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Agenda Item No. _____

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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MEETING DATE: November 17, 2026 **[X] Consent [ ] Regular**

[ ] Workshop [ ] Public Hearing

Department: Office of Equal Opportunity

Submitted By: Office of Equal Opportunity

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

A) Assistance Award No. FF200K260031 with the U.S. Department of Housing and Urban Development (HUD), totaling $104,700 for case processing, administrative costs, and training under the Fair Housing Assistance Program (FHAP), with an overall project performance period of July 1, 2025, through June 30, 2027; and

B) A Budget Amendment of $1,000 in the General Fund for FY 2026 to increase federal grant revenue and contingency reserves to reflect the FY 2026 HUD award.

Summary: The Cooperative Agreement is required for the Office of Equal Opportunity (OEO) to receive payment from HUD for processing and resolving complaints of housing discrimination. The FY 2026 award totals $104,700, consisting of $75,200 for case processing for the period July 1, 2025, through June 30, 2026; $15,500 for administrative costs for the period October 1, 2025, through September 30, 2026; and $14,000 for training for the period July 1, 2025, through June 30, 2027. The FY 2026 General Fund budget is being amended upward by $1,000 to align budgeted federal revenue with the HUD award and increase contingency reserves. Countywide (JW).

Background and Justification: On February 4, 1997, the Board of County Commissioners (BCC) approved a Contract 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 2026 Cooperative Agreement, HUD will provide OEO with funding totaling $104,700.

Attachments:
1. Cooperative Agreement (HUD Form 1044)
2. Budget Amendment

Recommended by: _____ 11-2-26
Department Director **Date**

Approved by: _____ 11/4/26
Deputy County Administrator **Date**

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2027	2028	2029	2030	2031
Capital Expenditures					
Operating Costs	$				
External Revenues	$				
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	0*	0	0		
# ADDITIONAL FTE POSITIONS (Cumulative)	0	0	0	0	

Is Item Included in Current Budget? Yes _____ No X
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.:
Revenues: Fund 0001 Agency 400 Org. 4130 Object 3169
Expenses: Fund 0001 Agency 820 Org. 9900 Object 9901

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

These funds are provided to Palm Beach County by the U.S. Department of Housing and Urban Development (HUD) for Fair Housing Assistance Program activities. The FY 2026 Cooperative Agreement provides $104,700 in federal funding for case processing, administrative costs, and training.

On June 2, 2026, the Board of County Commissioners approved the FY 2025 HUD award, No. FF204K254014, totaling $226,300. The combined FY 2025 and FY 2026 HUD awards total $331,000. The current FY 2026 federal grant revenue budget is $330,000. Accordingly, the FY 2026 General Fund budget is being amended upward by $1,000 to align budgeted federal grant revenue with the combined award amounts and increase contingency reserves by the same amount.

*The $1,000 adjustment relates to the FY 2026 budget and is not included in the FY 2027–2031 fiscal impact table.

C. Departmental Fiscal Review:

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III. REVIEW COMMENTS

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

11/2/26
KK 11/2 OFMB DA 11/02

11/2/24
Contract Administration

B. Legal Sufficiency:

Jean-Adel Williams
Assistant County Attorney

C. Other Department Review:

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Department Director

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

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Assistance Award/Amendment

U.S. Department of Housing and Urban Development
Office of Administration

1. Assistance Instrument ☒ Cooperative Agreement ☐ Grant	2. Type of Action ☒ Award ☐ Amendment
3. Instrument Number FF200K260031	4. Amendment Number
5. Effective Date of this Action	6. Control Number 59-6000785
7. Name and Address of Recipient County of Palm Beach 301 N Olive Ave West Palm Beach, FL 33401-4700 UEI: XL2D NFMP CR44 DUNS: 078470481	8. HUD Administering Office U. S. Department of HUD/FHEO 77 Forsyth Street, SW Atlanta, GA 30303-3490
	8a. Name of Administrator Dustin Parks
	8b. Telephone Number 202-436-2138
10. Recipient Project Manager Diane Andre, Director	9. HUD Government Technical Representative Elva Lewis
11. Assistance Arrangement ☐ Cost Reimbursement ☐ Cost Sharing ☒ Fixed Price	12. Payment Method ☐ Treasury Check Reimbursement ☐ Advance Check ☒ Automated Clearinghouse
	13. HUD Payment Office Fort Worth Field Accounting P. O. Box 2905 Fort Worth, TX 76113-2905

14. Assistance Amount		15. HUD Accounting and Appropriation Data	
Previous HUD Amount	$0.00	15a. Appropriation Number	15b. Reservation number
HUD Amount this action	$104,700.00	86 26/270144 & 86 25/260144	FF200K260031
Total HUD Amount	$104,700.00	Amount Previously Obligated	$0.00
Recipient Amount	$0.00	Obligation by this action	$104,700.00
Total Instrument Amount	$104,700.00	Total Obligation	$107,700.00

16. Description

This instrument authorizes the following funds to be obligated to the Agency.

Fund Code	Description	Amount Obligated
CPF	Case Processing Funds	$75,200.00
ACF	Administrative Cost Funds	$15,500.00
TRF	Training Funds	$14,000.00
Total		$104,700.00

The Cooperative Agreement is comprised of the following documents:

1. Cover Page – HUD-1044
2. FY2026 FHAP Funding Guidance Memorandum
3. 2026 Contributions Agreement
   a. Attachment A – Criteria for Processing

The project period of performance begins July 1, 2025, and ends June 30, 2027.

- *The processing year for case processing funds begins July 1, 2025, and ends June 30, 2026.*
- *The period of performance for administrative cost funds begins October 1,2025 and ends September 30, 2026.*
- *The period of performance for training funds begins July 1, 2025 – June 30, 2027.*

The recipient must comply with all rules and regulations in accordance with the Fair Housing Assistance Program regulations (24 CFR § 115), the Memorandum of Understanding between the Recipient and HUD (including all subsequent addenda), and the FY2026 FHAP Guidance.

17. ☒ Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office	18. ☐ Recipient is not required to sign this document.
19. Recipient (By Name)	20. HUD (By Name) Dustin Parks, Acting Director Fair Housing Assistance Program, Office of FHEO/CAO

Signature & Title	Date	Signature & Title	Date

form HUD-1044 (8/90)

Approved as to terms and conditions

Diane Andre, Director
Office of Equal Opportunity

Approved as to form and legal sufficiency

Jean-Rodel Williams
County Attorney

26-1084

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

BGRV 102626*62

BGEX 102626*281

FUND 0001 - General Fund - Office of Equal Opportunity

ACCOUNT NUMBER	ACCOUNT NAME	UNIT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED as of 10/26/26	REMAINING BALANCE
REVENUES									
400-4130-3169	Fed Grnt Other Human Services	Fair Housing	330,000	330,000	1,000	0	331,000		
	Total Fund Revenues		**2,470,492,867**	**2,580,984,714**	**1,000**	**0**	**2,580,985,714**		
EXPENDITURES									
820-9900-9901	Contingency Reserves	Reserves	20,000,000	23,266,429	1,000	0	23,267,429	0	23,267,429
	Total Fund Expenditures		**2,470,492,867**	**2,580,984,714**	**1,000**	**0**	**2,580,985,714**		

SIGNATURES **DATES**

10.28.25
Initiating Department/Division

11/2/26
Administration/Budget Department Approval

OFMB Department - Posted

BY BOARD OF COUNTY COMMISSIONERS

At Meeting of: November 17, 2026

Deputy Clerk to the
Board of County Commissioners

Updated by OFMB 10/01/2025