

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

MEETING DATE: October 08, 2019 ☒ 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:

A) Ratify the Vice Mayor's signature on Cooperative Agreement No. FF204K194023 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 July 1, 2018 through June 30, 2019 in the total amount of \$283,300; and

B) Approve a Budget Amendment in the General Fund (Fund 0001) in the amount of \$16,700 to recognize the decreased award amount from \$300,000 to \$283,300.

Summary: In order for OEO to receive revenue from HUD for processing and resolving housing discrimination complaints, execution of Cooperative Agreement No. FF204K194023 was required prior to August 30, 2019 to meet HUD's FY 2019 federal funding deadlines. The emergency signature process was utilized because there was insufficient time to meet the application deadline under the regular agenda process. The Agreement final award amount of \$283,300 represents a \$16,700 decrease over the budgeted \$300,000, and includes \$191,900 for 75 cases processed for the period July 1, 2018 through June 30, 2019; \$10,000 for a post-cause supplement; \$26,400 for training funds; and \$55,000 for administrative costs. Board ratification of the Vice Mayor's signature will ensure the receipt of revenue under this Agreement. Countywide (DO)

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 2018-2019 contract, HUD will provide funds to OEO in the total amount of \$283,300.

Attachments:

1. Cooperative Agreement (HUD Form 1044)
2. Memorandum from Director, OEO to Mayor, BCC
3. Budget Amendment

Recommended by: _____

Department Director

Date

23 September 2019

Approved by: _____

Assistant County Administrator

Date

10/2/19

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2019	2020	2021	2022
Capital Expenditures	_____	_____	_____	_____
Operating Costs	<u>719,870</u>	_____	_____	_____
External Revenues	<u>(283,300)</u>	_____	_____	_____
Program Income (County)	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____
NET FISCAL IMPACT	<u>436,570</u>	_____	_____	_____
# ADDITIONAL FTE				
POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Is Item Included in Current Budget? Yes X No _____

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

Budget Account No.:

Revenues: Fund 0001 Agency 400 Org. 4130 Object 3169

Expenses: Fund 0001 Agency 400 Org. 4130 Object 1201

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

These funds are to be paid to the County by the U.S. Department of Housing and Urban Development for Fair Housing activities. The funds being received are to reimburse for fiscal year 2019 expenses and they were budgeted in that year. The budget amendment will recognize the actual award in funding by decreasing the budget by \$16,700. Due to vacant positions, lapsed salaries are available and will be utilized to absorb the difference in projected and actual funding. Because funds are appropriated annually by HUD, revenue for future years are indeterminable at this time.

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

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

[Signature] 9/26/19
OFMB DC 9/23/19

[Signature] 9/27/19
Contract Administration

B. Legal Sufficiency:

[Signature]
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 AdministrationPALM BEACH COUNTY
OFFICE OF
EQUAL OPPORTUNITY

19 AUG 23 PM 1:56

1. Assistance Instrument <input checked="" type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Grant		2. Type of Action <input checked="" type="checkbox"/> Award <input type="checkbox"/> Amendment	
3. Instrument Number FF204K194023	4. Amendment Number	6. Control Number TIN: 59-6000785	
7. Name and Address of Recipient Palm Beach County Office of Equal Opportunity 301 N. Olive Avenue, 10 th Floor West Palm Beach, Florida 33401 DUNS# 078470481		8. HUD Administering Office U.S. Department of HUD/FHEO Five Points Plaza, 40 Marietta Street., NW Atlanta, GA 30303	
10. Recipient Project Manager Pamela Guerrier, Executive Director		8a. Name of Administrator Carlos Osegueda	8b. Telephone Number 678-732-2905
11. Assistance Arrangement <input type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input checked="" type="checkbox"/> Fixed Price		9. HUD Government Technical Representative Vicki A. Ray	
12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input checked="" type="checkbox"/> Automated Clearinghouse		13. HUD Payment Office Fort Worth Field Accounting P. O. Box 2905 Ft. Worth, TX 76113-2905	
14. Assistance Amount		15. HUD Accounting and Appropriation Data	
Previous HUD Amount \$0.00		15a. Appropriation Number 8619/200144 (9,19)	15b. Reservation number FHEO-04-19-02
HUD Amount this action \$283,300.00		Amount Previously Obligated \$0.00	
Total HUD Amount \$283,300.00		Obligation by this action \$283,300.00	
Recipient Amount \$0.00		Total Obligation \$283,300.00	
Total Instrument Amount \$283,300.00			

16. Description



This instrument authorizes the following funds to be obligated to the Agency.

Fund Code	Description	Amount Obligated in this Action
TIN	Case Processing (Carryover Funds)	\$0.00
TIN	Case Processing (Current Funds)	\$191,900.00
TIN	Post-Cause Supplement (Carryover)	\$0.00
TIN	Post-Cause Supplement (Current Funds)	\$10,000.00
ADC	Administrative Costs	\$55,000.00
TRG	Training	\$26,400.00
PA1	Partnership	\$0.00
SEE	Special Enforcement Effort	\$0.00
	Total	\$283,300.00

The Cooperative Agreement/Amendment is comprised of the following documents:

1. Cover Page – HUD-1044
2. 2019 Contributions Agreement
3. Appendix A: FY2019 Statement of Work
4. Attachment A: FY2019 Criteria for Processing
5. Attachment B: FY2019 Standards for Timeliness
6. Attachment C: Payment Amounts for FHAP Case Processing
7. Attachment D: eLOCCS Security Procedures

The performance period for this Agreement begins October 1, 2018 and ends September 30, 2019. The funds obligated by this instrument expire on September 30, 2024. The recipient must comply with all rules and regulations in accordance with the Fair Housing Assistance Program regulations (24 CFR § 115), the Memorandum of Understanding between the Recipient and HUD (including all subsequent addenda), and the FY2019 FHAP Guidance.

17. <input checked="" type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office		18. <input type="checkbox"/> Recipient is not required to sign this document.	
19. Recipient (By Name) Mack Bernard, Mayor Dave Kerner - Vice Mayor Palm Beach County, Board of County Commissioners		20. HUD (By Name) Carlos Osegueda, FHEO Region IV Director/CAO	
Signature & Title	Date (mm/dd/yyyy)	Signature & Title	Date (mm/dd/yyyy)
	08/28/2019		9/3/19

form HUD-1044 (8/90)

ref. Handbook 2210.17

Approved as to terms and conditions

Pamela Guerrier, Director
Office of Equal Opportunity

Approved as to form and legal sufficiency

County Attorney

Assistance Award/Amendment

U.S. Department of Housing and
Urban Development
Office of AdministrationPALM BEACH COUNTY
OFFICE OF
EQUAL OPPORTUNITY

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form HUD-1044 (8/90)

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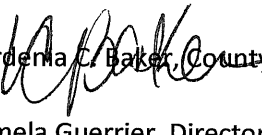
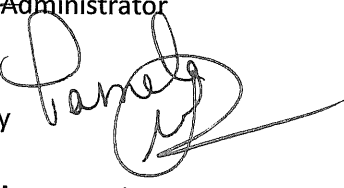
Office of Equal Opportunity
301 N. Olive Avenue, 10th Floor
West Palm Beach, FL 33401
(561) 355-4884
Fax: (561) 355-4932
www.pbcgov.com/equalopportunity

**Palm Beach County
Board of County
Commissioners**

Mack Bernard, Mayor
Dave Kerner, Vice Mayor
Hal R. Valeche
Gregg K. Weiss
Robert S. Weinroth
Mary Lou Berger
Melissa McKinlay

County Administrator

Verdenia C. Baker

DATE: 26 August 2019
TO: Mack Bernard, Mayor
Board of County Commissioners
THRU:  Verdenia C. Baker, County Administrator
FROM: Pamela Guerrier, Director 
Office of Equal Opportunity
RE: HUD FY 2019 Cooperative Agreement

The U.S. Department of Housing and Urban Development (HUD), Office of Fair Housing and Equal Opportunity, has awarded the Office of Equal Opportunity (OEO) a total of \$283,300.00 for processing and resolving dual-filed housing discrimination complaints. This revenue is for cases processed during the period of July 1, 2018 through June 30, 2019.

In order for OEO to receive this revenue, the agreement 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 HUD's deadline may be met.

It is requested that the attached HUD cooperative agreement (HUD Form 1044) be signed by the Mayor of the Board of County Commissioners so that it can be forwarded to HUD via overnight mail. Enclosed for signature are three (3) copies of the 1044. HUD requires three (3) originals.

OEO has prepared an agenda item to present this agreement to the Board for ratification of the Mayor's signature at the October 8, 2019 BCC meeting.

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

cc: Nancy L. Bolton, Assistant County Administrator 
David R.F. Ottey, Chief Assistant County Attorney


"An Equal Opportunity
Affirmative Action Employer"

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

BGRV 400 090619*0529
BGEX 400 090619*1835*

FUND 0001 - General Fund - Office of Equal Opportunity (OEO)

ACCT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED 09/06/19	REMAINING BALANCE
REVENUES:								
0001-400-4130-3169	Fed Grnt Other Human Services	300,000	300,000	0	16,700	283,300		
	Total Receipts and Balances	1,404,865,328	1,448,258,718	0	16,700	1,448,242,018		
APPROPRIATIONS & EXPENDITURES								
0001-400-4130-1201	Sal & Wages Non-Frs Employees	436,693	436,693	0	16,700	419,993	393,223	26,770
	TOTAL APPROPRIATIONS & EXPENDITURES	1,404,865,328	1,448,258,718	0	16,700	1,448,242,018		

<div>Office of Equal Opportunity</div> <div>INITIATING DEPARTMENT/DIVISION</div> <div>Administration/Budget Department Approval</div> <div>OFMB Department - Posted</div>	<div>Signatures</div> <div></div> <div></div> <div></div>	<div>Date</div> <div>23 September 2019</div> <div></div> <div></div>	<div>By Board of County Commissioners</div> <div>At Meeting of 10/8/19</div> <div></div> <div>Deputy Clerk to the</div> <div>Board of County Commissioners</div>
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