

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

MEETING DATE: 3/14/2023

Consent

Regular

Ordinance

Public Hearing

Department: Equal Opportunity

Submitted By: Equal Opportunity

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to ratify: the Mayor’s signature on the Cooperative Agreement Amendment with the U.S. Department of Housing and Urban Development (HUD) in the amount of \$3,500 for the performance period of October 1, 2021 through September 30, 2022.


Summary: The U.S. Department of Housing and Urban Development (HUD), Office of Fair Housing and Equal Opportunity, previously awarded the Office of Equal Opportunity (OEO) a total of \$22,440 to help facilitate the agency’s efforts to train its fair housing enforcement personnel. The performance period began on October 1, 2021 and ended September 30, 2022. On December 6, 2022, OEO notified HUD that it only incurred \$3,500 in training costs for the performance period. This reduction in training expenses was due to the unavailability of in-person fair housing training programs as a result of the COVID-19 pandemic and/or availability of free fair housing webinars that did not require the use of per diem travel funds. On December 29, 2022, OEO vouchered for the \$3,500 training funds and HUD notified OEO that it will proceed with deobligation of the remaining balance of \$18,940 which was not spent during the performance period. The emergency signature process was utilized because there was insufficient time to submit this item through the regular Board of County Commissioners agenda process and meet HUD’s deadline. Countywide (DO)

Background and Policy Issues: On February 4, 1997, the BCC approved an Agreement between OEO and HUD, which provided for the processing and referral of housing discrimination complaints between the respective agencies. In each year since 1997, HUD has provided revenue to OEO for the processing of dual-filed complaints of housing discrimination as well as training funds.

Attachments:

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

Recommended by:  13 February 2023
Department Director **Date**

Approved by:  2/24/2023
Assistant County Administrator **Date**

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2023	2024	2025	2026	2027
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	(18,940)	_____	_____	_____	_____
External Revenues	18,940	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
 NET FISCAL IMPACT	 -0-	 -0-	 -0-	 -0-	 -0-
 # ADDITIONAL FTE POSITIONS (Cumulative)	 _ 0 _	 _ 0 _	 _ 0 _	 _ 0 _	 _ 0 _

Is Item Included in Current Budget? Yes _____ No X _____

Does this Item include the use of federal funds? Yes X No _____

Budget Account No.:
Revenues: Fund 0001 Agency 400 Org. 4130 Object 3169
Expenses: Fund 0001 Agency 400 Org. 4130 Object Various

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

These funds being received from the U.S. Department of Housing and Urban Development (HUD) in the amount of \$3,500 are to reimburse the County for FY 2022 training expenses and they were budgeted in that year. The decrease in the training award will be taken care of during Balance Brought Forward to align the budget to the correct award amount. Because funds are appropriated annually by HUD, revenue for future years are indeterminable at this time.

C. Departmental Fiscal Review:

III. REVIEW COMMENTS:

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

<p><i>Luz Mata</i> 2/16/23 _____ OFMB ESW</p>	<p><i>Dr. J. Jacobus</i> 2/17/23 _____ Contract Administration MK 2/17/23</p>
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B. Legal Sufficiency: 12-16-23

[Signature]

 Assistant County Attorney

C. Other Department Review:

 Department Director

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

Assistance Award/Amendment

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

1. Assistance Instrument <input checked="" type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Grant		2. Type of Action <input type="checkbox"/> Award <input checked="" type="checkbox"/> Amendment	
3. Instrument Number FF204K224043	4. Amendment Number 1	5. Effective Date of this Action 1/20/2023	6. Control Number TTN: 59-6000785
7. Name and Address of Recipient Palm Beach County Office of Equal Opportunity 301 N Olive Avenue, 10 th Floor West Palm Beach, FL 33401 DUNS# 078470481/ UEI: XL2D NFMP CR44		8. HUD Administering Office U. S. Department of HUD/FHEO Five Points Plaza, 16 th Floor 40 Marietta Street Atlanta, GA 30303-2806	
		8a. Name of Administrator Carlos Osegueda	8b. Telephone Number 678-732-2905
10. Recipient Project Manager Pamela Guerrier, Executive Director		9. HUD Government Technical Representative Anne Marie Dolce	
11. Assistance Arrangement <input type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input checked="" type="checkbox"/> Fixed Price	12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input checked="" type="checkbox"/> Automated Clearinghouse	13. HUD Payment Office Fort Worth Field Accounting P. O. Box 2905 Fort Worth, TX 76113-2905	
14. Assistance Amount		15. HUD Accounting and Appropriation Data	
Previous HUD Amount	\$22,440.00	15a. Appropriation Number	15b. Reservation number
HUD Amount this action	(\$18,940.00)	8622/230144 (C, 22)	FHEO-04-22-1
Total HUD Amount	\$3,500.00	Amount Previously Obligated	\$22,440.00
Recipient Amount	\$0.00	Obligation by this action	(\$18,940.00)
Total Instrument Amount	\$3,500.00	Total Obligation	\$3,500.00

16. Description

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

Fund Code	Description	Amount Obligated in this Action
TRI	Training Funds	(\$18,940.00)
	Total	(\$18,940.00)

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

1. Cover Page – HUD-1044
2. 2022 Contributions Agreement
3. Appendix A: Statement of Work
4. Attachment A: Criteria for Processing
5. Attachment B: Standards for Timeliness
6. Attachment C: FHAP Case Payment Amounts for FHAP Case Processing
7. Attachment D: Using HUD Systems
8. Attachment E: FY2022 Partnership and Special Enforcement Effort Funds

The performance period for this Agreement begins October 1, 2021, and ends September 30, 2022. The funds obligated by this instrument expire September 16, 2026. The recipient must comply with all rules and regulations in accordance with the Fair Housing Assistance Program regulations (24 CFR § 115), the Memorandum of Understanding between the Recipient and HUD (including all subsequent addenda), and the FY2022 FHAP Guidance.

17. <input checked="" type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office		18. <input type="checkbox"/> Recipient is not required to sign this document.	
19. Recipient (By Name) Gregg K. Weiss, Mayor Palm Beach County, Board of County Commissioners		20. HUD (By Name) Carlos Osegueda, Regional Director Region IV, Office of FHEO/CAO	
Signature & Title Approval as to terms and conditions Pamela Guerrier, Director Office of Equal Opportunity	Date (mm/dd/yyyy) 10/12/2023	Signature & Title Approval as to form and legal sufficiency Assistant County Attorney	Date (mm/dd/yyyy) 1/20/2023

Assistance Award/Amendment

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

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Total Instrument Amount	\$3,500.00	Total Obligation	\$3,500.00

16. Description

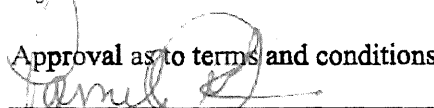
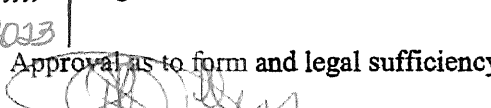
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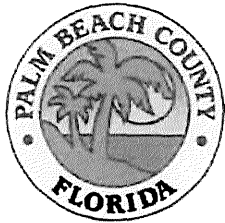
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19. Recipient (By Name) Gregg K. Weiss, Mayor Palm Beach County, Board of County Commissioners		20. HUD (By Name) Carlos Osegueda, Regional Director Region IV, Office of FHEO/CAO	
Signature & Title  Pamela Guerrier, Director Office of Equal Opportunity	Date (mm/dd/yyyy) 01/12/2023	Signature & Title  Assistant County Attorney	Date (mm/dd/yyyy)



MEMORANDUM

TO: Gregg K. Weiss, Mayor [Signature]
Board of County Commissioners
THRU: Verdenia C. Baker, County Administrator [Signature]
Board of County Commissioners
FROM: Pamela Guerrier, Director [Signature]
Office of Equal Opportunity
DATE: 10 January 2023
RE: HUD FY 2022 Cooperative Agreements

The U.S. Department of Housing and Urban Development (HUD), Office of Fair Housing and Equal Opportunity, previously awarded the Office of Equal Opportunity (OEO) a total of \$22,440.00 to help facilitate the agency's efforts to train its fair housing enforcement personnel. The performance period began on October 1, 2021 and ended September 30, 2022. On December 6, 2022 OEO notified HUD that it only incurred \$3,500.00 in training costs for the FY 2022 performance period. This reduction in training expenses was due to the unavailability of training programs as a result of the COVID-19 pandemic and/or free webinars. On December 29, 2022, PBCOEO vouchered for \$3,500.00 of the FY 2022 training funds. HUD notified OEO that it will proceed with deobligation of the remaining balance, \$18,940.00, which was not spent during the FY 2022 performance period.

In order for OEO to recognize the decrease in revenue, the agreement requires approval by the Board of County Commissioners. To meet HUD's fiscal year end funding deadlines, these funds must be deobligated immediately. Therefore, urgent approval is needed so that we can meet HUD's deadline.

It is requested that the attached HUD cooperative agreement amendment (HUD Form 1044) be signed by the Mayor of the Board of County Commissioners so that it can be forwarded to HUD.

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

Please contact me at pguerrie@pbcgov.org or 355-2558 if there are any questions concerning this request.

Approved: [Signature]
Reginald Duren
Assistant County Administrator

[Signature]
OFMB
1/11/23

[Signature]
David R.F. Ottey, Chief Assistant County Attorney

Office of Equal Opportunity
301 N. Olive Avenue, 10th Floor
West Palm Beach, FL 33401
(561) 355-4884
Fax: (561) 355-4932
www.pbcgov.com/equalopportunity

Palm Beach County
Board of County
Commissioners

- Gregg K. Weiss, Mayor
Maria Sachs, Vice Mayor
Maria G. Marino
Dave Kerner
Marcy Woodward
Sara Baxter
Mack Bernard

County Administrator
Verdenia C. Baker

"An Equal Opportunity
Affirmative Action Employer"

