

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

Meeting Date: **October 3, 2023**           Consent                          [ ] Regular  
   Ordinance                        [ ] Public Hearing

Department  
Submitted By: Community Services  
Submitted For: Community Services

I. EXECUTIVE BRIEF

**Motion and Title: Staff recommends motion to approve:**

**A)** Subrecipient Agreement with Adopt-A-Family of the Palm Beaches, Inc. (AAF), for the period September 1, 2023 through September 30, 2025, in an amount not-to-exceed \$385,632, for the provision of rental/utility assistance and other supportive services to families experiencing homelessness;

**B)** Subrecipient Agreement with Vita Nova, Inc. (Vita Nova), for the period September 1, 2023 through September 30 2025, in an amount not-to-exceed \$168,080, for the provision of rental/utility assistance and other supportive services to youth experiencing homelessness; and

**C)** Contract for Provision of Services with Reinstitute, Inc. (RI), for the period September 1, 2023 through September 30 2024, in an amount not-to-exceed \$109,975 to facilitate and implement the Reinstitute Emergency Rental Assistance Program (ERAP) Housing Plus Partnership Training and Technical Assistance.

**Summary:** On March 9, 2021, the Board of County Commissioners (BCC) allocated funding to the Community Services Department (CSD) to provide rental and utility assistance and other supportive services to individuals and families through ERAP. During the term of the contracts, AAF will serve approximately 90 unduplicated families with ERAP Housing Plus services and Vita Nova will serve 25 unduplicated youth with ERAP Housing Plus services. CSD will contract RI to serve as the principal technical assistance (TA) provider and as facilitator of the meetings of the ERAP Housing Plus program providers. RI is an international nonprofit organization established in 2007 to help communities swiftly and effectively address critical social problems via a proven collaborative systems transformation strategy. The goal of the training is to eliminate fragmentation, bringing stakeholders together to define and analyze a problem, develop solutions, and implement the solutions in a rapid timeframe. The services will include preparation and facilitation of a 2-day workout event and 1-day training event to coordinate services, two quarterly ERAP Homelessness Housing Plus check-ins, facilitate bi-weekly virtual meetings to track progress against Specific, Measurable, Attainable, Realistic and Time-based (SMART) goals to ensure desired outcomes. **No County match is required.** (Community Services) Countywide (HH)

**Background and Justification:** The County received ERAP 1 and 2 funding from the federal government in response to the COVID pandemic. ERAP funding is available for eligible entities to provide up to six (6) months rental/utility assistance, case management and self-sufficiency focused supportive services for families with at least one (1) adult and one (1) minor child and youth age 18 through 24, who are experiencing homelessness. ERAP 1 was appropriated under the Consolidated Appropriations Act, 2021, while ERAP 2 was appropriated under the American Rescue Plan Act of 2021. The funds are provided by the U.S. Department of Treasury to states, U.S. territories, local governments, and Indian tribes for the grantees to provide rental and utility assistance to eligible households. Treasury guidelines allow for housing stability services and encourages local partnerships with nonprofits and community organizations working on housing stability issues. These local organizations are integrated into the community and can provide holistic support across a variety of housing stability and other supportive services.

**Attachments:**

- 1. Agreement with AAF
- 2. Agreement with Vita Nova
- 3. Contract with RI

Recommended By: \_\_\_\_\_ *Taruna Mallotra* \_\_\_\_\_ 9/15/2023  
Department Director \_\_\_\_\_ Date

Approved By: \_\_\_\_\_ *[Signature]* \_\_\_\_\_ 9/27/2023  
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	44,145	353,761	265,781		
External Revenue	(44,145)	(353,761)	(265,781)		
Program Income (County)					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	<b>0</b>	<b>0</b>	<b>0</b>		
No. ADDITIONAL FTE POSITIONS (Cumulative)					

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

Budget Account No.:  
 Fund  1161  Dept  142  Unit  1443  Object  VAR  Program Code  VAR  Program Period  VAR

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

ERA

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

**III. REVIEW COMMENTS**

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

 9/18/2023  
 OFMB    GA 9/18    MG 9/19

 9/21/23  
 Contract Development and Control

**B. Legal Sufficiency:**

 9-26-23  
 Assistant County Attorney

**C. Other Department Review:**

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

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