Agenda Item No. 3	一	Г		
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PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

MEETING DATE:	October 17, 2023	[X] Consent	[] Regular
Department:	Office of Equal Opportunity	[] Workshop	[] Public Hearing
Submitted By:	Office of Equal Opportunity		

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

- A) ratify the Mayor's signature on three cooperative agreements with the U.S. Department of Housing and Urban Development (HUD) totaling \$296,200 allowing the Office of Equal Opportunity (OEO) to receive revenue applying to FY 2023 for:
 - 1. Case processing (Cooperative Agreement No FF204K234043 in the amount of \$216,600) for the period of July 1, 2022 through June 30, 2023;
 - 2. Administrative cost (Cooperative Agreement No. FF204K234044 in the amount of \$60,000) for the period of October 1, 2022 through September 30, 2023;
 - 3. Training funds (Cooperative Agreement No. FF204K234045 in the amount of \$19,600) for the period of October 1, 2022 through September 30, 2023.
- **B) approve** an upward budget amendment for FY 2023 in the General Fund (Fund 0001) in the amount of \$62,600 to recognize the actual award amount.
- C) ratify the Mayor's signature on one cooperative agreement with the U.S. Department of Housing and Urban Development (HUD) in the amount of \$36,000 allowing the Office of Equal Opportunity (OEO) to receive revenue applying to FY 2024 for Special Enforcement Effort (SEE) funds (Cooperative Agreement No. FF204K234081 in the amount of \$36,000) for the period of October 1, 2023 through June 30, 2024.
- **D) approve** an upward budget amendment for FY 2024 in the General Fund (Fund 0001) in the amount of \$36,000 to recognize the actual award amount.

Summary: In order for OEO to receive revenue from HUD for processing and resolving housing discrimination complaints, execution of Cooperative Agreements No. FF204K234043, FF204K234044, FF204K234045 and FF204K234081 were required prior to September 25, 2023 because there was insufficient time to meet the application deadline under the regular agenda process. The current individual awards total \$332,200 and include \$216,600 for cases processed for the period July 1, 2022 through June 30, 2023; \$19,600 for training funds for the period of October 1, 2022 through September 30, 2023; \$60,000 for administrative costs for the period October 1, 2022 through September 30; and \$36,000 for SEE funds for the period of October 1, 2023 through June 30, 2024. Board ratification of the Mayor's signature will ensure the receipt of revenue under these Agreements. Countywide (DO)

Background and Justification: 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. Under the terms of the FY 2023 and FY 2024 cooperative agreements, HUD will provide funds to OEO in the total amount of \$332,200.

Attachments:

1. Cooperative Agreements (HUD Form 1044) with walkthrough Memo

2. Budget Amendment FX 2023

3. Budget Amendment FY 2024

Approved by:

Assistant/County Administrator

| Control | Control

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal impact:
Fiscal Years 2023 2024 2025 2026 2027 Capital Expenditures Operating Costs 296,200 36,000 External Revenues (296,200) (36,000) Program Income (County) In-Kind Match (County)
NET FISCAL IMPACT 0 0
ADDITIONAL FTE POSITIONS (Cumulative) 0 0 0
Is Item Included in Current Budget? Yes Nox
Does this item include the use of federal funds?Yes X No
Budget Account No.: Revenues: Fund <u>0001</u> Agency <u>400</u> Org. <u>4130</u> Object <u>3169</u> Expenses: Fund <u>0001</u> Agency <u>400</u> Org. <u>4130</u> Object <u>Various</u>
B. Recommended Sources of Funds/Summary of Fiscal Impact:
These funds are to be paid to the County by the U.S. Department of Housing and Urban Development (HUD) for Fair Housing activities. The funds being received from HUD in the amount of \$296,200 are to reimburse for FY 2023 expenses and they were budgeted in that year. The budget amendment will recognize the actual award in funding by increasing the FY 2023 budget by \$62,600.
The funds being received from HUD in the amount of \$36,000 will be recognized by increasing the FY 2024 budget by \$36,000. 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: OFMB A 9/9 OFMB A 9/9 Contract Administration Mr 9/2 B. Legal Sufficiency:
Assistant County Attorney C. Other Department Review:
C. Other Department Review.
Department Director

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



Office of Equal Opportunity

301 N. Olive Avenue, 10th Floor West Palm Beach, FL 33401 (561) 355-4884 Fax: (561) 355-4932

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

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

MEMORANDUM

TO:

Gregg K. Weiss, Mayor

Board of County Commissioners

THRU:

Verdenia C. Baker, County Administ

Board of County Commissioners

FROM:

Pamela Guerrier, Director

Office of Equal Opportunity

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 <u>pguerrie@pbcgov.org</u> or 355-2558 if there are any questions concerning this request.

Reginald Duren

Approve

Assistant County Administrator

David R.F. Ottey, Chief Assistant County Attorney

Attachments: HUD Form 1044 (4)

1. Assistance l	nstrument			2. Type	of Action					
	ive Agreemer	nt 🔲 Grant		⊠ A ₁						
3. Instrument	Number	4. Amendment Nu	mber	5. Effec	ctive Date of this Action	6. Control				
FF204K23404					9/2023	TIN: 59-6	000785			
7. Name and A					Administering Office					
		of Equal Opportunity			epartment of HUD/FHEO					
301 N. Olive A West Palm Bea					ints Plaza, 16 th Floor ietta Street					
		L2D NFMP CR44			, GA 30303-2806					
D0110#. 07047	0401 / OEI. A	B2D NEWLE CR44				Ta				
					ne of Administrator Osegueda	8b. Teleph 678-732-2	one Number 905			
10. Recipient I	Project Manag	rer			Government Technical Rep	1				
Pamela Guerri				Azriel E	-					
11. Assistance		12. Payment Method			D Payment Office		· · · · · · · · · · · · · · · · · ·			
Arrangement	Į	Treasury Check Reim	bursement		orth Field Accounting					
Cost Reimb		Advance Check		P. O. Box 2905						
Cost Sharir		Automated Clearinghous	ouse	Fort Wo	orth, TX 76113-2905					
Fixed Price	1			İ			•			
14. Assistance Am	ount				Accounting and Appropriation Dat					
Previous HUD	Amount	\$0.00	,.		opriation Number	15b. Reserva				
HUD Amount		\$216,600.00			144 (D,23)	\$0.00	-1			
	Total HUD Amount \$216,600.00				Amount Previously Obligated \$0.00 Obligation by this action \$216,600.00					
Recipient Amo	***************************************	\$0.00								
Total Instrume	nt Amount	\$216,600.00		Total	Obligation	\$216,600.0	JU			
•	Description	following funds to be obligate	ed to the Agend	у. ———	The Cooperative Agreement/Amen following documents: 1. Cover Page – HUD-10 2. 2023 Contributions Agreement	44	ed of the			
	,		Obligated in the Action	his	Appendix A: Statemen Attachment A: Criteria	for Processing				
CPF	Case Process	ing Funds	\$216,600	0.00	5. Attachment B: Stander 6. Attachment C: Paymer					
	Total	·	\$216,600	0.00	Processing 7. Attachment D: Using H	UD Systems				
					Attachment E: FY2023 Enforcement Effort Fur	Partnership and	Special			
					The performance period for this Ag and ends June 30, 2023. The fund expire on June 30, 2027. The recip and regulations in accordance with Program regulations (24 CFR § 115 Understanding between the Recipie subsequent addenda), and the FY2	s obligated by this ient must comply the Fair Housing 5), the Memorand ent and HUD (incli	s instrument with all rules Assistance um of uding all			
<u> </u>				Τ ,	7					
		ed to sign and return three (3 the HUD Administering Of		18.	Recipient is not required to	sign this docu	nent.			
19. Recipient (JD (By Name)					
Gregg K. W Palm Beach		rd-of-County Commission	ners		os Osegueda, Regional Direction IV, Office of FHEO/CAC		•			
Signature & 17	اد ا	<u> </u>	(mm/dd/yyyy)	Signat	ture & Title		Date (mm/dd/yyyy)			
/ /	Muzz		1.0/23	_	1.60 001	19/2023	09/W/2022			
	7.10	′	10/25	1 <			1			
	s to rerms	and conditions ⁱ	Ap	provala	as to form and legal s	umciency				
Lamer	<u> </u>		_	RIL	Heal					
Pamela Gu Office of Ed			As	sistant	County Attorney					
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1. Assistance					of Action				
			-	⊠ A ₁					
3. Instrument	Number	4. Amendment Nun	nber	5. Effec	tive Date of this Action	6. Control Number			
FF204K23404				09/19/2023 TIN: 59-6000785					
7. Name and A			1		Administering Office				
301 N. Olive		of Equal Opportunity			epartment of HUD/FHEO ints Plaza, 16th Floor				
West Palm Be					etta Street				
		XL2D NFMP CR44			GA 30303-2806				
		THE CITY							
				l	ne of Administrator	8b. Telephone Number			
10 70	2 1 125	· · · · · · · · · · · · · · · · · · ·			Osegueda	678-732-2905			
10. Recipient	-	•			Government Technical Rep	presentative			
Pamela Guerri 11. Assistance		2 Director 12. Payment Method		Azriel Bailey 13. HUD Payment Office					
Arrangement		Treasury Check Reimb	ursement		orth Field Accounting				
Cost Reim	bursement	Advance Check	our some in	P. O. Bo					
Cost Sharing Automated Clearinghouse			use		orth, TX 76113-2905				
⊠ Fixed Price	•								
14. Assistance An	nount			15. HUD	Accounting and Appropriation Dat	a			
Previous HUI		\$0.00			opriation Number	15b. Reservation number			
HUD Amount	this action	\$60,000.00		8623/240	144 (D,23)	FHEO-04-23-1			
Total HUD A	mount	\$60,000.00			nt Previously Obligated	\$0.00			
Recipient Am	······	\$0.00	************	*************	tion by this action	\$60,000.00			
Total Instrume	ent Amount	\$60,000.00		Total C	Obligation	\$60,000.00			
-	Description	e following funds to be obligate	Amount Obligated in the		The Cooperative Agreement/Amen following documents: 1. Cover Page – HUD-10 2. 2023 Contributions Ag 3. Appendix A: Statemen	144 reement			
		<u> </u>	Action	115	4. Attachment A: Criteria 5. Attachment B: Standar	for Processing			
ACF	Administrativ	re Cost Funds	\$60,000		6. Attachment C: Paymer	nt Amounts for FHAP Case			
	Total		\$60,000			Partnership and Special			
					The performance period for this Ag 2022, and ends September 30, 202 instrument expire on September 30 comply with all rules and regulation Housing Assistance Program regul Memorandum of Understanding be (including all subsequent addenda) Guidance Package.	23. The funds obligated by this), 2027. The recipient must is in accordance with the Fair ations (24 CFR § 115), the tween the Recipient and HUD			
		ired to sign and return three (3)		18.	Recipient is not required to	sign this document.			
19. Recipient	(By Name)				UD (By Name)				
	veiss, Mayor County, Bo	ard of County Commission	ers		os Osegueda, Regional Dire on IV, Office of FHEO/CAO				
Signatur & T			(mm/dtl/yyyy)	1	ture & Title	Date (mm/dd/yyyy)			
2 De	ist	9/1	862		09/19	9/2023 09/14/2023			
Approval	as to term	ns and conditions	1	I Appl	reval as to form and I	egal sufficiency			
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Pamela C	Suerrier, [Director			egictant County Attar	nov			
Office of	•			A	ssistant County Attor	riey			

1. Assistance	Instrument			2. Type	of Actio	n		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	tive Agreement	☐ Grant		⊠ A₁		☐ Amendment		
3. Instrument	Number	4. Amendment Nu	mber			of this Action	6. Contro TIN: 59-6	l Number
FF204K2340		<u> </u>			9/2023		11111. 39-0	5000783
	Address of Recipie County Office of Ec			8. HUD	Adminis	stering Office t of HUD/FHEO		
	Avenue, 10th Floor			Five Po	eparunen ints Plaza	a, 16 th Floor		
	each, FL 33401				ietta Stree			
	70481 / UEI: XL2D	NFMP CR44		1	, GA 303			
				8a, Nan	ne of Adr	ninistrator	8b. Telep	hone Number
				Carlos	Osegueda	Į.	678-732-2	2905
10. Recipient	Project Manager					nent Technical Rep	resentative	
-	ier, Executive Dire	ctor		Azriel E	Bailey			
11. Assistance	12. I	Payment Method		13. HU	D Payme	nt Office		
Arrangement		reasury Check Rein	ibursement			Accounting		
Cost Reim	1 ===	dvance Check		P. O. B				
Cost Shari		utomated Clearingh	ouse	Fort Wo	orth, TX	76113-2905	its.	
Fixed Price	e							
14. Assistance Ar	nount					and Appropriation Data		
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HUD Amoun) () .	\$19,600.00			144 (D,23)		FHEO-04-2	3-1
Total HUD A	***************************************	\$19,600.00 \$0.00			nt Previou: tion by thi	sly Obligated	\$0.00 \$19,600.0	
Recipient Am	***************************************					3 delloii		
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This instrument	authorizes the follow	ing funds to be obligat	Amount Obliga			perative Agreement/Amend documents: Cover Page – HUD-104 2023 Contributions Agr Appendix A: Statement	44 eement	sed of the
TRF	Training Funds		\$19,60	0.00	4. 5.	Attachment A: Criteria : Attachment B: Standard	for Processing	
TICE		The second secon			6.	Attachment C: Paymen		
	Total		\$19,60	0.00	7.	Processing Attachment D: Using H	IID Systems	
					8.	Attachment E; FY2023 Enforcement Effort Fun	Partnership and	Special
					}			
					2022, and instrumed comply we Housing Memorar (including	ormance period for this Agrid ends September 30, 202 not expire on September 30 if the all rules and regulations Assistance Program regulations of Understanding bet gall subsequent addenda), a Package.	 The funds ob , 2027. The recision accordance ations (24 CFR § tween the Recipion 	ligated by this pient must with the Fair 115), the ent and HUD
		sign and return three (I		18.	Recipie	ent is not required to s	sign this docu	ment.
19. Recipient					UD (By Na			
	Veiss, Mayor	County Commission	narc			eda, Regional Directifice of FHEO/CAC		
								B (/ /21/)
Signature & T	itle	Date	(mm/ad/yyyy)	Signat	ture & Title			Date (mm/dd/yyyy)
	10 V M	17//	(R) (2)		1/	99/19/2	2023	04/14/2003-3
Approval	s to terms and o	onditions /	Appl	as lexo	to form	and legal suffic	iencv	!
- Approvaras	A CONTROLLED		, بالمار	N W	J. 1			
	errier, Director			1410-1	- H			
	ual Opportunity	,	Ass	sistant C	ounty A	Attorney		
	• • •				•			

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1. Assistance	: Instrument ative Agreeme	nt 🔲 Grant			e of Action ward	Amendment			
3. Instrument		4. Amendment Nu	ımber	5. Effective Date of this Action 6. Control Number					
FF204K2340	81			1	9/19/2023		TIN: 59-60		
7. Name and	Address of Re			8. HUD Administering Office					
		of Equal Opportunity				of HUD/FHEO			
	Avenue, 10th 1				oints Plaza ietta Stree	, 16 th Floor			
	each, FL 3340				., GA 303				
DUNS#: 0/84	+/0481 / UEI: 2	XL2D NFMP CR44							
				i	ne of Adm	inistrator	8b. Telepho		
10 Peciniant	Project Manag	TOT			Osegueda	ent Technical Rep	678-732-29	05	
-	ier. Executive	=		l		ent recimieal Rep	i escillative		
11. Assistance	e I	12. Payment Method		Azriel Bailey 13. HUD Payment Office					
Arrangement		Treasury Check Reim	bursement			Accounting			
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	Cost Sharing Automated Clearinghouse			Fort W	orth, TX 7	6113-2905			
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14. Assistance Ar					Accounting ropriation Nu	and Appropriation Data	15b. Reservation	on number	
Previous HU	***************************************	\$0.00		••	•	inioci			
HUD Amount this action \$36,000.00					144 (C,23)		FHEO-04-23-2		
Total HUD Amount \$36,000.00				Amount Previously Obligated \$0.00 Obligation by this action \$36,000.00					
Recipient Amount \$0.00 Total Instrument Amount \$36,000.00									
16. Description	ent Amount	\$36,000.00		TOTAL	Obligation		\$36,000.00		
Fund Code	Description		Amount Obligated in the	4. Attachment A: Criteria fi			of Work for Processing		
S33	Special Enforce	ement Effort Funds	\$36,000	5. Attachment B: Standards for Timeliness 6. Attachment C: Payment Amounts for FHAP Case					
Les,	Total		\$36,000	.00	-	Processing			
		and the second s			7. 8.	Attachment D: Using Ht Attachment E: FY2023 I Enforcement Effort Fund	Partnership and Sp	ecial	
					2023, and period of period of period of period of period in with the Fa 115), the Mand HUD (mance period for this Agreends June 30, 2024. No informance will be permit used to make the permit with all rules a fir Housing Assistance Preferorandum of Understar including all subsequent a lance Package.	eement begins <u>Octor</u> requests for extens ted for this award. I and regulations in a ogram regulations (ruding between the l	ions to the The Iccordance 24 CFR § Recipient	
		ed to sign and return three (3)		18.	Recipier	at is not required to si	ign this docume	ent.	
19. Recipient	(By Name)		<u> </u>		JD (By Nam				
	Veiss, Mayor			Carlo	os Osegue	la, Regional Direct	tor		
		rd of County Commission			ure & Title	ice of FHEO/CAO		Pate (mm/dd/yyyy)	
Signature of	inte	5	(mm/dd/yyyy)	Signal	1	09/1	9/2023	2014/00	
Approved as	J. 18		<i>,</i> - •	Appr	ayed as	o form and legal	sufficiency	_	
Pamela Gue Office of Equ				Assi	stant Cou	unty Attorney		-	
		•				U			

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

ESCHENIUS (

							EXPENDED/	
ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	ENCUMBERED 9/21/2023	REMAINING BALANCE
REVENUES								
400-4130-3169	Fed Gmt Other Human Services	257,600	412,100	62,600		474,700		
	Total	1,897,887,942	1,958,689,452	62,600	0	1,958,752,052		
EXPENDITURES								
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
	Total	1,897,887,942	1,958,689,452	62,600	0	1,958,752,052		

Signatures & Dates
Office of Financial Management & Budget
INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted

Signatures & Dates
At Meeting of 10/17/2023

Deputy Clerk to the
Board of County Commissioners

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

	•						EXPENDED/	
ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	ENCUMBERED 9/13/2023	REMAINING BALANCE
REVENUES							3,120,12000	
400-4130-3169	Fed Gmt Other Human Services Total	173,440 2,157,248,097	173,440 2,157,248,097	36,000 36,000	0	209,440 2,157,284,097		
EXPENDITURES								
400-4130-3401	Other Contractual Services Total	150,000 2,157,248,097	150,000 2,157,248,097	36,000 36,000	0	186,000 2,157,284,097	0	186,000
			Signatures &	z Dates		By Boai	rd of County Comm	issioners
Office of Financial Management & Budget INITIATING DEPARTMENT/DIVISION		- Tymeline 19 Septembr 23				At Meeting of 10/17/2023		
Administratio	n/Budget Department Approval	The Marter 9/21/2013				Deputy Clerk to the		
OFM	B Department - Posted					Board	of County Commis	sioners