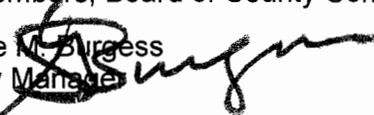


Memorandum



Date: July 17, 2008

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

From: George M. Burgess
County Manager 

Subject: Proposed FY 2009 Consolidated Planning Process Policies

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

This item was amended at the July 9, 2008 meeting of the Economic Development Human Services Committee. Attached to this cover memorandum is the detailed list of all amendments incorporated into the item.

RECOMMENDATION

It is recommended that the Board of County Commissioners (BCC) adopt the attached FY 2009 Consolidated Planning Process Policies document, which outlines the utilization of federally funded grants allocated to Miami Dade County. These policies will govern the implementation of Miami-Dade County's FY 2008 through FY 2012 Consolidated Plan through the development of the FY 2009 Action Plan and the FY 2009 Consolidated Request for Applications (RFA) process.

SCOPE

Adoption of this item will guide the process by which the County will fund several entities throughout Miami-Dade County.

The FY 2009 Consolidated Planning Process Policies document addresses high priority needs of low- and moderate-income communities within the Miami Dade County entitlement jurisdiction. Within geographic Miami Dade, five municipalities are designated with their own federal entitlements (Miami Gardens, Miami, Hialeah, Miami Beach, and North Miami) and 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 Investment Partnership (HOME) funds. If the above referenced municipalities demonstrate "Metropolitan Significance" Miami Dade County may utilize Federal funds as appropriate to fund high priority needs within those jurisdictions.

In addition to federal funds, the Documentary Surtax (Surtax) and State Housing Initiatives Program (SHIP), which are state funding programs, are part of the policy process paper as well. These funds are designated for affordable housing program activities throughout Miami-Dade County.

FISCAL IMPACT

The FY 2009 Consolidated Planning Process Policies includes the projected revenues for FY 2009 federal, state, and local community, housing, and economic development programs. As part of the FY 2009 Action Plan, these revenues will be recommended for allocation to organizations, developers, for profit and not for profit businesses and County departments to address high priority needs in low- and moderate-income communities.

BACKGROUND

US HUD requires the County to submit a Consolidated Plan every five years, with the most recent submitted in November 2007. As part of the US HUD requirements, an Action Plan on the implementation of the Consolidated Plan is required annually. The attached recommended FY 2009 Consolidated

Planning Process Policies document serves as a blue print to facilitate the submission of the FY 2009 Action plan which must be filed by November 15, 2008.

The FY 2009 Planning Process Policies document includes the guidelines for how the County will allocate federal Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), and Emergency Shelter Grant (ESG) funds. A discussion on the strategies to use Surtax and SHIP funds is also integral to the planning process as referenced in the document.

OCED has consulted with other County departments, municipalities, community development corporations (CDCs), community-based organizations (CBOs) and neighborhood-based citizen participation groups as part of its continuing effort to meet the goals of the FY 2008-2012 Consolidated Plan. Active participation of all stakeholders is critical for successful implementation of the Action Plan while ensuring that federal requirements are met.

The out come of these consultations has yielded new policy recommendations and changes to existing policies for the FY 2009 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.

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 and providing the most effective use of the funding awarded to Miami Dade County

The following policies are proposed for 2009:

1. Sustainable Development and Smart Growth

- OCED will reward Green Development with bonus points in the RFA evaluation process.
- OCED will award points to projects that promote infill development and Transit Oriented Developments (TOD) in conjunction with the Community Affordable Housing Strategies Alliance (CAHSA) Housing Strategic Plan.
- OCED will encourage building of ENERGY STAR Qualified New Homes. ENERGY STAR homes must meet guidelines for energy efficiency set by the US Environmental Protection Agency.

2. Homebuyer Assistance Program, Homebuyer Underwriting and Foreclosure Prevention and Intervention

The County's existing programs encourage homeownership through the funding of second mortgages, and provide the necessary resources to ensure that families are able to keep their homes during stressful economic times. In order to assist these families through stressful economic times, the County has proactive foreclosure prevention programs. This assistance has helped maintain a very low foreclosure rate for the County's second mortgage loan program. Currently, the foreclosure rate under the OCED homeownership loan program is less than one percent.

OCED has implemented the following initiatives to mitigate the risk of foreclosures: 1) establishment of forbearance accounts, 2) one-time fresh start agreements that suspend payments from troubled borrowers in order to help improve their financial condition, 3) counseling services, and 4) a Foreclosure Intervention Prevention Program. The program funds may be utilized to contract with Homebuyer Assistance Counseling agencies to include foreclosure prevention in the FY 2009 Action Plan for eligible homeowners.

3. Other Affordable Housing Recommendations

Current market conditions have shown a saturation of the residential condominium market with one of the highest vacancy inventories in the County's history. Vacancy rates are exacerbated by the rate of

foreclosures, thereby driving the demand for affordable rentals upward. Therefore, the County's has redirected its efforts to focus on delivering affordable rentals instead of converting existing rentals to condominiums

Going forward, the County intends to:

- Given the scarcity of affordable housing units in the region, the County will not provide support for projects that would result in the loss or conversion of affordable housing units without the replacement of the same number of units in or around the area. In other words, there should not be a net loss of affordable housing to the county or neighborhood. For HOME units, affordable housing is defined as households with incomes at or below 80 percent of area median income (AMI), adjusted for family size. The Surtax Program requires that a minimum of 75 percent of funds allocated to each successful developer are to benefit low-income families (those with income at 80 percent or less of AMI for Miami-Dade County). No more than 25 percent are to be made available to moderate income families (those with income of up to 140 percent of the AMI for Miami-Dade County.)
- Ease cash flow through reduced retainage. Currently, OCED holds ten percent of a development award as a retainage until the completion of the construction work reaches 90 percent. In accordance with industry and County standards, it is recommended that OCED retain the ten percent until the project reaches 75 percent completion, at which point the retainage will be reduced to five percent. The five percent retainage and any and all remaining 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 will allow more flexible cash flow for the project.
- Equitably distribute, based on the funding allocation by the State, available Surtax and SHIP funds between rental development and homeownership mortgage and rehabilitation assistance. Pursuant to the policy adopted by the BCC, there will be priority funding for homeownership second mortgages to developments funded by the County, and infill housing, among others.

4. Citizen Participation

Staff is recommending that the number of Community Advisory Committee (CAC) members be reduced from its current number of 13 to nine. Eight will be elected by the community and one will be appointed by the Commissioner of the district in which the NRSA is located. Since CAC officers were elected in March 2008 for a period of two years, it is recommended that the new committee structure not be implemented until 2010.

5. Existing Affordable Housing Policies included in the FY 2008-2012 Consolidated Plan

- Provide assistance to rental households by increasing both the supply of affordable housing and the availability of rental assistance and support services, especially for those with incomes at or below 30 percent of the median income group.
- Promote homeownership opportunities by providing assistance to homebuyers and by maintaining the supply of affordable units available for purchase.
- Reduce lead-based paint hazards.
- Provide support facilities and services as well as increasing the supply of units for non-homeless persons with special needs.
- Continue to improve the living conditions of residents of public housing by physically upgrading existing units.
- Continue to assist existing homeowners to maintain their properties by providing financial assistance to the rehabilitation of substandard units.

6. Staff Recommended Economic Development Policy

Economic development is defined as all endeavors aimed at sustaining or increasing the level of business activity and creating/retaining jobs. All economic development activities funded through the Action Plan must create and or retain jobs. In order for a for-profit business to meet the contractual

job creation/retention requirement, full-time permanent jobs must be created or retained due to capital improvements to the business property, micro enterprise or a direct loan to the for profit business. A non-profit organization may count full time permanent jobs created or retained through the execution of a job placement agreement with a for-profit business that agrees to hire the employee. The employee must be low to moderate income. The agreement must remain on file with the grantee and the hiring business must agree to keep or create a specific number of jobs and identify each such job by type and whether the job will be full or part time.

7. Increase funding for County Departments

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, program or agencies.

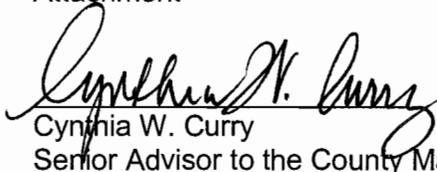
Separately, on May 25, 2001 the BCC adopted a policy to reflect that only 30 percent of the 80 percent (all funds for projects, programs or agencies) to be set aside for County Departments. Staff recommends that this policy be amended to raise that cap on County Department funding to 40 percent.

Any previously approved policies not amended herein, will continue to guide the FY 2009 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.

The intent of the implementation of these policies is to streamline the FY 2009 Consolidated RFA Process. This will also have a direct impact on improving the effectiveness of County efforts to revitalize low moderate income areas.

Attachment



Cynthia W. Curry
Senior Advisor to the County Manager

Attachment

The following are the amendments made at July 9, 2008 Economic Development and Human Services Committee:

1. Addition of a Foreclosure Intervention Prevention Program under Section 2 titled "Homebuyer Assistance Program, Homebuyer Underwriting and Foreclosure Prevention and Intervention" on page two of the cover memorandum.
2. Increase the number of elected community members from seven to eight and delete the one member who shall be appointed by the County Executive Office under Section 4 titled "Citizen Participation" on page three of the cover memorandum.
3. Addition of a bullet in the "FY 2009 Plan Needs and Objectives" section of the policy paper on typed page 10 that states "Effective programs that support capacity building for non-profit development corporations with an emphasis on the NSRAs."
4. Rephrase the first sentence under the "Low-Income and Extremely Low-Income Households and Neighborhoods" section of the policy paper on typed page 12 to include "CBO capacity building programs." The sentence shall now read "Strong emphasis will be placed on projects, CBO capacity building programs, and activities that directly address priority needs of populations that contain the highest incidences of poverty identified in the FY 2008-2012 Consolidated Plan."
5. Addition of a bullet in the "Neighborhood Revitalization Strategy Areas (NSRAs)" section of the policy paper on typed page 13 that states "Additional bonus points will be awarded to activities benefiting the NRSAs."
6. Change under "FY 2008-2009 Home Estimated Funding Allocation" on typed page 20 the following amounts: a) Rental Housing from \$1,589,642 to \$1,922,364; b) Homeless Housing from \$1,083,847 to \$1 million; c) Homeownership (CAA) from \$1,589,642 to \$1 million, and d) American Dream (ADDI) from \$72,256 to \$35,587. Also include funding for Tenant Based Rental Assistance (\$600,000) and Foreclose Intervention Prevention (\$500,000).
7. In Attachment A to the policy paper, a complete copy of the Citizen Participation Plan has been added.



MEMORANDUM

(Revised)

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

DATE: July 17, 2008

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

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

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

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

Veto _____

7-17-08

Override _____

RESOLUTION NO. _____

RESOLUTION APPROVING THE POLICIES GOVERNING THE PLANNING PROCESS FOR AMENDMENTS TO THE FY 2008-2012 CONSOLIDATED PLAN THROUGH THE PREPARATION OF THE FY 2009 ACTION PLAN; APPROVING THE USE OF A REQUEST FOR APPLICATIONS PROCESS FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM, THE HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME), STATE HOUSING INITIATIVES PARTNERSHIP (SHIP), DOCUMENTARY SURTAX PROGRAM (SURTAX) AND THE EMERGENCY SHELTER GRANT (ESG) TO SOLICIT AGENCIES TO APPLY FOR FUNDING TO ADDRESS NEEDS ALREADY IDENTIFIED IN THE PLAN OR TO MEET 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 amendments to the FY 2008-2012 Consolidated Plan including the FY 2009 Action Plan Planning Process for the Community Development Block Grant, HOME Investment Partnerships, State Housing Initiatives Partnership, Documentary Surtax, and Emergency Shelter Grant 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 additional 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
17th day of July, 2008. 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

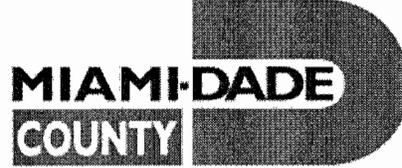
HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.



Shannon D. Summerset



Miami-Dade County

FY 2009 Consolidated Planning Process Policies

*"In celebration of providing 34 years of national support
for low-to-moderate income communities."*

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FY 2009 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 2009 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), for profit developers 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 is recommending the proposed new policies for 2009:

1. Sustainable Development and Smart Growth

- OCED will reward Green Development with bonus points in the RFA evaluation process.
- OCED will award points to projects that promote infill development and Transit Oriented Developments (TOD) in conjunction with the Community Affordable Housing Strategies Alliance (CAHSA) Housing Strategic Plan.
- OCED will encourage building of ENERGY STAR Qualified New Homes. ENERGY STAR homes must meet guidelines for energy efficiency set by the US Environmental Protection Agency.

2. Homebuyer Assistance Program, Homebuyer Underwriting and Foreclosure Prevention and Intervention

The County's existing programs encourage homeownership through the funding of second mortgages, and provide the necessary resources to ensure that families are able to keep their homes during stressful economic times. This assistance has helped maintain a very low foreclosure rate for the County's second mortgage loan program. Currently, the foreclosure rate under the OCED homeownership loan program is less than one percent. The County has achieved this through proactive foreclosure prevention programs.

OCED has implemented the following initiatives to fend off foreclosures: 1) establishment of forbearance accounts, 2) one-time fresh start agreements that suspend payments from troubled borrowers in order to help improve their financial condition 3) counseling services and a 4) Foreclosure Intervention Prevention program. This program is limited to homeowners who currently have mortgages with Miami-Dade County. The program funds may be utilized to contract with Homebuyer Assistance Counseling agencies to include foreclosure intervention prevention in the FY 2009 Action Plan.

3. Other Affordable Housing Recommendations

Current market conditions have shown a saturation of the residential condominium market with one of the highest vacancy inventories in the County's history. Vacancy rates are exacerbated by the rate of foreclosures thereby driving the demand for affordable rentals upward. Hence, the County's has redirected its efforts to focus on delivering affordable rentals instead of converting existing rentals to condominiums. Going forward, the County intends to:

- Given the scarcity of affordable housing units in the region, the County will not provide support for projects that would result in the loss or conversion of affordable housing units without the replacement of the same number of units in or around the area. In other words, there should not be a net loss of affordable housing to the county or neighborhood. For HOME units, affordable housing is defined as households with incomes at or below 80 percent of area median income (AMI), adjusted for family size. The Documentary Surtax Program requires that a minimum of 75 percent of funds allocated to each successful developer are to benefit low-income families (those with income at 80 percent or less of AMI for Miami-Dade County). No more than 25 percent are to be made available to moderate income families (those with income of up to 140 percent of the AMI for Miami-Dade County.)
- Ease cash flow through reduced retainage. Currently, OCED holds ten percent of a development award as a retainage until the completion of the construction work reaches 90 percent. In accordance with industry and County standards, it is recommended that OCED retain the ten percent until the project reaches 75 percent completion, at which point the retainage will be reduced to five percent. The five percent retainage and any and all remaining 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 will allow more flexible cash flow for the project.
- Equitably distribute, based on funding allocation by the state, Surtax and SHIP funds between rental developments 50 percent and homeownership mortgage and rehabilitation assistance 50 percent. In addition to giving funding priority to homeownership second mortgages to those developments funded by the County, priority will also be given to the County's Infill Housing market.

4. Citizen Participation

- Staff is recommending that the number of Community Advisory Committee (CAC) members be reduced from its current number of 13 to nine. Eight will be elected by

the community and one will be appointed by the Commissioner of the district in which the NRSA is located. Since CAC officers were elected in March, 2008 for a period of two years, it is recommended that the new committee structure not be implemented until 2010.

5. Existing Affordable Housing Policies included in the FY 2008-2012 Consolidated Plan

- Provide assistance to rental households by increasing both the supply of affordable housing and the availability of rental assistance and support services, especially for those with incomes at or below 30 percent of the median income group.
- Promote homeownership opportunities by providing assistance to homebuyers and by maintaining the supply of affordable units available for purchase.
- Reduce lead-based paint hazards.
- Provide support facilities and services as well as increasing the supply of units for non-homeless persons with special needs.
- Continue to improve the living conditions of residents of public housing by physically upgrading existing units.
- Continue to assist existing homeowners to maintain their properties by providing financial assistance to the rehabilitation of substandard units.

6. Recommended Economic Development Policy

Economic development is defined as all endeavors aimed at sustaining or increasing the level of business activity and creating/retaining jobs. All economic development activities funded through the Action Plan must create and or retain jobs. In order for a for profit business to meet the contractual job creation/retention requirement, full-time permanent jobs must be created or retained due to capital improvements to the business property, micro enterprise or a direct loan to the for profit business. A non-profit organization may count full time permanent jobs created or retained through the execution of a job placement agreement with a for-profit business that agrees to hire the employee. The employee must be low to moderate income. The agreement must remain on file with the grantee and the hiring business must agree to keep or create a specific number of jobs and identify each such job by type and whether the job will be full or part time.

7. Increase funding for County Departments

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, program or agencies.

Separately, on May 25, 2001 the BCC adopted a policy to reflect that only 30 percent of the 80 percent (all funds for projects, programs or agencies) to be set aside for County Departments. Staff recommends that this policy be amended to raise that cap on County Department funding to 40 percent.

PART I: PURPOSE AND BACKGROUND

PURPOSE

This paper contains the Miami-Dade County Office of Community and Economic Development's (OCED) proposed FY 2009 Consolidated planning policies. These policies will guide the implementation of the FY 2008-2012 Consolidated Plan and FY 2009 Action Plan and the FY 2009 Consolidated Request for Application (RFA) process. In our continued efforts to prepare the FY 2009 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, 2008 through December 31, 2012. 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 2009 Action Plan priorities and funding criteria for the following programs:

- Community Development Block Grant (CDBG)
- HOME Investment Partnerships (HOME)
- Emergency Shelter Grant (ESG)
- Documentary Surtax Activity (SURTAX)
- State Housing Initiatives Partnership Program (SHIP)

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

CDBG

The County's CDBG Program allocates block grant funds from U.S. HUD to private non-profit community based development organizations, community development corporations, community-based organizations, for profit businesses, municipalities and county departments for activities that benefit low-and moderate income areas (areas in

which at least 51% of residents make below eighty (80) percent of the County's median income), or low- and moderate- income persons.

HOME

The HOME Program allocates housing funds in the form of permanent and construction first and second mortgage financing to assist very-low and low-income families in renting or purchasing affordable housing units. The HOME Program is designed to:

- Expand the supply of decent and affordable housing, particularly rental housing, for low- and very-low income Americans.
- Strengthen the abilities of State and local governments to design and implement strategies for achieving adequate supplies of decent, affordable housing.
- Provide both financial and technical assistance to participating jurisdictions (entitlement areas) including the development of model programs of affordable housing for very-low and low-income families.
- Expand and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of affordable housing.

ESG

- Reduce hardships on homeless persons through the provision of emergency shelter.
- Provide or arrange for the provisions of essential support services to homeless persons in the shelter, including food, clothing, personal care items, medical care, alcohol, drug abuse and mental health treatment, counseling and assistance in obtaining government benefits, employment and permanent housing.

SHIP

The legislative intent of the SHIP Program is "...to allow local government the greatest degree of flexibility in meeting its communities housing needs." As required, Miami Dade County has adopted both an ordinance (Or. 95-70) and a resolution (R-517-95) that describe a housing program for utilizing SHIP funds. The legislation sets forth the following minimum program requirements for the use of SHIP funds. Funds must be used to implement the approved Local Housing Assistance Plan (LHAP). The program must benefit eligible persons, occupying eligible housing. Generally, SHIP funds may be used:

- For locally designated strategies that create or preserve affordable housing.
- To supplement other housing programs.
- To provide local match to obtain Federal housing grants or programs (such as HOME).
- Funds may be used for both homeownership and rental housing activities. However, at least 65 percent must be used for homeownership activities.
- For construction loans, 75 percent must be used for construction, rehabilitation, or emergency repair.

DOCUMENTARY SURTAX

The Documentary Surtax program requires that a minimum seventy five (75) percent of funds allocated to each successful developer are to benefit low-income families (those

with income eighty (80) percent or less of the area median income for Miami-Dade County). No more than twenty five (25) percent are to be made available to moderate-income families (those with income of up to one hundred forty (140) percent of the AMI for Miami-Dade County).

In 2007, the Development and Loan Administration Division (DLAD) of Miami Dade Housing Agency merged with OCED. As a result, OCED is now responsible for the administration of the SHIP and Surtax programs. These programs are further administered through a separate loan servicing unit and a homeownership unit.

Loan Servicing

OCED's through its Loan Servicing Unit manages the County's affordable housing mortgage portfolio through a staff of mortgage service specialists and technical support staff. The approximate portfolio has 5608 homeownership, rehabilitation and construction loans with a total value of \$324.8 million.

The staff ensures payment on homeownership loans, primarily benefiting low and moderate income individuals.. Most of these loans are for second mortgages. The Loan Servicing Unit acts much like a mortgage company wherein monthly mortgage payments are collected and processed. However, they are noticeably different in that they also serve to help homeowners with foreclosure prevention programs, forbearance agreements and payment plans. Information on payoff requests and satisfactions of debt are available through this unit.

In addition to managing individual accounts, the Unit also services loans for large multi-family developments funded to create affordable housing units within Miami Dade County. They process the loan payments for the developers and monitor the payments to ensure that they are made in timely manner. Should a developer become delinquent in their loan payment(s), the loan servicing unit works with the Finance Department and the Office of the County Attorney to remedy the problem.

Homeownership Unit

The Homeownership Unit, manages the County's affordable housing 2nd Mortgage Loan Program, Single Family Rehabilitation Program, and Hurricane Shutter program.

The unit processes low-interest second mortgages to very low, low and moderate income individuals and families and to first time homebuyers of Miami Dade County. In addition, the unit provides mortgage loans to eligible individuals and families for the rehabilitation of their primary residence. This program primarily assists the homeowner in bringing their current home up to current building codes which also includes disability access modifications. Additionally, up to \$5,000 in the form of a deferred low interest loan , payable at 20 years maturity is available for the installation of hurricane shutters.

STRATEGIC PLANNING

The FY 2008-2012 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 2008 Plan update, funding priorities, and the RFA process. The public hearing for this policy paper is scheduled for May 14, 2008 during the EDHS Committee meeting, the public hearing for the FY 2009 Action Plan is expected to be scheduled on October 15, 2008 with the comment period occurring from September 7, 2008 and ending on October 8, 2008. 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 based upon consultation with stakeholders; 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 eight 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 ninety (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 2009 POLICIES

FY 2009 PLAN NEEDS AND OBJECTIVES

The strategic plan section of the current FY 2008-2012 Consolidated Plan contains numerous policy objectives. The FY 2009 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 building strategies for low to moderate-income persons;
- Creation and retention of jobs;
- Public Services provided by County Departments for identified target populations in the Consolidated Plan, to the extent that those services are eligible under CDBG guidelines; and
- Installation of and/or improvements to infrastructure.
- Effective programs that support capacity building for not for profit Development Corporations with an emphasis in the NRSAs.

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 2008-2012 Plan update.

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

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

Additionally, any allocation made to an agency within an Entitlement 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 twenty (20) percent of the annual entitlement for the administration of the program and allocate eighty (80) percent towards projects/agencies. On May 25, 2001 the BCC adopted policy to reflect thirty (30) percent of the eighty (80) percent to be set aside for County Departments. This thirty (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. This policy will raise that cap on County Department funding to forty (40) percent of eighty (80) percent.

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 entitlement. 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.

Policies approved in 2007 and effective in the FY 2008 Policy Paper

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. OCED must give priority to funding those activities located in, or serving HUD approved Neighborhood Revitalization Strategy Areas.
4. OCED was authorized by U.S.HUD to amend the 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 still reviewing the feasibility of this request in consultation with US HUD. the FY 2009 Action Plan. Therefore, the FY 2008 Action Plan will be effective January 1, 2008 through December 31, 2008.
5. The BCC in 2006 created the Community Affordable Housing Strategies Alliance (CAHSA) Task Force and in 2007 issued a report from nine subcommittees to address the issues of housing including affordable and workforce homeownership and rental housing, public housing, maintenance of affordability issues, property taxes, insurance, and land use. All housing activities that meet the criteria set forth by the national objectives of HUD's resources (i.e. CDBG, HOME, HOPWA) will be addressed utilizing these CAHSA recommendations and policy values as a guideline for implementation.
6. The current policy regarding funding priorities, which states that priority will be given to completing ongoing projects approved by the BCC, is being amended to include applicants for mortgage assistance programs from housing projects *currently* utilizing *federal funds* awarded by the County. This will help maximize the amount of funds

leveraged for affordable housing projects and ensure federally funded project meet US HUD's national objectives in a timely manner.

FY 2009 PLAN PRIORITIES AND FUNDING CRITERIA

The following will serve as plan priorities and general funding criteria for FY 2009:

- Low- to moderate-income and extremely low-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 AND EXTREMELY LOW INCOME HOUSEHOLDS AND NEIGHBORHOODS

Strong emphasis will be placed on projects, CBO capacity building programs, and activities that directly address priority needs of populations that contain the highest incidences of poverty identified in the FY 2008-2012 Consolidated Plan. The 2008-2012 Consolidated Plan will focus on updating priorities identified by the neighborhood revitalization strategies for an October 2008 submission to the BCC for approval by November 18, 2008.

PUBLIC SERVICE

- It is proposed that only County departments be funded with Public Service funds, subject to the Fifteen (15) percent US HUD mandated cap and the Forty (40) percent County Department 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;
 - Additional points will be awarded to activities benefiting NRSAs
- 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 eight HUD approved NRSAs: Opa-locka, West Little River, Model City, Melrose, South Miami, Perrine, Goulds, and Leisure City/Naranja. 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 the following cities: Miami, Hialeah, Miami Beach, North Miami, Homestead, Florida City, and 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 beneficiaries have benefited unincorporated Miami-Dade County and its participating jurisdictions in the past. HOME projects in entitlement jurisdictions require a 25 percent local match.
 - 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 considers: per capita expenditures, concentrations of poverty, overcrowding, and the low- and moderate-income population in the area. OCED will

coordinate strategies and funding in all areas of special emphasis for maximum leveraging of public and private funds.

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 and Economic Development Division District teams. In FY 2007, it was 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 and

Economic 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 and Economic 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, 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.
- Currently, OCED holds ten (10) percent of the grant award as a retainage until the completion of the construction work reaches the ninety (90) percent rate. In accordance with industry and County standards, it is recommended that OCED holds the ten (10) percent retainage until the project reaches seventy-five (75) percent completion, at which point the retainage will be reduced to five (5) percent. The five percent retainage and any and all remaining retainage will be released after satisfactory final certification of completion or occupancy, final release of liens, and as-built drawings are received by OCED.
- 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 Mayor or his designated representative 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 (20) percent 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 public resources.
- Encourage mixed-use projects that are needed in Miami-Dade County's distressed 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.

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, 2008 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 2008 funding sources and types that were included in the FY 2008 Action Plan. Projected allocations for 2009 for each program are also provided. (These projected numbers are estimates based on current allocations and are subject to change.)

FY 2008-2009 TOTAL ESTIMATED FUNDING ALLOCATION BY FUNDING SOURCE

Funding Source	Type	FY 2008 Funding	FY 2009 Estimated Funding
Community Development Block Grant (CDBG)	Federal	17,982,044	17,620,605
CDBG Program Income	Federal	400,000	400,000
Emergency Shelter Grant (ESG)	Federal	804,437	788,348
Housing Development Assistance Grant – Program Income (HODAG)	Federal	2,642,739	3,691,000
Home Investment Partnerships (HOME)	Federal	6,383,662	6,290,772
HOME Program Income	Federal	900,000	900,000
American Dream Down payment Initiative (ADDI)	Federal	35,587	34,875
State Housing Initiative Partnership (SHIP)	State	1,866,421	TBD
Rental Rehabilitation Program Income (RR)	Federal	1,683,000	0
Documentary Surtax Program (Surtax)	County	10,000,000	TBD
TOTAL ALL SOURCES		42,697,890	TBD

FY 2008-2009 CDBG FUNDING ALLOCATION BY CATEGORY

Funding Category	FY 2008 Funding	FY 2009 Estimated Funding	FY 2009 Percentage
Administration	20%	3,604,121	20%
Capital Improvement	10%	5,045,769	28%
Economic Development	20%	3,604,121	20%
Historic Preservation	1%	180,206	1%
Housing	34%	1,802,060	10%
Public Service	15%	2,703,090	15%
Reserve	0%	1,081,236	6%
TOTAL	100%	18,020,603	100%

FY 2008-2009 HOME ESTIMATED FUNDING ALLOCATION

Category	FY 2008 Funding	FY 2009 Estimated Funding	FY 2009 Percentage
Program Administration	10%	722,564	10%
CHDOs Operating Support	5%	361,282	4%
CHDO Set-Aside	15%	1,083,847	15%
Rental Housing	11%	1,922,364	27%
Homeless Housing	12%	1,000,000	14%
Homeownership (CAA)	33%	1,000,000	14%
American Dream (ADDI)	1%	35,587	1%
Tenant Based Rental Assistance (TBRA)	N/A	600,000	8%
Foreclosure Intervention prevention	N/A	500,000	7%
TOTAL	100%	7,225,644	100%

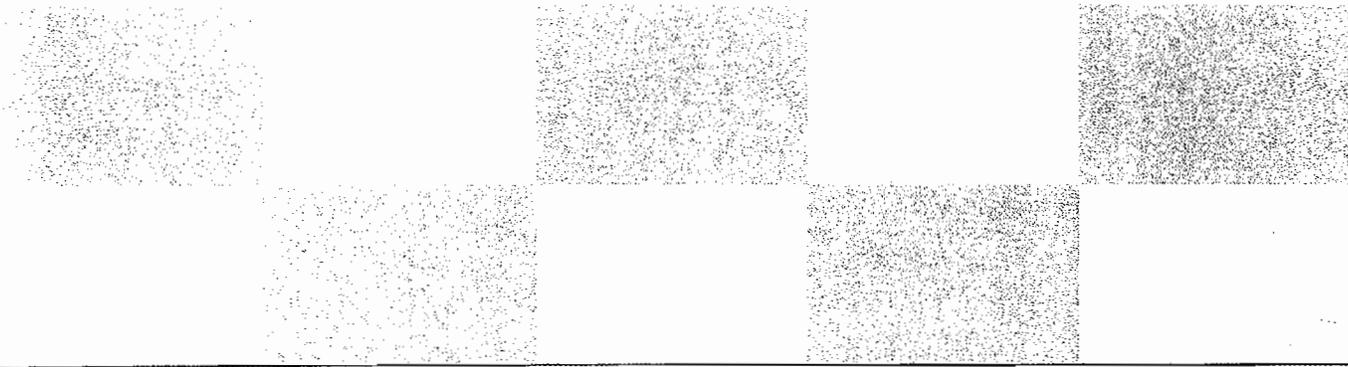
OCED reserves the right to substitute all or part of the HOME Homeless housing set-aside with HODAG or Rental Rehabilitation Funds as appropriate for the funded activity. In order to receive HOME funds from US HUD a local funding match is required. This match is expected to be covered through the utilization of the SHIP funds.

PART IV: TIMELINE FOR FY 2009 CONSOLIDATED PLANNING ACTIVITIES

March, 2008
<ul style="list-style-type: none"> • OCED meets with NRSAs', Community Advisory Committees (CACs) and Commission District community meetings regarding performance of currently funded neighborhood activities and priority needs for FY 2009. • Distribute appropriate sections of RFA and attachments to OCED, and Homeless Trust for updating and revisions
April 2008
<ul style="list-style-type: none"> • 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 2009 • 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
May-July 2008
<ul style="list-style-type: none"> • July 9, Economic Development and Human Services (EDHS) Committee public hearing to approve FY 2009 Policies • RFA technical assistance workshop for agencies, groups and individuals • Meeting with RFA County partners working groups. • June public meetings.
July/August/September 2008
<ul style="list-style-type: none"> • FY 2009 RFA available • OCED 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 Mayor'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-December 2008
<ul style="list-style-type: none"> • FY 2009 Action Plan submitted to U.S. HUD • FY 2009 Action Plan is presented to citizens at public meetings. • FY 2009 contracts are completed

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



Citizen Participation Plan For the Consolidated Planning Process & Guidelines

Office of Community and Economic Development
Community Action Agency



"Approved by the Board of County Commissioners, September 8, 2005"

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On behalf of the tri-partnership between the Office of Community and Economic Development (OCED), Miami-Dade Community Action Agency (CAA) and the Community Advisory Committees (CAC), we are pleased to submit to the Board of County Commissioners a revised Citizen Participation Plan & Guidelines. This plan updates the previous document, which was last revised October 2001.

The update is designed to enhance this process in light of the changes in technology and current trends in neighborhood and economic development, new County programs and overall County, State and Federal policy shifts affecting Miami-Dade County.

Citizen Participation is essential to our organizational missions. The Citizen Participation process affords opportunities for local residents to involve themselves in the planning and development of activities that affects their lives and their communities. The Citizen Advisory Committees provide a format for communication between citizens and decision-making entities in over twenty (20) community target areas throughout Miami-Dade County.

OCED and CAA are delighted to be a part of the citizen participation process and look forward to continuing the efforts of empowering Miami-Dade County's residents and neighborhoods through citizen participation and advocacy.

As a part of the democratic process, we encourage citizens to participate and make their voices heard!

Sincerely,

*Bryan K. Finnie, Executive Director
Miami-Dade County
Office of Community and
Economic Development*

*Ophelia E. Brown-Lawson, Executive Director
Miami-Dade County
Community Action Agency*

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

encourage participation by low-and moderate-income persons, particularly those living in slum and blighted areas and in areas where CDBG funds are proposed to be used and by residents of predominantly low- and moderate-income neighborhoods, as defined by the jurisdiction. Overall, OCED makes every effort to encourage the participation of all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities.

- Additionally, OCED pledges to work with public housing authorities in order to encourage the participation of residents of public and assisted housing developments, in the process of developing and implementing the consolidated plan, along with other low- income residents of neighborhood revitalization strategy areas and eligible block groups in which the developments are located.

Neighborhood Revitalization Strategy Areas

OCED has recognized ten Neighborhood Revitalization Strategy Areas (NRSA) throughout Miami-Dade County. Each existing NRSA has an elected advisory body of area stakeholders who facilitate monthly meetings, review policies and procedures, set priority needs and allocate a percentage of CDBG funds to meet selected community needs during the annual grant cycle process. This forum allows for multiple venues to hear citizen comments on the developments of as well as the final drafts of the citizen participation plan, the consolidated plan, annual policy papers, the annual action plan and the Consolidated Annual Performance Evaluation Report (CAPER).

Although citizen participation is conducted in an advisory manner, OCED works to thoroughly consider all public comments prior to implementing a new or substantially revised consolidated plan. OCED's citizen participation philosophy is simply that the community's involvement is essential to the development and implementation of OCED programs.

DEVELOPMENT OF THE CONSOLIDATED PLAN

Before Miami-Dade County adopts a Consolidated Plan, the Miami-Dade Office of Community and Economic Development will make available to citizens, public agencies and other interested parties information that includes:

Policies Considered

- The amount of grant funds and/or program income the jurisdiction expects to receive and proportionally how those funds will benefit persons of low-to-moderate income.
- The range of activities that may be undertaken including; NRSA strategies and Neighborhood Plans as developed through an OCED funded Charrette process

- 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 from 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

- 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.

PART II:

COMMUNITY ACTION AGENCY CITIZEN PARTICIPATION PLAN

OVERVIEW OF COMMUNITY ACTION AGENCIES

Community Action Agencies (CAAs) are private non-profit or public organizations that were created by the federal government in 1964 to combat poverty in geographically designated areas. Status as a CAA is the result of an explicit designation by local or state government. A CAA has a tripartite board structure that is designed to promote the participation of the entire community in the reduction or elimination of poverty. Community Action Agencies seek to involve the community, including elected public officials, private sector representatives and especially low-income residents in assessing local needs and attacking the causes and conditions of poverty.

PURPOSE AND MISSION

The core funding for CAAs comes from the Community Services Block Grant (CSBG), which was created in 1981 by the Omnibus Budget Reconciliation Act.

The purpose of the CSBG Act as amended by the Coats Human Services Act of 1998 is "to provide assistance to States and local communities, working through a network of CAAs and other neighborhood based organizations, for the reduction of poverty, the revitalization of low-income communities and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient".

A CAA carries out its mission through a variety of means including: (a) community-wide assessments of needs and strengths, (b) comprehensive anti-poverty plans and strategies, (c) provision of a broad range of direct services, (d) mobilization of financial and non-financial resources, (e) advocacy on behalf of low-income people and (f) partnerships with other community-based organizations to eliminate poverty. A CAA involves the low-income population it serves in the planning, administering and evaluation of its programs.

Six national goals were developed by the U.S. Department of Health and Human Services in 1994 for community action. Those goals are:

- Goal 1 Low-income people become more self-sufficient.
- Goal 2 The conditions in which low-income people live are improved.
- Goal 3 Low-income people own a stake in their community.
- Goal 4 Partnerships among supporters and providers of services to low - income people are achieved.
- Goal 5 Agencies increase their capacity to achieve results.

- Goal 6 Low-income people, especially vulnerable populations, achieve potential by strengthening family and other supportive systems.

MIAMI-DADE COMMUNITY ACTION AGENCY STRATEGY & APPROACH

The CSBG requires the formation and maintenance of a tripartite board, for a private, nonprofit CAA, as the critical structure to assure decision-making and participation by low-income individuals in the development, planning, implementation and evaluation of programs funded under the Block Grant. The board must be constituted such that:

- One-third of the members of the board are elected public officials, holding office on the date of selection, or their representatives;
- Not fewer than one-third of the members are persons chosen in accordance with Democratic selection procedures adequate to assure that these members are representatives of low-income individuals and families in the neighborhood served; and
- The remainder of the members are officials or members of business, industry, labor, religious, law enforcement, education or other major groups and interests in the community served.

While the State has the option to come up with a different mechanism for public CAAs, such as CAA, it has opted to utilize the requirements cited above as the framework for public CAAs as well.

CAA, in its desire to fully engage the community, employs a two-tiered approach to the engagement of the community. The Community Action Board (CAB), as the representative of the Board of County Commissioners, is duly responsible to ensure the involvement of all three sectors in advocacy, resource mobilization and service delivery to impact the incidence of poverty in Miami-Dade County. Recognizing the magnitude of the geography of the Miami-Dade County, the formation of community advisory committees in targeted communities provides CAA with an enhanced opportunity to maximize representation of the low-income, to reduce isolation of those communities and to present a unified voice to address community attitudes and practices toward the poor and to impact the allocation of public and private resources for the reduction or elimination of poverty.

These Community Advisory Committees consist of two structures. The CAA Community Advisory Committees focus on social concerns impacting their neighborhoods. In communities where CAA and OCED share the same boundaries, the CAA/OCED Community Advisory Committees, in addition to social concerns, focus on issues related to the community and economic development of their neighborhoods.

STRUCTURE AND SCOPE

Through the formation of citizen organizations, residents are empowered to effectively speak directly on behalf of their interests and views within their immediate areas and within the broader community while working together to reach solutions to problems.

Central to the plan is the establishment of two citizen participation structures on the neighborhood level and on a countywide level. To better maximize the use of local resources, the Community Advisory Committees must develop and nurture positive relationships with private and public sector entities to improve the quality of life in low-income neighborhoods. The neighborhood structure exists in the form of Community Advisory Committees. The countywide structure exists in the form of a Community Action Board. The Community Action Board By-Laws Article 16 mandates that:

- There shall be a Community Advisory Committee in each of the identified target areas as established by Citizen Participation Guidelines of the Agency and adopted by the County Commission.
- Each Community Advisory Committee shall serve in an advisory capacity to the Board and shall have the opportunity to recommend, plan and conduct neighborhood projects.
- Each Community Advisory Committee may establish subcommittees deemed necessary to carry out the neighborhood projects.
- Guidelines for community advisory committees, established by the Agency and adopted by the Board of County Commissioners, shall govern the Community Advisory Committees.

LEADERSHIP DEVELOPMENT

Critical to the Community Action Agency philosophy is the need for residents of low-income communities to become their own advocates and to play a central role in public policy initiatives and programs that have a direct impact on their environment. The CAA's objective is to reduce the isolation of the poor and to improve communication between them and the policy-makers. The ultimate objective is not to speak for the people, but rather to enable them to speak for themselves. To better equip the Advisory Committees in fulfilling their advocacy mission and making sound decisions, CAA must provide their members with capacity building and leadership development training to support their building of better communities.

PART III:

COMMUNITY ADVISORY COMMITTEE GUIDELINES

NAME

Each Community Advisory Committee (CAC) will be identified by the name of its Target Area or Neighborhood Revitalization Service Area (NRSA). The committee will represent the Target Area or NRSA whose boundaries are recognized by the Board of County Commissioners or its Designee.

MEMBERSHIP

The Community Advisory Committee will consist of residents and area stakeholders. Stakeholders are those individuals who may be impacted by the outcome of the initiatives that will be developed in the Target Area/NRSA. Stakeholders are defined as residents, property owners, business owners or persons employed in the Target Area/NRSA.

A. COMMUNITY ADVISORY COMMITTEE COMPOSITION

- In order to serve as a member of the CAC, you must be at least eighteen (18) years of age and a registered voter.
- The Office of Community and Economic Development (OCED), the CAA/OCED and the Community Action Agency (CAA) Advisory Committees will consist of thirteen (13) members. Members must be residents, property owners, business owners, or employed in the Target Area/NRSA.
- The OCED Advisory Committees will consist of four (4) Officers and nine (9) Members.
- The CAA/OCED Advisory Committees will consist of six (6) Officers and seven (7) Members.
- The CAA Advisory Committees will consist of five (5) Officers and eight (8) Members. Of the eight members, each CAA Advisory Committee may have two (2) non-resident, non-stakeholder members.
- Miami-Dade County staffs employed by OCED or CAA are ineligible to be Advisory Committee members. They may, however, participate in discussions at meetings of the Committee. Any person who works for an agency that receives funds from OCED/CAA may serve as a member of the Advisory Committee but must adhere to rules of conflict of interest.

- Miami-Dade County staff employed by other Miami-Dade County departments may serve as Committee members provided they reside within the target area, however they are not eligible if they only work, own property, or operate a business in the neighborhood.

B. TYPES OF MEMBERSHIP

There are two types of membership in the Community Advisory Committee, Member and Officer.

MEMBERS

A Member of the Advisory Committee must be a stakeholder in the Target Area/NRSA.

The committee may consider using one (1) parent of a child currently enrolled in Head Start/Early Head Start who will represent Head Start and one (1) young adult representative (age 18 – 25). However, this is not a requirement.

VACANCIES

A vacancy on the Committee will be determined to exist under the following conditions:

- Absence from three (3) consecutive meetings without proper notification.
- Recall or removal in accordance with the Citizen Participation Guidelines.
- Upon resignation.

When for any reason, a vacancy occurs on the Committee, the CAC will nominate and elect a new member by secret ballot at a regularly scheduled meeting.

OFFICERS

The elected Members will select from among themselves, the Officers of the Community Advisory Committee. Officers of the Advisory Committee will include:

- **Chairperson** - The Chairperson will preside at all Committee meetings. They will provide subcommittees the opportunity to form and present their recommendations to the membership for action, will reflect action

approved by the full membership rather than action of individual members and will assist the staff in the preparation of agendas;

- **Vice-Chairperson** - The Vice-Chairperson will, in the absence of the Chairperson, become Acting Chairperson of the committee with all the rights, privileges, and powers afforded to the Chairperson. In the case of a lack of attendance, resignation, recall or death of the Chairperson, the Vice-Chairperson will automatically become the Chairperson.
- **Secretary** - The Secretary will be responsible for drafting Committee correspondence and recording all minutes and other records of the Committee. In the absence of the Chairperson and Vice-Chairperson, the Secretary will temporarily assume the duties of Chairperson. In the case of a lack of attendance, resignation, recall or death of the Vice-Chairperson, the Secretary will automatically become the Vice-Chairperson. In the case of a lack of attendance, resignation, recall or death of the Secretary, the Committee will nominate and elect a new Secretary by secret ballot at a regularly scheduled meeting.
- **Parliamentarian (OCED and OCED/CAA only)** - The Parliamentarian's responsibility is to ensure that the meeting is conducted in a respectful manner and in accordance with Robert's Rules of Order Revised. In the case of a lack of attendance, resignation, recall or death of the Parliamentarian, the Committee will nominate and elect a new Parliamentarian by secret ballot at a regularly scheduled meeting
- **Community Action Board Representative (CAA and CAA/OCED only)** The Committee's representative to the Community Action Board will serve as a liaison between the Advisory Committee and the Board. They will be responsible for attending all Board Meetings, reporting to the Committee all Board actions that might affect and/or be beneficial to their target area, bringing to the Board concerns and recommendations from the Community Advisory Committee, and assuming an advocacy position on behalf of their target area in Board decisions. The Community Action Board Representative must reside in the target area that they represent. In case of a lack of attendance at Community Advisory Committee and/or Community Advisory Board meetings, resignation, recall or death of the Community Action Board Representative, the Committee will nominate and elect a new Community Action Board Representative by secret ballot at a regularly scheduled meeting.

C. **GENERAL RESPONSIBILITIES OF MEMBERS AND OFFICERS**

Members and Officers are expected to:

- Support the missions of the Community Action Agency and the Office of Community and Economic Development;
- Solicit input from the community at large;
- Attend meetings regularly; and
- Solely represent the views of the majority of the residents of the area.

D. TERM OF OFFICE

Members and Officers of the Community Advisory Committee will be elected for two (2) year terms.

E. ELIGIBILITY FOR MEMBER AND OFFICER

All candidates for membership must submit documentation supporting their qualifications to serve on the Community Advisory Committee. Additionally, each candidate must have current documentation, which consists of a photo identification issued by a governmental agency as proof of identity. Depending on which eligibility category you are registering under, you will need to submit one of the following:

- **Resident**
Residents who wish to serve as a Member or an Officer must submit proof of residency within the Target Area/NRSA. Proof of residency may include:
 - A current utility bill with the candidate's name at an address within the Target Area/NRSA;
 - Deeds, mortgages or homestead exemption documentation with the candidate's name and an address within the Target Area/NRSA; or
 - Official correspondence from a governmental agency indicating the candidate's name and an address within the Target Area/NRSA.

- **Property Ownership**
Property owners who wish to serve as a Member must submit property records consisting of deeds, mortgages and/or mortgage payment documentation with the owners name and address showing ownership and proof that the property in question is located within the Target Area/NRSA.

- **Business Ownership**
Business owners who wish to serve as a Member must submit documentation consisting of corporate records and evidence that the business is located within the Target Area/NRSA.

- **Employment in Target Area/NRSA**

Employees in the Target Area/NRSA who wish to serve as a Member must submit a letter or documentation from the employer stating that the candidate's work location is within the boundaries of the Target Area/NRSA.

F. MEMBER AND OFFICER ELIGIBILITY QUALIFICATION AFFIDAVIT

All candidates for the Community Advisory Committee Member position are required to complete the Eligibility Qualification Affidavit (see attachment A) attesting that they have fulfilled the qualifying criteria and are eligible to serve as a Member. This Affidavit will also serve as temporary proof of eligibility for individuals wishing to seek membership on the Community Advisory Committee who are unable to provide the documentation cited above at the time of registration for candidacy. Completion of the Eligibility Qualification Affidavit will allow an individual to seek membership, pending validation of the information by Miami-Dade County staff. This Affidavit must be filed with the Executive Director of the Community Action Agency or their Designee. Staff will have a period of up to 30 days to review the information. If upon review the Committee or Miami-Dade County staff finds that the information attested to in the Eligibility Qualification Affidavit is false or unsubstantiated, this may result in immediate removal from the Member position on the Committee.

PART IV:

RULES AND PROCEDURES GOVERNING THE VOTER REGISTRATION AND ELECTION PROCESS

A. ELECTION ORIENTATION PUBLIC MEETING

In order to familiarize residents and stakeholders with the election process, staff will conduct an Election Orientation Public Meeting within each Target Area/NRSA. It is a requirement that at these meetings a minimum of 15 of the respective Target Area/NRSA residents and/or stakeholders be present. In the event that the resident attendance requirement is not met, another Election Orientation Public Meeting shall be automatically scheduled. If, at the second Election Orientation Public Meeting, the resident attendance requirement has still not been met the presiding Community Advisory Committee will remain in office until the next election cycle.

Notification of the Election Orientation Public Meetings will be made 10 days in advance and will include the date, time, location and the purpose of the meetings. Public Notification regarding the Election Orientation Public Meetings will occur using various methods of communication (i.e. newspaper, flyer, radio and email) to ensure inclusion and facilitate maximum participation from the impacted neighborhood. At these meetings, staff will explain to the participants the voting registration, candidate qualifications and the election process for the Community Advisory Committees. The Election Guidelines and Procedures will be provided to individuals registering for candidacy during and after the Election Orientation Public Meeting. CAA Election Staff will also provide a schedule of office hours for the following activities:

- Registration for candidates and voters;
- Submission of poll watcher designation

B. ELECTION DATE

The date and location of the election will be set by Miami-Dade County staff at the Election Orientation Public Meeting and will be scheduled within a period of no earlier than ten (10) and no later than twenty (20) working days after the Election Orientation Public Meeting.

C. REGISTRATION FOR CANDIDACY

All candidates seeking a position as a Community Advisory Committee Member must meet eligibility criteria. Registration for all candidates and voters will begin

at the Election Orientation Public Meeting and will last for a period of five (5) working days. All candidates must be pre-registered to appear on the ballot and be considered for election. No write-in candidates will be accepted.

D. CANDIDATE NOTIFICATION

After the closing of the registration period, CAA Election Staff will:

- Notify candidates of their eligibility within five (5) working days following the close of the registration period.
- Upon request, provide a list of candidates who have (to date) registered to be placed on the ballot.

E. TARGET AREA/NRSA VOTERS

Participation in the Target Area/NRSA elections will allow community residents and stakeholders the opportunity to contribute to a process that provides input on projects and issues that affect the social and economic well being of their Target Area/NRSA. This section will inform residents and stakeholders on how to qualify and register to vote in their area elections.

VOTER ELIGIBILITY

Community Advisory Committee Members are elected by individuals who have been verified to be eligible voters in the Target Area/NRSA Community Advisory Committee election. Only those individuals who have been verified, and deemed qualified will be eligible to vote. Each voter in the Community Advisory Committee (CAC) elections must be at least 18 years of age and must be either a resident, property owner, business owner or employed in the Target Area/NRSA.

VOTER QUALIFICATIONS

In order to qualify as an eligible voter, a person will need to present a current photo identification issued by a government agency as proof of identity and one of the following:

- **Resident**
Residents who wish to vote must submit proof of residency within the Target Area/NRSA. Proof of residency may include:
 - A current utility bill with the candidate's name at an address within the Target Area/NRSA;
 - Deeds, mortgages or homestead exemption documentation with the candidate's name and an address within the Target Area/NRSA; or

- Official correspondence from a governmental agency indicating the candidate's name and an address within the Target Area/NRSA.
- **Property Ownership**
Property owners who wish to vote must submit property records consisting of deeds, mortgages and/or mortgage payment documentation with the owners name and address showing ownership and proof that the property in question is located within the Target Area/NRSA.
- **Business Ownership**
Business owners who wish to vote must submit documentation consisting of corporate records and evidence that the business is located within the Target Area/NRSA.
- **Employment in Target Area/NRSA**
Employees in the Target Area/NRSA who vote must submit a letter or documentation from the employer stating that the voter's work location is within the boundaries of the Target Area/NRSA.

VOTER REGISTRATION

Registration of voters will begin at the Election Orientation Public Meeting and will last for a period of five (5) working days. Voter registration must be done in person. During the voter registration period, those individuals wishing to vote in the Community Advisory Committee election must register with Miami-Dade County staff at the Target Area/NRSA office and complete a voter registration form (see attachment B).

Registration will not reopen on the day of election.

At the end of the voter registration period, the Community Action Agency staff will review the voter registration form and the supporting documents for accuracy. Staff will then do the following:

- Develop the roster of qualified voters;
- Compile the registration forms of all qualified voters; and
- Provide the qualified voters list to CAA election staff to use on Election Day.

F. ELECTION PROCEDURES

- **OCED Only**
If there are more than thirteen (13) qualified candidates, an election will take place no earlier than ten (10) and no later than twenty (20) working days after the Election Orientation Public Meeting. If there are thirteen (13) or less qualified candidates in the election, each

candidate will be declared a winner without a formal election process. The CAA Election Staff will send the roster of the candidates to the Executive Director of the Community Action Agency or its designee for certification.

- **CAA and CAA/OCED Only**

If there are more than eleven (11) qualified candidates, an election will take place no earlier than ten (10) and no later than twenty (20) working days after the Election Orientation Public Meeting. If there are eleven (11) or less qualified candidates in the election, each candidate will be declared a winner without a formal election process. The CAA Election Staff will send the roster of the candidates to the Executive Director of the Community Action Agency or its designee for certification.

G. ELECTION PROCESS

This section will address the procedures and process by which the election will be carried out in each Target Area/NRSA. The Executive Director of the Miami-Dade Community Action Agency will appoint staff members of CAA to oversee the election process.

POLLING HOURS

Each polling place will be open on the day of election from 10 a.m. – 7 p.m. Voters will only be permitted in the polling place at the time that they are casting their vote. Individuals in line to vote in the election at 7 p.m. will be allowed to vote.

PROCEDURES BEFORE POLLS OPEN:

- **Voting Booths**

Two voting booths will be provided in each Target Area/NRSA polling place.

- **Certification of the Ballot Box**

The ballot box will be inspected by staff and witnesses to insure that it is empty and sealed with a numbered seal. The seal number is recorded on the election certificate, which is then signed by the CAA Election Staff.

- **Qualified Voters List**

CAA Election Staff must have a roster of qualified voters at the election table.

- **Ballots**

CAA Election Staff must ensure that they have a sufficient quantity of ballots.

H. POLL WATCHERS

Each candidate requesting to have poll watchers will designate, in writing, poll watchers for the local polling place. A list of watchers must be submitted to the designated staff person at least twenty-four (24) hours prior to the day of the election. The schedules of each Target Area/NRSA office hours for poll watcher designation will be provided at the Election Orientation Public Meeting. There is a maximum of three (3) poll watchers per candidate. Each candidate may have only one poll watcher in the polling place at any one time during the election. If a candidate submits the names of more than one poll watcher for any polling place, the list must also contain the time periods in which each watcher is to be present in the polling place. Substitutions will not be permitted once the list is submitted.

- Each poll watcher must be a qualified and registered voter in the Target Area/NRSA in which the candidate is running for membership. No candidate or member of his immediate family, to include parents, brothers, sisters, spouse, or children, shall be designated as a poll watcher. Poll watchers must adhere to the direction of CAA election staff.
- The purpose of a poll watcher is to observe the conduct of the election. If a poll watcher witnesses election irregularities or violations of the election that do not comply with these guidelines, they must inform staff. If the staff person is the one at fault, the poll watcher may call the office of the Executive Director of the Miami-Dade County Community Action Agency.
- Poll watchers are not to speak to or interfere in anyway with any poll worker or any voter, with the exception of when entering the polling place. The poll watcher must give their name and provide current photo identification, issued by a government agency, as proof of identity to staff. Such will be used to verify that they have been designated to serve as a poll watcher at that polling place.
- Poll watchers are not allowed in the registration and check-in areas at any time.

I. ELECTIONEERING

The following activities are not permitted within a polling place or the building in which it is located on the day of election:

- Distribution of any political or campaign material;

- Solicitation of any vote, opinion, or contribution for any purpose;
- Solicitation of a signature on any petition or;
- The sale of any item except in an established place of business;
- Campaign material or literature shall not be posted within a polling place or the building in which it is located;
- Candidates are not permitted within a polling place or the building in which it is located during the hours of voting on the day of any election except for the purpose of casting their vote. This provision does not apply to candidates whose regular place of employment is within the confines of the building in which the polling place is located, nor to clients participating in activities or services provided within the building. However, in neither case are they allowed in the designated polling place except to vote.
- No person who is not in line to vote may come into any polling place from the opening to the closing of the polls, except the officially designated poll watchers, and CAA election staff.
- Voters who come to cast their ballot are allowed to wear campaign material.

J. VOTING PROCEDURE

Upon entering the polling place, the voter will be directed to the registration check-in table, where they will provide current photo identification, issued by a government agency, as proof of identity to the CAA election staff. The election staff will locate the voter's name in the roster of qualified voters and will ask the voter to sign their name in the designated space on the roster. If the voter is unable to write, they will sign with a mark, which will be initialed by staff. Staff will then compare the signature on the voter roster with the signature on the voter's registration form, and, if necessary, require other identification. Staff will then issue, to the voter, the ballot and direct them to one of the voting booths. CAA Election Staff will provide at each polling place a fictitious sample ballot (attachment C) to be used in instructing voters on how to vote. Upon request, staff may provide individual voters further instruction by using the sample ballot. The voter will, without leaving the polling place, retire alone to a voting booth and must proceed to cast their ballot in secret.

K. BALLOTS

- **Spoiled Ballots**

Any voter, who spoils a ballot, will return it to the inspector who will immediately destroy it without examination, and give the voter another ballot. In no case will a voter be furnished with more than three ballots. The inspector will keep a record of all ballots destroyed.

- **Ballot Assistance**

Any voter who registers to vote in any election and is unable to read or write or because of some physical disability, needs assistance in voting, may request assistance of election officials or some other person during the election, to assist them in casting their vote. After the voter requests the aid of CAA election staff, or the person of their choice, they will retire to the voting booth for the purpose of casting their vote.

After voting, the voter will fold and insert their ballot into the ballot box. Custody of the ballot will remain with the voter at all times until they place their ballot into the ballot box.

L. CLOSING THE POLLS

At 7:00 p.m., CAA election staff will make a public announcement that the last voter in line at that time will be the last person permitted to vote. Those voters standing in line at 7:00 p.m. will be allowed to cast their ballot.

After the last vote has been cast, the CAA election staff will declare the polls closed. At that time, all candidates, poll watchers, and members of the news media may enter the polling place to witness the breaking of the seal on the ballot box.

M. VOTE TABULATION

After all eligible voters have cast their ballots and the polls are officially declared to be closed, the vote tabulation of the Community Advisory Committee election will proceed as follows:

- Before the tabulation begins, staff may request witnesses to designate two individuals to assist in witnessing the reading of the names and the recording of the votes on the tally sheet. In addition, these witnesses will also sign the election certificate certifying the results of the election;
- The seal on the ballot box is verified against the number entered on the Election Certificate (see attachment D). Staff will break the seal and remove all of the ballots from the ballot box. The witnesses will then verify that all ballots have been removed from the ballot box;
- CAA Election Staff will then tabulate the results by one staff person calling out the name on each ballot and another staff person recording the vote. The eleven candidates for CAA and CAA/OCED only and thirteen (13) candidates for OCED only with the highest number of votes will be elected.
- The CAA Election Staff will certify and issue a preliminary certification of the election results;

- Each member of the CAA election staff and the designated witnesses will then sign the election certificate; and
- In the event of a tie, a runoff election will take place at the next regular Community Advisory Committee meeting following the Target Area/NRSA election. A notice of the runoff election will be sent to all registered voters of the Target Area/NRSA. A vote by secret ballot will be held to decide the outcome of the runoff election.

N. PROTEST OF ELECTION RESULTS

Any candidate or voter registered and qualified to vote in the election will have the right to protest the results as being erroneous by filing with the Executive Director of the Community Action Agency a sworn, written protest within five (5) business days following the day the election is held.

O. ELECTION CERTIFICATION

The Executive Director of the Community Action Agency will certify the results of the Election within five (5) business days following the date of the election (barring a protest of the election results). Prior to certifying the results, the Executive Director of the Community Action Agency will have reviewed all letters of protest, investigated the allegations, and taken any action deemed necessary. The Executive Director/Designee will notify the candidates of the election results via U.S. mail.

P. ELECTION OF OFFICERS

Election of Officers shall be held within 30 calendar days following the final certification of the members. Miami-Dade County staff will convene the newly elected Community Advisory Committee to elect from among themselves, the Officers of the Community Advisory Committee. The nomination and election of the Officers will take place by secret ballot. In case of a tie, the election process will be repeated. If the tie is not broken following the second ballot, the tie shall be broken by the toss of a coin.

Q. DUTIES AND RESPONSIBILITIES OF STAFF

CAA staff will provide notices of all Community Advisory Committee meetings and meeting agendas to each Advisory Committee member in writing at least five working (5) days in advance of the meeting. Notices and agendas will also be given to the local public media and posted in all CAA Community Service Centers. CAA staff will be responsible for insuring that minutes of all Committee meetings are prepared and that all official action taken by the Community Advisory Committee is included. Minutes will be forwarded to all members prior to the next scheduled meeting and available for public inspection upon request.

In communities where there are numerous non-English speaking residents, meeting notices, agendas and summaries of minutes will be provided in the language(s) represented in the communities. Appropriate interpreters will be available during meetings, if possible. At least once a year, a training session for Community Advisory Committee members will be held by a training team of the Community Action Agency. The areas of training will include: HHS Policies and Guidelines, Community Advocacy, Leadership Development, and Project Planning and Evaluating.

R. DUTIES, RIGHTS AND RESPONSIBILITIES OF MEMBERSHIP

After being elected, there are certain duties, rights and responsibilities that all members of the Community Advisory Committee must observe. There are also restrictions that govern the activities of Advisory Committee members. They are as follows:

▪ **QUORUM**

The Quorum required for any meeting of the Community Advisory Committee will be fifty percent (50%) plus one of the membership. In the absence of a quorum, the Advisory Committee can take no lawful action.

▪ **PARTICIPATION**

Participation at Community Advisory Committee meetings, excluding voting, will be open to all interested persons. Voting, however, will be restricted to the members of the Advisory Committee. Each Committee member will have one vote. Voting by proxy or absentee ballot will not be permitted. Provided a quorum is present, a simple majority of those voting will be sufficient to take action in accordance with the Community Advisory Committee Guidelines on those issues that are in support of the missions of the Community Action Agency and the Office of Community and Economic Development.

▪ **OBJECTIVES OF THE ADVISORY COMMITTEE**

It will be the responsibility of the Advisory Committee to initiate and to assume a leadership role in the Target Area/NRSA in order to address the following objectives:

- Support the missions of OCED and/or CAA.
- Conduct Target Area/NRSA meetings.
- Involve all persons who have an interest in the Target Area/NRSA.
- Make people aware of Target Area/NRSA conditions and encourage the improvements of those conditions.
- Elicit from Target Area/NRSA residents the identification of problems.
- Identify alternative projects.

- Facilitate two-way communication with government representative and Target Area/NRSA residents.
 - Recommend priorities within the purview of OCED/CAA.
 - Provide an opportunity for the discussion of Target Area/NRSA problems and related issues.
 - Review the progress of Target Area/NRSA activities
- **DISCLOSURE**
All Community Advisory Committee members are required to disclose any affiliations they have with any agency that may have business before the Community Advisory Committee. Upon election, at the first meeting, each member shall disclose, for the record, these affiliations. In the event, the member becomes affiliated with an agency during their tenure, after the first meeting, this must be disclosed at the next scheduled meeting.

S. ORDER OF BUSINESS

The order of business for Committee meetings may constitute the following:

- Acceptance of Agenda
- Minutes of Preceding Meeting
- Reports of Officers
- Reports of Subcommittees
- Reports of Staff
- Unfinished Business
- New Business
- Announcements
- Adjournment

T. SPECIAL MEETINGS

Special meetings may be held under the following conditions:

- When requested at a regular meeting by a majority vote of the members present.
- When requested in writing by one-third of the members of the Committee.
- When called by Miami-Dade County staff.

U. DUTIES OF THE ADVISORY COMMITTEE

In pursuit of the objectives indicated above, the Community Advisory Committee will:

- Convene to establish the regular meeting time and schedule of the Community Advisory Committee that will allow for maximum citizen participation. This will occur within thirty (30) calendar days following the final certification of members.
 - Hold all meetings in a facility, which is accessible and amenable to community residents.
 - Assist in providing sufficient notice of meetings to community residents.
 - Establish subcommittees consisting of members and non-members as necessary and appropriate.
 - Review and take official action on sub-committee reports.
 - Make every effort to address and resolve Target Area/NRSA concerns within the Target Area/NRSA prior to being referred to the departmental level. Only matters approved by the majority vote of the members present can be referred to any other level.

- The Advisory Committee participates in program planning, monitoring, and evaluation of activities and programs within their community. In performance of this duty the Advisory Committee will:
 - Provide an opportunity for residents to identify needs or problems in their community as they relate to OCED/CAA missions.
 - Encourage residents to propose viable solutions to identified needs and problems in their community as they relate to OCED/CAA missions.
 - Elicit the recommendation and set program or neighborhood priorities from the Target Area/NRSA residents.
 - Review progress of activities within the Target Area/NRSA.
 - Enhance community input in planning Section 3 Programs and compliance activities and increase community participation in Section 3 economic activities geared toward Section 3 residents and businesses by placing Section 3 items on monthly meeting agendas for discussion.

V. RESTRICTIONS ON ADVISORY COMMITTEE MEMBERS

No Advisory Committee member will have the authority to change actions as voted upon by the Advisory Committee as a whole; all recommendations submitted will reflect the vote of the majority. No Advisory Committee member may represent themselves as a spokesperson for the Community Advisory Committee on ideas, issues or proposals, unless it has been pre-approved and authorized by the Advisory Committee as a whole. Nor may any Advisory

Committee member appear before official public bodies, as a representative of the Advisory Committee (i.e. County Commission, City Commission, School Board, etc.) unless authorization to represent the Advisory Committee has been voted upon by a majority of the Community Advisory Committee. Any willful violation of the provisions of this section by a member of the Advisory Committee will be grounds for recall.

W. CONFLICT OF INTEREST

Any member who holds a board position or is employed by any agency receiving funds from CAA or OCED shall be able to retain or run for a position on a Community Advisory Committee as long as the following conditions are adhered to:

- A member must recuse him/herself and physically leave the room while any discussion arises that involves funding decisions related to that agency or any discussion about that agency in general.
- The records of the meeting must reflect the above-required actions of the member.

An Advisory Committee member whose immediate family receives a financial benefit or serves as a Board member of an organization that may benefit as a result of action before that Advisory Committee will make known that interest and must refrain from voting and follow the process for recusing him/herself from the meeting.

The CAC Chairperson shall automatically remove any member found to have violated the conflict of interest policy. In the event the Chairperson is the member who has violated the policy, the next highest-ranking Committee member shall remove the Chairperson and thereby follow Part III – Community Advisory Committee Guidelines, Section B – Types of Membership to govern the Committee.

X. RECALL OF A MEMBER

Recall is a two-step process.

1. Community Advisory Committee Recommendation for a Hearing and;
 2. A Binding Hearing.
- A Target Area/NRSA stakeholder may initiate a recall of a member of the Community Advisory Committee for malfeasance or misconduct. Allegations of malfeasance and misconduct must be supported by concrete evidence.

- The stakeholder must notify the Community Advisory Committee in writing regarding the allegations against a member or an officer of the CAC.

At a regular meeting, the Community Advisory Committee will allow both the stakeholder and the Committee member involved an opportunity to present their evidence. In this instance, the committee(s) or officers(s) involved in the action must refrain from voting.

Community Advisory Committee Action

The role of the Community Advisory Committee is to make a decision based on the evidence presented whether or not there are sufficient grounds to refer the matter by a 2/3 vote to the appropriate department for a binding hearing.

Departmental Hearing

The Community Advisory Committee will forward all documents related to the petition for recall to the Executive Director of the Department involved, who will create a hearing committee. The hearing committee will notify the stakeholder and the Committee member involved of the date, location and time of the hearing within a 30 day period of its creation. The action of the hearing committee shall be final and binding.

Y. REIMBURSEMENT (CAA and CAA/OCED Advisory Committees only)

Reimbursement is a payment made to an individual to cover the cost of certain expenses actually incurred as a result of attendance at a meeting or in performance of other official duties and responsibilities in connection with a Community Action Program.

- **Meetings**: A meeting is considered to take place (for purposes of reimbursement only) when proper notification has been made inviting the participants to attend even if no quorum is achieved.
- **Travel**: Travel reimbursement may be made to and from official appointments by the least expensive, convenient means of transportation. This may be by public transportation, or when no public transportation is available, by taxi, or private automobile travel at a rate not to exceed 36 cents a mile. In cases where there is carpooling, only the Advisory Committee member providing the vehicle will be reimbursed.

Z. PROCEDURES REGARDING RIGHT OF PETITION, WAIVER REQUESTS AND AMENDMENTS

When citizens feel inadequately represented on the Advisory Committee they are permitted to proposed amendments to these guidelines. Any such proposals shall be submitted to the OCED and/or CAA Executive Director/Designee. The

following questions will serve as a guide when requests for appeals are reviewed.

- Does the request for representation or waiver significantly influence the quality of citizen input?
- Does the request for representation or waiver complement County, State and/or Federal rules and regulations?
- Does the request for representation or waiver have significant negative implications in respect to an effect citizen participation process?
- Does the request for representation or waiver relate significantly to other legally established governmental citizen advisory structures?
- Does the request for representation or waiver relate to a citizen participation function or activity, or geographic area/population in which the general-purpose government has a responsibility or special interest?

The request should include specific information describing the:

- Purpose of the request.
- Expected Target Area benefits to be obtained.
- Special conditions peculiar to the Target Area making request.
- Existing Target Area representation.
- Description of compliance with governing rules and regulations.

AA. HISTORY OF DOCUMENT CREATION/REVISIONS

Document was created on July 7, 1981

Previous amendments were made on:

- October 1983
- June 1989
- May 1990
- October 2001

(Attachment A)

**ELIGIBILITY QUALIFICATION AFFIDAVIT
Declaration of Candidacy for Miami-Dade Community Action Agency
and Miami-Dade Office of Community and Economic Development Election**

I, _____
PLEASE PRINT NAME AS YOU WISH IT TO APPEAR ON THE BALLOT

do hereby file as a Candidate for election to the CAA and/or OCED Advisory Committee in the _____ target area/NRSA . I declare that I am at least 18 years of age and a registered voter in Miami-Dade County. Additionally, I declare that I am a registered voter for the Advisory Committee election to be held on: _____ at 10:00 A.M. – 7:00 P.M.

I am eligible to run for this office based on one or more of the following qualification(s):

_____ I live in the target area/NRSA _____
HOME ADDRESS

_____ I own property in the target area/NRSA _____
PROPERTY ADDRESS

_____ I own a business in the target area/NRSA _____
BUSINESS ADDRESS

_____ I am employed in the target area/NRSA _____
EMPLOYMENT ADDRESS

- _____ I am a Head Start Parent/Guardian
- _____ I am a participant in a CAA sponsored Elderly Program
- _____ I am between the ages of 18 – 25
- _____ My income falls within the Health and Human Services Poverty Guidelines
- _____ None of the above

SIGNATURE OF CANDIDATE

By signing this affidavit, I do hereby declare that all information contained herein is correct to the best of my knowledge. If information provided reveals to be false, I will be subject to immediate removal from the committee and waive all rights to appeal or otherwise.

SIGNATURE OF CANDIDATE

ELECTION STAFF SIGNATURE

(Attachment B)

**MIAMI-DADE COUNTY COMMUNITY ACTION AGENCY
MIAMI-DADE OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT
Community Advisory Committee Voter Registration Form**

Target Area/NRSA Name: _____

FIRST MIDDLE LAST NAME

RESIDENT ADDRESS APT. ZIP CODE

WORK ADDRESS ZIP CODE

PROPERTY ADDRESS ZIP CODE

BUSINESS ADDRESS ZIP CODE

REGISTRATION DATE DATE OF BIRTH

QUALIFICATION OF VOTER

LIVE IN AREA

OWN A BUSINESS IN AREA

OWN PROPERTY IN AREA

EMPLOYED IN AREA

I hereby swear that all of the information on this form is true and I agree to share this information with the candidates.

SIGNATURE OF REGISTRAR

SIGNATURE OF VOTER

(Attachment C)

**MIAMI-DADE COMMUNITY ACTION AGENCY
MIAMI-DADE OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT
MEMBERSHIP ELECTION
TUESDAY, JANUARY 20, 2004
10:00 A.M. – 7:00 P.M.**

**SAMPLE BALLOT
(CAA and OCED/CAA ONLY)**

QUALIFIED VOTERS MAY VOTE FOR UP TO ELEVEN (11) CANDIDATES*

(Candidate names are in alphabetical order)

<input type="checkbox"/> _____	John Axel	<input checked="" type="checkbox"/> _____	Merlot Graham
<input checked="" type="checkbox"/> _____	Bernice Bake	<input checked="" type="checkbox"/> _____	Mitchell Johnson
<input type="checkbox"/> _____	Betty Charles	<input checked="" type="checkbox"/> _____	Maria Jones
<input checked="" type="checkbox"/> _____	Washington Dowell	<input checked="" type="checkbox"/> _____	Saens Kontz
<input type="checkbox"/> _____	Elie Evans	<input checked="" type="checkbox"/> _____	Clay Lawrence
<input checked="" type="checkbox"/> _____	Mary Fonseca	<input type="checkbox"/> _____	Angelica Seymour
<input checked="" type="checkbox"/> _____	Moris Frankel	<input checked="" type="checkbox"/> _____	Pedro Rodriguez
<input checked="" type="checkbox"/> _____	Michelle Sajous		

***(If you voted for more than eleven (11) candidates, this ballot will be void)**

Jonas Hamilton, Election Staff, CAA
Marisol Edward, Election Staff, CAA

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 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 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 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.

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

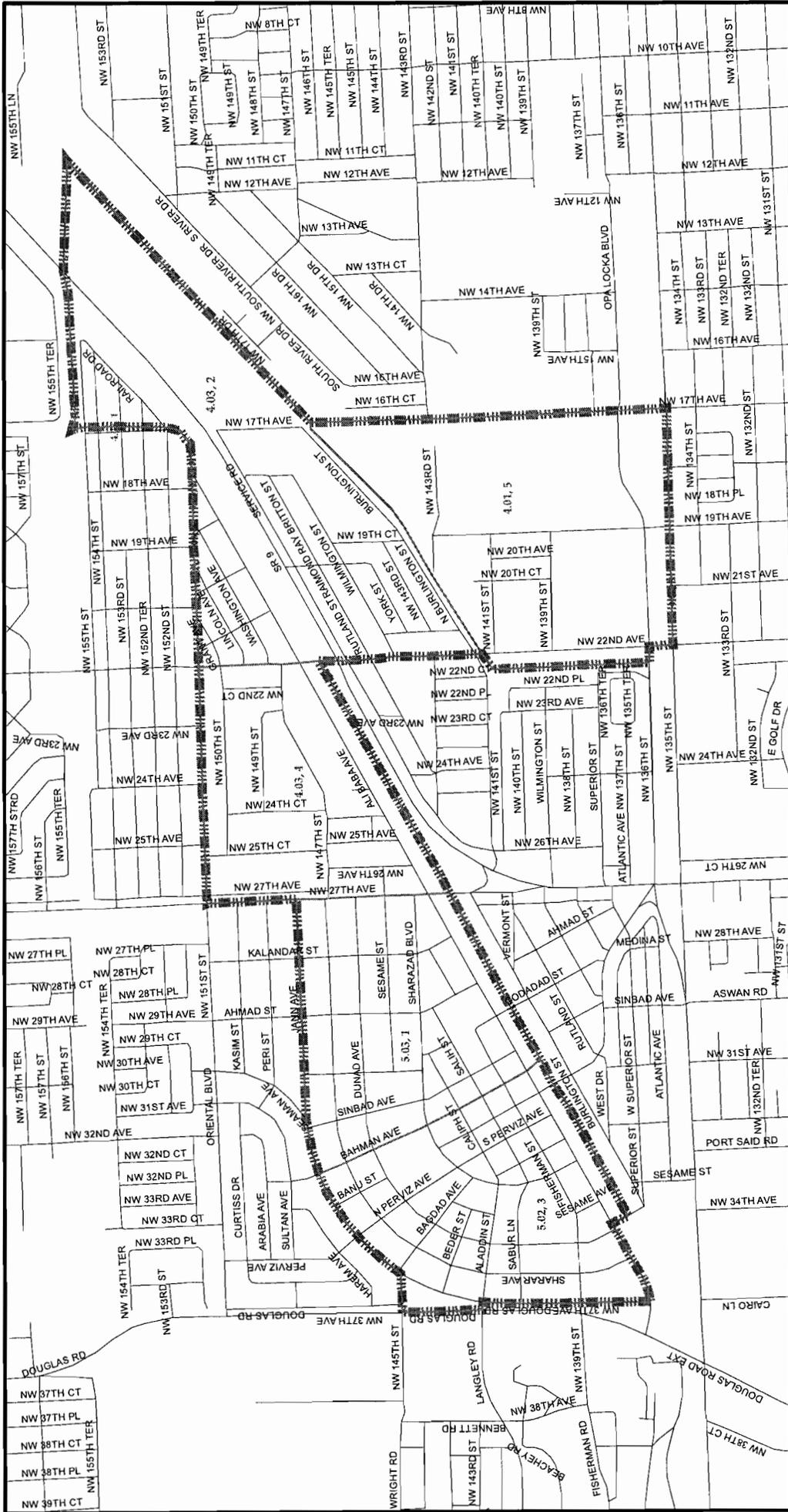
ATTACHMENT C

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	Commission Districts 8 & 9

OPA-LOCKA NRSA

MIAMI - DADE COUNTY, FLORIDA



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LEGEND

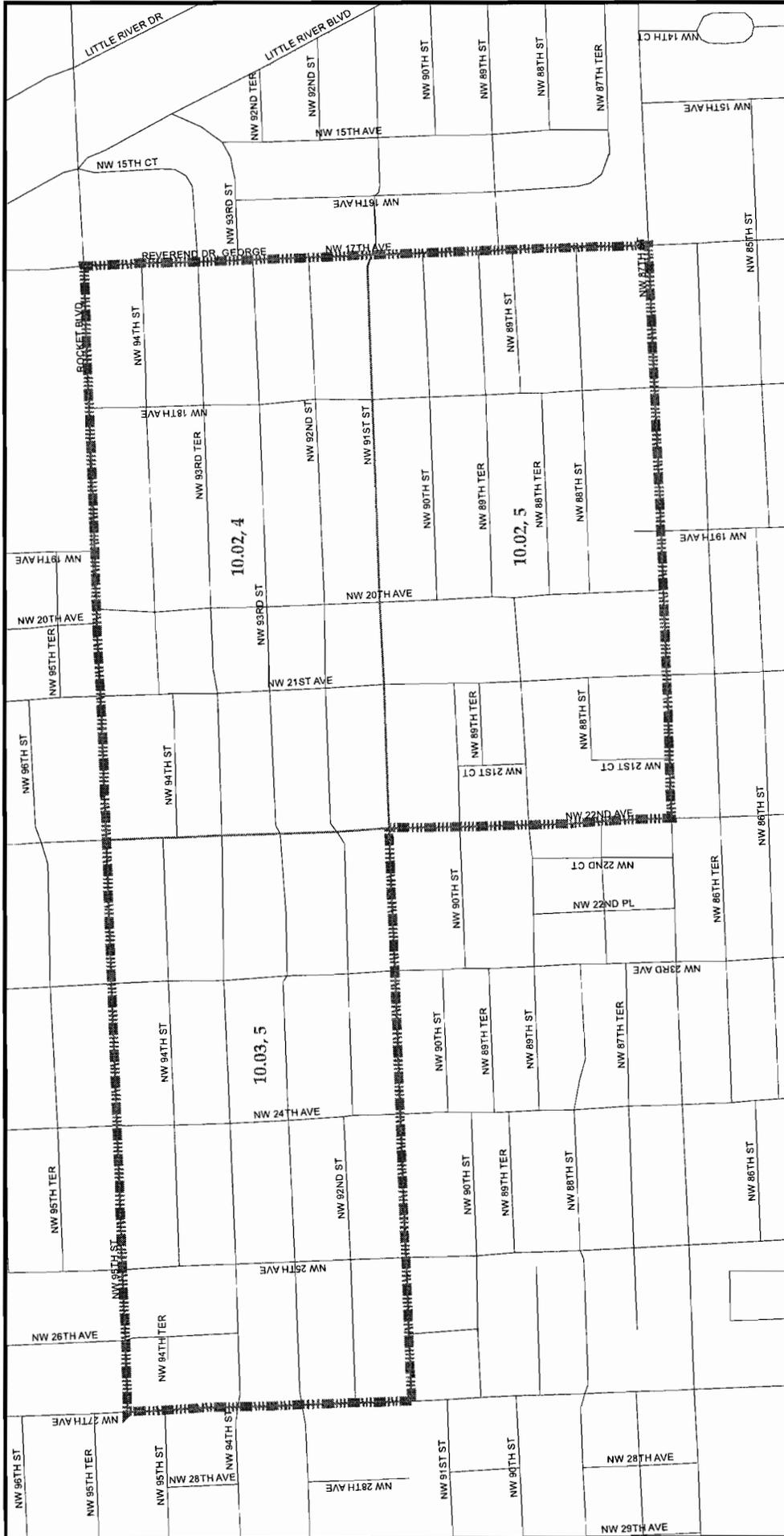
- Opa - Locka NRSA Boundary
- 2000 Block Groups
- Streets and Highways



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WEST LITTLE RIVER NRSA

MIAMI - DADE COUNTY, FLORIDA



LEGEND

- West Little River NRSA Boundary
- 2000 Block Groups
- Streets and Highways



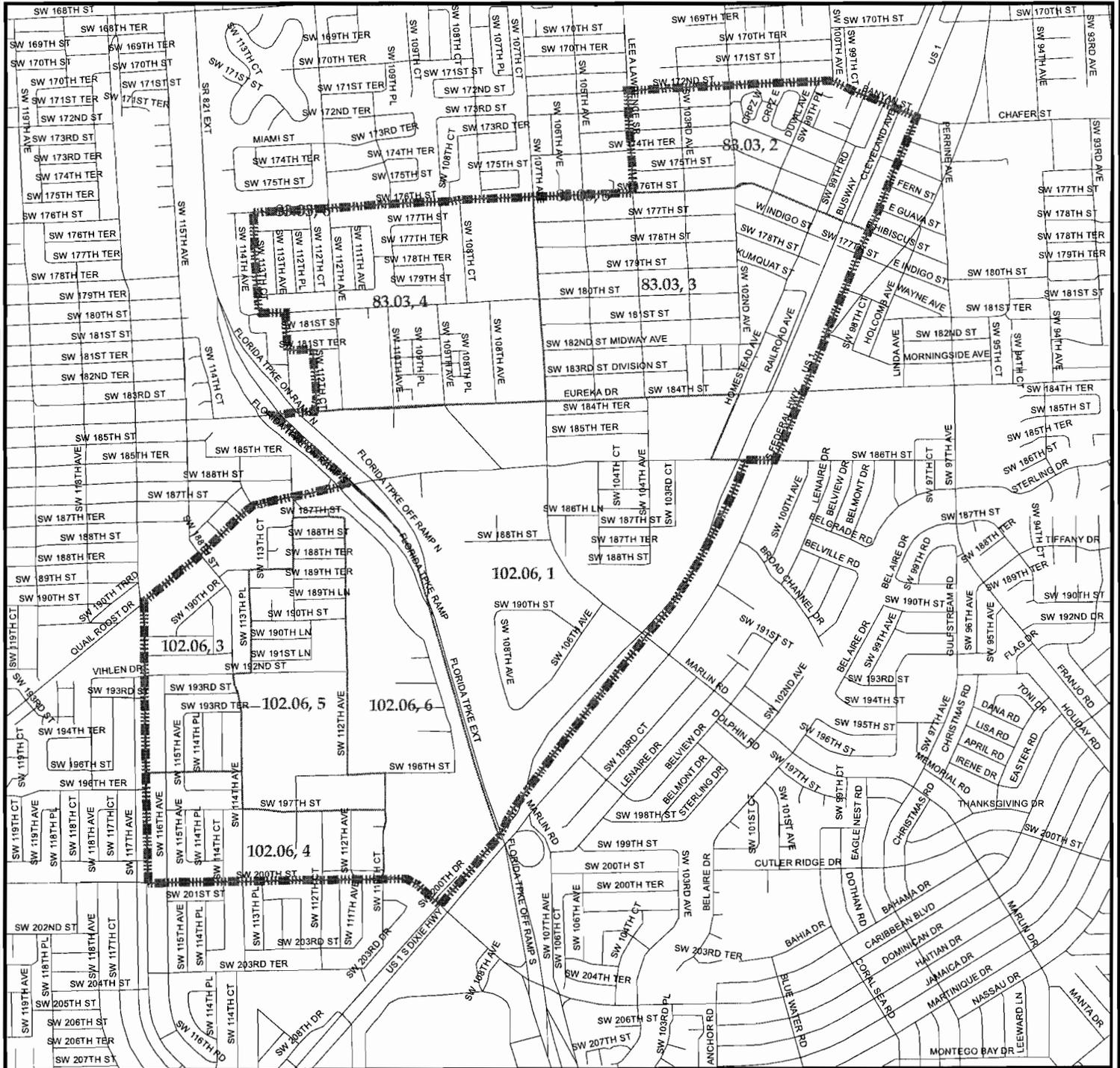
DEPARTMENT OF PLANNING & ZONING
PLANNING RESEARCH SECTION

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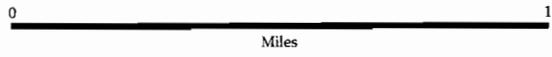
PERRINE NRSA

MIAMI - DADE COUNTY, FLORIDA



LEGEND

- Perrine NRSA Boundary
- 2000 Block Groups
- Streets and Highways



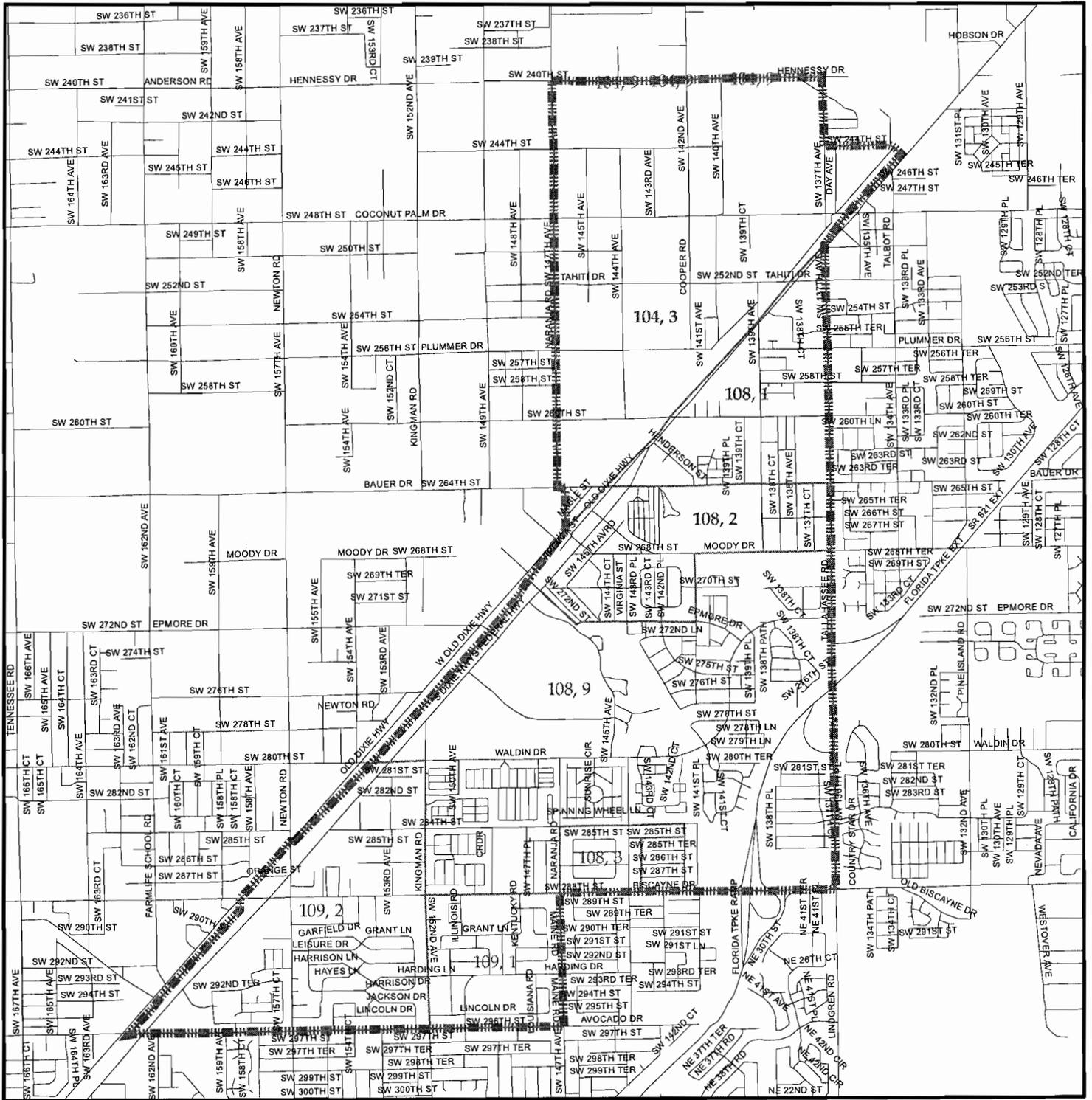
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PLANNING RESEARCH SECTION

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LEISURE CITY NRSA

MIAMI - DADE COUNTY, FLORIDA



LEGEND

- Leisure City NRSA Boundary
- 2000 Block Groups
- Streets and Highways



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PLANNING RESEARCH SECTION

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