

Date 6/

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2022	2023	2024	2025	2026
Capital Expenditures					
Operating Costs	420,000				
External Revenue	(420,000)				
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	0				

# ADDITIONAL FTE POSITIONS (Cumulative)					
--	--	--	--	--	--

Is Item Included In Current Budget?

Yes ☐ No ☒

Does this item include the use of federal funds?

Yes ☒ No ☐

Budget Account No.:

Fund 0001 Dept. 148 Unit 1345 Object 8301 Program Code Var. Program Period GY20

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. Budget will be amended upon the receipt of the final award notices.

DocuSigned by:

Julie Dowe

05AC9C7CC5BC4A4...

C. Departmental Fiscal Review:

Julie Dowe, Director, Financial & Support Services

III.

REVIEW COMMENTS

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

B.

Lucy Munt 4/8/22
OFMB LM418
(TW) 4/7/22

Mr. J. Jacoby 4/12/22
Contract Development and Control
4-12-22 TW

C. Legal Sufficiency:

Debra C. Bishop 4/13/22
Assistant County Attorney

D. Other Department Review:

Department Director

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

Attachment 1

MEMORANDUM



Community Services Department
810 Datura Street
West Palm Beach, FL 33401
(561) 355-4700
FAX: (561) 355-3863
www.pbcgov.com



**Palm Beach County
Board of County
Commissioners**

Robert S. Weinroth, Mayor
Gregg K. Weiss, Vice Mayor

Maria G. Marino
Dave Kerner
Maria Sachs
Melissa McKinlay
Mack Bernard

County Administrator

Verdenia C. Baker



"An Equal Opportunity
Affirmative Action Employer"

TO: Robert S. Weinroth, Mayor
Board of County Commissioners

THRU: Verdenia C. Baker, County Administrator
Board of County Commissioners *VCBaker*

FROM: James Green, Director
Community Services Department *James Green*
DocuSigned by:
BF34EF228FDF492...

DATE: February 11, 2022

RE: Emergency Food and Shelter Grant Application

Pursuant to Section 309 of the Administrative Code, your signature is needed on both the Phase 39 Emergency Food and Shelter Program Application and the Phase ARPA-R Emergency Food and Shelter Program (EFSP) Application.

The Emergency Food and Shelter National Board Program is a restricted federal grant that provides EFSP funds. The ARPA-R dollars are additional dollars released in conjunction with the annual EFSP grant program. The United Way of Palm Beach County, Inc. (United Way) administers the award locally. The Division of Human Services (DHS) has received EFSP funds for the past 27 years. The DHS is applying for funds totaling \$420,000 to provide rental assistance to families in need and emergency hotel/motel funding for the homeless in our community. These are non-recurring funds and no County match is required.

The Palm Beach County Community Services Department has a long history with United Way and the Emergency Food and Shelter grant. This funding provides much need emergency rental relief through the rental category and will provide hotel nights for our most vulnerable citizens, the homeless.

The applications were received on February 1, 2022 with instructions to return them by February 21, 2022 by noon. The emergency signature process is being utilized because there is not sufficient time to submit the application through the regular agenda process. Staff will submit this item at the next BCC meeting to ratify the Mayor's signature.

If additional information is needed, please contact Wendy Tippet, Director of Human Services and Community Action at 561-355-4772.

Approved by: *Taruna Mallotra* *Lauren Magierowski*
DocuSigned by:
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C894E57E5134470...

Assistant Department Director OFMB

Helene C. Hvizd
DocuSigned by:
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Helene Hvizd
Senior Assistant County Attorney

Attachments:
1. EFSP Phase 39 Application
2. ARPA-R Application

PHASE 39 EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) APPLICATION
Federal Emergency Management Agency/Palm Beach County

Attachment 1

AGENCY CONTACT INFORMATION

Agency Name: Palm Beach County Community Services (CSD)
Executive Director: James Green, Director of CSD
EFSP Contact Person & Title: Wendy Tippet
Address: 810 Datura Street
City, State, Zip Code: West Palm Beach, FL 33460
E-Mail: wtippet@pbcgov.orgf
Telephone: 561-355-4772
Federal ID: 59-6000785 **DUNS Number:** 0784704810000
Local Recipient Organization (LRO) Number (if applicable): 168600019

REQUEST FOR FUNDING

Provide your Phase 39 EFSP request for funding broken down in the following categories. Use the unit of service definitions included in this application.

	CATEGORY	REQUEST AMOUNT	ESTIMATED UNITS OF SERVICE	UNIT COST
A	Served Meals			
B	Other Food (Pantry) <ul style="list-style-type: none">PantryGift Cards			
C	Mass Shelter <ul style="list-style-type: none">Transitional Housing			
D	Other Shelter <ul style="list-style-type: none">Hotel/Motel			
E	Rent/Mortgages	100000	50	2000
F	Utility Payments			
G	Total Request (add A through F)	100000	50	2000

PHASE 39 EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) APPLICATION
Federal Emergency Management Agency/Palm Beach County

AGENCY INFORMATION

All applicants are to complete this section. Only submit this section once, even if requesting participation in multiple EFSP categories. You are encouraged to thoroughly yet succinctly respond to each question.

- 1. How many years has the agency been in existence? 112
- 2. How many years has the agency been providing emergency support services? 55
- 3. What are the agency's overall mission and goals? (1000 character maximum)

The mission of Community Services is to promote independence and enhance the quality of life in Palm Beach County by providing effective and essential services to residents in need. The values the department lives by is Respect; Equity; Compassion; Integrity; Professionalism; and Empowerment. Our vision is to create a community where all residents of Palm Beach County have the resources and opportunities to achieve their full potential.

- 4. Briefly describe services the agency provides to the community. (2000 character maximum)

Over the last decade, the Division has strengthened its Case Management model of service delivery utilizing Housing Focused Case Management. Instead of a one -time payment of delinquent rent or utility bills, eligible households are engaged in a thorough Intake & Assessment; provided structured services that address barriers to economic stability; & provide Case Management to assist them in gaining or regaining housing stability. After the initial emergency issue is addressed, this model involves evaluating services that address barriers related to maintaining housing. The services provided assist households with a more comprehensive plan to sustain their housing stability. This plan could involve assisting households in relocating to a less expensive housing option, linking the household with a training program that will increase the household's income, or assisting the household with applying for eligible benefits such as SSI or SSDI. The Division also serves homeless individuals utilizing harm reduction & housing first modalities. One of the most effective ways to reach homeless individuals is through Outreach by engaging in one-to-one conversations conducted by the Homeless Outreach Team (HOT). The HOT goes to places throughout the county where homeless individuals are known to congregate. The friendly, non-threatening discussions build trust & rapport, enable the HOT to complete an assessment & identify available services. For those who choose to participate, they are rapidly rehoused (RRH) from the street or after a short stay in emergency shelter. RRH assistance is determined based on individual needs, but is possible up to 12 months. Ongoing Case Management assists the individuals in obtaining economic stability through employment, obtaining benefits such as SSI, SSDI, and/or Veteran assistance

- 5. Is the agency an access partner with the Florida Department of Children and Families?

Yes x No N/A

If no, indicate why not? (1000 character maximum)

- 6. If applying for the categories Mass Shelter, Other Shelter, Rent/Mortgage and Utility Payments, are you a member of the Palm Beach County Homeless and Housing Alliance (HHA) (Formerly the Continuum of Care)?

PHASE 39 EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) APPLICATION
Federal Emergency Management Agency/Palm Beach County

[HHA delivers a comprehensive and coordinated continuum of services for homeless individuals and families. Components include homeless prevention, outreach and assessment, emergency shelter, transitional housing, supportive services, permanent housing, and permanent supportive housing. The HHA includes a variety of community-based members that meet monthly.]

Yes x No N/A

If no, indicate why not? (1000 character maximum)

7. The Palm Beach County Homeless Management Information System *[Client Management Information System (CMIS) ClientTRACK]* was created to avoid duplication of services provided to an individual by multiple agencies. EFSP requires immediate entry of client data at the time of services and prior to issuance of any funds.

Is the agency an active user of CMIS ClientTRACK?

Yes x No

Does the agency utilize CMIS ClientTRACK beyond EFSP?

Yes x No

If no, explain why not? (1000 character maximum)

8. How does the agency provide services to people with disabilities, including those who require reasonable accommodation as required by the Americans with Disabilities Act (ADA)? *(For example, describe the agency's policies and procedures to assist clients who require a Sign Language Interpreter, assistance in filling out forms, wheelchair accessibility, and/or accessibility for service animals in the proposed EFSP-funded program services locations.)* (2000 character maximum)

All of the buildings/offices that Palm Beach County Division of Human Services operates from are ADA compliant, including wheelchair accessibility. Service Animals are allowable in all County locations. The buildings are accessible by public transportation. Each Division office has at least one staff person that speaks Spanish. Any case requiring a Spanish interpreter is assigned to that specific worker automatically. For Creole speaking individuals, the Belle Glade office has staff who speaks Creole and those cases are assigned automatically. For all other offices, when the need for Interpreter Services, especially for those where a Sensory Impairment is identified, the services are secured when individuals applying for services walk-in, The Division utilizes a Purchase Agreement rather than a contract. If Interpreter Services are necessary, the staff makes proper accommodations and client is given an appointment to come back once these services are arranged. If required or requested, Case Managers are available to conduct home visits in order to provide services

EFSP FUNDING HISTORY

9. Has your agency ever received EFSP funding?

Yes x No

PHASE 39 EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) APPLICATION
Federal Emergency Management Agency/Palm Beach County

10. If your agency has received funding, provide the following information for the past two phases.

Funding Category	Phase 37				Phase 36			
	Amount of EFSP Funding requested	Units of service proposed	Amount of EFSP funding received*	Units of service provided with EFSP funding	Amount of EFSP Funding requested	Units of service you proposed	Amount of EFSP funding received*	Units of service provided with EFSP funding
Served Meals								
Other Food								
Mass Shelter								
Other Shelter								
Rent/Mortgage	300000	300	87500	90	300000	300	209849	257
Utility								
Total								

*This amount should reflect any approved redistribution of funds.

11. Did the agency have any EFSP compliance issues that resulted in the agency having to return money?

Yes No x N/A

If yes, how much?

Explain: (1000 character maximum)

PHASE 39 EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) APPLICATION
Federal Emergency Management Agency/Palm Beach County

CATEGORY NARRATIVE: RENT/MORTGAGE

Program Name: Housing Stabilization program

Provide a summary of the program for which you are requesting funding. You are encouraged to thoroughly yet succinctly respond to each question. If the program operates at multiple sites, respond to specific sites requesting funding. Indicate whether the answer applies to all sites or answer per site and estimate the amount of EFSP funding the agency will designate to each site. Read the questions thoroughly and include only narrative that answers the question directly.

1. Target Population (3000 character maximum)

- a. Describe the primary target population served by this program; i.e., demographic data and geographic area served.
- b. Describe the eligibility requirements for the "rent/mortgage" program and how the program ensures that everyone, not just the program's clients, receive this service. Describe the process and steps clients take to receive services, including when (days and hours of operation, holidays, off hours) and how (appointment and/or walk-ins) clients access the program services supported by EFSP funds.

Rental assistance will be provided to all residents of Palm Beach County and will target families with children, individual households including elderly, the working poor who face eviction or may be experiencing a financial crisis. Rent may also be provided to the at-risk and homeless populations to allow those persons the opportunity to be rapidly rehoused from the streets or emergency shelters. The homeless population targets chronically homeless, single male and female adults, above the age of 18; with a focus on those with substance abuse, mental illness, HIV/AIDS, or Veterans.

Eligibility services through the Division's Housing Stabilization offices will include PBC residents regardless of income. Generally, the Division serves households within 150% of FPLG but EFSP funds allow the Division to expand services to PBC households regardless of their income levels. Eligibility includes individuals and families who are risk of being homeless or are homeless. The COVID crisis provided the opportunity for CSD to move to an electronic application process. The process prevents the spread of COVID by providing an online platform to complete an application, upload necessary documents and once processed by a case worker, electronic applications allow the need information and documents to move straight to finance for payment. The Division has five area offices where individuals/families can apply for Rent Payment assistance by appointment if needed. The Division also participates in community outreach efforts and conducts assessments and eligibility determination directly during these events. For homeless persons, services are initiated through the Homeless Outreach Team and follow through case management is completed by the Rapid Re-Housing Case Managers who provide the on-going services. The Division utilizes Coordinated Entry Call Center to triage calls, schedule appointments, dispatch outreach Teams, complete applications and provide case management services. The Call Center allows one contact number to access a multitude of services.

2. Program (7000 character maximum)

- a. Provide a description of the program services, in relation to the funding category.
- b. Describe the agency's administrative structure and the program's staffing structure. If funded, how will the staffing meet the increased number of clients the agency will serve.
- c. Describe how the program's staff connect clients with other resources or programs in the community to ensure comprehensive services are provided to clients *[For example, referral and/or linkage to 211, Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), Low Income Home Energy Assistance Program (LIHEAP), Emergency Home Energy Assistance for the Elderly Program (EHEAP), Florida Power & Light's Care to Share Program]*?

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In the Housing Stabilization offices, the Division offers rent and utility assistance to individuals and families. An Assessment is conducted to assist the Case Manager and household in determining what is impeding the household from obtaining or maintaining housing stability. Once the assessment is completed, an Individual Service Plan (ISP) is developed that outlines action steps for each household that addresses what is impeding the household from sustaining housing. The Division has access to multiple funding sources other than EFSP that are available to support the household. This allows the Division to provide a more comprehensive array of services. The Division has also built long-standing relationships with other Not-For-Profits and Faith Based Organizations that provide additional access to funding that further enhances services for the households being served. The Division accesses these services for the household so they do not have to travel to multiple agencies for needed services. Case management services are provided to all households for at least a minimum of 30 days or longer as needed, focusing on activities geared toward housing stability such as budgeting, bill paying, completing benefit applications, training opportunities, and linkages to other needed services. Case Management continues until the actions and goals established in the ISP are achieved. Follow-up contact is made by telephone, office or home visit, as appropriate, and defined by the ISP. Follow up is also made within 30 days of services ending. The Homeless Services Teams will utilize the rental assistance to provide the first month's rent for homeless clients that are evaluated as needing rapid re-housing; the most vulnerable and most likely to die on the street. They are assessed using the SPDAT (Service Prioritization Decision Assistance Tool), the common assessment tool adopted by the Homeless and Housing Alliance. Once placed, ongoing case management and additional rental assistance is provided until the individual is able to maintain the rent on their own based on assessed need. Again, the Division has the availability to access all County financial resources as well as those available through partner agencies.

B. Rent Payment assistance will be provided, and progress monitored by Case Managers in the Division's three area offices. All three offices have a Casework Supervisor on-site. Twelve Case Managers are available across the three offices to provide services throughout the County. A Contract/Grants Coordinator provides consultation and monitoring related to EFSP eligibility criteria and service delivery. An Operations Supervisor oversees the Casework Supervisors for the three area offices. The Contract/Grants Coordinator and the Division Operations Supervisor report to the Division Director. The Division has fiscal and programmatic capacity to perform all of the requirements of the grant. The Homeless Services Staff consists of two Supervisors and fourteen Case Managers who also receive oversight from the Contract/Grants Coordinator and Operations Supervisor. All Division staff are cross-trained and can support any office when the demand is greater than the available staff for that office. Having multiple offices also allows households to choose to access services from any office. This is beneficial particularly for households that may work closer to an office than the one they live near. If needed, the Division also has the ability to hire temporary staff for up to six months should the demand for services warrant it.

C. As a first step during the process of serving clients, the Division completes an assessment of needs and assists clients at that time to access a diverse array of services. All of the services provided through case management are to assist the client to achieve housing stability. The Division has an agreement with FPL to determine eligibility and administer Care-to-Share requests. Staff assists clients with their applications for EHEAP with the Department's Senior Services Division and the Community Action offices for LIHEAP. The Division continuously supports the household during the delivery of services, including assisting them with applications and linkages for services with community partners and faith-based organizations county-wide, including 2-1-1 and those services funded by ESG, CDBG and HUD.

3. Success and Results (3000 character maximum)

- a. Describe how the EFSP funds will be used to enhance or expand current services.
- b. Describe the current system the program is using to measure results. How is the data tracked (this can include # served, client feedback, any outcomes you might collect, etc.)? What data system do you currently use (paper, Excel, database, etc.)?
- c. Briefly describe the program's case management services, if any, including determination of client stabilization plan and 30-60 days follow-up.

A. EFSP funds are used to enhance the Division's current services. First, EFSP allows the Division the flexibility of serving any Palm Beach County resident regardless of income and couple that funding with resources

PHASE 39 EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) APPLICATION
Federal Emergency Management Agency/Palm Beach County

available through community partners. Thus, allowing the Division to reach a greater number of residents and provide a more comprehensive array of services. Secondly, the EFSP funds allow the Division to expand the amount and number of services provided to each household by utilizing EFSP funds first. Often by utilizing these funds first, enables the Division the opportunity to provide more than one month's assistance thereby allowing the household the opportunity to build a financial safety net.

B. The Division measures results in multiple ways. First, the Division measures the number of households that avoid eviction or the number of household that reduce housing expenses after relocating to a less expensive unit as a result of the financial assistance. For those rapidly re-housed, the division measures the number of households that are able to sustain housing. The data is tracked in Client Track by collecting information as households begin services, at interim timeframes, at exit and one year after services have ended. The Department of Community Services has developed a Client Satisfaction Survey through Survey Monkey and the Community Services Department Director has conducted multiple focus groups throughout Palm Beach County to directly lead discussions with participants as to their satisfaction with all Department services.

C. The Division's premise is that Case Management is crucial not just at the initial intake, but throughout the life of a case. Many persons served only want to deal with the presenting emergency and resist steps necessary to determine how they arrived at the current situation and how they might prevent future recurrence of emergencies. The Division has a service delivery system of comprehensive Case Management with outcome measures. After the initial Intake is completed, an Individual Service Plan is developed. For those sent through Rapid Re-Housing placement, intensive case management involves contact twice weekly at a minimum with contact often occurring after regular business hours to accommodate clients' schedules. Home visits reduce as the individuals reconnect with the community and achieve housing stability. Also, during the first thirty days, the Case Managers act as liaisons for clients assisting them in obtaining identification and providing linkage to assistance such as Veterans Services; Mental Health and Substance Abuse Services; Career Source; and NA/AA Meetings. Food Stamps are directly applied for through ACCESS as the Division is a Partner. Case Management is provided on the average for one year. For those served through Housing Stabilization, case management services are provided to all households for at least a minimum of 30 days or longer as needed, focusing on activities geared toward housing stability such as budgeting, bill paying, completing benefit applications, training opportunities, and linkages to other needed services. Follow-up contact is made by telephone, office or home visit, as appropriate, and as defined by the ISP. Case Management continues until the actions and goals established in the ISP are achieved for an average of six months. Follow up is also made within 30 days of the services ending

4. Accounting and Financial Stability (3000 character maximum)

- a. Describe how the agency will ensure EFSP funds will be used only for the intended purpose. Include a description of the agency's documentation requirements for EFSP funds, internal controls and staff responsible for financial management.
- b. Describe how the agency has the fiscal capacity to begin delivering EFSP services through the current program prior to receiving EFSP funding.

Annually, the Division Supervisors and Administrative Staff attends the training provided by United Way regarding EFSP compliance requirements including the backup documentation required for each funding activity. The Supervisors then review these requirements with their staff. The Division has specific program policies and procedures for each Division Program and funding resource. The Division has multiple sources of funding which are set up by in the County's Financial Accounting System by funding source, fiscal year or grant year and by allowable service for each funding resource. As each service is provided, Case Managers electronically generate an invoice for that service. Each invoice identifies the funding source by the assigned accounting code and submitted for approval to the Case Work Supervisor. The Supervisor reviews the invoice to determine if the appropriate funding source was utilized and that the service is an allowable expense for that funding source. If the information is accurate, the Supervisor approves the invoice and electronically submits it to the Division's fiscal department. The invoice is then reviewed by three levels of fiscal staff. After the final fiscal review, the invoice is then submitted electronically to the Finance Department which is administered by the Palm Beach County Clerk of the Courts. The Finance Department reviews the invoice for accuracy and ensures it meets the threshold for payment. The Finance Department records the expenditure in the County's Accounting System and a check is cut and mailed to the appropriate vendor.

PHASE 39 EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) APPLICATION
Federal Emergency Management Agency/Palm Beach County

On a separate note, the Division's Contract Grants Coordinator sets up an excel spreadsheet as defined in the EFSP manual so the Division's offices can enter each EFSP service provided. On a monthly basis, the Case Work Supervisors and Contract Grants Coordinator reconcile the expenditures on the spreadsheet to Client Track Entries as well as the County's Financial Accounting System.

5. Budget

The intent of the Emergency Food and Shelter Program is to supplement and expand current available resources and not to substitute or reimburse ongoing programs and services or to start new programs. Other funding sources must be in place for the program for which you are applying. EFSP funding requests may not be more than 50% of the current fiscal year program budget.

Total Program Budget \$1,830,980

Complete the table below and indicate the amount of the current fiscal year (FY) program budget line item expense, number of units to be provided, amount of your EFSP request for each line item, and number of added units.

Category	Excluding previous EFSP funding		Phase 39 Request	
	Current FY Amount Budgeted	Number of Units to be Provided	EFSP Funding Request	Number of Added Units
Rent/Mortgage (Unit = Household)	1830980	577	100000	50

Note: EFSP funding is intended to provide one-time payment (up to 3 months) of rent or mortgage (principal and interest only (P&I)) up to \$2,000 per phase for qualifying clients. A one-time payment of \$250.00 or less per phase is allowed when it is not possible to verify the monthly amount. Payment must be in arrears or due within 10 calendar days and must guarantee an additional 30 days of service. These funds may NOT be used for Deposit Fees, Late Fees, or Condo Fees.

PHASE 39 EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) APPLICATION
Federal Emergency Management Agency/Palm Beach County

Return application to: United Way of Palm Beach County, Inc., 477 S. Rosemary Avenue, Suite 230, West Palm Beach, FL 33401, Attention: Tamara Worley

Questions? Contact: Tamara Worley at (561) 375-6630

All submissions must be typewritten. Incomplete submissions will not be reviewed. Applications MUST be submitted via hand delivery to the above address by the deadline. **Late proposals will not be accepted. NO EXCEPTIONS.**

APPLICATION SUBMISSION DEADLINE: February 21, 2022 12:00 PM (NOON) NOTE: DUE TO COVID-19 STAFF WILL ONLY BE AVAILABLE TO RECEIVE YOUR APPLICATION ON MONDAY, FEBRUARY 21ST, 9 A.M. – 12 P.M.

All applicants are required to read and understand the EFSP Responsibilities and Requirements Manual.
Available online at www.unitedwaypbc.org under "Get Help"

Submit the following documents as part of the application packet and collate in the order below. Failure to include all of the documents will eliminate the application from funding consideration.

- ☐ **Completed Application - Original Only**
(Complete and submit the following section(s): Agency Contact Information, Request for Funding, Agency Information, EFSP Funding History, and any category narrative for which you are requesting funding)
- ☐ **Current & Complete List of Organization's Board of Directors**
(This list should include their terms of office and their organizational and community affiliations)
- ☐ **Agency and Program Budgets**
(Attach a copy of the agency's current operating budget and current program budget including revenue and expenses.)
- ☐ **Local Recipient Organization Certification Form**
(Completed and signed)
- ☐ **Fiscal Agent/Fiscal Conduit Agency Relationship Certification Form**
(This form only needs to be submitted if your agency is using a fiscal agent and/or conduit)
- ☐ **Certification Regarding Lobbying**
(This form only needs to be submitted if your agency is applying for more than \$100,000 dollars)
- ☐ **Data Universal Number System (DUNS) Form**
- ☐ **Electronic Fund Transfer (EFT) Form and Voided Check**
- ☐ **Agency Audit and Management Letter**
(LROs must have their records audited by an independent certified public accountant if receiving \$100,000 or more in EFSP funds, for the immediate past fiscal year. For LROs receiving \$50,000 - \$99,999 in EFSP funding, the National Board requires an annual accountant's review) (If the agency is not required to conduct a financial audit annually, please attach the agency's most recent IRS Form 990)

To the best of my knowledge and belief, the information in this proposal is true and correct and the governing body of the applicant has duly authorized the enclosed documents. I understand that incomplete applications or applications submitted after the deadline will not be accepted or reviewed. By signing below, the undersigned acknowledges having read and understood the program guidelines and will be able to fully comply with the provisions of these guidelines as well as any and all additional applicable federal, state and local requirements, including procurement and financial management. If awarded, my organization will attend the mandatory orientation and submit reports to the Local Board by their due dates. If awarded, my organization will work with the Local Board to quickly clear up any problems related to compliance exception(s) at the end of the program. Failure of an LRO to comply with the National Board's reporting requirements will result in funds being withheld. The Local Board or National Board may reclaim and reallocate the funds being withheld if my organization does not comply in a timely manner to compliance issues.

Executive Director's Signature: 
Robert S. Weinroth, Mayor

Date: Helene C. Hvizd 2/17/22

Approved as to form and legal sufficiency
By: _____
Senior Assistant County Attorney

MEMORANDUM



Community Services Department

810 Datura Street

West Palm Beach, FL 33401

(561) 355-4700

Fax: (561) 242-7336

www.pbcgov.com/communityservices



Palm Beach County
Board of County
Commissioners

Robert S. Weinroth, Mayor

Gregg K. Weiss, Vice Mayor

Maria G. Marino

Dave Kerner

Maria Sachs

Melissa McKinlay

Mack Bernard

County Administrator

Verdenia C. Baker

"An Equal Opportunity
Affirmative Action Employer"

Official Electronic Letterhead

TO: Emergency Food and Shelter Program

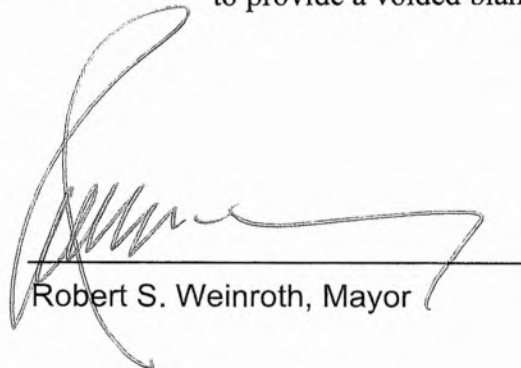
FROM: Robert S. Weinroth, Mayor

DATE: February 10, 2022

RE: Phase 39 Emergency Food and Shelter Program ARPA Funding

**PHASE 39 EMERGENCY FOOD AND SHELTER PROGRAM
(EFSP) APPLICATION
Federal Emergency Management Agency/Palm Beach County**

Palm Beach County Clerk of Courts manages Palm Beach County Board of County Commissioners (PBCBCC) financial accounts. PBCBCC has not made any changes to their existing accounts that received EFSP funding this year. The Clerk of Courts is not authorized to provide a voided blank check.


Robert S. Weinroth, Mayor

Approve as to form and legal
sufficiency

DocuSigned by:

Helene C. Hvizd

By: _____
Senior Assistant County Attorney

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EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM PHASE 39 and PHASE ARPA-R LOCAL RECIPIENT ORGANIZATION CERTIFICATION

By signing this Local Recipient Organization (LRO) Certification Form, our agency certifies we have read and understand the Emergency Food and Shelter Program (EFSP) Phase 39 and Phase ARPA-R Responsibilities and Requirements Manual, including the Grant Agreement Articles, Financial Terms and Conditions, and Other Terms and Conditions as well as the Eligible and Ineligible Costs and Documentation sections and agree to comply with all program requirements. Our agency understands that all parties will be held accountable for complying with the provisions of the grant as well as full compliance with applicable requirements of all other Federal laws, Executive Orders, regulations, and policies governing this program including those not specifically stated in the Manual. All appropriate staff and volunteers have been informed of EFSP requirements. The Local Board has been provided and we have retained a copy of this form for our records.

I certify that my public or private agency:

- Has the capability to provide emergency food and/or shelter services.
- Will use funds to supplement/extend existing resources and not to substitute or reimburse ongoing programs and services.
- Is nonprofit or an agency of government.
- Will not use EFSP funds as a cost-match for other Federal funds or programs.
- Has an accounting system, and will pay all vendors by an approved method of payment.
- Understands that **cash payments** (including petty cash) are **not eligible** under EFSP.
- Conducts an independent annual review if receiving \$50,000-\$99,999/an independent annual audit if receiving \$100,000 or more in EFSP funds, and follows OMB's Uniformed Guidance if receiving \$750,000 or more in Federal funding.
- **Has not received an adverse or no opinion audit.**
- Is not debarred or suspended from receiving Federal funds.
- Has provided a Federal Employer Identification Number (FEIN) to EFSP.
- Has provided a Data Universal Number System (DUNS) number issued by Dun & Bradstreet (D&B) and required associated information to EFSP.
- Practices non-discrimination (agencies with a religious affiliation, will not refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling in any program receiving Federal funds).
- Will not charge a fee to clients for EFSP funded services.
- Has a voluntary board if private, not-for-profit.
- Will provide all required reports to the Local Board in a timely manner; (i.e., Second Payment/Interim Request and Final Reports).
- Will expend monies only on eligible costs and keep complete documentation (copies of canceled LRO checks -- front and back, other proof of payment, invoices, receipts, etc.) on all expenditures for a minimum of three years after end-of-program date, and for compliance issues until resolved.
- Will spend all funds and close-out the program by my jurisdiction's selected end-of-program date and return any unused funds (\$5.00 or more) to the National Board.
- Will provide complete, accurate documentation of expenses to the Local Board, if requested, following my jurisdiction's selected end-of-program date.
- Has no known EFSP compliance exceptions in this or any other jurisdiction.
- Will not use EFSP funding for any lobbying activities and if receiving \$100,000 or more, will provide the "Certification Regarding Lobbying" and, if applicable, will complete Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- Will not and will ensure its employees, volunteers or other individuals associated with the program will not engage in any trafficking of persons during the period this award is in effect.
- Will not and will ensure its employees, volunteers or other individuals associated with the program will not use EFSP funds to support access to classified national security information.

Approved as to form and legal sufficiency

DocuSigned by:

By: _____

Helene C. Hvizd

Senior Assistant County Attorney

This form must be completed in its entirety. Please do not alter this form; any questions regarding the form should be directed to EFSP staff.

LRO ID (9 digit): 1686000197

FEIN#: 59-6000785

DUNS #: 0784704810000

LRO Name: Palm Beach County Community Services

Street Address/City/State/Zip: 810 Datura Street

Phone #: 561-355-4772

Fax #: _____

Email: wtippett@pbcgov.org

Print Name: Robert B. Weinroth, Mayor

Signature: _____

Date: _____

02/17/22

NOTE: The EFSP National Board will be updating this document once the Phase 39 and Phase ARPA-R Manual has been finalized. LROs will be required to submit an updated Local Recipient Organization Certification form via DocuSign once award notifications have been announced.

EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM PHASE 39
AND PHASE ARPA-R CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1. No Federal appropriated funds have been paid or will be paid by or on the behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, contribution, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Title 31 U.S.C. §1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

This form must be completed in its entirety. Please do not alter this form; any questions regarding the form should be directed to EFSP staff.

Palm Beach County Community Services

LRO Name

168600019

LRO ID Number (9 digits)

Robert S. Weinroth, Mayor

Representative Name

Approved as to form and legal sufficiency

DocuSigned by:

By:

Helene C. Hvizd

Senior Assistant County Attorney

Representative Signature

02/17/2022
Date (month/day/year)

NOTE: Standard Form LLL and instructions are available at www.grants.gov

NOTE: LROs will be required to submit an updated Certification Lobbying form via DocuSign once award notifications have been announced.

**EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM
DUNS REPORTING FORM**

LRO NAME: _____

REQUIRED ITEM	DEFINITION	PROVIDE INFORMATION HERE <i>(Please type or print legibly)</i>
Local Recipient Organization (LRO) ID Number	Unique 9-digit number assigned to your agency by the Emergency Food and Shelter Program	168600019
DUNS Number	Unique 9-digit number obtained from Grants.Gov or Dun & Bradstreet	078470481
Sub-Recipient Congressional District	Congressional District where your agency is physically located. (2-digit number)	21
Sub-Recipient Primary Place of Performance (POP) Address Line 1	Address of primary physical location where your agency's EFSP services are provided	810 Datura St West Palm Beach, FL 33404
Sub-Recipient POP Address Line 2	Address of primary physical location where your agency's EFSP services are provided (line 2, if necessary)	Same as primary
Sub-Recipient POP Location	Name of city/town where your agency's EFSP services are provided	
Sub-Recipient POP State Code	State where your agency's EFSP services are provided	FL
Sub-Recipient POP Zip Code + 4	Zip Code + 4 where your agency's EFSP services are provided	33401
Sub-Recipient POP Congressional District	Congressional district where your agency's EFSP services are provided (2 digit number)	21
Sub-Recipient Indication of Reporting Applicability	This is a "Yes" or "No" response. "Yes" if your agency received in the preceding fiscal year: (a) 80% or more of its annual gross revenues from federal contracts (and sub-contracts), loans, grants (and sub-grants) and cooperative agreements; AND (b) \$25 million or more in annual gross revenues from federal contracts (and sub-contracts), loans, grants (and sub-grants) and cooperative agreements; AND if this information is not publicly available through some other means including, but not limited to, SEC filings and IRS 990 filings.	No
Sub-Recipient Highly Compensated Officers Names	If you answered "Yes" to <i>Sub-Recipient Indication of Reporting Applicability</i> above, <u>this information is required</u> . List the individual names (first, middle initial, last) of your organization's 5 most highly compensated officers, if applicable.	1. 2. 3. N/A 4. 5.
Sub-Recipient Highly Compensated Officers Compensation	If you answered "Yes" to <i>Sub-Recipient Indication of Reporting Applicability</i> above, <u>this information is required</u> . This is the individual compensation for your organization's 5 most highly compensated officers and should correspond to the officers' names you listed above, if applicable.	1. 2. 3. N/A 4. 5.

Attachment 2

MEMORANDUM



Community Services Department
810 Datura Street
West Palm Beach, FL 33401
(561) 355-4700
FAX: (561) 355-3863
www.pbcgov.com

Palm Beach County
Board of County
Commissioners

Robert S. Weinroth, Mayor
Gregg K. Weiss, Vice Mayor

Maria G. Marino
Dave Kerner
Maria Sachs

Melissa McKinlay
Mack Bernard

County Administrator
Verdenia C. Baker



"An Equal Opportunity
Affirmative Action Employer"

TO: Robert S. Weinroth, Mayor
Board of County Commissioners

THRU: Verdenia C. Baker, County Administrator
Board of County Commissioners

FROM: James Green, Director
Community Services Department

DocuSigned by:
James Green
BF34EF22BFD492...

DATE: February 11, 2022

RE: Emergency Food and Shelter Grant Application

Pursuant to Section 309 of the Administrative Code, your signature is needed on both the Phase 39 Emergency Food and Shelter Program Application and the Phase ARPA-R Emergency Food and Shelter Program (EFSP) Application.

The Emergency Food and Shelter National Board Program is a restricted federal grant that provides EFSP funds. The ARPA-R dollars are additional dollars released in conjunction with the annual EFSP grant program. The United Way of Palm Beach County, Inc. (United Way) administers the award locally. The Division of Human Services (DHS) has received EFSP funds for the past 27 years. The DHS is applying for funds totaling \$420,000 to provide rental assistance to families in need and emergency hotel/motel funding for the homeless in our community. These are non-recurring funds and no County match is required.

The Palm Beach County Community Services Department has a long history with United Way and the Emergency Food and Shelter grant. This funding provides much need emergency rental relief through the rental category and will provide hotel nights for our most vulnerable citizens, the homeless.

The applications were received on February 1, 2022 with instructions to return them by February 21, 2022 by noon. The emergency signature process is being utilized because there is not sufficient time to submit the application through the regular agenda process. Staff will submit this item at the next BCC meeting to ratify the Mayor's signature.

If additional information is needed, please contact Wendy Tippet, Director of Human Services and Community Action at 561-355-4772.

Approved by: DocuSigned by:
Taruna Malhotra
1459E4101F1049C...

DocuSigned by:
Lauren Magierowski
C894E57E5134470...

Assistant Department Director
DocuSigned by:
Helene C. Hvizd
BF3DF20B2223413...

OFMB

Helene Hvizd
Senior Assistant County Attorney

Attachments:
1. EFSP Phase 39 Application
2. ARPA-R Application

PHASE ARPA-R EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) APPLICATION
Federal Emergency Management Agency/Palm Beach County

Attachment 2

AGENCY CONTACT INFORMATION

Agency Name: Palm Beach County Community Services (CSD)
Executive Director: James Green, Director of CSD
EFSP Contact Person & Title: Wendy Tippet
Address: 810 Datura Street
City, State, Zip Code: West Palm Beach, FL 33401
E-Mail: wtippet@pbcgov.org
Telephone: 5613554772
Federal ID: 59-6000785 **DUNS Number:** 0784704810000
Local Recipient Organization (LRO) Number (if applicable): 168600019

REQUEST FOR FUNDING

Provide your Phase ARPA-R EFSP request for funding broken down in the following categories. Use the unit of service definitions included in this application.

	CATEGORY	REQUEST AMOUNT	ESTIMATED UNITS OF SERVICE	UNIT COST
A	Served Meals			
B	Other Food (Pantry) <ul style="list-style-type: none">• Pantry• Gift Cards			
C	Mass Shelter <ul style="list-style-type: none">• Transitional Housing			
D	Other Shelter <ul style="list-style-type: none">• Hotel/Motel	120000	50	2400
E	Rent/Mortgages	200000	100	2000
F	Utility Payments			
G	Total Request (add A through F)	320000	150	4400

PHASE ARPA-R EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) APPLICATION
Federal Emergency Management Agency/Palm Beach County

AGENCY INFORMATION

All applicants are to complete this section. Only submit this section once, even if requesting participation in multiple EFSP categories. You are encouraged to thoroughly yet succinctly respond to each question.

1. How many years has the agency been in existence? 112
2. How many years has the agency been providing emergency support services? 55
3. What are the agency's overall mission and goals? (1000 character maximum)

The mission of Community Services is to promote independence and enhance the quality of life in Palm Beach County by providing effective and essential services to residents in need. The values the department lives by is Respect; Equity; Compassion; Integrity; Professionalism; and Empowerment. Our vision is to create a community where all residents of Palm Beach County have the resources and opportunities to achieve their full potential

4. Briefly describe services the agency provides to the community. (2000 character maximum)

Over the last decade, the Division has strengthened its Case Management model of service delivery utilizing Housing Focused Case Management. Instead of a one -time payment of delinquent rent or utility bills, eligible households are engaged in a thorough Intake & Assessment; provided structured services that address barriers to economic stability; & provide Case Management to assist them in gaining or regaining housing stability. After the initial emergency issue is addressed, this model involves evaluating services that address barriers related to maintaining housing. The services provided assist households with a more comprehensive plan to sustain their housing stability. This plan could involve assisting households in relocating to a less expensive housing option, linking the household with a training program that will increase the household's income, or assisting the household with applying for eligible benefits such as SSI or SSDI. The Division also serves homeless individuals utilizing harm reduction & housing first modalities. One of the most effective ways to reach homeless individuals is through Outreach by engaging in one-to-one conversations conducted by the Homeless Outreach Team (HOT). The HOT goes to places throughout the county where homeless individuals are known to congregate. The friendly, non-threatening discussions build trust & rapport, enable the HOT to complete an assessment & identify available services. For those who choose to participate, they are rapidly rehoused (RRH) from the street or after a short stay in emergency shelter. RRH assistance is determined based on individual needs, but is possible up to 12 months. Ongoing Case Management assists the individuals in obtaining economic stability through employment, obtaining benefits such as SSI, SSDI, and/or Veteran assistance

5. Is the agency an access partner with the Florida Department of Children and Families?

Yes x No N/A

If no, indicate why not? (1000 character maximum)

6. If applying for the categories Mass Shelter, Other Shelter, Rent/Mortgage and Utility Payments, are you a member of the Palm Beach County Homeless and Housing Alliance (HHA) (Formerly the Continuum of Care)?

PHASE ARPA-R EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) APPLICATION
Federal Emergency Management Agency/Palm Beach County

[HHA delivers a comprehensive and coordinated continuum of services for homeless individuals and families. Components include homeless prevention, outreach and assessment, emergency shelter, transitional housing, supportive services, permanent housing, and permanent supportive housing. The HHA includes a variety of community-based members that meet monthly.]

Yes ☒ No ☐ N/A

If no, indicate why not? (1000 character maximum)

7. The Palm Beach County Homeless Management Information System *[Client Management Information System (CMIS) ClientTRACK]* was created to avoid duplication of services provided to an individual by multiple agencies. EFSP requires immediate entry of client data at the time of services and prior to issuance of any funds.

Is the agency an active user of CMIS ClientTRACK?

Yes ☒ No ☐

Does the agency utilize CMIS ClientTRACK beyond EFSP?

Yes ☒ No ☐

If no, explain why not? (1000 character maximum)

8. How does the agency provide services to people with disabilities, including those who require reasonable accommodation as required by the Americans with Disabilities Act (ADA)? *(For example, describe the agency's policies and procedures to assist clients who require a Sign Language Interpreter, assistance in filling out forms, wheelchair accessibility, and/or accessibility for service animals in the proposed EFSP-funded program services locations.)* (2000 character maximum)

All of the buildings/offices that Palm Beach County Division of Human Services operates from are ADA compliant, including wheelchair accessibility. Service Animals are allowable in all County locations. The buildings are accessible by public transportation. Each Division office has at least one staff person that speaks Spanish. Any case requiring a Spanish interpreter is assigned to that specific worker automatically. For Creole speaking individuals, the Belle Glade office has staff who speaks Creole and those cases are assigned automatically. For all other offices, when the need for Interpreter Services, especially for those where a Sensory Impairment is identified, the services are secured when individuals applying for services walk-in. The Division utilizes a Purchase Agreement rather than a contract. If Interpreter Services are necessary, the staff makes proper accommodations and client is given an appointment to come back once these services are arranged. If required or requested, Case Managers are available to conduct home visits in order to provide services

EFSP FUNDING HISTORY

9. Has your agency ever received EFSP funding?

Yes ☒ No ☐

PHASE ARPA-R EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) APPLICATION
Federal Emergency Management Agency/Palm Beach County

10. If your agency has received funding, provide the following information for the past two phases.

Funding Category	Phase 37				Phase 38			
	Amount of EFSP Funding requested	Units of service proposed	Amount of EFSP funding received*	Units of service provided with EFSP funding	Amount of EFSP Funding requested	Units of service you proposed	Amount of EFSP funding received*	Units of service provided with EFSP funding
Served Meals								
Other Food								
Mass Shelter								
Other Shelter								
Rent/Mortgage	300000	300	87500	90	0	0	0	0
Utility								
Total								

*This amount should reflect any approved redistribution of funds.

11. Did the agency have any EFSP compliance issues that resulted in the agency having to return money?

Yes No x N/A

If yes, how much?

Explain: (1000 character maximum)

PHASE ARPA-R EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) APPLICATION
Federal Emergency Management Agency/Palm Beach County

CATEGORY NARRATIVE: OTHER SHELTER

Program Name: Emergency Hotel Placement

Provide a summary of the program for which you are requesting funding. You are encouraged to thoroughly yet succinctly respond to each question. If the program operates at multiple sites, respond to specific sites requesting funding. Indicate whether the answer applies to all sites or answer per site and estimate the amount of EFSP funding the agency will designate to each site. Read the questions thoroughly and include only narrative that answers the question directly.

1. Target Population (3000 character maximum)

- a. Describe the primary target population served by this program; i.e., demographic data and geographic area served.
- b. Describe the eligibility requirements for the "other shelter" program and how the program ensures that everyone, not just the program's clients, receive this service. Describe the process and steps clients take to receive services, including when (days and hours of operation, holidays, off hours) and how (appointment and/or walk-ins) clients access the program services supported by EFSP funds.

The population that is targeted for Emergency hotels are the homeless who are on the streets and are 1) frail 2) medically involved 3) have children under 18 with them 4) elderly 5) youth under the age of 24. The Homeless Outreach Program serves the entire county and is accessed through the Coordinated Entry Call Center or through street outreach teams. The HOT (homeless outreach teams) work in conjunction with several other homeless outreach teams in the county including The Lord's Place, Adopt-A-Family, Goodwill, PBSO and the City of West Palm Beach. Persons served in emergency hotels must be Palm Beach County residents and have appropriate legal documentation. The program is currently running Monday through Friday from 8 am to 7 pm. The afterhours call center (7 pm to 8 am) is accessible by phone and placement can be determined afterhours as well.

2. Program (7000 character maximum)

- a. Provide a description of the program services, in relation to the funding category.
- b. What criteria are used in choosing the hotels/motels?
- c. Describe the program's methods in monitoring the hotels/motels used by the clients.
- d. Describe the agency's administrative structure and the program's staffing structure. If funded, how will the staffing meet the increased number of clients the agency will serve.
- e. Describe how the program's staff connect clients with other resources or programs in the community to ensure comprehensive services are provided to clients. *[For example, referral and/or linkage to 211, Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), Low Income Home Energy Assistance Program (LIHEAP), Emergency Home Energy Assistance for the Elderly Program (EHEAP), Florida Power & Light's Care to Share Program]*

The Emergency Hotel program serves residents of Palm Beach County that are most at risk of injury, harm or death on the streets of our community. The Homeless Outreach Team has a dedicated person that only specializes in case management of hotel guests. Persons or families that are placed in hotels receive up to 30 days of services including linkage and referral to services such as mental health, physical health, substance abuse counseling and treatment, SSI/SSDI, housing case management, relocation, diversion and harm reduction. Persons in hotels are linked with independent housing, permanent supportive housing, rapid rehousing or additional emergency shelter days based on their case plan. The capacity for hotels is 25 at any given time.

PHASE ARPA-R EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) APPLICATION
Federal Emergency Management Agency/Palm Beach County

Hotel vendors are chosen based on two things: 1) Where the individual or family are within the county and 2) A hotel that is willing to accept a homeless person or family and accepts the county's payment. Hotel licenses are verified through the State of Florida to ensure that an occupancy license has been issued.

The program is housed under the Division of Human Services and Community Action and is overseen by the Senior Program Manager of Homeless Services. Under his supervision is the Homeless Operations supervisor, and the HOT teams. The HOT team includes a hotel specialist who strictly case manages the persons residing in the hotels and is able to successfully manage 25 households at any given time. All referrals, services and client information is entered into HMIS system for tracking purposes and for additional access to referrals and linkages.

3. Success and Results (3000 character maximum)

- a. Describe how the EFSP funds will be used to enhance or expand current services.
- b. Describe the current system the program is using to measure results. How is the data tracked (this can include # served, client feedback, any outcomes you might collect, etc.)? What data system do you currently use (paper, Excel, database, etc.)?
- c. Briefly describe the program's case management services, if any, including determination of client stabilization plan and 30-60 days follow-up.

Palm Beach County has been fortunate to be able to access ESG-CV funding for hotel stays during the pandemic. The ESG-CV funding will expire in September and will leave a huge hole in the current continuum of services as the homeless population continues to grow and the need for hotels becomes more prevalent as the shelters and family providers remain at capacity. The funding requested will allow for placement of individuals into hotels through April of 2023.

The current hotel program measures number of housing placements from the hotel setting. Placement includes rapid rehousing, placement with family and friends, emergency shelter, independent housing or permanent supportive housing. The HOT team utilizes the HMIS system for coordinated entry and for tracking of clients and outcomes. Every case that is opened is updated after 30 days to ensure placement has occurred.

4. Accounting and Financial Stability (3000 character maximum)

- a. Describe how the agency will ensure EFSP funds will be used only for the intended purpose. Include a description of the agency's documentation requirements for EFSP funds, internal controls and staff responsible for financial management.
- b. Describe how the agency has the fiscal capacity to begin delivering EFSP services through the current program prior to receiving EFSP funding.

Annually, the Division Supervisors and Administrative Staff attends the training provided by United Way regarding EFSP compliance requirements including the backup documentation required for each funding activity. The Supervisors then review these requirements with their staff. The Division has specific program policies and procedures for each Division Program and funding resource. The Division has multiple sources of funding which are set up by in the County's Financial Accounting System by funding source, fiscal year or grant year and by allowable service for each funding resource. As each service is provided, Case Managers electronically generate an invoice for that service. Each invoice identifies the funding source by the assigned accounting code and submitted for approval to the Case Work Supervisor. The Supervisor reviews the invoice to determine if the appropriate funding source was utilized and that the service is an allowable expense for that funding source. If the information is accurate, the Supervisor approves the invoice and electronically submits it to the Division's fiscal department. The invoice is then reviewed by three levels of fiscal staff. After the final fiscal review, the invoice is then submitted electronically to the Finance Department which is administered by the Palm Beach County Clerk of the Courts. The Finance Department reviews the invoice for accuracy and ensures it meets the threshold for payment. The Finance Department records the expenditure in the County's Accounting System and a check is cut and mailed to the appropriate vendor.

On a separate note, the Division's Contract Grants Coordinator sets up an excel spreadsheet as defined in the EFSP manual so the Division's offices can enter each EFSP service provided. On a monthly basis, the Case

PHASE ARPA-R EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) APPLICATION
Federal Emergency Management Agency/Palm Beach County

Work Supervisors and Contract Grants Coordinator reconcile the expenditures on the spreadsheet to Client Track Entries as well as the County's Financial Accounting System.

5. Budget

The intent of the Emergency Food and Shelter Program is to supplement and expand current available resources and not to substitute or reimburse ongoing programs and services or to start new programs. Other funding sources must be in place for the program for which you are applying. EFSP funding requests may not be more than 50% of the current fiscal year program budget.

Total Program Budget \$165000

Complete the table below and indicate the amount of the current fiscal year (FY) program budget line item expense, number of units to be provided, amount of your EFSP request for each line item, and number of added units.

Category	Excluding previous EFSP funding		Phase ARPA-R Request	
	Current FY Amount Budgeted	Number of Units to be Provided	EFSP Funding Request	Number of Added Units
Hotel/Motel (Unit = Household)	165000	69	120000	50

Note: EFSP funding is intended to allow agencies to provide off-site emergency lodging (room and tax only) in a hotel/motel or other off-site shelter facility of eligible clients. Agencies may not operate as vendors for themselves or other LROs; self-billing is not eligible with this funding. EFSP funds may pay for no more than 90 days of hotel/motel stay.

PHASE ARPA-R EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) APPLICATION
Federal Emergency Management Agency/Palm Beach County

CATEGORY NARRATIVE: RENT/MORTGAGE

Program Name: Housing Stabilization Program

Provide a summary of the program for which you are requesting funding. You are encouraged to thoroughly yet succinctly respond to each question. If the program operates at multiple sites, respond to specific sites requesting funding. Indicate whether the answer applies to all sites or answer per site and estimate the amount of EFSP funding the agency will designate to each site. Read the questions thoroughly and include only narrative that answers the question directly.

- 1. Target Population** (3000 character maximum)
- a. Describe the primary target population served by this program; i.e., demographic data and geographic area served.
 - b. Describe the eligibility requirements for the "rent/mortgage" program and how the program ensures that everyone, not just the program's clients, receive this service. Describe the process and steps clients take to receive services, including when (days and hours of operation, holidays, off hours) and how (appointment and/or walk-ins) clients access the program services supported by EFSP funds.

Rental assistance will be provided to all residents of Palm Beach County and will target families with children, individual households including elderly, the working poor who face eviction or may be experiencing a financial crisis. Rent may also be provided to the at-risk and homeless populations to allow those persons the opportunity to be rapidly rehoused from the streets or emergency shelters. The homeless population targets chronically homeless, single male and female adults, above the age of 18; with a focus on those with substance abuse, mental illness, HIV/AIDS, or Veterans.

Eligibility services through the Division's Housing Stabilization offices will include PBC residents regardless of income. Generally, the Division serves households within 150% of FPLG but EFSP funds allow the Division to expand services to PBC households regardless of their income levels. Eligibility includes individuals and families who are risk of being homeless or are homeless. The COVID crisis provided the opportunity for CSD to move to an electronic application process. The process prevents the spread of COVID by providing an online platform to complete an application, upload necessary documents and once processed by a case worker, electronic applications allow the need information and documents to move straight to finance for payment. The Division has five area offices where individuals/families can apply for Rent Payment assistance by appointment if needed. The Division also participates in community outreach efforts and conducts assessments and eligibility determination directly during these events. For homeless persons, services are initiated through the Homeless Outreach Team and follow through case management is completed by the Rapid Re-Housing Case Managers who provide the on-going services. The Division utilizes Coordinated Entry Call Center to triage calls, schedule appointments, dispatch outreach Teams, complete applications and provide case management services. The Call Center allows one contact number to access a multitude of services

- 2. Program** (7000 character maximum)
- a. Provide a description of the program services, in relation to the funding category.
 - b. Describe the agency's administrative structure and the program's staffing structure. If funded, how will the staffing meet the increased number of clients the agency will serve.
 - c. Describe how the program's staff connect clients with other resources or programs in the community to ensure comprehensive services are provided to clients *[For example, referral and/or linkage to 211, Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), Low Income Home*

PHASE ARPA-R EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) APPLICATION
Federal Emergency Management Agency/Palm Beach County

Energy Assistance Program (LIHEAP), Emergency Home Energy Assistance for the Elderly Program (EHEAP), Florida Power & Light's Care to Share Program]

In the Housing Stabilization offices, the Division offers rent and utility assistance to individuals and families. An Assessment is conducted to assist the Case Manager and household in determining what is impeding the household from obtaining or maintaining housing stability. Once the assessment is completed, an Individual Service Plan (ISP) is developed that outlines action steps for each household that addresses what is impeding the household from sustaining housing. The Division has access to multiple funding sources other than EFSP that are available to support the household. This allows the Division to provide a more comprehensive array of services. The Division has also built long-standing relationships with other Not-For-Profits and Faith Based Organizations that provide additional access to funding that further enhances services for the households being served. The Division accesses these services for the household so they do not have to travel to multiple agencies for needed services. Case management services are provided to all households for at least a minimum of 30 days or longer as needed, focusing on activities geared toward housing stability such as budgeting, bill paying, completing benefit applications, training opportunities, and linkages to other needed services. Case Management continues until the actions and goals established in the ISP are achieved. Follow-up contact is made by telephone, office or home visit, as appropriate, and defined by the ISP. Follow up is also made within 30 days of services ending. The Homeless Services Teams will utilize the rental assistance to provide the first month's rent for homeless clients that are evaluated as needing rapid re-housing; the most vulnerable and most likely to die on the street. They are assessed using the SPDAT (Service Prioritization Decision Assistance Tool), the common assessment tool adopted by the Homeless and Housing Alliance. Once placed, ongoing case management and additional rental assistance is provided until the individual is able to maintain the rent on their own based on assessed need. Again, the Division has the availability to access all County financial resources as well as those available through partner agencies.

B. Rent Payment assistance will be provided, and progress monitored by Case Managers in the Division's three area offices. All three offices have a Casework Supervisor on-site. Twelve Case Managers are available across the three offices to provide services throughout the County. A Contract/Grants Coordinator provides consultation and monitoring related to EFSP eligibility criteria and service delivery. An Operations Supervisor oversees the Casework Supervisors for the three area offices. The Contract/Grants Coordinator and the Division Operations Supervisor report to the Division Director. The Division has fiscal and programmatic capacity to perform all of the requirements of the grant. The Homeless Services Staff consists of two Supervisors and fourteen Case Managers who also receive oversight from the Contract/Grants Coordinator and Operations Supervisor. All Division staff are cross-trained and can support any office when the demand is greater than the available staff for that office. Having multiple offices also allows households to choose to access services from any office. This is beneficial particularly for households that may work closer to an office than the one they live near. If needed, the Division also has the ability to hire temporary staff for up to six months should the demand for services warrant it.

C. As a first step during the process of serving clients, the Division completes an assessment of needs and assists clients at that time to access a diverse array of services. All of the services provided through case management are to assist the client to achieve housing stability. The Division has an agreement with FPL to determine eligibility and administer Care-to-Share requests. Staff assists clients with their applications for EHEAP with the Department's Senior Services Division and the Community Action offices for LIHEAP. The Division continuously supports the household during the delivery of services, including assisting them with applications and linkages for services with community partners and faith-based organizations county-wide, including 2-1-1 and those services funded by ESG, CDBG and HUD.

3. Success and Results (3000 character maximum)

- a. Describe how the EFSP funds will be used to enhance or expand current services.
- b. Describe the current system the program is using to measure results. How is the data tracked (this can include # served, client feedback, any outcomes you might collect, etc.)? What data system do you currently use (paper, Excel, database, etc.)?
- c. Briefly describe the program's case management services, if any, including determination of client stabilization plan and 30-60 days follow-up.

Revised 10/2018

PHASE ARPA-R EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) APPLICATION
Federal Emergency Management Agency/Palm Beach County

A. EFSP funds are used to enhance the Division's current services. First, EFSP allows the Division the flexibility of serving any Palm Beach County resident regardless of income and couple that funding with resources available through community partners. Thus, allowing the Division to reach a greater number of residents and provide a more comprehensive array of services. Secondly, the EFSP funds allow the Division to expand the amount and number of services provided to each household by utilizing EFSP funds first. Often by utilizing these funds first, enables the Division the opportunity to provide more than one month's assistance thereby allowing the household the opportunity to build a financial safety net.

B. The Division measures results in multiple ways. First, the Division measures the number of households that avoid eviction or the number of household that reduce housing expenses after relocating to a less expensive unit as a result of the financial assistance. For those rapidly re-housed, the division measures the number of households that are able to sustain housing. The data is tracked in Client Track by collecting information as households begin services, at interim timeframes, at exit and one year after services have ended. The Department of Community Services has developed a Client Satisfaction Survey through Survey Monkey and the Community Services Department Director has conducted multiple focus groups throughout Palm Beach County to directly lead discussions with participants as to their satisfaction with all Department services.

C. The Division's premise is that Case Management is crucial not just at the initial intake, but throughout the life of a case. Many persons served only want to deal with the presenting emergency and resist steps necessary to determine how they arrived at the current situation and how they might prevent future recurrence of emergencies. The Division has a service delivery system of comprehensive Case Management with outcome measures. After the initial Intake is completed, an Individual Service Plan is developed. For those sent through Rapid Re-Housing placement, intensive case management involves contact twice weekly at a minimum with contact often occurring after regular business hours to accommodate clients' schedules. Home visits reduce as the individuals reconnect with the community and achieve housing stability. Also, during the first thirty days, the Case Managers act as liaisons for clients assisting them in obtaining identification and providing linkage to assistance such as Veterans Services; Mental Health and Substance Abuse Services; Career Source; and NA/AA Meetings. Food Stamps are directly applied for through ACCESS as the Division is a Partner. Case Management is provided on the average for one year. For those served through Housing Stabilization, case management services are provided to all households for at least a minimum of 30 days or longer as needed, focusing on activities geared toward housing stability such as budgeting, bill paying, completing benefit applications, training opportunities, and linkages to other needed services. Follow-up contact is made by telephone, office or home visit, as appropriate, and as defined by the ISP. Case Management continues until the actions and goals established in the ISP are achieved for an average of six months. Follow up is also made within 30 days of the services ending

4. Accounting and Financial Stability (3000 character maximum)

- a. Describe how the agency will ensure EFSP funds will be used only for the intended purpose. Include a description of the agency's documentation requirements for EFSP funds, internal controls and staff responsible for financial management.
- b. Describe how the agency has the fiscal capacity to begin delivering EFSP services through the current program prior to receiving EFSP funding.

Annually, the Division Supervisors and Administrative Staff attends the training provided by United Way regarding EFSP compliance requirements including the backup documentation required for each funding activity. The Supervisors then review these requirements with their staff. The Division has specific program policies and procedures for each Division Program and funding resource. The Division has multiple sources of funding which are set up by in the County's Financial Accounting System by funding source, fiscal year or grant year and by allowable service for each funding resource. As each service is provided, Case Managers electronically generate an invoice for that service. Each invoice identifies the funding source by the assigned accounting code and submitted for approval to the Case Work Supervisor. The Supervisor reviews the invoice to determine if the appropriate funding source was utilized and that the service is an allowable expense for that funding source. If the information is accurate, the Supervisor approves the invoice and electronically submits it to the Division's fiscal department. The invoice is then reviewed by three levels of fiscal staff. After the final fiscal review, the invoice is then submitted electronically to the Finance Department which is administered by the Palm Beach County Clerk

PHASE ARPA-R EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) APPLICATION
Federal Emergency Management Agency/Palm Beach County

of the Courts. The Finance Department reviews the invoice for accuracy and ensures it meets the threshold for payment. The Finance Department records the expenditure in the County's Accounting System and a check is cut and mailed to the appropriate vendor.

On a separate note, the Division's Contract Grants Coordinator sets up an excel spreadsheet as defined in the EFSP manual so the Division's offices can enter each EFSP service provided. On a monthly basis, the Case Work Supervisors and Contract Grants Coordinator reconcile the expenditures on the spreadsheet to Client Track Entries as well as the County's Financial Accounting System.

5. Budget

The intent of the Emergency Food and Shelter Program is to supplement and expand current available resources and not to substitute or reimburse ongoing programs and services or to start new programs. Other funding sources must be in place for the program for which you are applying. EFSP funding requests may not be more than 50% of the current fiscal year program budget.

Total Program Budget \$1,830,980

Complete the table below and indicate the amount of the current fiscal year (FY) program budget line item expense, number of units to be provided, amount of your EFSP request for each line item, and number of added units.

Category	Excluding previous EFSP funding		Phase ARPA-R Request	
	Current FY Amount Budgeted	Number of Units to be Provided	EFSP Funding Request	Number of Added Units
Rent/Mortgage (Unit = Household)	1830980	577	200,000	100

Note: EFSP funding is intended to provide one-time payment (up to 3 months) of rent or mortgage (principal and interest only (P&I)) up to \$2,000 for qualifying clients. A one-time payment of \$250.00 or less is allowed when it is not possible to verify the monthly amount. Payment must be in arrears or due within 10 calendar days and must guarantee an additional 30 days of service. These funds may NOT be used for Deposit Fees, Late Fees, or Condo Fees.

PHASE ARPA-R EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) APPLICATION
Federal Emergency Management Agency/Palm Beach County

Return application to: United Way of Palm Beach County, Inc., 477 S. Rosemary Avenue, Suite 230, West Palm Beach, FL 33401, Attention: Tamara Worley

Questions? Contact: Tamara Worley at (561) 375-6630

All submissions must be typewritten. Incomplete submissions will not be reviewed. Applications **MUST** be submitted via hand delivery to the above address by the deadline. **Late proposals will not be accepted. NO EXCEPTIONS.**

APPLICATION SUBMISSION DEADLINE: February 21, 2022 12:00 PM (NOON) NOTE: DUE TO COVID-19 STAFF WILL ONLY BE AVAILABLE TO RECEIVE YOUR APPLICATION ON MONDAY, FEBRUARY 21ST, 9 A.M. – 12 P.M.

All applicants are required to read and understand the EFSP Responsibilities and Requirements Manual.
Available online at www.unitedwaypbc.org under "Get Help"

Submit the following documents as part of the application packet and collate in the order below. Failure to include all of the documents will eliminate the application from funding consideration.

- ☐ **Completed Application - Original Only**
(Complete and submit the following section(s): Agency Contact Information, Request for Funding, Agency Information, EFSP Funding History, and any category narrative for which you are requesting funding)
- ☐ **Current & Complete List of Organization's Board of Directors**
(This list should include their terms of office and their organizational and community affiliations)
- ☐ **Agency and Program Budgets**
(Attach a copy of the agency's current operating budget and current program budget including revenue and expenses.)
- ☐ **Local Recipient Organization Certification Form**
(Completed and signed)
- ☐ **Fiscal Agent/Fiscal Conduit Agency Relationship Certification Form**
(This form only needs to be submitted if your agency is using a fiscal agent and/or conduit)
- ☐ **Certification Regarding Lobbying**
(This form only needs to be submitted if your agency is applying for more than \$100,000 dollars)
- ☐ **Data Universal Number System (DUNS) Form**
- ☐ **Electronic Fund Transfer (EFT) Form and Voided Check**
- ☐ **Agency Audit and Management Letter**
(LROs must have their records audited by an independent certified public accountant if receiving \$100,000 or more in EFSP funds, for the immediate past fiscal year. For LROs receiving \$50,000 - \$99,999 in EFSP funding, the National Board requires an annual accountant's review) (If the agency is not required to conduct a financial audit annually, please attach the agency's most recent IRS Form 990)

Approved as to form and legal sufficiency
By Helene C. Huizd
Senior Assistant County Attorney

To the best of my knowledge and belief, the information in this proposal is true and correct and the governing body of the applicant has duly authorized the enclosed documents. I understand that incomplete applications or applications submitted after the deadline will not be accepted or reviewed. By signing below, the undersigned acknowledges having read and understood the program guidelines and will be able to fully comply with the provisions of these guidelines as well as any and all additional applicable federal, state and local requirements, including procurement and financial management. If awarded, my organization will attend the mandatory orientation and submit reports to the Local Board by their due dates. If awarded, my organization will work with the Local Board to quickly clear up any problems related to compliance exception(s) at the end of the program. Failure of an LRO to comply with the National Board's reporting requirements will result in funds being withheld. The Local Board or National Board may reclaim and reallocate the funds being withheld if my organization does not comply in a timely manner to compliance issues.

Executive Director's Signature: Robert S. Weinroth
Robert S. Weinroth, Mayor

Date: 02/17/2022

EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM PHASE 39 and PHASE ARPA-R LOCAL RECIPIENT ORGANIZATION CERTIFICATION

By signing this Local Recipient Organization (LRO) Certification Form, our agency certifies we have read and understand the Emergency Food and Shelter Program (EFSP) Phase 39 and Phase ARPA-R Responsibilities and Requirements Manual, including the Grant Agreement Articles, Financial Terms and Conditions, and Other Terms and Conditions as well as the Eligible and Ineligible Costs and Documentation sections and agree to comply with all program requirements. Our agency understands that all parties will be held accountable for complying with the provisions of the grant as well as full compliance with applicable requirements of all other Federal laws, Executive Orders, regulations, and policies governing this program including those not specifically stated in the Manual. All appropriate staff and volunteers have been informed of EFSP requirements. The Local Board has been provided and we have retained a copy of this form for our records.

I certify that my public or private agency:

- Has the capability to provide emergency food and/or shelter services.
- Will use funds to supplement/extend existing resources and not to substitute or reimburse ongoing programs and services.
- Is nonprofit or an agency of government.
- Will not use EFSP funds as a cost-match for other Federal funds or programs.
- Has an accounting system, and will pay all vendors by an approved method of payment.
- Understands that **cash payments** (including petty cash) are **not eligible** under EFSP.
- Conducts an independent annual review if receiving \$50,000-\$99,999/an independent annual audit if receiving \$100,000 or more in EFSP funds, and follows OMB's Uniformed Guidance if receiving \$750,000 or more in Federal funding.
- **Has not received an adverse or no opinion audit.**
- Is not debarred or suspended from receiving Federal funds.
- Has provided a Federal Employer Identification Number (FEIN) to EFSP.
- Has provided a Data Universal Number System (DUNS) number issued by Dun & Bradstreet (D&B) and required associated information to EFSP.
- Practices non-discrimination (agencies with a religious affiliation, will not refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling in any program receiving Federal funds).
- Will not charge a fee to clients for EFSP funded services.
- Has a voluntary board if private, not-for-profit.
- Will provide all required reports to the Local Board in a timely manner; (i.e., Second Payment/Interim Request and Final Reports).
- Will expend monies only on eligible costs and keep complete documentation (copies of canceled LRO checks -- front and back, other proof of payment, invoices, receipts, etc.) on all expenditures for a minimum of three years after end-of-program date, and for compliance issues until resolved.
- Will spend all funds and close-out the program by my jurisdiction's selected end-of-program date and return any unused funds (\$5.00 or more) to the National Board.
- Will provide complete, accurate documentation of expenses to the Local Board, if requested, following my jurisdiction's selected end-of-program date.
- Has no known EFSP compliance exceptions in this or any other jurisdiction.
- Will not use EFSP funding for any lobbying activities and if receiving \$100,000 or more, will provide the "Certification Regarding Lobbying" and, if applicable, will complete Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- Will not and will ensure its employees, volunteers or other individuals associated with the program will not engage in any trafficking of persons during the period this award is in effect.
- Will not and will ensure its employees, volunteers or other individuals associated with the program will not use EFSP funds to support access to classified national security information.

Approved as to form and legal sufficiency

DocuSigned by:

By: Helene C. Hvizd

Senior Assistant County Attorney

This form must be completed in its entirety. Please do not alter this form; any questions regarding the form should be directed to EFSP staff.

LRO ID (9 digit): 168600019

FEIN#: 59-6000785

DUNS #: 0784704810000

LRO Name: Palm Beach County Community Services

Street Address/City/State/Zip: 810 Datura Street

Phone #: 561-355-4772

Fax #:

Email: wtippett@pbcgov.org

Print Name Robert S. Weinroth, Mayor

Signature: [Signature]

Date: 02/17/2022

NOTE: The EFSP National Board will be updating this document once the Phase 39 and Phase ARPA-R Manual has been finalized. LROs will be required to submit an updated Local Recipient Organization Certification form via DocuSign once award notifications have been announced.

EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM PHASE 39
AND PHASE ARPA-R CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on the behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, contribution, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Title 31 U.S.C. §1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

This form must be completed in its entirety. Please do not alter this form; any questions regarding the form should be directed to EFSP staff.

Palm Beach County Community Services

LRO Name

Robert S. Weinroth, Mayor

Representative Name

Representative Signature

168600019

LRO ID Number (9 digits)

Approved as to form and legal
sufficiency

DocuSigned by:

Helene C. Hvizd

By

Senior Assistant County Attorney

Date (month/day/year)

NOTE: Standard Form LLL and instructions are available at www.grants.gov

NOTE: LROs will be required to submit an updated Certification Lobbying form via DocuSign once award notifications have been announced.

MEMORANDUM



Community Services Department
810 Datura Street
West Palm Beach, FL 33401
(561) 355-4700
Fax: (561) 242-7336
www.pbcgov.com/communityservices



**Palm Beach County
Board of County
Commissioners**

Robert S. Weinroth, Mayor
Gregg K. Weiss, Vice Mayor

Maria G. Marino
Dave Kerner
Maria Sachs
Melissa McKinlay
Mack Bernard

County Administrator

Verdenia C. Baker

"An Equal Opportunity
Affirmative Action Employer"

Official Electronic Letterhead

TO: Emergency Food and Shelter Program

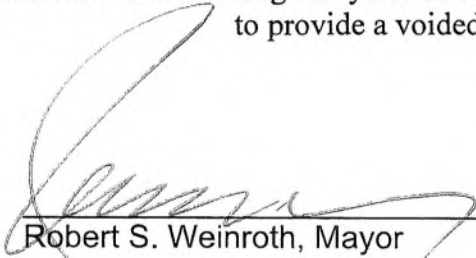
FROM: Robert S. Weinroth, Mayor

DATE: February 10, 2022

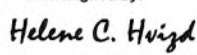
RE: Phase 39 Emergency Food and Shelter Program ARPA Funding

**PHASE 39 EMERGENCY FOOD AND SHELTER PROGRAM
(EFSP) APPLICATION
Federal Emergency Management Agency/Palm Beach County**

Palm Beach County Clerk of Courts manages Palm Beach County Board of County Commissioners (PBCBCC) financial accounts. PBCBCC has not made any changes to their existing accounts that received EFSP funding this year. The Clerk of Courts is not authorized to provide a voided blank check.


Robert S. Weinroth, Mayor

Approved as to form and legal
sufficiency

DocuSigned by:

By: _____
Senior Assistant County Attorney

RF3DE20B2222413

**EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM
DUNS REPORTING FORM**

LRO NAME: _____

REQUIRED ITEM	DEFINITION	PROVIDE INFORMATION HERE (Please type or print legibly)
Local Recipient Organization (LRO) ID Number	Unique 9-digit number assigned to your agency by the Emergency Food and Shelter Program	168600019
DUNS Number	Unique 9-digit number obtained from Grants.Gov or Dun & Bradstreet	078470481
Sub-Recipient Congressional District	Congressional District where your agency is physically located. (2-digit number)	21
Sub-Recipient Primary Place of Performance (POP) Address Line 1	Address of primary physical location where your agency's EFSP services are provided	810 Datura St West Palm Beach, FL 33404
Sub-Recipient POP Address Line 2	Address of primary physical location where your agency's EFSP services are provided (line 2, if necessary)	Same as primary
Sub-Recipient POP Location	Name of city/town where your agency's EFSP services are provided	
Sub-Recipient POP State Code	State where your agency's EFSP services are provided	FL
Sub-Recipient POP Zip Code + 4	Zip Code + 4 where your agency's EFSP services are provided	33401
Sub-Recipient POP Congressional District	Congressional district where your agency's EFSP services are provided (2 digit number)	21
Sub-Recipient Indication of Reporting Applicability	This is a "Yes" or "No" response. "Yes" if your agency received in the preceding fiscal year: (a) 80% or more of its annual gross revenues from federal contracts (and sub-contracts), loans, grants (and sub-grants) and cooperative agreements; AND (b) \$25 million or more in annual gross revenues from federal contracts (and sub-contracts), loans, grants (and sub-grants) and cooperative agreements; AND if this information is not publicly available through some other means including, but not limited to, SEC filings and IRS 990 filings.	No
Sub-Recipient Highly Compensated Officers Names	If you answered "Yes" to <i>Sub-Recipient Indication of Reporting Applicability</i> above, <u>this information is required</u> . List the individual names (first, middle initial, last) of your organization's 5 most highly compensated officers, if applicable.	1. 2. 3. N/A 4. 5.
Sub-Recipient Highly Compensated Officers Compensation	If you answered "Yes" to <i>Sub-Recipient Indication of Reporting Applicability</i> above, <u>this information is required</u> . This is the individual compensation for your organization's 5 most highly compensated officers and should correspond to the officers' names you listed above, if applicable.	1. 2. 3. N/A 4. 5.