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Agenda	Item	No.	3	H	1-	1

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

	## THE REAL PROPERTY AND REAL		
MEETING DATE:	August 25, 2020	[X] Consent	[] Regular
		[] Workshop	[] Public Hearing
Department:	Office of Equal Opp	ortunity	
Submitted By:	Office of Equal Opp	oortunity	
	=======================================		

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

- A) ratify the Mayor's signature on Cooperative Agreement No. FF204K204023 amendment with the U.S. Department of Housing and Urban Development (HUD) to recognize additional Special Enforcement Effort funds awarded to the Office of Equal Opportunity (OEO) in the amount of \$17,443 for the OEO to purchase technology assets for the period of August 1, 2020 through December 31, 2020;
- **B) authorize** the County Administrator or designee to execute amendments, documents, and electronic grant reporting forms, related to this grant, on behalf of the Board of County Commissioners, after approval of legal sufficiency by the County Attorney's Office, and within budget allocations; and
- C) approve a Budget Amendment in the CARES Act Relief Fund (Fund 1160) to increase the fund by \$17,443.

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 Fair Housing Assistance Program (FHAP), was eligible to receive funds under that Act. The OEO submitted proposals to HUD, which were approved. The first award approved was \$17,500 for education and outreach activities. The current award of \$17,443 will be used 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. Board approval will ensure receipt of the revenue under this Agreement. **No County Funds are required**. The emergency signature process was utilized because there was not sufficient time to submit the Cooperative Agreement through the regular BCC agenda process. Countywide (DO)

Background and Justification: 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. OEO has experience in conducting a range of fair housing enforcement activities in Palm Beach County. OEO will utilize this funding to purchase technology assets for staff engaged in fair housing activities remotely as a result of the COVID-19 emergency.

Attachments:

1. Cooperative Agreement Amendment (HUD Form 1044) with walkthrough Memo

2. Statement of Work

3. Budget Amendment

Recommended by:

Approved by:

Department Director

Date

10y - 100(11) 8/12/2020

Assistant County Administrator

II. FISCAL IMPACT ANALYSIS

A. Five Year Summ	iary of Fiscal im	pact:					
Fiscal Years Capital Expenditure Operating Costs External Revenues Program Income (County)	17,443 (17,443 County)		2022	2023			
NET FISCAL IMPAC	T _0_			_			
# ADDITIONAL FTE POSITIONS (Cumul		0	0	0			
Is Item Included in	Current Budget	? Yes _		No _x			
Does this item incl	ude the use of fe	ederal fui	nds? \	/es <u>X</u>	_ No	-	
Budget Account No Revenues: Fund <u>11</u> Expenses: Fund <u>11</u>	60 Agency <u>400</u>				<u>1,5112</u>		
B. Recommended	Sources of Fund	ds/Summ	ary of F	iscal Imp	act:		
These funds are to be Development for accordance	•			epartmen	t of Housi	ng and Urba	an ·
C. Departmental F	iscal Review:		_				
		EVIEW CO			4		
A. OFMB Fiscal and A. OFMB Fisca	12012020	(+)	Comment Administ	Havel	7/3/	12020
B. Legal Sufficience Assistant Coun		·					
C. Other Departme	ent Review:						
Department Dir	ector						
4							

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



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

MEMORANDUM

TO:

Dave Kerner, Mayor

Board of County Commissioners

THRU:

Verdenia C. Baker, County Administrator

Verdenia Baker

Board of County Commissioner

FROM:

Pamela Guerrier, Director

Office of Equal Opportunity

DATE:

16 July 2020

RE:

HUD FY 2020 Cooperative Agreement

(CARES Act Award)

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:

Nancy Bolton

MULY DOLTON -8231808A3C4F433...

OFMB

Derrek Moore

AB9BB5F20D01400..

Nancy L. Bolton

Assistant County Administrator

DocuSigned by:

David Ottey

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		2. Type of Action				
Cooperative Agreement	Grant	Award Amendment				
3. Instrument Number	4. Amendment Number		6. Control Number			
FF204K204023	1		TIN: 59-6000785			
7. Name and Address of Recipient Palm Beach County Office of	Equal Opportunity	8. HUD Administering Office U.S. Department of HUD/FHEC				
301 N. Olive Avenue, 10 th Flo		Five Points Plaza, 40 Marietta S				
West Palm Beach, Florida 334		Atlanta, GA 30303	iteet., in w			
•		Anama, GA 30303				
DUNS# 078470481		8a, Name of Administrator	or Tillian North			
			8b. Telephone Number			
		Carlos Osegueda 678-732-2905				
Recipient Project Manager	·	9. HUD Government Technical Representative				
Pamela Guerrier, Executive D	irector	Aphrodite (Dita) McCarthy, (202) 236-7871				
` '-	. Payment Method	13. HUD Payment Office				
Cost Reimbursement	Treasury Check Reimbursement	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				
Previous HUD Amount	\$17,500.00	15a. Appropriation Number	15b. Reservation number			
HUD Amount this action	\$17,442.62	8620/210144 (I, 20) 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 fo	lowing funds to be obligated to the Agenc	Y: The Cooperative Agreem	ont/Amondment in comprised of the following			

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
	Total	\$17,442,62

documents:

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

The performance period for this Agreement begins <u>August 1, 2020</u> and ends <u>December 31, 2020</u>. The funds obligated by this instrument expire on <u>September 30, 2026</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 CARES Act award 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)		
DocuSigned by: Mayor B2DC183BB409451	7/25/2020					
Thinkle 12	pprived as to form and le	gal sufficiency form HU	JD-1044 (8/90) r	ef. Handbook 2210.17		

Assistance Award/Amendment

U.S. Department of Housing and Urban Development

				Office o	of Administra	tion				
1. Assistance Instru	ment				2. Type of Ac					
	e Agreement	Grant			X Awar	d Amendment				
3. Instrument Num	ber	4. Amendment Nu					6. Control Number			
FF204K204023 7. Name and Address	CD :: .	<u> </u>	1		O THEID A 1	inistering Office	TIN: 59-6000785			
	unty Office of E	qual Opportunity	7			tment of HUD/FHEC)			
301 N. Olive A	venue, 10 th Floor			.		Plaza, 40 Marietta S				
West Palm Bea	ch, Florida 3340	1		j	Atlanta, GA 30303					
DUNS# 078470	0481						-			
					8a. Name of A		8b. Telephone Nu			
10. Recipient Proje	ct Manager				Carlos Ose	gueda rnment Technical Represe	678-732-2905)		
	r, Executive Dire	ector				(Dita) McCarthy, (20				
11. Assistance Arra		ayment Method				yment Office	2) 230 7071			
Cost Reimbu		Freasury Check Re	imburse	ment	Fort Worth	Field Accounting				
☐ Cost Sharing ☐ Fixed Price		Advance Check Automated Clearin			P. O. Box 29	905 X 76113-2905				
14. Assistance Am		Automated Clearin	gnouse				Dete			
Previous HUD		\$17,500.00				ounting and Appropriation ation Number	15b. Reservation	number		
HUD Amount	this action	\$17,442.62	***************************************		8620/2101	44 (I, 20)	FHEO-04-20-	-05		
Total HUD An	nount	\$34, 942.62			Amount Previously Obligated \$17,500.00					
Recipient Amo	unt	\$0.00			Obligation	ı by this action	\$17,442.6	2		
Total Instrume	nt Amount	\$17,442.62			Total Obligation \$34,942.62					
16. Description					11.000					
	uthorizes the follow	wing funds to be of	bligated		The deeperate statement to complice at the following					
Fund Code	Description			Amount Oblige this Action	gated in	documents: 1. Cover Page – HUD-1044 2. Attachment A: Statement of Work and Payment Schedule The performance period for this Agreement begins August 1, 2020				
TIN	Case Processing (Carryover Funds)			\$0.00					
TIN	Case Processing (Current Funds)			\$0.00					
TIN	Post-Cause Suppl	ement (Carryover)			\$0.00 and ends <u>December 31, 2020</u> . The funds obligated by this instream expire on <u>September 30, 2025</u> . The recipient must comply with					
TIN	Post-Cause Suppl	ement (Current Fund	ds)		\$0.00	\$0.00 rules and regulations in accordance with the Fair Housing Assistan				
ADC	Administrative Cos	sts			\$0.00	\$0.00 Program regulations (24 CFR § 115), the Memorandum of Understanding between the Recipient and HUD (including all				
TRG	Training				\$0.00	subsequent addenda), a	nd the FY2020 CARES	S Act award guidance.		
PA1	Partnership	. ———		<u> </u>	\$0.00					
SE3	Special Enforcement	ent Effort			\$17,442.62					
	Total				\$17,442.62					
K-2					т —	•				
17. Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office				18.	Recipient is not require	d to sign this docu	iment.			
19. Recipient (HUD Administer	ing Omo	ce	20, HUD	(By Name)				
Dave Kerner, Mayor					Carlos	Osegueda, Regional I				
Palm Beach County, Board of County Commissioners Region IV, Office of FHEO/CAO										
Signature & Ti	tle		Date (n	nm/dd/yyyy)	Signature	& Title		Date (mm/dd/yyyy)		
— Dacusi	gned by:									
ſ		yor	7/25	5/2020						
			1					1		

form HUD-1044 (8/90)

ref. Handbook 2210.17

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:

Equipment* *Provide unit price, number, total cost, etc. if any changes to the estimates below within 30 days of order or change.	Estimated Delivery Date	Unit Price	Cost	Deliverables
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	\$120.00	\$1440.00	Provide receipts 60 days from purchase.
	order			
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.
TOTAL TECHNOLOGY			\$17,442.62	
COST				

Staff Receiving Above Listed Items:

Name	Position	Items	Purpose	Estimated Delivery Date
1 D 1 C	D'	G 11/ / ' - / '	70 1 1	
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/	Telework	Checkout as necessary
	_	scanner	Onsite	
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	Laptop/bag/MiFi/Cell/case/printer	Telework	Checkout as necessary
	Specialist			



Administration/Budget Department Approval

OFMB Department - Posted

BOARD OF COUNTY COMMISSIONERS PALM BEACH COUNTY, FLORIDA BUDGET AMENDMENT

Page 1 of 1

BGRV 400 070920*512 BGEX 400 070920*1605

Deputy Clerk to the

Board of County Commissioners

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
REVENUES:								
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	- =	
APPROPRIATION	IS & EXPENDITURES							
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
TOTAL APPI	ROPRIATIONS & EXPENDITURES	0	319,660,699	17,443	0	319,678,142	:	
	fice of Equal Opportunity PARTMENT/DIVISION	Signatures		Date 27/1/14/20) 20 .		By Board of County O At Meeting of 08/25/2	