

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

Meeting Date: May 5, 2026

Consent

Regular

Ordinance

Public Hearing

Department

Submitted By: Community Services

Submitted For: Division of Human Services and Community Action Program

**I. EXECUTIVE BRIEF**

**Motion and Title: Staff recommends motion to adopt:** a Resolution regarding the Division of Human Services and Community Action Program (HSCAP), authorizing the County Administrator, or his designee, to have signatory authority on individual agreements, amendments, and any other necessary documents related to the U.S. Department of Housing and Urban Development (HUD), the Florida Department of Children and Families (DCF), and the Florida Department of Commerce (FDOC) for agreements/contracts not exceeding 30% of the grant award or \$500,000, whichever is greater, effective May 5, 2026.

**Summary:** This Resolution is necessary to authorize signature authority on individual agreements, amendments, and any other documents related to HUD, DCF, and FDOC grants or contracts. HSCAP receives annual federal and state grant funds through agreements or contracts with these agencies. These contracts are periodically updated to reflect budgetary priorities and to adjust award amounts when funds become available.

Delegating signatory authority to the County Administrator, or his designee, for individual agreements, amendments, and other necessary documents within the defined threshold will facilitate timely fund utilization and ensure compliance with grant mandates. All agreements, amendments, and related documents signed by the County Administrator, or his designee, will be presented to the Board of County Commissioners (BCC) as receive and file items, in accordance with PPM CW-O-051. (Division of Human Services and Community Action Program) Countywide (JBR)

**Background and Policy Issues:** HSCAP receives federal funds from HUD, DCF, and the FDOC. To ensure efficient expenditure of these funds, it is recommended that signatory authority for grant agreements, amendments, and other necessary documents be delegated to the County Administrator, or their designee, to expedite processing and execution.

**Attachments:**

- 1. HSCAP Resolution

Recommended By:  4/3/2026  
Department Director Date

Approved By:  4/17/26  
Deputy County Administrator Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five-Year Summary of Fiscal Impact:**

Fiscal Years	2026	2027	2028	2029	2030
Capital Expenditures					
Operating Costs					
External Revenue					
Program Income (County)					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>					

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 \_\_\_ Dept \_\_\_ Unit \_\_\_ Object \_\_\_ Program Code \_\_\_ Program Period \_\_\_

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

There is no fiscal impact with this item.

**C. Departmental Fiscal Review:**

DocuSigned by:  
 Julie Dowe  
 05A0807CC5B0C4A4

Julie Dowe, Director, Financial & Support Services

**III. REVIEW COMMENTS**

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

Love Muth 4/18/2026  
 OFMB  
 JWA 4/8  
 Edw 4-8-26

Grande Smith 4/16/26  
 Contract Development and Control

**B. Legal Sufficiency:**

Prescott 4/13/2026  
 Assistant County Attorney

**C. Other Department Review:**

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

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

## RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR HIS DESIGNEE, SIGNATORY AUTHORITY ON INDIVIDUAL AGREEMENTS, AMENDMENTS AND ANY OTHER NECESSARY DOCUMENTS RELATED TO THE US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD), THE FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES (DCF), AND THE FLORIDA DEPARTMENT OF COMMERCE (FDOC) AGREEMENTS/CONTRACTS FOR NOT MORE THAN THIRTY PERCENT OF THE CONTRACTED AMOUNT OR \$500,000, WHICHEVER IS GREATER AND ANY OTHER NECESSARY DOCUMENTS.**

**WHEREAS**, Palm Beach County has been notified that the Division of Human Services and Community Action Program (HSCAP) is the Lead Agency for the Homeless and Housing Alliance (HHA) which is the Continuum of Care (CoC) for Palm Beach County and which receives Federal funds from HUD on the CoC's behalf, and;

**WHEREAS**, HSCAP is the recipient of State funding from DCF under the Unified Homelessness Contract and from FDOC on behalf of the Board of County Commissioners (BCC);

**WHEREAS**, since streamlining of the agenda process has increased the length of time between Board meetings and it is imperative that any other necessary documents be executed with the greatest dispatch; and

**WHEREAS**, Palm Beach County has adopted an optional Home Rule Charter pursuant to Section 1(g) of Article VIII of the Florida State Constitution and Chapter 125 of the Florida Statutes; and

**WHEREAS**, Section 125.85, Florida Statutes, authorizes the delegation of any powers and duties not set forth therein by resolution or ordinance of the Board of County Commissioners; and

**WHEREAS**, the delegation of signing authority to the County Administrator, or his designee, on HUD/DCF/FDOC agreements/contracts for the period May 5, 2026 through May 5, 2029 and any other necessary documents from the grantor HUD/DCF/FDOC would eliminate delays caused by such items to be brought before the BCC and would therefore be consistent with the goal of the BCC to streamline the agenda process; and facilitate timely spending of grant funds which must be spent within a program year; and

**WHEREAS**, the agenda process is at times, not conducive to allowing documents to be executed with the greatest dispatch; and

**WHEREAS**, the delegation of signature authority to the County Administrator, or his designee, on amendments to HUD/DCF/FDOC agreements/contracts and any other necessary documents from HUD/DCF/FDOC would eliminate delays caused by such items to be brought before the BCC and would therefore be consistent with the goal of the grantee to expend funds in compliance with grant requirements; and

**WHEREAS**, the specific delegation of signatory authority is in accordance with PPM CW-O-051 when said documents follow the format as set forth in paragraph 2 herein below, which document is incorporated herein and made a part hereof.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, as follows:**

1. The foregoing recitals are true and correct and are expressly incorporated herein by reference and made a part hereof.

2. The County Administrator, or his designee, is hereby expressly authorized to execute, on behalf of the BCC, contract amendments and any other necessary documents related to the HUD/DCF/FDOC programs.

3. This delegation of signature authority is strictly limited to the parameters set forth herein above so that the execution of the aforementioned document by the County Administrator constitutes a ministerial act on his part in accordance with PPM CW-0-051.

The foregoing resolution was offered by Commissioner \_\_\_\_\_ who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

Commissioner Sara Baxter, Mayor	_____
Commissioner Marci Woodward, Vice Mayor	_____
Commissioner Maria G. Marino	
Commissioner Gregg K. Weiss	_____
Commissioner Joel G. Flores	_____
Commissioner Maria Sachs	_____
Commissioner Bobby Powell Jr.	_____

The Mayor thereupon declared the Resolution duly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**APPROVED AS TO FORM  
LEGAL SUFFICIENCY**

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

Michael Caruso, Clerk & Comptroller  
Palm Beach County

By:   
Assistant County Attorney

By: \_\_\_\_\_  
Deputy Clerk