





MEMORANDUM



Community Services Department

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West Palm Beach, FL 33401
(561) 355-4700
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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: Verdenia C. Baker, County Administrator
Board of County Commissioners
THRU: Reginald Duren, Assistant County Administrator
Board of County Commissioners
FROM: James Green, Department Director
Community Services Department

DS
RD

DS
JG

DATE: September 1, 2022

RE: Amendment No. 1 to Interlocal Agreement with City of West Palm for Housing Opportunities for Person with AIDS (HOPWA) Program

In accordance with BCC approval granting signature authority to the County Administrator, or designee, on October 20, 2020 (Agenda Item 3E-3), your signature is needed on Amendment No. 1 to Interlocal Agreement with the City of West Palm Beach (R2020-1539), for the period May 1, 2020 through April 30, 2023. The Interlocal Agreement is being amended to redistribute funds from the Short-Term Rent, Mortgage, and Utility Assistance (STRMU) line item, to the Leasing-Hotel/Motel Vouchers line item, with no change to the total contract agreement amount of \$440,000.

The Ryan White Program was selected as a grant recipient project sponsor from the City of West Palm Beach to provide supportive and housing services to prevent homelessness for people living with HIV in Palm Beach County. Approximately 300 families are expected to be served by this funding for transitional housing, permanent housing and short-term rental and utilities assistance.

The Palm Beach County Board of County Commissioners has been receiving Ryan White Part A funding since 1994, which has assisted thousands of persons with HIV/AIDS with medical and support services. Staff will submit this item at the next BCC meeting as a receive and file item to allow the Clerk and Comptroller's Office to receive and file the item in accordance with PPM CW-O-051.

If additional information is needed, please contact Dr. Casey Messer, (561) 355-4730.

Approved by: Tanura Malhotra
Assistant Department Director

DocuSigned by: Fredlyne Johnson
OFMB

Helene C. Hvizd
Assistant County Attorney

DocuSigned by: Reginald Duren
Assistant County Administrator

Attachment:

- 1. Agenda Item 3E-3, dated October 20, 2020
2. Amendment No. 1 to Interlocal Agreement with City of West Palm Beach

AGENDA ITEM OVER 50 PAGES  
CAN BE VIEWED IN MINUTES

Agenda Item #: 3E-3

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

RW/MCB 6-0

Meeting Date: October 20, 2020

Consent  
 Ordinance

Regular  
 Public Hearing

MB 455  
R-2020-1539  
and

Department

Submitted By: Community Services

Submitted For: Ryan White Program

R-2020-1540

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

A) approve an Interlocal Agreement with the City of West Palm Beach for Housing Opportunities for Persons With AIDS (HOPWA) Program under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, for the period May 1, 2020 through April 30, 2023, in the amount of \$440,000, to provide supportive services and housing stability for HOPWA program clients in Palm Beach County;

B) approve the Standard Contract with State of Florida, Department of Health, for the period July 1, 2020 through June 30, 2022, in the amount of \$1,900,000, to provide housing and support services through the HOPWA program to clients in Palm Beach County;

C) authorize the County Administrator, or designee, to execute grant agreements, amendments, thereto, and all other documents necessary for the implementation of the HOPWA Program under the CARES Act;

D) approve a budget amendment in the amount of \$440,000 in the Ryan White Program, to align the budget with the interlocal agreement amount; and

E) approve a budget amendment in the amount of \$1,900,000 in the Ryan White Program, to align the budget with the contract amount.

**Summary:** The Ryan White Program was selected as a grant recipient project sponsor from both the City of West Palm Beach and the Florida Department of Health HOPWA Programs for \$2,340,000, collectively, in new funding to provide supportive and housing services to prevent homelessness for people with HIV in Palm Beach County. The funding will support existing staff to provide services to HOPWA clients, coordinate HIV care and treatment with Ryan White Program subrecipients, and participate in the Homeless and Housing Alliance (HHA) Continuum of Care (CoC). At least 300 families are expected to be served by this new funding for transitional housing, permanent housing placement, short-term rental and utility assistance, and housing case management. **No County funds are required.** (Ryan White Program) Countywide (HH)

**Background and Justification:** From 2016 to 2019, the Ryan White Program completed a Health Resources and Services Administration (HRSA) Special Project of National Significance (SPNS), "Sharing and Integrating HIV Client Data Across Provider Organizations to Improve Service Coordination" with the City of West Palm Beach HOPWA Program. The Palm Beach County Ryan White Program administers federal grant funding to assist approximately 3,500 people with HIV annually, of which, 7% have a housing status determined to be unstable. In addition, 20% of people with HIV not currently receiving medical care identified housing instability as their greatest barrier in accessing HIV treatment. Execution of this interlocal agreement and contract will integrate housing and support services with HIV care and treatment to make progress toward ending the HIV epidemic in Palm Beach County.

**Attachment:**

1. Interlocal Agreement with the City of West Palm Beach HOPWA Program
2. Contract with the State of Florida, Department of Health HOPWA Program
3. Budget Amendment
4. Budget Amendment

Recommended By: Taruna Malhotra 10/5/2020  
DocuSigned by: Taruna Malhotra  
 Department Director Date

Approved By: Rhonda L. Bolton 10/16/2020  
 Assistant County Administrator Date

**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2020	2021	2022	2023	2024
Capital Expenditures					
Operating Costs	298,611	1,096,667	859,167	85,555	
External Revenue	(298,611)	(1,096,667)	(859,167)	(85,555)	
Program Income					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>					

Is Item Included in Current Budget? Yes  No   
 Does this item include the use of federal funds? Yes  No

Budget Account No.:  
 \$440,000: Fund 1160 Dept 142 Unit 1476 RSRC: 3169 Object Var  
 \$1,900,000: Fund: 1010 Dept: 142 Unite: 1483 RSRC: 3169 Obj: VAR

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**  
 Source of funding is the U.S. Department of Housing and Urban Development (HUD). No County funding is required.

DocuSigned by:  
 Julie Dowe

**C. Departmental Fiscal Review:** \_\_\_\_\_  
 Julie Dowe, Director, Financial & Support Svcs

**III. REVIEW COMMENTS**

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

*[Signature]*  
 OFMB *[Signature]* 10/13/2020  
 10/13/20

*[Signature]*  
 Contract Development and Control  
 10-15-2020

**B. Legal Sufficiency:**

*[Signature]*  
 Jean-Adel Williams  
 Assistant County Attorney

**C. Other Department Review:**

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

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



CITY OF WEST PALM BEACH

AMENDMENT NO. 1

Agreement Name: **INTERLOCAL AGREEMENT BETWEEN PALM BEACH COUNTY AND CITY OF WEST PALM BEACH FOR FY2019-2020 HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAM UNDER CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT**

Agreement Date: October 20, 2020

Agency: Palm Beach County

Contract No. 25742.001

THIS AMENDMENT No. 1 ("Amendment") is entered into by and between the **CITY OF WEST PALM BEACH** ("City") and **PALM BEACH COUNTY**, with an address of 301 North Olive Avenue, West Palm Beach, Florida 33401 (hereinafter referred to as "Agency").

WHEREAS, City and Agency entered into an Interlocal Agreement for Housing Opportunities for Persons with AIDS (HOPWA) Program under the Coronavirus Aid, Relief and Economic Security (CARES) Act dated October 20, 2020 ("Interlocal Agreement") for the provision of additional funding to maintain operations and for rental assistance, supportive services and other necessary actions in conjunction with grant funds the City receives annually from the U.S. Department of Housing and Urban Development (HUD) for the Housing Opportunities for Persons with AIDS (HOPWA) Program; and

WHEREAS, Article XV, Section 15.01 of the Interlocal Agreement provides that the City may, in its sole discretion, amend the Interlocal Agreement at any time to conform to changes in Federal, state, local, regulations, guidelines, directive and objectives. Further, if such amendments result in a change in the funding, scope of services or schedule of activities to be undertaken as part of the Interlocal Agreement, such amendments must be in writing and signed by the parties; and

WHEREAS, Section 15.02 requires that all amendments shall be approved in writing by the City and budget amendments shall be limited to two (2) per year except in exigent circumstances approved by the City; and

WHEREAS, the City and Agency desire to amend Exhibit "B" the Budget of the Interlocal Agreement to redistribute the budget line items to address an increased need in short term transitional housing; and

NOW THEREFORE, the parties desire to amend the Interlocal Agreement, and in consideration of good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and Agency hereby agree as follows:

1. **Budget.** Exhibit "B", Budget, of the Interlocal Agreement is hereby amended and replaced with **Exhibit B1** to redistribute the funds from the line item Short-Term Rent, Mortgage, and Utility (STRMU) Assistance to the line item for Leasing-Hotel/Motel Vouchers. Leasing-Hotel/Motel Vouchers shall have an amended budget distribution of Two Hundred Twenty Eight Thousand Dollars (\$228,000.00) and Short-Term Rent, Mortgage and Utility (STRMU) Assistance shall have an amended budget distribution of Fifty Six Thousand Dollars (\$56,000.00). **Exhibit B1** is attached hereto.

2. **Effect of Amendment.** Except to the extent the Interlocal Agreement's Budget distribution is modified by this Amendment, the terms and provisions of the Interlocal Agreement, as may be previously amended, shall remain unmodified and in full force and effect. In the event of a conflict between the terms of the Interlocal Agreement and the terms of this Amendment, the terms of this Amendment shall govern

and prevail.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment as of the date and year executed below.

**PALM BEACH COUNTY, FLORIDA  
BY ITS BOARD OF COUNTY COMMISSIONERS**

By: Verdenia C. Baker  
Print Name: Verdenia C. Baker  
Title: County Administrator  
Date: 9/14/22

Approved As to Form  
And Legal Sufficiency

DocuSigned by:  
Helene C. Huizd  
By: BF3DF20B2223413  
County Attorney

**CITY OF WEST PALM BEACH**

By: Keith A. James, Mayor  
Attest: Jacqueline H. Sooble  
City Clerk  
Dated: 9/23, 2022

CITY ATTORNEY'S OFFICE  
Approved as to form and legality

By: Rina Bondy

**APPROVED AS TO TERMS AND CONDITIONS**

BY: James E. Green  
DocuSigned by:  
BF34EF22BFDF492...  
James Green, Director  
Community Services Department

**EXHIBIT "B1"****BUDGET**

## Palm Beach County Board of County Commissioners

<i>Program Activity</i>	<i>Budget</i>	<i>Description</i>
Supportive Services	\$60,000.00	<p>Actual costs related to assisting HOPWA eligible households in accessing <b><u>essential services</u></b> and supplies such as food, water, medications, medical care, and information</p> <p>Actual costs related to <b><u>educating</u></b> assisted households on ways to reduce the risk of getting sick or spreading infectious diseases such as COVID-19 to others</p> <p>Actual costs related to providing <b><u>transportation services</u></b> for eligible households, including costs for privately-owned vehicle transportation when needed, to access medical care, supplies, and food or to commute to places of employment</p> <p>Actual costs related to providing <b><u>nutrition services</u></b> for eligible households in the form of food banks, groceries, and meal deliveries</p>
Supportive Services – Permanent Housing Placement (PHP)	\$56,000.00	Actual costs related to establishing the household in the housing unit, including but not limited to reasonable costs for security deposits not to exceed two months of rent costs.
Leasing – Hotel/Motel Vouchers	\$228,000.00	Actual costs related to providing lodging at hotels, motels, or other locations to quarantine HOPWA eligible persons or their household members limited to no more than 60 days in a six month period
Short-Term Rent, Mortgage, and Utility (STRMU) Assistance	\$56,000.00	Actual costs related to providing short-term rent, mortgage, and utility (STRMU) assistance payments to prevent homelessness of a tenant or mortgagor of a dwelling for a period of up to 24 months
Agency Administration (not to exceed 10% of total program costs)	\$40,000.00	Actual costs for general management, oversight, coordination, evaluation, and reporting on eligible activities
<b>TOTAL</b>	<b>\$440,000.00</b>	