

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: September 10, 2019 Consent Regular
 Ordinance Public Hearing

Department

Submitted By: Community Services

Submitted For: Division of Human and Veteran Services

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

A) receive and file funding allocation notification for Phase 36 of the Emergency Food and Shelter Program (EFSP), for the period February 1, 2019 through January 31, 2020, in an amount not to exceed \$209,849, for the provision of rental payments to assist individuals and families in crisis; and

B) approve a budget amendment of \$118,322 in the Human Services Division General Fund to align the budget with the actual grant award.

Summary: The EFSP is a restricted federal grant. 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 \$209,849. On January 15, 2019, the Board of County Commissioners (BCC) ratified the Mayor's signature on the Phase 36 EFSP application (R2019-0027). On June 19, 2019, EFSP announced allocations for the Phase 36 EFSP Award to Palm Beach County. The funds will be used for homeless prevention services by providing rental assistance for past due rental payments. In 2017, Phase 33 expended 100% of the \$291,427 award and served 375 individuals. In 2018, Phase 34 expended 100% of the \$295,000 award and served 396 individuals. In 2019, Phase 35 expended 100% of the \$240,000 award and served 298 individuals. 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.** (Human Services) Countywide (HH)

Background and Justification: This receive and file item is being submitted in accordance with Countywide PPM No. CW-0-051 to allow the Clerk's Office to note and receive the allocation. 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 Human Services Division has been awarded EFSP funds annually since 1995.

Attachments:

- 1. Funding Allocation Notification
- 2. Budget Amendment

Recommended By: James E. Lee 8/07/19
Department Director Date

Approved By: Nancy L. Bolden 9/9/19
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:


Fiscal Years	2019	2020	2021	2022	2023
Capital Expenditures					
Operating Costs	209,849				
External Revenue	(209,849)				
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 Var. Program Period GY18

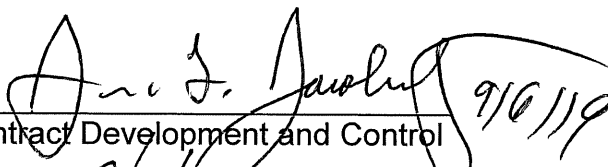
B. Recommended Sources of Funds/Summary of Fiscal Impact:
 Funding source is the Federal Emergency Food and Shelter National Board Program. No County match is required for these funds.

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

III. REVIEW COMMENTS

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

 8/30/19
 OFMB ^{EB} 8/28 9/29

 9/6/19
 Contract Development and Control 9/6/19

B. Legal Sufficiency:

 9-9-19
 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 19, 2019

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

Dear Ms. Bostick:

It gives me great pleasure to announce that the local board for the Emergency Food and Shelter Program (EFSP) has voted to allocate **\$209,849** to your organization for Phase 36. These funds are effective from February 1, 2019 through January 31, 2020. By accepting the award your organization agrees to accept referrals from other agencies. Remember, all Phase 36 allocated funds must be spent prior to January 31, 2020. The national EFSP office will release first payments to all Local Recipient Organizations (LRO) once all documentation for Phase 36 has been received from the EFSP Local Board. You have been awarded funds in the following categories:

Rent/Mortgage **\$ 209,849**

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 Tuesday, August 13th, 2019 from 8:30am to 11:00am. This breakfast will serve as the mandatory orientation for **ALL** Phase 36 recipients. The breakfast will be held at United Way of Palm Beach County, 477 South Rosemary Avenue, Suite 230, West Palm Beach, FL 33401.

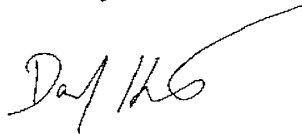
The National Board requires that each LRO send a staff person responsible for allocating funds for clients to this orientation, including the staff person responsible for completing any required reports. For those organizations with multiple service centers, the Board **requires** that a staff member 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.

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
- **All LROs are required to e-sign the Local Recipient Organization Certification form via DocuSign.** To access the form, login to your account at www.efsp.unitedway.org.

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

BGEX - 148 - 0724190000000001693
BGRV - 148 - 0724190000000000514

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	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 07/24/2019	REMAINING BALANCE
REVENUE								
148 1345 3168	Fed Grnt Indirect-Human Servcs	295,000	331,527	118,322	0	449,849		
Total Revenue		1,404,865,328	1,447,663,189	118,322	0	1,447,781,511		
EXPENDITURE								
148 1345 8301	Contributions For Individual	295,000	295,000	118,322		413,322	203,473	209,849
Total Expenditures		1,404,865,328	1,447,663,189	118,322	0	1,447,781,511	203,473	1,447,578,038

COMMUNITY SERVICES
INITIATING DEPARTMENT/DIVISION James Green
Administration/Budget Department Approval
OFMB Department - Posted

Signatures _____ Date _____
James E. Green 8/27/19

By Board of County Commissioners
At Meeting on September 10, 2019

Deputy Clerk to the
Board of County Commissioners