

MEMORANDUM

Agenda Item No. 14(A)(1)

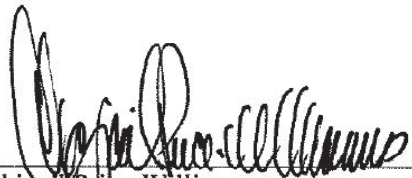
TO: Honorable Chairwoman Audrey M. Edmonson
and Members, Board of County Commissioners

DATE: May 19, 2020

FROM: Abigail Price-Williams
County Attorney

SUBJECT: Resolution approving substantial amendments to the Fiscal Year (FY) 2013-2017, as extended through FY 2019, Consolidated Plan (Consolidated Plan) and FY 2019 Action Plan to allocate \$7,770,499.00 of Community Development Block Grant (CDBG-CV) and \$3,888,572.00 of Emergency Solutions Grant (ESG-CV) funds derived from the 2020 Coronavirus Aid, Relief, and Economic Security Act; approving funding allocations; delegating to the County Mayor the authority to apply for and allocate future allocations, to recapture and reallocate current allocations, and to modify programs and policies regarding CDBG-CV and ESG-CV funding derived from the CARES Act, with a subsequent report to this Board; approving a substantial amendment to the Consolidated Plan to amend the Citizen Participation Plan to incorporate an expedited citizen participation process during declarations of emergency; and authorizing the County Mayor to execute all standard shell contracts, amendments, standard shell loan documents, and other agreements and documents necessary to accomplish the purposes of this resolution

The accompanying resolution was prepared by the Public Housing and Community Development Department and placed on the agenda at the request of Prime Sponsor Commissioner Daniella Levine Cava and Co-Sponsor Commissioner Eileen Higgins.


Abigail Price-Williams
County Attorney

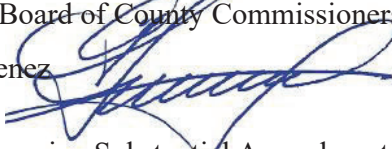
APW/smm

Memorandum



Date: May 19, 2020

To: Honorable Chairwoman Audrey M. Edmonson
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor 

Subject: Resolution Approving Substantial Amendments to the Fiscal Year (FY) 2013-2017, as Extended Through FY 2019, Consolidated Plan (Consolidated Plan) and FY 2019 Action Plan to Allocate \$7,770,499.00 of Community Development Block Grant (CDBG-CV) and \$3,888,572.00 of Emergency Solutions Grant (ESG-CV) Funds Derived from the 2020 Coronavirus Aid, Relief, and Economic Security Act (CARES Act); Delegating to the County Mayor or County Mayor's Designee the Authority to Allocate Current and Future Allocations of CDBG-CV and ESG-CV Funding and Modify Policies as to Those Funds; Approving a Substantial Amendment to Amend the Citizen Participation Plan to Incorporate an Expedited Comment Period and Notification Process; Authorizing The County Mayor Or County Mayor's Designee To Implement and Amend the Plan to Respond to the COVID-19 Crisis

RECOMMENDATIONS

It is recommended that the Board of County Commissioners (Board):

1. Approve substantial amendments to Miami-Dade County's FY 2013-2017 (as extended through 2019) Consolidated Plan (Consolidated Plan) and the FY 2019 Action Plan to include funding allocations in the amount of \$7,770,499.00 of Community Development Block Grant funds (CDBG-CV) and \$3,888,572.00 of Emergency Solutions Grant funds (ESG-CV) derived from the 2020 Coronavirus Aid, Relief, and Economic Security Act (CARES Act) for the purpose of preventing, preparing for and responding to the infectious disease named coronavirus disease 2019 ("COVID-19"). It is recommended that the Board approve the proposed funding allocations set forth in Exhibit 1, which include funding for public service, economic development, homeless prevention and rapid re-housing activities;
2. Approve a substantial amendment to the Consolidated Plan to amend the Citizen Participation Plan (CPP) to include an expedited citizen participation process of no less than five days in order to administer funding allocated to the County pursuant to the CARES Act, and in other circumstances where an expedited citizen participation process is permitted by the United States Congress or United States Department of Housing and Urban Development (U.S. HUD). The amendment also provides that the County may meet public hearing requirements with a virtual hearing under certain conditions. A draft of the amended CPP is attached as Exhibit 2;
3. Approve the filing of the substantial amendments described herein with U.S. HUD;
4. Authorize the County Mayor or the County Mayor's designee to submit agreements, documents and certifications necessary to further the purposes set forth in this legislation and/or to comply with requirements of U.S. HUD relating to CARES Act funding or COVID-19-related activities;

5. Authorize the County Mayor or County Mayor's designee to apply to and accept from U.S. HUD additional funds that may become available for COVID-19-related activities.
6. Delegate to the County Mayor or the County Mayor's designee the authority to administratively recapture and reallocate current CDBG-CV and ESG-CV funding and to allocate future CDBG-CV and ESG-CV funding to the activities and agencies described in Exhibit 1, or to other eligible activities and agencies identified by the County Mayor or County Mayor's designee.
7. Delegate to the County Mayor or the County Mayor's designee the authority to amend the CDBG-CV and ESG-CV program allocations and program policies to address immediate needs in the community to and assist with the COVID-19 response. This authority includes, but is not limited to, the authority to add eligible lenders to the small business loan program, to shift funds between programs, and to expand programs to include additional agencies (including County departments) to perform the program activities, and add beneficiaries. The County Mayor or County Mayor's designee will report to the Board within 90 days if any of the actions authorized in these bullets 6 and 7 are taken.
8. Authorize the County Mayor or the County Mayor's designee to execute for all funding allocations approved herein all standard shell contracts, standard shell loan documents, amendments, and other agreements necessary to accomplish the purposes of this resolution; to modify the terms of contracts, agreements, amendments, and loan documents for projects and activities approved herein, so long as such modifications are: (1) approved by the County Attorney's Office for legal form and sufficiency, (2) not substantially inconsistent with this resolution, and (3) found by the County Mayor or the County Mayor's designee to be in the best interest of the County; to execute other documents necessary to accomplish the purposes set forth in this resolution; and to exercise the termination, waiver, acceleration, and other provisions set forth in agreements executed in performance of this resolution.

SCOPE

Exhibit 1 summarizes the proposed CDBG-CV and ESG-CV funding recommendations and the Commission districts to be served. The projects are countywide in nature which includes all Commission districts.

FISCAL IMPACT/FUNDING SOURCE

The allocations are comprised of \$7,770,499.00 of CDBG-CV funds and \$3,888,572.00 of ESG-CV funds, described in the following Tables 1 through 3. The allocation of these federal funds has no negative fiscal impact on the County's General Revenue fund.

TABLE 1: FY 2020 CARES Act Federal Fund Sources	
Community Development Block Grant	\$7,770,499.00
Emergency Solutions Grant	\$3,888,572.00
Total	\$11,659,071.00

TRACK RECORD/MONITORING

The CDBG-CV and ESG-CV activities will be monitored by Michael Liu, Director, Public Housing and Community Development (PHCD). Through the review of quarterly progress reports and monitoring site visits, PHCD will administer these projects to ensure compliance with federal guidelines and County policies.

BACKGROUND

President Donald J. Trump signed the CARES Act on March 27, 2020 to help with the nation's response to COVID-19. The CARES Act made available \$5 billion in CDBG funding and \$4 billion in ESG funding for the purpose of preventing, preparing for and responding to COVID-19. The CARES Act directed U.S. HUD to allocate an initial \$2 billion to the various entitlement communities based on the standard allocation formula set forth in section 106 of the Housing and Community Development Act of 1974. The remaining \$3 billion will be distributed according to needs attributed to the pandemic in a manner to be determined by the Secretary of U.S. HUD. These funds have yet to be released.

On April 2, 2020, U.S. HUD sent a letter advising the County of the ESG-CV allocation; a copy is attached as Exhibit 3. On April 7, 2020, the County received a second letter advising the County of its CDBG-CV allocation; a copy is attached as Exhibit 4.

The County has been in consultation with current partners and other stakeholders to determine the most effective strategies in disbursing the money to our affected residents. The recommendations take into account those agencies that have a positive track record with PHCD and have demonstrated that they are capable of meeting the HUD National Objectives.

In an effort to make funds available to help the community expeditiously, this item seeks to make a substantial amendment to the FY 2019 Action Plan to allocate the FY2020 CDBG-CV and ESG-CV funds recently made available. Subsequently, PHCD will bring legislation to the Board to approve the FY 2020 Action Plan and associated 2020-2024 Consolidated Plan, to allocate the entitlement allocation of FY 2020 funds from U.S. HUD.

CITIZEN PARTICIPATION REQUIREMENTS

U.S. HUD has issued a waiver of the standard citizen participation requirements in order to expedite the prevention, preparation for and response to COVID-19. As such, PHCD advertised and provided for five days' public comment the attached proposed substantial amendments, including the funding recommendations set forth in Exhibit 1, and the proposed amended Citizen Participation Plan. A public hearing as required is scheduled for the May 19, 2020 Board meeting as assigned by the Office of the Chair. The County published a public notice regarding the substantial amendments described in this legislation in the Miami Herald, Le Floridien, the Miami Times, and Diario Las Americas informing the public of the availability of the substantial amendments on PHCD's website.

Amendment to the Citizen Participation Plan

In times of emergency, such as during the COVID-19 pandemic, it is important that the County be able to act quickly to get needed funding into the community. This legislation proposes a substantial amendment to the Consolidated Plan to amend the Citizen Participation Plan (CPP) to include an expedited citizen participation process of no less than five days in order to administer funding allocated to the County pursuant to the CARES Act, and in other circumstances where an expedited citizen participation process is permitted by the U.S. Congress or U.S. HUD. The amendment also provides that the County may meet public hearing requirements with a virtual hearing under certain conditions. A draft of the amended CPP is attached as Exhibit 2, and the expedited participation process is on page 14.

COVID-19 Community Development Block Grant (CDBG-CV) Program

The County’s FY 2020 CARES Act COVID-19 CDBG-CV allocation is \$7,770,499.00. Table 2 reflects the recommended use of CDBG-CV funding with no funds for administration at this time. Because of the dire needs in the community, the administration wants to make all the CDBG-CV funding available to directly benefit residents and businesses in the County. The allowable administrative funding will be made up in future allocations from the CARES Act or similar legislation.

Table 2: FY 2020 CDBG-CV Recommendations		
Category	Amount	Percent of Total
Administration	\$0.00	0%
Public Service (Food for Public Housing Families)	\$2,770,499.00	35.7%
Economic Development (Aid to Small Businesses)	\$5,000,000.00	64.3%
Total CDBG-CV Funding:	\$7,770,499.00	100%

Two programs are recommended for CDBG-CV funding. Approximately a third of available CDBG-CV funds, \$2,770,499.00, will be allocated to a nutritional assistance program for families in public housing. This program will benefit families and individuals who are income eligible and have not received any assistance for groceries from the government. Assistance will be based on evidence that residents that have lost their jobs and have not received duplicative benefits, such as from the Supplemental Nutrition Assistance Program (SNAP, or “food stamps”). PHCD anticipates this program will reach as many as 10,000 people living in public housing. PHCD will administer the program through its various public housing site managers who will ensure that eligible families and individuals receive the food assistance.

Approximately two-thirds of available CDBG-CV funds, \$5,000,000.00, will be allocated to a small business assistance program. This program will provide forgivable loans to small businesses, with 25 or fewer employees, which have been impacted by COVID-19. These forgivable loans will be available for the payment of business expenses, including employee payroll costs. Benefited businesses will be required to document job creation and/or retention with the majority of the jobs created or retained to be held by low- to moderate-income individuals, which is defined by U.S. HUD as those with incomes less than 80 percent (80%) of area median income.

Exhibit 5 is the proposed policy for implementation of the small business loan program. This item seeks a delegation to the County Mayor or the County Mayor's designee to modify the program, described in Exhibit 5, in order to expedite the program implementation and to achieve the goals outlined in this legislation. Partners for Self-Employment, Inc. and Black Economic Development Coalition, Inc., DBA Tools for Change, both Community Development Financial Institutions (CDFI), are the recommended lenders. As referenced above, these two CDFIs have an extensive record working effectively with PHCD in administering loans to small and micro businesses.

COVID-19 Emergency Solutions Grant (ESG-CV)

The County’s FY 2020 COVID-19 ESG-CV award is \$3,888,572.00. ESG-CV funds are recommended to be allocated for emergency shelter, homeless prevention, and rapid rehousing services.

Table 3: FY 2020 ESG-CV Recommendations		
Category	Amount	Percent of Total

Administration	\$388,857.20	10%
Emergency Shelter	\$100,000.00	2.6%
Homeless Prevention and Rapid Re-Housing	\$3,399,714.80	87.4%
Total ESG Funding:	\$3,888,572.00	100%

Table 3 reflects the recommendation of ESG-CV funding for administration, emergency shelter as well as homeless prevention and rapid re-housing. Ten percent of the funds are set aside for administration by PHCD. The County, through the Homeless Trust, funds emergency shelter beds for those experiencing homelessness. The Trust has requested \$100,000.00 to cover the cost of these existing beds for three months due to the need to shelter the homeless during the COVID-19 crisis. The remaining funds are recommended to be allocated to Citrus Health Network, Inc., a member of the County’s Continuum of Care and the administrator of the Housing Assistance Network of Dade (HAND) program. The recommended ESG-CV funding for the HAND program will provide rental assistance to prevent homelessness of individuals and families. Exhibit 6 provides information on how the existing HAND program will be expanded with these ESG-CV funds to address the COVID-19 response. It is anticipated that these funds will be available to assist many of our service workers that are impacted by the coronavirus.

Delegation of Authority to Make Changes to CDBG-DV and ESG-CV Funding and Programs

This item recommends delegation of authority to the County Mayor or County Mayor’s designee to administratively recapture or reallocate the CDBG-CV and ESG-CV funds to activities listed in this legislation or to other COVID-19 activities identified by PHCD, which will be vetted to ensure that the activities meet HUD National Objectives and that the agencies have a good track record and pass the due diligence review. Due to the dire urgency of the COVID-19 pandemic, the administration is seeking authority to rapidly make available future funding that U.S. HUD may allocate to the County to vetted agencies and beneficiaries. The County Mayor or County Mayor’s designee will return to the Board with a report on any recaptures or reallocations of current or future CDBG-CV and ESG-CV funds within 90 days. The report will include a description of the activities and agencies funded, the dollar amount funded to each activity and agency, and the number of anticipated beneficiaries.

In order to respond efficiently to the COVID-19 pandemic and its effects in Miami-Dade County, the administration is requesting authority to amend the program allocations and program policy. This will allow the County to address immediate needs in the community to assist with the COVID-19 response that are consistent with the economic recovery and housing crisis. This authority is to include modifying existing program policy to allow for the addition of eligible lenders to the small business loan program, and to provide the flexibility to include additional beneficiaries in all programs. Authority is requested to redirect funds between programs to address a greater need due to changing conditions in the community, which may include reducing funds in a program and increasing funds in another, or expanding a program to include additional agencies, including County departments.

For all administrative changes taken pursuant to these delegations of authority which would, under normal circumstances, require a public hearing and written comment period, PHCD will follow the citizen participation process required by U.S. HUD and the County’s Citizen Participation Plan.

Due Diligence Review and Minimum Threshold

In accordance with Resolution No. R-630-13, due diligence was performed on the recommended organizations. No issues have been identified at this time and a final review will be conducted prior to contracting.

SUMMARY

The County is committed to continuing to serve low- and moderate-income residents and neighborhoods throughout the County and to achieving HUD National Objectives during this pandemic crisis. The County will continue to work with its community development partners to enhance and/or expand these programs to better meet the public service, economic development, and housing needs of low- and moderate-income residents.

A handwritten signature in blue ink, appearing to read "M. Kemp", with a large, stylized flourish at the end.

Maurice L. Kemp, Deputy Mayor

Attachments



MEMORANDUM
(Revised)

TO: Honorable Chairwoman Audrey M. Edmonson
and Members, Board of County Commissioners

DATE: May 19, 2020

FROM: Abigail Price-Williams
County Attorney

SUBJECT: Agenda item No. 14(A)(1)

Please note any items checked.

- "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
- Statement of social equity required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's present ____, 2/3 membership ____, 3/5's ____, unanimous ____, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ____, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) ____, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) ____) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 14(A)(1)
5-19-20

RESOLUTION NO. _____

RESOLUTION APPROVING SUBSTANTIAL AMENDMENTS TO THE FISCAL YEAR (FY) 2013-2017, AS EXTENDED THROUGH FY 2019, CONSOLIDATED PLAN (CONSOLIDATED PLAN) AND FY 2019 ACTION PLAN TO ALLOCATE \$7,770,499.00 OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG-CV) AND \$3,888,572.00 OF EMERGENCY SOLUTIONS GRANT (ESG-CV) FUNDS DERIVED FROM THE 2020 CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT; APPROVING FUNDING ALLOCATIONS; DELEGATING TO THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE THE AUTHORITY TO APPLY FOR AND ALLOCATE FUTURE ALLOCATIONS, TO RECAPTURE AND REALLOCATE CURRENT ALLOCATIONS, AND TO MODIFY PROGRAMS AND POLICIES REGARDING CDBG-CV AND ESG-CV FUNDING DERIVED FROM THE CARES ACT, WITH A SUBSEQUENT REPORT TO THIS BOARD; APPROVING A SUBSTANTIAL AMENDMENT TO THE CONSOLIDATED PLAN TO AMEND THE CITIZEN PARTICIPATION PLAN TO INCORPORATE AN EXPEDITED CITIZEN PARTICIPATION PROCESS DURING DECLARATIONS OF EMERGENCY; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXECUTE ALL STANDARD SHELL CONTRACTS, AMENDMENTS, STANDARD SHELL LOAN DOCUMENTS, AND OTHER AGREEMENTS AND DOCUMENTS NECESSARY TO ACCOMPLISH THE PURPOSES OF THIS RESOLUTION

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:

Section 1. This Board ratifies and adopts the matters set forth in the accompanying justification memorandum as fully set forth herein.

Section 2. This Board approves substantial amendments to Miami-Dade County's Fiscal Year ("FY") 2013-2017 (as extended through 2019) Consolidated Plan ("Consolidated Plan") and the FY 2019 Action Plan to include funding allocations in the amount of \$7,770,499.00 of Community Development Block Grant funds ("CDBG-CV") and \$3,888,572.00 of Emergency Solutions Grant funds ("ESG-CV") derived from the 2020 Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") for the purpose of preventing, preparing for and responding to the infectious disease named coronavirus disease 2019 ("COVID-19"). This Board approves the funding allocations set forth in Exhibit 1, which include funding for public service, economic development, homeless prevention and rapid re-housing activities.

Section 3. This Board approves a substantial amendment to the Consolidated Plan to amend the Citizen Participation Plan ("CPP") in order to administer funding allocated to the County pursuant to the CARES Act, and in other circumstances where an expedited citizen participation process is permitted by the United States Congress or the United States Department of Housing and Urban Development ("U.S. HUD"), the County may utilize the following expedited citizen participation process to draft, propose, or amend Consolidated Plans. The County will follow citizen participation by Congress or U.S. HUD, but absent such guidance will provide no less than five days' notice, and no less than five days' reasonable opportunity to comment. The five-day comment period may run concurrently for comments on an action plan amendment and amended citizen participation plans. In-person public hearings will not be required, and the County may meet public hearing requirements with virtual hearings under certain conditions. A draft of the amended CPP is attached as Exhibit 2.

Section 4. This Board approves the filing of the substantial amendments described in Sections 2 and 3 above with U.S. HUD, including applying for additional funds that may become

available from U.S. HUD for COVID-19 response. The County Mayor or County Mayor's designee is hereby authorized to execute and submit agreements, documents and certifications necessary to further the purposes set forth in this legislation and/or to comply with requirements of U.S. HUD relating to CARES Act funding or COVID-19-related activities.

Section 5. This Board authorizes the County Mayor or the County Mayor's designee to submit agreements, documents and certifications necessary to further the purposes set forth in this legislation and/or to comply with requirements of U.S. HUD relating to CARES Act funding or COVID-19-related activities.

Section 6. This Board authorizes the County Mayor or County Mayor's designee to apply for and accept from U.S. HUD additional funds that may become available for COVID-19-related activities.

Section 7. In order to expedite the County's ability to expend CARES Act funding, this Board delegates to the County Mayor or the County Mayor's designee the authority to administratively recapture and reallocate current CDBG-CV and ESG-CV funding and to allocate future CDBG-CV and ESG-CV funding to the activities and agencies described in Exhibit 1, or to other eligible activities and agencies identified by the County Mayor or County Mayor's designee. The County Mayor or the County Mayor's designee is further authorized to amend the CDBG-CV and ESG-CV program allocations and program policies to address immediate needs in the community and assist with the COVID-19 response. This authority includes, but is not limited to, the authority to add eligible lenders to the small business loan program, to shift funds between programs, and to expand programs to include additional agencies (including County departments) to perform the program activities, and add beneficiaries. The County Mayor or County Mayor's designee will report to the Board within 90 days if any of the actions authorized in this section

have been taken, which report will include, but not be limited to, a description of modifications to programs or policies, funding received and allocated or recaptured and reallocated, activities and agencies funded and the amount funded, and the number of anticipated or actual beneficiaries. The completed report shall be placed on the Board's agenda in accordance with Ordinance No. 14-65.

Section 8. This Board authorizes the County Mayor or the County Mayor's designee to execute all funding allocations approved herein all standard shell contracts, standard shell loan documents, amendments, and other agreements necessary to accomplish the purposes of this resolution; to modify the terms of contracts, agreements, amendments, and loan documents for projects and activities approved herein, so long as such modifications are: (1) approved by the County Attorney's Office for legal form and sufficiency, (2) not substantially inconsistent with this resolution, and (3) found by the County Mayor or the County Mayor's designee to be in the best interest of the County; to execute other documents necessary to accomplish the purposes set forth in this resolution; and to exercise the termination, waiver, acceleration, and other provisions set forth in agreements executed in performance of this resolution.

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:

Audrey M. Edmonson, Chairwoman	
Rebeca Sosa, Vice Chairwoman	
Esteban L. Bovo, Jr.,	Daniella Levine Cava
Jose Pepe Diaz	Sally A. Heyman
Eileen Higgins	Barbara J. Jordan
Joe A. Martinez	Jean Monestime
Dennis C. Moss	Sen. Javier D. Souto
Xavier L. Suarez	

The Chairperson thereupon declared the resolution duly passed and adopted this 19th day of May, 2020. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the 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.



Brenda Kuhns Neuman

Agency Name	Activity Title	Activity Description	Activity Category	Funding Source	Activity Address	District Activity Located	District Serving	NRSA Serving	Funding Recommendation
EMERGENCY SOLUTIONS GRANT – CORONAVIRUS AID RELIEF AND ECONOMIC SECURITY (CARES) ACT - ESG-CV FUNDING ALLOCATIONS									
Department of Public Housing and Community Development (PHCD)	Administration	Program Administration Activities	Administration	ESG - CARES Act	701 NW 1st Court, Miami, FL 33136	CW	CW	All NRSAs	\$ 388,857.20
Department of Public Housing and Community Development (PHCD)	Emergency Shelter	Provide funding to Miami Dade Homeless Trust as a reimbursement for 68 beds maintained during a three month period for COVID-19 response for the homeless at Salvation Army, Camillus House and Lotus House.	Emergency Shelter and Outreach	ESG - CARES Act	701 NW 1st Court, Miami, FL 33136	CW	CW	All NRSAs	\$ 100,000.00
Citrus Health Network, Inc.	Housing Assistance Network of Dade (HAND) Program	Provide homeless prevention, rapid rehousing and case management services to homeless, or at-risk of being homeless individuals, families and eligible owners with impacted families.	Homeless Prevention and Rapid Rehousing	ESG - CARES Act	4175 W 20th Avenue, Hialeah, FL 33012	13	CW	All NRSAs	\$ 3,399,714.80
ESG-CV ALLOCATION TOTAL:									\$ 3,888,572.00

CDBG – CORONAVIRUS AID RELIEF AND ECONOMIC SECURITY (CARES) ACT - CDBG-CV FUNDING ALLOCATIONS									
Agency Name	Activity Title	Activity Description	Activity Category	Funding Source	Activity Address	District Activity Located	District Serving	NRSA (s) Serving	Funding Recommendation
Department of Public Housing and Community Development (PHCD)	Administration	Program Administration Activities	Administration	CDBG-CV	701 NW 1 CT, 16th FLOOR, MIAMI, FL 33136	CW	CW	All NRSAs	\$ -
Department of Public Housing and Community Development (PHCD)	Public Housing Nutritional Assistance Program	Provide a nutritional assistance program for residents in public housing impacted by COVID-19.	Public Service	CDBG-CV	701 NW 1 CT, 16th FLOOR, MIAMI, FL 33136	CW	CW	All NRSAs	\$ 2,770,499.00
Black Economic Development Coalition, Inc., d/b/a Tools for Change	Small Business Assistance Forgivable Loan Program	Provide a program to assist businesses impacted by COVID-19.	Economic Development	CDBG-CV	5120 NW 24th Avenue, Miami, FL 33142	3	CW	All NRSAs	\$ 2,500,000.00
Partners for Self-Employment	Small Business Assistance Forgivable Loan Program	Provide a program to assist businesses impacted by COVID-19.	Economic Development	CDBG-CV	3000 Biscayne Boulevard, Miami, FL 33137	3	CW	All NRSAs	\$ 2,500,000.00
CDBG–CV ALLOCATION TOTAL:									\$ 7,770,499.00



**CITIZEN PARTICIPATION PLAN
FOR THE CONSOLIDATED PLANNING PROCESS
AND
CITIZEN PARTICIPATION GUIDELINES
FOR
PUBLIC HOUSING AND
COMMUNITY DEVELOPMENT DEPARTMENT
AND
COMMUNITY ACTION AND HUMAN SERVICES
DEPARTMENT**

"Delivering Excellence Every Day"

**Revised: May 2020
Prior Revision: April 2020**

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CITIZEN PARTICIPATION PLAN FOR THE CONSOLIDATED PLANNING PROCESS

Introduction

The US Department of Housing and Urban Development requires that the Five Year Consolidated Plan for each entitlement agency adopt a Citizen's Participation Plan. This Citizen Participation Plan has been adopted by Miami-Dade County and is in conformance with the provisions of Federal Regulations.

Required by HUD regulation and Public Law 100-242, the Citizen's Participation Plan outlines the methods used in the development, from a public input process, of the Five Year Consolidated Plan, Annual Action Plans, the CAPER and Substantial Amendments inclusive of strategies employed by Miami-Dade County that provides for maximum citizen participation in the development of these plans.

Overview of Department of Public Housing and Community Development

The Department of Public Housing and Community Development (PHCD) 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 Partnerships (HOME) and Emergency Solutions 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 (an area which receives a direct allocation from the U.S. HUD to address high priority needs in low to moderate income communities) must adopt a citizen participation plan, which establishes policies and procedures for citizen participation. The following are the entitlement areas of Miami-Dade County: City of Miami, City of Miami Gardens, City of Miami Beach, City of North Miami, City of Hialeah, City of Homestead, Florida City and Miami-Dade County.

The methods used by Miami-Dade County Public Housing and Community Development Department incorporates citizen participation in the development of the Consolidated Plan which provides for the most basic and appropriate level of citizen participation. It is the intent of the County to provide for the maximum level of citizen participation in order to gather the most meaningful, thorough and effective input from its citizens. Citizen participation is broad due to the types of areas the County covers, which includes urban, rural and agricultural. At the same time, the process makes sure that the low and moderate income, disabled, elderly and other special populations are involved in the total input process. The diversity of this County is illustrated by the wealthy enclaves to agricultural communities in south Miami-Dade, including a population that includes speakers of English, Spanish and Creole as a primary language.

The citizen participation/input process consists of the following summary of steps which maximizes the citizen's participation in the development of the Five Year Consolidated Plan, the Annual Action Plan, the CAPER for Miami-Dade County, as well as the substantial amendments for either document. Details of each of these steps follow in the sections of this Citizen's Participation Plan.

Citizen participation requirements shall not be construed to restrict the responsibility or authority of the County for the development and execution of its entitlement program activities. The Board of County Commissioners remains the sole approving authority for the Plan and any amendments.

Applicability and Adoption of the Citizen Participation Plan

Pursuant to 24 CFR Part 91, Consolidated Submissions for Community Planning and Development Programs, the jurisdiction is required to certify that it has developed and is acting in compliance with a Citizen Participation Plan that sets forth the jurisdiction's policies and procedures for citizen participation. The plan must include the following topic areas:

1. **CITIZEN PARTICIPATION:** Provide for and encourage citizen participation, with particular emphasis on participation by persons of low and moderate-income. Of particular importance are those residents living in slum and blighted areas and where Federal funds are proposed to be used. Encourage the participation of all residents, including minorities, non-English speaking persons and persons with disabilities;
2. **CITIZEN COMMENTS:** Provide citizens with a reasonable opportunity to examine the proposed Consolidated Plan, Annual Action Plans and Consolidated Annual Performance and Evaluation Reports (CAPER) and Substantial Amendments. Provide a mechanism to submit written and oral comments and to provide for the consideration of these comments. Provide for a system of responding to citizen complaints;
3. **SUBSTANTIAL AMENDMENTS:** Provide for specification of criteria that Miami-Dade County will use to determine what constitutes a substantial change in the Miami-Dade County's planned or actual activities. This process will include a procedure for notification of the public and receipt of comments;
4. **PUBLIC HEARINGS:** Provide public hearings to obtain citizen views on housing and community development needs, at times and locations that are convenient to potential and actual beneficiaries. Allow for citizens to respond to proposals relative to the selection of funded activities. Respond to questions at all stages of the community development program, including the development of needs, the review of proposed activities and the review of past program performance;
5. **REASONABLE AND TIMELY ACCESS:** Provide citizens with reasonable and timely access to local meetings, information and records related to Miami-Dade County's proposed and actual use of funds at times and locations convenient to potential or actual beneficiaries including;
 - Annual Action Plans
 - Consolidated Annual Performance and Evaluation Reports (CAPERs)
 - Five Year Consolidated Plan
 - Substantial Amendments to the plan

Accommodations for persons with disabilities and groups of non-English speaking persons will be made upon notification to the County within a reasonable time frame.

6. **INFORMATION PROVIDED:** Provide information to citizens, public agencies and other interested parties that include the amount of Federal Assistance available to the Miami-Dade County and the activities that may be undertaken. The information will include the estimated amount of funds that will benefit persons of low and moderate-income as well as plans to minimize displacement (even if no displacement is expected to occur);

7. **TECHNICAL ASSISTANCE:** Provide technical assistance to group representatives of persons of low- and moderate-incomes that request such assistance;
8. **PUBLIC HOUSING AUTHORITIES:** Provide for consultation between Miami-Dade County and any public housing authorities in order to encourage participation by residents of public and assisted housing developments in the process and implementation of the Consolidated Plan. Provide information to these agencies about Consolidated Plan activities, so this information can be used in the planning process;
9. **NON-ENGLISH SPEAKING RESIDENT NEEDS:** Identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate;
10. **PERSONS WITH DISABILITIES:** Provide accommodations for access to public hearing sites and public meetings for persons with disabilities;
11. **COMPLAINT RESOLUTION:** Provide for timely written answers to written complaints and grievances.

Encouragement of Citizen Participation

- Citizens will have the opportunity to participate in the development of the Consolidated Plan, the Annual Action Plan, any Substantial Amendments to the Consolidated Plan, and the Consolidated Annual Performance Evaluation Report.
- The main focus of the Miami-Dade Public Housing and Community Development and Community Action and Human Services Department 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 Community Development Block Grant funds are proposed to be used and by residents of predominantly low- and moderate-income neighborhoods, as defined by the jurisdiction. Overall, these departments make every effort to encourage the participation of all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities.
- Additionally, the County works with public housing authorities to encourage the participation of residents of public and assisted housing developments, along with other low income residents of neighborhood revitalization strategy areas and eligible block groups to participate in the process of developing and implementing the consolidated plan

This Citizen Participation Plan is divided into five sections with each one addressing a separate report or document required by HUD. Each section will address the goals, requirements and procedures for each of the documents. The five sections are:

- Citizen Participation Plan
- Five Year Consolidated Plan
- Annual Action Plan
- Comprehensive Annual Performance and Evaluation Report
- Substantial Amendments

**PART I –
PUBLIC HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT CITIZEN
PARTICIPATION PLAN FOR THE DEVELOPMENT OF CONSOLIDATED PLANS/ ANNUAL
ACTION PLANS, CAPER’S AND SUBSTANTIAL AMENDMENTS**

A - Citizen Participation Plan

Citizen Participation Plan Update:

Under the auspices of the Miami-Dade County Board of County Commissioners, the Public Housing and Community Development Department shall update the Citizen Participation Plan upon receipt of input from the public and any advisory bodies. This update can be included in conjunction with the Five Year Miami-Dade County Consolidated Plan submission to HUD.

Update Process:

1. Submit revisions to the Citizen Participation Plan to the public and any advisory bodies for their input/recommendations.
2. Submit the revised Citizen Participation Plan to the Miami-Dade County Board of County Commissioners in conjunction with submitting the approved plan as part of the Five Year Miami-Dade County Consolidated Plan to U.S. HUD.

Citizen Comment on the Citizen Participation Plan and Amendments:

Citizen comments at all public meetings/hearings will be solicited.

1. A summary of citizen comments received in writing, or orally at public meetings, will accompany all submissions to HUD. Advertising and conducting public hearings will be the responsibility of the Public Housing and Community Development Department.
2. Where a significant number of non-English speaking residents can be reasonably expected to participate, a method of communication will be provided for non-English speaking residents as well as accommodations for persons with disabilities, upon forty-eight (48) weekday hour notification to the Miami-Dade County Public Housing and Community Development Department.
3. When possible, citizen surveys can be included at appropriate public meetings and with agencies involved with providing services. Bi-lingual surveys (or tri-lingual if necessary) will be available where it is anticipated that a significant number of non-English speaking residents will attend.
4. Written comments should be addressed to the office of:

Miami-Dade County
Public Housing and Community Development Director
701 NW 1st Court,
14th Floor
Miami, Florida 33136
(786) 469-4100
5. The County shall respond to any written responses or comments from citizens within fifteen (15) working days, where practicable.

B - Five Year Consolidated Plan

Consolidated Plan Preparation and Update: To obtain input from public and private agencies, as well as State and/or local health and welfare agencies that assist in housing, health, economic development, social services and child care agencies to low to moderate-income residents Miami-Dade County will:

1. Consult with interested area social/health service/housing providers throughout the County who assist with housing, health, economic development, social services and child care agencies to low to moderate-income residents.
2. Conduct two (2) neighborhood meetings/workshops for the purpose of citizen input on community needs. The meetings will be held in areas/locations that are accessible to low and moderate-income residents and beneficiaries of the funds. These meetings will be noticed on the County Website and through various other means such as e-mail lists, through established neighborhood groups, flyers at local facilities and through Commissioners' Offices, if possible. The first meeting/workshop will be held at the beginning of the development of the Consolidated Plan, with a purpose to gather input from the community. The second community meeting/workshop will be held prior to the completion of the Consolidated Plan draft, to report results found as of that date, to convey the input from the first public meeting and any other pertinent information.
3. A summary of citizen comments received in writing, or orally at public meetings, will accompany all submissions to HUD. The advertising and conducting of public hearings will be the responsibility of the Public Housing and Community Development Department.
4. Comments regarding the plan can be directed in writing, by phone or fax and will be addressed to:

Miami-Dade County
Public Housing and Community Development Director
701 NW 1st Court,
14th Floor
Miami, Florida 33136
(786) 469-4100

5. Advertisement of the these two neighborhood public meetings or workshops to solicit input for the preparation of the Consolidated Plan can be in a newspaper of general circulation prior to the scheduled meeting/workshop. The advertisement will include:
 - the purpose of the meeting/workshop;
 - date;
 - time; and
 - location
6. Regarding the Draft of the Consolidated Plan, copies will be available for public review and comment at sites of public access such as government buildings, libraries, etc., as well as on the County's website.
7. 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.

8. 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. Notices will also be e-mailed to currently listed persons of interest, posted at public buildings and meeting areas, on the County Website and calendar of events or at meetings and through community groups of interest.
9. These hearings 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 Mayor in consultation with the Chairperson of the Board of County Commissioners, (BCC), Chairperson of the Economic Development and Social Services Committee (EDSS) or applicable committee/or individual as determined by the BCC Chairperson.
10. The first public hearing will be held at the Economic Development and Social Services Committee, a committee of the full Board of County Commissioners. This public hearing will provide the community with the opportunity to comment on the activities being considered for funding, prior to the preparation of the Annual Action Plan. The views of citizens on housing and community development needs, including priority non-housing community development needs, will be considered.
11. The second public hearing, at which the funding recommendations for the activities considered at the first public hearing, will be held to adopt the Consolidated Plan and the Annual Action Plan. The Board of County Commissioners or a Committee of the Board will, during this public hearing, consider the comments or views of citizens received orally, or in writing, in adopting the final consolidated plan.
12. 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 for public viewing, will be placed in a newspaper of general circulation, and in newspapers representing significant minorities and non-English speaking persons. Copies of the Consolidated Plan will be distributed to regional public libraries, other public facilities such as the South Governmental Center, and other County facilities. Copies of the Plan will be available at the Public Housing and Community Development Department during regular business hours. This public announcement will allow for a 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.
13. The public hearing may be held at any time during the public comment period by the BCC or appropriate committee. 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.
14. The public hearings/meetings will be held at sites that are accessible to low and moderate income persons, persons with disabilities, the elderly and other special populations. These public hearings will be for the presentation of the Draft Consolidated Plan and the last public hearing will be for the adoption of the Plan and will obtain citizens views and responds to proposals and questions.

15. Where a significant number of non-English speaking residents can be reasonably expected to participate, a method of communication will be provided for non-English speaking residents and accommodations will be provided for persons with disabilities, upon forty-eight (48) weekday hour's notification to the Miami-Dade County Housing and Community Development Department.
16. Response to inquiries, comments and complaints that are received will be answered by the Public Housing and Community Development Department within fifteen (15) working days, where practicable.

C - Substantial Amendments To The Five Year Consolidated Plan:

Criteria for Amendment(s) to Five Year Consolidated Plan;

Amendment to Five Year Consolidated Plan: The County may from time to time find it necessary to amend its Consolidated Plan. The following will define what constitutes and does not constitute a substantial amendment to the Consolidated Plan:

Definitions:

A substantial change is any change in purpose, scope 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 50% or more.
- The minimum change in the cost of an activity is \$125,000 or more, or
- An activity's services are redirected outside of the previously agreed upon Neighborhood Revitalization Strategy Area.

Amendments to the Plan that do not meet any of these four (4) threshold criteria shall be deemed non-substantial and may be approved administratively by the Department and shall not require approval by the Board of County Commissioners.

Substantial Amendments, which affect Neighborhood Revitalization Strategy Areas, will be submitted to the respective Committees for their review and comment prior to action by the full Board of County Commissioners 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 Public Housing and Community Development Department during regular business hours.

A public notice summarizing the amendment(s) will be placed in a newspaper of general circulation and newspapers representing significant minorities and other non-English speaking persons at least fifteen days prior to the Hearing. This fifteen day period will allow the public a period of time for comments. Copies of the amendment will be available at the Department's office located at 701 NW 1 Court, 14 Floor, Miami, Florida 33136, during regular business hours. Notice of the hearing should also be published on the Departments' website and the County Calendar. This process will allow for a comment period for citizens to respond to the proposed amendments 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.

D - Annual Action Plan (AAP)

Annual Action Plan Preparation: To obtain input from public and private agencies as well as State and/or local health and child welfare agencies that assist in housing, health, social services, to low-to moderate-income residents of Miami-Dade County, the following steps will be taken

1. Conduct a public hearing before the Board of County Commissioners (BCC) or appropriate BCC committee for the purpose of gaining citizen input on the Annual Action Plan.
2. The advertising and conducting of public hearings will be the responsibility of the Public Housing and Community Development Department.
3. A summary of citizen comments received in writing, or orally at public meetings, will accompany all submissions to HUD.
4. Advertise all public meetings and workshops to solicit input for the preparation of the agenda item in a newspaper of general circulation at least fifteen (15) days prior to the scheduled meeting/hearing. The advertisement will include:
 - the purpose of the hearing;
 - date;
 - time; and
 - location
4. Provide a draft of the Annual Action Plan for public review and comment at sites of public access such as government buildings, libraries, etc., as well as on the County's website not less than thirty (30) days prior to the plan's submission.
5. The public hearings/meetings will be held at sites that are accessible to low and moderate income persons, persons with disabilities, the elderly and other special populations.
6. Where a significant number of non-English speaking residents can be reasonably expected to participate, a method of communication will be provided for non-English speaking residents and accommodations will be provided for persons with disabilities, upon forty-eight (48) weekday hours notification to the Miami-Dade County Public Housing and Community Services Department.
7. Response to inquiries, comments and complaints that are received will be answered by Public Housing and Community Development Department within fifteen (15) working days, where practicable.

Criteria for Amendment(s) to Annual Action Plan

Amendment to Annual Action Plan (AAP):

The County may from time to time find it necessary to amend its AAP. The following will define what constitutes and does not constitute a substantial amendment to the AAP:

Definitions:

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 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 50% or more.
- The minimum change in the cost of an activity is \$125,000 or more, or
- An activity's services are redirected outside of the previously agreed upon strategy areas.

Amendments to the Plan that do not meet any of these four (4) threshold criteria shall be deemed non-substantial and may be approved administratively by the Department and shall not require approval by the Board of County Commissioners.

Amendments, which affect established target areas will be submitted to the respective Committees for their review and comment during their next regularly scheduled meeting, or at a meeting that has been called to address an issue, in order to provide citizens with a reasonable opportunity to comment on any substantial amendments to the Plan, prior to action by the full Board Of County Commissioners.

At the time of submission of Substantial Amendments to the Annual Action 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 Public Housing and Community Development Department during regular business hours.

A public notice summarizing the amendment(s) will be placed in a newspaper of general circulation and newspapers representing significant minorities and other non-English speaking persons at least fifteen days prior to the Hearing. This fifteen days period will allow the public a period of time for comments. Copies of the amendment will be available at the Department's office located at 701 NW 1 Court, 14 Floor, Miami, Florida 33136, during regular business hours. Notice of the hearing should also be published on the Department's website and the County Calendar. This process will allow for a comment period for citizens to respond to the proposed amendments 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.

Availability to the Public

To provide the public an opportunity to share their views and to respond to the Annual Action Plan the following strategies will be implemented:

1. The Miami-Dade County will post the Annual Action Plan on the Miami-Dade County/Public Housing and Community Development website: (<http://www.miamidade.gov/housing>).
2. All reasonable efforts will be taken to make Annual Action Plan accessible to persons with disabilities, upon request.

Access to Records

To provide an opportunity for citizens to receive information, submit comments and/or submit grievances on the proposed Annual Action Plan the following strategies will be implemented:

1. Advertise a summary of the Annual Action Plan, or a substantial amendment in a newspaper of general circulation, soliciting comments for a period of thirty (30) days. The summary will describe the contents and purpose of the Annual Action Plan and will include locations where the entire plan may be examined.
2. Copies of the documents will also be placed on the County website.
3. Comments on the documents can be forwarded to;
Miami-Dade County
Public Housing and Community Development Department
701 NW 1 Court
14th Floor
Miami, Florida 33136
Phone: (786) 469-4100
4. If not satisfied at the local level, complaints may be forwarded to HUD.

E - Comprehensive Annual Performance And Evaluation Report (CAPER)

To provide an opportunity for citizens to receive information and/or submit comments regarding the Comprehensive Annual Performance Report (CAPER) and before submission to U.S. HUD the following strategies will be implemented:

1. Notification will be given of the availability for review of the Comprehensive Annual Performance Report in a newspaper of general circulation and newspapers representing significant minorities and Non-English speaking persons. The notification will describe the contents of the Comprehensive Annual Performance Report and will include locations where the Comprehensive Annual Performance Report may be examined.
2. The Consolidated Annual Performance and Evaluation Report will be presented
3. The Miami-Dade County will post the Consolidated Annual Performance and Evaluation Report on the Miami-Dade County website.
4. Citizens will be given a period of fifteen (15) days in order to submit views and comments to the Comprehensive Annual Performance Report prior to the report's submission to HUD.
5. Comments may be submitted to the Department regarding the Comprehensive Annual Performance and Evaluation Report at a public meeting that is held annually in the first quarter of the succeeding year following the publication of the performance report or by phone, e-mail or fax.

Availability to the Public

To provide the public an opportunity to share their views and to respond to the Consolidated Annual Performance and Evaluation Report as adopted, the following strategies will be implemented:

1. Copies will be made available at the offices of the Public Housing and Community Development Department during regular business hours.
2. All reasonable efforts will be taken to make the Consolidated Annual Performance and Evaluation Report accessible to persons with disabilities, upon request.

Access to Records

To provide an opportunity for citizens to receive information, submit comments and/or submit grievances on the CAPER the following strategies will be implemented:

1. Advertise that the CAPER or a summary of the CAPER is available for period of 15 days for public comment. This advertisement will be in a newspaper of general circulation. The advertisement will describe the contents and purpose of the CAPER and will include locations where the document may be examined.
2. Copies of the documents will also be placed on the County website.
3. When possible, the County will make available electronic copies of the documents to citizens and groups that request it.
4. Comments on the documents can be forwarded to;

Miami-Dade County
Public Housing and Community Development Department
701 NW 1 Court,
14th Floor
Miami, Florida 33136
Phone: (786) 469-4100

5. If not satisfied at the local level, complaints may be forwarded to HUD.
U.S. Department of Housing and Urban Development
Office of Community Planning and Development
909 SE First Avenue, Room 300
Miami, Florida 33131

Availability to the Public

To provide the public an opportunity to share their views and to respond to the Consolidated Annual Performance and Evaluation Report as adopted, the following strategies will be implemented:

1. The Miami-Dade County will post the Consolidated Annual Performance and Evaluation Report, as adopted on the Miami-Dade County website.

2. All reasonable efforts will be taken to make the Consolidated Annual Performance and Evaluation Report accessible to persons with disabilities, upon request.
2. Copies of the documents will also be placed on the County website.

EXPEDITED CITIZEN PARTICIPATION PROCESS

Notwithstanding any other provision set forth in this plan, in order to administer funding allocated to the County pursuant to the Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Public Law 116-136), and in other circumstances where an expedited citizen participation process is permitted by the United States Congress and/or U.S. HUD, the County may utilize the following expedited citizen participation process to draft, propose, or amend consolidated plans. The County will follow citizen participation guidance by Congress or U.S. HUD, but absent such guidance will provide no less than five (5) days' notice and no less than five (5) days' reasonable opportunity to comment. The five-day comment period may run concurrently for comments on an action plan amendment and amended citizen participation plans. In-person public hearings will not be required. The County may meet public hearing requirements with virtual public hearings if: 1) national/local health authorities recommend social distancing and limiting public gatherings for public health reasons; and 2) virtual hearings provide reasonable notification and access for citizens in accordance with the County's certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.

Technical Assistance

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

Complaints

The Public Housing and Community Development Department will act swiftly and objectively in resolving all written complaints and grievances utilizing the following strategies:

1. The Public Housing and Community Development Department will respond to citizen complaints/grievances within fifteen business (15) days. The Director's response will indicate the avenue(s) of appeal to the complainant.
2. Citizens may, at any time during the complaint resolution process, contact the U.S. Department of Housing and Urban Development (HUD) directly at the following address:

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
909 SE First Avenue, Room 300
Miami, Florida 33131-3028

PART II:

COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT CITIZEN PARTICIPATION PLAN

Overview of Community Action And Human Services Department (CAHSD) And Community Action Board (CAB)

Community Action and Human Services Department (CAHSDs) 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 CAHSD is the result of an explicit designation by local or state government. A CAHSD has a tripartite board structure that is designed to promote the participation of the entire community in the reduction or elimination of poverty. The Community Action and Human Services Department seeks 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 CAHSD's 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 CAHSD's 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 CAHSD 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 CAHSD 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.

STRUCTURE AND SCOPE (CAC/CAB)

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; one the neighborhood level; and one a countywide level.

To better maximize the use of local resources, the Community Advisory Committees (CAC's) must develop and nurture positive relationships with private and public sector entities to improve the quality of life in low-income neighborhoods.

(1) The neighborhood structure exists in the form of Community Advisory Committees (CAC).

(2) The countywide structure exists in the form of a Community Action Board (CAB).

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.

Miami-Dade Community Action And Human Services Department (CAHSD) Strategy and Approach

The CSBG requires the formation and maintenance of a tripartite board, for a private, nonprofit Community Action and Human Services – a CAHSD, 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.

The Community Action and Human Services Department (CAHSD), 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. While the State has the option to come up with a different mechanism for public CAHSD's, it has opted to utilize the requirements cited above as the framework for public CAHSD's as well.

Recognizing the magnitude of the geography of the Miami-Dade County, the formation of Community Advisory Committees (CAC's) in targeted communities provides CAHSD 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.

CAHSD, in its desire to fully engage the community, employs a two-tiered approach to the engagement of the community.

First, the CAHSD Community Advisory Committees that focus on social concerns impacting their neighborhoods.

Secondly, in communities where CAHSD and PHCD share the same boundaries, the CAHSD Community Advisory Committees and PHCD Community Advisory Committees, in addition to social concerns, focus on issues related to the community and economic development of their neighborhoods.

LEADERSHIP DEVELOPMENT OF COMMUNITY ADVISORY COMMITTEES

Critical to the Community Action and Human Services' (CAHSD) 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 CAHSD'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 Community Advisory Committees (CAC's) in fulfilling their advocacy mission and making sound decisions, the CAHSD must provide the CAC members with capacity building and leadership development training to support their building of better communities.

PART III:

COMMUNITY ADVISORY COMMITTEE (CAC) GUIDELINES

The West Little River CAC will be governed by the guidelines specified in this section.

The County will no longer seek input from the Model City CAC. Instead, Public Housing and Community Development staff will conduct quarterly meetings in the Model City NRSA. These meetings will be noticed in advance on the County calendar and in a newspaper of general circulation. The Department will notify the list of housing and community development agencies, recent applicants and interested parties prior to meetings.

This amendment to this Citizen Participation Plan hereby also amends the 2013-2017 Consolidated Plan. In the event of conflict between this amended Citizen Participation Plan and the 2013-2017 Consolidated Plan as it relates to citizen participation, this amended Citizen Participation Plan shall govern.

MEMBERSHIP - Overall

The Community Advisory Committee (CAC) 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. Stakeholders are defined as residents, property owners, business owners or persons employed in the Target Area.

a- COMMUNITY ADVISORY COMMITTEE COMPOSITION

- **2-Human Services Community Action Committee**

1- Oversight of Community Action Committees by Miami-dade Public Housing and Community Development

Composition of Committees:

Community Advisory Committees shall be composed of thirteen (13) elected representatives from the designated county target area. Those representatives can be residents, business owners, individuals employed in the area or property owners. In order to serve as a member of the committee candidates must:

- Be at least eighteen (18) years of age and a registered voter in Miami-Dade County.
- Miami-Dade County staff employed by Public Housing and Community Development Department are ineligible to be committee members. They may, however, participate in discussions at meetings of the Committee. Any person who works for an agency that receives funds from Public Housing and Community Development Department may serve as a member of the Committee but must adhere to rules of conflict of interest.

General Responsibilities of Members and Officers

Members are expected to:

- Support the missions of the Public Housing and Community Development Department;
- Solicit input from the community at large;
- Attend meetings regularly; and
- Represent the views of the majority of the residents of the area.

Officers: Community Advisory Committee

Community Advisory Committees will have four members who will serve as officers. The officers will consist of the Chairperson, Vice Chair, Secretary and Parliamentarian. The officers will select from among the entire committee.

- **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** - 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

Term of office-

Members and Officers of the Community Advisory Committees will be elected for three (3) year terms.

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.

If a vacancy occurs on the Public Housing and Community Development Department Community Advisory Committee(s), the replacement will be filled by special election.

Eligibility for Members and Officers

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;
 - Deeds, mortgages or homestead exemption documentation with the candidate's name and an address within the Target Area/; or
 - Official correspondence from a governmental agency indicating the candidate's name and an address within the Target Area.
- 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.
- 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.
- Employment in the 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.

MEMBER AND OFFICER ELIGIBILITY QUALIFICATION AFFIDAVIT

All candidates for Community Advisory Committee member positions 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 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 Director of the Public Housing and Community Development Department or their Designee. Staff will have a period of up to 30 days to review the information. If upon review the 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.

DUTIES AND RESPONSIBILITIES OF STAFF

Public Housing and Community Development staff will provide notices of all Community Advisory Committee meetings and meeting agendas to each Committee member in writing at least five (5) working days in advance of the meeting. Notices and agendas may also be given to the local public media and posted in local Community Service Centers.

The Secretary of the Community Advisory Committee will be responsible for insuring that minutes of all Committee meetings are prepared and that all official request/actions/motions taken by the Community Advisory Committee are included. Minutes will be sent to the Public Housing and Community Development Department within 4 days of the meeting for review. 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 The Public Housing and Community Development Department or other County entities. The areas of training will include: Policies and Guidelines, Community Advocacy, Leadership Development, Conflicts of Interest, Ethics, and Project Planning and Evaluating.

DUTIES, RIGHTS AND RESPONSIBILITIES OF MEMBERSHIP

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 ADVISORY COMMITTEE(S)**
The Quorum required for any meeting of the Community Advisory Committee shall be fifty percent (50%) plus one of the current members.
- **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 Community 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 to take action on those issues that are in support of the missions of the Department of Public Housing and Community Development.
- **OBJECTIVES OF THE COMMUNITY ADVISORY COMMITTEE**
It will be the responsibility of the Community Advisory Committee to initiate and to assume a leadership role in the Target Area in order to address the following objectives:

- Support the missions of the Public Housing and Community Development Department.
- Conduct Target Area/NRSA meetings.
- Involve all persons who have an interest in the Target Area/NRSAs.
- Make people aware of Target Area conditions and encourage the improvements of those conditions.
- Identify problems and issues in the Target Areas/NRSAs.
- Identify alternative projects.
- Facilitate two-way communication with government representatives and Target Area residents.
- Recommend priorities within the purview of the Department.
- Provide an opportunity for the discussion of Target Area problems and related issues.
- Review the progress of Target Area 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 his/her tenure, after the first meeting, this must be disclosed at the next scheduled meeting.

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

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.

DUTIES OF THE COMMUNITY 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.
 - 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 concerns within the Target Area 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 Community Advisory Committee participates in program planning, monitoring, and evaluation of activities and programs within its community. In performance of this duty the Community Advisory Committee will:
 - Provide an opportunity for residents to identify needs or problems in their community as they relate to Departments missions.
 - Encourage residents to propose viable solutions to identified needs and problems in their community as they relate to Departments missions.
 - Elicit the recommendation and set program or neighborhood priorities from the Target Area residents.
 - Review progress of activities within the Target Area.
 - 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 shall have the authority to change actions as voted upon by the Community 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 Public Housing and Community Development Advisory Committee on ideas, issues or proposals, unless it has been pre-approved and authorized by the Community Advisory Committee as a whole. Nor may any Advisory Committee member appear before official public bodies, as a representative of the Community Advisory Committee (i.e. County Commission, City Commission, School Board, etc.) unless authorization to represent the Community 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 Community 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 CAHSD or PHCD 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.

A Community Advisory Committee member whose immediate family (defined as a spouse, parent and/or children of the person involved) 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 Community Advisory Committee’s Chairperson, shall inform the Public Housing and Community Development Department, should any committee member be found to have violated of 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 inform the Department. The Department and the Community Advisory Committee’s Chairperson will act in concert regarding the removal of the member found to have a violation of the conflict of interest policy.

2- Community Action and Human Services Department (CAHSD) Community Advisory Committees

Types of Membership of the Community Action and Human Services Community Advisory Committee (CAHSD CAC)

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

MEMBERS

- A Member of the Community Advisory Committee must be a stakeholder in the Target Area.

- The Community Action and Human Services (CAHSD) Community Advisory Committee will consist of thirteen (13) members. Members must be residents, property owners, business owners, or employed in the Target Area.
- Miami-Dade County staff employed by PHCD or CAHSD are ineligible to be Community 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 PHCD/CAHSD may serve as a member of the Community Advisory Committee but must adhere to rules of conflict of interest.
- Members must be residents, property owners, business owners, or employed in the Target Area.
- Miami-Dade County staff employed by PHCD or CAHSD are ineligible to be Community 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 PHCD/CAHSD may serve as a member of the Community Advisory Committee but must adhere to rules of conflict of interest.
- 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.

OFFICERS: CAHSD Community Advisory Committee

The elected Members will select from among themselves, the Officers of the CAHSD Community Advisory Committee. Officers of the Community 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** - 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** - The Committee's representative to the Community Action Board (CAB) will serve as a liaison between the CAHSD Community Advisory Committee (CAHSD CAC) and the Board (CAB). They will be responsible for attending all Board Meetings, reporting to the Committee (CAHSD CAC) all Board actions that might affect and/or be beneficial to their target area, bringing to the Board (CAB) concerns and recommendations from the Community Advisory Committee (CAHSD CAC), 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 CAHSD Community Advisory Committee and/or Community Advisory Board (CAB) 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.

Term of office-

Members and Officers of the PHCD Community Advisory Committee will be elected for three (3) year terms.

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.

Attendance will be verified by a sign-in sheet. Only communication with CAHSD or PHCD staff in advance of the meeting will be accepted as "proper notification" for an excused absence. An excused absence includes, sickness, travel, family emergency, or significant commitments, such as work related commitments. At the subsequent Committee meeting the CAC will consider and vote whether to approve the request for the excused absence.

If a member has two (2) unexcused absences within a calendar year, a warning letter will be sent from the Chair of the CAC to the member. When a member attains three (3) unexcused absences within a calendar year, a letter will be sent to the member from the Chair of the Committee indicating that they are no longer on the CAC at which point the Committee may take a vote to remove the Board member. If the member is not present at any of the aforementioned Committee meetings, the Committee may request for a County staff to send the letter(s) to the member.

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

GENERAL RESPONSIBILITIES OF MEMBERS AND OFFICERS of the CAHSD CAC

Members and Officers are expected to:

- Support the missions of the Community Action and Human Services (CAHSD) Department;
- Solicit input from the community at large;

- Attend meetings regularly; and
- Solely represent the views of the majority of the residents of the area.

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. Proof of residency may include:
 - A current utility bill with the candidate’s name at an address within the Target Area;
 - Deeds, mortgages or homestead exemption documentation with the candidate’s name and an address within the Target Area/; or
 - Official correspondence from a governmental agency indicating the candidate’s name and an address within the Target Area.

- **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.

- **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.

- **Employment in Target Area**
Employees in the Target Area 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.

MEMBER AND OFFICER ELIGIBILITY QUALIFICATION AFFIDAVIT

All candidates for the Community Action and Human Services 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 Action and Human Services 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 and

Human Services Department 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**

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. It is a requirement that at these meetings a minimum of 15 of the respective Target Area 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. Community Action and Human Services Department/Public Housing and Community Development Department Election Staff will also provide a schedule of office hours for the following activities:

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

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.

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.

CANDIDATE NOTIFICATION

After the closing of the registration period, CAHSD/PHCD 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.

TARGET AREA VOTERS

Participation in the Target Area 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 wellbeing of their Target Area. 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 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. Other types of individuals that are eligible to vote are outlined in the appropriate section in this document (Community Action and Human Services Department Committee Advisory Committee or Public Housing and Community Development Department Committee Advisory Committee).

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. Proof of residency may include:
 - A current utility bill with the candidate's name at an address within the Target Area;
 - Deeds, mortgages or homestead exemption documentation with the candidate's name and an address within the Target Area; or
 - Official correspondence from a governmental agency indicating the candidate's name and an address within the Target Area.
- **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.
- **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.

- Employment in Target Area
Employees in the Target Area 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.

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 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 and Human Services Department and the Public Housing and Community Development Department staff(s) 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 Community Action And Human Services and the Public Housing and Community Development Department Election Staff to use on election day.

ELECTION PROCEDURES

- **Public Housing and Community Development Department (PHCD):**
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 only thirteen (13) qualified candidates in the election, the candidates will be declared a winner without a formal election process. The PHCD Election Staff will send the roster of the candidates to the Director of the Department of Public Housing and Community Development or their designee for certification.
- **Community Action and Human Services Department (CAHSD):**
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 Community Action and Human Services Department Election Staff will send the roster of the candidates to the Executive Director of the Community Action and Human Services Department or their designee for certification.

ELECTION PROCESS

This section will address the procedures and process by which the election will be carried out in each Target Area. The Director of the Miami-Dade Community Action and Human Services Department and the Director of Public Housing and Community Development Department will appoint staff members 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 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 CAHSD/PHCD Election Staff.
- **Qualified Voters List**
CAHSD/PHCD Election Staff must have a roster of qualified voters at the election table.
- **Ballots**
CAHSD/PHCD Election Staff must ensure that they have a sufficient quantity of ballots.

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 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 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 CAHSD/PHCD 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 and Human Services Department or the Director of Public Housing and Community Development.

- 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.

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 CAHSD/PHCD election staff.
- Voters who come to cast their ballot are allowed to wear campaign material.

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 CAHSD/PHCD 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. CAHSD/PHCD Election Staff will provide at each polling place a fictitious sample ballot (Attachment C-CAHSD

Only & Attachment D-PHCD Only) 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.

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 CAHSD/PHCD 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.

CLOSING THE POLLS

At 7:00 p.m., CAHSD/PHCD 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 CAHSD/PHCD 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.

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 E). 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;

- CAHSD/PHCD 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 CAHSD- Community Advisory Committees and one candidate for PHCD - Community Advisory Committees with the highest number of votes will be elected.
- The CAHSD/PHCD Election Staff will certify and issue a preliminary certification of the election results;
- Each member of the CAHSD/PHCD 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 election. A notice of the runoff election will be sent to all registered voters of the specific Target Area. 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 and Human Services Department or Director of Public Housing and Community Development 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 and Human Services Department or Director of Public Housing and Community Development 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 and Human Services Department or Director of Public Housing and Community Development 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 (COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT CAC & PUBLIC HOUSING AND COMMUNITY DEVELOPMENT CAC)

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 Committees 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

CAHSD/PHCD staff will provide notices of all Community Advisory Committee meetings and meeting agendas to each Community 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 CAHSD Department Community Service Centers. CAHSD staff will be responsible for insuring that minutes of all Committee meetings are prepared and

that all official action taken by the CAHSD 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 and Human Services Department. The areas of training will include: HHS Policies and Guidelines, Community Advocacy, Leadership Development, and Project Planning and Evaluating.

HISTORY OF DOCUMENT CREATION/REVISIONS

Document was created on July 7, 1981

Previous amendments/reviews were made on:

- October 1983
- June 1989
- May 1990
- October 2001
- August 2005
- April 2008
- December 2009
- June 2012
- April 2020

(Attachment A)

ELIGIBILITY QUALIFICATION AFFIDAVIT

Declaration of Candidacy for Miami-Dade Community Action and Human Services Department and Miami-Dade Department of Public Housing and Community 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 Community Action and Human Services and/or PHCD Advisory Committee in the _____ target area. 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 Community 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 AND HUMAN SERVICES
DEPARTMENT
MIAMI-DADE DEPARTMENT OF PUBLIC HOUSING AND COMMUNITY
DEVELOPMENT
County-Wide 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	<input type="checkbox"/>	OWN A BUSINESS IN AREA	<input type="checkbox"/>
OWN PROPERTY IN AREA	<input type="checkbox"/>	EMPLOYED IN AREA	<input type="checkbox"/>

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 AND HUMAN SERVICES DEPARTMENT
MEMBERSHIP ELECTION
DATE:**

SAMPLE BALLOT
(Community Action and Human Services ONLY)

QUALIFIED VOTERS MAY VOTE FOR UP TO SEVEN (7) CANDIDATES*

(Candidate names are in alphabetical order)

- | | | | |
|---|-------------------|---|------------------|
| <input type="checkbox"/> _____ | John Axel | <input 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 seven (7) candidates, this ballot will be void)

Jonas Hamilton, Election Staff, CAHSD
Marisol Edward, Election Staff, CAHSD

(Attachment D)

**MIAMI-DADE DEPARTMENT OF PUBLIC HOUSING AND COMMUNITY DEVELOPMENT
MEMBERSHIP ELECTION
DATE**

**SAMPLE BALLOT
(PHCD ONLY)**

QUALIFIED VOTERS MAY VOTE FOR SEVEN (7) 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 seven (7) candidates, this ballot will be void)

Jonas Hamilton, Election Staff, PHCD
Marisol Edward, Election Staff, PHCD

(Attachment E)

Miami-Dade Community Action and Human Services Department
Election Certificate

Target Area ELECTION _____

I, the undersigned _____, Election Staff of Miami-Dade Community Action and Human Services Department, Florida, do, by my signature hereto, certify that the ballot box for the Community Advisory Committee (CAC) election being held this

_____ day of the month _____, 20 _____ is locked with seal number _____

Staff Name (Print) Election Staff Signature _____ Election

We, the undersigned, _____, Election Staff of Miami-Dade County Community Action and Human Services Department hereby certify to the best of our knowledge that the seal number locked in the ballot box corresponds exactly with the number registered above. In my presence also were the following witnesses who have assisted in the breaking of the seal and the tabulation process. Except as otherwise specifically set forth and declared in this certification, in our presence and sight, no ballot was removed from or added, and no ballot was in any manner altered or tampered with by any person, and no person touched any ballot, except a person authorized to do so.

Quantity of voted ballots []

Quantity of voided ballots []

Election Staff Name (Print)

Election Staff Signature

Election Staff Name (Print)

Election Staff Signature

Witness Name (Print)

Witness Signature

Witness Name (Print)

Witness Signature

(Attachment F)

Miami-Dade Department of Public Housing and Community Development
Election Certificate

Target Area ELECTION _____

I, the undersigned _____, Election Staff of Miami-Dade Department of Public Housing and Community Development, Florida, do, by my signature hereto, certify that the ballot box for the Community Advisory Committee (CAC) election being held this

_____ day of the month _____, 20 _____ is locked with seal number _____

Staff Name (Print) Election Staff Signature _____ Election

We, the undersigned, _____, Election Staff of Miami-Dade County Department of Public Housing and Community Development hereby certify to the best of our knowledge that the seal number locked in the ballot box corresponds exactly with the number registered above. In my presence also were the following witnesses who have assisted in the breaking of the seal and the tabulation process. Except as otherwise specifically set forth and declared in this certification, in our presence and sight, no ballot was removed from or added, and no ballot was in any manner altered or tampered with by any person, and no person touched any ballot, except a person authorized to do so.

Quantity of voted ballots []

Quantity of voided ballots []

Election Staff Name (Print)

Election Staff Signature

Election Staff Name (Print)

Election Staff Signature

Witness Name (Print)

Witness Signature

Witness Name (Print)

Witness Signature

Exhibit 3



ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

April 2, 2020

The Honorable Carlos Giménez
Mayor of Miami-Dade County
111 NW 1st Street
Miami, FL 33128

Dear Mayor Giménez:

I am pleased to inform you of special Emergency Solutions Grants (ESG) Program funds HUD is allocating to your jurisdiction in the amount of \$3,888,572, as authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136. These special ESG-CV funds are to be used to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) among individuals and families who are homeless or receiving homeless assistance; and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19.

President Trump signed the CARES Act on March 27, 2020 to help the Nation respond to the coronavirus outbreak. The CARES Act made available an additional \$4 billion in ESG-CV funds to supplement the Fiscal Year (FY) 2020 ESG funding provided under the Further Consolidated Appropriations Act, 2020 (Public Law 116-94). Of this amount, the Department is immediately allocating \$1 billion for ESG-CV grants based on the FY 2020 ESG formula. The rest of the funding for ESG-CV grants will be allocated directly to States or units of local government by a separate formula developed by the Secretary. Up to \$40 million of the additional funds will be set aside for technical assistance.

Given the immediate needs faced by our communities, the Department has announced the first allocation of funds, which are subject to the following flexibilities and conditions provided by the CARES Act:

- The funds may be used to cover or reimburse allowable costs incurred by a State or locality before the award of funding (including prior to the signing of the CARES Act) to prevent, prepare for, and respond to COVID-19;
- The funds are not subject to the spending cap on emergency shelter and outreach under 24 CFR 576.100(b)(1);
- Up to 10 percent of funds may be used for administrative costs, as opposed to 7.5 percent as provided by 24 CFR 576.108(a);
- The funds are exempt from the ESG match requirements, including 24 CFR 576.201;
- The funds are not subject to the consultation and citizen participation requirements that otherwise apply to the Emergency Solutions Grants, however each recipient must

publish how its allocation has and will be used, at a minimum, on the Internet at the appropriate Government web site or through other electronic media;

- The funds may be used to provide homelessness prevention assistance (as authorized under 24 CFR 576.103 or subsequent HUD notices) to any individual or family who does not have income higher than HUD's Very Low-Income Limit for the area and meets the criteria in paragraphs (1)(ii) and (1)(iii) of the "at risk of homelessness" definition in 24 CFR 576.3;
- That recipients may deviate from applicable procurement standards when using these funds to procure goods and services to prevent, prepare for, and respond to coronavirus, notwithstanding 24 CFR 576.407(f) and 2 CFR 200.317-200.326;
- While we encourage you to offer treatment and supportive services when necessary to assist vulnerable homeless populations, individuals and families experiencing homelessness must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services for which these funds are used, notwithstanding 24 CFR 576.401(e).

In addition, the Act authorizes the Secretary to grant waivers of and specify alternative requirements for statutes and regulations the Secretary administers in connection with the use of ESG funds (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment). These waivers and alternative requirements can be issued when necessary to expedite and facilitate the use of funds to prevent, prepare for, and respond to coronavirus.

The Department is developing a notice that will further lay out the CARES Act provisions and other waivers and requirements to enable swift implementation of additional ESG-CV grants. This notice and any subsequent notices of waivers and alternative requirements will be made available on HUD's website and distributed to grantees. The Department will also support grantees with technical assistance.

As your jurisdiction develops its plan to use these grant funds, HUD encourages approaches that prioritize the unique needs of persons experiencing homelessness and the development of partnerships between all levels of government and the private for-profit and non-profit sectors. Your jurisdiction should coordinate with State and local health authorities before undertaking any activity to support state or local pandemic response. HUD encourages you to share successes that may help other grantees. Like other supplemental funding, ESG-CV grants are subject to oversight and tracking, such as requirements to prevent the duplication of benefits. We look forward to working with you to prevent fraud, waste, and abuse and to document the impact of this program for beneficiaries.

Importantly, proper reporting in the Integrated Disbursement and Information System (IDIS) is critical to ensuring grantees are complying with program requirements and policies, providing demographic and income information about the persons who benefit from funded activities, and allowing HUD to monitor recipients. Your jurisdiction's ongoing attention is essential to ensuring complete and accurate reporting of performance measurement data.

HUD's Office of Community Planning and Development (CPD) is looking forward to working with your jurisdiction to successfully meet the urgent and complex challenges faced by our communities. If you or your staff has questions, please contact your local CPD Field Office Director or CPDQuestionsAnswered@hud.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "John Gibbs", written in a cursive style.

John Gibbs
Acting Assistant Secretary
for Community Planning and Development
U.S. Department of Housing and Urban Development



ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

Exhibit 4

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

April 2, 2020

The Honorable Carlos Giménez
Mayor of Miami-Dade County
111 NW 1st Street
Miami, FL 33128

Dear Mayor Giménez:

I am pleased to inform you of a special allocation to your jurisdiction of Community Development Block Grant funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The CARES Act made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds. Of this amount, the Department is immediately allocating \$2 billion based on the fiscal year 2020 CDBG formula. The remaining \$3 billion shall be allocated based on needs using best available data, in the following tranches: \$1 billion shall be allocated to States and insular areas within 45 days of enactment of the CARES Act, and \$2 billion shall be distributed to states and local governments at the discretion of the Secretary. Up to \$10 million will be set aside for technical assistance. Given the immediate needs faced by our communities, the Department has announced the first allocation of funds. Your jurisdiction's allocation is \$7,770,499.

The CARES Act adds additional flexibility for both the CDBG-CV grant and, in some cases, for the annual FY2020 CDBG grants in these unprecedented times. The public comment period is reduced to not less than 5 days, grantees may use virtual public hearings when necessary for public health reasons, the public services cap is suspended during the emergency, and States and local governments may reimburse costs of eligible activities incurred for pandemic response regardless of the date.

In addition, the CARES Act authorizes the Secretary to grant waivers and alternative requirements of statutes and regulations the Secretary administers in connection with the use of CDBG-CV funds and fiscal year 2019 and 2020 CDBG funds (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment). Waivers and alternative requirements can be granted when necessary to expedite and facilitate the use of funds to prevent, prepare for, and respond to coronavirus.

The Department is developing a notice that will further describe the CARES Act's provisions, a Quick Guide to the CARES Act flexibilities and other provisions, and other resources

to enable swift implementation of CDBG-CV grants. As these become available, they will be posted on HUD's website and distributed to grantees. The Department will also support grantees with technical assistance.

As you develop your plan for the use of these grant funds, we encourage you to consider approaches that prioritize the unique needs of low- and moderate-income persons and the development of partnerships between all levels of government and the private for-profit and non-profit sectors. You should coordinate with state and local health authorities before undertaking any activity to support state or local pandemic response. CDBG-CV grants will be subject to oversight, reporting, and requirements that each grantee have adequate procedures to prevent the duplication of benefits. HUD will provide guidance and technical assistance on DOB and regarding prevention of fraud, waste, and abuse and documenting the impact of this program for beneficiaries.

The Office of Community Planning and Development (CPD) is looking forward to working with you to successfully meet the urgent and complex challenges faced by our communities. If you or any member of your staff has questions, please contact your local CPD Field Office Director or CPDQuestionsAnswered@hud.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "John Gibbs", written in a cursive style.

John Gibbs
Acting Assistant Secretary
for Community Planning and Development
U.S. Department of Housing and Urban Development

Exhibit 5

SMALL BUSINESS ASSISTANCE FORGIVABLE LOAN PROGRAM

Miami-Dade County is proposing to allocate \$5,000,000 to two (2) Community Development Financial Institutions (CDFI) to fund a small business assistance forgivable loan program to assist businesses impacted by COVID-19. Loans will be up to \$25,000, with a 0% interest rate and no origination fees. Eligible borrowers will have no more than 25 employees, with the County Mayor or County Mayor's designee having discretion to increase the maximum staffing count when determined to be in the best interest of the County. The company must retain employees in their permanent jobs.

The goal of the program is to maintain and strengthen small businesses and to provide financial support needed to retain jobs, of which 51% must be held by low to moderate income persons. After twelve (12) months from the first date of the assistance, the borrower will be deemed to have met the requirements of the program and the loan will be satisfied so long as the employer can show documentation that no jobs have been lost. The jobs must be retained for at least one year. If the jobs are not retained, the business will be required to repay the loan. The repayment may be a pro-rate share of the loan if some and not all the jobs are retained.

Eligible Uses of Funds

Loans can be used for expenditures that will allow the business to remain feasible and cover expenses for up to three months. Such expenses include, but are not limited to, the following:

- Rent (executed lease agreement is required)
- Salaries of current employees based on payroll register
- Personal protective equipment
- Payment of all expense needed to keep the business safely operational, meeting all local, state and federal requirements, i.e., utilities, licenses, insurance, etc.

Ineligible Uses of Funds

- New construction
- Vehicle purchases
- Repayment of outstanding business loans
- Payment of federal tax liens

Eligible Businesses

A business may qualify by meeting the following criteria:

- Business is a for profit
- Jobs created or retained by assisted business may also be presumed to be low- and moderate-income (LMI) if the job and business are located in an area that:
 - Has a 20-percent poverty rate (30-percent poverty rate if the area includes the central business district) and the area evidences pervasive poverty and general distress; or
 - Is part of a federally designated Empowerment Zone or Enterprise Community; and
 - The jobs will be located in the qualifying area
- HUD eligible businesses

The borrower must sign an affidavit indicating the following:

1. That the business has been financially impacted by COVID-19.
2. Were it not for this financial assistance the business would have to eliminate jobs.
3. That the business has not previously received financial assistance to retain these jobs.
4. The business agrees to adhere to all county and federal program requirements.
5. Monthly operating statements from January 1, 2020 to the prior month end will be required.

Notwithstanding any other provision of this policy, the small business loan program activities funded with CDBG-CV funds shall comply with 24 Code of Federal Regulations, Part 570, taking into account any waivers by U.S. Housing and Urban Development.

Exhibit 6

Citrus Health Network is the lead agency in the Housing Assistance Network of Dade (HAND) Program, a multi-agency partnership with Miami-Dade County and local municipalities. Citrus Health is expanding its HAND program rental assistance services to assist eligible individuals and families due to the COVID19 Pandemic.

1. Who can apply?

Individuals or families who are currently homeless (as proven by a referral from an outreach team or homeless program), or victims of domestic violence, or in housing but at risk of becoming homeless as proven by a court filed eviction, foreclosure, or discharging institution and in need temporary rent or utility assistance to prevent them from becoming homeless. Individuals and families must meet income requirements. Landlords may apply for tenants that are part of a homeless prevention/extremely-low income (ELI) set-aside. Applications can also be accepted via email, through an online portal and you may also call 1-877-4357 for the outreach center nearest you.

2. What kind of help can be received?

Help with rental assistance, security deposits, utility deposits and monthly utility bills (the local CAP on utility assistance has been raised to \$1,000.00)

3. Criteria for rental assistance:

-Private landlords with apartments or other residential properties, not a room within a house (mortgage assistance is not available). Landlord must be the legal owner of the property, owner of property cannot be Citrus Health, Miami-Dade County or the agency assisting the tenant. Citrus Health will also work with Affordable Housing property owners/Low Income Housing Tax Credit properties to assist eligible individuals/families.

-Apartments cannot be under Section 8 Housing Vouchers, Shelter plus care, Public Housing, VASH, or another local or federal assistance program. (exception; help with security deposit or utility deposit assistance may be available).

-Rent must be reasonable, proposed rents must meet rent reasonableness requirements

- Rent must be affordable to the household's current income or reasonably potential income. The FMR CAP is waived, but proposed rents will be under FMR plus 20%.

- If the applicant is moving to a new unit, the housing unit must meet local and federal habitability standards as evidenced by: Visual inspection of certificate of occupancy or business license or computer screening to ensure no current violations; completion of housing inspection; Lead based paint inspection for units housing units housing a child under 6 years old. Inspections will also take place via videos or photos in coordination with the landlord.

- Citrus Health is extending the amount of time it goes back to accepting evictions to 120 days (from 90 days). Since eviction filings may occur later in the year, the following criteria is acceptable: has received a three day notice or statement from the landlord indicating that the rent is in arrears; has proof of loss of employment since March 1, 2020, (either letter from employer or unemployment benefits).

-The CAP under the Prevention component of the program will be raised to 50% of the Area Median Income (AMI)

-The income limit under the Rapid Rehousing Component of the program will be raised to 80% of the Area Median Income (AMI)

In addition to the services currently provided via its HAND program, Citrus Health will accept applications via email or through an online portal. Citrus Health will work with Affordable Housing property owners/Low Income Tax Credit properties to assist affected families. The Cap for the Prevention component of the program will be raised to 50% of the area median income and the income limit under the Rapid Re-housing component will be raised to 80% of the area median income. The amount of time that Citrus will go back on accepting evictions will be extended to 120 days (up from 90 days). Since eviction filings may occur later in the year, the following criteria will be added; has received a three day notice or a statement from the Landlord indicating that rent is in arrears; has proof of loss of employment since March 1, 2020, (either letter or unemployment benefits). Inspections will take place via videos or photos in coordination with the Landlord. The local CAP on utility assistance will be raised to \$1,000.00. Case management contacts may occur by phone instead of in person. The FMR cap is waived, but proposed rents will be under FMR plus 20% and still need to meet rent reasonableness requirements.

- ❖ Applications will be accepted via email or through an on-line portal.
- ❖ work with Affordable Housing property owners / LIHTC properties to assist eligible families
- ❖ Prevention CAP will be raised to 50% AMI
- ❖ Rapid Rehousing income limit is raised to 80% AMI
- ❖ Extending the amount of time they go back accepting evictions to 120 days (up from 90 days). Since eviction filings may occur later in the year, adding the following criteria:
Has received a three day notice or statement from landlord indicating rent is in arrears:
has proof of loss of employment since March 1, 2020, (either letter or unemployment benefits)
- ❖ Inspections will occur thru video or photos in coordination with Landlord
- ❖ Local cap on utility assistance will be raised to \$1,0000, this is an increase from the current assistance level
- ❖ Case Management contacts may occur by phone instead of in person
- ❖ FMR cap is waived, but proposed rents will be under FMR plus 20% and still need to meet rent reasonableness

Notwithstanding any other part of this policy, the homeless prevention and rapid rehousing activities funded with ESG-CV funding will comply with the requirements set forth in 24 Code of Federal Regulations, Part 576, taking into account any waivers by U. S. Housing and Urban Development.