			3A1.
Agenda	Item	No.	JACO

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

MEETING DATE: June 16, 2020 [X] 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) approve Cooperative Agreement No. FF204K204023 with the U.S. Department of Housing and Urban Development (HUD) FY 2020 Education And Outreach Fair Housing Assistance Program (FHAP), Partnership award in the amount of \$17,500 for the Office of Equal Opportunity (OEO) to undertake education and outreach activities for the period of July 1, 2020 through November 30, 2020;
B) delegate to the County Administrator or designee, signatory authority on additional forms and any other necessary documents related to the FY 2020 Education and Outreach FHAP Partnership award; and
C) approve a Budget Amendment in the CARES Act Relief Fund (Fund 1160) in the amount of \$17,500 to recognize the CARES Act Relief award.
Summary: The CARES Act (Act) provides \$1.5 million in COVID-19 related funding to HUD's Office of Fair Housing and Equal Opportunity. The County's Office of Equal Opportunity (OEO), as a local agency currently participating in HUD's (FHAP), was eligible to receive funds under that Act. The OEO submitted a proposal to HUD, which was approved. The funding will be used to produce fair housing radio ad campaigns and brochures in English, Creole and Spanish. Board approval will ensure receipt of the 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 and conducting education and outreach. OEO has experience in conducting a range of fair housing enforcement activities in Palm Beach County. OEO will partner with other agencies to conduct COVID-19 related education and outreach to people of different backgrounds on how to live together peacefully in the same housing complex, neighborhood, or community using online platforms and social media.
Attachments: 1. Cooperative Agreement (HUD Form 1044) 2. Budget Amendment
Recommended by: Department Director Date 27 May 2020
Approved by: Many L. Bolton 6/4/20 Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:	
Fiscal Years 2020 2021 2022 2023 Capital Expenditures Operating Costs 17,500 External Revenues (17,500) Program Income (County) In-Kind Match (County)	
NET FISCAL IMPACT	
# ADDITIONAL FTE POSITIONS (Cumulative) 0 0 0	
Is Item Included in Current Budget? Yes No _x	
Does this item include the use of federal funds? Yes X No	
Budget Account No.: Revenues: Fund 1160 Agency 400 Org. 4130 Object 3169 Expenses: Fund 1160 Agency 400 Org. 4130 Object 4945	
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 outreach and education activities.	
C. Departmental Fiscal Review:	
III. REVIEW COMMENTS	
A. OFMB Fiscal and/or Contract Dev. and Control Comments:	> 0
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

				Offic	e of Administra	ition					
1. Assistance Instrur	1. Assistance Instrument				2. Type of Action						
Cooperative	e Agreement		Grant		X Awar	rd		Amendment			
3. Instrument Numb	er		4. Amendment Number	· · · · · · · · · · · · · · · · · · ·					6. Control Number	1	
FF204K204023									TIN: 59-6000785		
7. Name and Address					8. HUD Adm						
Palm Beach Cou			ial Opportunity					f HUD/FHEO	NYXY		
	301 N. Olive Avenue, 10 th Floor West Palm Beach, Florida 33401			Atlanta, G			40 Marietta Str	eet., NW	*		
		3401			Atlanta, G	A 30.	303				
DUNS# 078470	1481				8a. Name of	Admin	nietro	utor I	8b. Telephone Nur	mhar	
					Carlos Ose			1101	678-732-2905	moer	
10. Recipient Projec	et Manager	*						echnical Represent			
Pamela Guerrier	-	Direc	etor					IcCarthy, (202)			
11. Assistance Arran			yment Method	WATER STREET, WITH	13. HUD Pa				7230 1011	· · · · · · · · · · · · · · · · · · ·	
Cost Reimbur			easury Check Reimbi	ırsement	Fort Worth						
Cost Sharing			dvance Check		P. O. Box 2	905					
Fixed Price		\boxtimes A	utomated Clearinghou	ise	Ft. Worth,	TX 70	6113	3-2905			
14. Assistance Amo	ount				15. HUD Ac	countii	ng ai	nd Appropriation l	Data		
Previous HUD	Amount		\$0.00		15a. Appropr	riation	Nur	nber	15b. Reservation i	number	
HUD Amount t	his action		\$17,500.00		8620/2101	44 (I	1, 20))	FHEO-04-20-0	01	
Total HUD Am	ount		\$17,500.00		Amount l	Previo	ously	Obligated	\$0.00		
Recipient Amou	unt		\$0.00		Obligatio	n by t	this	action	\$17,500.00)	
Total Instrumer	nt Amount		\$17,500.00		Total Ob	ligatio	on		\$17,500.00)	
16. Description											
This instrument a	uthorizes the	follow	ing funds to be obligate	ted to the Age	ncy.	TI	he C	oonerative Agreeme	ent/Amendment is com	prised of the following	
Fund Code	Description			Amount 0	oligated in documents:				prison of the following		
TIN	Case Proces	sing (C	Carryover Funds)	tilis Actio	\$0.00		Attachment A: Statement of Work and Payment Schedule				
TIN	Case Proces	sing (C	Current Funds)		\$0.00	The performance period for this Agreement begins July 1, 2020 a				ins July 1, 2020 and	
TIN	77		ment (Carryover)		\$0.00	eı	ends November 30, 2020. The funds obligated by this instrument				
TIN			ment (Current Funds)		\$0.00	e:	expire on <u>September 30, 2025</u> . The recipient must comply with rules and regulations in accordance with the Fair Housing Assis			ir Housing Assistance	
ADC	Administrativ				\$0.00	P	Program regulations (24 CFR § 115), the Memorandum of				
TRG	Training	0 000				0.00 subsequent addenda), and the FY2020 Partnership funds award					
PA1	Partnership				\$17,500.00						
SEE	Special Enfo	roomoi	ot Effort		\$0.00					-	
SEL	Total	rceme	IL CHOIL		\$17,500.00						
	Total				\$17,500.00						
			sign and return three (18.	Reci	ipier	it is not required	to sign this docu	ment.	
of th		to the	HUD Administering (Office	20 1111) (D)	NI.	-1			
Dave Kerne					20. HUI			e) la, Regional D	irector		
		ard o	County Commission	oners				ice of FHEO/C			
Signature & Ti	-5.15			te (mm/dd/yyyy						Date (mm/dd/yyyy)	
Signature & Th	iic		Da	ie (iiiii/dd/yyy)	Signatur	C & 11	Itie			Date (IIIII/dd/yyyy)	
	l no to t	012:	a and as aliki	nc	Α := :	-		form HUD-104	14 (8/90)r	ef Handbook 2210.17 at sufficiency	
Approved	as to t	erm	s and condition	115	Ар	hro)	vec	as to TOI	rin and leg	ai sufficiency	
Tamel	M	_				()	X	30%	0		
Pamela G	uerrier,	Dir	ector		Co	ouni	EY	Attorney	The state of the s		
Office of				2							

Assistance Award/Amendment

U.S. Department of Housing and

Urban l	Developm	ent	
Office of	f Adminis	stration	

			Sidentina (Statement 1916)		Administrat				
1. Assistance Instru				2	2. Type of Action				
Cooperativ					M Award	d Amendment			
3. Instrument Num	ber	4. Amendment Nu	mber				6. Control Number TIN: 59-6000785		
FF204K204023 7. Name and Address	na of Doginian				R HIID Admi	nistering Office	1111. 39-0000783	· · · · · · · · · · · · · · · · · · ·	
Palm Beach Co	ounty Office	of Equal Opportunity				tment of HUD/FHEO			
301 N. Olive Avenue, 10 th Floor					Plaza, 40 Marietta St				
West Palm Bea					Atlanta, GA				
DUNS# 07847	0481								
					8a. Name of A	Administrator	8b. Telephone Nu	ımber	
					Carlos Ose	gueda	678-732-2905		
10. Recipient Proje	ect Manager				9. HUD Gove	rnment Technical Represen	ntative		
Pamela Guerrie		Director				(Dita) McCarthy, (202	2) 236-7871		
11. Assistance Arra	10.00	12. Payment Method				yment Office			
Cost Reimbu	AND THE PROPERTY AND ADDRESS OF THE PROPERTY O	Treasury Check Re	ımburser		Fort Worth I P. O. Box 29	Field Accounting			
☐ Cost Sharing ☐ Fixed Price		☐ Advance Check☐ Automated Clearing	ahouse			X 76113-2905			
14. Assistance Am	ount	M Automated Clearing	gnouse			ounting and Appropriation	Data		
Previous HUD		\$0.00				iation Number	15b. Reservation	number	
HUD Amount		\$17,500.00					FHEO-04-20-	-01	
Total HUD Ar	••••••	\$17,500.00	***************************************		8620/210144 (I, 20) FHEO-04-20-01 Amount Previously Obligated \$0.00				
Recipient Amo	***************************************	\$0.00			Obligation by this action \$17,500.00				
Total Instrume		\$17,500.00			Total Obligation \$17,500.00				
16. Description									
This instrument	authorizes the	e following funds to be of	oligated t	to the Agency		The Cooperative Agreem	ent/Amendment is co	morised of the following	
Fund Code	Description	<u> </u>			unt Obligated in documents:			mprised of the following	
TIN	Case Proce	ssing (Carryover Funds)			\$0.00			and Payment Schedule	
TIN	Case Proce	ssing (Current Funds)			\$0.00	The performance period	for this Agreement be	gins <u>July 1, 2020</u> and	
TIN	Post-Cause	Supplement (Carryover)			\$0.00	ends November 30, 2020 expire on September 30,			
TIN	Post-Cause	Supplement (Current Fund	ds)		\$0.00	rules and regulations in a	accordance with the Fa	air Housing Assistance	
ADC	Administrat	ve Costs			\$0.00	Program regulations (24			
TRG	Training				\$0.00	Understanding between subsequent addenda), a			
PA1	Partnership			9	\$17,500.00	guidance.			
SEE		orcement Effort		,	\$0.00				
OLL	Total	ordenie Enere			\$17,500.00	- 1			
	Total				p17,000.00				

		ired to sign and return th			18.	Recipient is not require	d to sign this doc	ument.	
19. Recipient		to the HUD Administer	ing Offic	ce	20 HUD	(By Name)			
Dave Kern						Osegueda, Regional I	Director		
		oard of County Comm	issioner	rs		IV, Office of FHEO/			
Signature & Title Date (mm/dd/yyy			nm/dd/yyyy)	Signature	e & Title		Date (mm/dd/yyyy)		
_			,						
						form HUD-10	044 (8/90)	ref. Handbook 2210.17	

Assistance Award/Amendment

U.S. Department of Housing and **Urban Development** Office of Administration

Assistance Instrument			2. Type of Acti				
Cooperative Agreemer	t Grant		X Award	Amendment			
3. Instrument Number	4. Amendment Number				6. Control Number		
FF204K204023					TIN: 59-6000785		
7. Name and Address of Recipies			8. HUD Admir				
Palm Beach County Office of Equal Opportunity				ment of HUD/FHEO			
301 N. Olive Avenue, 10th	Floor		Five Points	Plaza, 40 Marietta St	reet., NW		
West Palm Beach, Florida	33401		Atlanta, GA	30303			
DUNS# 078470481							
			8a. Name of A	dministrator	8b. Telephone Number		
			Carlos Oseg	gueda	678-732-2905		
10. Recipient Project Manager			9. HUD Government Technical Representative				
Pamela Guerrier, Executiv	e Director		Aphrodite (Dita) McCarthy, (202) 236-7871				
11. Assistance Arrangement	12. Payment Method		13. HUD Payment Office				
Cost Reimbursement	Treasury Check Reimburse	ement	Fort Worth Field Accounting				
Cost Sharing	Advance Check		P. O. Box 2905				
Fixed Price	Automated Clearinghouse		Ft. Worth, TX 76113-2905				
14. Assistance Amount			15. HUD Accounting and Appropriation Data				
Previous HUD Amount	\$0.00		15a. Appropriation Number 15b. Reservation number				
HUD Amount this action	\$17,500.00		8620/21014	FHEO-04-20-01			
Total HUD Amount	\$17,500.00		Amount Pr	eviously Obligated	\$0.00		
Recipient Amount	\$0.00		Obligation	by this action	\$17,500.00		
Total Instrument Amount	\$17,500.00		Total Obligation \$17,500.00				
16. Description		CONTRACTOR OF THE PARTY OF THE					
This instrument authorizes th	ne following funds to be obligated	to the Agenc	су	The Cooperative Agreem	ent/Amendment is comprised of the following		
Fund Code Description	1	Amount Obl					
		this Action			Cover Page – HUD-1044		
TINE 2. Attachment A: Statement of Work and Payment Sch				A: Statement of Work and Payment Schedule			

Fund Code	Description	Amount Obligated in this Action
TIN	Case Processing (Carryover Funds)	\$0.00
TIN	Case Processing (Current Funds)	\$0.00
TIN	Post-Cause Supplement (Carryover)	\$0.00
TIN	Post-Cause Supplement (Current Funds)	\$0.00
ADC	Administrative Costs	\$0.00
TRG	Training	\$0.00
PA1	Partnership	\$17,500.00
SEE	Special Enforcement Effort	\$0.00
	Total	\$17,500.00

The performance period for this Agreement begins <u>July 1, 2020</u> and ends <u>November 30, 2020</u>. The funds obligated by this instrument expire on <u>September 30, 2025</u>. 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 FY2020 Partnership funds award guidance. guidance.

17. Recipient is required to sign and return the of this document to the HUD Administer		18. Recipient is not required to sign this document.				
19. Recipient (By Name) Dave Kerner, Mayor Palm Beach County, Board of County Commissioners		20. HUD (By Name) Carlos Osegueda, Regional Director Region IV, Office of FHEO/CAO				
Signature & Title	Date (mm/dd/yyyy)	Signature & Title	Date (mm/dd/yyyy)			
	100 - 100 -	form HUD-1044 (8/90)	ref Handbook 2210 17			

FY 2020 EDUCATION AND OUTREACH FHAP PARTNERSHIP FUNDS AWARD PALM BEACH COUNTY OFFICE OF EQUAL OPPORTUNITY (OEO) STATEMENT OF WORK (SOW)

NEGOTIATED: 4/15/2020 APPROVED: 4/17/2020

The recipient, Palm Beach County Office of Equal Opportunity (OEO), in partnership with <u>iHeartMedia and the U.S. Citizenship and Immigration Services</u>, agrees to undertake the following activities in accordance with its FY 2020 education and outreach FHAP Partnership funds award commencing on July 1, 2020, and ending on November 30, 2020.

TASKS	DELIVERABLES	INTENDED AUDIENCE	ANTICIPATED OUTCOME	COST	DELIVERY BY
1. Fair Housing Radio Campaign in partnership with iHeartMedia. Ads to run weekly across all genres for a four- week period. Fair housing ads will run across iHeartRadio stations in English, Spanish or Creole language for 30 days.	 Produce 45 radio announcements. Submit draft script to GTM for approval prior to production and distribution. Submit copies of contract with iHeartRadio Submit a list of all iHeartRadio stations and their service area, including whether English, Spanish, etc. language used in campaign. Report on the dates of radio broadcasts and the number of persons reached. 	Radio listeners within Palm Beach County	 At the conclusion of the OEO fair housing ad campaign, OEO anticipates a reach of approx. 510,500 Palm Beach County residents over the proposed timeframe. This figure will be calculated through the campaign performance reports provided by partnering agencies. 	\$17,004	30 days after start of the performance period, send draft script for GTM approval. Include copies of contact along with the list of all radio stations used in campaign.

2. Brochures for lawful permanent residents and others that are interested in citizenship rights and responsibilities through the U.S. Citizenship and Immigration Services (USCIS)	 Submit a copy of the contract upon completion of negotiations with partner. Submit copies of drafts of brochure designs to GTM for approval prior to production. Participate in USCIS information sessions for the public. At these sessions, OEO will provide brochures to lawful permanent residents and others interested in naturalization learn about fair housing rights and responsibilities. Report on dates that the presentations are conducted and brochures are disseminated. Indicate the specific sessions or locations where outreach/brochures are distributed and the number of persons reached. 	Persons within Palm Beach County	 At the conclusion of the outreach, the OEO anticipates a reach of approximately 45,000 lawful permanent residents and others that are interested in citizenship rights and responsibilities over the proposed timeframe. This figure will be calculated through outreach performance reports provided by partnering agencies. 	\$496.00	30 days after start of the performance period, submit contract for this task along with draft of brochure designs. Within 60 days or earlier provide copy of the actual brochures.
---	--	----------------------------------	--	----------	---

3. Voucher for payment.	Submit payment request in eLOCCS after GTM notification that deliverables are approved. Submit the executed voucher within three (3) days after authorization.	N/A	N/A	N/A	Per Payment Schedule Below: 90% within 30 days of execution of the HUD 1044. 10% as final payment 30 days
4. Complete final report and provide copies of all final products not previously submitted.	Submit narrative report outlining the impact of each component of the education and outreach campaign. Report should include objectives,	N/A	N/A	N/A	Due to the GTM 30 days after grant ends.
	accomplishments, and results. Provide copies of all associated invoices.				

^{*}NOTE: Unless noted as requiring prior approval or a specific due date, all deliverables are due as part of the final report.

BOARD OF COUNTY COMMISSIONERS PALM BEACH COUNTY, FLORIDA BUDGET AMENDMENT

Page 1 of 1

BGRV 400 052020*483 BGEX 400 052020*1457

FUND 1160 - CARES Act Relief Fund

ACCT NUMBER ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED 05/20/20	REMAINING BALANCE
REVENUES:						¥	
1160-400-4130-3169 Fed Grnt Other Human Services	0	0	17,500	0	17,500		
Total Receipts and Balances	267,051,467	261,424,959	17,500	0	261,442,459	•	
APPROPRIATIONS & EXPENDITURES							
1160-400-4130-4945 Advertising	0	0	17,500	0	17,500	0	17,500
TOTAL APPROPRIATIONS & EXPENDITURES	267,051,467	261,424,959	17,500	0	261,442,459	†	
Office of Equal Opportunity INITIATING DEPARTMENT/DIVISION	Signatures	Date 21 May 2020		20		By Board of County Commissioners At Meeting of 06/16/2020	
Administration/Budget Department Approval OFMB Department - Posted	- LOVING					Deputy Clerk to the Board of County Con	ımissioners