

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date: February 3, 2026 Consent Ordinance Regular
 Public Hearing

Department: Housing and Economic Development

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

A) approve a Request for Release of Funds and Certification/HUD Form 7015.15 (RROF) required for an environmental review conducted on behalf of Palm Beach County Housing Authority (PBCHA) for the approval to utilize Project Based Vouchers (PBVs) with the Waterview Apartments project (Project); and

B) delegate authority to the County Administrator or designee to execute the RROF and any other documents necessary for the environmental review that do not substantially change the RROF or the terms or conditions thereof.

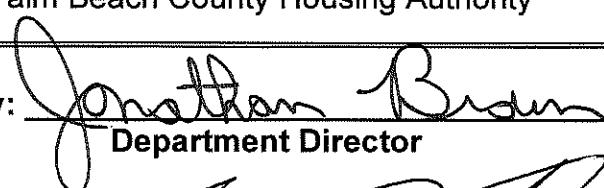
Summary: PBCHA is seeking approval from the United States Department of Housing and Urban Development (HUD) to utilize 56 PBVs for the Project located at 4455 West Tiffany Drive, Mangonia Park. HUD requires an environmental review be performed in accordance with Federal Regulations at 24 CFR Part 58. PBCHA requested that Palm Beach County (County) assume the role of Responsible Entity to undertake the environmental review on its behalf. The environmental review has been completed and the County must now provide to HUD a RROF for the project. The RROF affirms that the procedures required by 24 CFR Part 58 have been followed, that the activity did not require an Environmental Impact Statement (EIS), and that the County will comply with the National Environmental Policy Act and other environmental laws as they relate to the project. The required Notice of Intent to Request Release of Funds was published on January 12, 2026, and no public comments were received during a 15-day comment period. Delegation of authority to the County Administrator, or designee, will allow the environmental review to proceed in a timely manner. District 7 (HJF)

Background and Justification: Federal regulations at 24 CFR 58 establish environmental processing requirements for all HUD-assisted activities. PBCHA requested that the Department of Housing and Economic Development (HED) assists with preparation of the environmental review because HED has the technical expertise to do so and routinely prepares environmental reviews for its own federally-funded programs. On August 8, 2024, (Agenda Item # 3I-7) the Board of County Commissioners (BCC) approved \$221,936 in Impact Fee Affordable Housing Assistance Program (IFAHAP) funds to Waterview Apartments, and on October 22, 2024, (Agenda Item 5B-3) the BCC approved \$7,870,000 in Housing Bond Loan Program (HBLP) funding and \$5,130,000 in Housing Initiatives Program (HIP) funding awards.

Attachment(s):

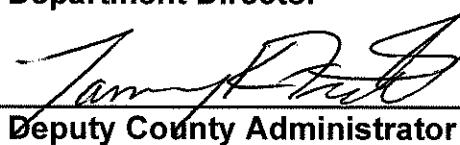
1. Request for Release of Funds and Certification (HUD Form 7015.15)
2. Letter from Palm Beach County Housing Authority

Recommended By:


Jonathan Brown
Department Director

1/9/2026
Date

Approved By:


Tammy P. Dill
Deputy County Administrator

1/21/26
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2026	2027	2028	2029	2030
Capital Expenditures					
Operating Costs					
External Revenues					
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT					
# ADDITIONAL FTE POSITIONS (Cumulative)	-0-				

Is Item Included In Current Budget? Yes No X

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

Does this item include the use of State funds Yes No X

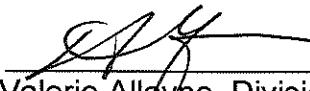
Budget Account No.:

Fund _____ Dept _____ Unit _____ Object _____ Program Code/Period _____

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

No fiscal impact.

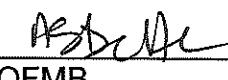
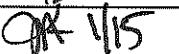
C. Departmental Fiscal Review:



Valerie Alleyne, Division Director II
Finance and Administrative Services, HED

III. REVIEW COMMENTS

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

 1/15/26
OFMB  1/15

 1/20/26
Contract Development and Control  1/20/26

B. Legal Sufficiency:

 1/20/26
Chief Assistant County Attorney

C. Other Department Review:

 Department Director

Request for Release of Funds and Certification

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

OMB No. 2506-0087
(exp. 04/30/2027)

This form is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)

1. Program Title(s) Palm Beach County Housing Authority - 56 Project Based Vouchers – Waterview Apartments	2. HUD/State Identification Number	3. Recipient Identification Number (optional)
4. OMB Catalog Number(s)	5. Name and address of responsible entity PBC Department of Housing & Economic Development 100 Australian Avenue, Suite 500 West Palm Beach, FL 33406	
6. For information about this request, contact (name & phone number) Jonathan B. Brown, Director (561) 233-3602	7. Name and address of recipient (if different than responsible entity) Palm Beach County Housing Authority 3333 Forest Hill Blvd. West Palm Beach, FL 33406	
8. HUD or State Agency and office unit to receive request HUD Florida State Office, CPD Office Brickell Plaza Federal Building 909 SE 1 st Ave., Room 50 Miami, FL 33131		

The recipient(s) of assistance under the program(s) listed above requests the release of funds and removal of environmental grant conditions governing the use of the assistance for the following

9. Program Activity(ies)/Project Name(s) Palm Beach County Housing Authority – 56 Project Based Vouchers for Waterview Apartments	10. Location (Street address, city, county, State) 4455 West Tiffany Drive, Mangonia Park, FL 33407
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11. Program Activity/Project Description

Palm Beach County Housing Authority will utilize 56 Project Based Vouchers estimated at \$22,444,800 for the Waterview Apartments project located at 4455 West Tiffany Drive, Mangonia Park.

Part 2. Environmental Certification (to be completed by responsible entity)

With reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the responsible entity, certify that:

1. The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
2. The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.
3. The responsible entity has assumed responsibility for and complied with and will continue to comply with Section 106 of the National Historic Preservation Act, and its implementing regulations 36 CFR 800, including consultation with the State Historic Preservation Officer, Indian tribes and Native Hawaiian organizations, and the public.
4. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal did did not require the preparation and dissemination of an environmental impact statement.
5. The responsible entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
6. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
7. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of

Approved as to Terms and Conditions
Dept. of Housing and Economic Development

Approved as to Form
And Legal Sufficiency

By: _____
Carlos R. Serrano
Deputy Director

By: _____
Howard J. Falcon III
Chief Assistant County Attorney

Request for Release of Funds and Certification

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

OMB No. 2506-0087
(exp. 04/30/2027)

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Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)

1. Program Title(s) Palm Beach County Housing Authority - 56 Project Based Vouchers – Waterview Apartments	2. HUD/State Identification Number	3. Recipient Identification Number (optional)
4. OMB Catalog Number(s)	5. Name and address of responsible entity PBC Department of Housing & Economic Development 100 Australian Avenue, Suite 500 West Palm Beach, FL 33406	
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1. The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
2. The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.
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5. The responsible entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
6. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
7. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of

any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated certifying official of the responsible entity, I also certify that:

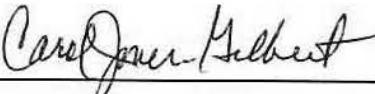
8. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.
9. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Signature of Certifying Officer of the Responsible Entity	Title of Certifying Officer
	Date signed

Address of Certifying Officer
Palm Beach County Board of County Commissioners
301 N. Olive Avenue, 12th Floor
West Palm Beach, FL 33401

Part 3. To be completed when the Recipient is not the Responsible Entity

The recipient requests the release of funds for the programs and activities identified in Part 1 and agrees to abide by the special conditions, procedures and requirements of the environmental review and to advise the responsible entity of any proposed change in the scope of the project or any change in environmental conditions in accordance with 24 CFR 58.71(b).

Signature of Authorized Officer of the Recipient	Title of Authorized Officer
 	 CEO
	Date signed
	

We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802)

Approved as to Terms and Conditions
Dept. of Housing and Economic Development

By: _____
Carlos R. Serrano
Deputy Director

Approved as to Form
And Legal Sufficiency

By: _____
Howard J. Falcon III
Chief Assistant County Attorney



Jonathan Brown
Director, Department of Housing & Economic Development
Palm Beach County Board of County Commissioners
100 Australian Avenue - 5th Floor
West Palm Beach, FL 33406

December 18, 2025

Subject: Request for Palm Beach County to Serve as Responsible Entity (RE) for Environmental Review — Waterview Apartments at Mangonia Park, 1445 South Tiffany Drive, Mangonia Park FL 33407

Dear Mr. Brown,

The Palm Beach County Housing Authority (PBCHA) is preparing to enter into a Project-Based Voucher (PBV) Housing Assistance Payment (HAP) Agreement for the above-referenced development. As part of HUD's requirements under 24 CFR Part 58 (see attached), an environmental review must be completed prior to HUD's approval of the HAP Agreement and related federal assistance.

Under HUD regulations, only a unit of general local government or a state agency may act as the Responsible Entity (RE) to conduct this environmental review. As a public housing authority, Palm Beach County Housing Authority does not have the legal authority to assume that role independently.

PBCHA therefore requests that Palm Beach County agree to act as the Responsible Entity for this project and to conduct the environmental review under 24 CFR Part 58 using HUD's Environmental Review Online System (HEROS).

Project Summary:

- Approx. 2-acre vacant parcel (unimproved land).
- Located within an established and platted subdivision.
- Site has no wetlands or surface water on the property.
- The proposed buildings will be elevated above the Base Flood Elevation (BFE).
- A clean Phase I Environmental Site Assessment has been completed by R4 Capital LLC.
- The project will involve new construction of 140 independent senior residential units financed with 4% LIHTC, PBV's and Bonds issued by PBCHFA along with Funding from Palm Beach County.

3333 Forest Hill Blvd. West Palm Beach, FL 33406

0: 561-684-2160 F: 561-455-9965 www.pbchafl.org



Our team will provide all environmental documentation (Phase I ESA, FEMA map, site plans, aerial photos, and any additional studies) and assist in completing HEROS entries, publishing the required notices, and coordinating with HUD.

Please confirm the County's willingness to serve as the Responsible Entity.

Thank you for your partnership in supporting the development of much needed quality affordable housing in Palm Beach County.

Sincerely,
Carol Jones-Gilbert
Executive Director
Palm Beach County Housing Authority

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