

# Memorandum



**Date:** July 13, 2017

Agenda Item No. 1(F)3

**To:** Honorable Chairman Esteban L. Bovo, Jr.  
and Members, Board of County Commissioners

October 3, 2017

**From:** Barbara Ibarra  
Chair, Affordable Housing Trust Fund Board

**Subject:** Report from the Affordable Housing Trust Fund Board to the Board of County Commissioners

On February 6, 2007, the Board of County Commissioners (BCC) approved Ordinance 07-15 which created an Affordable Housing Trust Fund (AHTF), creating a Board of Trustees, provided legislative intent and purpose, and provided severability, inclusion in the Miami-Dade Code and an effective date.

Sec. 17-136 of this Ordinance requires the AHTF Board of Trustees (AHTFB) to submit regular reports to the BCC concerning compliance with the provisions of the Code, an evaluation of the affordable housing needs in the County, and the issues and expenditures of the Trust. These reports are required on a semi-annual basis for the first two years and annually thereafter.

The AHTFB held its first meeting on November 30, 2016, thus, in accordance with the Ordinance, attached is the first semi-annual report of this Board.

On behalf of the AHTFB, thank you for the opportunity to serve in this important role and stand ready to answer whatever questions you might have.

## Attachment

C: Abigail Price-Williams, County Attorney  
Carlos A. Gimenez, Mayor  
Russell Benford, Deputy Mayor  
Geri Bonzon-Keenan, First Assistant County Attorney  
Michael Liu, Director, PHCD  
Clarence Brown, Division Director, PHCD  
Christopher Agrippa, Clerk of the Board  
AHTFB Members

The Affordable Housing Trust Fund Board (AHTF Board) was established by the Miami-Dade Board of County Commissioners (BCC) on February 6, 2007, by Ordinance No. 07-15. In accordance with that Ordinance, and Section 17-136 of the Code of Miami-Dade County, the AHTF Board submits this report.

The individuals appointed to the AHTF Board have knowledge of and demonstrable service to the affordable housing community, represent the diverse populations of the County, and have a special expertise in affordable housing. These member are:

Christine Salinas-Cotter, Chief Financial Officer, PHCD  
Keenya Robertson, President/CEO of Housing Opportunities Projects for Excellence, Inc.  
Jerry Proctor, Senior Land Use Partner of the Builders Association of South Florida  
Clevell Brown-Jennings, Miami-Dade Economic Advocacy Trust  
Charles Sims, Chairman of the Affordable Housing Advisory Board  
Cheree Gulley, Miami-Dade Housing Finance Authority  
Barbara (Bobbie) Ibarra, Executive Director, Miami Homes for All, Inc.  
Yvette Francis, Senior Business Manager, Fannie Mae  
Melissa Tapanes Llahues, Attorney, Latin Builders Association  
Aileen Boucle, Director, Miami-Dade Transportation Planning Organization  
Nadja Vital, Affordable Lending Regional Manager, Freddie Mac  
Shekeria Brown, Executive Director, South Florida Community Development Coalition

The final member position established by Section 17-133 of the Code is for the Florida Community Bank. The AHTF Board was recently informed that the Florida Community Bank has declined this appointment.

At its first meeting, held on November 30, 2016, the AHTF Board elected Ms. Bobbie Ibarra as the Chair. In a subsequent meeting, Ms. Shekeria Brown was elected the Vice-Chair. The secretarial and logistical responsibilities of the AHTF Board are being managed by the Public Housing and Community Development (PHCD) Department. PHCD staff are seeking an AO2 position to support the AHTF Board, whose cost will be included in the administrative funds allocated from the AHTF Board.

Thus far, the AHTF Board has established three subcommittees. The Bylaws Subcommittee has the responsibility of developing the administrative policies and procedures for the governing of the AHTF Board. A complete set of the bylaws was adopted by the AHTF Board on May 25, 2017. The Request for Proposal (RFP) Subcommittee is tasked with working to meet the requirements of Section 17-132.1 of the Code relating to the Revolving Loan Fund (RLF) and selecting a third party administrator for the RLF. Lastly, in May of 2017, based on certain circumstances, which will be elaborated on below, a Developers Roundtable Planning Committee (Planning Committee) was formed.

The members of the various subcommittees include the following:

Bylaws Subcommittee: Jerry Proctor, Co-Chair  
Clevell Brown-Jennings, Co-Chair  
Bobbie Ibarra, Member

RFP Subcommittee: Cheree Gulley, Chair  
Charles Sims, Member

Yvette Francis, Member  
Christine Salinas-Cotter, Member

Planning Committee: Bobbie Ibarra, Chair  
Shekeria Brown, Member  
Charles Sims, Member  
Nadja Vital, Member

The AHTF Board, along with the Bylaws and RFP Subcommittees, has met every month since January 2017 for a total of six meetings each. To date, the Planning Committee, which was established in May 2017, has held one meeting. At all of these meetings staff members from PHCD have been in attendance, as well as a representative from the County Attorney's office.

To date the AHTF Board has been involved in the following activities:

- Have drafted, reviewed, and adopted AHTF Board Bylaws
- Members have attended required ethics and Florida Sunshine Law trainings
- Developed a first draft of the RFP for the selection of the RLF third party administrator
- Developed and issued a financial institution industry survey seeking input to ascertain community interest in the administration of the RLF given the allocation of only \$387,000.00 to the RLF from the FY 2016 carryover budget
- Received, reviewed, and analyzed the three Community Development Financial Institutions (CDFI) responses to the industry survey and are working to redraft the RFP based on the feedback received
- Have voted to undertake a market survey, in cooperation with PHCD, the purpose of which is to ascertain and then share with interested bidders the state of the relevant housing market to ensure that needs exist, as well as to ensure developer interest in the RLF, as established
- Drafted a scope of work for the market survey and are soliciting bids for this work in accordance with County procedure
- Have discussed and sought PHCD support for a request to the BCC to authorize the re-allocation of a limited amount of Surtax funds to the RLF to increase the funds available and to provide additional incentives to the financial institutions to respond to the RFP, as well as to provide for a higher amount of money to leverage private investments
- Are planning a roundtable discussion with developers to seek their input, as well as that of the broader community, with respect to an allocation of Surtax funds to the RLF

Section 17-132.1 of the Code requires that the RFP for the RLF third party administrator be released in September, 2017. Although the AHTF Board and RFP Subcommittee has been working diligently to meet this deadline, in light of the industry survey responses, the recently realized need for a market survey to include in the RFP, and the upcoming Developer's Roundtable, it is unlikely that this deadline will be met. Thus, the AHTF Board may request an extension of time from the BCC and an amendment to the Ordinance to permit the AHTF Board until the end of 2017 to issue the RFP, or as soon as the County procurement process has been completed. The Board of County Commissioners must approve the selection of the third party administrator.

Finally, each of us serving on the AHTF Board would like to thank the BCC for the opportunity to work on one of the most critical community issues today. The AHTF would also like to take this opportunity to commend the PHCD and County Attorney staff that have supported the AHTF Board to date. Their professionalism, dedication and competency, especially dealing with some complex matters, has been stellar, responsive and expedient.