Memorandum

MIAMI-DADE COUNTY

Date: July 10, 2007

To: Honorable Chairman Bruno A. Barreiro
and Members of Board of County Commissioners

Agenda Item No. 8(K)(1)(C)

From: George M. Burgess
County Manager

Subject: Proposed FY 2008 Consolidated Planning Process Policies

RECOMMENDATION

It is recommended that the Board of County Commissioners adopt the attached FY 2008 Consolidated Planning Process Policies. These policies will govern Miami-Dade County's FY 2008 through FY 2012 Consolidated Plan through the development of the FY 2008 Action Plan, and the FY 2008 Consolidated Request for Applications (RFA) process.

SCOPE

The FY 2008 Consolidated Planning Process Policies will address high priority needs of low- and moderate-income communities within our entitlement jurisdiction. There are five municipalities with their own federal entitlements (Miami Gardens, Miami, Hialeah, Miami Beach, and North Miami) that receive federal funds directly from the US Department of Housing and Urban Development (US HUD). In addition, two municipalities (Homestead and Florida City) participate in the State's Small Cities Program for federal Community Development Block Grant (CDBG) and HOME funds. However, federal funds from our entitlement jurisdiction can be spent on activities within these municipalities if they demonstrate "Metropolitan Significance."

Documentary Surtax (Surtax) and State Housing Initiatives Program (SHIP), which are not federal funds, can be spent on affordable housing developments throughout Miami-Dade County.

FISCAL IMPACT

The approval of this resolution does not create a negative fiscal impact to the County. The FY 2008 Consolidated Planning Process Policies includes the projected revenues for FY 2008 federal, state, and local community, housing, and economic development programs. As part of the FY 2008 Action Plan, these revenues will be recommended for allocation to organizations and County departments to address high priority needs in low- and moderate-income communities.

BACKGROUND

U.S. HUD requires the County to submit a Consolidated Plan every five years and an annual Action Plan every year. The attached recommended FY 2008 Consolidated Planning Process Policies is the first step in a series of actions required to submit the final FY 2008 Action Plan and FY 2008 through FY 2012 Consolidated Plan to US HUD by November 15, 2007.

Below are the required steps:

1. Board adopts the FY 2008 Consolidated Planning Process Policies to set guidelines for the FY 2008 Consolidated RFA process. The policies adopted also set forth the development of the FY 2008 through FY 2012 Consolidated Plan.

2. Staff issues the RFA to seek proposals that meet high priority needs.
3. Staff reviews the proposals submitted and recommends all funding allocations through the proposed FY 2008 Action Plan.
4. BCC approves the FY 2008 Action Plan.
5. Staff submits the FY 2008 Action Plan to US HUD.

The FY 2008 Planning Process Policies include the guidelines for how the County should allocate federal Community Development Block Grant (CDBG); Home Investment Partnerships (HOME), and Emergency Shelter Grant (ESG) funds. However, it also includes a discussion on the strategies to use Surtax and SHIP funds.

OCED recommends changes and amendments to the existing policies for the FY 2008 Consolidated Planning Process Policies. These changes are being proposed, based on feedback from the community and the latest federal Community Planning and Development (CPD) guidelines that strongly encourage 1) the use of a local performance measurement system, 2) the development of new management strategies, and 3) the implementation of management by objectives. Ultimately, these changes are designed to improve the efficiency and effectiveness of OCED and participating agencies, resulting in an increase in the quality of services provided.

To meet the intent and spirit of federal requirements, OCED will consult with relevant County departments, municipalities, community development corporations (CDCs), community-based organizations (CBOs) and neighborhood-based citizen participation groups as part of its continuing effort to fulfill the mission of the FY 2008 Action Plan. Active participation of all stakeholders facilitates successful implementation of the Action Plan.

Staff recommends that the following new policies be adopted:

1. All costs associated with US HUD environmental reviews, conducted by OCED, will be charged to each construction project funded through the Request for Application (RFA).
2. All CDBG funds not appropriated at the time of adoption of the Action Plan must be appropriated within 90 days of approval of the Action Plan, to ensure timely allocation and expenditure of funds.
3. Authorize OCED, as part of its loan policy, to extend a portion of the total construction loan, as a "predevelopment loan." This loan will allow a developer to perform predevelopment activities and will be collateralized by a mortgage on the land. The procedure will accelerate project development and result in timely expenditure of OCED funds.
4. OCED must give priority to funding those activities located in, or serving US HUD approved Neighborhood Revitalization Strategy Areas.
5. OCED was authorized by US HUD to amend the current FY 2007 Action Plan (January 1 through December 31) to October 1 through September 30, coinciding with the County's fiscal year. However, staff is requesting to amend this policy so that it can commence with the FY 2009 Action Plan. Therefore, the FY 2008 Action Plan will be effective January 1, 2008 through December 31, 2008.

Any amendments to previously approved policies will continue to guide the FY 2008 Action Plan Process.

The County requires all sub-grantees to adhere to federal and local program compliance requirements. In the event that a sub grantee cannot meet the terms and conditions (such as the ones mentioned above) of its contract or agreement, OCED may recommend that the contract be

terminated and the funds either be allocated to another entity to carry out the same activity, or allocated to a different priority.

In conclusion, these policies will streamline the FY 2008 Consolidated RFA Process as well as the overall goals of the FY 2008 through FY 2012 Consolidated Plan. This will also have a direct impact on improving the effectiveness of County efforts to revitalize low moderate income areas.

ADDITIONAL INFORMATION

This item includes attachments on 1) the demographics and boundary maps of the Neighborhood Revitalization Strategy Areas (NRSAs), 2) US HUD incentives for NRSA designation, and 3) charrette planning elements relative to the citizen participation process.

Attachment

Cynthia W. Curry
Senior Advisor to the County Manager

MEMORANDUM

(Revised)

TO: Honorable Chairman Bruno A. Barreiro and Members, Board of County Commissioners

DATE: July 10, 2007

FROM: R.A. Cuevas, Jr. Acting County Attorney

SUBJECT: Agenda Item No. 8(K)(1)(C)

Please note any items checked.

_____ **"4-Day Rule" ("3-Day Rule" for committees) applicable if raised**

_____ **6 weeks required between first reading and public hearing**

_____ **4 weeks notification to municipal officials required prior to public hearing**

_____ **Decreases revenues or increases expenditures without balancing budget**

_____ **Budget required**

_____ **Statement of fiscal impact required**

_____ **Bid waiver requiring County Manager's written recommendation**

_____ **Ordinance creating a new board requires detailed County Manager's report for public hearing**

_____ **Housekeeping item (no policy decision required)**

_____ **No committee review**

Approved _____ Mayor

Veto _____

Override _____

Agenda Item No. 8(K)(1)(C)

07-10-07

RESOLUTION NO._____

RESOLUTION APPROVING THE POLICIES GOVERNING THE PLANNING PROCESS FOR THE PROPOSED FY 2008-2012 CONSOLIDATED PLAN THROUGH THE PREPARATION OF THE FY 2008 ACTION PLAN; APPROVING THE USE OF A REQUEST FOR APPLICATIONS PROCESS FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, THE HOME INVESTMENT PARTNERSHIPS PROGRAM, STATE HOUSING INITIATIVES PARTNERSHIP (SHIP), DOCUMENTARY SURTAX PROGRAM AND THE EMERGENCY SHELTER GRANT TO SOLICIT AGENCIES TO APPLY FOR FUNDING TO ADDRESS NEEDS ALREADY IDENTIFIED IN THE PLAN OR TO MEET UPDATED NEEDS RESULTING FROM THE CITIZEN PARTICIPATION PROCESS

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board approves the policies governing the proposed FY 2008-2012 Consolidated Plan including the FY 2008 Action Plan Planning Process for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), State Housing Initiatives Partnership (SHIP), Documentary Surtax, and Emergency Shelter Grant (ESG) programs; and approves the use of a Request for Application process to include the CDBG, HOME, SHIP, Surtax and ESG Programs to solicit agencies to apply for funding to address needs to be identified in the Plan or to meet updated needs resulting from the Citizen Participation Process in substantially the form attached hereto and made a part hereof.

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:

Bruno A. Barreiro, Chairman
Barbara J. Jordan, Vice-Chairwoman

Jose "Pepe" Diaz	Audrey M. Edmonson
Carlos A. Gimenez	Sally A. Heyman
Joe A. Martinez	Dennis C. Moss
Dorrin D. Rolle	Natacha Seijas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 10th day of July, 2007. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF COUNTY
COMMISSIONERS

HARVEY RUVIN, CLERK

By:_____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Shannon D. Summerset

Miami-Dade County

Proposed

FY 2008 Consolidated Planning Process Policies

"In celebration of providing 33 years of national support for low-to-moderate communities."

TABLE OF CONTENTS

EXECUTIVE SUMMARY **3**

PART I: PURPOSE AND BACKGROUND **4**

PURPOSE 4
BACKGROUND 4
STRATEGIC PLANNING 5
CITIZEN PARTICIPATION 5

PART II: FY 2008 POLICIES **7**

FY 2008 PLAN NEEDS AND OBJECTIVES 7
FY 2008 PLAN PRIORITIES AND FUNDING CRITERIA 8
LOW-INCOME HOUSEHOLDS AND NEIGHBORHOODS 8
PUBLIC SERVICE 8
GEOGRAPHIC AREAS OF SPECIAL EMPHASIS 8
Neighborhood Revitalization Strategy Areas (NRSAs). 8
Eligible Block Groups (EBGs) 9
HOUSING AND CAPITAL IMPROVEMENTS 10
ECONOMIC DEVELOPMENT 13
FINANCIAL VIABILITY, LEVERAGING AND PARTNERSHIPS 14
ENSURING PROJECT COMPLETION: MONITORING AND EVALUATION 14

PART III: FUNDING AND PROJECTED ALLOCATIONS **15**

ACTION PLAN FUNDING ALLOCATIONS 15
FY 2007-2008 TOTAL FUNDING ALLOCATION BY FUNDING SOURCE 15
FY 2007-2008 CDBG FUNDING ALLOCATION BY CATEGORY 16
FY 2007-2008 HOME ESTIMATED FUNDING ALLOCATION 16
FY 2007–2008 SHIP FUNDING 17
FY 2007-2008 ESG FUNDING 17

PART IV: TIMELINE FOR FY 2008 CONSOLIDATED PLANNING ACTIVITIES **18**

ATTACHMENT A: CITIZEN PARTICIPATION **20**

ATTACHMENT B: BOARD APPROVED ORDINANCES AND RESOULTIONS **27**

ORDINANCES 28
RESOLUTIONS 28
COURT-RELATED POLICIES 29

ATTACHMENT C: NRSA DEMOGRAPHICS AND MAPS **30**

FY 2008 CONSOLIDATED PLANNING PROCESS POLICIES

EXECUTIVE SUMMARY

The Miami-Dade County Office of Community and Economic Development (OCED) recommends the following changes and amendments to the existing policies for the FY 2008 Consolidated Planning Process Policies. These changes are being proposed, based on feedback from the community and the latest federal Community Planning and Development (CPD) guidelines that strongly encourage 1) the use of a local performance measurement system, 2) the development of new management strategies, and 3) the implementation of management by objectives. Ultimately, these changes are designed to improve the efficiency and effectiveness of OCED and participating agencies, resulting in an increase in the quality of services provided.

The paper also includes a discussion of the Documentary Surtax (Surtax) and State Housing Initiatives Partnership (SHIP) programs and the projected expenditure of revenues from these programs. To meet the intent and spirit of federal requirements OCED will consult with relevant County Departments, Municipalities, Community Development Corporations (CDCs), Community-Based Organizations (CBOs) and neighborhood-based citizen participation groups as part of its continuing effort to fulfill our mission. Active participation of all stakeholders facilitates successful implementation of the Action Plan.

Staff recommends that the following new policies be adopted:

1. All costs associated with the United States Department of Housing and Urban Development (HUD) environmental reviews, conducted by OCED, will be charged to each construction project funded through the Request for Application (RFA).
2. All CDBG funds not appropriated at the time of adoption of the Action Plan must be appropriated within 90 days of approval of the Action Plan, to ensure timely allocation and expenditure of funds.
3. Authorize OCED, as part of its loan policy, to extend a portion of the total construction loan, as a "predevelopment loan". This loan will allow a developer to perform predevelopment activities and will be collateralized by a mortgage on the land. The procedure will accelerate project development and result in timely expenditure of OCED funds.
4. OCED must give priority to funding those activities located in, or serving HUD approved Neighborhood Revitalization Strategy Areas. OCED was authorized by U.S.HUD to amend the current FY 2007 Action Plan (January 1 through December 31) to October 1 through September 30, coinciding with the County's fiscal year. However, staff is requesting to amend this policy so that it can commence with the FY 2009 Action Plan. Therefore, the FY 2008 Action Plan will be effective January 1, 2008 through December 31, 2008.

PART I: PURPOSE AND BACKGROUND

PURPOSE

This paper contains the Miami-Dade County Office of Community and Economic Development (OCED) proposed FY 2008 Consolidated planning policies. These policies will guide the preparation of the FY 2008-2012 Consolidated Plan and FY 2008 Action Plan and the FY 2008 Consolidated Request for Application (RFA) process. In our continued efforts to prepare the FY 2008 Action Plan, OCED is working closely with the community to meet the overall goals of the Consolidated Plan. Based on standards of the U.S. Department of Housing and Urban Development (U.S. HUD), the overall goals of the Consolidated Plan are to:

- Develop viable communities by providing decent housing;
- Provide a suitable living environment by improving the safety and livability of neighborhoods; and
- Expand economic opportunities including job creation and retention.

BACKGROUND

U.S. HUD requires OCED to submit a Consolidated Plan every five years and an annual Action Plan every calendar year. The current Consolidated Plan covers the five-year period from January 1, 2003 through December 31, 2007. The Consolidated Plan includes a Housing and Homeless needs assessment, a Housing market analysis, a five-year Strategic plan for NRSAs, an annual Action Plan, U.S. HUD Certifications and Monitoring standards and procedures. This policy paper includes the FY 2008 Action Plan priorities and funding criteria for the following HUD programs:

- Community Development Block Grant (CDBG);
- HOME Investment Partnerships (HOME); and
- Emergency Shelter Grant (ESG).

The paper also includes a discussion of the Surtax and State Housing Initiatives Partnership (SHIP) programs and the projected expenditure of revenues from these programs. To meet the intent and spirit of Federal requirements OCED will consult with relevant County departments, municipalities, community development corporations (CDCs), community-based organizations (CBOs) and neighborhood-based citizen participation groups as part of its continuing effort to fulfill our mission. Active participation of all stakeholders facilitates successful implementation of the Action Plan.

STRATEGIC PLANNING

The FY 2003-2007 Consolidated Plan has been developed in concert with the County's Strategic Plan. The strategic area mission statements, goals and performance measures are in the following areas: Housing, Economic Development, Health and Human Services, Neighborhood and Unincorporated Area Municipal Services, Public Safety, Recreation and Culture, and Transportation.

CITIZEN PARTICIPATION

In May 1990, the Board of County Commissioners (BCC) approved an amended Citizen Participation Plan (Attachment A) and guidelines for the Community Action Agency (CAA) and OCED Community Advisory Committees. One of the goals of this Plan is "the establishment of a formal structure through which residents may participate in the planning, implementation and evaluation of the program in an advisory role." The Citizen Participation element of the Consolidated Plan has been modified to fully comply with U.S. HUD's Consolidated Planning requirements. Attachment A includes the Citizen Participation plan approved by the BCC on June 4, 2002. The updated Citizen Participation Plan was approved by the BCC on September 8, 2005.

The County's citizen participation process for feedback on the Consolidated Plan is year round. The Plan includes a minimum of 4 meetings with NRSA residents and residents of low- and moderate-income block groups within each Commission District or combination of Districts. This allows for citizen feedback on the FY 2007 Plan update, funding priorities, and the RFA process. The public hearing for this policy paper is scheduled for June 19, 2007 during the EDHS Committee meeting, the comment period began Monday, June 4, 2007 and will end Tuesday, July 3, 2007. The public hearing for the FY 2008 Action Plan is expected to be scheduled on October 10, 2007 with the comment period occurring from September 7, 2007 and ending on October 8, 2007. In addition, the proposed policy as it relates to new agencies responding to the Request for Application (RFA), must make presentations at District and NRSA meetings in the District/NRSA where the activity is located or will be carried out. Agencies with currently funded activities are required to give periodic updates of their activities to the neighborhood advisory committees. These presentations are designed to provide citizens with an opportunity to receive information on proposed and ongoing projects. Through this citizen participation process, OCED relies upon County citizens to:

- **Identify** both neighborhood and community needs;
- **Prioritize** those needs;
- **Recommend** activities that address priority needs; and
- **Support** conclusions and recommendations reached in the community-based Charrette process.

In an effort to directly meet the needs of low- and moderate-income communities, OCED will continue to appropriate $100,000 to each of the nine Community Advisory Committees (CACs) to address high priority needs in their neighborhoods. CACs will be empowered to make funding recommendations regarding these non-public service priorities as part of the RFA process. Funding will be subject to the activity meeting one of the U.S. HUD mandated national objectives, consistency with Consolidated Plan priorities, and formal application through the RFA process. Any funds not allocated within 90 days of the fiscal year will be recaptured and reprogrammed in order to meet HUD's timely expenditure requirements. OCED will be authorized to re-structure its community consultation with NRSAs to allow for a more efficient and effective process.

PART II: FY 2008 POLICIES

FY 2008 PLAN NEEDS AND OBJECTIVES

The strategic plan section of the current FY 2003-2007 Consolidated Plan contains numerous policy objectives. The FY 2008 Action Plan focuses upon policy objectives including, but not limited to, the following:

- Provision of new and rehabilitated single and multi-family housing with a particular emphasis on homeownership strategies, whose by-product may lead to wealth building strategies for low to moderate-income persons;
- Creation and retention of jobs;
- Public Services for identified target populations in the Social Services Master Plan, to the extent that those services are eligible under CDBG guidelines; and
- Installation of and/or improvements to infrastructure.

In fulfilling these objectives, it is recommended that OCED utilize a consolidated Request for Applications (RFA) process for the Community Development Block Grant (CDBG) and Emergency Shelter Grant (ESG) programs. The RFA will serve to identify agencies that have the capacity to address the inventory of unmet needs identified during the FY 2003-2007 Plan update.

OCED will invite, through public notices, an RFA for addressing individual NRSA and countywide priority needs in the following categories:

- Housing
- Capital Improvements
- Economic Development and
- Historic Preservation.

Additionally, any allocation made to an agency within a municipality or to an actual municipality will require an inter-local agreement stating that the entitlement municipality is financially obligated to match or exceed the County allocation with their own CDBG allocation and/or through their own General Funds. Failure to secure a municipal match will immediately disqualify the applicant from receiving an allocation.

Currently, U.S. HUD guidelines allow Miami-Dade County to use 20 percent of the annual entitlement for the administration of the program and allocate 80 percent towards projects/agencies. On May 25, 2001 the BCC adopted policy to reflect 30 percent of the 80 percent to be set aside for County Departments. This 30 percent was not tied to performance. The BCC approved as part of the FY 2007 Policy Paper the policy of reimbursing County Departments for work performed based on pre-established performance measures.

On June 22, 2004, through Resolution R-805-04, the BCC approved a Commission District fund of $200,000 and a $100,000 reserve fund for Neighborhood Revitalization Strategy Area Advisory Committees from the CDBG. On June 2006, through R-670-06 the BCC amended this policy to allow the County Manager to substitute CDBG funds with HOME, HODAG and Rental Rehabilitation funding sources when necessary to address high priority housing needs.

FY 2008 PLAN PRIORITIES AND FUNDING CRITERIA

The following will serve as plan priorities and general funding criteria for FY 2008:

- Low- to moderate-income households and neighborhoods;
- Affordable housing;
- Economic development;
- Financial viability, leveraging and partnerships; and
- Project's ability to be implemented within the contracted period.

These priorities and criteria demonstrate project funding priorities through several means, among them are funding set-asides, additional or "bonus points" added to the application ranking, or other special considerations that enhance the feasibility or implementation of the project. Adherence to past performance requirements and activity service area will be factored into consideration.

LOW-INCOME HOUSEHOLDS AND NEIGHBORHOODS

Strong emphasis will be placed on projects, programs, and activities that directly address priority needs of populations that contain the highest incidences of poverty identified in the FY 2003-2007 Consolidated Plan. The 2008-2012 Consolidated Plan will focus on updating priorities identified by the neighborhood revitalization strategies for an October 2007 submission to the BCC for approval by November 15, 2007.

PUBLIC SERVICE

- It is proposed that only County departments be funded with Public Service funds, subject to the 15 percent US HUD mandated cap.

GEOGRAPHIC AREAS OF SPECIAL EMPHASIS

- **Neighborhood Revitalization Strategy Areas (NRSAs)**. In 1996, U.S. HUD established criteria for approving locally determined strategies for revitalizing an area that is among the community's most distressed. In order to provide some incentive for grantees to undertake such revitalization, the CDBG regulations provide certain benefits for the use of CDBG funds in such an area. The incentives for NRSAs are as follows:

- Job creation/retention activities undertaken pursuant to the strategy may be qualified as meeting area benefit requirements thus eliminating the need to track the income of persons;
- Aggregation of Housing Units for the purposes of applying the low and moderate-income national objective criteria;
- Aggregate Public Benefit Standard Exemption: Economic Development activities carried out under the strategy may, at the grantee's option, be exempt from the aggregate public benefit standards, thus increasing a grantee's flexibility for program design as well as reducing its record-keeping requirements; and

- The designated NRSAs must meet the following criteria: 1) evaluation of boundaries; 2) an analysis of demographic criteria, consultation with residents, businesses and non-profits; and 3) an economic empowerment strategy and identification of performance measurements. Currently there are 9 HUD approved NRSAs: Opa-locka, West Little River, Model City, Melrose, Sweetwater/Fountainbleau, South Miami, Perrine, Gould's, and Leisure City/Naranja/Princeton. The Federal Enterprise Community and Empowerment Zone, within the Miami Dade County Entitlement areas are also eligible.

- **Eligible Block Groups (EBGs).** EBG's are census block groups where income is less than 80 percent of the County's median household income and there is a high concentration of poverty and unemployment. The boundaries of CDBG eligible block groups are determined by the results of the 2000 Census.

  - EBGs not formerly designated as Community Development NRSAs are grouped regionally by Commission District and are included in the District's Strategic Plan.
  - Non-housing projects are recommended for census tracts and EBGs where at least 51 percent of the households have low or moderate-incomes in unincorporated Miami-Dade County and participating jurisdictions. In municipalities that do not have their own CDBG entitlement program, proposed activities must address the needs of the priority needs populations listed above.

- CDBG Entitlement jurisdictions and State Small Cities CDBG jurisdictions include: Miami; Hialeah; Miami Beach; North Miami; Homestead, Florida City, and the City of Miami Gardens. However, funding in these areas is limited to activities that demonstrate Metropolitan Significance and are consistent with the high priority needs identified in that jurisdiction's Consolidated Plan. To be eligible for CDBG funding, they must pass an eligibility test that demonstrates the majority of its programs have benefited unincorporated Miami-Dade County and its participating jurisdictions in the past.

- The Consolidated Planning process concentrates on a regional focus. All CDBG eligible areas are evaluated on a regional basis through a community planning and review process. The formula for allocating available funding for Plan activities in eligible areas consider: per capita expenditures, concentrations of poverty, overcrowding, and the low- and moderate-income population in the area.

HOUSING AND CAPITAL IMPROVEMENTS

In compliance with BCC action on November 5, 1991, there shall be a minimum set-aside of 15 percent of CDBG housing funds for CDCs involved in housing activities, as well as a housing activity land acquisition set-aside of 5 percent for use by all CDCs.

Emphasis will be placed on housing, community and economic development funding for:

- Mixed-income single and multi-family affordable housing projects and the dispersal of these projects throughout the County to avoid an over-concentration of such projects in particular geographic areas;
- Mixed-use projects that support both housing and economic development; and
- Agencies requesting funds for land acquisition must submit a realistic and attainable development plan for all properties to be acquired with County funds.

- All projects involving acquisition of existing buildings must demonstrate that there will be no displaced individuals as a result of the acquisition. If the relocation of individuals is necessary, a plan must be submitted with the application.

- Sub-recipients funded for capital improvements, or construction of housing, may be given multi-year funding commitments and/or contracts, provided they meet all U.S. HUD guidelines and OCED contractual requirements. SHIP and Surtax projects will not be considered for multi-year funding.

- Timelines of expenditures will be factored in the evaluation of proposals. As such, it is anticipated that:

  - Each project to be funded should have a schedule for the use of projected funds tied to key project milestones so performance can be measured against expectations and problems identified at an early stage.
  - An alternative plan to handle unexpended funds is to recapture dollars from projects that are no longer feasible and reallocation for the completion of ongoing projects.
  - Priority will be given to completing ongoing projects approved by the BCC. The capacity of all agencies will be enhanced with technical assistance from OCED staff.

- As per approved policy in FY 2006, prior to the application submission, all Housing and Capital Improvement applicants are required to have a technical assistance pre-consultation meeting with their respective Community Development Division District teams. In FY 2007, it is recommended that only new Housing, Capital Improvement and Economic Development applicants be required to have a technical assistance pre-consultation meeting with their respective Community Development Division District teams. As a mandatory prerequisite, no housing, capital improvement or

economic development applications will be accepted without a pre-consultation meeting. Attendance at a pre-consultation meeting does not guarantee funding.

- OCED will provide increased project management and technical assistance through Community Development Division staff for activities funded through CDBG, HOME and HODAG. The cost of such assistance will be charged to the activities budget. All Capital and Housing project budgets will be charged costs associated with Environmental and Historic Preservation Reviews, if applicable.
- Funding criteria for Housing and Capital Projects will be based on a risk assessment protocol comprising underwriting risk, fund leveraging analysis, review of program and project results, developer's ability to perform, staff and organization's capacity, affordability, feasibility, project contribution to public goals, past compliance and performance, and quality of reporting and documentation, when applicable.
- For-profit and non-profit entities applying for the same Housing or Capital Improvement Projects must apply as single entities such as joint ventures. Partnerships and or Joint Ventures must submit their partnership agreements. This includes sources and uses budget, capital budget, and scope of services for each project. County Departments will be exempt from this requirement.
- Site control is mandatory for housing and capital improvement projects. No substantial change of the initial BCC-approved projects such as site change or transfer of funds to other projects will be allowed. In such event(s), the application will be nullified for the current fiscal cycle. A change of entity for the same site, same use and same funding amount may be approved.
- To facilitate payment of pre-development and overhead costs, developers will be allowed the use, at a pro-rated percentage, their developers' fee. OCED shall pay the agency as maximum compensation or fee for the developer services required pursuant to the scope of work. The percentage of compensation shall be predetermined based on each applicant's scope of work. Each phase of development will have a corresponding percentage of the fee assigned. These are project related soft costs that are necessary and reasonable. This measure shall assist agencies including non-profit entities and CHDOs to have access to cash in the initial stage of the project to finance pre-development.
- CDBG, HOME and HOME/CHDO funds are to be used as gap financing and not as the sole funding source for a project or program. Applicants must provide written documentation, with the application, of the availability and status of all other current sources of funding (towards the project or its administration) at the time the application is submitted.
- HOME funds will be viewed as loans, not grants. All HOME funds will be treated as loans requiring property or another form of collateral to be used as security for repayment for the duration of the affordability period. Loan repayment may be in the form of a purchase price buy-down in accordance with an appropriate restrictive covenant and shared equity provision. Forgiveness of the loan will be considered on a case-by-case basis, only for projects serving very-low income residents, homeless persons and families.
- For major capital improvement and housing projects, OCED may require that the CDBG funds awarded be in the form of a loan, which must be secured by a mortgage on all real property acquired or improved in whole or in part with CDBG

funds. Contractors shall execute any mortgage required by OCED and pay any costs associated with recording and perfecting of said mortgage. However, the contractor will not be required to make any payments on the mortgage until the property is sold or fails to be used to meet a CDBG national objective.

- To ensure the preservation of the existing affordable housing stock, it is recommended that in the event of a transfer by homeowners of affordable housing units (through sale within the affordability period), OCED or MDHA, depending on the original funding source, shall be entitled to recapture an amount equal to the percentage subsidized, from the proceeds of the sale of the home. These funds will be utilized for provision of new affordable housing.
- In accordance with industry standards, OCED will hold 10 percent of the total grant award as a retainage until the completion of the construction work is verified by OCED. The 10 percent retainage will be released after satisfactory final certification of completion or occupancy, final release of liens, and as-built drawings are received by OCED. This amount may be reduced to no less than five (5) % once the project attains ninety (90) % completion.
- Agencies funded under Housing and Capital Improvement activities must initiate loan closings within one year of the execution of their contract. A funded agency must provide proof that they have initiated a loan closing within the required one-year time period and within that time span has secured the balance of the funding from non–County outside funding sources. If these conditions are not met, the County Manager shall have the authority to recommend to the BCC a recapture and reallocation of these funds to other eligible activities.
- The resale option: This option ensures that the HOME assisted unit remains affordable over the entire affordability period. If a unit is designated affordable and it is sold during the affordability period, the sale must be to a low-income family meeting the HOME program definition.
- The recapture option: This is a mechanism to recapture all or a portion of the direct HOME subsidy if the HOME recipient decides to sell the house within the affordability period at whatever price the market will bear.

The following language must be included in all affordable housing contracts:

> Upon sale of an assisted Property within the affordability period, the homeowner will pay to Miami-Dade County the principal amount of the Loan, together with a share of the appreciation in the value of the Property. Such share shall be determined by applying (I) the percentage which represents the ratio of the original principal amount of the Loan to the original unsubsidized sales price (i.e. the gross purchase price) in the connection with the purchase of the Property (The "Principal to Original Sales Price Ratio") to (II) the amount, if any, by which the sales price upon transfer of the Property exceeds such original sales price. If the Loan is not evidenced by funds but a benefit conferred by the Lender (Miami-Dade County) or other public agency on the seller of the Property, and the homeowner is not in default under the Note or the Subordinate Security Instrument, the share of appreciation due the Lender herein shall be reduced by sum of (a) the amount of any cash down payment for the purchase of the Property, (b) the homeowner's reasonable and customary costs of sale of the Property (including any broker's commission, and (c) the value of any documented, permanent improvements to

the Property that are in compliance with any applicable requirements established by the Lender.

ECONOMIC DEVELOPMENT

As a minimum goal, at least twenty percent (20%) of the CDBG funding allocation will be allocated for economic development activities. Economic development activities are needed to address rising living costs and high housing prices that have placed strain on the County's unemployed and low-income earners. CDBG programmatic responses to these needs must have at least one of the following outcomes and should accomplish the following:

- Assist the economy at all levels and be tied to affordable housing initiatives, strategies and programs.
- Create economic opportunities aimed at the County's low- and moderate-income residents and distressed communities that promote financial self-sufficiency and a greater share in the economic prosperity of the area.
- Address the interrelated needs of Miami Dade County's distressed communities through coordinated programmatic responses across a range of disciplines including workforce development, small business assistance, capital improvements and community economic development.
- Foster a local entrepreneurial environment that promotes capacity of small businesses and community economic development organizations.
- Promote access to private capital (equity and debt-financing) through effective public-private partnerships and leveraging of pubic resources.
- Create mixed-use projects that are needed in Miami-Dade County's distresses neighborhoods that are transit-friendly and fulfill both commercial and housing needs.

The County will continue the policy of requiring a pre-consultation meeting for any new economic development activity. Attendance at a pre-consultation meeting does not guarantee funding.

FINANCIAL VIABILITY, LEVERAGING AND PARTNERSHIPS

Funding criteria for Housing and Capital Projects will be based on a risk assessment protocol comprising underwriting risk, fund leveraging analysis, review of program and project results, the developer's ability to perform, the capacity of staff and organization, affordability, the feasibility, project contribution to public goals, past compliance and performance, and quality of reporting and documentation, when applicable.

Proposals will be evaluated for leverage and must indicate adequate financial resources to complete the project. Any financial gaps or contingencies must be noted prior to project commencement. Documentation of other funding sources through letters of commitment will be required for all projects. Any proposal, which receives a multiple year funding agreement, is required to aggressively pursue outside funding sources in their first year of funding.

- Emphasis will be placed on applications that:
  - Utilize partnerships among the private and non-profit sectors in the development, construction and operation of affordable housing;
  - Package housing proposals using nine percent (9%) and four percent (4%) Federal Low Income Housing Tax Credits meeting subsidy layering review threshold requirements in order to enhance their competitive position in the State or County competition for credits; and
  - Competitive costs per client or units;
- The concept of "zero-based" budgeting will be implemented in the review of requests for funding. Thus, there is no presumption of funding for any agency that is currently receiving funding. However, County Departments and agencies currently implementing projects may be recommended for subsequent funding for on-going projects started in a prior year.
- OCED will not consider for funding any activity that has not secured a minimum of $25,000 in outside funding sources to support its operations. The implementing agency for the activity must submit with its Request for Application (RFA) documentation that confirms that the outside funding has been secured.

ENSURING PROJECT COMPLETION: MONITORING AND EVALUATION

The County requires all sub-grantees to adhere to all federal and local program compliance requirements. The County, on a regular basis, will monitor each sub-grantee through progress reports and site visits. A monitoring report must be on file by August 31, 2007 for FY 2008 activities. If a sub-grantee cannot meet the terms and conditions of its contract or agreement, OCED may recommend that the contract be terminated and the funds either be used by another entity to carry out the same activity, or address a different priority.

PART III: FUNDING AND PROJECTED ALLOCATIONS

ACTION PLAN FUNDING ALLOCATIONS

The following table lists the FY 2007 funding sources and types that were included in the FY 2007 Action Plan. Projected allocations for 2008 for each program are also provided. (These projected numbers are estimates based on current allocations and are subject to change.)

FY 2007-2008 TOTAL FUNDING ALLOCATION BY FUNDING SOURCE

Funding Source	Type	FY 2007 Funding	FY 2008 Estimated Funding
Community Development Block Grant (CDBG)	Federal	$18,670,347	$18,296,940
CDBG Program Income	Federal	400,000	400,000
Emergency Shelter Grant (ESG)	Federal	807,805	808,000
Housing Development Assistance Grant – Program Income (HODAG)	Federal	2,696,672	2,642,739
Home Investment Partnerships (HOME)	Federal	6,562,090	6,430,848
HOME Program Income	Federal	900,000	900,000
American Dream Down payment Initiative (ADDI)	Federal	88,078	86,000
State Housing Initiative Partnership (SHIP)	State	6,300,000	8,887,720
Rental Rehabilitation Program Income (RR)	Federal	1,358,849	1,683,000
Documentary Surtax Program (Surtax)	County	36,300,000	36,854,000
TOTAL ALL SOURCES		**$74,083,841**	**$76,989,247**

FY 2007-2008 CDBG FUNDING ALLOCATION BY CATEGORY

Funding Category	FY 2007 Funding	FY 2008 Estimated Funding	FY 2008 Percentage
Administration	$3,734,069	$3,659,388	20%
Capital Improvement	3,089,020	1,829,694	10%
Economic Development	3,184,000	3,659,388	20%
Historic Preservation	150,000	150,000	1%
Housing	8,513,258	6,253,929	34%
Public Service	0	2,744,541	15%
TOTAL	**$18,670,347**	**$18,296,940**	**100%**

FY 2007-2008 HOME ESTIMATED FUNDING ALLOCATION

Category	FY 2007 Funding	FY 2008 Estimated Funding	FY 2008 Percentage
Program Administration	$665,017	$651,684	10%
CHDOs Operating Support	359,354	321,524	5%
CHDO Set-Aside	1,078,061	964,627	15%
Rental Housing	791,100	721,830	11%
Homeless Housing	819,326	787,450	12%
Homeownership	2,441,254	2,165,490	33%
American Dream (ADDI)	88,078	86,000	1%
HOME Reserve	407,978	818,243	13%
TOTAL	**$6,650,168**	**$6,516,848**	**100%**

For FY 2007, in addition to the $210,000 of HOME funds, $689,000 of HODAG and Rental Rehabilitation funds were allocated for a total of homeless housing allocations of $899,000. OCED reserves the right to substitute all or part of the HOME Homeless housing set-aside with HODAG or Rental Rehabilitation Funds as appropriate for the funded activity. In order to receive HOME funds from US HUD a local funding match is required. This match is expected to be covered through the utilization of the SHIP funds.

FY 2007–2008 SHIP FUNDING				
Funding Category	**FY 2007 Funding**	**FY 2007 Percentage**	**FY 2008 Estimated Funding**	**FY 2008 Percentage**
Rental Units	$1,300,000	21%	$1,866,421	21%
Homeownership	5,000,000	79%	$7,021,299	79%
TOTAL	**$6,300,000**	**100%**	**$8,887,720**	**100%**

FY 2007-2008 ESG FUNDING	
FY 2007 Funding	**FY 2008 Estimated Funding**
$807,805	$808,000

PART IV: TIMELINE FOR FY 2008 CONSOLIDATED PLANNING ACTIVITIES

January 2007
• Distribute appropriate sections of RFA and attachments to OCED, MDHA, P&Z, and Homeless Trust for updating and revisions
March, 2007
• OCED meets with NRSAs', Community Advisory Committees and Commission District community meetings regarding performance of currently funded neighborhood activities and priority needs for FY 2008. • Meeting with RFA Work Group (OCED, MHDA, UTF, AHS) to develop a pilot for jointly funding mixed use development projects maximizing all available resources and revenues (e.g. HUD, Capital funds, GOB, HOME and Surtax) • Meeting with CAC Chairs
April 2007
• Consultation with South Florida Community Development Coalition
• Meeting with RFA Work Group
• OCED meets with County Departments regarding performance of currently funded neighborhood activities and priority needs for FY 2008
• April, 2007 Affordable Housing Advisory Board Meeting (AHAB)
• Consult with participating municipalities to update neighborhood priorities and needs
• Consult with Office of Americans With Disability Act (ADA) Coordination and Commission on Disabilities
• Monitoring of Action Plan activities begins and continues throughout the year
• Currently funded agencies give presentations at neighborhood meetings
May-June 2007
• June 19, first public hearing by BCC Economic Development and Human Services (EDHS) Committee to approve FY 2008 Policies
• FY 2008 RFA available
• RFA technical assistance workshop for agencies, groups and individuals
• Evaluation of applications.
• Meeting with RFA County partners working groups.
• Currently funded agencies give RFA presentations to citizens at district public meetings.
July/August/September 2007
• OCED, County Manager's Office and the Office of Strategic Business Management discuss funding recommendations.
• First draft of Action Plan, along with accompanying recommendations, is forwarded to Budget Office for review, upon approval by County Manager's Office.
• Funding recommendations are completed and forwarded to County Manager for approval and transmittal to Board for second public hearing.
• Neighborhood agencies included in Plan are advised of funding recommendations.
• BCC approves funding recommendations following a 30-day Public Comment period for affected citizens to review the proposed Action Plan.
• Consultations with Applicants by OCED staff
• Staff recommendations published in September and 30-day comment period begins.
• Applicants give presentations to citizens at district public meetings

October-November 2007
• FY 2008 Action Plan is sent to U.S. HUD
• FY 2008 Action Plan is presented to citizens at public meetings.
• FY 2008 contracts are completed

25

ATTACHMENT A

CITIZEN PARTICIPATION PLAN

(The Citizen Participation Plan is attached)
Adopted by the Board of County Commissioners
Resolution #R-978-05 on September 8, 2005

PART I:

MIAMI-DADE COUNTY CITIZEN PARTICIPATION PLAN FOR THE CONSOLIDATED PLANNING PROCESS

OVERVIEW OF THE OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT

The Office of Community and Economic Development (OCED) administers Federal and State funding that supports the development of viable urban neighborhoods in Miami-Dade County. Such support is characterized as decent housing, expansion of economic opportunities, public service, capital improvements and the preservation of historic properties. The main sources of funding utilized to meet these needs are the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Shelter Grant (ESG). These programs are established to help low- and moderate-income persons, particularly those living in slum and blighted areas. The U.S. Department of Housing and Urban Development (HUD) regulates and governs the CDBG, HOME and ESG programs. The regulations specify that an entitlement area must adopt a citizen participation plan, which establishes policies and procedures for citizen participation.

APPLICABILITY AND ADOPTION OF THE CITIZEN PARTICIPATION PLAN

The US Department of Housing and Urban Development (US HUD) through Section 24 of the Category of Federal Register (CFR) Parts 91, et al, requires that Miami-Dade County's Office of Community and Economic Development (OCED) submit a Consolidated Plan in order to receive funding under various grant programs. Miami-Dade County's Consolidated Plan includes three US HUD Community Planning and Development (CPD) formula programs:

- Community Development Block Grant (CDBG)
- HOME Investment Partnerships (HOME)
- Emergency Shelter Grants (ESG)

Additionally, Miami-Dade County is required to adopt a Citizen Participation Plan that sets forth the jurisdiction's policies and procedures for citizen participation. Those citizen participation policies and procedures are listed as follows:

ENCOURAGEMENT OF CITIZEN PARTICIPATION

- Citizens will have the opportunity to participate in the development of the consolidated plan, any substantial amendments to the consolidated plan, and the consolidated annual performance evaluation report.

- The main focus of Miami-Dade Office of Community and Economic Development Citizen Participation Plan is to encourage all citizens to participate in each of the above-defined activities. The Citizen Participation Plan is designed especially to

PART I:

MIAMI-DADE COUNTY CITIZEN PARTICIPATION PLAN FOR THE CONSOLIDATED PLANNING PROCESS

OVERVIEW OF THE OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT

The Office of Community and Economic Development (OCED) administers Federal and State funding that supports the development of viable urban neighborhoods in Miami-Dade County. Such support is characterized as decent housing, expansion of economic opportunities, public service, capital improvements and the preservation of historic properties. The main sources of funding utilized to meet these needs are the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Shelter Grant (ESG). These programs are established to help low- and moderate-income persons, particularly those living in slum and blighted areas. The U.S. Department of Housing and Urban Development (HUD) regulates and governs the CDBG, HOME and ESG programs. The regulations specify that an entitlement area must adopt a citizen participation plan, which establishes policies and procedures for citizen participation.

APPLICABILITY AND ADOPTION OF THE CITIZEN PARTICIPATION PLAN

The US Department of Housing and Urban Development (US HUD) through Section 24 of the Category of Federal Register (CFR) Parts 91, et al, requires that Miami-Dade County's Office of Community and Economic Development (OCED) submit a Consolidated Plan in order to receive funding under various grant programs. Miami-Dade County's Consolidated Plan includes three US HUD Community Planning and Development (CPD) formula programs:

- Community Development Block Grant (CDBG)
- HOME Investment Partnerships (HOME)
- Emergency Shelter Grants (ESG)

Additionally, Miami-Dade County is required to adopt a Citizen Participation Plan that sets forth the jurisdiction's policies and procedures for citizen participation. Those citizen participation policies and procedures are listed as follows:

ENCOURAGEMENT OF CITIZEN PARTICIPATION

- Citizens will have the opportunity to participate in the development of the consolidated plan, any substantial amendments to the consolidated plan, and the consolidated annual performance evaluation report.

- The main focus of Miami-Dade Office of Community and Economic Development Citizen Participation Plan is to encourage all citizens to participate in each of the above-defined activities. The Citizen Participation Plan is designed especially to

- As a matter of policy, the County will take measures to avoid displacement of families and individuals while carrying out activities under the Consolidated Plan. This includes acquiring vacant buildings and land rather than occupied buildings and land. However, where there seems to be no alternative, the following steps will be taken to assist families and individuals who are displaced:

    - Tenants and homeowners will receive those benefits provided for under the Relocation and Real Property Acquisition Act of 1970, as amended.
    - Relocation referrals are provided to persons being displaced. Various methods are utilized by the relocation staff to identify relocation sources. Those include:

        - Referrals form Realtors or large rental agencies.
        - Response from owners/agents to advertisements, published in English and Spanish.
        - Signs displayed by owners/agents in various neighborhoods noted by relocation advisors and/or housing inspectors who report this information to the relocation office.
        - Word of mouth referrals from persons with whom the relocation office has dealt in the past.
        - Advertisements in English and Spanish and other non-English newspapers placed by owners/agents offering units for rent and/or sale.

    - When possible and if requested, provisions are made to allow displacees to locate in the neighborhood from which they were displaced.

    - Tenants and homeowners are advised of their rights and responsibilities.

Publishing the proposed Consolidated Plan

This information will be part of the public notice, which will be advertised, to announce the Public Hearing to adopt the Consolidated Plan. This information will also be part of the package of information provided to persons or groups applying for funding through grant programs supporting the Consolidated Plan.

Public Hearings

There will be two Public Hearings to obtain citizens views and to respond to proposals and questions. Both hearings will be held before the Miami-Dade Board of County Commissioners (BCC) or a committee of the Board. These hearing will address housing and community development needs, development of proposed activities and review of program performance. The hearings will be held in a public facility that is easily accessible to the public including persons with disabilities. The place, date and time of these hearings will be determined by the County Manager in consultation with the

Chairperson of the Board of County Commissioners or the Chairperson of the Board's committee on Community Empowerment and Economic Revitalization or applicable committee as determined by the BCC Chairperson.

The first public hearing will be held during the development of the Consolidated Plan. To guide the process of soliciting proposals for funding, a policy paper will be presented to the Board of County Commissioners or a committee of the Board. The views of citizens on housing and community development needs, including priority non-housing community development needs will be considered.

The second public hearing will be held to adopt the final Consolidated Plan. The Board of County Commissioners or a Committee of the Board will review program performance, including the performance of ongoing activities, in their consideration of adopting the annual action plan. During the public hearing, the board will consider the comments or views of citizens received orally, or in writing, in preparing to adopt the final consolidated plan.

A public notice summarizing the action to be taken at each public hearing will be placed in a newspaper of general circulation, and newspapers representing significant minorities and non-English speaking persons, at least 15-days prior to the hearing.

At the time of submission of the Consolidated Plan to the County Commission agenda coordinator, a public announcement summarizing the Consolidated Plan and the availability of copies will be placed in a newspaper of general circulation, and newspapers representing significant minorities and non-English speaking persons. Copies of the Consolidated Plan will be distributed to regional public libraries, the Office of American's with Disabilities Coordination, the Homeless Trust and through the Miami-Dade Community Action Agency neighborhood network. Copies of the Plan will be available at the Office of Community and Economic Development during regular business hours. This public notice will allow for a 15-day or 30-day comment period as per U.S. HUD regulations for citizens to respond to the proposed plan before it is adopted by the Board of County Commissioners. A public hearing may be held at any time during the public comment period. A summary of the comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final consolidated plan.

CRITERIA FOR SUBSTANTIAL AMENDMENTS TO THE CONSOLIDATED PLAN

A substantial change in a planned or actual activity will require an amendment to the plan. A substantial change is any change in purpose, scope, funding amount, location and/or beneficiaries of an activity, which actually and/or materially affects one or more of the preceding in the manner stated below:

- An activity assumes a new purpose.
- The scope of activity is increased by 100% or more.
- The minimum change in the cost of an activity is $250,000 or more, or

**The corresponding Board of County Commission Committee is now the Economic Development and Human Services Committee*

- An activity's services are redirected outside of the previously agreed upon strategy areas.

Amendments, which affect established target areas will be submitted to the respective Neighborhood Advisory Committees for their review and comment during their next regularly scheduled meeting in order to provide citizens with a reasonable opportunity to comment on any substantial amendments to the Plan.

At the time of submission of Substantial Amendments to the Consolidated Plan to the County Commission agenda coordinator, a public announcement summarizing the amendments will be placed in a newspaper of general circulation, and newspapers representing significant minorities and non-English speaking persons. Copies of the amendments will be available at the Office of Community and Economic Development during regular business hours.

This public notice will allow for a 15-day or 30-day comment period for citizens to respond to the proposed amendments as per U.S. HUD regulations before they are adopted by the Board of County Commissioners in a public hearing. A public hearing may be held at any time during the public comment period. A summary of the comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final consolidated plan.

PERFORMANCE REPORTS

Before the annual grantee performance report is submitted to US HUD, a public notice announcing the availability of the report will be placed in a newspaper of general circulation, and newspapers representing significant minorities and non-English speaking persons. Copies of the report will be available at the Office of Community and Economic Development during regular business hours. The notice will allow for a 15-day period during which OCED will receive comments on the performance report before its submission. The Miami-Dade Office of Community and Economic Development will consider any comments or views of citizens received in writing or orally at public hearings in preparing the performance report. A summary of these comments or views will be attached to the performance report.

MEETINGS

Miami-Dade County has an adopted Community and Economic Development Citizen Participation Plan. That plan establishes a formal structure through which residents may participate in the planning, implementation and evaluation of the program in an advisory role. Residents are given the opportunity to help identify community conditions and determine community needs, help develop corrective strategies and monitor their progress and effectiveness. To foster the most effective citizen participation process possible, Miami-Dade will make reasonable efforts to ensure continuity of individuals' involvement by encouraging continuous participation throughout all stages of the program, from initial planning through assessment of performance.

Public meetings will be held in each of the NRSAs on a regular basis to provide residents the opportunity for continuous input into all phases of the process. The meetings will be for the general purpose of providing residents with information, soliciting their views and providing them with an opportunity to comment on Miami-Dade's community development needs and performance.

ACCESS TO RECORDS

All information and records relating to the development of the Consolidated Plan and Miami-Dade use of assistance under related programs will be on file at the Office of Community and Economic Development, 140 West Flagler Street, Suite 1000, Miami, FL. The office is open from 8:00 a.m. until 5:00 p.m., Monday through Friday. It is closed on holidays. The public has access to these records for the current year and four years after the performance report is submitted to US HUD.

TECHNICAL ASSISTANCE

Technical Assistance will be provided to groups representing low-and-moderate income persons. Upon request, individuals and groups, including persons with disabilities or other special needs will be assisted in the completion of applications or proposals for funding assistance under any of the programs covered by the Consolidated Plan, as well as the preparation of a budget for any proposed activity.

COMPLAINTS

Complaints from citizens received in writing or orally at public hearings, in the development of the final Consolidated Plan, amendments to the plan, or the performance report, will be summarized and attached to the final consolidated plan, amendment of the plan or performance report. A summary of comments or views not accepted and the reason thereof will also be attached. Citizens written complaints will receive a response in writing within 15-days of receipt of the complaint.

ATTACHMENT B

BOARD APPROVED ORDINANCES AND RESOLUTIONS

BOARD APPROVED ORDINANCES AND RESOLUTIONS ORDINANCES

ORDINANCES

- **Ordinance 82-16** - Further restricts CDBG program allocations:
  - At minimum, 75% of all beneficiaries must be low- or moderate-income households;
  - Emphasis must be placed on job creation for economic development activities; and
  - Emphasis must be placed on neighborhoods and citizen participation.

- **Ordinance 16A-2** – States that the Consolidated Planning Process must include protection, enhancement and perpetuation of properties of historical, cultural, archeological, aesthetic and architectural merit are in the interests of health, prosperity and welfare of the people of Miami-Dade County.

- **Ordinance 97-33** - Creates the Task Force on Urban Economic Revitalization, and provides for a review of OCED recommendations for CDBG economic development category funding and CBO funding relating to economic development for the purpose of ensuring that OCED's staff recommendations are in accordance with priorities established by the Plan. When the Board considers funding for economic development in Targeted Urban Areas, the Board will accept the recommendations of the Task Force unless the recommendations are disapproved by a two-thirds vote of the entire membership of the Board. OCED must report to the Board the dollar amount being spent in Targeted Urban Areas.

RESOLUTIONS

- **Resolution 404-92** - All CDBG program income from economic development loans is to be placed into the Revolving Loan Fund until $15 million is reached in the loan pool.

- **Resolution 405-92** - The Department of Special Housing Programs, reorganized as the Miami-Dade Housing Agency and OCED, must: 1) give priority to homeownership projects consistent with the Consolidated Plan; and 2) develop a strategic plan to assist CDCs in constructing homeownership projects.

- **Resolution 406-92** - The County will develop a plan for CDCs engaged in rental housing construction to establish escrow accounts to be used to renovate rental housing projects.

- **Resolution 407-92** - Technical assistance provided by the Local Initiatives Support Corporation and Greater Miami Neighborhoods is to be limited to development projects located primarily outside the entitlement cities of Miami, Miami Beach and Hialeah.

- **Resolution 408-92** – The County will emphasize minority business participation in CDBG and Surtax projects.

- **Resolution 409-92** - The County is to provide a cost estimate for each CDBG funded capital improvement or historic preservation project.

- **Resolution 1185-98** – The County requires strict compliance with HUD Section 3 requirements and directs all County departments to monitor compliance. It also requires all applicable County contracts and solicitations to contain language-requiring compliance with *Section 3. Section 3* ensures that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly those receiving government assistance for housing and to business concerns providing economic opportunities to low- and very low-income persons.

- **Resolution 543-05 – The County Manager to submit an annual performance report relating to Community Development Block Grant (CDBG) funding to the Board of County Commissioners.**

COURT-RELATED POLICIES

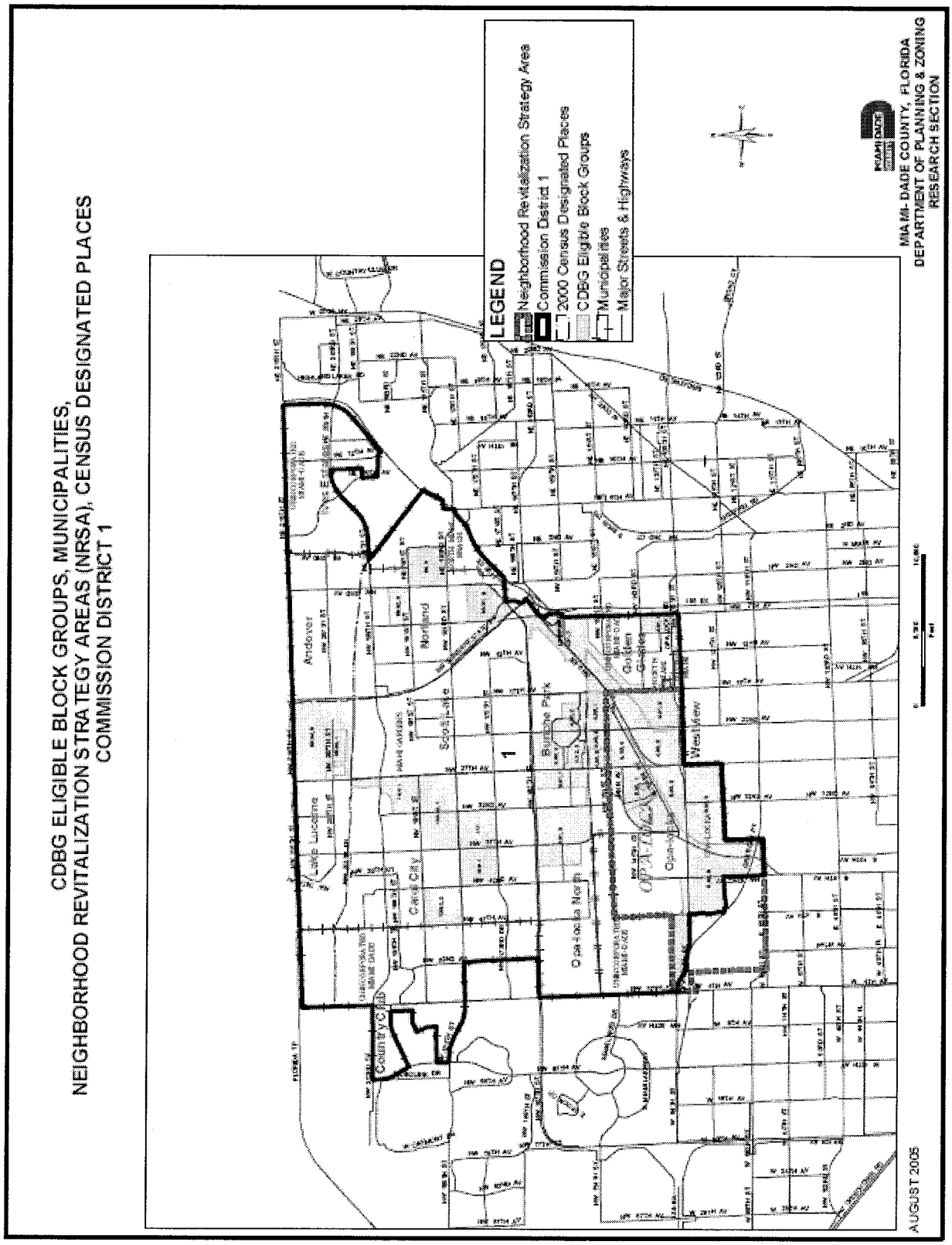
Targeting CDBG funding near Public Housing. As a result of the Consent Decree issued by the U. S. District Court Southern District of Florida on June 24, 1998, "the County shall allocate 25 percent of its future annual allocable CDBG funds for a total of five years, commencing with the FY 2000 Action Plan for housing and community and economic development programs and infrastructure improvements in neighborhoods surrounding public housing developments." Allocable CDBG funds are the total amount of CDBG funds appropriated in the Annual Action Plan less the 20 percent maximum allowed by HUD for the County's administrative expenses. The allocated CDBG funds shall be spent in accordance with priority needs identified relative to public housing and the surrounding neighborhoods through the County's Citizen Participation process, unless modified by a two-third (2/3) vote of the Board. ***(FY 2006 was the last year for the 5-year term mandated by this decree)***

Procedures have been put in place to fulfill the requirements of these ordinances, resolutions and court actions listed above. It is recommended that the Board continue these policies accommodating potential conflicts with Federal policies as required.

ATTACHMENT C

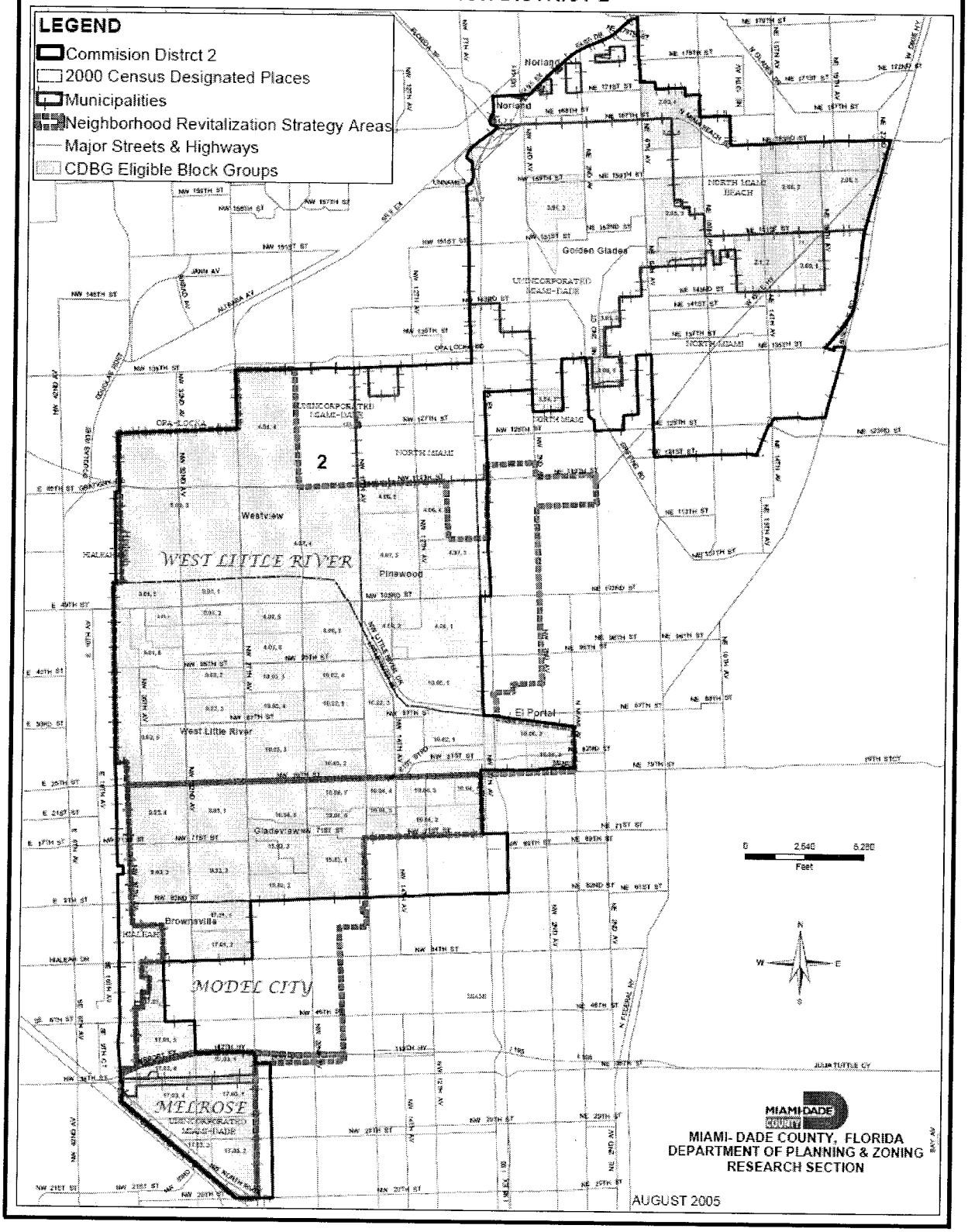
NEIGHBORHOOD REVITALIZATION STRATEGY AREAS LIST AND MAPS

Opa-locka	Commission District 1
West Little River	Commission District 2
Melrose	Commission District 2
Model City	Commission District 3
South Miami	Commission District 7
Perrine	Commission District 9
Goulds	Commission District 9
Leisure City/Naranja/Princeton	Commission Districts 8 & 9
Sweetwater	Commission District 12


CDBG ELIGIBLE BLOCK GROUPS, MUNICIPALITIES,
NEIGHBORHOOD REVITALIZATION STRATEGY AREAS (NRSA), CENSUS DESIGNATED PLACES
COMMISSION DISTRICT 1
LEGEND
Neighborhood Revitalization Strategy Area
Commission District 1
2000 Census Designated Places
CDBG Eligible Block Groups
Municipalities
Major Streets & Highways
MIAMI-DADE COUNTY, FLORIDA
DEPARTMENT OF PLANNING & ZONING
RESEARCH SECTION
AUGUST 2005

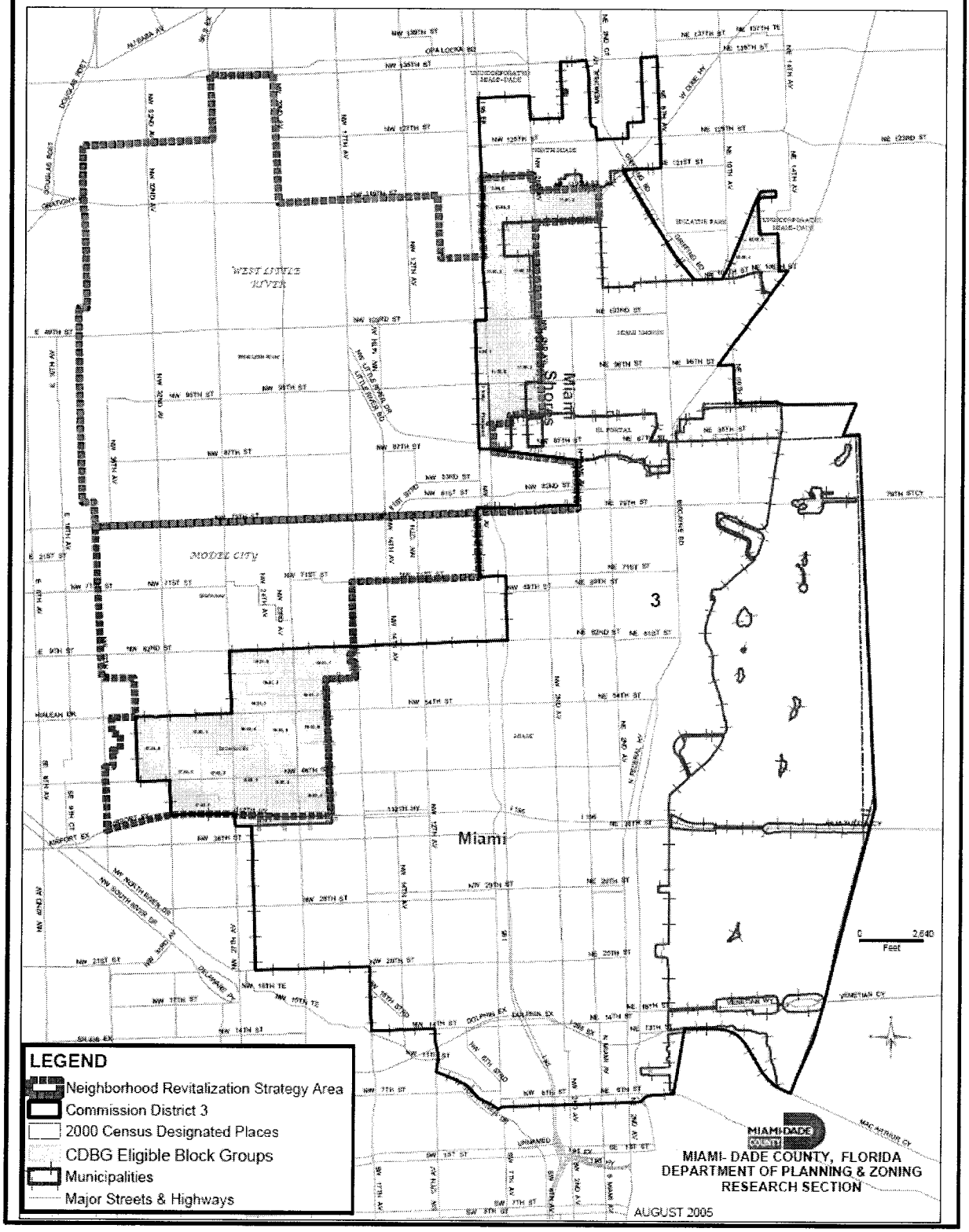
37

CDBG ELIGIBLE BLOCK GROUPS, MUNICIPALITIES,
NEIGHBORHOOD REVITALIZATION STRATEGY AREAS (NRSA), CENSUS DESIGNATED PLACES
COMMISSION DISTRICT 2



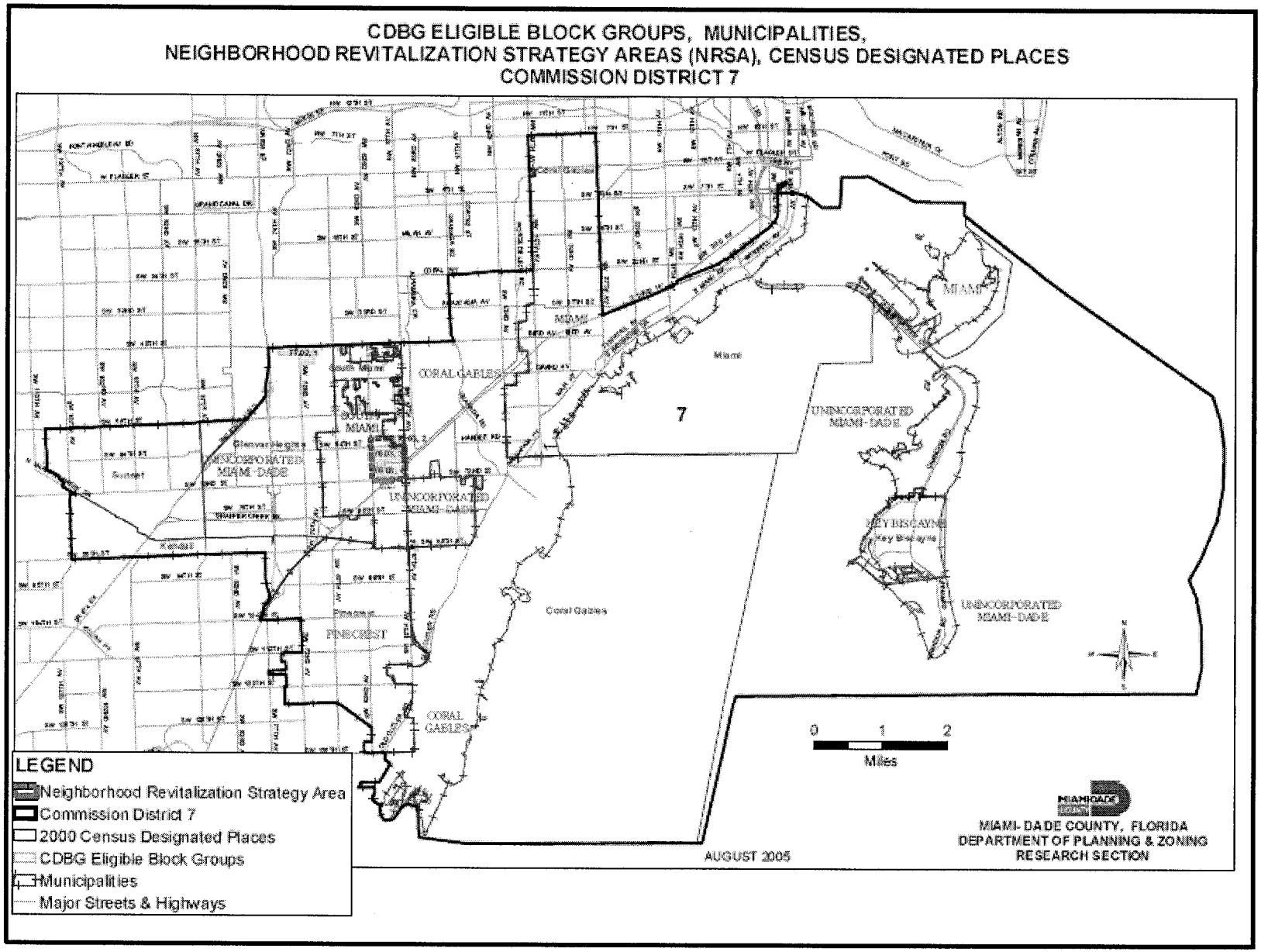
38

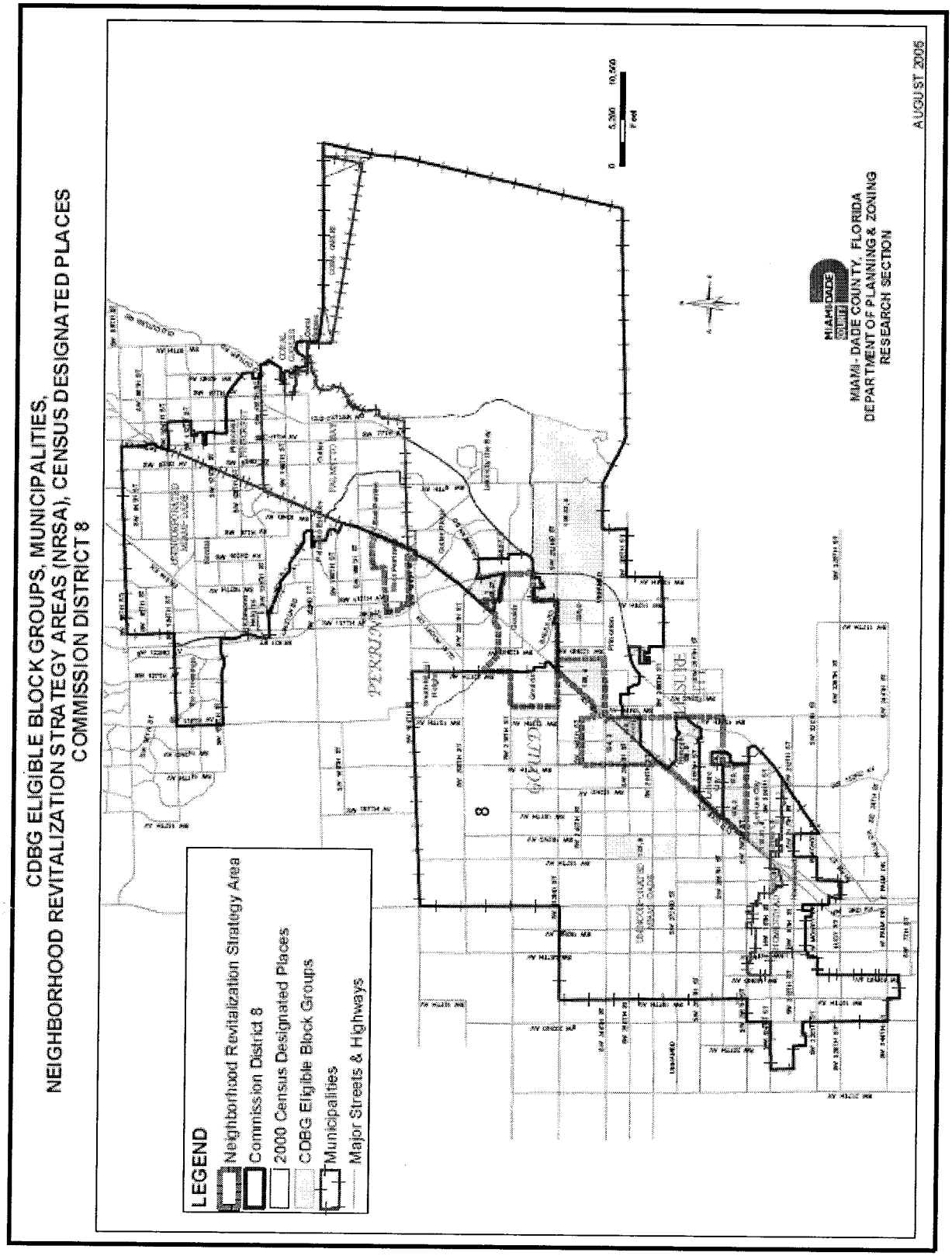
CDBG ELIGIBLE BLOCK GROUPS, MUNICIPALITIES,
NEIGHBORHOOD REVITALIZATION STRATEGY AREAS (NRSA), CENSUS DESIGNATED PLACES
COMMISSION DISTRICT 3



39

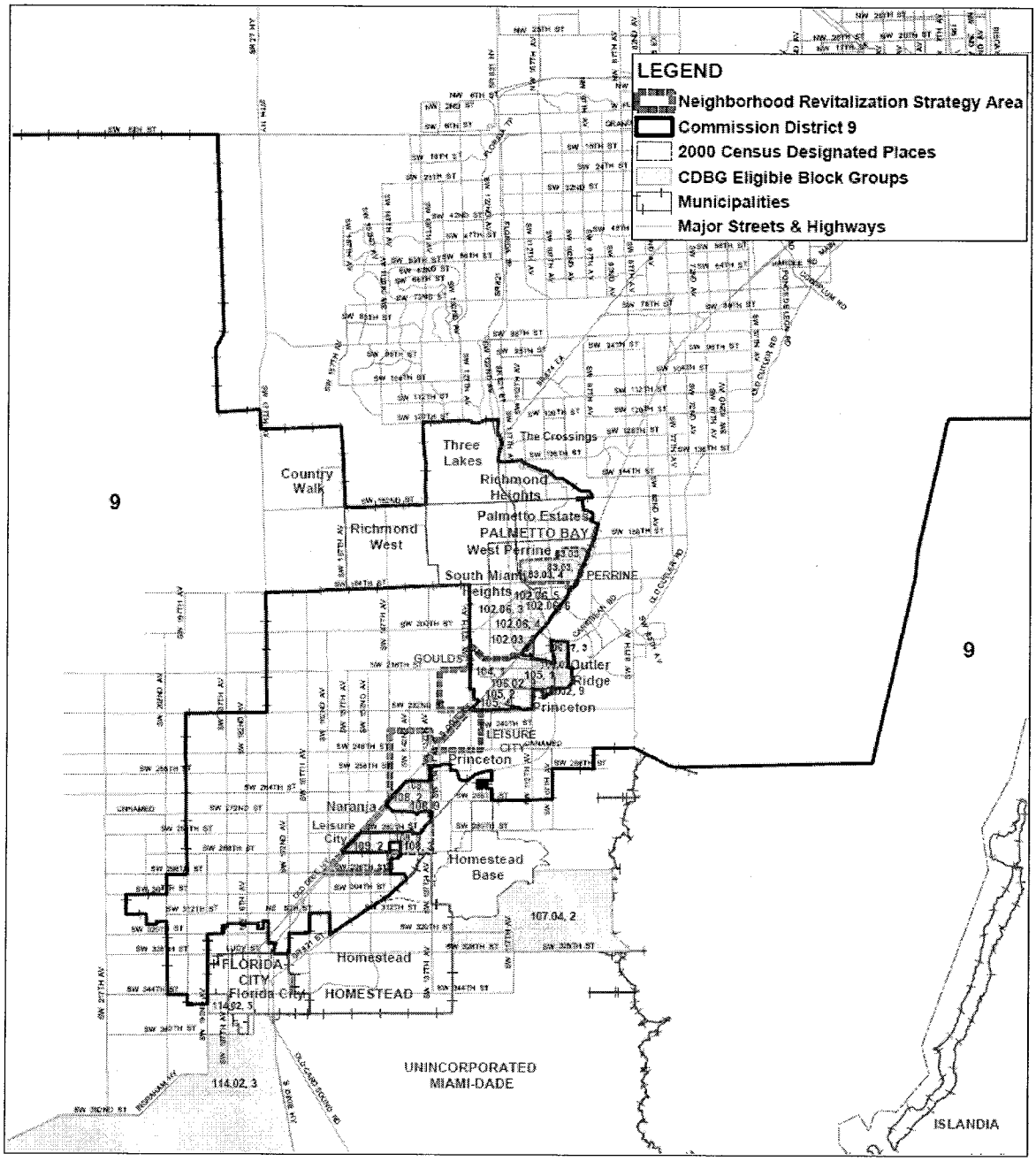
43


CDBG ELIGIBLE BLOCK GROUPS, MUNICIPALITIES,
NEIGHBORHOOD REVITALIZATION STRATEGY AREAS (NRSA), CENSUS DESIGNATED PLACES
COMMISSION DISTRICT 7
7
MIAMI
CORAL GABLES
UNINCORPORATED MIAMI-DADE
PINECREST
KENDALL
Miami
Coral Gables
KEY BISCAYNE
0 1 2
Miles
LEGEND
Neighborhood Revitalization Strategy Area
Commission District 7
2000 Census Designated Places
CDBG Eligible Block Groups
Municipalities
Major Streets & Highways
AUGUST 2005
MIAMI-DADE COUNTY, FLORIDA
DEPARTMENT OF PLANNING & ZONING
RESEARCH SECTION


CDBG ELIGIBLE BLOCK GROUPS, MUNICIPALITIES,
NEIGHBORHOOD REVITALIZATION STRATEGY AREAS (NRSA), CENSUS DESIGNATED PLACES
COMMISSION DISTRICT 8
LEGEND
Neighborhood Revitalization Strategy Area
Commission District 8
2000 Census Designated Places
CDBG Eligible Block Groups
Municipalities
Major Streets & Highways
8
MIAMI-DADE COUNTY, FLORIDA
DEPARTMENT OF PLANNING & ZONING
RESEARCH SECTION
AUGUST 2005

41

CDBG ELIGIBLE BLOCK GROUPS, MUNICIPALITIES, NEIGHBORHOOD REVITALIZATION STRATEGY AREAS (NRSA), CENSUS DESIGNATED PLACES COMMISSION DISTRICT 9



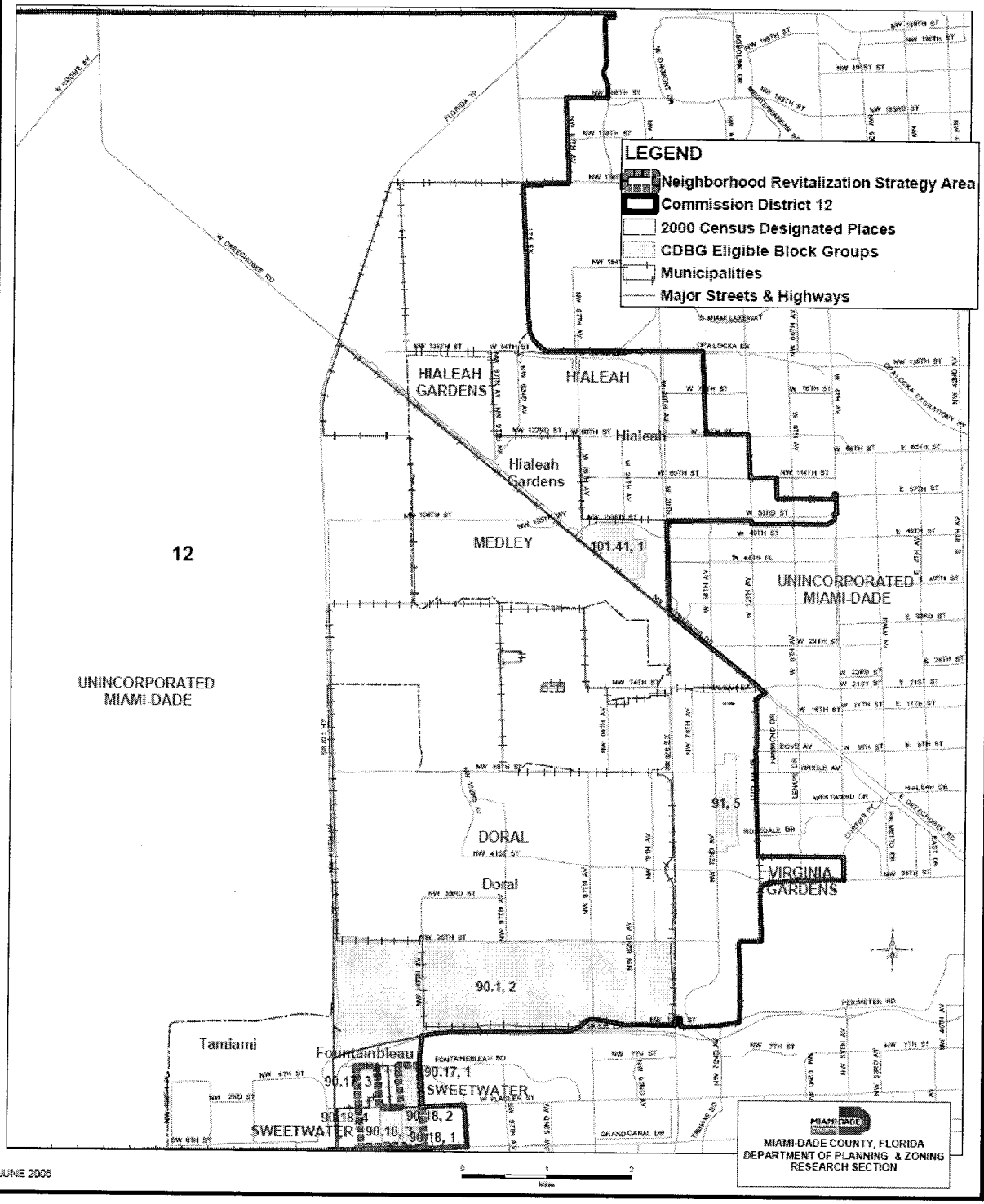
JUNE 2006

MIAMI-DADE COUNTY

MIAMI- DADE COUNTY, FLORIDA
DEPARTMENT OF PLANNING & ZONING
RESEARCH SECTION

42

**CDBG ELIGIBLE BLOCK GROUPS, MUNICIPALITIES,
NEIGHBORHOOD REVITALIZATION STRATEGY AREAS (NRSA), CENSUS DESIGNATED PLACES
COMMISSION DISTRICT 12**



43