

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: August 14, 2018	<input checked="" type="checkbox"/> [ X ]	Consent	<input type="checkbox"/> [ ]	Regular
	<input type="checkbox"/> [ ]	Ordinance	<input type="checkbox"/> [ ]	Public Hearing

Department  
Submitted By: Community Services  
Submitted For: Division of Human and Veteran Services

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I. EXECUTIVE BRIEF

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


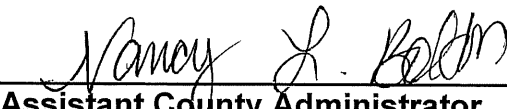
- A) receive and file** funding allocation notification for Phase 35 of the Emergency Food and Shelter Program, for the period February 1, 2018, through January 31, 2019, in an amount not to exceed \$240,000, for the provision of rental payments to assist individuals and families in crisis; and
- B) approve** Budget Amendment of \$240,000 in the Human Services Division General Fund to align the budget with the actual grant award.

**Summary:** The Emergency Food and Shelter Program (EFSP) is a restricted federal grant. On June 6, 2018, EFSP announced allocations for the Phase 35 award to Palm Beach County. The award is administered locally by the United Way of Palm Beach County, Inc. and consists of funding for rental assistance in the amount of \$240,000. On June 19, 2018, the Board of County Commissioners ratified the Mayor’s signature on the Phase 35 EFSP application (R2018-0891). In accordance with County PPM CW-O-051, all delegated contracts, agreements, and grants must be submitted by the initiating Department as a receive and file agenda item. The budget amendment is necessary to align the County budget with the actual grant award. **No County match is required.** (Division of Human and Veteran Services) Countywide (HH)

**Background and Justification:** The Human Services Division staff are trained by EFSP representatives and are required to follow the EFSP Manual and specific program requirements of the EFSP National Board and the Federal government. The Division of Human and Veteran Services has been awarded EFSP funds annually since 1995.

- Attachments:**
- 1. Funding Allocation Notification
  - 2. Budget Amendment

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Recommended By:		8/11/18
	Department Director	Date
Approved By:		8/10/18
	Assistant County Administrator	Date

## II. FISCAL IMPACT ANALYSIS

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

Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures					
Operating Costs	160,000	80,000			
External Revenue	(160,000)	(80,000)			
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	0				

# ADDITIONAL FTE POSITIONS (Cumulative)					
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Is Item Included In Current Budget? Yes X No \_\_\_\_\_

Does this item include the use of federal funds? Yes X No \_\_\_\_\_

Budget Account No.:  
Fund 0001 Dept. 148 Unit 1345 Object 8301 Program Code FM28 Program Period GY17



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


Funding source is Federal Emergency Food and Shelter National Board Program

C. Departmental Fiscal Review: Julie Dowe, Director, Financial & Support Services

### III. REVIEW COMMENTS

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



  
 OFMB <sup>7/26</sup>

D. J. Dawkins 8/9/18  
Contract Development and Control  
8/8/18 

**B. Legal Sufficiency:**

Delene C. Hagedorn  
Assistant County Attorney

**C. Other Department Review:**

Department Director

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

Emergency Food & Shelter Program  
477 South Rosemary Avenue, Suite 230  
West Palm Beach, FL 33401  
561-375-6630

June 6, 2018

Georgiana Devine  
PBC Division of Human Services/BOCC  
810 Datura Street, Suite #350  
West Palm Beach, FL 33401

Dear Ms. Devine:

It gives me great pleasure to announce that the local board for the Emergency Food and Shelter Program (EFSP) has voted to allocate **\$240,000** to your organization for Phase 35. These funds are effective from February 1, 2018 through January 31, 2019. By accepting the award your organization agrees to accept referrals from other agencies. Remember, all Phase 35 allocated funds must be spent prior to January 31, 2019. The national EFSP office will release first payments to all Local Recipient Organizations (LRO) once all documentation for Phase 35 has been received from the EFSP Local Board. You have been awarded funds in the following categories:

**Rent/Mortgage**

**\$ 240,000**

**RSVP for the Mandatory Orientation Breakfast**

**On behalf of the Palm Beach County's Local EFSP Board, I am pleased to invite you to a working breakfast on Thursday, June 14<sup>th</sup>, 2018 from 8:30am to 11:00am.** This breakfast will serve as the mandatory orientation for **ALL** Phase 35 recipients. The breakfast will be held at United Way of Palm Beach County, 477 South Rosemary Avenue, Suite 230, West Palm Beach, FL 33401.

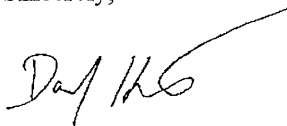
**The National Board requires that each LRO send a staff person responsible for allocating funds for clients to this orientation, including the staff person responsible for completing any required reports.** For those organizations with multiple service centers, the Board requires that a staff member from each service center attend. Please **RSVP** with the names of those attending the breakfast/orientation by e-mailing the names of the participants and the agency/service center to [TamaraWorley@UnitedWayPBC.org](mailto:TamaraWorley@UnitedWayPBC.org).

**Important Notices:**

- All client services are to be **entered into CMIS prior to the distribution of funds**
- Confirm with your bank to ensure that the account previously provided to the National Board is open for receipt of funds for EFT

Thank you for your cooperation. If you have any questions, please do not hesitate to call either Tamara Worley (561) 375-6630, or Donna Quinlan (561) 375-6671 at United Way of Palm Beach County.

Sincerely,



Daryl Houston, Community Foundation for Palm Beach and Martin Counties  
Chair, EFSP Local Board, Palm Beach County

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET AMENDMENT

Page 1 of 1

BGEX - 148 - 0612180000000001473  
BGRV - 148 - 0612180000000000420

## FUND (0001) - General Fund

Use this form to provide budget for items not anticipated in the budget.

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	EXPENDED/ ADJUSTED BUDGET AS OF 06/12/2018	ENCUMBERED	REMAINING BALANCE
REVENUE								
148 1345 3168	Fed Grnt Indirect-Human Servcs	291,427	294,000	240,000	0	534,000		
Total Revenue		1,304,996,516	1,335,735,267	240,000	0	1,335,975,267		
EXPENDITURE								
148 1345 8301	Contributions for Individuals	291,427	294,000	240,000	0	534,000	0	
Total Expenditures		1,304,996,516	1,335,735,267	240,000	0	1,335,975,267	0	1,335,975,267

Signatures

Date

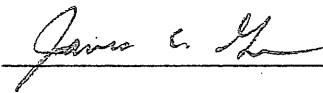
By Board of County Commissioners  
At Meeting on August 14, 2018

COMMUNITY SERVICES

INITIATING DEPARTMENT/DIVISION James Green

Administration/Budget Department Approval

OFMB Department - Posted

 7/25/18

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Deputy Clerk to the  
Board of County Commissioners