Agenda Item #: 31-6

## PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

#### AGENDA ITEM SUMMARY

Meeting Date:	March 20, 2012	[X] Consent [ ] Ordinance	[ ] Regular [ ] Public Hearing
Department:	Department of Economic	Sustainability	

#### I. EXECUTIVE BRIEF

#### Motion and Title: Staff recommends motion to:

- A) Receive and File a Cooperative Agreement with the U.S. Department of Housing and Urban Development (HUD) for the Community Challenge Planning Grant (CCPG);
- B) Approve the creation of one (1) full-time position within the Department of Economic Sustainability (DES), a Special Projects Manager (Pay Grade 46), which will be grant funded; and
- **C) Approve** a Budget Amendment of \$1,980,504 in the HUD Community Challenge Planning Grant fund to recognize the grant revenue and establish the grant appropriation budget.

Summary: In accord with County PPM CW-0-051, all delegated contracts, agreements and grants must be submitted by the initiating Department as a Receive and File agenda item. The attached Cooperative Agreement has been fully executed on behalf of the Board of County Commissioners (Board) by the County Administrator in accordance with Agenda Item R2010-1338 approved by the Board on August 17, 2010. The Cooperative Agreement is now being submitted to the Board to receive and file. The Special Projects Manager performs technical and administrative work in connection with the implementation of grant funded activities undertaken by DES. The CCPG included a \$518,809 budget to cover three (3) years of program administration, salaries, benefits, and related costs associated with the position. The position will initially be funded from the CCPG and then from any other funds that become available at a future time. The position will terminate upon the exhaustion of available funds. The County's matching requirement will be met through in-kind contributions that include staff time and resources from the County and other partner agencies. (DES Contract Development) District 6 (DW)

Background and Justification: The Special Projects Manager's responsibilities under the CCPG include: i) ensuring that partner County departments, the Treasure Coast Regional Planning Council and outside consultants working on the development of a master plan for the Glades Region comply with all Federal and County requirements; ii) negotiating a cooperative agreement and finalizing the scope of work for DES, its partners and consultants with HUD; iii) preparing and monitoring memoranda of agreement and contracts with all partners and partners' consultants; iv) reviewing and approving all invoices and back-up deliverables/milestone reports; tracking County grant expenditures and grant draw-downs from HUD; v) implementing a multimedia educational program for public outreach; and vi) identifying future funding and grant opportunities to implement infrastructure improvements identified through the master planning process for the Glades Region.

#### Attachments:

1. Cooperative Agreement with the U.S. Department of Housing and Urban Development						
2. Budget Amendment						
3. Budget Availabil	ity Statements (2)					
Recommended By:	Edward W. Jonny	3/8/2012				
- '	Department Director	Date				
Approved By:	Patty Hille Ja	3/19/12				
	Assistant County Admin/strator	Date				

#### II. FISCAL IMPACT ANALYSIS

**Five Year Summary of Fiscal Impact: Fiscal Years** 2016 2012 2013 2014 2015 Capital Expenditures 5,112,789 **Operating Costs** (1,980,504) External Revenues In-Kind Match (External 2,075,000 In-Kind Match (County) 1,057,285 NET FISCAL IMPACT # ADDITIONAL FTE -1-POSITIONS (Cumulative) is Item Included in Current Budget? Yes \_\_\_\_\_ **Budget Account No.:** Fund \_\_\_\_\_Dept \_\_\_\_ Unit \_\_\_\_ Object \_\_\_\_Program Code/Period \_\_ В. Recommended Sources of Funds/Summary of Fiscal Impact: Approval of this agenda item will appropriate \$1,980,504 to the County for the CCPG and will appropriate \$94,317 from the CCPG for salary and benefits for this position for the first year. Florida Crystals \$1,000,000; Workforce Alliance \$1,000,000; Treasure Coast Regional Planning In-kind match: Council \$75,000; PBC-Water Utilities \$102,000, 4001-720-2323-1201; PBC-Engineering \$55,504, 1201-360-3220-various; and PBC-DES \$899,781, 1101-143-1431-BG85E, BG48B, BG58, BG104, BG85A, BG43AD/GY11. C. Departmental Fiscal Review: Shairette Major, Fiscal Manager I **III. REVIEW COMMENTS OFMB Fiscal and/or Contract Development and Control Comments:** The program period is from 2/15/12 to 2/14/15. The matching requirement for this grant is \$3,132,285 (61.3% of the Program cost or 158.2% of the award amount) The approved HUD Budget shows that match will be met with \$3,132,285 from contracts and not staff time as indicated in the Summary. Department will attempt to reconcile this matter with the funding agency. The Net Fiscal impact is included in the current County budget and will not be an increase in costs to the County. Denial of this item would not decrease the expenses of the County. **OFMB** Contract Development and B. Legal Sufficiency: C. Other Department Review: **Department Director** 

#### Assistance Award/Amendment

## U.S. Department of Housing and Urban Development

		Office	of Administration			
Assistance Instrument	r,		2. Type of Action			
Cooperative Agreement	Grant		Award Amendmer	ıt .		
3. Instrument Number	4. Amendment	Number	5. Effective Date of this Action	6. Control Num	ber	
CCPFL0049-11	1		February 15, 2012			
7. Name and Address of Recipient Palm Beach County			8. HUD Administering Office			
Department of Economic Su	stainability		HUD, Office of Sustainable H	ousing and Com	munities	
100 Australian Avenue, Suit			451 Seventh Street, S.W., Room	m 10180		
West Palm Beach, Florida 3	3506		Washington, DC 20410		*	
Phone: 561-233-3600			8a. Name of Administrator	8b. Telephone N	Number	
Fax: 561-656-7547			J. Malcom Smith	202-402-647		
10. Recipient Project Manager				1		
Pamela Nolan, Economic Develop	nent Specialist, PH 561	-233-3678	9. HUD Government Technical Representative			
Carol Thmpson, Project Manager,	PH 561-233-3674		Amit Sarin, Amit.Sarin@hud.gov			
	12. Payment Method		13. HUD Payment Office			
Cost Reimbursement	Treasury Check I	Reimbursement	1	nistrative Accou	nting Division	
Cost Sharing Fixed Price	Advance Check	:1	CFO Accounting Center Administrative Accounting Division, 6AFF, P.O. Box 901013, Fort Worth, TX 76101			
14. Assistance Amount	Automated Clear	ingnouse				
	** **		<ul><li>15. HUD Accounting and Appropriate</li><li>15a. Appropriation Number</li></ul>	on Data 15b. Reservatio		
Previous HUD Amount	\$0.00	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	, ,	130. Reservatio	n number	
HUD Amount this action	\$1,980,504.	00	861/30162	CCPFL0049	9-11	
Total HUD Amount	\$1,980,504.	00	Amount Previously Obligated	\$1,980,	504.00	
Recipient Amount	\$3,132,285	.00	Obligation by this action	\$0.00		
Total Instrument Amount	\$5,112,789.	00	Total Obligation	\$1,980,	504.00	
16. Description						
Employer Identification N	umber: 59-600078	5	Program Code: CCl	2		
deliverables, tasks, period of certifies that all administrative the period of performance. At the period of performance at the period of performance at the period of	performance, terms re and financial production of the following, som 0-1044 Continuation and Condition tal Budget Summar (See HUD 1044 Confodel (Tasks within 17, A-133 and A-102 to Housing and Com	and conditions, here visions of this instrum- need or stated, are ag e of which are incorpo- n Sheet(s) is y tinuation Sheet) Work Plan are conside, which is incorporate munities (OSHC) Pr		or referenced. The in compliance for	ne Recipient r the duration of	
Period of Performance is 36 :	months from Februa d to sign and return t	-	ary 14, 2015.  18. Recipient is not require	d to sign this door	ıment	
	the HUD Administer	, , ,	10. Mechient is not require	a w sign uns doct	MIIVIII.	
19. Recipient (By Name)			20. HUD (By Name)			
Mrs. Shannon LaRocque			J. Malcom Smith	TA		
Signature & Title		Date (mm/dd/yyyy)	Signature & Title		Date (mm/dd/yyyy)	
Shann Qo	B.	2/2/12	Jal Malcon Douth	offices	02/08/2012	
ASSISTANT ROU	NA ADMI	NISTRATOR			form HUD-1044 (8/90) ref. Handbook 2210.17	

#### **HUD CONTINUATION SHEET**

Instrument No: CCPFL0049-11

#### 1. BUDGET

	HUD Amount	Match /Leverage Amount	Total
Dîrect Labor	\$350,409.00	\$0.00	\$350,409.00
Fringe Benefits	\$121,401.00	\$0.00	\$121,401.00
Travel	\$17,952.00	\$0.00	\$17,952.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies/Materials	\$12,089.00	\$0.00	\$12,089.00
Consultants	\$0.00	\$0.00	\$0.00
Contracts	\$1,461,695.00	\$3,132,285.00	\$4,593,980.00
Construction	\$0.00	\$0.00	\$0.00
Other Direct Cost	\$16,958.00	\$0.00	\$16,958.00
Indirect Cost	\$0.00	\$0.00	\$0.00
Total	\$1,980,504.00	\$3,132,285.00	\$5,112,789.00

If the grantee's match/leverage contribution is less than \$3,132,285.00 the Government reserves the right to negotiate new line items and/or amounts to satisfy the grantee's requirement or to reduce the Government's share proportionally. The grantee shall notify HUD at any time it believes it will not meet its match requirement. In addition, the grantee shall obtain HUD approval regarding any changes concerning the intended use of matching funds. If the grantee exceeds the dollar amount shown above, there will be no impact on the Federal share.

#### 2. AMOUNT OF COST SHARE

The estimated cost for the performance of this grant is \$5,112,789.00. HUD shall not be obligated to reimburse the Palm Beach County in excess of \$1,980,504.00. The Grantee agrees to bear without reimbursement from HUD \$3,132,285.00 of the total costs. However, in the event that the Grantee incurs cost in excess of the total estimated project cost of \$5,112,789.00; all such excess costs shall be borne entirely by the Grantee.

#### 3. KEY PERSONNEL

The personnel specified below are considered to be essential to the work being performed hereunder:

Name	Title	% of time on the grant
Beverley Reid	Fiscal Manager	25%
Pamela Nolan	EDO Specialist	75%
Carol Thompson	EDO Specialist (Coordinator)	75%

#### 4. SUBSTANTIAL INVOLVEMENT

HUD's Office of Sustainable Housing and Communities will work in partnership with its grantees to advance the program objectives of the grant program. The Cooperative Agreement allows for substantial involvement of HUD staff to enhance the performance of the grantee in the completion of their deliverables.

Anticipated substantial involvement by HUD staff may include, but will not be limited to: Studies and Reports

- Review potential amendment recommendations to the study design and/or Workplan.
- Review and provide recommendations in response to semi-annual progress reports (e.g., amendments to study design based on preliminary results).
- Review and provide recommendations on the final report/study, including final interpretation of study results.

#### **HUD CONTINUATION SHEET**

Instrument No: CCPFL0049-11

#### Approvals and Reviews

- Authority to halt activity if specifications or work statements are not met;
- Review and approval of one stage of work before another can begin;
- Review and approval of substantive provisions of proposed sub-grants or contracts beyond existing Federal policy;
- Approval of workplan adjustments based on changing conditions and needs documented in the cohort targeted for capacity building.
- Review and approval of key personnel

#### Participation and Monitoring

- Monitoring to permit specified kinds of direction or redirection of the work because of interrelationships with other projects;
- HUD and recipient collaboration or joint participation;
- Implementing HUD requirements which limit recipient discretion;
- Coordination of complementary activities from respective capacity building intermediaries, including determining if workplans require adjustments based on changing conditions;
- Where appropriate substantial, direct HUD operational involvement or participation during the assisted activity.

#### 5. INDIRECT COSTS/PROVISIONAL RATE

N/A

#### 6. AUDIT INFORMATION

The Palm Beach County Board of County Commissioners submitted an audit report conducted by the McGladrey & Pullen, LLP for the year ending September 30, 2010. The audit report attests to the Palm Beach County Board of County Commissioners' practice of generally accepted accounting principles and compliance with laws and regulations relating to government auditing standards. The internal control structure has been reviewed in accordance with OMB Circular A-133 and found to be in compliance with requirements that are applicable to certain of its major federal programs.

#### 7. REPORTS AND DELIVERABLES

#### Reports:

- 1. Bi-Annual Reporting.
- Additional Reporting Requirements: Additional reporting requirements as outlined in the NOFA (FR-5500-N-33), FY11 HUD General Section (FR-5500-N-01) and 24 CFR 85.40.

#### List of Deliverables:

- 1. Final Workplan 60 calendar days after effective date.
- 2. Logic Model 60 calendar days after the effective date.
- 3. Master Plan for the Glades Region

#### 8. SPECIAL CONDITIONS

N/A

### BOARD OF COUNTY COMMISSIONERS PALM BEACH COUNTY, FLORIDA

BGEX-764-BGRV-764-

#### BUDGET AMENDMENT

FUND 1542 HUD Community Challenge Planning Grant

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE		ENCUMBERED 3 AS OF 3/8/2012	REMAINING BALANCE
REVENUES								
764-2302-3139	Federal Grant Other Phys Environ	^	^	1 000 401	•			
Total Receipts and Balance	· · · · · · · · · · · · · · · · · · ·	0	0	1,980,504	0	1,980,504		
-	ava ·	U	U	1,980,504	0	1,980,504		
<b>EXPENDITURES</b>							•	
363-R046-6505	Design, Engineering and Mangement - Cl	0	0	144,151	0	144,151	0	144,151
542-5540-1080	Personal Services Indirect	0	0	9,144	0	9,144	0	9,144
542-5540-3401	Other Contractual Services	0	0	75,000	0	75,000	0	75,000
600-6105-1080	Personal Services Indirect	0	0	104,732	0	104,732	0	104,732
600-6105-3401	Other Contractual Services	0	0	30,084	0	30,084	0	30,084
600-6105-4001	Travel and Per Diem	0	0	398	0	398	0	398
600-6105-4205	Postage	0	0	2,275	0	2,275	0	2,275
600-6105-4945	Advertising	0	0	500	. 0	500	0	500
600-6105-4946	Legal Advertising	0	0	1,500	0	1,500	0	1,500
600-6105-5101	Office Supplies	0	0	2,925	0	2,925	0	2,925
600-6207-1080	Personal Services Indirect	0	0	105,906	0	105,906	0	105,906
500-6207-3401	Other Contractual Services	0	0	30,084	0	30,084	0	30,084
Juv-6207-4001	Travel and Per Diem	0	0	398	. 0	398	0	398
500-6207-4205	Postage	0	0	2,275	0	2,275	0	2,275
600-6207-4945	Advertising	0	0	500	0	500	0	500
500-6207-4946	Legal Advertising	0	0	1,500	0	1,500	0	1,500
600-6207-5101	Office Supplies	0	0	2,925	0	2,925	0	2,925
720-IGUA-3401	Other Contractual Services	0	0	600,000	0	600,000	0	600,000
/64-2102-1080	Personal Services Indirect	0	0	135,163	0	135,163	0	135,163
764-2102-1201	Salaries & Wages Regular	0	0	175,637	0	175,637	0	175,637
64-2102-1301	Salaries & Wages Non-Frs. Employees	0	0	20,800	0	20,800	0	20,800
764-2102-2101	FICA-Taxes	. 0	0	20,559	0	20,559	0	20,559
764-2102-2105	FICA-Medicare	0	0	4,808	0.	4,808	0	4,808
64-2102-2201	Retirement Contributions-FRS	0	0	35,376	0	35,376	0	35,376
64-2102-2301	Insurance-Life & Health	0	0	83,616	0	83,616	0	83,616
64-2102-3161	Audio/Visual Services Channel 20	0	0	16,729	. 0	16,729	0	16,729
64-2102-4001	Travel and Per Diem	0	0	972	0	972	o o	972
64-2102-4007	Travel-Mileage	0	. 0	9,160	0	9,160	0	9,160
64-2102-4703	Graphics Charges	0	0	5,021	0	5,021	0	5,021
64-2102-4941	Registration Fees	0	0	2,100	0	2,100	0	2,100
64-2102-5101	Office Supplies	0	0	6,368	0	6,368	0	6,368
764-2102-6405	Data Processing Equipment	0	0	2,500	0	2,500	0	2,500
764-2301-8201	Contributions-Non-Governmental Agenci	0	. 0	347,398	0	347,398	0	347,398
Total Appropriations & Ex	<del></del>	0	0	1,980,504	0	1,980,504	. •	577,576
		•	•	1,700,504	•	1,200,004		

DEPARTMENT OF ECONOMIC SUSTAINABILITY

INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval
OFMB Department - Posted

Signatures & Dates
Mund W. Jonny 3/6

By Board of County Commissioners At Meeting of:

March 20, 2012

Deputy Clerk to the Board of County Commissioners



## INTEROFFICE COMMUNICATION PALM BEACH COUNTY BUDGET AVAILABILITY STATEMENT

March 16, 2012

TO: Shairette Major, Fiscal Manager

Department of Economic Sustainability

FROM: Alexis T. Willhite, Director

Administrative Services

RE: Community Challenge Planning Grant

Project # 2003507

Grant Match Dollars \$55,504.00

BOARD MEETING DATE: March 20, 2012

FISCAL IMPACT LOCATION: F:\COMMON\WP\AgendaPage2\ N/A

FUNDING STATUS: FULLY FUNDED

Is Item Included in Current Budget? Yes X No

Budget Account No:

Fund 1201 Dept 360 Unit 3220 Object Various

Recommended Sources of Funds/Summary of Fiscal Impact:

County Transportation Trust Fund Traffic Engineering & Operations

 Personnel Costs
 \$26,365.00

 Fringe Benefits
 \$7,646.00

 Mileage Costs
 \$613.00

 Consultant Costs
 \$20,880.00

 Total Match
 \$55,504.00

This BAS is valid for up to minety days from its date of issuance. F:\ADM\_SER\WP50\BAS\bas12\des.doc

Attachment # \_\_\_\_ 3

# INTEROFFICE COMMUNICATION PALM BEACH COUNTY WATER UTILITIES DEPARTMENT BUDGET AVAILABILITY STATEMENT

DATE:

March 17, 2012

TO:

Shairette Major, Fiscal Manager I

Office of Economic Sustainability

FROM:

Guy Eggertsson, Fiscal Manager 1

Water Utilities Department

RE:

WUD's share of In-kind services for U. S. Department of Housing and Urban

Development for the Community Challenge Grant

#### FISCAL IMPACT ANALYSIS:

Summary of Fiscal Impact:

Is item included in current budget? Yes X No \_\_\_\_\_ Budget Account Number:

Fund	Agency	Organization	Object	Amount
4001	720	2323	1201	\$102,000.00
	·			

Source of Funds: Water Utility User Fees