PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: August 25, 2020		[X] []	Consent Ordinance] []	Regular Public Hearing
Department				-	-	•
Submitted By:	Community Service	es				
Submitted For:	Division of Human	Service	S			
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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

A) receive and file funding allocation notification for Phase 37 of the Emergency Food and Shelter Program (EFSP), for the period February 1, 2020 through January 31, 2021, in an amount not to exceed \$175,000, for the provision of rental payments to assist individuals and families in crisis; and

B) approve a budget amendment of \$89,849 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 \$175,000. On July 7, 2020 the Board of County Commissioners ratified the Mayor's signature on the Phase 37 EFSP application (R2020-0762). On July 17, 2020, EFSP announced allocations for the Phase 37 EFSP Award to Palm Beach County. These funds will be used for homeless prevention services by providing rental assistance for past due rental payments. In 2019, Phase 36 expended 100% of the \$209,849 award and served approximately 258 households in crisis. Due to a reduction in the grantor's budget, the EFSP Phase 37 Grant Award has been decreased by \$34,849 in funding for this grant year compared to the previous grant year. Under the current grant, an estimated 175 households will receive rental payment assistance. 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 Services) <u>Countywide (HH)</u>

Background and Justification: The Division of Human Services (DHS) has been awarded EFSP funds annually since 1995. DHS staff are trained by EFSP representatives and are required to follow the EFSP manual and specific program requirements of the EFSP National Board, as well as those mandated by the Federal Government.

Attachments: . Funding Allocation Notification . Budget Amendment							
Recommended By:	DocuSigned by: Tanuna Malluotra 1459E4101F1049C	7/28/2020					
,	Department Director	Date					
Approved By:	Vancy L. Boltm	8/11/2020					
	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	175,000							
External Revenue	(175,000)							
Program Income								
In-Kind Match (County)								
NET FISCAL IMPACT	0							
# ADDITIONAL FTE POSITIONS (Cumulative)								
Is Item Included In Currer Does this item include th			s <u>X</u> No s <u>X</u> No)				
Budget Account No.: Fund <u>0001</u> Dept. <u>148</u> Unit <u>:</u>	<u>1345</u> Object <u>830</u>	<u>1</u> Program Cod	de <u>Var.</u> Progr	ram Perioo	d <u>GY19</u>			
B. Recommended Sources of Funds/Summary of Fiscal Impact: Funding source is Federal Emergency Food and Shelter National Board Program. No County match is required.								
C. Departmental Fiscal Review:								
	III. REVI		<u>rs</u>					
A. OFMB Fiscal and/c	or Contract Dev	elopment and	Control Co	mments:				
	2/30/2020 8-7/30	Contract I	Development	Wold and Cont	8/6/202			
B. Legal Sufficiency:	, ,							
plla	8/7/2020							

Assistant County Attorney

C. Other Department Review:

Department Director

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

July 17, 2020

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

Dear Ms. Tippett:

It gives me great pleasure to announce that the local board for the Emergency Food and Shelter Program (EFSP) has voted to allocate **\$175,000** to your organization for Phase 37. These funds are effective from February 1, 2020 through January 31, 2021. By accepting the award your organization agrees to accept referrals from other agencies. Remember, all Phase 37 allocated funds must be spent prior to January 31, 2021. The national EFSP office will release first payments to all Local Recipient Organizations (LRO) once all documentation for Phase 37 has been received from the EFSP Local Board. You have been awarded funds in the following categories:

Rent/Mortgage

\$ 175,000

RSVP for the Mandatory Orientation

On behalf of the Palm Beach County's Local EFSP Board, I am pleased to invite you to the virtual Orientation on Tuesday, August 25th, 2020 from 1 p.m. to 3 p.m. This will serve as the mandatory Orientation for ALL Phase 37 recipients. The Orientation will be held via Go-To-Meeting. A meeting invite will be sent via Outlook with instructions for joining the Orientation. Prior to the Orientation, LROs will be sent an email with a date and time when they can pick-up their Orientation packet at United Way of Palm Beach County, 477 South Rosemary Avenue, Suite 230, West Palm Beach, FL 33401.

The National Board <u>requires</u> that each LRO have a staff person responsible for allocating funds for clients attend this Orientation, including the staff person responsible for completing any required reports. For those organizations with multiple service centers, the Board <u>requires</u> that a staff member from each service center attend. Please **RSVP** with the names of those attending the Orientation by e-mailing the names of the participants and the agency/service center to <u>TamaraWorley@UnitedWayPBC.org</u>.

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. The EFSP Local Board will notify your Local Recipient Organization once the form becomes available. Once notified, please login to your account on the EFSP website (<u>www.efsp.unitedway.org</u>) to access your form.

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

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Attachment 2

BOARD OF COUNTY COMMISSIONERS PALM BEACH COUNTY, FLORIDA BUDGET AMENDMENT

FUND (0001) - General Fund

Page 1 of 1

BGEX - 148 - 07212000000000001693 BGRV - 148 - 0721200000000000520

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

ACCT.NUMBER		ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 07/21/2020	REMAINING BALANCE	
REVENUE 148 1345 3168 Fec Total Revenue	d Grnt Indirect-Human Servcs	295,000 1,4 94,902,035	295,000 1,535,245,099	89,849 89,849	0 0	384,849 1, 535,334,948			
EXPENDITURE 148 1345 8301 Con Total Expenditures	ntributions For Individual	<u>295,000</u> 1 ,494,902,035	295,000 1,535,245,099	89,849 89,849	0	384,849 1, 535,334,948	209,849 209,849	175,000 1,535,125,099	
COMMUNITY SERVICES		Signatures DocuSigned by: Taruna Malluotra		Date 7/28/2020		By Board of County Commissioners At Meeting on August 25, 2020			
Administration/Budget Department Approval OFMB Department - Posted						Deputy Clerk to t Board of County			