

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

3A-2

AGENDA ITEM SUMMARY

MEETING DATE: October 20, 2009     Consent     Regular  
 Workshop     Public Hearing

Department: Office of Equal Opportunity

Submitted By: Office of Equal Opportunity

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to ratify: the Chairman's signature on a Cooperative Agreement No. FF204K094023 (Charge Resolution Contract) 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, 2008 through June 30, 2009 in the total amount of \$152,421.00.

**Summary:** Execution of this contract was required prior to September 30, 2009 in order for OEO to meet HUD's FY 2009 federal funding deadlines. This Cooperative Agreement is in the amount of \$152,421 (\$130,921 - case processing; \$11,500 - training funds; \$10,000 - administrative costs). Countywide (TKF)

**Background and Policy Issues:** 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 2008-2009 contract, HUD will provide funds to OEO in the total amount of \$152,421.

**Attachments:**

1. Cooperative Agreement (HUD Form 1044).
2. Memorandum from Director, OEO to Chairman, BCC

Recommended by:     09-16-2009  
Department Director    Date

Approved by:     \_\_\_\_\_  
Assistant County Administrator    Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2009	2010	2011	2012	2013
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	152,421	_____	_____	_____	_____
External Revenues	(152,421)	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Is Item Included in Current Budget? Yes   X   No \_\_\_\_\_  
 Budget Account No.: Fund\_1252\_Agency\_402\_Org\_4131\_Object VARIOUS  
 Reporting Category \_\_\_\_\_

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

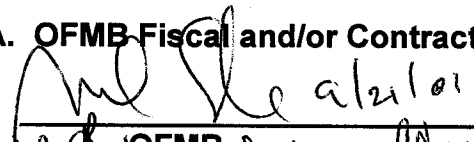
No Ad Valorem dollars are involved in this item, these funds are to be paid to the County by the U. S. Department of Housing and Urban Development.

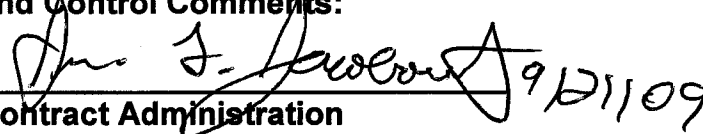
**C. Departmental Fiscal Review:**

\_\_\_\_\_

**III. REVIEW COMMENTS:**

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

  
 \_\_\_\_\_  
 OFMB  
 9/17/09 9/17/09 9/17/09

  
 \_\_\_\_\_  
 Contract Administration  
 9/21/09

**B. Legal Sufficiency:**

  
 \_\_\_\_\_  
 Assistant County Attorney  
 9/22/09

**C. Other Department Review:**

\_\_\_\_\_ Department Director

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

**Assistance Award/Amendment**

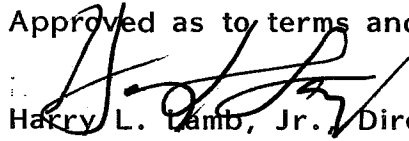
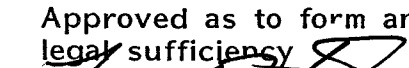
**U.S. Department of Housing  
and Urban Development  
Office of Administration**

1. Assistance Instrument <input checked="" type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Grant		2. Type of Action <input checked="" type="checkbox"/> Award <input type="checkbox"/> Amendment	
3. Instrument Number FF204K094023	4. Amendment Number	5. Effective Date of this Action	6. Control Number
7. Name and Address of Recipient Palm Beach County Office of Equal Opportunity 215 North Olive Avenue - Suite 130 West Palm Beach, FL 33401 TAX ID: 59-000785		8. HUD Administering Office U.S. Department of HUD/FHEO Five Points Plaza, 40 Marietta St. Atlanta, GA 30303-2806	
10. Recipient Project Manager Harry Lamb, Jr., Executive Director		8a. Name of Administrator James N. Sutton	8b. Telephone Number 404-331-5001 ext. 2526
11. Assistance Arrangement <input type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input checked="" type="checkbox"/> Fixed Price		9. HUD Government Technical Representative Candace M. Tapscott, Director, Miami FHEO Center	
12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input type="checkbox"/> Automated Clearinghouse		13. HUD Payment Office HUD CFO Accounting Center P. O. Box 901013, Fort Worth, TX 76101	
14. Assistance Amount		15. HUD Accounting and Appropriation Data	
Previous HUD Amount	\$0	15a. Appropriation Number 869/100144(TIN)(J,9)	15b. Reservation number FHEO-04-09-01
HUD Amount this action	\$152,421	Amount Previously Obligated	\$0
Total HUD Amount	\$152,421	Obligation by this action	\$152,421
Recipient Amount	\$0	Total Obligation	\$152,421
Total Instrument Amount	\$152,421		

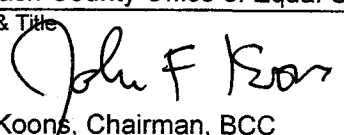
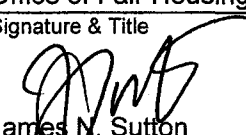
16. Description

THE COOPERATIVE AGREEMENT FOR FAIR HOUSING ASSISTANCE PROGRAM (FHAP)

THIS AGREEMENT INCORPORATES ALL PREVIOUSLY ISSUED SUBPARTS. FUNDS ARE DESIGNATED AS FOLLOWS:

CASE PROCESSING: (07/01/08 THRU 06/30/09) (64)	\$127,421	Approved as to terms and conditions  Harry L. Lamb, Jr., Director, OEO
CAUSE CASES: (7)	3,500	
FY 2009 TRAINING FUNDS:	11,500	Approved as to form and legal sufficiency  Tammy K. Fields, Asst. Co. Atty.
ADMINISTRATIVE COSTS (AC):	10,000	
TOTAL CONTRACT AMOUNT:	\$ 152,421	

Order of Precedence: Notwithstanding any provision to the contrary, in the event of a conflict among any of the documents pertaining to the duties and responsibilities of the parties, the Statement of Work shall take precedence over the Schedule of Articles.

17. <input checked="" type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office		18. <input type="checkbox"/> Recipient is not required to sign this document.	
19. Recipient (By Name) Palm Beach County Office of Equal Opportunity		20. HUD (By Name) Office of Fair Housing and Equal Opportunity	
Signature & Title  John F. Koons, Chairman, BCC	Date (mm/dd/yyyy) 8-31-09	Signature & Title  James N. Sutton	Date (mm/dd/yyyy) 09/03/2009

## INTEROFFICE MEMORANDUM

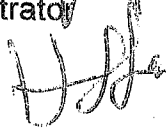

DATE: August 27, 2009

TO: Jeff Koons, Chairman  
Board of County Commissioners

THRU: Robert Weisman, County Administrator

FROM: Harry L. Lamb, Jr., Director  
Office of Equal Opportunity

RE: HUD FY 2009 Complaint Resolution Contract



The U. S. Department of Housing and Urban Development, Office of Fair Housing and Equal Opportunity, has awarded the Office of Equal Opportunity a total of \$148,060 for processing and resolving dual-filed housing discrimination complaints. This revenue is for cases processed during the period July 1, 2008 thru June 30, 2009.

In order for OEO to receive this revenue, the contract requires approval by the Board of County Commissioners. To meet HUD's fiscal year end funding deadlines, these funds must be obligated immediately. Therefore, urgent approval is needed so that the HUD deadline can be met.

It is requested that the attached HUD Contract (HUD Form 1044) be signed by the Chairperson of the Board of County Commissioners so that it can be forwarded to HUD via overnight mail. Four (4) copies of the 1044 are enclosed for signature. HUD requires 4 originals.

OEO has prepared an Agenda Item to present this contract item to the Board for ratification of the Chair's signature at the October 6, 2009, BCC meeting.

If there are any questions concerning this request, or if additional information is needed, please contact me at 355-2584.