

3A-1

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

MEETING DATE: October 4, 2011 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 signature of the Chair on a Cooperative Agreement No. FF204K114023 (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, 2010 through June 30, 2011 in the total amount of \$219,670.

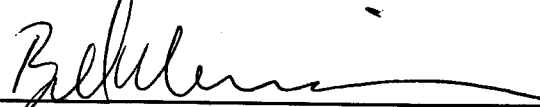
Summary: Execution of this contract was required prior to August 30, 2011 in order for OEO to meet HUD's FY 2011 federal funding deadlines. This Cooperative Agreement is in the amount of \$219,670 (\$178,170 - case processing; \$11,500 - training funds and \$30,000 - administrative costs). Countywide (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 2010-2011 contract, HUD will provide funds to OEO in the total amount of \$219,670.

Attachments:

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

Recommended by:  23 August 2011
Department Director Date

Approved by:  _____
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2012	2013	2014	2015	
Capital Expenditures	_____	_____	_____	_____	
Operating Costs					
External Revenues					
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	-0-	-0-	-0-	-0-	-0-
# ADDITIONAL FTE POSITIONS (Cumulative)	0	0	0	0	0

Is Item Included in Current Budget? Yes _____ No _____
 Budget Account No.: Fund _____ Agency _____ Org. _____ Object _____
 Reporting Category _____

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

X No impact on fiscal year 2012. The funds being received were for fiscal year 2011 and they were budgeted for in that year. This item is for ratification of Chair's signature. 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:

_____ *[Signature]* 8/25/11
 OFMB _____ Contract Administration
 8/24/11 8/25/11 cc [initials] 8-25-11

B. Legal Sufficiency:

[Signature] 8/29/11
 Assistant County Attorney

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: Cooperative Agreement. 2. Type of Action: Award. 3. Instrument Number: FF204K114023. 7. Name and Address of Recipient: Palm Beach County Office of Equal Opportunity. 8. HUD Administering Office: U.S. Department of HUD/FHEO. 14. Assistance Amount: HUD Amount this action \$219,670. 15. HUD Accounting and Appropriation Data: 8611/120144 (TIN)(L,11). 15b. Reservation number: FHEO-04-11-01.

16. Description

THE COOPERATIVE AGREEMENT FOR FAIR HOUSING ASSISTANCE PROGRAM (FHAP) FY 2011.

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

CASE PROCESSING: (07/01/10THRU 06/30/11) (78) \$169,670
CAUSE CASES (9) 8,500 (1 paid @ \$500 - previous FY Cause rate)
FY 2011 TRAINING FUNDS: 11,500 Approved as to terms & conditions
ADMINISTRATIVE COSTS (AC): 30,000

Handwritten signature of Pamela Guerrier

TOTAL CONTRACT AMOUNT: \$219,670 Pamela Guerrier, Director, OEO

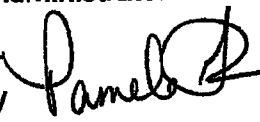
Order of Precedence: Notwithstanding any provision to the contrary, in the event of a conflict among any of the documents pertaining to the duties and responsibilities of the parties, the Statement of Work shall take precedence over the Schedule of Articles.

17. Recipient is required to sign and return four (4) copies of this document to the HUD Administering Office. 19. Recipient (By Name): Palm Beach County Office of Equal Opportunity. 20. HUD (By Name): Carlos Osegueda, FHEO Region IV Director. Signatures and titles for Karen T. Marcus and Carlos Osegueda.



INTEROFFICE MEMORANDUM

Office of Equal Opportunity
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West Palm Beach, FL 33401
(561) 355-4884
Fax: (561) 355-4932
www.pbcgov.com/equalopportunity

DATE: August 4, 2011
TO: Karen T. Marcus, Chairperson
Board of County Commissioners
THRU: Robert Weisman, County Administrator
FROM: Pamela Guerrier, Director
Office of Equal Opportunity 
RE: HUD FY 2011 Complaint Resolution Contract

**Palm Beach County
Board of County
Commissioners**

Karen T. Marcus, Chair
Shelley Vana, Vice Chair

Paulette Burdick

Steven L. Abrams

Burt Aaronson

Jess R. Santamaria

Priscilla A. Taylor

County Administrator

Robert Weisman

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 \$276,950 for processing and resolving dual-filed housing discrimination complaints. This revenue is for cases processed during the period July 1, 2010 thru June 30, 2011.

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 Chairman's signature at the October 4, 2011, BCC meeting.

If there are any questions concerning this request, or if additional information is needed, please contact me at 355-2558.

*"An Equal Opportunity
Affirmative Action Employer"*

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