

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: March 12, 2024	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Public Hearing

Department
Submitted By: Community Services
Submitted For: Division of Human Services and Community Action Program

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

A) receive and file Amendment No. 0007 to the Florida Department of Children and Families (DCF) Unified Homeless Grant Contract No. IP004 (R2019-1138), for the period July 1, 2019 through June 30, 2025, to increase the grant award by \$78,752 for a new total amount not-to-exceed \$4,203,175.64, in staffing grant funds.

B) approve an upward Budget Amendment of \$78,752 in the General Fund, Division of Human Services and Community Action Program (HSCAP) to align the budget with the grant award.

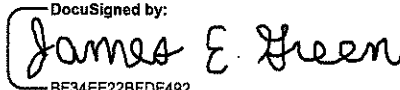

Summary: Amendment No. 0007 (Catalog of State Financial Assistance (CSFA) No. 60.021) amended DCF agreement No. IP004 to increase funding for operating or staffing costs. This funding will be used to develop the Palm Beach County Continuum of Care (CoC) Plan, further assist the local community though planning, coordinating and monitoring the delivery of services to persons who are homeless or about to be homeless within the CoC service delivery area, supplement the cost of staffing expenses for CoC activities, and administer services under IP004. The amendment was executed by the County Administrator in accordance with Agenda Item 3E-2, dated June 15, 2021, which delegated signature authority to the County Administrator, or designee, to execute grant amendments thereto, and all necessary documents related to the DCF Unified Homeless Grant. In accordance with County PPM CW-O-051, all delegated contracts, agreements, and grants must be submitted by the initiating department as a receive and file agenda item. **No County funds are required.** (Human Services and Community Action Program) **Countywide** (HH)

Background and Justification: HSCAP serves as the Lead Entity for the Palm Beach County Homeless CoC. The CoC is the planning and evaluation body for the homeless service delivery system in Palm Beach County. The DCF Office on Homelessness works in conjunction with the Department of Housing and Urban Development (HUD) to provide funding opportunities to assist persons who are homeless or are at risk of homelessness.

Attachments:

- 1. Amendment No. 0007 to the DCF Unified Homeless Grant Contract No. IP004 with walkthrough memo
- 2. Budget Amendment

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	<small>DocuSigned by:</small> 	2/13/2024
Recommended By:	<hr/>	
Department Director		Date
 Approved By:	 <hr/>	2/21/24 <hr/>
	Assistant County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Capital Expenditures					
Operating Costs	78,752				
External Revenue	(78,752)				
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	0				

No. ADDITIONAL FTE POSITIONS (Cumulative)					
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Is Item Included in Current Budget? Yes No
Does this item include the use of federal funds? Yes No
Does this item include the use of state funds? Yes No

Budget Account No.:

Fund 0001 Dept. 148 Unit 1354 Object 3421 Program Code UH30 Program Period GY22

B. Recommended Sources of Funds/Summary of Fiscal Impact:
Florida Department of Children and Families

C. Departmental Fiscal Review:

DocuSigned by:
Julie Dowe
05A0007CC68C441

Julie Dowe, Division Director II

III. REVIEW COMMENTS

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

AFD 2/15/24
OFMB JA 2/15

Trenda Macell... 2/20/24
Contract Development and Control
Tom 2/20/24

B. Legal Sufficiency: *EW 2-15-24*
RRF 2/15

Debra C. ... 2-21-24
Assistant County Attorney

C. Other Department Review:

Department Director

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

MEMORANDUM



TO: Verdenia C. Baker, County Administrator
Board of County Commissioners
THRU: Reginald K. Duren, Assistant County Administrator
Board of County Commissioners
FROM: James Green, Department Director
Community Services Department
DATE: November 27, 2023
RE: IP004 Department of Children and Families
Unified Homeless Grant Amendment #0007

Community Services Department

810 Datura Street
West Palm Beach, FL 33401
(561) 355-4700
FAX: (561) 355-3863
www.pbcgov.com

Palm Beach County
Board of County
Commissioners

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

County Administrator

Verdenia C. Baker



"An Equal Opportunity
Affirmative Action Employer"

On June 15, 2021 (Agenda Item 3E-2), the Board of County Commissioners (BCC) granted signature authority to the County Administrator, or designee, to execute grant agreements and amendments thereto, and all other necessary documents related to the Department of Children and Families (DCF) Unified Homeless Grant. In accordance with this authority, the Community Services Department (CSD) respectfully requests your approval and signature on the IP004 DCF Unified Grant Amendment #0007 (CSFA 60.021).

DCF received \$2.2 million in Staffing Grant Funds to fund operating or staffing costs. This funding will be used to develop the Continuum of Care (CoC) Plan, further assist the local community through planning, coordinating and monitoring the delivery of services to persons who are homeless or about to be homeless within the CoC service delivery area, supplement the cost of staffing expenses for CoC activities, and administer services under IP004. On November 14, 2023, DCF notified the Palm Beach County Division of Human Services and Community Action Program (HSCAP) of additional funding. The contract with DCF was amended to reflect the addition of \$78,752. This amendment also updates language in the contract to specify subcontractor monitoring and community engagement activities as allowable activities and updates the ESG-CV funds Fiscal Year Payment Tables for State Fiscal Year (SFY) 2023 - 2024. The amendment was effective July 1, 2023. No County match is required.

HSCAP serves as the Lead Entity for the Palm Beach County Homeless CoC. The CoC is the planning and evaluation body for homeless services. HSCAP will receive the funds as the Lead Entity for the CoC pursuant to 420.624 (6) F.S. To ensure the continuation of homeless services, DCF requires the signed amendment as soon as possible. The walk through process is being utilized because there is not sufficient time to submit this item through the BCC agenda process. Staff will submit this item at the next available BCC meeting.

If additional information is needed, please contact Wendy Tippett at (561) 355-4772

Approved by: DocuSigned by: Julie Dowe
05AC9C7CC5BC4A4...
Director, Financial & Support Services
Helene C. Hvizd
BF3DF20B2223413...
Helene C. Hvizd
Senior Assistant County Attorney

DocuSigned by: Tanuna Malhotra
1459E4101F1049C...
Deputy Director
OFMB

Attachments:

- 1. Agenda Item Summary (3E-2), dated June 15, 2021
2. IP004 DCF Unified Homeless Grant Amendment #0007

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

RWIMM FD
R-2021-0781
and
R-2021-0782

Meeting Date: June 15, 2021 Consent Regular
 Ordinance Public Hearing

Department:
Submitted By: Community Services
Submitted For: Division of Human Services

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

A) approve the signature of the Mayor on Amendment No.0002 to Grant Contract #IP004 with the Florida Department of Children and Families (DCF) Unified Homeless Grant (CFSA 60.021), for the period July 1, 2019 through June 30, 2022, to increase funding by \$1,052,023 for a new total amount not-to-exceed \$2,963,451.55;

B) approve a budget amendment of \$1,052,023 in the General Fund, Human Services Division, to align the budget to the actual grant;

C) approve Amendment No. 1 to the Subrecipient Agreement (R2021-0045) with The Lord's Place Inc., to extend the end date from June 30, 2021 to June 30, 2022 and increase funding by \$1,052,023 for a new total amount not-to-exceed \$2,270,023, to provide emergency shelter, rapid re-housing, outreach, and street engagement services for the homeless to prevent the spread of COVID-19; and

D) authorize the County Administrator, or designee, to execute grant agreements and amendments thereto, and all other necessary documents related to the DCF Unified Homeless Grant.

Summary: DCF received \$65,511,297 in Emergency Solutions Grant Coronavirus (ESG-CV2) funding from the U.S. Department of Housing and Urban Development (HUD). The ESG-CV2 funding is used to prevent, prepare for, and respond to the pandemic among individuals and families who are homeless or receiving homeless assistance. The funding is also being used to support additional assistance and prevention services for the homeless to help mitigate the impacts created by the pandemic. Amendment No.0002 to Grant Contract #IP004 (CFSA 60.021) with DCF will be amended to reflect an increase in ESG-CV2 funding in the amount of \$1,052,023, which became effective on May 1, 2021. The Lord's Place Inc. provides emergency shelter, rapid re-housing, outreach, and street engagement services for the homeless to help prevent the spread of COVID-19. No County match is required. (Division of Human Services) Countywide (HH)

Background and Justification: Since 2006, the Division of Human and Veteran services has acted as the lead agency for the local Continuum of Care. As a result of the 2009 Hearth Act, HUD implemented CoC Planning Projects to provide funds for the collaboration of the COC, which Palm Beach County is known as the Homeless and Housing Alliance. DCF's Office on Homelessness works in conjunction with HUD to provide funding opportunities to assist persons who are homeless or at risk of homelessness.

Attachments:

- 1. Amendment No.0002 to Grant Contract #IP004
- 2. Budget Amendment
- 3. Amendment No. 2 to the Subrecipient Agreement with The Lord's Place, Inc.

Recommended By: James Green 5/01/2021
Department Director Date

Approved By: Nancy L. Bolten 6/11/21
Assistant County Administrator Date

**FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES
 CONTRACT NO. IP004
 AMENDMENT NO. 0007**

This Amendment shall be effective July 1, 2023, or the last party signature date, whichever is later. The above referenced Contract is hereby amended as follows:

1. The following items were as last addressed in the noted Amendments:
 Amendment #0006: 2, 6
 Amendment #0004: 7
2. 1.1., \$4,124,423.64 is replaced by **\$4,203,175.64**.
3. The highlighted portions in this amendment are amended as attached. The non-highlighted portions are solely for context and unaffected by this amendment.
4. The highlighted portions in **Exhibit C5** are amended as attached. The non-highlighted portions are solely for context and unaffected by this amendment.
5. **D-2.1.**, is amended to read:

Staffing Grant – The Applicability of this section is identified in section **B-1.1.** of this Contract. Each month, the Provider shall provide a report of the completed monthly activities within the geographic area. The Provider shall deliver at least **5** activities from **3** of the following:

- D-2.1.1. CoC Board/Membership Meeting Activities**
- D-2.1.2. CoC Committee/Subcommittee/Workgroup Activities**
- D-2.1.3. CoC Training and Technical Assistance Activities**
- D-2.1.4. CoC Subcontractor Monitoring**
- D-2.1.5. CoC Community Engagement Activities**

6. **F-2.1.**, is amended to read:

This is a multi-year fixed price and/or cost reimbursement contract for the provision of services to homeless persons. The Department shall pay the Provider for the delivery of service units provided in accordance with terms of this contract for a total dollar amount not to exceed **\$4,203,175.64**, subject to availability of funds.

FISCAL YEAR	ANNUAL FUNDING
2019-2020	\$231,142.85
2020-2021	\$455,803.25
2021-2022	\$1,955,844.19
2022-2023	\$551,804.11
2023-2024	\$777,438.39
2024-2025	\$231,142.85
Total	\$4,203,175.64

7. F-2.1.1. Staffing Grant – The Department agrees to pay for service units at the prices and limits below for Lead Agency Staffing Activities.

FISCAL YEAR	UNIT OF SERVICE	UNITS	RATE	FISCAL YEAR TOTAL
2019-2020	One Month of Lead Agency Staffing Activities	1	\$8,928.58	\$107,142.85
2019-2020	One Month of Lead Agency Staffing Activities	11	\$8,928.57	
2020-2021	One Month of Lead Agency Staffing Activities	1	\$8,928.58	\$107,142.85
2020-2021	One Month of Lead Agency Staffing Activities	11	\$8,928.57	
2021-2022	One Month of Lead Agency Staffing Activities	1	\$8,928.58	\$107,142.85
2021-2022	One Month of Lead Agency Staffing Activities	11	\$8,928.57	
2022-2023	One Month of Lead Agency Staffing Activities	1	\$8,928.58	\$107,142.85
2022-2023	One Month of Lead Agency Staffing Activities	11	\$8,928.57	
2023-2024	One Month of Lead Agency Staffing Activities	4	\$8,928.57	\$185,894.85
2023-2024	One Month of Lead Agency Staffing Activities	7	\$18,772.56	
2023-2024	One Month of Lead Agency Staffing Activities	1	\$18,772.65	
2024-2025	One Month of Lead Agency Staffing Activities	1	\$8,928.58	\$107,142.85
2024-2025	One Month of Lead Agency Staffing Activities	11	\$8,928.57	
Total				\$721,609.10

8. F-3.1., is amended to add F-3.1.1.:

In the event an invoice submission is returned to the provider for correction, the provider shall have up to 10 days to make corrections and resubmit a corrected invoice to the Department.

9. F-5.2., is amended to read:

Should the Provider fail to meet the total monthly deliverable services, specified in section D-2 or fail to achieve the year-to-date target of each prorated monthly deliverable, the Department, after determining the absence of mitigating circumstances, shall delay payment at a rate of 10% of the total invoice for each unmet deliverable. If the Provider exceeds the same deliverable(s) during the subsequent invoice and meets the year-to-date target of prorated deliverables, the provider may submit a supplemental invoice, demonstrating the measure has been subsequently met and request payment of the reduced (delayed) portion of the original invoice.

**CONTRACT NO. IP004
AMENDMENT NO. 0007**

10. **F-5.4.**, is amended to read:

If the Provider does not submit the initial or corrected invoice within the required timeframes identified in section **F-3** of this contract, the Department, after determining the absences of mitigating circumstances, shall apply a financial consequence of 5% from the invoice payment.

11. **Attachment D1** are amended as attached.

12. **Attachment F1** are amended as attached.

13. All provisions in the Contract and any attachments thereto in conflict with this Amendment are changed to conform with this Amendment. All provisions not in conflict with this Amendment are still in effect and are to be performed at the level specified in the Contract. This Amendment and all its attachments are made a part of the Contract.

IN WITNESS THEREOF, the parties hereto have caused this Amendment executed by their undersigned officials as duly authorized.

PROVIDER

DEPARTMENT

Signature: 

Signature: Shevaun L. Harris

Name: Verdenia C. Baker

Name: Shevaun L. Harris

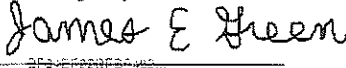
Title: County Administrator

Title: Secretary

Date: 11/30/23

Date: 11/30/2023 | 10:45 AM EST

Approved As To Terms and Conditions

By: 
Department Director

Approved As To Form and Legal Sufficiency

By: 
Senior Assistant County Attorney

EXHIBIT C5 –UNIFIED HOMELESSNESS CONTRACT REPORTING SCHEDULE

Report Title	Reporting Frequency	Report Due Date	DCF Personnel to Receive Reports	Additional Notes
Invoice & Match Report (for each applicable funding stream)	Monthly	15th of each month following the delivery of services, or next business day if the 15th falls on a Saturday, Sunday, or holiday	Contract Manager	See Attachments F1–F4
Roll-up Report (for each applicable cost-reimbursement funding stream)	Monthly	15th of each month following the delivery of services, or next business day if the 15th falls on a Saturday, Sunday, or holiday	Contract Manager	See Attachments F2.1, F3.1, and F4.1
Back-up Documentation (for each applicable cost-reimbursement funding stream)	Monthly	15th of each month following the delivery of services, or next business day if the 15th falls on a Saturday, Sunday, or holiday	Contract Manager	See Attachments E1–E4
Monthly Status Report (for each applicable funding stream)	Monthly	15th of each month following the delivery of services, or next business day if the 15th falls on a Saturday, Sunday, or holiday	Contract Manager	See Attachments D1–D4
HMIS Consolidated Annual Performance and Evaluation Report (CAPER) ESG-CV	Quarterly	October 15th January 15th April 15th July 15th	Office on Homelessness	Files must be uploaded into the SAGE system
HMIS Consolidated Annual Performance and Evaluation Report (CAPER) ESG; ESG-RUSH as applicable	Annual	July 15th	Office on Homelessness	Files must be uploaded into the SAGE system

Report Title	Reporting Frequency	Report Due Date	DCF Personnel to Receive Reports	Additional Notes
Monitoring Plan and Schedule	Annually	Within 30 days of contract execution and by July 15th annually thereafter	Contract Manager	For all services subcontracted in this Contract
Monitoring Findings	Annually	Within 30 days of completion of any monitoring completed by the Lead Agency	Contract Manager	For all services subcontracted in this Contract
Employment Screening Attestation	Annually	July 15th	Contract Manager	As required by Section 4.14, Part 1 of this Contract
List of Subcontractors	Annually	July 15th	Contract Manager	As defined by Section 4.3.1, Part 1 of this Contract
Annual Point In Time Count (conducted during the HUD specified timeframe)	Annually	April 30th or within 5 days after the results have been submitted to HUD, whichever is later	Contract Manager	CSV file; by county
HUD System Performance Measures	Annually	March 1 or within 15 days after the results have been submitted to HUD, whichever is later	Contract Manager	CSV file
ESG Written Standards (if applicable under section B-1.3.)	Annually	July 15th	Contract Manager	CoC level written standards for ESG funded projects
CoC Plan	Annually	July 15th	Contract Manager	Plan submitted as part of the CoC NOFA or formatted for CoC distribution
CoC Governance Charter	Annually	July 15th	Contract Manager	Governance Charter as provided to CoC
Gaps Analysis/Needs Assessment	Annually	October 15th	Contract Manager	Gaps Analysis/Needs Assessment required by HUD
Longitudinal System Analysis (formerly Annual Homeless Assessment Report)	Annually	December 31st or within 15 days after the results have been submitted to HUD, whichever is later	Contract Manager	CSV

CONTRACT NO. IP004
AMENDMENT NO. 0007

Report Title	Reporting Frequency	Report Due Date	DCF Personnel to Receive Reports	Additional Notes
Disaster Policy	Annually	July 15th	Contract Manager	CoC level disaster policy

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ATTACHMENT D1 – STAFFING GRANT MONTHLY STATUS REPORT

dropdown	Provider Name	Monthly Status Report	
prepopulate	Contract #	dropdown	Month of Services
ATTESTATION: By completing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statement, false claims, or otherwise. Additionally, I certify that all invoices supporting this report have been submitted to the Department in accordance with this agreement.			
Name & Title of Agency Official		Date	

Staffing Grant Deliverables (Must complete at least 5 activities from 3 of the following.)	Monthly	Year to Date
CoC Board/Membership Meetings		
CoC Committee/Subcommittee/Workgroup Meetings		
CoC Training and Technical Assistance Activities		
CoC Subcontractor Monitoring		
CoC Community Engagement Activities		

Staffing Grant Output Measures	Monthly	Year to Date
Total Individuals Experiencing Homelessness in the CoC		
Total Households Experiencing Homelessness in the CoC		
Individuals Becoming Homeless for the First Time in the CoC		
Individuals Returning to the Homeless System in the CoC		
Unduplicated Individuals Served in the CoC		
Total Exits to Permanent Housing in the CoC		

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ATTACHMENT F1 – STAFFING GRANT INVOICE & MATCH REPORT

STAFFING GRANT		FEID #	Prepopulate
Contract #	Prepopulate	Provider Name	Dropdown
Invoice #	Prepopulate	Address	Prepopulate
Invoice Period	Dropdown		
For Use by Provider			
Award Total	\$ -	Deliverables (Must complete at least 5 activities from 3 of the following.)	Actual
Payment Amount	\$ -	CoC Board/Membership Meetings	
Previous Payment(s) Total	\$ -	CoC Committee, Subcommittee, or Workgroup Meetings	
Balance After This Payment	\$ -	CoC Training and Technical Assistance Activities	
		CoC Subcontractor Monitoring	
		CoC Community Engagement Activities	
<p>By signing this invoice, I certify to the best of my knowledge and belief that the invoice is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal or State Award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. Additionally, I certify that all reports supporting this invoice have been submitted to the Department in accordance with this agreement.</p>			
Signature of Provider Official		Date	Title of Provider Official
For Use by Contract Manager Only			
Deliverables Met (if no, see delayed payment per contract section F-5.2)	Amount of Delayed Payment (for Unmet Service Deliverables)	\$ -	Date of Invoice Received
Yes / No	Recoupment of Delayed Payment (Previous Unmet Service Deliverables Achieved)	\$ -	Date Goods / Services Received
Will a Financial Consequence be applied?	Amount of Financial Consequence (Admin)	\$ -	Date Goods Inspected and Approved
Yes / No	Total Payment Amount	\$ -	Date Invoice Approved
Org Code	60 30 30 ____ 209	Contract Manager Name	
OCA HMLHA	Object 751000	Contract Manager Signature	
EO AB	Category 100561		

24 - 0394

Attachment 2

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

BGEX - 148 - 0206240000000000974
BGRV - 148 - 0206240000000000399

FUND (0001) - General Fund

Use this form to provide budget for items not anticipated in the budget.

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED 2/6/2024	REMAINING BALANCE
REVENUE								
148 1354 3469	State Gmt Oth Human Services	404,500	872,044	78,752		950,796		
Total Revenue		2,157,248,097	2,157,843,149	78,752	0	2,157,921,901		
EXPENDITURE								
148 1354 3421	Contractual Services - Training	1	1	78,752		78,753	0	78,753
Total Expenditures		2,157,248,097	2,157,843,149	78,752	0	2,157,921,901	999,775,666	1,158,146,235

COMMUNITY SERVICES
INITIATING DEPARTMENT/DIVISION James Green
Administration/Budget Department Approval
OFMB Department - Posted

Signatures

Date

By Board of County Commissioners
At Meeting on March 12, 2024

DocuSigned by:
James E. Green

2/12/2024

Deputy Clerk to the
Board of County Commissioners