

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

===== Meeting Date: June 16, 2020      [ X ] Consent      [ ] Regular  
[ ] Ordinance      [ ] Public Hearing

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

===== **I. EXECUTIVE BRIEF**

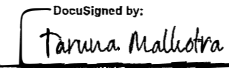

**Motion and Title: Staff recommends motion to:**

- A) receive and file** the U.S. Department of Housing and Urban Development (HUD) Youth Homelessness Demonstration Project Grant Application – Part 2, for a period to be established by the funder, in the amount of \$345,265, to support the development of a coordinated community plan to prevent and end youth homelessness in Palm Beach County;
  
- B) receive and file** HUD Youth Homelessness Demonstration Project Grant Agreement – Part 2, for a period to be established by the funder, in the amount of \$345,265, to support the development of a coordinated community plan to prevent and end youth homelessness in Palm Beach County;
  
- C) approve** one (1) full-time equivalent (FTE) grant-funded position for a Program Coordinator (Pay Grade 30); and
  
- D) approve** a budget amendment in the amount of \$345,265 in the Housing and Urban Development Fund, to align the budget to the grant award.

**Summary:** On August 20, 2019, the Board of County Commissioners (BCC) approved the 2018 HUD Youth Homelessness Demonstration Project (YHDP) Grant Application (R2019-1141), which made available approximately \$75,000,000 nationwide for existing Continuum of Care (CoC) Program recipients to apply for funding. The Palm Beach County CoC was awarded \$4,932,359 to help prevent and end youth homelessness. The Division of Human and Veteran Services (DHVS) received up to 10% for planning costs. HUD required a two part application process. On February 11, 2020, the BCC approved the HUD YHDP Grant Agreement – Part 1 (R2020-0175), for 3% (\$147,970) of the HUD YHDP planning costs funds. HUD required additional approval to receive the remaining 7% (\$345,265) allowed for planning costs. The HUD YHDP Application - Part 2 was required to receive the remaining 7%. The YHDP Grant Agreement – Part 2 allows for the coordination of planning activities related to preventing and ending youth homelessness. The grant funds a total of three (3) new grant funded positions, of which the Program Evaluator (Pay Grade 34), and Contract Analyst (Pay Grade 36) were approved on February 11, 2020. This grant application includes an additional grant funded position of a Program Coordinator (Pay Grade 30). These positions will have the responsibility of creating and supporting activities of the Youth Action Board, as well as implementing, evaluating and facilitating the work of the grant agreement. The grant funded positions will be for the length of the grant and will be eliminated if funding is discontinued. A 25% in-kind match of \$86,317 is required and is included in the FY 2020 Division of Human and Veteran Services operation budget. **No additional County funds are required.** On August 20, 2019, the BCC authorized the County Administrator, or designee, to execute additional documents related to the 2018 HUD YHDP Grant Application. 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. (Division of Human and Veteran Services) Countywide (HH)

**Background and Justification:** The CoC has extensive experience in administering federal grants and assembled a community-based project team to assist with the application process. DHVS serves as the Lead Agency and is responsible for grant administration. CoC has identified homeless youth as a target population with limited resources. As a result, the CoC is seeking to expand the funding for vital services and housing this population.

- Attachment:**
1. HUD YHDP Grant Application – Part 2 with Walkthrough Memo
  2. HUD YHDP Grant Agreement – Part 2 with Walkthrough Memo
  3. Budget Amendment

===== Recommended By:  5/19/2020  
**Department Director** \_\_\_\_\_ **Date**  
  
Approved By:  6/2/2020  
**Assistant County Administrator** \_\_\_\_\_ **Date**

**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2020	2021	2022	2023	2024
Capital Expenditures					
Operating Costs	431,502				
External Revenue	(345,265)				
Program Income					
In-Kind Match (County)	(86,317)				
<b>NET FISCAL IMPACT</b>	<b>0</b>	<b>0</b>	<b>0</b>		

# ADDITIONAL FTE POSITIONS (Cumulative)	1				
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Is Item Included in Current Budget? Yes     No X  
 Does this item include the use of federal funds? Yes X No    


Budget Account No.:  
 Fund 1001 Dept 142 Unit Var. Object Var. Program Code     Program Period    

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**  
 Source of funding is the U.S. Department of Housing and Urban Development (HUD).

**C. Departmental Fiscal Review:** DocuSigned by:  
  
 Julie Dowe, Director, Financial & Support Svcs

**III. REVIEW COMMENTS**

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

 5/21/2020  
 OFMB     BR 5/22  
 5/21

 5/29/2020  
 Contract Development and Control

**B. Legal Sufficiency:**

 6-2-2020  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

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