Agenda Item #: 3I-5

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date:

March 9, 2021

[X] Consent
[] Ordinance

[] Regular [] Public Hearing

Department:

Housing and Economic Sustainability

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file: two (2) Amendments to Agreements for projects funded under the CARES Act for the Housing Counseling Program, as follows:

- A) Amendment 1 to the CARES Act Program Agreement (R2020-1361) with Credit Card Management Services, Inc.; and
- **B)** Amendment 1 to the CARES Act Program Agreement (R2020-1363) with Housing Foundation of America, Inc.

Summary: The aforementioned Amendments have been executed on behalf of the Board of County Commissioners (BCC) by Kathleen M. Scarlett, Director of Purchasing, in accordance with PPM CW-L-049 (Requirements for Procurements of Non-Construction Related Goods and Services Purchased or Reimbursed with Federal Funds). In accordance with Agenda Item 3I-1, dated September 15, 2020, the BCC authorized the allocation of CARES Act Program funds to no more than eight (8) certified housing counseling agencies to provide housing counseling assistance to homeowners and renters impacted by COVID-19. Each of the Agreements were in an amount not to exceed \$40,000.

Credit Card Management Services, Inc. and Housing Foundation of America, Inc. provided housing counseling services that exceeded their \$40,000 allocation due to the increased demand for services. These Amendments increase the participant's allocation by \$10,000.00. There will be no fiscal impact due to the additional funding being derived from surplus funds remaining in the project account as a result of the other program participants not utilizing their entire allocation.

In accordance with County PPM CW-0-051, all delegated contracts, agreements and grants must be submitted by the initiating Department as a receive and file agenda item. **CARES Act funds do not require a local match.** Countywide (HJF)

Background and Justification: In response to the COVID-19 pandemic, Palm Beach County received Federal funding via the CARES Act. A Housing Counseling Program was established to assist both homeowners and renters impacted by COVID-19. Housing and Economic Sustainability requested applications from Palm Beach County's housing related non-profits to participate in the Program. Eight (8) of the respondents met the application's requirements and qualified as certified housing counseling agencies and each was awarded a contract to perform the counseling services with compensation being \$150 per client. The expenditure eligibility period expired on December 31, 2020. The financial impact of COVID-19 and the timeline for funding expenditure required immediate implementation of an emergency contract procurement through the Purchasing Department.

Attachment(s):

1. Amendment 1 to the CARES Act Program Agreement with Credit Card Management Services, Inc.

2. Amendment 1 to the CARES Act Program Agreement with Housing Foundation of America, Inc.

Recommended By:

Department Director

Data

Approved By:

Song A. Mulh Assistant County Administrator

Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2021	2022	2023	2024	2025
Capital Expenditures					
Operating Costs					
External Revenues					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$0				
# ADDITIONAL FTE POSITIONS (Cumulative)					
B. Recommended Source No Fiscal Impact	ces of Funds/Su	ımmary of l	Fiscal Impa	ct:	
C. Departmental Fiscal I		rette Major,	Fiscal Mana	ager II	
	III. <u>REVIEW</u>	COMMEN	<u>TS</u>		
A. OFMB Fiscal and/or (Contract Develo	pment and	Control Co	omments:	
Lina Martin 2 OFMB Joggs	19/21 (RW) 2/9	Contract I	Development 2 - 10 / 2	Jawby and Contro	2/11/
3. Legal Sufficiency:					

C.

Other Department Review:

Department Director

AMENDMENT 1 TO THE CARES ACT PROGRAM AGREEMENT WITH CREDIT CARD MANAGEMENT SERVICES, INC.

Amendment 1 entered into on <u>December 8, 2020</u>, by and between Palm Beach County and Credit Card Management Services, Inc.

WITNESSETH:

WHEREAS, Palm Beach County entered into an Agreement (R2020-1361) with Credit Card Management Services, Inc. (Debthelper.com), on June 29, 2020, to provide \$40,000 of CARES ACT Coronavirus Relief Funds for Debthelper.com to establish a Housing Counseling Program and provide counseling services to those homeowners and tenants impacted by COVID-19; and

WHEREAS, the CARES ACT funding for the Housing Counseling Program was established at \$320,000 with eight (8) housing service providers each receiving \$40,000 to provide housing counseling services at \$150 per client; and

WHEREAS, Debthelper.com. has provided housing counseling services to a sufficient number clients that will cause them to exceed their \$40,000 allocation; and

WHEREAS, Debthelper.com is interested in continuing to provide the housing counseling services until the Program deadline; and

WHEREAS, both parties desire to amend the original Agreement in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, and various other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

A. INCORPORATION OF RECITALS

The foregoing recitals are true and correct and incorporated herein by reference. Terms not defined herein shall have the same meaning as ascribed to them in the Agreement.

- 1. The Debthelper.com allocation for housing counseling services shall be increased by \$10,000.00 to \$50,000.00.
- 2. The additional allocation to Debthelper.com shall be derived from surplus funds available from one of the other housing counseling providers that will go unused.

Except as modified by this Amendment 1, the Agreement remains unmodified and in full force and effect in accordance with the terms thereof. This Amendment 1 is expressly contingent upon the approval of the County and shall become effective only when signed by all parties.

IN WITNESS WHEREOF, the Director of Purchasing for Palm Beach County, Florida, on behalf of the COUNTY, and the Agency have executed this Amendment 1 on the day and year above written.

Signed, sealed and delivered	
In the presence of:	CREDIT CARD MANAGEMENT SERVICES,
	INC.:
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	BV
Witness Signature	Paul Donohue, President
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Mohan Calwani	25.00.01
Print Witness Name	(poseal)
0 0	(AGENCY SEAL)
Buch	·
Witness Signature	
Blair Cender	
Print Witness Name	
Print Witness Name	
STATE OF FLORIDA	
COUNTY OF Palm Beach	
The foregoing instrument was acknow	riedged before me by means of [X] physical
presence or [] online notarization, of	on 12-10-2020, by Paul Donohue, as
	Services, Inc., who is personally known to me, or
who has produced	as identification and who did/did
not take an oath	
ANN-MARIE DRAPEAU MY COMMISSION # HH 011482	
EXPIRES: October 17, 2024	Signature: Signature:
Bonded Thru Notary Public Underwriters	Notary Name: Ann Mane Draneau
(NOTARY SEAL ABOVE)	Notary Public - State of Florida
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PALM BEACH COUNTY, FLORIDA, a Political Subdivision of the State of Florida For its BOARD OF COUNTY COMMISSIONERS

By

Kathleen M. Scarlett, Director PBC Purchasing Department

Approved as to Form and Legal Sufficiency

Approved as to Terms and Conditions Dept. of Housing & Economic Sustainability

Howard J. Falls Display in Jones 1, Falls Di

Howard J. Falcon III
Assistant County Attorney

Jonathan Brown
Department Director

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AMENDMENT 1 TO THE CARES ACT PROGRAM AGREEMENT WITH HOUSING FOUNDATION OF AMERICA, INC.

Amendment 1 entered into on <u>December 9, 2020</u>, by and between Palm Beach County and Housing Foundation of America, Inc.

WITNESSETH:

WHEREAS, Palm Beach County entered into an Agreement (R2020-1363) with Housing Foundation of America, Inc. (HFA), on June 29, 2020, to provide \$40,000 of CARES ACT Coronavirus Relief Funds for HFA to establish a Housing Counseling Program and provide counseling services to those homeowners and tenants impacted by COVID-19; and

WHEREAS, the CARES ACT funding for the Housing Counseling Program was established at \$320,000 with eight (8) housing service providers each receiving \$40,000 to provide housing counseling services at \$150 per client; and

WHEREAS, HFA has provided housing counseling services to a sufficient number clients that will cause them to exceed their \$40,000 allocation; and

WHEREAS, HFA is interested in continuing to provide the housing counseling services until the Program deadline; and

WHEREAS, the parties desire to amend the original Agreement in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, and various other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

A. INCORPORATION OF RECITALS

The foregoing recitals are true and correct and incorporated herein by reference. Terms not defined herein shall have the same meaning as ascribed to them in the Agreement.

- 1. The HFA allocation for housing counseling services shall be increased by \$10,000.00 to \$50,000.00.
- 2. The additional allocation to HFA shall be derived from surplus funds available from one of the other housing counseling providers that will go unused.

Except as modified by this Amendment 1, the Agreement remains unmodified and in full force and effect in accordance with the terms thereof. This Amendment 1 is expressly contingent upon the approval of the County and shall become effective only when signed by all parties.

IN WITNESS WHEREOF, the Director of Purchasing for Palm Beach County, Florida, on behalf of the COUNTY, and the Agency have executed this Amendment 1 on the day and year above written.

Signed, sealed and delivered In the presence of:	HOUSING FOUNDATION OF AMERICA, INC.
1/22	By: Cht & Bry
Witness Signature	Chester A. Bishop, Chair
Print Witness Name	(AGENCY SEAL)
Witness\Signature	
Helen C. Capeland Print Witness Name	
STATE OF FLORIDA COUNTY OF Browd	
presence or [] online notarization, of Chair of Housing Foundation of American produced	owledged before me by means of [1] physical on
FATRICIA GREEN Commission # GG 153333 Expires October 19, 2021 Bonded Thru Troy Fain Insurance 800-386-7019	Signature:
(NOTARY SEAL AROVE)	Notary Name: <u>Jarric to Exerce</u> Notary Public - State of Florida

PALM BEACH COUNTY, FLORIDA, a Political Subdivision of the State of Florida For its BOARD OF COUNTY COMMISSIONERS

Kathleen M. Scarlett, Director PBC Purchasing Department

Approved as to Form and Legal Sufficiency

Approved as to Terms and Conditions Dept. of Housing & Economic Sustainability

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Howard J. Falcon III Assistant County Attorney Department Director

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