







MEMORANDUM

TO: Gregg K. Weiss, Mayor  
Board of County Commissioners *GW*

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

FROM: Pamela Guerrier, Director  
Office of Equal Opportunity *Pamela*

DATE: 13 September 2023

RE: HUD FY 2023 and FY 2024 Cooperative Agreements

The U.S. Department of Housing and Urban Development (HUD), Office of Fair Housing and Equal Opportunity, has awarded the Office of Equal Opportunity (OEO) a total of \$332,200.00 for processing and resolving dual-filed housing discrimination complaints, Administrative Cost, Training and Special Enforcement Effort (SEE) funds. This revenue is for cases processed during the period of July 1, 2022 through June 30, 2023, administrative cost and training funds for the period of October 1, 2022 through September 30, 2023 and SEE funds for the period of October 1, 2023 through June 30, 2024.

In order for OEO to receive this revenue, the agreements require approval by the Board of County Commissioners. To meet HUD's fiscal year end funding deadlines, these funds must be obligated immediately. Therefore, urgent approval is needed so that we can meet HUD's deadline.

It is requested that the attached HUD cooperative agreements (HUD Form 1044) be signed by the Mayor of the Board of County Commissioners so that it can be forwarded to HUD. Enclosed for signature are four (4) 1044s.

Pursuant to Palm Beach County Administrative Code Section 309.00, your signature is requested on the attached HUD cooperative agreements (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](mailto:pguerrie@pbcgov.org) or 355-2558 if there are any questions concerning this request.

Approved: *[Signature]*  
Reginald Duren  
Assistant County Administrator

*[Signature]*  
OFMB

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

Attachments: HUD Form 1044 (4)

**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](http://www.pbcgov.com/equalopportunity)

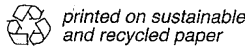
**Palm Beach County  
Board of County  
Commissioners**

- Gregg K. Weiss, Mayor
- Maria Sachs, Vice Mayor
- Maria G. Marino
- Michael A. Barnett
- Marci Woodward
- Sara Baxter
- Mack Bernard

**County Administrator**

Verdenia C. Baker

"An Equal Opportunity  
Affirmative Action Employer"



printed on sustainable  
and recycled paper

**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 checked="" type="checkbox"/> Award <input type="checkbox"/> Amendment	
3. Instrument Number FF204K234043	4. Amendment Number	5. Effective Date of this Action 09/19/2023	6. Control Number TIN: 59-6000785
7. Name and Address of Recipient Palm Beach County Office of Equal Opportunity 301 N. Olive Avenue, 10 <sup>th</sup> 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 <sup>th</sup> 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 Azriel Bailey	
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	\$0.00	15a. Appropriation Number 8623/240144 (D,23)	15b. Reservation number FHEO-04-23-1
HUD Amount this action	\$216,600.00	Amount Previously Obligated	\$0.00
Total HUD Amount	\$216,600.00	Obligation by this action	\$216,600.00
Recipient Amount	\$0.00	Total Obligation	\$216,600.00
Total Instrument Amount	\$216,600.00		

16. Description

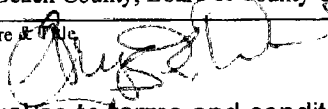
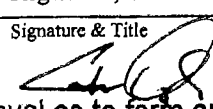
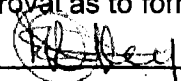
This instrument authorizes the following funds to be obligated to the Agency.

Fund Code	Description	Amount Obligated in this Action
CPF	Case Processing Funds	\$216,600.00
	<b>Total</b>	<b>\$216,600.00</b>

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

1. Cover Page – HUD-1044
2. 2023 Contributions Agreement
3. Appendix A: Statement of Work
4. Attachment A: Criteria for Processing
5. Attachment B: Standards for Timeliness
6. Attachment C: Payment Amounts for FHAP Case Processing
7. Attachment D: Using HUD Systems
8. Attachment E: FY2023 Partnership and Special Enforcement Effort Funds

The performance period for this Agreement begins July 1, 2022, and ends June 30, 2023. The funds obligated by this instrument expire on June 30, 2027. 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 FY2023 FHAP Guidance Package.

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 	Date (mm/dd/yyyy) 9/18/23	Signature & Title 	Date (mm/dd/yyyy) 09/19/2023
Approval as to terms and conditions Pamela Guerrier, Director Office of Equal Opportunity		Approval as to form and legal sufficiency  Assistant County Attorney	

**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 checked="" type="checkbox"/> Award <input type="checkbox"/> Amendment	
3. Instrument Number FF204K234044	4. Amendment Number	5. Effective Date of this Action 09/19/2023	6. Control Number TIN: 59-6000785
7. Name and Address of Recipient Palm Beach County Office of Equal Opportunity 301 N. Olive Avenue, 10 <sup>th</sup> 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 <sup>th</sup> 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 Azriel Bailey	
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	\$0.00	15a. Appropriation Number 8623/240144 (D,23)	15b. Reservation number FHEO-04-23-1
HUD Amount this action	\$60,000.00	Amount Previously Obligated	\$0.00
Total HUD Amount	\$60,000.00	Obligation by this action	\$60,000.00
Recipient Amount	\$0.00	Total Obligation	\$60,000.00
Total Instrument Amount	\$60,000.00		

16. Description

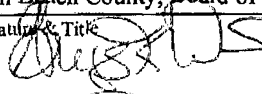
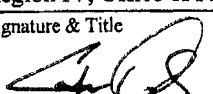
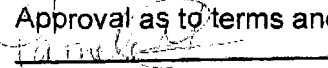
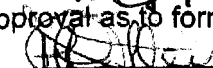
This instrument authorizes the following funds to be obligated to the Agency.

Fund Code	Description	Amount Obligated in this Action
ACF	Administrative Cost Funds	\$60,000.00
	<b>Total</b>	<b>\$60,000.00</b>

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

1. Cover Page – HUD-1044
2. 2023 Contributions Agreement
3. Appendix A: Statement of Work
4. Attachment A: Criteria for Processing
5. Attachment B: Standards for Timeliness
6. Attachment C: Payment Amounts for FHAP Case Processing
7. Attachment D: Using HUD Systems
8. Attachment E: FY2023 Partnership and Special Enforcement Effort Funds

The performance period for this Agreement begins October 1, 2022, and ends September 30, 2023. The funds obligated by this instrument expire on September 30, 2027. 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 FY2023 FHAP Guidance Package.

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 	Date (mm/dd/yyyy) 9/18/23	Signature & Title 	Date (mm/dd/yyyy) 09/19/2023
Approval as to terms and conditions 		Approval as to form and legal sufficiency 	
Pamela Guerrier, Director Office of Equal Opportunity		Assistant County Attorney	

**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 checked="" type="checkbox"/> Award <input type="checkbox"/> Amendment	
3. Instrument Number FF204K234045	4. Amendment Number	5. Effective Date of this Action 09/19/2023	6. Control Number TIN: 59-6000785
7. Name and Address of Recipient Palm Beach County Office of Equal Opportunity 301 N. Olive Avenue, 10 <sup>th</sup> 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 <sup>th</sup> Floor 40 Marietta Street Atlanta, GA 30303-2806	
10. Recipient Project Manager Pamela Guerrier, Executive Director		8a. Name of Administrator Carlos Osegueda	8b. Telephone Number 678-732-2905
11. Assistance Arrangement <input type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input checked="" type="checkbox"/> Fixed Price		9. HUD Government Technical Representative Azriel Bailey	
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	\$0.00	15a. Appropriation Number 8623/240144 (D,23)	15b. Reservation number FHEO-04-23-1
HUD Amount this action	\$19,600.00	Amount Previously Obligated	\$0.00
Total HUD Amount	\$19,600.00	Obligation by this action	\$19,600.00
Recipient Amount	\$0.00	Total Obligation	\$19,600.00
Total Instrument Amount	\$19,600.00		

16. Description

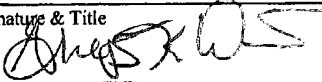

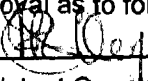
This instrument authorizes the following funds to be obligated to the Agency.

Fund Code	Description	Amount Obligated in this Action
TRF	Training Funds	\$19,600.00
	<b>Total</b>	<b>\$19,600.00</b>

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

- Cover Page – HUD-1044
- 2023 Contributions Agreement
- Appendix A: Statement of Work
- Attachment A: Criteria for Processing
- Attachment B: Standards for Timeliness
- Attachment C: Payment Amounts for FHAP Case Processing
- Attachment D: Using HUD Systems
- Attachment E: FY2023 Partnership and Special Enforcement Effort Funds

The performance period for this Agreement begins October 1, 2022, and ends September 30, 2023. The funds obligated by this instrument expire on September 30, 2027. 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 FY2023 FHAP Guidance Package.

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 	Date (mm/dd/yyyy) 7/18/23	Signature & Title 	Date (mm/dd/yyyy) 09/19/2023
Approval as to terms and conditions Pamela Guerrier, Director Office of Equal Opportunity		Approval as to form and legal sufficiency  Assistant County Attorney	

**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 checked="" type="checkbox"/> Award <input type="checkbox"/> Amendment	
3. Instrument Number FF204K234081	4. Amendment Number	5. Effective Date of this Action 09/19/2023	6. Control Number TIN: 59-6000785
7. Name and Address of Recipient Palm Beach County Office of Equal Opportunity 301 N. Olive Avenue, 10 <sup>th</sup> 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 <sup>th</sup> Floor 40 Marietta Street Atlanta, GA 30303-2806	
10. Recipient Project Manager Pamela Guerrier, Executive Director		8a. Name of Administrator Carlos Osegueda	8b. Telephone Number 678-732-2905
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		9. HUD Government Technical Representative Azriel Bailey	
14. Assistance Amount		15. HUD Accounting and Appropriation Data	
Previous HUD Amount	\$0.00	15a. Appropriation Number	15b. Reservation number
HUD Amount this action	\$36,000.00	8622/230144 (C,23)	FHEO-04-23-2
Total HUD Amount	\$36,000.00	Amount Previously Obligated	\$0.00
Recipient Amount	\$0.00	Obligation by this action	\$36,000.00
Total Instrument Amount	\$36,000.00	Total Obligation	\$36,000.00

16. Description

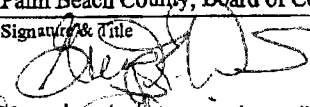
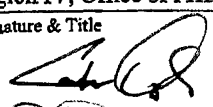
This instrument authorizes the following funds to be obligated to the Agency.

Fund Code	Description	Amount Obligated in this Action
S33	Special Enforcement Effort Funds	\$36,000.00
	<b>Total</b>	<b>\$36,000.00</b>

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

- Cover Page – HUD-1044
- 2023 Contributions Agreement
- Appendix A: Statement of Work
- Attachment A: Criteria for Processing
- Attachment B: Standards for Timeliness
- Attachment C: Payment Amounts for FHAP Case Processing
- Attachment D: Using HUD Systems
- Attachment E: FY2023 Partnership and Special Enforcement Effort Funds

The performance period for this Agreement begins October 1, 2023, and ends June 30, 2024. No requests for extensions to the period of performance will be permitted for this award. 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 FY2023 FHAP Guidance Package.

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 	Date (mm/dd/yyyy) 9/18/23	Signature & Title 	Date (mm/dd/yyyy) 09/14/2023
Approved as to terms and conditions Pamela Guerrier, Director Office of Equal Opportunity		Approved as to form and legal sufficiency Assistant County Attorney	

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET AMENDMENT

FUND 0001 - General Fund - Office of Equal Opportunity (OEO)

BGRV 091323\*579  
BGEX 091323\*1835

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED 9/21/2023	REMAINING BALANCE
<b>REVENUES</b>								
400-4130-3169	Fed Gmt Other Human Services	257,600	412,100	62,600		474,700		
	<b>Total</b>	<u>1,897,887,942</u>	<u>1,958,689,452</u>	<u>62,600</u>	<u>0</u>	<u>1,958,752,052</u>		
<b>EXPENDITURES</b>								
400-4130-3401	Other Contractual Services	150,000	251,061	50,600		301,661	274,920	26,741
400-4130-4001	Travel and Per Diem	12,500	12,500	5,000		17,500	4,598	12,902
400-4160-4001	Travel & Per Diem	6,000	6,000	5,000		11,000	0	11,000
400-4160-4811	Promotional Items	3,250	3,250	1,000		4,250	3,917	333
400-4160-5101	Office Supplies	2,000	3,000	1,000		4,000	3,451	549
	<b>Total</b>	<u>1,897,887,942</u>	<u>1,958,689,452</u>	<u>62,600</u>	<u>0</u>	<u>1,958,752,052</u>		

Signatures & Dates

By Board of County Commissioners  
At Meeting of 10/17/2023

Office of Financial Management & Budget  
INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

OFMB Department - Posted

*[Signature]* 21 September 2023  
*[Signature]* 9/21/2023

Deputy Clerk to the

Board of County Commissioners



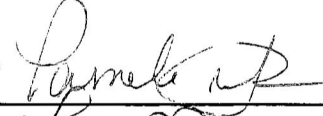
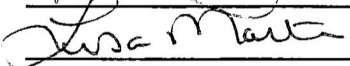
# 24-0018

**BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET AMENDMENT**

**FUND 0001 - General Fund - Office of Equal Opportunity (OEO)**

**BGRV 091423\*582  
BGEX 091423\*1841**

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED 9/13/2023	REMAINING BALANCE
<b><u>REVENUES</u></b>								
400-4130-3169	Fed Gmt Other Human Services	173,440	173,440	36,000		209,440		
	<b>Total</b>	<u>2,157,248,097</u>	<u>2,157,248,097</u>	36,000	0	<u>2,157,284,097</u>		
<b><u>EXPENDITURES</u></b>								
400-4130-3401	Other Contractual Services	150,000	150,000	36,000		186,000	0	186,000
	<b>Total</b>	<u>2,157,248,097</u>	<u>2,157,248,097</u>	36,000	0	<u>2,157,284,097</u>		

<b>Office of Financial Management &amp; Budget</b>	<b>Signatures &amp; Dates</b>	<b>By Board of County Commissioners</b>
<b>INITIATING DEPARTMENT/DIVISION</b>	 18 September 2023	<b>At Meeting of 10/17/2023</b>
<b>Administration/Budget Department Approval</b>	 9/21/2023	<b>Deputy Clerk to the</b>
<b>OFMB Department - Posted</b>		<b>Board of County Commissioners</b>