PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

Agenda Item: 3E-3

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Meeting Date:	May 4, 2010	[X] []	Consent Ordinance			Regular Public Hearing
Department						
Submitted By:	Commu	<u>nity Services</u>				

Submitted For: Human Services Division

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file: Amendment No. 1 to the Contract for Provision of Financial Assistance with Adopt-A-Family of the Palm Beaches, Inc. (R2009-0799), for the period of October 1, 2009, through September 30, 2012, allowing for an acceleration of the expenditure of funds.

Summary: On February 10, 2010, HUD Miami Field Office via teleconference, provided instruction to expend Recovery Act funds as quickly as possible and not use deadlines identified in Notices and Agreements to dictate the rate of expenditure. As a result of HUD's instructions, this amendment removes the requirement to sustain the program for a three-year period. Ongoing case management services may be necessary for the full three years, but financial assistance can be expended prior to the full three-year contract period. The contract amount of \$1,826,200 remains unchanged by this amendment. **These are Federal funds that require no local match.** (Human Services) <u>Countywide</u> (TKF)

Background and Justification: The American Recovery and Reinvestment Act of 2009 (ARRA) signed by the President of the United States on February 17, 2009 was intended to provide a stimulus to the U.S. economy in the wake of the current economic downturn. Palm Beach County was allocated \$2,823,871 in HPRP funding under the Federal Stimulus Plan. On May 5, 2009, (R2009-0799), the Board of County Commissioners delegated authority to the County Administrator or his designee to sign sub-grantee agreements related to Homeless Prevention Rapid Re-housing Program. (HPRP). The BCC also approved the Department of Community Services to administer the HPRP program and ensure compliance with all HPRP regulations. HPRP funds Homeless Prevention Services, Rapid Re-Housing Services, Data Collection and Evaluation and administrative cost. Adopt-A-Family coordinates Rapid Re-Housing through a Housing Relocation and Stabilization component. The Division of Human Services coordinates the Homeless Prevention component and 211 Palm Beach Treasure Coast coordinates HPRP's recordkeeping and reporting through HUD's Homeless Management Information System (HMIS) software.

Attachments:

1. Amendment No. 1 with Adopt-A-Family, Inc.

2. Memorandum from Palm Beach County, Department of Housing and Community Development

Recommended By:	Chall	4/10/10
-	Department Director	Date
Approved By:	Ale	1/20/10
	Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal	Years	2010	2011	<u>2012</u>	<u>201</u> 3
Opera Exteri Progr	al Expenditures ating Costs (nal Revenue () am Income (County) od Match (County)	(<u>826,20</u> 0) (<u>826,20</u> 0) ()	· · · · · · · · · · · · · · · · · · ·		
NET F	ISCAL IMPACT	*	-0-		0
	DITIONAL FTS FIONS (Cumulative))			
	n Included In Curre et Account No.:	Fund <u>1110</u>		No Unit <u>1424 _</u> Program Pe	Obj. <u>8201</u> riod: <u>GY08</u>
В.	Recommended So	ources of Fur	nds/Summary	of Fiscal Im	pact:
	Adopt-A-Family: 12	110-143-1424	-8201-HP11-0	GY08 (\$1,826	,200)
	Departmental Fisca	I Review:	Tauna 1	ralhoha 4/14/	้อ
		III. <u>REVI</u>	EW COMMEN	NTS	
А.	OFMB Fiscal and/ There is no J				
	19 OFME 4/21/10	2012 4/22 3 Val 4120110	410 pm/1910	Contract Ac	J. Jour 4122110 Immistration
В.	Legal Sufficiency:		Ч		
0	Assistant C	S 4/26 County Attori	ney		
C.	Other Department	Review:			

Department Director

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



Housing & Community Development

100 Australian Avenue, Suite 500

West Palm Beach, FL 33406

(561) 233-3600

Fax: (561) 233-3661

www.pbcgov.com

Palm Beach County Board of County Commissioners

Burt Aaronson, Chair

Karen T. Marcus, Chairman

John Koons

Shelley Vana

Steven L. Abrams

Jess R. Santamaria

Priscilla A. Taylor

County Administrator

Robert Weisman

"An Equal Opportunity Affirmative Action Employer" MEMORANDUM

Palm Beach County, Department of Housing and Community Development

TO:Channell Wilkins, DirectorPalm Beach County, Community Services Department

FROM: Edward W. Lowery, Director EML Palm Beach County, Housing and Community Development

DATE: March 10, 2010

RE: Instructions from HUD on HPRP Expenditure

This is to advise you that the HUD Miami Field Office has instructed that expenditure of funds under all of the federally funded Recovery Act Programs must be done as expeditiously as possible and that the deadlines for expenditure of these funds which appear in the Notices and agreements should not be used to dictate the pace at which expenditures are made. This information was conveyed to HCD staff during a teleconference on February 10, 2010 with the Miami Field Office, led by Maria Ortiz-Hill, CPD Director, and was reinforced at a meeting held on Tuesday, February 23, where HUD was represented by Armando Fana, Director of the HUD Miami Field office, and Ms. Ortiz-Hill, among others.

HUD staff also specifically addressed the County's implementation of the Homeless Prevention and Rapid Re-Housing Program (HPRP), indicating that although the Notice and Contract specified that funds should be fully expended 3 years after HUD's execution of the agreement (for Palm Beach County July 2012), all effort should be made to expend the funds prior to that date. HCD is therefore advising that you review all of the activities being undertaken under the HPRP Program with a view to shorten their implementation timeframe. This includes amending the project implementation deadline date on all sub-grantee agreements, if possible, where this was stated as July 2012, to reflect an earlier date thereby fostering a more expeditious expenditure of funds.

Cc: Tammy Fields, Assistant County Attorney Claudia Tuck, Director, Human Services Elena Escovar, Planning Manager, HCD Clement C. Clarke, Principal Planner HCD

S:\2008_09\HPRP\Correspondences\HUD Instructions re. Expenditure.doc

AMENDMENT TO CONTRACT FOR PROVISION OF FINANCIAL ASSISTANCE

THIS AMENDMENT TO THE CONTRACT FOR PROVISION OF FINANCIAL ASSISTANCE (R2009 0779; dated May 5, 2009) made and entered into at West Palm Beach Florida, on this ______ day of ______,2010 by and between PALM BEACH COUNTY, a political subdivision of the State of Florida hereinafter referred to as "COUNTY" and <u>Adopt-A-Family of the Palm Beaches, Inc.</u> hereinafter referred to as Adopt-A-Family, a corporation, entitled to do business in the State of Florida, whose address is 1712 2nd Avenue North, Lake Worth, Florida 33460.

WITNESSETH:

WHEREAS, Adopt-A-Family has partnered with the County to provide services in support of the Palm Beach County Continuum of Care and Homeless Prevention Rapid Re-Housing Program; whereas the need exists to amend the contract.

NOW THEREFORE, the above named parties hereby mutually agree that the Contract entered into on September 24, 2009 is hereby amended as follows:

I. Exhibit "B" is hereby replaced by "B-1" attached hereto and made a part thereof removing the reference to sustaining the program for a three-year period.

OTHER PROVISIONS

.

All provisions in the Contract or exhibits to the Contract in conflict with this Second Amendment to the Contract shall be and are hereby changed to conform to this amendment.

All provisions not in conflict with this Amendment are still in effect and are to be performed at the same level as specified in the Contract.

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IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and CONSULTANT has hereunto set his/her hand the day and year above written.

ATTEST:

Sharon R. Bock, Clerk & Comptroller

BY

Clerk & Comptroller

WITNESS:

Matthew Constantine Matthew Constantine Signature

Name Typed

PALM BEACH COUNTY, FLORIDA, a Political Subdivision of the State of Florida

BOARD OF COUNTY COMMISSIONERS BY:

Burt Aaronsen,=Ghair Robert Weisman, County Administrator Per authority granted by R2009-0779

CONSULTANT:

Adopt-A-Family of the Palm Beaches, Inc AGENCY's Name Typed

BY Signature

Wendy Tippett AGENCY's Signatory Name Typed

Executive Director AGENCY's Signatory Title Typed

APPROVED AS TO TERMS AND CONDITIONS

APPROVED AS TO FORM AND LEGAL SUFFICIENCY Assistant Courfly Attorney

Department of Community Services

By:

Channell Wilkins, Director

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EXHIBIT B1 SCHEDULE FOR PAYMENT AND UNITS OF SERVICES

Agency: Adopt-A-Family Service/Program: Rapid Re-Housing

Definition of a Unit of Service for Rapid Re- Housing Relocation & Stabilization	Number of Units of Service	Cost Per Unit of Service
A unit of service is defined as rapid re-housing services which encompasses staff utilization of cell phone, mileage, and case management and related services such as outreach and engagement, intake and assessment, program eligibility determination, development of housing and service plans, referral and linkage to housing placement, job placement assistance, legal assistance, credit repair and budgeting, mainstream resource referral and linkage, financial assistance, monitoring and evaluating program participant performance and data entry into CMIS	13,311.50	\$50
Mobilization- initial implementation of Rapid Re- Housing Program	1	\$154,140

Rapid Re-Housing Maximum Amount Authorized

<u>\$ 665,575</u>

\$154,140

Mobilization Maximum Amount Authorized

Leasing Deposits and Utility Maximum Amount Authorized <u>\$1,006,485</u>

Total Housing Relocation & Stabilization & Financial Assistance \$1, 826,200

Unit Cost expenses shall mean the actual expenses as authorized by the COUNTY pursuant to this contract, and reasonably incurred by Adopt-A-Family directly in connection with Adopt-A-Family's performance of its duties and Scope of Work pursuant to this Contract. Mobilization funds must be expended on Rapid Re-Housing eligible activities as defined by HUD. Any mobilization funds carried forward will be expended on Rapid Re-Housing participants. Reimbursement for leasing costs will be based on actual costs not to exceed current Fair Market Rent (FMR). Reimbursement for security and utility deposits will be based on actual costs. All expenditures and activities must be in compliance as set forth in Title XII American Recovery and Investment Act of 2009.

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