding deadlines. The emergency signature process was utilized because there was insufficient time to meet the application deadline under the regular agenda process. The Agreement final award amount of \$288,800 represents a \$31,200 increase over the budgeted \$257,600, and includes \$207,400 for case processing; \$26,400 for training funds; and \$55,000 for administrative costs. The previous HUD awards totaling \$34,943 includes \$17,500 for education and outreach activities and \$17,443 for the acquisition of technology assets for staff engaged in fair housing activities remotely because of the COVID-19 emergency. Board ratification of the Mayor's signature will ensure the receipt of revenue under this agreement. <u>Countywide</u> (DRO)

Background and Justification: On February 4, 1997, the BCC approved an Agreement between OEO and HUD, which provided for the processing and referral of housing discrimination complaints between the respective agencies. In each year since 1997, HUD has provided revenue to OEO for the processing of dual-filed complaints of housing discrimination. Under the terms of the FY 2019-2020 contract, HUD will provide funds to OEO in the total amount of \$288,800.

Attachments:

- 1. Cooperative Agreement Amendment (HUD Form 1044) with walkthrough Memo
- 2. Budget Amendments (2)

	V A B		
Recommended by:	Jamole of	2 October	2020.
	Départment Director	Date	
Approved by:	Nancy L+	solon 10	13/200
	Assistant County Admi	nistrator Date	,

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years Capital Expenditures	2020	2021	2022	2023	
Operating Costs External Revenues	<u>288,800</u> (288,800)				
Program Income (County) In-Kind Match (County)	······································				
NET FISCAL IMPACT					
# ADDITIONAL FTE POSITIONS (Cumulative)	0	0		0	
Is Item Included in Current	Budget?	Yes		No _x	
Does this item include the	use of fede	eral fun	ds? Ye	es <u>X</u>	No
Budget Account No.:					

Revenues: Fund <u>0001</u> Agency <u>400</u> Org. <u>4132</u> Object <u>3169</u> Expenses: Fund <u>0001</u> Agency <u>400</u> Org. <u>4132</u> Object <u>1201</u>

B. Recommended Sources of Funds/Summary of Fiscal Impact:

These funds are to be paid to the County by the U.S. Department of Housing and Urban Development for Fair Housing activities. The funds being received are to reimburse for fiscal year 2020 expenses and they were budgeted in that year. The budget amendment will recognize the actual award in funding by increasing the budget by \$31,200. Because HUD appropriates funds annually, revenue for future years are indeterminable at this time.

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments

Attorney

146220 OFMB B. Legal Sufficiency:

ntv

01712020 Contract Administ ation

C. Other Department Review:

Department Director

THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT

Attachment 1

Assistance Award/Amendment

U.S. Department of Housing and Urban Development Office of Administration

1. Assistance Instrument	F1	2. Type of Action		
Cooperative Agreement	Grant	Award Amendment		
3. Instrument Number	4. Amendment Number	5. Effective Date of this Action	6. Control Number	
FF204K204023	2		TIN: 59-6000785	
7. Name and Address of Recipient		8. HUD Administering Office		
Palm Beach County Office of Equal Opportunity		U.S. Department of HUD/FHEO		
301 N. Olive Avenue, 10 th Floor		Five Points Plaza, 40 Marietta St	reet., NW	
West Palm Beach, Florida 33	401	Atlanta, GA 30303		
DUNS# 078470481				
		8a. Name of Administrator	8b. Telephone Number	
		Carlos Osegueda	678-732-2905	
10. Recipient Project Manager		9. HUD Government Technical Representative		
Pamela Guerrier, Executive Director		Aphrodite (Dita) McCarthy, (202) 236-7871		
¥	2. Payment Method	13. HUD Payment Office		
Cost Reimbursement	Treasury Check Reimbursement	Fort Worth Field Accounting		
Cost Sharing	Advance Check	P. O. Box 2905		
Fixed Price	Automated Clearinghouse	Ft. Worth, TX 76113-2905		
14. Assistance Amount		15. HUD Accounting and Appropriation	Data	
Previous HUD Amount	\$34,942.62	15a. Appropriation Number	15b. Reservation number	
HUD Amount this action	\$288,800.00	8620/210144 (I, 20)	FHEO-04-20-03	
Total HUD Amount	\$323,742.62	Amount Previously Obligated	\$34,942.62	
Recipient Amount	\$0.00	Obligation by this action	\$288,800.00	
Total Instrument Amount	\$323,742.62	Total Obligation	\$323,742.62	
16. Description		· · · · · · · · · · · · · · · · · · ·		
This instrument authorizes the fo	ollowing funds to be obligated to the Agenc	Y The Cooperative Agreem	ent/Amendment is comprised of the following	

s instrument	authorizes the following funds to be obligated	to the Agency.	The Cooperative Agreement/Amendment is comprised of the following
Fund Code	Description	Amount Obligated in this Action	documents: 1. Cover Page – HUD-1044
TIN	Case Processing (Carryover Funds)	\$0.00	 2020 Contributions Agreement Appendix A: FY2020 Statement of Work
TIN	Case Processing (Current Funds)	\$207,400.00	4. Attachment A: FY2020 Criteria for Processing
TIN	Post-Cause Supplement (Carryover)	\$0.00	 Attachment B: FY2020 Standards for Timeliness Attachment C: Payment Amounts for FHAP Case
TIN	Post-Cause Supplement (Current Funds)	\$0.00	Processing
ADC	Administrative Costs	\$55,000.00	7. Attachment D: eLOCCS Security Procedures
TRG	Training	\$26,400.00	The performance period for this Agreement begins October 1, 2019,
PA1	Partnership	\$0.00	and ends <u>September 30, 2020</u> . The funds obligated by this instrument expire five years from the date in block 20. The recipient
SE3	Special Enforcement Effort	\$0.00	must comply with all rules and regulations in accordance with the Fai
	Total	\$288,800.00	Housing Assistance Program regulations (24 CFR § 115), the Memorandum of Understanding between the Recipient and HUD
			(including all subsequent addenda), and the FY2020 FHAP Guidance

17. Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office		18. Recipient is not required to sign this doct	iment.
19. Recipient (By Name)		20. HUD (By Name)	
Dave Kerner, Mayor Palm Beach County, Board of County Comm	issioners	Carlos Osegueda, Regional Director Region IV, Office of FHEO/CAO	
Paim Beach County, Board of County Contin			
Signature & Title	Date (mm/dd/yyyy)	Signature & Title	Date (mm/dd/yyyy)
2	9/15/20		
Approved as to terms and conditions App Approved as to terms and conditions App Appendix Appendix Ap	istant County Attorn	legal sufficiency	ref. Handbook 2210.17

Assistance Award/Amendment

TIN

TIN

ADC

TRG

PA1

SE3

Post-Cause Supplement (Carryover)

Administrative Costs

Special Enforcement Effort

Training

Total

Partnership

Post-Cause Supplement (Current Funds)

U.S. Department of Housing and Urban Development Office of Administration

1. Assistance Instrument			2. Type of Acti	on		
Cooperative Agreemen	t Grant		Award	Amendment		
3. Instrument Number	4. Amendment Number		5. Effective Da	te of this Action	6. Control Number	
FF204K204023	2				TIN: 59-6000785	
7. Name and Address of Recipient			8. HUD Admin			
Palm Beach County Office of Equal Opportunity				ment of HUD/FHEO		
301 N. Olive Avenue, 10 th				Plaza, 40 Marietta St	reet., NW	
West Palm Beach, Florida	33401		Atlanta, GA	. 30303		
DUNS# 078470481						
			8a. Name of A	dministrator	8b. Telephone Number	
			Carlos Oseg	ueda	678-732-2905	
10. Recipient Project Manager			9. HUD Gover	nment Technical Represen	tative	
Pamela Guerrier, Executive Director			Aphrodite (Dita) McCarthy, (202) 236-7871			
11. Assistance Arrangement 12. Payment Method			13. HUD Payment Office			
Cost Reimbursement	Treasury Check Reimburse	ement	Fort Worth Field Accounting			
Cost Sharing	Advance Check		P. O. Box 2905			
Fixed Price	Automated Clearinghouse		Ft. Worth, T.	Ft. Worth, TX 76113-2905		
14. Assistance Amount			15. HUD Accounting and Appropriation Data			
Previous HUD Amount	\$34,942.62		15a. Appropriation Number 15b. Reservation numb		15b. Reservation number	
HUD Amount this action	\$288,800.00		8620/210144 (I, 20) FHEO-04-20-03		FHEO-04-20-03	
Total HUD Amount	\$323,742.62		Amount Previously Obligated \$34,942.62			
Recipient Amount \$0.00			Obligation by this action \$288,800.00		\$288,800.00	
Total Instrument Amount \$323,742.62			Total Obligation \$323,742.62		\$323,742.62	
16. Description						
This instrument authorizes the	e following funds to be obligated	to the Agend	су.	The Cooperative Agreeme	ent/Amendment is comprised of the following	
Fund Code Description		Amount Ob	ligated in	documents:		
		this Action		1. Cover Page -		
TIN Case Proce	essing (Carryover Funds)		\$0.00		utions Agreement	
TIN Case Proce	Case Processing (Current Funds)		\$207,400.00	3. Appendix A: FY2020 Statement of Work 4. Attachment A: FY2020 Criteria for Processing		

5.

Attachment B: FY2020 Standards for Timeliness Attachment C: Payment Amounts for FHAP Case Processing 6.

7. Attachment D: eLOCCS Security Procedures

The performance period for this Agreement begins <u>October 1, 2019</u>, and ends <u>September 30, 2020</u>. The funds obligated by this instrument expire five years from the date in block 20. The recipient must comply with all rules and regulations in accordance with the Fair Housing Assistance Program regulations (24 CFR § 115), the Memorandum of Understanding between the Recipient and HUD (including all subsequent addenda), and the FY2020 FHAP Guidance.

17. Recipient is required to sign and return th of this document to the HUD Administeri		18. Recipient is not required to sign this docu	ment.
19. Recipient (By Name)		20. HUD (By Name)	
Dave Kerner, Mayor		Carlos Osegueda, Regional Director	
Palm Beach County, Board of County Comm	issioners	Region IV, Office of FHEO/CAO	
Signature & Title	Date (mm/dd/yyyy)	Signature & Title	Date (mm/dd/yyyy)
	9/15/20		
	115/20		
		form HIID-1044 (8/90)	ref Handbook 2210 17

\$0.00

\$0.00

\$0.00

\$0.00 \$288,800.00

\$55,000.00

\$26,400.00

form HUD-1044 (8/90)

ref. Handbook 2210.17

Assistance Award/Amendment

U.S. Department of Housing and Urban Development Office of Administration

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1. Assistance Instr	ument			2. Type of Ac	tion	
Cooperati	ve Agreement	Grant		Awar	<u> </u>	t
3. Instrument Num	iber	4. Amendment Number		5. Effective D	ate of this Action	6. Control Number
FF204K204023		2				TIN: 59-6000785
7. Name and Addr					nistering Office	_
Palm Beach Co	ounty Office of Ed	qual Opportunity	1		tment of HUD/FHE	
	venue, 10 th Floor ach, Florida 33401			Atlanta, G	Plaza, 40 Marietta	Street., NW
	•	L		Allallia, 02	7 30303	
DUNS# 07847	0481			8a. Name of A	dministrator	8b. Telephone Number
				Carlos Ose	gueda	678-732-2905
10. Recipient Proj	ect Manager				mment Technical Repres	
Pamela Guerri	er, Executive Dire	ector		Aphrodite	(Dita) McCarthy, (2	02) 236-7871
11. Assistance Am		ayment Method		13. HUD Pay	yment Office	
Cost Reimbu		Freasury Check Reimburse	ment		Field Accounting	
Cost Sharing		Advance Check		P. O. Box 29	905 X 76113-2905	
Fixed Price Automated Clearinghouse						
14. Assistance Amount				ounting and Appropriatio	on Data 15b. Reservation number	
Previous HUD Amount \$34,942.62			15a. Appropriation Number 15b. Reservation			
HUD Amount this action \$288,800.00			8620/210144 (I, 20) FHEO-04-20-03		FHEO-04-20-03	
Total HUD A	Total HUD Amount \$323,742.62			Amount Previously Obligated \$34,942.62		
Recipient Am	ount	\$0.00		Obligation by this action \$288,800.00		\$288,800.00
Total Instrume	ent Amount	\$323,742.62		Total Obligation \$323,742.62		\$323,742.62
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TIN	Post-Cause Suppl	ement (Carryover)		\$0.00 5. Attachment B: FY2020 Standards for Timeliness \$0.00 6. Attachment C: Payment Amounts for FHAP Case \$0.00 Processing		
TIN	Post-Cause Suppl	ement (Current Funds)				
ADC	Administrative Cos	sts		\$55,000.00	7. Attachmer	t D: eLOCCS Security Procedures
TRG	Training			\$26,400.00	The performance period for this Agreement begins October 1, 2019	
PA1	Partnership			\$0.00	and ends September 3	0, 2020. The funds obligated by this rears from the date in block 20. The recipient
SE3				\$0.00	must comply with all ru	les and regulations in accordance with the Fair
				288,800.00		ogram regulations (24 CFR § 115), the rstanding between the Recipient and HUD
	<u></u>					int addenda), and the FY2020 FHAP Guidance.
					L	
17. 🕅 Rec	inient is required to	o sign and return three (3)	conies	18.	Recipient is not requir	red to sign this document.
		HUD Administering Office		10· L_	resolutions to Hos redun	ou to sign and doodhiont.
19. Recipient	(By Name)				(By Name)	
Dave Kern	ar Mayor			Carlos	Osemueda Regional	Director

Dave Kerner, Mayor Palm Beach County, Board of Co	unty Commissioners	Carlos Osegueda, Regional Director Region IV, Office of FHEO/CAO	
Signature & Title	Date (mm/dd/yyyy)	Signature & Title	Date (mm/dd/yyyy)
Approved as to terms and conditions	Approved as to/form and	form HUD-1044 (8/90) legal sufficiency	ref. Handbook 2210.17

Pamela Guerrier, Director Office of Equal Opportunity

Assistant County Attorney

Assistance Award/Amendment

U.S. Department of Housing and Urban Development Office of Administration

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Cooperative Agreement	Grant	Award Amendment		
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7. Name and Address of Recipient		8. HUD Administering Office		
Palm Beach County Office of Eq	ual Opportunity	U.S. Department of HUD/FHEO		
301 N. Olive Avenue, 10th Floor		Five Points Plaza, 40 Marietta St	treet., NW	
West Palm Beach, Florida 33401		Atlanta, GA 30303		
DUNS# 078470481				
		8a. Name of Administrator	8b. Telephone Number	
		Carlos Osegueda	678-732-2905	
10. Recipient Project Manager		9. HUD Government Technical Represen	atative	
Pamela Guerrier, Executive Dire	ctor	Aphrodite (Dita) McCarthy, (202	2) 236-7871	
	ayment Method	13. HUD Payment Office		
= 13	reasury Check Reimbursement	Fort Worth Field Accounting		
	dvance Check	P. O. Box 2905		
\boxtimes Fixed Price \boxtimes A	utomated Clearinghouse	Ft. Worth, TX 76113-2905		
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ADC	Administrative Costs	\$55,000.00	7. Attachment D: eLOCCS Security Procedures			
TRG	Training	\$26,400.00	The performance period for this Agreement begins October 1, 2019,			
PA1	Partnership	\$0.00	and ends <u>September 30, 2020</u> . The funds obligated by this instrument expire five years from the date in block 20. The recipient			
SE3	Special Enforcement Effort	\$0.00	must comply with all rules and regulations in accordance with the Fair			
	Total	\$288,800.00	Housing Assistance Program regulations (24 CFR § 115), the Memorandum of Understanding between the Recipient and HUD (including all subsequent addenda), and the FY2020 FHAP Guldance.			

17. Recipient is required to sign and return the of this document to the HUD Administeri		18. Recipient is not required to sign this document.			
19. Recipient (By Name) Dave Kerner, Mayor		20. HUD (By Name) Carlos Osegueda, Regional Director			
Palm Beach County, Board of County Commissioners		Region IV, Office of FHEO/CAO			
Signature & Title	Date (mm/dd/yyyy)	Signature & Title	Date (mm/dd/yyyy)		
		form HUD-1044 (8/90)	ref. Handbook 2210.17		



Office of Equal Opportunity 301 N. Olive Avenue, 10th Floor West Palm Beach, FL 33401 (561) 355-4884 Fax: (561) 355-4932 www.pbcgov.com/equalopportunity

Palm Beach County **Board of County** Commissioners

Dave Kerner, Mayor

Robert S. Weinroth, Vice Mayor

Hal R. Valeche

Gregg K. Weiss

Marv Lou Berger

Melissa McKinlay

Mack Bernard

County Administrator

Verdenia C. Baker

"An Equal Opportunity Affirmative Action Employer'



printed on sustainable and recycled paper

TO:	Dave Kerner, Mayor Board of County Commissioners
THRU:	Verdenia C Baker County Administrator Board of County Conducts Contraction
FROM:	Pamela Guerrier, Director Office of Equal Opportunity
DATE:	4 September 2020

MEMORANDUM

RE: HUD FY 2020 Cooperative Agreement

The U.S. Department of Housing and Urban Development (HUD), Office of Fair Housing and Equal Opportunity, has awarded the Office of Equal Opportunity (OEO) a total of \$288,800.00 for processing and resolving dual-filed housing discrimination complaints. This revenue is for cases processed during the period of July 1, 2019 through June 30, 2020.

In order for OEO to receive this revenue, the agreement requires approval by the Board of County Commissioners. To meet HUD's fiscal year end funding deadlines, these funds must be obligated immediately.

It is requested that the attached HUD cooperative agreement (HUD Form 1044) be signed by the Mayor of the Board of County Commissioners so that it can be forwarded to HUD. Enclosed for signature are two (2) 1044s.

Pursuant to Palm Beach County Administrative Code Section 309.00, your signature is requested on the attached HUD Form 1044 to forward to HUD. The emergency signature process is being utilized because there is not sufficient time to submit this funding request through the regular Board of County Commissioners' agenda process before the due date. OEO will prepare an agenda item to present this agreement to the Board for ratification of the Mayor's signature at the next available BCC Meeting.

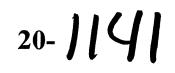
Please contact me at pguerrie@pbcgov.org or 355-2558 if there are any questions concerning this request.

Approved by: lancy J. Belto

Nancy L. Bolton Assistant County qunty Administrator

Olief Assistant County Attorney Offer

Attached: HUD Forth 1044(2)



Attachment 2

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BGRV 092220*587 BGEX 092320*2030

BOARD OF COUNTY COMMISSIONERS PALM BEACH COUNTY, FLORIDA **BUDGET AMENDMENT**

0001 - General Fund - Office of Equal Opportunity

Timele

							EXPENDED/	
		ORIGINAL	CURRENT			ADJUSTED	ENCUMBERED	REMAINING
ACCT.NUMBER	ACCOUNT NAME	BUDGET	BUDGET	INCREASE	DECREASE	BUDGET	AS OF 9/22/20	BALANCE
<u>REVENUES</u>								
0001-400-4130-3169	Fed Grnt Other Human Services	257,600	257,600	31,200	0	288,800		
0001-400-4132-3169	Fed Grnt Other Human Services	0	0	34,943	0	34,943		
	Total	1,494,902,035	1,535,334,948	66,143	0	1,535,401,091		
EXPENDITURES								
0001-400-4130-1201	Sal & Wages Non-Frs Employees	444,923	444,923	31,200	0	476,123	326,516	149,607
0001-400-4132-4101	Communication Services	0	0	9,710	0	9,710		9,710
0001-400-4132-4945	Advertising	0	0	17,500	0	17,500		17,500
0001-400-4132-5111	Office Furniture and Equipment	0	0	6,389	0	6,389		6,389
0001-400-4132-5112	Telephone Equipment/Install	0	0	1,344	0	1,344		1,344
	Total	1,494,902,035	1,535,334,948	66,143	0	1,535,401,091	1,325,148,441	210,252,650
				Date			By Board of County (ommissionors
		Signatures	At Meeting of 10/20/2					

INITIATING DEPARTMENT/DIVISION Administration/Budget Department Approval **OFMB Department - Posted**

2.3 Suptomber 20 20

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Deputy Clerk to the **Board of County Commissioners**

20-1142

BOARD OF COUNTY COMMISSIONERS PALM BEACH COUNTY, FLORIDA BUDGET AMENDMENT

BGRV 092320*597 BGEX 092320*2031

1160 - CARES Act Relief Fund

Justa

		ODICIDIAL	CUDDENT				EXPENDED/		
ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	ENCUMBERED AS OF 9/22/20	REMAINING BALANCE	
Пестистирик		DODGET	DODGET	III CREASE	DECREASE			DALANCE	
<u>REVENUES</u>									
1160-400-4132-3169	Fed Grnt Other Human Services	0	34,943	0	34,943	0			
	Total	0	330,486,882	0	34,943	330,451,939			
EXPENDITURES									
	~	_							
1160-400-4132-4101	Communication Services	0	9,710	0		0		0	
1160-400-4132-4945	Advertising	0	17,500	0	1,9000	0		0	
1160-400-4132-5111	Office Furniture and Equipment	0	6,389	0	6,389	0		0	
1160-400-4132-5112	Telephone Equipment/Install	0	1,344	0		0	336	-336	
	Total	0	330,486,882	0	34,943	330,451,939	155,413,993	175,037,946	
		<u>Signatures</u>		Date			By Board of County C	Commissioners	
				-					

23 September 2020.

At Meeting of 10/20/20

Deputy Clerk to the Board of County Commissioners

INITIATING DEPARTMENT/DIVISION Administration/Budget Department Approval **OFMB Department - Posted**