



**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2020	2021	2022	2023
Capital Expenditures	_____	_____	_____	_____
Operating Costs	<u>17,443</u>	_____	_____	_____
External Revenues	<u>(17,443)</u>	_____	_____	_____
Program Income (County)	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<u>0</u>	_____	_____	_____
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

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 4101,5111,5112

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

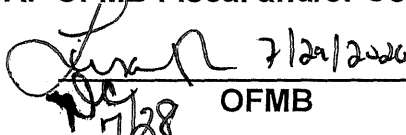
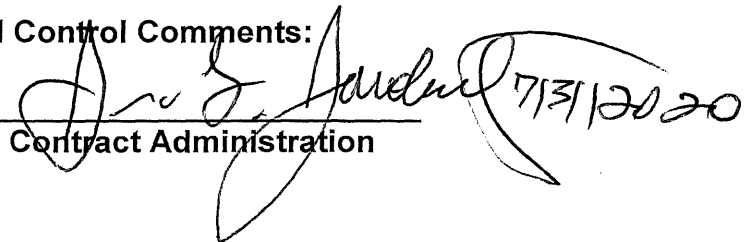
These funds are to be paid to the County by the U.S. Department of Housing and Urban Development for acquisition of technology assets.

**C. Departmental Fiscal Review:**


\_\_\_\_\_

**III. REVIEW COMMENTS**

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

 _____ OFMB	 _____ Contract Administration
--	--

**B. Legal Sufficiency:**

  
 \_\_\_\_\_  
 Assistant County Attorney

**C. Other Department Review:**

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

**THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT**

MEMORANDUM



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

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

County Administrator
Verdenia C. Baker

"An Equal Opportunity Affirmative Action Employer"

Official Electronic Letterhead

TO: Dave Kerner, Mayor
Board of County Commissioners
THRU: Verdenia C. Baker, County Administrator
Board of County Commissioners
FROM: Pamela Guerrier, Director
Office of Equal Opportunity
DATE: 16 July 2020
RE: HUD FY 2020 Cooperative Agreement
(CARES Act Award)

DocuSigned by: Verdenia Baker
E12F7D493A8849A...

Handwritten signature of Pamela Guerrier

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 \$17,442.62 in Special Enforcement Effort funds for the purpose of funding the acquisition of technology assets for staff engaged in fair housing activities remotely as a result of the COVID-19 emergency. The term of the grant is from August 1, 2020 or as of the date of execution of the 1044, whichever is later, to December 31, 2020.

In order for OEO to receive this revenue, the agreement requires approval by the Board of County Commissioners. HUD would like to get these CARES Act funds obligated as quickly as possible. Therefore, urgent approval is needed so that HUD's deadline may be met.

Pursuant to Palm Beach County Administrative Code Section 309.00, your signature is requested on the attached HUD cooperative agreement (HUD Form 1044) to forward to HUD. The emergency signature process is being utilized because there is not sufficient time to submit this funding request through the regular Board of County Commissioners' agenda process before the due date. OEO has prepared an agenda item to present this agreement to the Board for ratification of the Mayor's signature at the next available BCC meeting.

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

Approved:

DocuSigned by: Nancy Bolton
8231808A3C4F433...

Nancy L. Bolton
Assistant County Administrator

DocuSigned by: Derek Moore
AB9BB5F20D01400...

OFMB

DocuSigned by: David Ottey
741ED85836C6401...

David R.F. Ottey, Chief Assistant County Attorney

Attachment: HUD Form 1044 (2)

**Assistance Award/Amendment**

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

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 FF204K204023	4. Amendment Number I	6. Control Number TIN: 59-6000785	
7. Name and Address of Recipient Palm Beach County Office of Equal Opportunity 301 N. Olive Avenue, 10 <sup>th</sup> 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		12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input checked="" type="checkbox"/> Automated Clearinghouse	
14. Assistance Amount		13. HUD Payment Office Fort Worth Field Accounting P. O. Box 2905 Ft. Worth, TX 76113-2905	
Previous HUD Amount	\$17,500.00	15. HUD Accounting and Appropriation Data	
HUD Amount this action	\$17,442.62	15a. Appropriation Number 8620/210144 (I, 20)	15b. Reservation number FHEO-04-20-05
Total HUD Amount	\$34,942.62	Amount Previously Obligated	\$17,500.00
Recipient Amount	\$0.00	Obligation by this action	\$17,442.62
Total Instrument Amount	\$17,442.62	Total Obligation	\$34,942.62

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)	\$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	\$0.00
SE3	Special Enforcement Effort	\$17,442.62
	<b>Total</b>	<b>\$17,442.62</b>

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

- Cover Page – HUD-1044
- Attachment A: Statement of Work and Payment Schedule

The performance period for this Agreement begins August 1, 2020 and ends December 31, 2020. The funds obligated by this instrument expire on September 30, 2025. 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 CARES Act award 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) 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)
DocuSigned by:  Mayor B2DC183BB409451...	7/25/2020		

Approved as to terms and conditions

Pamela Guerrier, Director  
Office of Equal Opportunity

Approved as to form and legal sufficiency

County Attorney

form HUD-1044 (8/90)

ref. Handbook 2210.17

**Assistance Award/Amendment****U.S. Department of Housing and  
Urban Development  
Office of Administration**

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 FF204K204023	4. Amendment Number 1	6. Control Number TIN: 59-6000785	
7. Name and Address of Recipient Palm Beach County Office of Equal Opportunity 301 N. Olive Avenue, 10 <sup>th</sup> 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 Aphrodite (Dita) McCarthy, (202) 236-7871	
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	\$17,500.00	15a. Appropriation Number 8620/210144 (I, 20)	15b. Reservation number FHEO-04-20-05
HUD Amount this action	\$17,442.62	Amount Previously Obligated	\$17,500.00
Total HUD Amount	\$34,942.62	Obligation by this action	\$17,442.62
Recipient Amount	\$0.00	Total Obligation	\$34,942.62
Total Instrument Amount	\$17,442.62		

## 16. Description

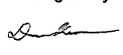
This instrument authorizes the following funds to be obligated to the Agency.

Fund Code	Description	Amount Obligated in this Action
TIN	Case Processing (Carryover Funds)	\$0.00
TIN	Case Processing (Current Funds)	\$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	\$0.00
SE3	Special Enforcement Effort	\$17,442.62
	<b>Total</b>	<b>\$17,442.62</b>

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

- Cover Page – HUD-1044
- Attachment A: Statement of Work and Payment Schedule

The performance period for this Agreement begins August 1, 2020 and ends December 31, 2020. The funds obligated by this instrument expire on September 30, 2025. 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 CARES Act award 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) 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)
DocuSigned by:  B2DC183BB409451...    Mayor	7/25/2020		

**FHAP COVID-19 CARES ACT FUNDS ACQUISITION STATEMENT OF WORK**

**AGENCY: PALM BEACH COUNTY OFFICE OF EQUAL OPPORTUNITY GRANT AWARD DATE: June 4, 2020**

The Department of Housing and Urban Development approved the Palm Beach County Office of Equal Opportunity's (PBCOEO) request for funds under the CARES Act of 2020 to a total of total of **\$17,442.62**. The term of the grant is from August 1, 2020 or as of the date of execution of the 1044, whichever is later, to December 31, 2020.

Acquisition of Technology Assets: the Department is awarding PBCOEO a total of \$17,442.62 in Special Enforcement Effort funds for the purpose of funding the acquisition specified in your funding request of May 27, 2020, of 10 laptops, 12 cellphones, 12 printers, 10 MiFi units, two scanners, and accessories for staff engaged in fair housing activities remotely as a result of the COVID-19 emergency.

Please note that the funds identified above are limited to the specific purpose for which they are awarded and may not be combined or comingled with other FHAP funds. Any excess or unused funds identified above will be returned to the U.S. Treasury. All FHAP funds awarded under the CARES Act of 2020 will be distributed through the established FHAP payment process and will be made available to FCHR as soon as practicable. **Use and control of these funds will comply with the FHAP governing regulations at 24 C.F.R. part 115 and the *Uniform Administrative Requirements for Federal Awards* at 2 C.F.R. part 200.**

Acquisition Technology Assets:

<b>Equipment*</b> <b>*Provide unit price, number, total cost, etc. if any changes to the estimates below within 30 days of order or change.</b>	<b>Estimated Delivery Date</b>	<b>Unit Price</b>	<b>Cost</b>	<b>Deliverables</b>
1. 10 laptops	Delivered 5/11/20	\$987.06	\$9870.60	Provide receipt for purchases within 60 days of purchase, unless purchased prior to finalization of SOW then provide within 10 days of execution of 1044.
2. 10 Computer brief cases	Delivered 5/29/20	\$42.00	\$420.00	Provide receipt for purchases within 60 days of purchase, unless purchased prior to finalization of SOW then provide within 10 days of execution of 1044.
3. 12 cell phones	3-5 days from order	\$28.00	\$336.00	Provide receipts 60 days from purchase.

4. 12 printers	5-10 days from order	\$120.00	\$1440.00	Provide receipts 60 days from purchase.
5. 10 MiFi	2-3 days from order	\$399.90	\$4,798.00	Provide receipts 60 days from purchase.
6. 2 scanners	5-10 days from order	\$92.39	\$184.78	Provide receipts 60 days from purchase.
7. 12 cell phone cases	3-5 days from order	\$28.00	\$336.00	Provide receipts 60 days from purchase.
8. Accessories	3-5 days from order	N/A	\$57.24	Provide receipts 60 days from purchase.
<b>TOTAL TECHNOLOGY COST</b>			<b>\$17,442.62</b>	

**Staff Receiving Above Listed Items:**

Name	Position	Items	Purpose	Estimated Delivery Date
1. Pamela Guerrier	Director	Cell/case/printer/laptop/bag	Telework	Checkout as necessary
2. Vacant	Manager	Laptop/bag/ MiFi/Cell/case/printer	Telework	Checkout as necessary
3. Kenette Penny-Baker	Administrative Secretary	MiFi/Cell/case/printer/scanner	Telework	Checkout as necessary
4. Melanie Powlis	Secretary	Laptop/bag/MiFi/Cell/case/printer/scanner	Telework Onsite	Checkout as necessary
5. Naomi Cobb	Compliance Investigator I	MiFi/Cell/case/printer/laptop/bag	Telework	Checkout as necessary
6. Javarious Jackson	Compliance Investigator I	Laptop/bag/Cell/case/printer	Telework	Checkout as necessary
7. Annette Jean	Compliance Investigator I	Laptop/bag/MiFi/Cell/case/printer	Telework	Checkout as necessary
8. Lizette McGowan	Compliance Investigator I	MiFi/Cell/case/printer	Telework	Checkout as necessary
9. Triana Davis	Compliance Investigator I	Laptop/bag/MiFi/Cell/case/printer	Telework	Checkout as necessary
10. Georgette Fabri	Compliance Investigator I	Laptop/bag/MiFi/Cell/case/printer	Telework	Checkout as necessary
11. Vacant	Compliance Investigator I	Laptop/bag/MiFi/Cell/case/printer	Telework	Checkout as necessary
12. Vacant	Disability Accessibility Specialist	Laptop/bag/MiFi/Cell/case/printer	Telework	Checkout as necessary

0952

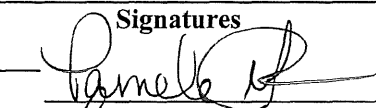
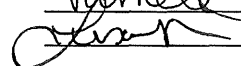
BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET AMENDMENT

BGRV 400 070920\*512  
BGEX 400 070920\*1605

FUND 1160 - CARES Act Relief Fund

ACCT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED 07/09/20	REMAINING BALANCE
<b>REVENUES:</b>								
400-4130-3169	Fed Grnt Other Human Services	0	17,500	17,443	0	34,943		
	Total Receipts and Balances	0	319,660,699	17,443	0	319,678,142		
<b>APPROPRIATIONS &amp; EXPENDITURES</b>								
400-4130-4101	Communications Services	0	4,855	4,855	0	9,710	0	9,710
400-4130-5111	Office Furniture and Equipment	0	11,916	11,916	0	23,832	0	23,832
400-4130-5112	Telephone Equipment/Install	0	672	672	0	1,344	0	1,344
	<b>TOTAL APPROPRIATIONS &amp; EXPENDITURES</b>	0	319,660,699	17,443	0	319,678,142		

Office of Equal Opportunity  
INITIATING DEPARTMENT/DIVISION  
Administration/Budget Department Approval  
OFMB Department - Posted

Signatures  
  


Date  
22 July 2020  
7/24/2020

By Board of County Commissioners  
At Meeting of 08/25/2020  
Deputy Clerk to the  
Board of County Commissioners