

Meeting Date: September 15, 2026

[X] Consent [] Regular
[] Ordinance [] Public

Hearing

Department

Submitted by: Community Services

Submitted for: Community Action Program

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file:

- A. an Extension to the Florida Department of Commerce (FDOC) Subgrant Umbrella Agreement No. E2249 (Agreement), extending the Agreement's expiration date from June 30, 2026 to September 30, 2026;**
- B. Notice of Grant Award/Fund Availability (NFA) Modification No. 045210, Federal Award Identification Number (FAIN) G-2501FLCOSR, Catalog of Federal Domestic Assistance (CFDA) 93.569, from the FDOC, to extend the closeout deadline from September 30, 2026 to November 15, 2026, with no change to the existing award amount of \$1,173,013, for the Community Services Block Grant (CSBG) Program; and**
- C. NFA Modification No. 045761 FAIN G-2502FLLIEA, CFDA 93.568, from the FDOC, to extend the end date from June 30, 2026 to September 30, 2026, with no change to the existing award amount of \$1,129,126.36, for the Low Income Home Energy Assistance (LIHEAP) Program.**

Summary: On November 18, 2025, the Board of County Commissioners (BCC) ratified the Mayor's signature on the Federally Funded Subgrant Agreement (R2025-1711) with FDOC for the period July 1, 2025 through June 30, 2026, for the CSBG and LIHEAP programs. Under the terms of the Agreement, FDOC issues NFAs and Amendments for each program award. FDOC subsequently executed an Extension of the Subgrant Agreement, changing the expiration date from June 30, 2026, to September 30, 2026, effective July 1, 2026. NFA No. 045210, dated July 14, 2026, reflects the extended close out date from September 30, 2026 to November 15, 2026.

During the applicable reporting period, CSBG provided economic stability and mobility services to approximately 234 individuals representing 230 families. Of the clients enrolled in self-sufficiency services, 150 participated in the program, 49 completed vocational training, and 34 obtained employment. **(Continue on page 3)**

Background and Justification: (Continue on page 3)

Attachments:

1. FDOC Extension to Subgrant Agreement No. E2249 (R2025-1711)
2. NFA No.045210
3. NFA No. 045761

Recommended by:

Signed by: James E. Dream
FBI/DOJ/DEPT/DOJ/DOJ

8/25/2026

Department Director

Date _____

Approved by:

Pd for
Deputy County Administrator

9/9/20
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					
In-Kind Match (County)					
NET FISCAL IMPACT					

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

Budget Account No.:
Fund 1003 Dept.145 Unit 1455 Object Program Code Program Period
Fund 1009 Dept.145 Unit 1470 Object Program Code Program Period

B. Recommended Sources of Funds/Summary of Fiscal Impact:
There is no new fiscal impact to this item.

C. Departmental Fiscal Review:

DocuSigned by:
Thomas Eaton
B9475D6E749E4E0

Thomas Eaton, Interim Director, Financial & Support Serv.

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments: QS 9/4/26

ASDCA 9/4/26
OFMB

EW 9/3/26

Beinda Znachko
Contract Development and Control

B. Legal Sufficiency: 26 9.4.26

[Signature] 9/4/26
Assistant County Attorney

C. Other Department Review:

Department Director

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

(Continued from Page 1)

Summary: NFA No. 045761, dated June 25, 2026, reflects the extended award period end date from June 30, 2026 to September 30, 2026. LIHEAP provides emergency utility assistance to prevent electric service disconnections or restore services for low-income households. In Federal Fiscal Year (FFY) 2026, 6,333 households received emergency utility assistance, helping them either avoid utility disconnection or reconnect service.

Funding under the Agreement remains contingent upon annual appropriation and the availability of state and federal funds. Any reduction in available funding will be implemented through an NFA. Countywide (RS)

Background and Justification: LIHEAP has been administered by the Community Action Program (CAP) since 1992 and provides utility assistance and restoration services to individuals and households living in Palm Beach County (County). CSBG funds are used to provide various services, such as vocational training and rental assistance, to assist low-income households in obtaining employment and increasing economic self-sufficiency.

Commerce Agreement No.: E2249

EXTENSION TO THE AGREEMENT
BETWEEN
PALM BEACH COUNTY, FLORIDA AND THE
FLORIDA DEPARTMENT OF COMMERCE

On **June 16, 2025**, the State of Florida, Department of Commerce (“Commerce”), and **Palm Beach County, Florida** (“Subrecipient”), entered into this Agreement.

WHEREAS, Section 1, PERIOD OF AGREEMENT, of the Agreement provides the current Expiration Date of the Agreement is June 30, 2026; and

WHEREAS, Commerce wishes to extend the Expiration Date of the Agreement; and

NOW THEREFORE, in accordance with Section 1 of the Agreement, Commerce hereby extends the Expiration Date of the Agreement to **September 30, 2026**.

All other terms and conditions of the Agreement remain in full force and effect. This extension shall be effective on July 1, 2026.

FLORIDA DEPARTMENT OF COMMERCE

By: J. Alex Kelly
Signature

Printed Name: J. Alex Kelly

Title: Secretary

Date: 5/6/2026

Date of Notice:	7/14/2026
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Notice of Grant Award/Fund Availability
General Information

Subrecipient Name:	County of Palm Beach	
Unique Entity Identification (UEI #):	XL2DNFMPCR44	
Federal Award Name:	Community Service Block Grant	
Grantor:	U.S. Department of Health and Human Services	
Federal Award Identification Number (FAIN):	G-2501FLCOSR	
Federal Award Year:	PY2025	
CFDA/CSFA Title and Number:	Community Services Block Grant	93.569
Award for Research & Development (Y/N):	No	
Action being Taken:	Revise Closeout Date	

Award Information

Program Year in SERA:	PY2025
Program Group in SERA:	Economic Self-Sufficiency
Program Name in SERA:	Community Services Block Grant
Project in SERA:	CSBG – Formula
FLAIR Contract #:	E2249
NFA ID #:	045210
FLAIR Grant #:	SBF25
Award Period Begin Date:	July 1, 2025
Award Period End Date:	September 30, 2026
Close Out Due by:	November 15, 2026

Award and Fund Availability

	Award	Funds Available / Release (Maximum cash available for draw)
Current Award/Release:	\$1,173,013.00	\$1,173,013.00
This Action:	\$0.00	\$0.00
Revised Award/Release:	\$1,173,013.00	\$1,173,013.00

**AWARD TERMS & CONDITIONS
AND OTHER INSTRUCTIONS**

General Conditions: FloridaCommerce has approved a grant award for the subrecipient(s) listed on page one of this document. These funds will be available for cash draws under the Subrecipient Enterprise Resource Application (SERA) Program Year and Program Title/Project in SERA described on page one of this notice. Expenditures utilizing these funds must be consistent with the Subgrant Umbrella Agreement executed between the subrecipient and FloridaCommerce and in compliance with and all federal and state rules, regulations, policies and grant conditions applicable to the grant program described on page one. The indirect cost rate or indirect cost method for this subaward, whether federal or non-federal, will be the federally recognized indirect cost rate negotiated between the subrecipient and the federal government or, if no such rate exists, either a rate negotiated between FloridaCommerce and the subrecipient, or if optionally elected by the subrecipient, the de minimis rate or the cost allocation method.

Special Grant Conditions: Funds from this award shall be used to alleviate the causes and conditions of poverty in communities. Use of these funds must be consistent with the PY2025 Community Services Block Grant State Plan (between FLORIDA COMMERCE and the HHS).

The PY2025 Community Services Block Grant State Plan and other information necessary for compliance with 2 CFR 200.332 that is specific to this grant award are located at:

<https://floridajobs.org/office-directory/grants-management/economic-self-sufficiency-organizations>

The information located at the above link is hereby incorporated into this NFA.

Financial Reporting Requirements: All cash draws and expenditures must be recorded in accordance with the SERA Business Rules. Expenditures must be reported within established timelines and by the cost categories and activities established for the particular grant program.

Cost Categories and Activities:

Cost Category	Activity
CSBG Expenditures Domains	A.2a. Employment
	A.2b. Education and Cognitive Development
	A.2c. Income, Infrastructure, and Asset Building
	A.2d. Housing
	A.2e. Health and Social/Behavioral Development (includes nutrition)
	A.2f. Civic Engagement and Community Involvement
	A.2g. Services Supporting Multiple Domains
	A.2h. Linkages (e.g. partnerships that support multiple domains for the specific purposes of disaster and/or emergency services)
	A.2i. Agency Capacity Building

	A.2j. Other (e.g. emergency management/disaster relief)
Administration	A.3 Administration Expenses

Program/Participant Reporting Requirements: Subrecipient shall keep track of populations served via the FloridaCommerce CSBG Case Management System.

Closeout Procedures: Awards must be closed out and all obligations liquidated by the close out date indicated under Award Information. Only liquidated expenditures resulting from obligations incurred during the award period are allowable.

Other Notes:

Questions: Fiscal questions regarding these funds should be addressed to KaJuan Walters at (850) 717-8973 or via email to kajuan.walters@commerce.fl.gov. Program policy questions should be addressed to Megan Ah Sam at (850) 717-8467 or via email to megan.ahsam@commerce.fl.gov. Subrecipient Enterprise Resource Application (SERA) questions should be addressed to SERA Helpdesk via email to serahelpdesk@commerce.fl.gov.

Date of Notice:	6/25/2026
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Notice of Grant Award/Fund Availability
General Information

Subrecipient Name:	County of Palm Beach	
Unique Entity Identification (UEI #):	XL2DNFMPCR44	
Federal Award Name:	Low Income Home Energy Assistance	
Grantor:	U.S. Department of Health and Human Services	
Federal Award Identification Number (FAIN):	G-2502FLLIEA	
Federal Award Year:	PY2025	
CFDA/CSFA Title and Number:	Low Income Home Energy Assistance	93.568
Award for Research & Development (Y/N):	No	
Action being Taken:	Extend End Date	

Award Information

Program Year in SERA:	PY2025
Program Group in SERA:	Economic Self-Sufficiency
Program Name in SERA:	Low Income Home Energy Assistance
Project in SERA:	LIHEAP - Formula
FLAIR Contract #:	E2249
NFA ID #:	045761
FLAIR Grant #:	LEF25
Award Period Begin Date:	July 1, 2025
Award Period End Date:	September 30, 2026
Close Out Due by:	September 30, 2026

Award and Fund Availability

	Award	Funds Available / Release (Maximum cash available for draw)
Current Award/Release:	\$1,129,126.36	\$1,129,126.36
This Action:	\$0.00	\$0.00
Revised Award/Release:	\$1,129,126.36	\$1,129,126.36

AWARD TERMS & CONDITIONS AND OTHER INSTRUCTIONS

General Conditions: FloridaCommerce has approved a grant award for the subrecipient(s) listed on page one of this document. These funds will be available for cash draws under the Subrecipient Enterprise Resource Application (SERA) Program Year and Program Title/Project in SERA described on page one of this notice. Expenditures utilizing these funds must be consistent with the Subgrant Umbrella Agreement executed between the subrecipient and FloridaCommerce and in compliance with and all federal and state rules, regulations, policies and grant conditions applicable to the grant program described on page one. The indirect cost rate or indirect cost method for this subaward, whether federal or non-federal, will be the federally recognized indirect cost rate negotiated between the subrecipient and the federal government or, if no such rate exists, either a rate negotiated between FloridaCommerce and the subrecipient, or if optionally elected by the subrecipient, the de minimis rate or the cost allocation method.

Special Grant Conditions: Funds from this award shall be used to provide assistance to low income households in meeting their home energy costs, particularly those with the lowest incomes that pay a high proportion of household income for home energy. Use of these funds must be consistent with the PY2025 Low Income Home Energy Assistance State Plan (between COMMERCE and the HHS).

The PY2025 Low Income Home Energy Assistance State Plan and other information necessary for compliance with 2 CFR 200.331 that is specific to this FAIN is located at:

<http://floridajobs.org/grants-management/grants-management/economic-self-sufficiency-organizations>

The information located at the above link is hereby incorporated into this NFA.

Financial Reporting Requirements: All cash draws and expenditures must be recorded in accordance with the SERA Business Rules. Expenditures must be reported within established timelines and by the cost categories and activities established for the particular grant program.

Cost Categories and Activities:

Cost Category	Activity
Grantee Administrative Expenses	Salaries including fringe, rent, utilities, travel, other
Grantee Outreach Expense	Salaries including fringe, rent, utilities, travel, other

Closeout Procedures: Awards must be closed out and all obligations liquidated by the close out date indicated under Award Information. Only liquidated expenditures resulting from obligations incurred during the award period are allowable.

Other Notes:

Questions: Fiscal questions regarding these funds should be addressed to Kajuan Walters at (850) 717-8973 or via email to kajuan.walters@commerce.fl.gov. Program policy questions should be addressed to Heather Redmon at (850) 921-3288 or via email to heather.redmon@commerce.fl.gov. Subrecipient Enterprise Resource Application (SERA) questions should be addressed to SERA Helpdesk via email to SERAhelppdesk@commerce.fl.gov.