Agenda Item #: 3E-10

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date:	October 22, 2024	[X] Consent	[] Regular
1		[] Ordinance	[] Public Hearing
Department			
Submitted By:	Community Service	ces	
Submitted For:	Division of Humai	n Services and Cor	nmunity Action Program

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

- A) receive and file: Amendment No. 0010 to the Florida Department of Children and Families (DCF) Unified Homeless Grant Contract No. IP004 (R2019-1138), for the period July 1, 2024 through June 30, 2025, to increase the grant award by \$533,832; and
- B) approve an upward Budget Amendment of \$302,688 in the General Fund for the Division of Human Services and Community Action Program (HSCAP) to align the budget with the grant award.

Summary: Amendment No. 0010 CSFA NO. 60.021 amends DCF agreement No. IP004 to increase funding to support the Staffing Grant and the Challenge Grant Program. Challenge Grant funding will be used to support DCF initiatives including rapid rehousing and homelessness prevention services for vulnerable populations. The Staffing Grant funding will be used to develop the Continuum of Care (CoC) Plan and further assist the local community through planning, coordinating, and monitoring the delivery of services to persons who are homeless or at risk of homeless within the CoC service delivery area. It will also cover the cost of staffing expenses for CoC activities and for administering programs and services under IP004. The amendment updates the contract language for State Fiscal Year 2024-2025 and revises the original contract to include the additional funding to further assist individuals and families in need. It also updates the Fiscal Year Payment Tables for State Fiscal Year(s) 2023/2024 and 2024/2025. The contract and amendment were executed by the County Administrator in accordance with Agenda Item 3E-2, dated June 15, 2021 (R2021-0781), which delegated signature authority to the County Administrator, or designee to execute grant amendments and all necessary documents related to the DCF Unified Homeless Grant. (Continued on Page 3)

Attachments:

1. 2.	The state of the s					
Re	commended E	Signed by: James Green 40870811A6A4481	10/2/2024	22		
		Department Director	Date	•		
Аp	proved By:	Jan Ath	10/15/24			
		Assistant County Administrator	Date			

II. FISCAL IMPACT ANALYST

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029	
Capital Expenditures						
Operating Costs						
External Revenue		,				
Program Income (County)						
In-Kind Match (County)						
NET FISCAL IMPACT						
No. ADDITIONAL FTE						
POSITIONS (Cumulative)						
Is Item Included In Current Does this item include the or Does this item include the or Budget Account No.: Fund 0001 Dept. 148 Unit 13	use of feder use of state	funds?	Yes Yes Yes _X ram Code <u>V/</u>	No	ı Period <u>GY22</u>	
B. Recommended Sources of Funds/Summary of Fiscal Impact: The funding source is the Florida Department of Children and Families and Palm Beach County for a local match of 25% as required by Florida Statutes 420.625. The Unified Homeless Grant is comprised of multiple sources, and the match is required only for the Challenge Grant portion of \$455,080.21. The fiscal impact will be in the fiscal year 2024: operating costs of \$647,102, external revenues of \$533,832, and net fiscal impact of \$113,270. C. Departmental Fiscal Povince.						
C. Departmental Fiscal Review: Julie Dowe, Division Director II						
•					•	
	III.	REVIEW	COMMENTS			
A. OFMB Fiscal and/or Cor	tract Devel	opment ar	nd Control C	omments:		
OFMB ESW 10-3-24 Contract Development and Control/						
B. Legal Sufficiency Alunc Anna 10-15-24 Assistant County Attorney						
C. Other Department Revie	w:					
Department Director						

This summary is not to be used as a basis for payment.

Summary (Continued from Page 1)

In accordance with County PPMCW-O-051, all delegated contracts, agreements, and grants must be submitted by the initiating department as a receive and file agenda item. A total of 250 individuals and 200 families are projected to be served under this amendment. **A County cash match of \$113,770 is required** and is included in the current budget using existing staff salaries. Countywide (HH)

Background and Justification: HSCAP serves as the Lead Entity for the Palm Beach County CoC. The CoC is the planning and evaluation body for the homeless service delivery system in Palm Beach County. The DCF Office on Homelessness works in conjunction with the Department of Housing and Urban Development to provide funding opportunities to assist persons who are homeless or are at risk of homelessness.

FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES CONTRACT NO. IP004 AMENDMENT NO. 0010

This Amendment shall be effective July 1, 2024 or the last party signature date, whichever is later. The above referenced Contract is hereby amended as follows:

1. The following items were as last addressed in the noted Amendments:

Amendment #0001: 15 Amendment #0004: 9 Amendment #0006: 6, 19 Amendment #0007: 17 Amendment #0008: 14

Amendment #0009: 2,7,11,16,18

2. In 1.1., \$5,062,144.78 is replaced by \$5,595,976.99.

3. Section 4 is amended to add:

4.17. Use of Funds for Diversity, Equity, and Inclusion Prohibited

No State funding under this Contract is being provided for, promoting, advocating for, or providing training or education on "Diversity, Equity, and Inclusion" (DEI). DEI is any program, activity, or policy that classifies individuals on the basis of race, color, sex, national origin, gender identity, or sexual orientation and promotes differential or preferential treatment of individuals on the basis of such classification or promotes the position that a group or an individual's action is inherently, unconsciously, or implicitly biased on the basis of such classification.

4. 7.12. is amended to read:

7.12. Unauthorized Aliens

7.12.1. Unauthorized aliens shall not be employed. Employment of unauthorized aliens shall be cause for unilateral cancellation of this Contract by the Department for violation of §274A of the Immigration and Nationality Act. The Provider and its subcontractors will enroll in and use the E-Verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of its employees and its subcontractors' employees performing under this Contract. Employees assigned to this Contract means all persons employed or assigned (including subcontractors) by the Provider or a subcontractor during this Contract term to perform work pursuant to this Contract within the United States and its territories.

7.12.2. The Provider represents and warrants that no part of the funding under this Contract will be used in violation of any federal or state law, including, but not limited to, 8 U.S.C. §1324 or 8 U.S.C. §1325, or to aid or abet another in violating federal or state law. The Department may terminate this Contract at any time if the Provider violates, or aids or abets another in violating, any state or federal law.

5. A-4. is amended to add:

A-4.2. Employment Screening

Notwithstanding **4.14.**, persons requiring employment screening for a position with any Provider serving the homeless who have been documented by a Continuum of Care lead agency recipients of homeless services shall have their employment screening analyzed under §420.6241, F.S.

CF-1127 1 v.23.2

- 6. A-7. is amended to read: There are no additional provisions to this section of this Contract.
- 7. Exhibit C5 is replaced with the attached Exhibit C5.
- **8.** The highlighted portions in this amendment are amended as found below or attached. Non-highlighted portions, absent more specific instructions, are solely for context and unaffected by this amendment.
- 9. D-2.2.1, and D-2.2.2, are amended to read:
 - **D-2.2.1. Challenge Grant Housing Activities** The Challenge Grant Housing Projects will serve a minimum of the following number of individuals each month.

Fiscal Year (FY)	FY24-25
Total Individuals Served Each Mon	th 16

D-2.2.2. Challenge Grant Program Activities – The Challenge Grant Program Projects will serve a minimum of the following number of individuals each month.

Fiscal Year (FY)	FY24-25
Total Individuals Served Each Month	14

- 10. D-2. is amended to add:
 - **D-2.6.** Invoice & Match Reports, Roll-Up Reports, and Monthly Status Reports for all grants must be submitted to the Department as a Microsoft Excel workbook to have a complete monthly deliverable submission, in addition to all other required documentation. Whenever possible backup documentation must be included in the deliverables packet in the order, by the items in the Roll-Up Report.
- 11. D-3.2.1. and D-3.2.2. are amended to read:
 - **D-3.2.1. Challenge Grant Housing Activities –** The Challenge Grant Housing Projects will serve, at a minimum, the following number of individuals each fiscal year.

Fiscal Year (FY)	FY24-25
Total Individuals Served Each Year	250

D-3.2.2. Challenge Grant Program Activities – The Challenge Grant Program Projects will serve, at a minimum, the following number of individuals each fiscal year.

Fiscal Year (FY)	FY24-25
Total Individuals Served Each Year	200

12. Attachment D2 is replaced by the attached Attachment D2.

- 13. Attachment D3 is replaced by the attached Attachment D3.
- 14. Attachment D7 is replaced by the attached Attachment D7.
- 15. F-1.2.1. Challenge and Challenge Plus Grants Administrative Costs for the Challenge and Challenge Plus Grants may not exceed the percentage outlined in §420.622(4)(c), F.S.
- 16. F-2.1. This is a multi-year fixed price and/or cost reimbursement contract for the provision of services to homeless persons. The Department shall pay the Provider for the delivery of service units provided in accordance with terms of this contract for a total dollar amount not to exceed \$5,595,976.99, subject to availability of funds.

FISCAL YEAR	ANNUAL FUNDING
2019-2020	\$231,142.85
2020-2021	\$455,803.25
2021-2022	\$1,955,844.19
2022-2023	\$551,804.11
2023-2024	\$1,455,931.18
2024-2025	\$945,451.41
Total	\$5,595,976.99

^{*}Any Challenge and Challenge Plus Grant funding and deliverables not utilized by June 30, 2024, will be reverted and reappropriated to be used in the FY24/25 contract year.

17. F-2.1.1. Staffing Grant – The Department agrees to pay for service units at the prices and limits below for Lead Agency Staffing Activities.

FISCAL YEAR	UNIT OF SERVICE	UNITS	RATE	FISCAL YEAR TOTAL	
2019-2020	One Month of Lead Agency Staffing Activities	1	\$8,928.58	£407.442.9E	
2019-2020	One Month of Lead Agency Staffing Activities	11	\$8,928.57	\$107,142.85	
2020-2021	One Month of Lead Agency Staffing Activities	1	\$8,928.58	\$107.140.95	
2020-2021	One Month of Lead Agency Staffing Activities	11	\$8,928.57	\$107,142.85	
2021-2022	One Month of Lead Agency Staffing Activities	1	\$8,928.58	\$407.440.8E	
2021-2022	One Month of Lead Agency Staffing Activities	~ ~ \ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\		\$107,142.85	

2022-2023	One Month of Lead Agency Staffing Activities	1	\$8,928.58	\$107,142.85
2022-2023	One Month of Lead Agency Staffing Activities	11	\$8,928.57	\$107,142.03
2023-2024	One Month of Lead Agency Staffing Activities	4	\$8,928.57	
2023-2024	One Month of Lead Agency Staffing Activities	7	\$18,772.56	\$185,894.85
2023-2024	One Month of Lead Agency Staffing Activities	taffing 1 \$18,772.65		
2024-2025	One Month of Lead Agency Staffing Activities	2	\$8,928.58	
2024-2025	One Month of Lead Agency Staffing Activities	9	\$16,803.77	\$185,894.85
2024-2025	One Month of Lead Agency Staffing Activities	1	\$16,803.76	
	\$800,361.10			

18. F-2.1.2. Challenge Grant – The Department agrees to reimburse for allowable costs listed below for Challenge Grant Activities.

FISCAL YEAR	UNIT OF SERVICE	UNITS	RATE	FISCAL YEAR TOTAL
2019-2020	One month of Eligible Challenge Grant Activities	12	N/A	\$86,000.00
2020-2021	One month of Eligible Challenge Grant Activities	12	N/A	\$86,000.00
2021-2022	One month of Eligible Challenge Grant Activities	12	N/A	\$86,000.00
2022-2023	One month of Eligible Challenge Grant Activities	12	N/A	\$86,000.00
2023-2024	One month of Eligible Challenge Grant Activities	12	N/A	\$81,169.86
2024-2025	One month of Eligible Challenge Grant Activities	12	N/A	\$721,556.56
	Total	······································	• •••	\$1,146,726.42

19. F-2. is amended to add:

F-2.1.10. Eligible Challenge Plus Activities- The Department agrees to reimburse for allowable costs listed below for Challenge Plus

FISCAL YEAR	UNIT OF SERVICE	UNITS	RATE	FISCAL YEAR TOTAL
2023-2025	One Month of Eligible Challenge Plus Activities	TBD	TBD	\$683,322.93

20. All provisions in the Contract and any attachments thereto in conflict with this Amendment are changed to conform with this Amendment. All provisions not in conflict with this Amendment are still in effect and are to be performed at the level specified in the Contract. This Amendment and all its attachments are made a part of the Contract.

IN WITNESS THEREOF, the parties hereto have caused this Amendment executed by their undersigned officials as duly authorized.

PROVIDER: Palm Beach County Board of County Commissioners

Signature: Shevaur L. Harris

Name: Shevaur L. Harris

Title: Secretary

Date: 9/17/2024 | 8:54 AM EDT

Approved as to Form And Legal Sufficiency

By: Helene C. Hvizd
County Attorney

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EXHIBIT C5 - UNIFIED HOMELESSNESS CONTRACT REPORTING SCHEDULE

Report Title	Reporting Frequency	Report Due Date	DCF Personnel to Receive Reports	Additional Notes
Invoice & Match Report (for each applicable funding stream)	Monthly	30th of each month following the delivery of services, or next business day if the 30th falls on a Saturday, Sunday, or holiday	Contract Manager	See Attachments
Roli-up Report (for each applicable cost-reimbursement funding stream)	Monthly	30th of each month following the delivery of services, or next business day if the 30th falls on a Saturday, Sunday, or holiday	Contract Manager	See Attachments Excel/CSV file
Back-up Documentation (for each applicable cost-reimbursement funding stream)	Monthly	30th of each month following the delivery of services, or next business day if the 30th falls on a Saturday, Sunday, or holiday	Contract Manager	See Attachments
Monthly Status Report (for each applicable funding stream)	Monthly	30th of each month following the delivery of services, or next business day if the 30th falls on a Saturday, Sunday, or holiday	Contract Manager	See Attachments Excel/CSV file
HMIS Consolidated Annual Performance and Evaluation Report (CAPER) ESG-CV	Quarterly	October 15th January 15th April 15th July 15th	Office on Homelessness	Files must be uploaded into the SAGE system
Monitoring Plan and Schedule	Annually	Within 30 days of contract execution and by July 15th annually thereafter	Contract Manager	For all services subcontracted in this Contract
Monitoring Findings	Annually	Within 30 days of completion of any monitoring completed by the Lead Agency	Contract Manager	For all services subcontracted in this Contract
Employment Screening Attestation	Annually	July 15th	Contract Manager	As required by Section 4.14, Part 1 of this Contract
List of Subcontractors	Annually	July 15th	Contract Manager	As defined by Section 4.3.1, Part 1 of this Contract
Annual Point In Time Count and Housing Index Count (conducted during the HUD specified timeframe)	Annually	Due same date as HUD's required due date.	Contract Manager	Downloaded Excel CSV version of data submitted to HUD; by county

Report Title	Reporting Frequency	Report Due Date	DCF Personnel to Receive Reports	Additional Notes
HUD System Performance Measures	Annually	Due same date as HUD's required due date.	Contract Manager	Downloaded Excel CSV version of data submitted to HUD
ESG Written Standards (if applicable under section B-1.3.)	Annually	July 15th	Contract Manager	CoC level written standards for ESG funded projects
CoC Plan	Annually	July 15th	Contract Manager	Plan submitted as part of the CoC NOFA or formatted for CoC distribution
CoC Governance Charter	Annually	July 15th	Contract Manager	Governance Charter as provided to CoC
Gaps Analysis/Needs Assessment	Annually	October 15th	Contract Manager	Gaps Analysis/Needs Assessment required by HUD
Longitudinal System Analysis (formerly Annual Homeless Assessment Report)	Annually	Due same date as HUD's required due date.	Contract Manager	Downloaded Excel CSV version of data submitted to HUD
Disaster Policy	Annually	July 15th	Contract Manager	CoC level disaster policy
Monthly CAPER report	Monthly	30th of each month following the delivery of services, or next business day if the 15th falls on a Saturday, Sunday, or holiday	Office on Homelessness	Provided in Excel format

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v.23.2

ATTACHMENT D2 - CHALLENGE GRANT MONTHLY STATUS REPORT

Provider Name	Monthly Statu	s Report
Contract #	Please Select	Month

ATTESTATION: By completing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statement, false claims, or otherwise. Additionally, I certify that all invoices supporting this report have been submitted to the Department in accordance with this agreement.

	Name & Title	Date	
Challenge Grant Deliverables (minimum monthly deliverable for activity)	Housing Need	Program Need	Service Need
Minimum monthly deliverable for activity			
Minimum Annual deliverable for activity			
Total Individuals Served by Activity (Monthly)			
Total Individuals Served by Activity (Year to Date)			
Challenge Grant Output Measures	Housing Need	Program Need	Service Need
New Individuals Served this Month			
Unique Individuals Served this Year			
Individuals with Increased Income (benefits)			
Individuals with Increased Income (employment)			
Total Individuals Served who Qualify for TANF (YTD)			
Individuals Connected to Housing Case Management			
Individuals Permanently Housed			
Average Financial Assistance Provided	\$ -	\$ -	\$ -
Remaining Stably Housed	3 months	6 months	12 months
Total Individuals Housed by Challenge Grant Funding			
Individuals Remaining Stably Housed by Challenge Grant Funding			
Percentage Remaining Housed by Challenge Grant Funding			

ATTACHMENT D3 - EMERGENCY SOLUTIONS GRANT MONTHLY STATUS REPORT

Provider Name	Monthly Status Report		
Contract #	Please Select	Month of Services	

ATTESTATION: By completing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statement, false claims, or otherwise. Additionally, I certify that all invoices supporting this report have been submitted to the Department in accordance with this agreement.

	Name & Title o	of Official	Date	
Emergency Solutions Grant Deliverables (minimum monthly deliverable for activity)	Street Outreach	Emergency Shelter	Prevention	Rapid Rehousing
Total Individuals Served by Activity (Monthly)				
Total Individuals Served by Activity (Year to Date)				
Emergency Solutions Grant Output Measures	Street Outreach	Emergency Shelter	Prevention	Rapid Rehousing
New Individuals Served this Month				
New Individuals Served who Qualify for TANF				
Individuals with Increased Income (benefits)				
Individuals with Increased Income (employment)				
Individuals Connected to Housing Case Management				
Individuals Permanently Housed				
Average Financial Assistance Provided			\$ -	\$ -
Remaining Stably Housed	3 months	6 months	9 months	12 months
Total Individuals Housed by Emergency Solutions Grant Funding				
Individuals Remaining Stably Housed by Emergency Solutions Grant Funding				
Percentage Remaining Housed by Emergency Solutions Grant Funding				

ATTACHMENT D7 – CHALLENGE PLUS FUNDS MONTHLY STATUS REPORT

	Provider Name	Monthly State	us Report 2.0
	Contract #	Please Select	Month of Services
ATTESTATION: By completing this report, I certify to the best of my knowledge and be expenditures, disbursements and cash receipts are for the purpose and objectives set that any false, fictitious, or fraudulent information or the omission of any material factor for fraud, false statement, false claims, or otherwise. Additionally, I certify that all involved the purpose of the purpose and beginning the purpose of the purpose of the purpose of the purpose and beginning the purpose of the purpose and beginning the purpose of the purpose and beginning the purpose and beginning the purpose and objectives set that any false of the purpose and objectives set that any false of the purpose and objectives set that any false of the purpose and objectives set that any false of the purpose and objectives set that any false of the purpose and objectives set that any false of the purpose and objectives set that any false of the purpose and objectives set that any false of the purpose of the purpose and objectives set that any false of the purpose of the	forth in the terms and of the total	conditions of the Aw iminal, civil or admin	ard. I am aware istrative penalties
	Name & Title of Agency Official		Date
Challenge Plus Grant Deliverables (Annual) Initiative 1 - Reunification	#	\$	
Total Number of Child Welfare/CBC Lead Agency involved Families Served through RRH with Reunification as a Primary Goal			
Total Number of Child Welfare/CBC Lead Agency involved Families Served through Prevention with Reunification as a Primary Goal			
Total Number of Families Served through RRH with Reunification as a Primary Goal NOT Child Welfare/CBC Lead Agency involved (documentation of no eligible clients from CBC attached)			
Challenge Plus Grant Deliverables (Annual) Initiative 2- Homelessness Prevention	#	\$	
Total Number of Child Welfare/CBC Involved Individuals Served through RRH by Activity/Total Amount			
Total Number of ME involved Individuals Served through RRH by Activity/Total Amount			
Total Number of Individuals Served through RRH by Activity/Total Amount (not ME/CBC involved- documentation of no eligible clients from CBC/ME attached)			
Total NEW Number of Child Welfare/CBC involved Individuals Served through RRH by Activity/Total Amount			
Total NEW Number of ME involved Individuals Served through RRH by Activity/Total Amount			
Total NEW Number of Individuals Served through RRH by Activity/Total Amount (not Child Welfare/CBC/ME involved documentation of no eligible clients from CBC/ME attached)			
Total Number of Families served through RRH Placed in Permanent Supportive House			
Total Number of Child Welfare/CBC involved Individuals Served through Prevention by Activity/Total Amount			

CONTRACT NO. IP004 AMENDMENT NO. 0010

Total Number of ME Involved Individuals Served through Prevention by Activity/Total Amount Total Number of Individuals Served through Prevention by Activity/Total Amount (not Child Welfare/CBC/ME involved-documentation of no eligible clients from CBC attached)		
Total NEW Number of Child Welfare/CBC involved Individuals Served through Prevention by Activity/Total Amount		
Total NEW Number of ME involved Individuals Served through Prevention by Activity/Total Amount		
Total NEW Number of Individuals Served through Prevention by Activity/Total Amount (not Child Welfare/CBC involved-documentation of no eligible clients from CBC attached)		
Total Number of Families served through Prevention Placed in Permanent Supportive House	general to a mention discovered executed file of the property of the file of the property of t	

BOARD OF COUNTY COMMISIONERS PALM BEACH COUNTY, FLORIDA BUDGET AMENDMENT

BGEX 148 - 09112400000000001875

BGRV 148 - 09112400000000000543

FUND General Fund

ACCOUNT NUMBER	R ACCOUNT NAME	UNIT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 09/11/24	REMAINING BALANCE
<u>REVENUES</u>									
148 1354 3469	State Grnt Oth Human Services	DCF Unified Homeless Contract	404,500	2,021,018	302,688	0	2,323,706		
	Total Fund Revenues		2,157,248,097	2,221,083,186	302,688	0	2,221,385,874	_	
EXPENDITURES									
148 1354 3421	Contractual Services - Training	DCF Unified Homeless Contract	1	78,753	78,752	0	157,505	0	157,505
						_		70.100	10//0/0
148 1354 8201	Other Contractual Services	DCF Unified Homeless Contract	124,000	1,214,113	223,936	0	1,438,049	73,109	1,364,940

nitiating Department/Division	
Neval auto	Lolalacay
Administration/Budget Department Approval	

BY BOARD OF	COUNTY COMMISSIONERS
At Meeting of:	22-Oct-24
·	outy Clerk to the County Commissioners