Attachment 7

FY 2012 Consolidated Planning Process Policies

Memorandum

MIAMI-DADE COUNTY

Date: July 7, 2011

To: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

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

From: Alina T. Hudak
County Manager

Subject: Proposed FY 2012 Consolidated Planning Process Policies

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This item was amended at the June 15, 2011 meeting of the Economic Development and Social Services Committee to include Recommendation #15, which reduces CDBG funding for the public service programs administered by County departments by $1.05 million. This allows each Commissioner to allocate $50,000 from their respective Commission District Fund to fund public service activities that competed through the annual RFA process and also allows each of the eight NRSA CACs to allocate $50,000 to public service activities that competed through the RFA.

RECOMMENDATION

It is recommended that the Board of County Commissioners (BCC) adopt the attached FY 2012 Consolidated Planning Process Policies (Policy Paper) which will govern the implementation of Miami-Dade County's FY 2008 through FY 2012 Consolidated Plan. This Policy Paper outlines the utilization of Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), Home Investment Partnerships (HOME), and State Housing Initiatives Partnership (SHIP) program income, and Documentary Stamp Surtax (Surtax) funding. Once adopted, these policies will be used to complete the FY 2012 Consolidated Request for Applications (RFA) process, which will be used to develop the FY 2012 Action Plan for BCC consideration and approval.

SCOPE

The attached FY 2012 Policy Paper addresses the needs of low to moderate income communities within the Miami-Dade County entitlement jurisdiction. The Miami-Dade County entitlement jurisdiction excludes six municipalities that receive their own federal entitlements directly from the US Department of Housing and Urban Development (US HUD). These are Miami Gardens, Miami, Hialeah, Miami Beach, North Miami and Homestead. In addition, one municipality (Florida City) participates in the State's Small Cities Program for CDBG and HOME funds.

The County's CDBG entitlement funds are utilized to meet the needs of residents in the unincorporated municipal service area (UMSA) and municipalities that do not receive their own entitlement. Often referred to as the "participating municipalities", these cities have decided to participate in the County's CDBG program instead of the State's Small Cities Program. Participating municipalities include Sweetwater, North Miami Beach, South Miami, Opa-Locka, Hialeah Gardens and the Village of El Portal.

FISCAL IMPACT

The FY 2012 Policy Paper contemplates the funds anticipated from federal, state, and local sources in FY 2012 as shown in the Table 1 below. As part of the Action Plan that will be developed using this Policy Paper, these revenues will be recommended for allocation to developers, municipalities, not-for-profit organizations and for projects benefiting the entitlement jurisdiction that will be managed by County departments. Emphasis will be placed on addressing high priority needs in low to moderate income communities.

Table 1. Projected Funds Available for FY 2012

Funding Source	Type	FY 2011 Anticipated Funding	FY 2012 Estimated Funding
Community Development Block Grant (CDBG)*	Federal	$14,330,400	$13,613,880
Emergency Solutions Grant (ESG)	Federal	750,000	750,000
Home Investment Partnerships (HOME)*	Federal	6,679,000	6,345,050
State Housing Initiatives Partnership Program Income (SHIP)	State	500,000	500,000
Documentary Surtax	Local	Not included	11,900,000
TOTAL ALL SOURCES		**$22,259,400**	**$33,108,930**

* Excludes program income

Surtax and SHIP funds are included in this Policy Paper, as this approach offers an opportunity to conduct a single RFA for projects to be funded from all federal, state, and local funds.

EXPENDITURE LIMITS AND REQUIREMENTS

In developing the Policy Paper and Action Plan, the programs will adhere to the expenditure limits imposed by funding agencies. US HUD has established requirements for the commitment, expenditure and allocation of federal awards to its grantees. Failure to manage program awards within these guidelines may result in forfeiture of funds, cancellation of some activities and assessment of penalties. For example, one of US HUD's primary requirements regarding CDBG is that on November 1 of each year, the County may not have more than 1.5 times its annual allocation in its line of credit with US HUD. Failure to meet this spending ratio will result in the County forfeiting the difference between the balance in the line of credit and the value of the spending ratio. Also, regarding HOME funds, US HUD will cancel funding for HOME activities that have no disbursed funds within a 12-month period.

Table 2 shows the expenditure limits and funding requirements for the federal, state, and local funding sources. .

Requirement	CDBG (federal)	HOME (federal)	ESG (federal)	Surtax (Local)	SHIP (State)
Administrative Cap	20%	10%	None	10%	10%
Public Service	15%	N/A	N/A	N/A	N/A
Required Local Match	NONE	25%	100%	N/A	N/A
Leveraging	Demonstrate leveraging of non-federal funds	Demonstrate leveraging of non-federal funds	Demonstrate leveraging of non-federal funds	No requirement. Strongly recommended	No requirement, Strongly recommended
CHDO Set-Aside*	N/A	15%*	N/A	N/A	N/A
Commitment Deadline	Reserves cannot be established or maintained	2 years	None	None	2 years
Expenditure Deadline	8 years	5 years	None	N/A	3 years
Rental	N/A	N/A	N/A	Minimum of 35%	N/A
Homeownership	N/A	N/A	N/A	Minimum of 35%	N/A

Note: *15 percent of HOME funds must be set-aside for a HOME Community Housing Development Organization (CHDO). A CHDO is a private non-profit organization that provides decent housing that is affordable to low and moderate income persons as evidenced in the CHDO's charter, articles of incorporation, resolutions, or by-laws. A CHDO may apply for funding as a Developer, Owner, or Sponsor, but only CHDOs may apply for a HUD mandated set-aside percentage of local HOME funds.

Below is a brief description of the funding sources in this Policy Paper:

- CDBG: Funds are distributed by a federal formula based on a community's population, poverty, the age of its housing stock, and extent of overcrowded housing. The CDBG program is authorized under Title I of the Housing and Community Development Act of 1974, as amended and enables local governments to undertake a wide range of activities intended to create suitable living environments, provide decent affordable housing and expanded economic opportunities, primarily for persons of low- and moderate-income.

- HOME: Federal funds are allocated to units of general local government on the basis of a formula that considers the relative inadequacy of each jurisdiction's housing supply, its incidence of poverty, its fiscal distress, and other factors. HOME is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended and enables states and local governments to implement local housing strategies designed to increase homeownership and affordable housing opportunities for low and very low-income residents.
- ESG: The federal government distributes a share of US HUD's Homeless Assistance Grants as ESG funding, which is distributed by formula to cities, counties, and states. Funding that is not allocated for the ESG formula is made available through a nationwide Continuum of Care competition. ESG provides homeless persons with basic shelter and essential supportive services. ESG also provides short-term homeless prevention assistance to persons at imminent risk of losing their housing due to eviction, foreclosure, or utility shutoffs.
- Surtax: A state authorized local program that imposes the collection of a $0.45 tax on every $100 worth of commercial real estate transactions. Surtax funds are used to assist in the financing of construction, rehabilitation, or purchase of housing for low-income and moderate-income families.
- SHIP: A State program established by the William E. Sadowski Affordable Housing Act. Funds are allocated on a population-based formula. The Florida Housing Finance Corporation administers the SHIP, which provides funds to local governments as an incentive to create partnerships that produce and preserve affordable homeownership and multifamily housing. The program was designed to serve very low, low and moderate-income families.

BACKGROUND

US HUD requires that the County submit a Consolidated Plan every five years and an annual Action Plan to guide that respective year's implementation of the Consolidated Plan. The Action Plan must be filed with US HUD by November 15 of each year. The most recent Consolidated Plan was submitted to US HUD in November 2007.

In developing the annual Action Plan, the County develops the Policy Paper which serves as a blueprint for the Action Plan funding recommendations to the BCC. The Department of Housing and Community Development (DHCD) is the lead agency responsible for development of the Policy Paper and Action Plan. DHCD Staff continues to consult with municipalities, community development corporations (CDCs), community-based organizations (CBOs), neighborhood based citizen groups and other stakeholders as part of its continuing effort to meet the goals of the FY 2008 – 2012 Consolidated Plan and to finalize the Policy Paper being recommended for BCC approval. These stakeholder inputs have resulted in several new policy recommendations and changes to existing policies for FY 2012. The new or revised policies are being proposed based on feedback from the community and the latest US HUD Community Planning and Development (CPD) guidelines that strongly encourage the: 1) use of a local performance measurement system; 2) development of new management strategies, and 3) implementation of management by objectives.

As the BCC is aware, US HUD expects that Community Development supported by federal funding should include citizen and community participation. Within the County's entitlement jurisdiction, there are several CDBG eligible block groups (EBGs) otherwise known as census tracts, a significant number of which are geographically contiguous. In order to better focus attention on these clusters, the BCC established several Neighborhood Revitalization Strategy Areas (NRSAs), which are contiguous EBGs. The Chairpersons of the County's eight NRSAs have actively participated in the planning process and together made a total of 23 recommendations for consideration in the FY 2012 Policy Paper. The group subsequently agreed to only proffer 20 recommendations, of which eight have been incorporated into this Policy Paper, four will be implemented when the Action Plan is being developed, and three are currently part of normal County operations and program requirements. Attachment E to the Policy Paper is a list of all the final recommendations made by the NRSA Chairpersons presented for consideration.

The following new policies are proposed for FY 2012:

ECONOMIC DEVELOPMENT

Recommendation #1: Small businesses receiving CDBG assistance from Business Incubators will be encouraged to apply to become certified as a Miami-Dade County Green business.

This policy seeks to amend a previous policy approved under the FY 2010 Policy Paper regarding standard procedures for Business Incubators to include BCC-approved sustainability initiatives into all County activities. By amending the existing policy, all businesses receiving CDBG assistance from any County funded Business Incubator are now encouraged to apply to become certified as a Miami-Dade County Green business. However, failure to meet the criteria for certification as a Green business shall not disqualify the business from receiving CDBG support. This strategy will allow small businesses to learn about and implement sustainable business practices in their day-to-day operations.

HOUSING

Recommendation #2: Increase the allocation of HOME funding for Tenant Based Rental Assistance

It is recommended that the County increase the set-aside of HOME funding for Tenant Based Rental Assistance (TBRA) in order to meet the increasing demand for rental assistance from households being negatively impacted by the current economic conditions. The County has, in the past, awarded HOME funds to local agencies to administer TBRA programs, primarily for the benefit of persons or families with incomes well below 50 percent of the area media income (AMI). While these agencies have worked diligently to serve special needs populations, including the homeless, senior citizens, and youth aging out of foster care, more needs to be done to address the problems currently faced by the County's families earning between 50 percent and 80 percent of the AMI. Below is a table showing Miami-Dade County's AMI thresholds by household size.

Miami-Dade County: U.S. HUD AMI Thresholds by Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
30% of AMI	14,800	16,900	19,000	21,100	22,800	24,500	26,200	27,900
50% of AMI	24,650	28,150	31,650	35,150	38,000	40,800	43,600	46,400
80% of AMI	39,400	45,000	50,650	56,250	60,750	65,250	69,750	74,250

The current economic environment has contributed to a significant increase in the number of households in Miami-Dade County having to spend in excess of 50 percent of their household income towards rent. This policy would increase the availability of TBRA to special needs populations with incomes at or below 50 percent of AMI and expands TBRA eligibility to households with incomes up to 80 percent of AMI, as permitted by the federal HOME regulations. TBRA reduces a household's out-of-pocket monthly rent burden to only 30 percent of the household's income.

TBRA funds will be used to provide short and medium-term tenant-based rental housing assistance to individuals and families who are homeless, at risk of becoming homeless, or threatened with economic displacement. The amount, level, and term of such assistance shall be based on a sliding scale determined by household income.

Recommendation #3: Provide short and medium-term tenant-based or project-based rental housing assistance under the ESG Program.

The Miami-Dade Homeless Trust (Trust), which oversees the continuum of supportive services to the County's homeless families, reports a dramatic increase in demand for short and medium term rental assistance. According to the Trust, during the past year demand for rental housing assistance has

increased exponentially from an average of 100 calls per month to well over 1,000 monthly calls from either homeless families or households threatened with homelessness.

DHCD has typically received approximately $750,000 annually in ESG funding, which it has earmarked for the continued operation of the Beckham Hall Emergency Shelter. However, given the increase in demand for short and medium term rental assistance, it is recommended that any ESG funding in excess of $750,000 be set-aside to expand TBRA.

Recommendation #4: When applicable, based on the type of award, each activity recommended for funding must undergo and be contingent upon a feasibility determination and subsidy layering review/underwriting analysis to determine the final level of award, terms, and structure.

Prior to contract execution, the County, in determining whether and how much funding to award/allocate to a project and to evaluate whether the project can be successful, will require each activity recommended for funding be subject to a feasibility determination and underwriting analysis or other assessment. Given the limitations in funding and the need to meet US HUD's national or other local performance objectives, the County cannot invest more dollars than necessary in any project or program. A feasibility determination will identify the appropriate level of County funding and the appropriate funding structure. Additionally, all awards must be evidenced by a contract, memorandum of understanding, or inter-local/inter-department agreement, as well as any appropriate security instrument(s). This requirement may be waived upon review and determination by the Mayor or the Mayor's designee.

Recommendation #5: Funding to agencies which provide Homebuyer Counseling and Education services shall be limited to a geographic distribution.

It is recommended that the County limit funding to three Homebuyer Counseling agencies. The County will endeavor to select agencies to ensure geographic equity such that residents in the North, Central, and South shall have reasonable access to such services. This policy seeks to achieve greater efficiencies in the provision of these services and the expenditure of funds by eliminating the funding of multiple agencies that provide duplicative services in the same market areas.

OTHER PROPOSED POLICIES

Recommendation #6: The award of CDBG, HOME and ESG funding to activities located in other entitlement jurisdictions will be limited to projects and activities that have the demonstrated capacity to provide benefits to residents and communities within the boundaries of Miami-Dade County's entitlement jurisdiction.

As explained earlier, six municipalities within Miami-Dade County have their own federal entitlements from US HUD. US HUD regulations require that funding awards made by the County to activities conducted within the boundaries of another entitlement jurisdiction, must demonstrate "*Metropolitan Significance*". Examples of measures which are applied to assess "*Metropolitan Significance*" are: a) is the activity necessary to further the purposes of the Housing and Community Development Act of 1974; b) is the activity necessary to further the purposes of Miami-Dade County's community development objectives and c) will there be a reasonable benefit from the activity that will accrue to residents within Miami-Dade County's entitlement jurisdiction's boundaries.

Recommendation #7: All projects or activities identified as "countywide" must demonstrate measurable impact in all NRSAs and EBGs.

The County continues to promote funding of programs, projects, and activities that are intended to serve low and moderate income clientele (LMC) on a "*countywide basis*". However, in many cases CDBG funds are awarded to support countywide activities, but the impact and benefits of such activities are often not clearly evident in the County's NRSAs, EBGs and participating municipalities. To address this concern, each applicant wishing to undertake "countywide" activities must clearly develop an acceptable plan and

performance measures outlining how the program will benefit residents within Miami-Dade County entitlement jurisdiction. That plan must identify the resources and capacity within the applicant's organization that are available to satisfy the stated objective of countywide performance.

Recommendation #8: Applicants shall be entitled to an appeal process to dispute their scores, application rankings, and final recommendations for funding.

DHCD will implement a formal RFA appeals procedure, to be completed prior to submission of the funding recommendations to the BCC. All applicants shall be entitled to a review of their score received as a result of the RFA process. The agency must make a formal written request to the DHCD within three business days of the publication of the agency's scores, ranking, and funding recommendation. To the extent issues are identified in the scoring of the application, where appropriate adjustments to the applicant's score and resultant ranking may be made. The County shall not address any request that has not been submitted in writing and received by the County within the three-day appeal period. Additionally, the appeals process shall not apply to subsequent recapture/reallocation activities.

Recommendation #9: All applicants that are in non-compliance with the requirements and conditions of their existing CDBG, HOME, NSP, SHIP, or Surtax contracts with Miami-Dade County shall be ineligible for funding.

All applicants with an existing DHCD contract that have either, 1) failed to demonstrate achievement of the National Objective, or appropriate performance measure under their existing CDBG, HOME, NSP and/or Section 108 loan agreements as well as SHIP and Surtax contractual requirements, or 2) are currently in a delinquent payment status with their existing County contracts/agreements shall be ineligible for funding under the FY 2012 RFA. Entities that are delinquent with their payments will be evaluated and assessed for new or continuing contracts as provided under Section 2-8.1(h)(ii) of the County Code. Future funding will require that the agency, in coordination with County staff, develop a successful work-out plan to address all issues for which the agency is non-compliant.

Recommendation #10: Environmental Review applications must be completed in their entirety and received within 30 days of contract award, or funding will be reassessed for recapture.

The purpose of an environmental review process is to foster implementation of environmentally compatible activities. In accordance with Federal regulations, Miami-Dade County cannot fund projects that will negatively impact communities or the environment. The environmental review process is initiated prior to, or during the contract development process. In accordance with 24 CFR Part 58: Miami-Dade County as a CDBG entitlement jurisdiction is responsible for environmental reviews, decision-making, and actions that would otherwise apply under the National Environmental Policy Act (NEPA).

All awardees must ensure completion of an environmental review prior to commencing project-related work. By undertaking the environmental review early in the process, recipients can avoid further delays in meeting project commencement timelines.

Recommendation #11: The County shall award bonus points for funding requests under the FY 2012 RFA that directly respond to, or seek to implement, projects, programs, and activities that directly respond to existing NRSA charrettes and community plans.

In recent years, several of the County's communities have created or are created charrettes and other community redevelopment plans that set forth specific projects, goals, and objectives for these target areas. The County shall award bonus points under the FY 2012 RFA to qualifying projects that directly respond to, or seek to implement, the development goals and objectives as identified and prioritized in such existing NRSA charrettes and/or community plans.

Recommendation #12: County Departments that will manage a project/program shall be required to make a presentation before the respective NRSA being impacted by the proposed County project/activity.

County departments receiving CDBG funds to implement projects, programs, and services in the NRSA shall be required to make a presentation to the respective NRSA being impacted by the proposed activity. This will enable local community residents to understand the proposed activity and to become familiar and more informed of the improvements or services being provided. This approach will also afford County departments the opportunity to obtain valuable, direct feedback from local residents regarding these activities.

All County departments awarded CDBG funding to implement such NRSA-related projects, programs, or activities shall also be required to provide semi-annual status reports and updates at subsequent NRSA CAC meetings.

Recommendation #13: All projects or activities awarded CDBG or HOME funds that have failed to complete the activity in a timely manner, shall be subject to recapture. This policy may be waived at the discretion of the administration.

US HUD has established commitment timelines, expenditure ratios and allocation percentages for CDBG and HOME funds. Failure to manage program awards within these guidelines may result in forfeiture of the funds, cancellation of some activities and the assessment of penalties, depending on which requirements were not met.

The County routinely reviews the status and progress of CDBG and HOME funded activities and reallocates funding from completed or stalled projects to projects that can comply with US HUD-mandated expenditure requirements and performance objectives. Projects will be prioritized for funding reallocations under the County's *Finish What We Started* policy previously adopted by the BCC.

This policy will also assist the County in meeting federal commitments and expenditure requirements in a more timely manner.

Recommendation #14: A Community Advisory Committee (CAC) may elect to prioritize single-family housing rehabilitation as one of its NRSA high priorities.

Prior year policies limited CAC allocations to economic development, capital improvements and infrastructure activities. This policy is being recommended in response to a request from the CACs, which will give the CACs increased flexibility in identifying the high priorities within the NRSA.

Recommendation #15: Reduce the Public Service allocation to County departments by $1.05 million.

Based on the CDBG guidelines and as outlined in the proposed policy paper, CDBG spending on public services is capped at 15 percent of the total grant funding. EDSS Committee amended the item to reduce the CDBG funding for the public service programs administered by the County by $1.05 million and allow each Commissioner to allocate $50,000 from their respective Commissioner District Fund to fund public service activities that competed through the annual RFA process. Additionally, the amendment allows each of the eight NRSA CACs to allocate $50,000 to public service activities that competed through the RFA.

General Policy Guidelines:

Consistent with the policy established in prior years regarding applications through the RFA, the County will only consider activities that score 45 percent and above for funding. This policy was established based on the historical performance of agencies that were funded through the RFA. Typically, agencies that do not score above 45 percent are not capable of completing their projects.

Funding to these agencies would often have to be recaptured and reprogrammed to other activities.

The CDBG funds can be used to fund administrative, economic development, public infrastructure/capital improvements, housing, and historic preservation activities. Consistent with the federal rules and regulations, 20 percent and up to 15 percent of the CDBG funds will be used for administrative and public service activities, respectively. Additionally, up to ten percent will be used to fund economic development activities. The remaining funds will be used fund public infrastructure, capital improvements and housing-related activities within EBGs and NRSAs. As approved by the BCC in 2011, it is recommended that a minimum of 20 percent of the CDBG funds be allocated to projects that will benefit the NRSAs. It is also recommended that the County Commissioners allocate their respective funds to any eligible activity that benefits residents of EBGs, inclusive of NRSAs.

In order to continue to expedite infrastructure and capital improvements and to effectively serve EBGs countywide, it is further recommended that a total of 40 percent of all the projects funded in the FY 2012 Action Plan, including the portion of public services activities not funded by Commissioners and NRSA CACs, be allocated to projects managed and implemented by the County, exclusive of the 20 percent for administration.

ADDITIONAL INFORMATION

2010 Census Data
US HUD recently released data extracted from the 2010 Census to be used for establishing the census tracts that may be designated EBGs and where applicable, designated as Neighborhood Revitalization Strategy Areas. However, this data requires extensive analysis before the any geographical designations may be finalized. DHCD and Department of Planning and Zoning are analyzing the US HUD data. Once the analysis is complete, the information will be used to develop the 2012 RFA and subsequent allocations of CDBG, HOME and ESG funds.

FY 2013 through FY 2017 Consolidated Five-Year Plan
The proposed FY 2012 Policy Paper and Action Plan is the fifth year submission under the County's 2008 – 2012 Consolidated Plan. DHCD is procuring a consultant to prepare the new five-year Consolidated Plan which will guide the County's strategy for its community development and housing activities from 2013 through 2017. Staff intends to simplify the planning and decision-making process and to seek alternatives to maximize community impact by leveraging ongoing and planned community development activities within census tracts and surrounding areas, and to only fund activities that will have significant community impacts. Additionally, because community needs far outweigh the available funds, efforts will also be made to allocate fund to achieve broader community development goals, which will necessitate changes in funding strategies.

Attachment

Assistant County Manager

MEMORANDUM

(Revised)

TO: Honorable Chairman Joe A. Martinez and Members, Board of County Commissioners

DATE: July 7, 2011

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

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

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

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

_____ No committee review

_____ Applicable legislation requires more than a majority vote (i.e., 2/3's ____, 3/5's ____, unanimous _____) 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. 8(K)(1)(B)
7-7-11

RESOLUTION NO. _____

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

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

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

The foregoing resolution was offered by Commissioner , who moved its adoption. The motion was seconded by Commissioner and upon being put to a vote, the vote was as follows:

Joe A. Martinez, Chairman
Audrey M. Edmonson, Vice Chairwoman

Bruno A. Barreiro	Lynda Bell
Esteban L. Bovo, Jr.	Jose "Pepe" Diaz
Sally A. Heyman	Barbara J. Jordan
Jean Monestime	Dennis C. Moss
Rebeca Sosa	Sen. Javier D. Souto
Xavier L. Suarez	

The Chairperson thereupon declared the resolution duly passed and adopted this 7th day of July, 2011. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

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

HARVEY RUVIN, CLERK

By:_____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Brenda Kuhns Neuman

Miami-Dade County

FY 2012
Consolidated Planning
Process Policies

Department of Housing and Community Development

May _____, 2011

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FY 2012 CONSOLIDATED PLANNING PROCESS POLICIES

EXECUTIVE SUMMARY

It is recommended that the Board of County Commissioners (BCC) adopt the FY 2012 Consolidated Planning Process Policies (Policy Paper) with the policy changes described below. The changes are being proposed in response to input from the community and recommendations from the U.S. Department of Housing and Urban Development (US HUD). These policies will govern the implementation of Miami-Dade County's FY 2008 through FY 2012 Consolidated Plan through the development of the FY 2012 Request for Applications (RFA) process and the FY 2012 Action Plan. The intent of the policy changes is to ensure that all Federal funds are allocated in a timely manner and that the goals and objectives identified in the FY 2008-FY 2012 Consolidated Plan for Miami-Dade County's Neighborhood Revitalization Strategy Areas (NRSAs) and Eligible Block Groups (EBGs) are addressed.

The Policy Paper includes the funding criteria for the federal programs including, Community Development Block Grant (CDBG), the HOME Investment Partnerships (HOME), and the Emergency Solutions Grant (ESG) (formerly known as the Emergency Shelter Grant). It also includes information on two non-Federal programs including the Documentary Stamp Surtax (Surtax) and State Housing Initiatives Partnership (SHIP) programs.

US HUD requires the County to submit a Consolidated Plan every five years, with the most recent Plan submitted in November 2007. An annual Action Plan is also required in order to guide that respective year's implementation of the Consolidated Plan. The recommendations contained in the FY 2012 Policy Paper serve as a blueprint to facilitate the development of the FY 2012 Action Plan, which must be submitted to US HUD by November 15, 2011. The FY 2008-FY 2012 Consolidated Plan was developed in concert with the County's Strategic Plan. The County's strategic area mission statements, goals, and performance measures are in the following areas: Housing and Economic Development; Health and Human Services; Neighborhood and Unincorporated Area Municipal Services; Public Safety; Recreation and Culture; Transportation; and Enabling Strategies. The strategic plan section of the current FY 2008-FY 2012 Consolidated Plan contains numerous policy objectives including, but not limited to the following:

- Provide very low-, low- and moderate-income households access to decent and affordable housing;
- Expand economic opportunities to create and retain jobs through business development;
- Provide adequate Public Services;
- Promote access to Public Facilities/Capital Improvements (primarily senior services, for the disabled, youth, substance abuse services, employment training, and child care); and,
- Facilitate the timely expenditure of HOME, CDBG and ESG dollars to ensure that services are provided in eligible areas.

To maintain fairness and objectivity while ensuring the likelihood of project completion towards achievement of a US HUD national objective, it is recommended that the County utilize a RFA process for the various federal, state, and local programs. Consistent with the policy established in prior years, the County will maintain its threshold for funding only activities which score 45 percent and above. This policy was established based on the historical performance of agencies which have been funded through the RFA. County staff has noted that agencies which do not score above 45 percent typically do not have the capacity to complete their projects and consequently have a significant impact on the County's ability to meet its expenditure and other federal requirements, as these agencies' funds often have to be recaptured and reprogrammed to other activities. Additionally, priority must be given to agencies that support activities in the NRSAs and other eligible block groups.

The RFA will serve to identify agencies with the capacity to address the unmet needs as identified during the FY 2008-FY 2012 Consolidated Plan update, in the following categories:

- Economic Development;
- Public Services

- Housing; and
- Public Facilities/Capital Improvements.

The FY 2012 Consolidated Planning Process Policies (Policy Paper) contains the proposed policies for implementing the FY 2008-FY 2012 Consolidated Plan, the FY 2012 Action Plan, and the FY 2012 Request for Applications (RFA) process. Based on standards established by the U.S. Department of Housing and Urban Development (US HUD), the overall goals of the Consolidated Plan are to:

- Develop viable communities by providing decent housing;
- Provide a suitable living environment by improving the safety and livability of neighborhoods and implementing US HUD's Sustainable Community Initiative;[1] and
- Expand economic opportunities including job creation and retention.

The County continues to consult with other County departments, municipalities, community development corporations (CDCs), community-based organizations (CBOs) and neighborhood-based citizen groups as part of its continuing effort to meet the goals of the FY 2008 through FY 2012 Consolidated Plan. Active participation of all stakeholders is critical for the successful implementation of the Action Plan while ensuring that Federal requirements are met. The outcome of these consultations has yielded proposed new policy recommendations and changes to existing policies for the FY 2012 Consolidated Planning Process. These policies are being proposed based on feedback from the community and the latest Federal Community Planning and Development (CPD) guidelines that strongly encourage: 1) the use of a local performance measurement system, 2) the development of new management strategies and 3) the implementation of management by objectives.

The County would like to express a special thank you to the Community Advisory Committee (CAC) members who provided input related to the FY 2012 Policy Paper and for their continued dedication to their communities.

[1] U.S. HUD and U.S. Department of Transportation Sustainable Communities Initiative. http://www.hud.gov/news/release.cfm?content=pr09-023.cfm

PART I: PROPOSED FY 2012 POLICY RECOMMENDATIONS

This year, the changes recommended in the FY 2012 Policy Paper are designed to better address the high priority needs indentified in the FY 2008-FY 2012 Consolidated Plan.

The proposed policy recommendations delineated below will result in an increase in the quality of services, as well as an effective use of the funding awarded to the high poverty areas identified in the Consolidated Plan. The following new policies are proposed for FY 2012:

ECONOMIC DEVELOPMENT

Recommendation #1: *Small businesses receiving CDBG assistance from Business Incubators will be encouraged to apply to become certified as a Miami-Dade County Green business.*

This policy seeks to amend a previous policy approved under the FY 2010 Policy Paper regarding standard procedures for Business Incubators to include BCC-approved sustainability initiatives into all County activities. By amending the existing policy, all businesses receiving CDBG assistance from any County funded Business Incubator are now encouraged to apply to become certified as a Miami-Dade County Green business. However, failure to meet the criteria for certification as a Green business shall not disqualify the business from receiving CDBG support. This strategy will allow small businesses to learn about and implement sustainable business practices in their day-to-day operations.

HOUSING

Recommendation #2*: Increase the allocation of HOME funding for Tenant Based Rental Assistance*

It is recommended that the County increase the set-aside of HOME funding for Tenant Based Rental Assistance (TBRA) in order to meet the increasing demand for rental assistance from households being negatively impacted by current economic conditions. The County has, in the past, awarded HOME funds to local agencies to administer TBRA programs, primarily for the benefit of persons or families with incomes well below 50 percent of the area media income (AMI). While these agencies have worked diligently to serve special needs populations, including the homeless, senior citizens, and youth aging out of foster care, more needs to be done to address the problems currently faced by the County's families earning between 50 percent and 80 percent of the AMI. Below is a table showing Miami-Dade County's AMI thresholds by household size.

Miami-Dade County: U.S. HUD AMI Thresholds by Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
30% of AMI	14,800	16,900	19,000	21,100	22,800	24,500	26,200	27,900
50% of AMI	24,650	28,150	31,650	35,150	38,000	40,800	43,600	46,400
80% of AMI	39,400	45,000	50,650	56,250	60,750	65,250	69,750	74,250

The current economic environment has contributed to a significant increase in the number of households in Miami-Dade County having to spend in excess of 50 percent of their household income towards rent. This policy would increase the availability of TBRA to special needs populations with incomes at or below 50 percent of AMI and expands TBRA eligibility to households with incomes up to 80 percent of AMI, as permitted by the federal HOME regulations. TBRA reduces a household's out-of-pocket monthly rent burden to only 30 percent of the household's income.

TBRA funds will be used to provide short and medium-term tenant-based rental housing assistance to individuals and families who are homeless, at risk of becoming homeless, or threatened with economic displacement. The amount, level, and term of such assistance shall be based on a sliding scale determined by household income.

Recommendation #3: *Provide short- and medium-term tenant-based or project-based rental housing assistance under the ESG Program.*

The Miami-Dade Homeless Trust (Trust), which oversees the continuum of supportive services to the County's homeless families, reports a dramatic increase in demand for short and medium term rental assistance. According to the Trust, during the past year demand for rental housing assistance has increased exponentially from an average of 100 calls per month to well over 1,000 monthly calls from either homeless families or households threatened with homelessness.

DHCD has typically received approximately $750,000 annually in ESG funding, which it has earmarked for the continued operation of the Beckham Hall Emergency Shelter. However, given the increase in demand for short and medium term rental assistance, it is recommended that any ESG funding in excess of $750,000 be set-aside to expand TBRA for families in need.

Recommendation #4: *When applicable, based on the type of award, each activity recommended for funding must undergo and be contingent upon a feasibility determination and subsidy layering review/underwriting analysis to determine the final level of award, terms, and structure.*

Prior to contract execution, the County, in determining whether and how much funding to award /allocate to a project and to evaluate whether the project can be successful, will require each activity recommended for funding be subject to a feasibility determination and underwriting analysis. Given the limitations in funding and the need to meet US HUD's national or other local performance objectives, the County cannot invest more dollars than necessary in any project or program. A feasibility determination will identify the appropriate level of County funding and the appropriate funding structure. Additionally, all awards must be evidenced by a contract, memorandum of understanding, or inter-local/inter-department agreement, as well as appropriate security instrument(s) where applicable. This requirement may be waived upon review and determination by the Mayor or the Mayor's designee.

Recommendation #5: *Funding to agencies which provide Homebuyer Counseling and Education services shall be limited to a geographic distribution.*

It is recommended that the County limit funding to three Homebuyer Counseling agencies. The County will endeavor to distribute these funds in a geographically equitable manner such that residents in the North, Central, and South shall have reasonable access to such services. This policy seeks to achieve greater efficiencies in the provision of these services and the expenditure of funds by eliminating the funding of multiple agencies that provide duplicative services in the same market areas.

OTHER PROPOSED POLICIES

Recommendation #6: *The award of CDBG, HOME and ESG funding to activities located in other entitlement jurisdictions will be limited to projects and activities that have the demonstrated capacity to provide benefits to residents and communities within the boundaries of Miami-Dade County's entitlement jurisdiction.*

As explained earlier, six municipalities within Miami-Dade County have their own federal entitlements from US HUD. These municipalities are referred to as entitlement jurisdictions. US HUD regulations require that funding awards made by the County to activities conducted within the boundaries of another entitlement jurisdiction, must demonstrate "*Metropolitan Significance*". Examples of measures which are applied to assess "*Metropolitan Significance*" are: a) is the activity necessary to further the purposes of the Housing and Community Development Act of 1974; b) is the activity necessary to further the purposes of Miami-Dade County's community development objectives and c) will there be a reasonable benefit from the activity that will accrue to residents within Miami-Dade County's entitlement jurisdiction's boundaries.

Recommendation #7: *All projects or activities identified as "countywide" must demonstrate measurable impact in all NRSAs and EBGs.*

The County continues to promote funding of programs, projects, and activities that are intended to serve low and moderate income clientele (LMC) on a "*countywide basis*". However, in many cases CDBG funds are awarded to support countywide activities, but the impact and benefits of such activities are often not clearly evident in the County's NRSAs, EBGs and participating municipalities. To address this concern, each applicant wishing to undertake countywide activities, must clearly develop an acceptable plan and performance measures outlining how the program will benefit residents within Miami-Dade County entitlement jurisdiction. That plan must identify the resources and capacity within the applicant's organization that are available to satisfy the stated objective of countywide performance.

Recommendation #8: *Applicants shall be entitled to an appeal process to dispute their scores, application rankings, and final recommendations for funding.*

DHCD will implement a formal RFA appeals procedure, which must be completed prior to submission of the funding recommendations to the BCC. All applicants shall be entitled to a review of their score received as a result of the RFA. The agency must make a formal written request to the DHCD within three business days of the publication of the agency's scores, ranking, and funding recommendation. To the extent issues are identified in the scoring of the application, the appropriate adjustments to the applicant's score and ranking may be made at that time, prior to final BCC approval. The County shall not address any request that has not been submitted in writing and received by the County within the three-day appeal period. Additionally, the appeals process shall not apply to subsequent recapture/reallocation activities.

Recommendation #9: *All applicants that are in non-compliance with the requirements and conditions of their existing CDBG, HOME, NSP, SHIP, or Surtax contracts with Miami-Dade County shall be ineligible for funding.*

All applicants with an existing DHCD contract that have either: 1) failed to demonstrate achievement of the National Objective, or appropriate performance measure under their existing CDBG, HOME, NSP and/or Section 108 loan agreements as well as SHIP and Surtax contractual requirements, or 2) are currently in a delinquent payment status with their existing County contracts/agreements shall be ineligible for funding under the 2012 RFA. Entities that are delinquent will be evaluated and assessed for new or continuing contracts as provided under Section 2-8.1(h)(ii) of the County Code. Future funding will require that the agency, in coordination with County staff, develop a successful work-out plan to address all issues for which the agency is non-compliant.

Recommendation #10: *Environmental Review applications must be completed in their entirety and received within 30 days of contract award, or funding will be reassessed for recapture.*

The purpose of an environmental review process is to foster implementation of environmentally compatible activities. In accordance with Federal regulations, Miami-Dade County cannot fund projects that will negatively impact communities or the environment. The environmental review process is initiated prior to, or during the contract development process. In accordance with 24 CFR Part 58: Miami-Dade County as a CDBG entitlement jurisdiction is responsible for environmental reviews, decision-making, and actions that would otherwise apply under the National Environmental Policy Act (NEPA). All awardees must ensure completion of an environmental review prior to commencing project-related work. By undertaking the environmental review early in the process, recipients can avoid further delays in meeting project commencement timelines.

Recommendation #11: *The County shall award bonus points for funding requests under the FY 2012 RFA that directly respond to, or seek to implement, projects, programs, and activities that directly respond to existing NRSA charrettes and community plans.*

In recent years, several of the County's communities have created or are creating charrettes and other community redevelopment plans that set forth specific projects, goals, and objectives for these target areas. The County shall award bonus points under the FY 2012 RFA to qualifying projects that directly respond to,

or seek to implement, the development goals and objectives as identified and prioritized in such existing NRSA charrettes and/or community plans.

Recommendation #12: *County Departments that will manage a project/program shall be required to make a presentation before the respective NRSA being impacted by the proposed County project/activity.*

County departments receiving CDBG funds to implement projects, programs, and services in the NRSA shall be required to make a presentation to the respective NRSA being impacted by the proposed activity. This will enable local community residents to understand the proposed activity and to become familiar and more informed of the improvement or services being provided. This approach will also afford County departments the opportunity to obtain valuable, direct feedback from local residents.

All County departments awarded CDBG funding to implement such NRSA-related projects, programs, or activities shall also be required to provide semi-annual status reports and updates at subsequent NRSA CAC meetings.

Recommendation #13: *All projects or activities awarded CDBG or HOME funds that have failed to complete the activity in a timely manner, shall be subject to recapture. This policy may be waived at the discretion of the administration.*

The County routinely reviews the status and progress of CDBG and HOME funded activities and reallocates funding from completed or stalled projects to shovel ready projects that can comply with US HUD-mandated expenditure requirements and performance objectives. Projects will be prioritized for funding reallocations under the County's existing *Finish What We Started* policy previously adopted by the BCC.

US HUD has established commitment timelines, expenditure ratios and allocation percentages for CDBG and HOME funds. Failure to manage program awards within these guidelines may result in forfeiture of the funds, cancellation of some activities and the assessment of penalties, depending on which of the requirements were not met by the grantee.

This policy will also assist the County in meeting federal commitments and expenditure requirements in a timely manner.

Recommendation #14: *A Community Advisory Committee may elect to prioritize single-family housing rehabilitation as one of its NRSA high priorities.*

Prior year policies limited CAC allocations to economic development, capital improvements and infrastructure activities. This policy is being recommended in response to a request from the CACs, which will give the CACs increased flexibility in the identification of their high priorities within the NRSA.

Recommendation #15: *Reduce the Public Service allocation to County departments by $1.05 million.*

Based on the CDBG guidelines and as outlined in the proposed policy paper, CDBG spending on public services is capped at 15 percent of the total grant funding. EDSS Committee amended the item to reduce the CDBG funding for the public service programs administered by the County by $1.05 million and allow each Commissioner to allocate $50,000 from their respective Commissioner District Fund to fund public service activities that competed through the annual RFA process. Additionally, the amendment allows each of the eight NRSA CACs to allocate $50,000 to public service activities that competed through the RFA.

PART II: BACKGROUND

US HUD requires the County to submit a Consolidated Plan every five years and an annual Action Plan each calendar year. The current Consolidated Plan covers the five-year period from January 1, 2008, through December 31, 2012. The Consolidated Plan includes a Housing and Homeless needs assessment, a Housing market analysis, a five-year Strategic Plan for Neighborhood Revitalization Strategy Areas (NRSAs), an annual Action Plan, US HUD Certifications, and Monitoring standards and procedures. This policy paper includes the FY 2012 Action Plan priorities and funding criteria for the following programs:

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

Surtax and SHIP funds are included in this Policy Paper, as this approach offers an opportunity to conduct a single RFA process for all federal, state, and local funds.

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

A. FEDERAL FUNDING PROGRAMS

1. Community Development Block Grant (CDBG)

The County's CDBG Program allocates block grant funds from US HUD to private not-for-profit community based development organizations, community development corporations, community-based organizations, for-profit businesses, municipalities and County departments, for activities that benefit low- and moderate-income areas or low- and moderate-income persons. Low and moderate income areas are defined as areas in which at least 51 percent of residents earn below 80 percent of the County's median income. For reference, below is a table reflecting Area Median Income (AMI) in Miami-Dade County by family size.

Miami-Dade County: U.S. HUD 2010 30%, 50% and 80% of AMI Income Thresholds by Household Size

	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
30% of AMI	14,800	16,900	19,000	21,100	22,800	24,500	26,200	27,900
50% of AMI	24,650	28,150	31,650	35,150	38,000	40,800	43,600	46,400
80% of AMI	39,400	45,000	50,650	56,250	60,750	65,250	69,750	74,250

2. HOME Investment Partnerships (HOME)

The HOME Program is designed to:

- Expand the supply of decent and affordable housing, particularly rental housing, for low and very low income.
- Strengthen the ability of state and local governments to design and implement strategies for achieving adequate supplies of decent, affordable housing.
- Provide both financial and technical assistance to participating jurisdictions (entitlement areas) including the development of model programs of affordable housing for very low- and low-income families.
- Expand and strengthen partnerships among all levels of government and the private sector, including for-profit and not-for-profit organizations, in the production and operation of affordable housing.

Due to the current housing market conditions, no funding will be awarded for the construction of new homeownership units in FY 2012. This includes funding for the CHDO set-aside projects. Instead, the County will provide additional technical assistance to assist CHDOs to complete and close out existing homeownership projects currently underway.

Per US HUD regulatory requirements, HOME program funds must be committed in two years and spent within five years. Effective January 1, 2011, US HUD will automatically cancel all HOME commitments over one year old that fail to incur any expenditure within one year of funding commitment.

3. Emergency Solutions Grant (formerly known as the Emergency Shelter Grant) (ESG)

The ESG funding allocated to Miami-Dade County is used to administer the Beckham Hall facility, a temporary shelter for homeless individuals. The County may enter into a longer contract term in order to maintain continuation of services contingent on funding and renewal of the facility's lease with the City of Miami. ESG funding will be awarded as part of the FY 2012 RFA competitive process.

It is recommended that the County enters into multi-year contracts (two to three years) for the provision of Emergency Solutions Grant (ESG) program funds to support the Beckham Hall facility, contingent on funding availability, acceptable lease terms with the City of Miami, and appropriate contract language which addresses a satisfactory performance-based contract. This policy was recommended in 2010 and the RFP for the contract awarded to operate Beckham Hall included this multi-year contract language. Staff is recommending exercising the option to renew under the current contract with Camillus House. This is contingent upon funding from HUD and a performance review of the project.

The ESG program is intended to:

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

FEDERAL EXPENDITURE LIMITS AND REQUIREMENTS

In developing the Policy Paper and Action Plan, the programs will adhere to the expenditure limits imposed by the funding agencies. US HUD has established requirements for the commitment, expenditure and allocation of federal awards to its grantees. Failure to manage program awards within these guidelines can result in forfeiture of funds, cancellation of some activities and the assessment of penalties. By example, one of US HUD's requirements is that 60 days prior to the end of the County's Plan year, the County may not have more than 1.5 times its annual allocation in its line of credit with HUD. Failure to meet this requirement will result in the County forfeiting the difference between its actual balance in US HUD's Integrated Disbursement Information System (IDIS) and the value of 1.5 times the allocation for the given Plan year. Also, US HUD will cancel funding for HOME activities that do not have any funds disbursed within 12 months.

Table 2 shows the expenditure limits and funding requirements for the federal, state, and local funding sources included in this Policy Paper.

Requirement	CDBG (federal)	HOME (federal)	ESG (federal)	Surtax (Local)	SHIP (State)
Administrative Cap	20%	10%	None	10%	10%
Public Service	15%	N/A	N/A	N/A	N/A
Required Local Match	NONE	25%	100%	N/A	N/A
Leveraging	Demonstrate leveraging of non-federal funds	Demonstrate leveraging of non-federal funds	Demonstrate leveraging of non-federal funds	No requirement. Strongly recommended	No requirement. Strongly recommended
CHDO Set-Aside*	N/A	15%*	N/A	N/A	N/A
Commitment Deadline	Reserves cannot be established or maintained	2 years	None	None	2 years
Expenditure Deadline	8 years	5 years	None	N/A	3 years
Rental	N/A	N/A	N/A	Minimum of 35%	N/A
Homeownership	N/A	N/A	N/A	Minimum of 35%	N/A

Note: *15 percent of HOME funds must be set-aside for a HOME Community Housing Development Organization (CHDO). A CHDO is a private nonprofit organization that provides decent housing that is affordable to low- and moderate income persons, among other things, as evidenced in the CHDO's charter, articles of incorporation, resolutions, or by-laws. A CHDO may apply for funding in the capacity of a Developer, Owner, or Sponsor, but only CHDOs may apply for a HUD mandated set-aside percentage of local HOME funds.

B. NON-FEDERAL FUNDING PROGRAMS

1. State Housing Initiatives Partnership Program (SHIP)

The legislative intent of the SHIP Program is "...to allow local government the greatest degree of flexibility in meeting its community's housing needs". As required, Miami-Dade County has adopted both Ordinance 95-70 and Resolution R-517-95 that establish the programmatic requirements and criteria for utilizing SHIP funds. In accordance with program requirements, SHIP funds must be used to implement the approved Local Housing Assistance Plan (LHAP). The program must benefit eligible persons occupying eligible housing. Generally, SHIP funds may be used:

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

For FY 2012, the County anticipates that no new SHIP funds will be available from the State. The County will continue to use SHIP program income to support Homebuyer Education and Counseling programs currently being administered through not-for-profit agencies throughout the County.

2. Documentary Stamp Surtax Program (Surtax)

The Documentary Stamp Surtax Program is a discretionary Surtax on recorded commercial property sales. The funds generated from this revenue source can be used for housing programs. Specifically, the provisions of Florida Statute (F.S.) 125.0167 require that a minimum of 50 percent of the funds benefit low-income families (those with incomes at or below 80 percent of the AMI). Furthermore, the Surtax program, a "low-income family" is defined as a family whose income does not exceed 80 percent of the AMI, and a "moderate-income family" is a family whose income is in excess of 80 percent but less than 140 percent of the AMI.

PART III: CITIZEN PARTICIPATION

On December 15, 2009, the Board of County Commissioners (BCC) approved the revised Citizen Participation Plan, Guidelines for the Miami-Dade County Department of Housing and Community Development, and the Miami-Dade Community Action Agency (CP Plan) through Resolution *R-1428-09* (Attachment C). The CP Plan was updated to ensure compliance with US HUD's Consolidated Planning requirements.

The County's citizen participation process for adoption of the Consolidated Plan and substantial amendments to the Consolidated Plan is an ongoing, year-round process and requires two public hearings before the BCC's Economic Development and Social Services (EDSS) Committee (formerly the Housing and Community Development, or HCD, Committee). The purpose of the first public hearing is to consider the Policy Paper. As explained previously, this document guides the RFA process and establishes the basic policies for funding eligible activities. The purpose of the second public hearing is to adopt the Consolidated Plan and its funding recommendations. A public hearing is also required for substantial amendments to the Consolidated Plan. Prior to each public hearing, the public is given a 30-day comment period to review the proposed documents. Below is the expected public hearing schedule for the FY 2012 Action Plan process:

- First Public Hearing: **June 15, 2011** (to Consider the FY 2012 Policy Paper)
- Second Public Hearing: **October 26, 2011** (to Consider the FY 2012 Action Plan)

In addition to the two public hearings, the CP Plan calls for quarterly community meetings with the Community Advisory Committees (CACs). The CACs are the entities that represent each of the eight NRSAs identified in the Consolidated Plan. These meetings allow residents to provide feedback on the implementation of the Consolidated Plan, as well as annual funding priorities and the RFA process. Agencies with currently funded activities are required to provide periodic updates of activities to the CACs. These presentations are designed to provide citizens with an opportunity to receive information on proposed and ongoing projects. Through this citizen participation process, staff relies upon County residents to:

- **Identify** both neighborhood and community needs;
- **Prioritize** those needs; and
- **Recommend** activities that address priority needs based upon consultation with stakeholders.

DHCD will increase the number of NRSA meetings from quarterly to bi-monthly. The complete CP Plan is included as Attachment B to this Policy Paper.

PART IV: FUNDING AND PROJECTED ALLOCATIONS

ACTION PLAN FUNDING ALLOCATIONS

The following table lists the FY 2011 funding sources and types that were included in the FY 2011 Action Plan. Projected allocations for 2012 for each program are also provided. (These projected numbers are estimates based on current allocations and are subject to change.

FY 2011 – FY 2012 TOTAL ESTIMATED FUNDING ALLOCATION BY FUNDING SOURCE*

Funding Source	Type	FY 2011 Actual Funding*	FY 2012 Estimated Funding*
Community Development Block Grant (CDBG)	Federal	$14,330,400	$13,613,880
Emergency Solutions Grant (ESG)	Federal	750,000	750,000
Home Investment Partnerships (HOME)	Federal	6,679,000	6,345,050
State Housing Initiatives Partnership (SHIP)	State	500,000	500,000
Documentary Surtax Program (Surtax)	County	Not Included	11,900,000
TOTAL ALL SOURCES		**$22,259,400**	**$33,108,930**

***Funding does not include program income**

DHCD reserves the right to substitute all or part of any set aside project funding, as appropriate for the funded activity. US HUD HOME funding requires a local match of 25%. Although this match is expected to be covered through the utilization of non-federal funds such as Surtax and SHIP, any housing project located in an entitlement area must demonstrate a match from the entitlement where the project is located.

FY 2012 ESTIMATED HOME FUNDING ALLOCATION

Funding Category	FY 2012 Estimated Funding	FY 2012 Percentage
Program Administration	$ 634,505	10.0%
CHDO Operating Support	317,253	5.0%
CHDO Set-Aside	951,757	15.0%
Rental Housing	1,110,385	17.5%
Elderly/Homeowner Rehabilitation	1,427,636	22.5%
Homeless Housing	951,757	15.0%
Tenant Based Rental Assistance (TBRA)	951,757	15.0%
TOTAL	**$6,345,050**	**100.0%**

FY 2012 ESTIMATED CDBG FUNDING ALLOCATION

The CDBG funds can be used to fund administrative, economic development, public infrastructure/capital improvements, housing, and historic preservation activities. Consistent with the federal rules and regulations, 20 percent and up to 15 percent of the CDBG funds will be used for administrative and public

service activities, respectively. Additionally, up to ten percent will be used to fund economic development activities. The remaining funds will be used fund public infrastructure, capital improvements and housing-related activities within EBGs and NRSAs. As approved by the BCC in 2011, it is recommended that a minimum of 20 percent of the CDBG funds be allocated to projects that will benefit the NRSAs. It is also recommended that the County Commissioners allocate their respective funds to any eligible activity that benefits residents of EBGs, inclusive of NRSAs.

In order to continue to expedite infrastructure and capital improvements and to effectively serve EBGs countywide, it is further recommended that a total of 40 percent of all the projects funded in the FY 2012 Action Plan, including the portion of public services activities not funded by Commissioners and NRSA CACs, be allocated to projects managed and implemented by the County, exclusive of the 20 percent for administration.

PART V: TIMELINE FOR FY 2012 CONSOLIDATED PLANNING ACTIVITIES

April 2011
• Meeting with Community Advisory Committees (CACs) Executive Committees from 8 NRSAs to receive recommendations for the FY 2012 Policies
May 2011
• Policy Committee meets with County Executive Office to finalize 2012 Policies.
• Policy Paper to ACM
• Distribute Policy Paper to:
◦ Community Advisory Committees (for 8 NRSAs)
◦ Community Action Agency; Homeless Trust
◦ Regional Libraries
• Begin development of FY 2012 RFA Application Booklet
• Newspaper Ad begins 30-day comment period on FY 2012 Policy Paper
June 2011
• Economic Development and Social Services Committee (Public Hearing on Policy Paper)
• Technical Assistance Workshops (throughout the month)
• Draft RFA Booklets sent to County Attorney's Office
• Letters to Community Advisory Committees' and currently funded agencies informing them of the upcoming RFA
• FY 2012 RFA Evaluation Committee list goes to County Manager for approval
July 2011
• Board of County Commissioners considers FY 2012 Policy Paper.
• Release of RFA
• Evaluation Committee Training.
August 2011
• FY 2012 RFA applications due
• Department of Housing and Community Development staff conducts due diligence
• RFA applications boxed for Evaluation Committee
• Applications requiring County Attorney Office (CAO) ruling sent to CAO
• RFA Applications to Evaluation Committee, Homeless Trust, and Urban Economic Revitalization Task Force
• Evaluation Committee meets to review applications and scores
September 2011
• FY 2012 Action Plan to County Executive Office (for October 26, 2012 EDSS Committee)
October 2011
• Newspaper Ad begins 30-day comment period on FY 2012 Action Plan
• Public Hearing on FY 2012 Action Plan before Economic Development and Social Services Committee
November 2011
• BCC Hearing on FY 2012 Action Plan
• Submission of FY 2012 Action Plan to US HUD
▪ Funding award letters to agencies
▪ Contract Development Workshops
▪ Project Managers begin contract development

ATTACHMENT A
Glossary

Action Plan: The United States Department of Housing and Urban Development (US HUD) requires that Miami-Dade County submit an annual Action Plan for each of the calendar years in the County's five-year Consolidated Plan. The annual Action Plan describes the Federal and Non-Federal resources expected to be available to address the priority needs and goals identified in the Consolidated Plan, the activities to be undertaken, and the geographic areas to be assisted.

Business Incubators: Business incubators are programs designed to accelerate the successful development of entrepreneurial companies through an array of business support resources and services offered both in the incubator and through its network of contacts.

Community Advisory Committee (CAC): The CACs represent Miami-Dade County's Neighborhood Revitalization Strategy Areas (NRSAs). CAC members serve in an advisory capacity and provide recommendations to Administration on the development and implementation of neighborhood plans and projects.

Community Development Block Grant (CDBG): A federal formula grant entitlement program administered by U.S. Department of Housing and Urban Development (US HUD). The CDBG program is intended to help develop viable communities by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low- and moderate-income persons.

Community Housing Development Organization (CHDO): A federally defined type of not-for-profit housing provider that is certified to meet certain HOME Program requirements in order to be eligible for HOME CHDO funding. A minimum of 15 percent of all Federal HOME funds must be set-aside for CHDOs. The primary difference between CHDO and other not-for-profits is the level of low-income resident participation on the Board of Directors.

Community Development Corporation (CDC): Community-based organizations that are committed to enhancing community well-being and facilitating revitalization through economic development, housing and other services.

Citizen Participation (CP) Plan: A plan that describes and documents the efforts that will be undertaken to provide for and encourage citizens to participate in the development of the Consolidated Plan, any substantial amendments to the Consolidated Plan, and the performance report.

Consolidated Plan – Miami-Dade County is required to submit a Consolidated Plan to US HUD in accordance with the Consolidated Submissions for Community Planning and Development programs (24 CFR 91). The County's five-year Consolidated Plan describes the community development, economic development and housing needs of low-and-moderate-income residents, outlines strategies to meet those needs and identifies all Federal and Non-Federal resources available to implement the strategies.

Consolidated Planning Process Policies (Policy Paper): This document contains the policies for implementing the Consolidated Plan.

Green Jobs: Employment generating activities that result in significant gains in energy efficiency or use of alternative energy sources recognized as leading to net reductions in carbon emissions. Such activities include weatherization; manufacturing, sales distribution, marketing, installation and repair of solar energy systems of high efficiency appliances; construction and/or design of energy efficient structures; design, manufacture and servicing of electric, hybrid or biodiesel vehicles; and recycling of discarded materials.

Eligible Block Groups (EBGs): Census block groups where at least 51 percent of the households have incomes at or below 80 percent of the County's area median income and where there is a high concentration of poverty and unemployment. The boundaries of CDBG eligible block groups are based on

the results of the most recent U.S. Census. A census block group (BG) is the smallest geographical unit for which the U.S. Census Bureau publishes sample data.

Environment Review: 24 CFR Part 58: Environmental Review Procedures for Entities receiving CDBG and HOME funds. U.S. HUD Environmental Responsibilities is used by local governments to determine program compliance with the National Environmental Policy Act (NEPA) and other related statutes.

Emergency Solutions Grant (ESG): A Federal grant program formally known as the Emergency Shelter Grant is designed to provide adequate shelter and essential social services to homeless individuals and to help prevent homelessness.

Florida Homebuyer Opportunity Program (FL HOP): FL HOP was created in 2009 and is administered through the State Housing Initiatives Partnership (SHIP) program. The program provides financial assistance to first time homebuyers eligible to receive the Federal first time homebuyer tax credit established through the American Recovery and Reinvestment Act of 2009. Eligible FL HOP applicants can receive up to $8,000 in purchase assistance, which is expected to be repaid by the applicant upon receipt of the Federal tax refund.

Funding GAP - Financing that is required, but for which no provision has been made. The difference in total funding needed for a proposal and the amount of funding already made available.

HOME Investment Partnerships Program (HOME): A Federal formula grant program intended to expand the supply of decent, affordable housing for low and very low- income families by through the provision of affordable housing.

Job Creation: Jobs created as a result of Federal funds provided to a CDBG eligible activity benefiting low- and moderate-income persons.

Leverage: The use of funds to complete a transaction. The use of various financial instruments or borrowed capital, such as margin, to increase the potential return of an investment. The amount of debt used to finance firm's assets.

Metropolitan Significance: "*Metropolitan Significance*" is defined as: a) the activity necessary to further the purposes of the Housing and Community Development Act of 1974; b) the activity necessary to further the purposes of Miami-Dade County's community development objectives and c) the activity which will be a reasonable benefit to residents within Miami-Dade County's entitlement jurisdiction's boundaries..

Neighborhood Revitalization Strategic Area (NRSA): Designated areas which have been targeted for revitalization and which are eligible for Federal funding under the U.S. HUD Community Development Block Grant program. There are eight NRSAs in Miami-Dade County: 1) Opa-locka; 2) Model City; 3) West Little River; 4) Melrose; 5) South Miami; 6) Perrine 7) Leisure City/Naranja; and 8) Goulds. Areas designated as NRSAs must have contiguous boundaries, must be primarily residential, and must have a population with at least 70 percent of the persons considered low- and moderate-income.

Recapture/Reallocation (otherwise known as a Plan Amendment): The process of recapturing CDBG, HOME and/or other funding sources from non-viable activities and reallocating that funding to activities/projects that can meet the national objective. This process is conducted through an amendment to the annual Action Plan (Plan Amendment) and is a necessary step in ensuring timeliness in expenditure of various funding sources.

Retainage: In a construction contract, retainage is the withholding of a portion of each payment earned by a contractor or subcontractor until the construction project is complete (usually 10 percent is withheld from each payment request.

Request for Applications (RFA): Each year, the Department of Housing and Community Development conducts a consolidated RFA for CDBG, HOME, and ESG and other funding sources. Through this process, private not-for-profit community-based organizations (CBOs), community development

corporations (CDCs), private-for-profit developers and public agencies are able apply for funds to address the affordable housing, public facilities and infrastructure improvements, and economic development needs addressed in the Consolidated Plan.

State Housing Initiatives Program (SHIP): This State of Florida funding program is intended to help develop and maintain affordable housing and requires the implementation of a Local Housing Assistance Plan.

Documentary Surtax Program (Surtax): A discretionary Surtax on recorded commercial property sales. The funds are used for a wide-range of housing programs, including the financing of construction, rehabilitation, or purchase of housing for low-income and moderate-income families.

Sustainability: The ability to maintain a viable community while also preserving and protecting vital natural resources. The intent is to achieve a balance between economic prosperity, social well-being and environmental health.

Tenant Based Rental Assistance (TBRA): This is a HOME program which assists low- and very low-income families in obtaining decent, safe, and sanitary housing in private accommodations by providing a rental subsidy which covers a portion of their rental expenses.

ATTACHMENT B

CITIZEN PARTICIPATION PLAN

(The Citizen Participation Plan is included as Attachment B)
Adopted by the Board of County Commissioners through
Resolution #R-1428-09 on December 15, 2009

ATTACHMENT C

BOARD APPROVED ORDINANCES AND RESOLUTIONS

ORDINANCES

- **Ordinance 82-16** - Further restricts CDBG program allocations:
  - At minimum, 75 percent of all beneficiaries must be low- or moderate-income households;
  - Emphasis must be placed on job creation for economic development activities; and
  - Emphasis must be placed on neighborhoods and citizen participation.
- **Ordinance 16A-2** – States that the Consolidated Planning Process must include protection; enhancement and perpetuation of properties of historical, cultural, archeological, aesthetic and architectural merit is in the interests of health, prosperity and welfare of the people of Miami-Dade County.
- **Ordinance 97-33** - Creates the Task Force on Urban Economic Revitalization, and provides for a review of DHCD recommendations for CDBG economic development category funding and CBO funding relating to economic development for the purpose of ensuring that DHCD's staff recommendations are in accordance with priorities established by the Plan. When the Board considers funding for economic development in Targeted Urban Areas, the Board will accept the recommendations of the Task Force unless the recommendations are disapproved by a two-thirds vote of the entire membership of the Board. DHCD must report to the Board the dollar amount being spent in Targeted Urban Areas.

RESOLUTIONS

- **Resolution 404-92** - All CDBG program income from economic development loans is to be placed into the Revolving Loan Fund until $15 million is reached in the loan pool.
- **Resolution 406-92** - The County will develop a plan for CDCs engaged in rental housing construction to establish escrow accounts to be used to renovate rental housing projects.
- **Resolution 408-92** – The County will emphasize minority business participation in CDBG and Surtax projects.
- **Resolution 409-92** - The County is to provide a cost estimate for each CDBG funded Public facilities or historic preservation projects.
- **Resolution 1185-98** – The County requires compliance with U.S. HUD Section 3 requirements and directs all County departments to monitor compliance. It also requires all applicable County contracts and solicitations to contain language-requiring compliance with *Section 3*. *Section 3* ensures that employment and other economic opportunities generated by certain U.S. HUD financial assistance shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly those receiving government assistance for housing and to business concerns providing economic opportunities to low- and very low-income persons.
- **Resolution 543-05** – The County Manager is to submit an annual performance report relating to Community Development Block Grant (CDBG) funding to the Board of County Commissioners.

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

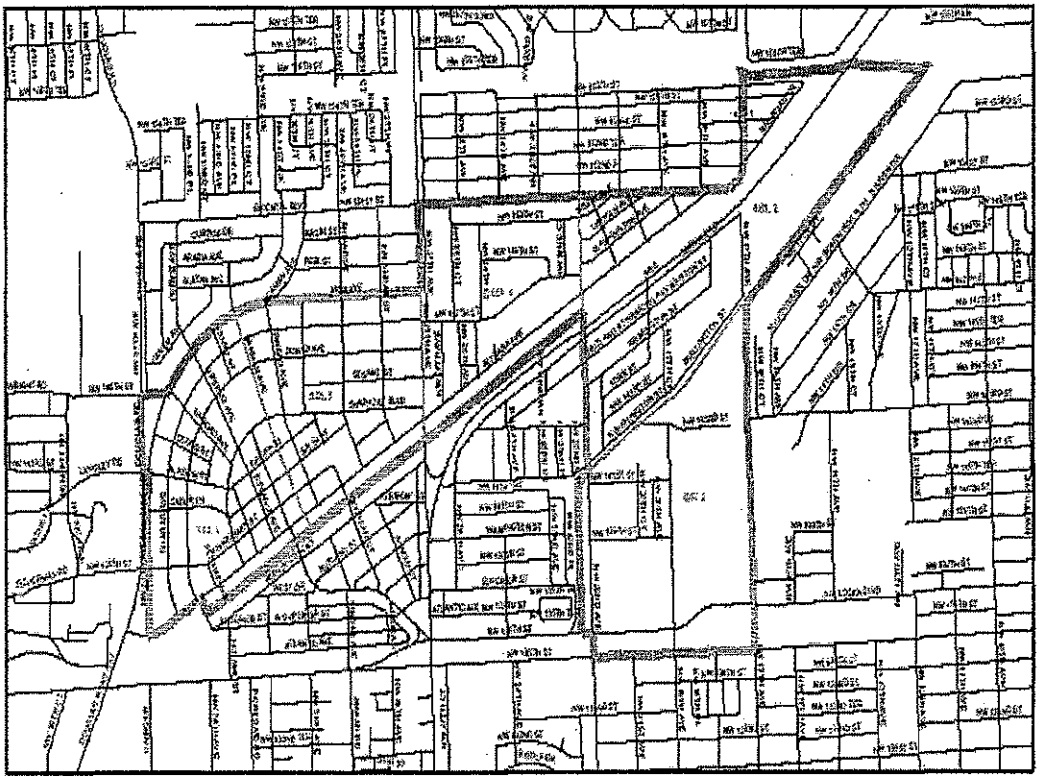
ATTACHMENT D

NEIGHBORHOOD REVITALIZATION STRATEGY AREAS
LIST AND MAPS

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

OPA-LOCKA NRSA

MIAMI - DADE COUNTY, FLORIDA



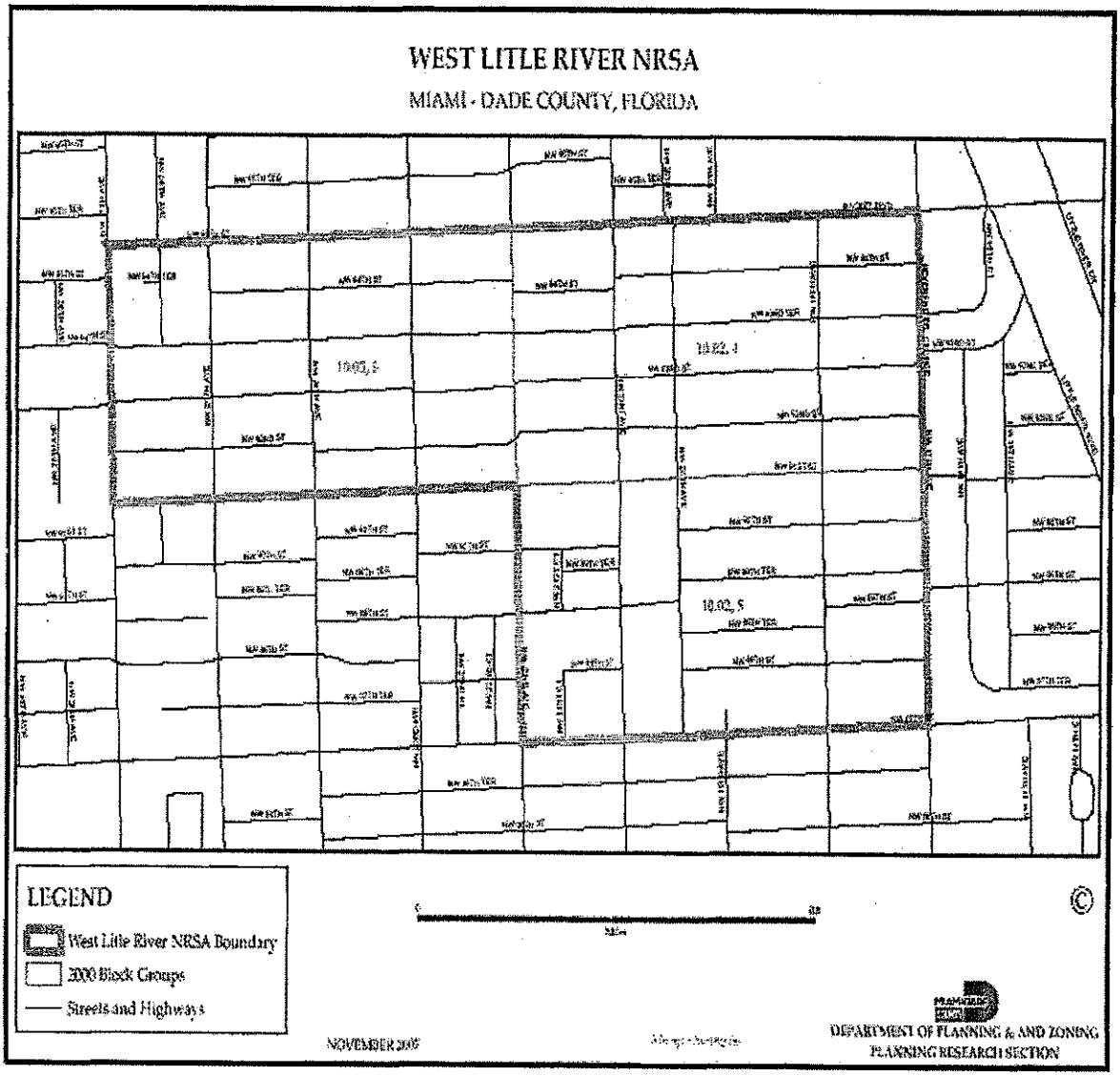
LEGEND

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

©

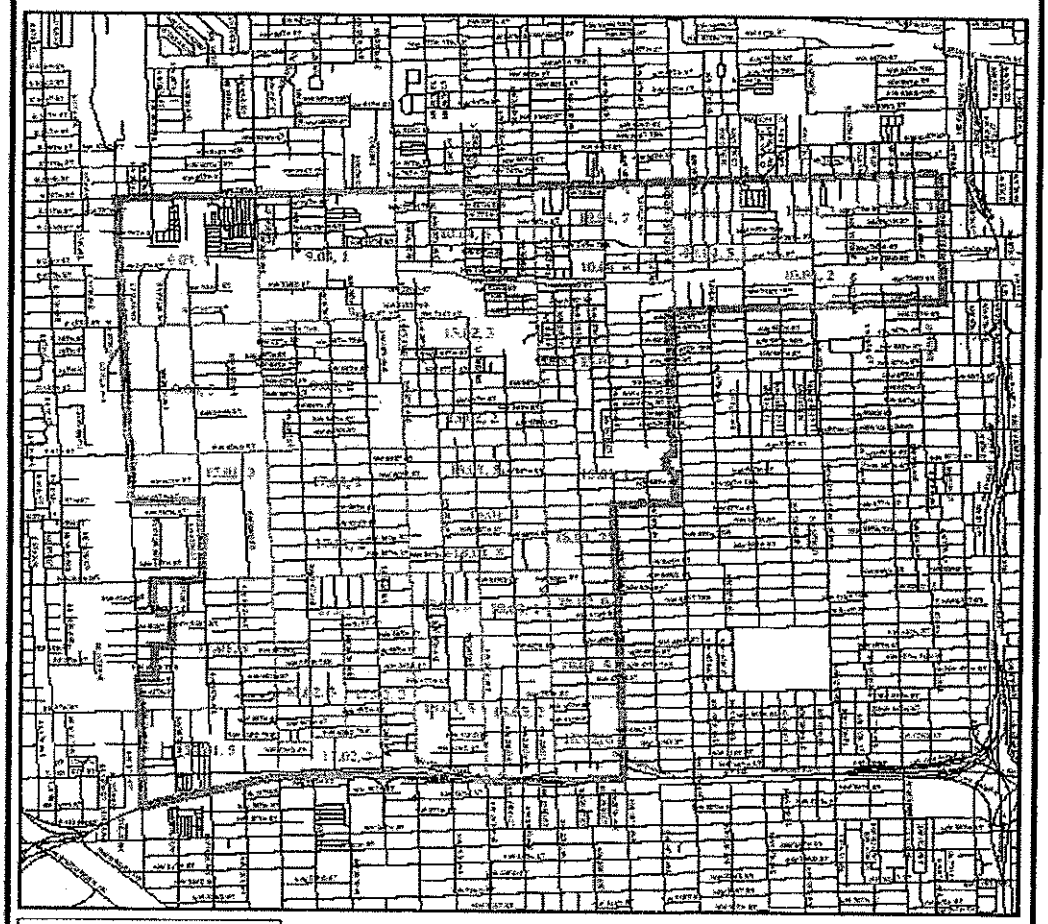
NOVEMBER 2007

DEPARTMENT OF PLANNING & AND ZONING
PLANNING RESEARCH SECTION


WEST LITLE RIVER NRSA
MIAMI - DADE COUNTY, FLORIDA
LEGEND
West Little River NRSA Boundary
2000 Block Groups
Streets and Highways
NOVEMBER 2006
DEPARTMENT OF PLANNING & AND ZONING
PLANNING RESEARCH SECTION

MODEL CITY NRSA

MIAMI - DADE COUNTY, FLORIDA

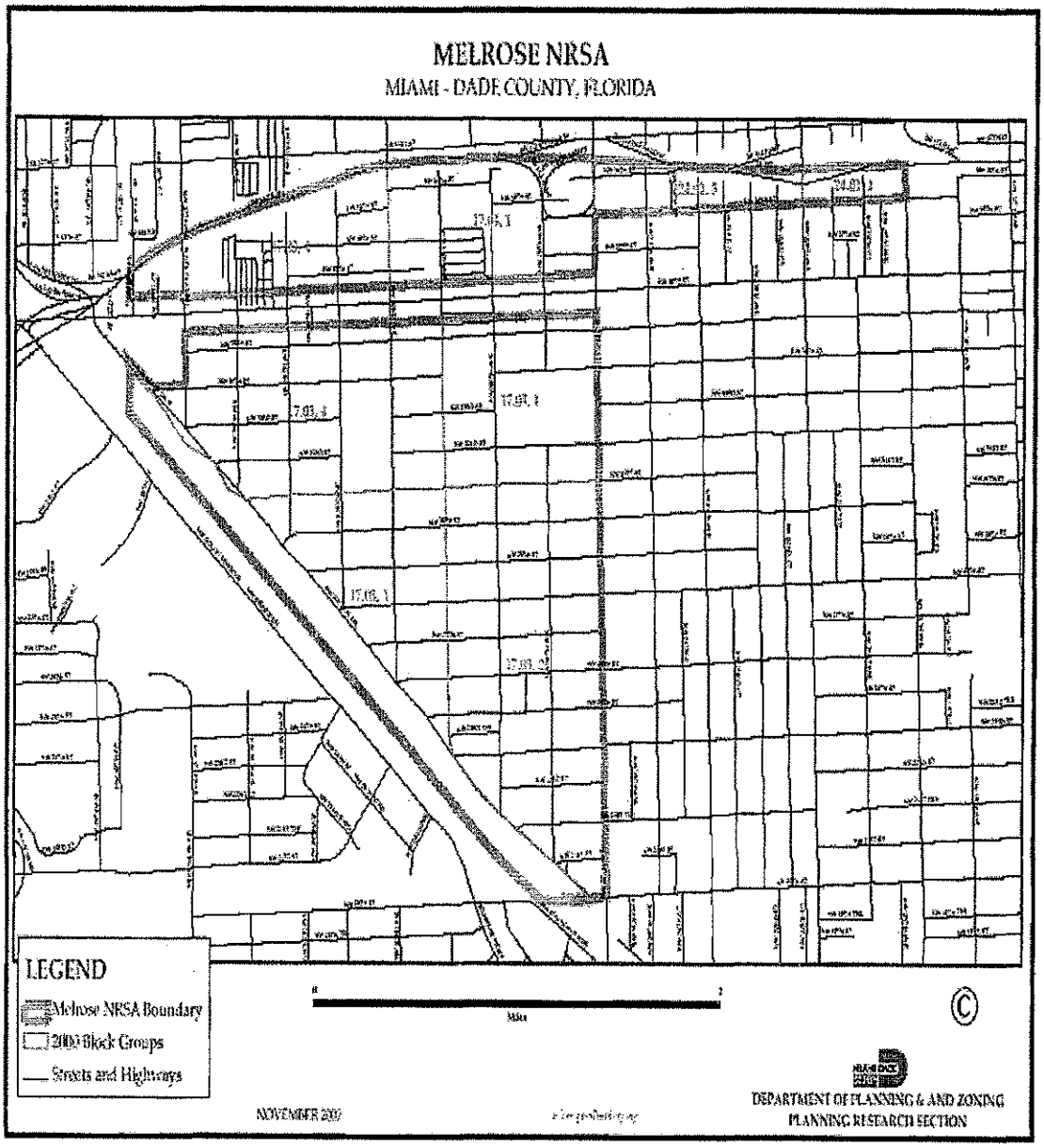


LEGEND

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

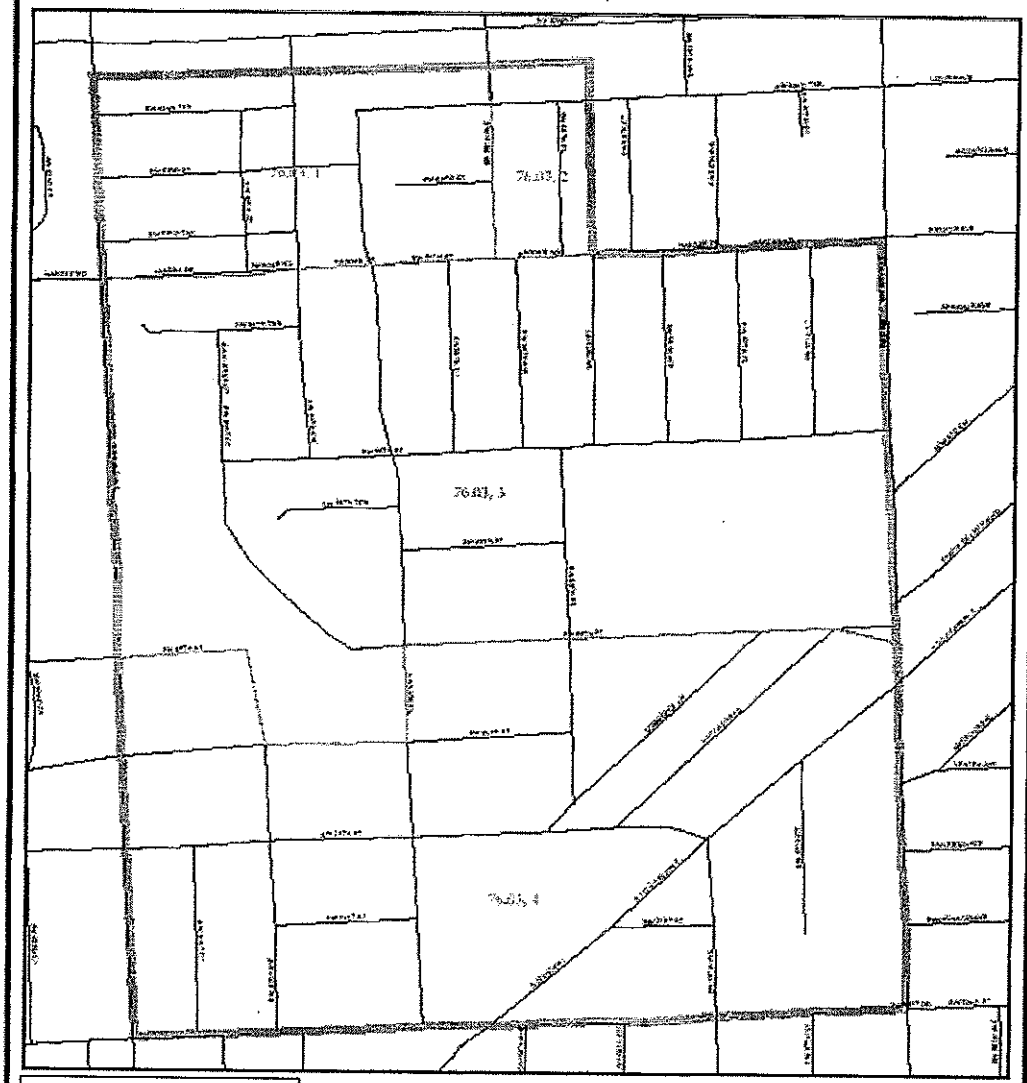
NOVEMBER 2007

DEPARTMENT OF PLANNING & AND ZONING
PLANNING RESEARCH SECTION


MELROSE NRSA
MIAMI - DADE COUNTY, FLORIDA
LEGEND
Melrose NRSA Boundary
2000 Block Groups
Streets and Highways
Miles
NOVEMBER 200
DEPARTMENT OF PLANNING & AND ZONING
PLANNING RESEARCH SECTION

SOUTH MIAMI NRSA

MIAMI - DADE COUNTY, FLORIDA

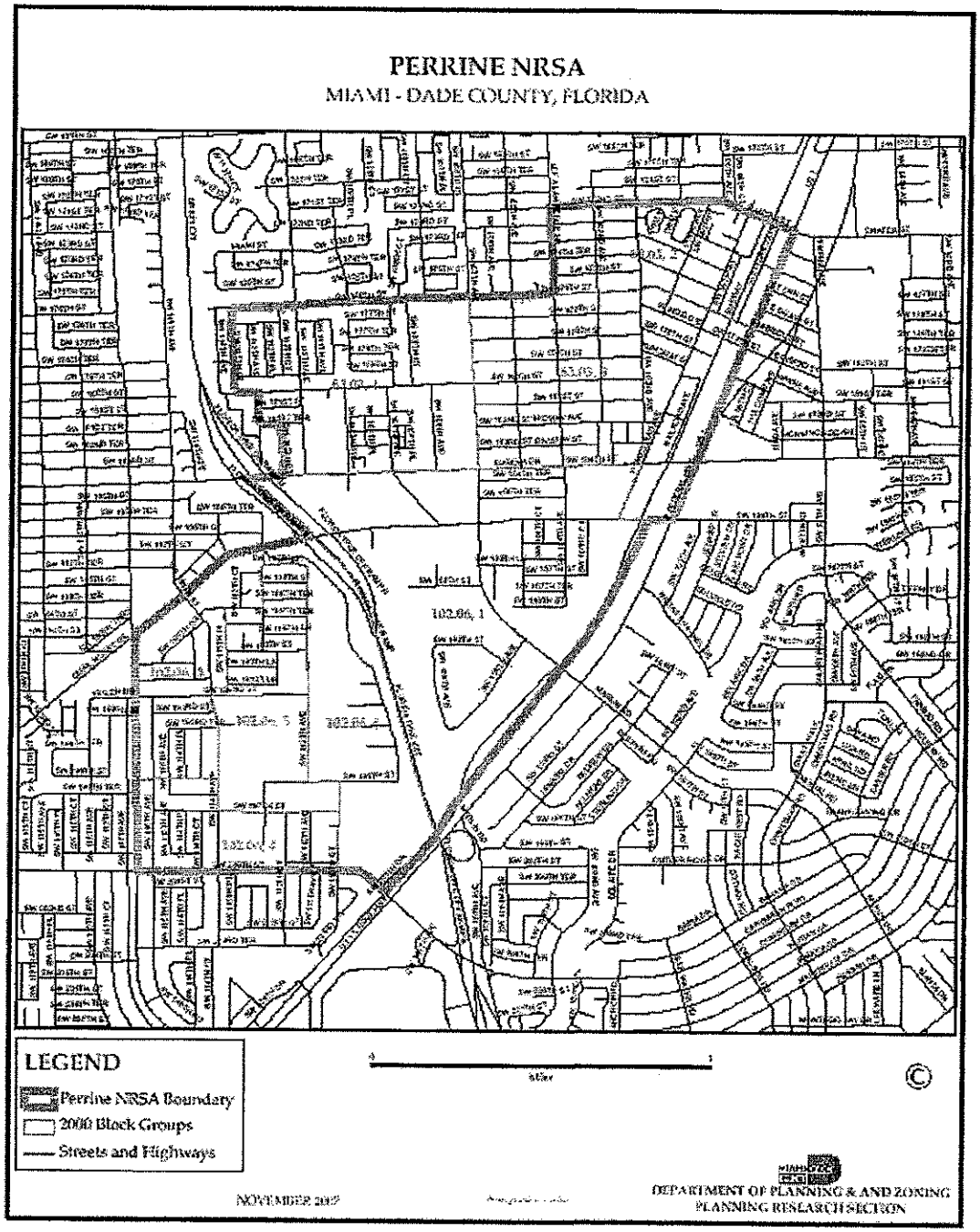


LEGEND

- South Miami NRSA Boundary
- 2000 Block Groups
- Streets and Highways

NOVEMBER 2002

DEPARTMENT OF PLANNING & AND ZONING
PLANNING RESEARCH SECTION


PERRINE NRSA
MIAMI - DADE COUNTY, FLORIDA
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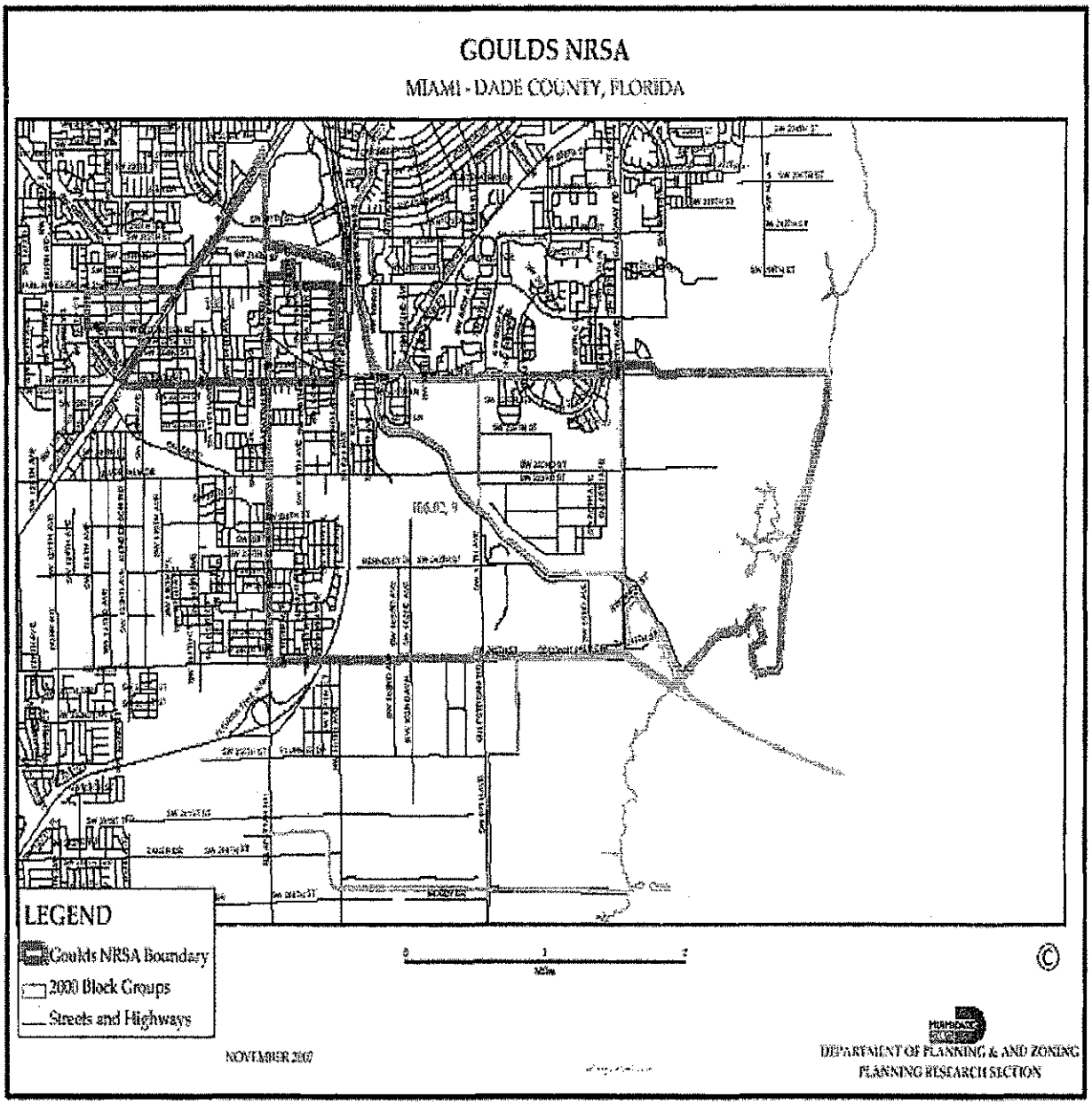
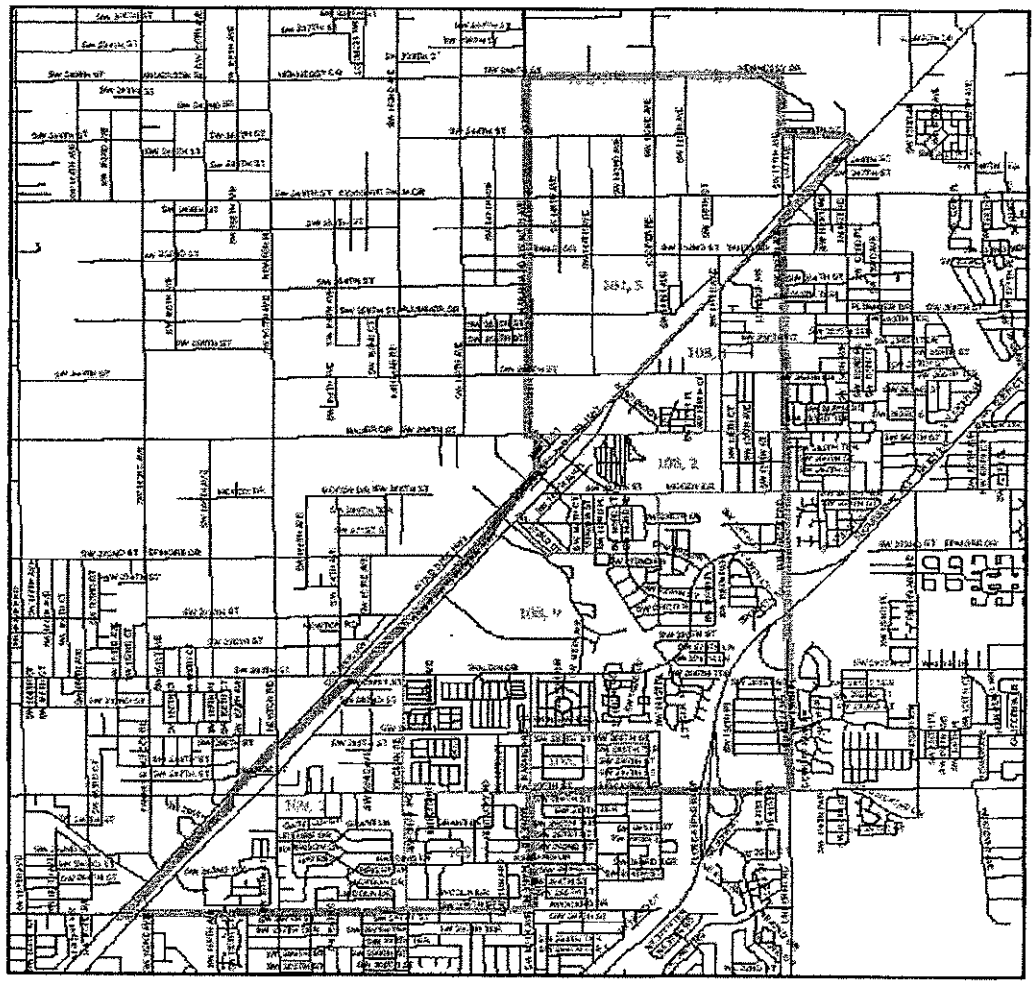
Streets and Highways
NOVEMBER 2007
DEPARTMENT OF PLANNING & AND ZONING
PLANNING RESEARCH SECTION


GOULDS NRSA
MIAMI - DADE COUNTY, FLORIDA
LEGEND
Goulds NRSA Boundary
2000 Block Groups
Streets and Highways
NOVEMBER 2007
DEPARTMENT OF PLANNING & AND ZONING
PLANNING RESEARCH SECTION

LEISURE CITY NRSA

MIAMI - DADE COUNTY, FLORIDA



ATTACHMENT E

PUBLIC COMMENTS, QUESTIONS AND RECOMMENDATIONS

DHCD held citizen participation meetings on April 25, 2011 and May 12, 2011 with the CAC Executive Committee members representing the eight NRSAs, to solicit their recommendations on the Policies which should govern the FY 2012 RFA and FY 2012 Action Plan.

The following chart addresses each of the issues and staff responses.

	PROPOSED FY 2012 POLICY RECOMMENDATIONS – NRSA Community Advisory Committees	Proposed Action Taken	Comments
1.	Utilize previously conducted NRSA charrettes and/or community plans (including Moss Plan) to establish neighborhood redevelopment priorities in the NRSAs.	Included in FY 2012 Proposed Policies as Policy #11.	Recommended for approval by DHCD. County to award bonus points to projects that respond to, or seek to implement, the development goals and objectives as identified and prioritized in such existing NRSA charrettes and/or community plans.
2.	Establish a system for county departments to inform/advise CACs of County projects that will impact/serve the respective NRSA.	Staff supports this request and will work closely with the Department of Small Business Administration for support and guidance in the implementation of this request.	With reference to CDBG funded projects which are carried out by County Departments, the Department is required to make semi-annual presentations to CACs on status of activities in the NRSAs.
3.	Require County Departments to submit applications for evaluation and funding under the established Request for Application (RFA) process, prioritizing funding for those departmental activities that will directly impact the NRSAs.	Not recommended.	
4.	Re-establish the funding set-asides for the NRSAs, allowing the respective CACs to directly fund desired projects in their respective target areas. Equally distribute the NRSA funding set-aside among the eight (8) NRSAs.	Not recommended.	The County will ensure that a minimum of 20 percent of CDBG funds is allocated to projects benefiting the NRSAs. Additionally, the CACs will continue to participate in the competitive selection process.
5.	Establish a referral network as a means of informing local community-based contractors, vendors, and/or businesses of procurement opportunities for County-funded projects and activities.	This request will be incorporated in item #2 above, as part of the proposed information network through which CAC members will advised of business reference and employment opportunities	
6.	Require County Departments to make a Presentation before the respective NRSA being impacted by the proposed County project/activity. Final funding recommendations for County department activities would be vested with the respective NRSA CAC, based on community needs and priorities.	Included as Policy recommendation #12 in the Policy Paper	Staff does not support the 2nd part of the request that "final funding recommendations for activities performed by County Departments to be vested with CACs.

PROPOSED FY 2012 POLICY RECOMMENDATIONS – NRSA Community Advisory Committees		Proposed Action Taken	Comments
7.	Increase the number of DHCD planning and community organizing staff designated to provide support to the eight (8) NRSAs.	Request #7, #8. #9 and #14 were all grouped together as they relate to issues of staff support to the CACs in such areas as, developing community plans, coordination of community projects/activities, additional meetings, etc.	Not increasing staff, but the intent of the NRSAs is to improve communications. DHCD will increase the number of NRSA meetings from quarterly (4 meetings per year), to bi-monthly (six meetings per year) which will better align with the Community Action Agency bi-monthly CAC meetings. DHCD staff proposes to utilize the expanded meeting schedule to provide the CACs with the additional technical support requested. This will be done with existing staff.
8.	Establish monthly NRSA meetings with each of the eight (8) CACs, increasing the quarterly frequency of existing meetings.	See response to #7 above	
9.	Permit the NRSA CACs to conduct Sub-committee meetings on an as-needed basis. The current Citizens Participation Plan currently limits the number of sub-committees and the frequency of meetings.	See response to #7 above	
10.	Establish mechanisms for enforcing Section 3 hiring goals and mandates, thereby creating a vehicle for ensuring that local residents receive hiring preferences.	This is federal requirement and is already enforced.	
11.	Eliminate the provision of County-owned land and funding to such groups as Habitat for Humanity, whose model does not facilitate fee-simple ownership or enable heirs to inherit the property.	The County will work with Habitat for Humanity to address the concerns of the CACs.	
12.	Create a process to engage the CACs in the monitoring of projects/activities to assure federal compliance.	Not recommended	County staff is responsible for the monitoring of all federally funded activities which are subject to audit by both the County's independent auditors and US HUD.
13.	Eliminate the existing requirement that respective RFA applicants demonstrate the availability of $25,000 in working capital.	Not recommended	Each awardee must demonstrate financial capacity to incur expenses of the awardee's operation, because the County pays all federal grants expenses on a reimbursement basis.
14.	Allocate funding to the NRSAs to hire a Development Coordinator to facilitate community planning, coordinate community projects/activities and to provide technical assistance to local agencies seeking funding under the RFA.	See response to #7 above.	

PROPOSED FY 2012 POLICY RECOMMENDATIONS NRSA Community Advisory Committees		Proposed Action Taken	Comments
15.	Require that projects identified as "countywide" have measurable impact in the NRSAs.	This policy recommendation is included in the FY 2012 Proposed Policies as Policy #7.	Recommended for approval by DHCD.
16.	Designate *affordable housing* as an eligible activity for NRSA high priority funding under the FY 2012 RFA.	This Policy recommendation is included in FY 2012 Proposed Policies as Policy # 14.	Recommended for approval by DHCD and will allow the CACs to prioritize housing rehabilitation projects, but restricts new construction activities.
17.	Eliminate funding for business incubators, shifting such funding to the *Business Assistance Center* model.	Not recommended	County continues to support business incubators to promote job creation.
18.	Prioritize Economic Development projects, initiatives and activities for CDBG funding.	Ten percent of the CDBG funds will be earmarked to Economic Development activities.	Established as a priority in the prior year.
19.	Encourage outcome performance measures to be met in a more timely and efficient manner.	Already mandated by US HUD. DHCD will increase monitoring efforts to ensure compliance.	
20.	Allow funding of Public Service activities to be subject to the competitive RFA process.	Not recommended in the original proposal before the Economic Development and Social Services Committee (Committee) The item was amended by the Committee to allow Commissioners and each NRSA CAC to allocate $50,000 each to any eligible public services activity that participated in the RFA.	The ability to leverage the declining pool of funds available for Public Service activities with other funding sources, in concert with the larger population served by the County Departments providing these services, strongly favors the administration of these programs by County Departments which generally have additional resources to support public service programs. Additionally, to avoid duplication of services and ensure maximum utilization of the public service dollars, the provision of these services by County Departments which already provides the services from other resources than CDBG funds, supports the need for limiting the number of providers of the same service.

Exhibit 2

CITIZEN PARTICIPATION PLAN
FOR THE CONSOLIDATED PLANNING PROCESS
&
CITIZEN PARTICIPATION GUIDELINES

For

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
&
COMMUNITY ACTION AGENCY

"Delivering Excellence Every Day"

December 15, 2009

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ATTACHMENTS 33

On behalf of the tri-partnership between the Department of Housing and Community Development (DHCD), Miami-Dade Community Action Agency (CAA) and the Community Advisory Committees (CAC), we are pleased to submit to the Board of County Commissioners a revised Citizen Participation Plan & Guidelines. This plan updates the previous document, approved on August, 2005.

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

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

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

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

Sincerely,

Shalley Jones Horn
Miami-Dade County
DHCD

Julie Edwards, Executive Director
Miami-Dade County
Community Action Agency

PART I:

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

OVERVIEW OF THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

The Department of Housing and Community Development (DHCD), formerly known as the Office of Community and Economic Development (OCED), administers Federal and State funding that supports the development of viable urban neighborhoods in Miami-Dade County. Such support is characterized as decent housing, expansion of economic opportunities, public service, capital improvements and the preservation of historic properties. The main sources of funding utilized to meet these needs are the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Shelter Grant (ESG). These programs are established to help low- and moderate-income persons, particularly those living in slum and blighted areas. The U.S. Department of Housing and Urban Development (U.S. 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 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 entitlement areas in 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, through the State of Florida Small City Program,
and Miami-Dade County.

APPLICABILITY AND ADOPTION OF THE CITIZEN PARTICIPATION PLAN

The **U.S. HUD requires the adoption of a Citizen participation Plan that** sets forth the jurisdiction's policies and procedures for citizen involvement. Those citizen participation policies and procedures are listed below.

A Citizen Participation Plan is required as a part of the County's Consolidated Plan. Section 24 of the Code of Federal Regulations (CFR) Parts 91, et al, requires that Miami-Dade submit a Consolidated Plan in order to receive funding under various grant programs. A Consolidated Plan is an approved plan that displays the objectives that a participating jurisdiction proposes to achieve with its federal funding throughout a specific five-year period. Miami-Dade County's Consolidated Plan includes three US HUD Community Planning and Development (CPD) formula programs described previously:

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

ENCOURAGEMENT OF CITIZEN PARTICIPATION

The Citizen Participation Plan encourages participation through the following:

- Citizens have an opportunity to participate in the development of the Consolidated Plan, any substantial amendments to the Consolidated Plan, and the Consolidated Annual Performance Evaluation Report.

- The main focus of Miami-Dade's Citizen Participation Plan is to encourage all residents, including minorities, non-English speaking persons, as well as persons with disabilities to participate in each of the above-defined activities.

- Additionally, the County works with public housing authorities in an effort to encourage residents of public and assisted housing developments, along with other low- income residents of neighborhood revitalization strategy areas (NRSAs) and, eligible block groups (i.e. communities where more than 51% of the people are low and moderate income), to participate in the process of developing and implementing the Consolidated Plan.

Neighborhood Revitalization Strategy Areas

U.S. HUD has approved eight Neighborhood Revitalization Strategy Areas (NRSA) in Miami-Dade County: Leisure City/Naranja, Goulds, Perrine, South Miami, Melrose, Model City, West Little River, and Opa Locka. Each NRSA has an elected advisory body of area stakeholders who facilitate meetings, review policies and procedures, set priority needs and allocate a percentage of CDBG funds to meet selected community needs during the annual Consolidated Request for Application Process. These meetings provide for multiple venues to hear citizen comments on the development of the Citizen Participation Plan, the Consolidated Plan, the annual Policy Paper, the annual Action Plan and the Consolidated Annual Performance Evaluation Report (CAPER).

As the lead entity, DHCD will consider all public comments and to conduct citizen participation in an advisory manner. The County's citizen participation philosophy is simply that the community's involvement is essential to the development and implementation of all DHCD programs.

DEVELOPMENT OF THE CONSOLIDATED PLAN

Before Miami-Dade County adopts a Consolidated Plan, DHCD will make available to citizens, public agencies and other interested parties information that includes:

- The amount of grant funds and/or program income Miami-Dade County expects to receive and proportionally how those funds will benefit persons of low-to-moderate income, as well as activities that may be undertaken to address high

priority needs included in NRSA strategies, Neighborhood Plans and County approved Charrette process.

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

    - Tenants and homeowners will receive those benefits provided for under the Relocation and Real Property Acquisition Act of 1970, as amended.

    - Relocation referrals are provided to persons being displaced. Various methods are utilized by the relocation staff to identify relocation sources. Those include:

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

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

    - Tenants and homeowners shall be advised of their rights and responsibilities.

Publishing the Proposed Consolidated Plan

DHCD will publicly notice hearings to adopt the Consolidated Plan. This information will also be part of the package of information provided to persons or groups applying for funding through grant programs supporting the Consolidated Plan.

Public Hearings

There will be two (2) 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 designated committee of the Board. 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 Manager in consultation with the Chairperson of the Board of County Commissioners or the Chairperson of the Board's designated committee.

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

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

Together the two public hearings shall address, in addition to the above issues, community development and housing needs, development of proposed activities, and review of program performance.

The Community Advisory Committees (CACs) for the Neighborhood Revitalization Strategy Areas will have the opportunity to review and comment on the Consolidated Plan, prior to its adoption. The CAC meetings will provide citizens from the NRSAs with a reasonable opportunity to comment on the Consolidated Plan.

A public notice summarizing the action to be taken at each public hearing will be placed in a newspaper of general circulation, and newspapers representing significant minorities and non-English speaking persons, at least fifteen (15) days prior to the hearing. Notice of the hearings shall be published on the DHCD website (http://www.miamidade.gov/ced) and the County Calendar (http://www.miamidade.gov). The notice shall provide information on the time, location and subject of the hearing, and state that accommodations for the disabled or non-English speaking residents will be made available for free upon advance request, at least five (5) days prior to public the hearing.

Copies of the Consolidated Plan will be distributed to regional public libraries, the Office of American's with Disabilities Coordination, the Homeless Trust and through the Miami-Dade Community Action Agency neighborhood network. Copies of the Consolidated Plan will also be available at the DHCD office, located at 701 NW 1st Court, 14th Floor, Miami, FL 33136, during regular business hours.

This public notice period, as required by U.S. HUD, allows for citizens to respond to the proposed Plan before it is adopted by the Board of County Commissioners. Citizens will have at least thirty (30) days to provide comments on the Consolidated Plan. 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. Written responses to citizen complaints and grievances, including procedures that citizens must follow when submitting complaints and grievances, shall be issued within fifteen (15) working days of receipt of the complaint or grievance, where practicable.

Every effort will be made to increase public awareness and participation for public hearings through additional methods of advertising in order to obtain citizen's views in response to the proposals concerning the consolidated plan.

CRITERIA FOR SUBSTANTIAL AMENDMENTS TO THE CONSOLIDATED PLAN

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

- An activity assumes a new purpose.
- The scope of activity is increased by 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, which affect established target areas will be submitted to the respective Neighborhood Advisory Committees for review and comment during the committee's next regularly scheduled meeting in order to provide citizens with a reasonable opportunity to comment on any substantial amendments to the Plan.

A public notice summarizing the amendment(s) 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. Copies of the amendments will be available at the DHCD office, located at 701 NW 1st Court, 14th Floor, Miami, FL 33136, during regular business hours. Notice of the hearing shall also be published on the DHCD website (http://www.miamidade.gov/ced) and the County Calendar (http://www.miamidade.gov). The notice shall provide information on the time, location and subject of the hearing, and state that accommodations for the disabled or non-English speaking residents will be made available for free upon advance request, at least five (5) days prior to public the hearing.

This public notice period, as required by U.S. HUD, allows for citizens to respond to the proposed amendment before it is adopted by the Board of County Commissioners.

Citizens will have not less than thirty (30) days to provide comments on the proposed amendment(s). A public hearing may be held at any time during the public comment period. A summary of the comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final consolidated plan.

PERFORMANCE REPORTS

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

MEETINGS

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

Public meetings will be held in each of the NRSAs no less than four times per year to provide residents an opportunity for input into all phases of the process. The meetings will be for the general purpose of providing residents with information, soliciting their views and providing them with an opportunity to comment on Miami-Dade County's community development needs and performance.

As a public body, the CACs are subject to the Florida Sunshine Law (Sunshine Law). The Sunshine Law requires:

- All meetings must be open to the public;
- Reasonable notification of such meetings must be given; and
- Minutes of the meetings must be taken.

ACCESS TO RECORDS

Pursuant to Florida statutes, all information and records relating to the development of the Consolidated Plan and Miami-Dade County's use of funds awarded under the

Consolidated Plan will be on file at the Department of Housing and Community Development, 701 NW 1 Court, Suite 1400, Miami, FL. The office is open from 8:00 a.m. until 5:00 p.m., Monday through Friday. It is closed on holidays. The public has access to these records for the current year and four years after the performance report is submitted to U.S. HUD.

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 with the completion of applications or proposals for funding assistance under any of the programs covered by the Consolidated Plan, as well as the preparation of a budget for any proposed activity.

COMPLAINTS

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

PART II:

COMMUNITY ACTION AGENCY

OVERVIEW OF COMMUNITY ACTION AGENCY

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

PURPOSE AND MISSION

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

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

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

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

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

- Goal 5: Agencies increase their capacity to achieve results.
- Goal 6: Low-income people, especially vulnerable populations, achieve potential by strengthening family and other supportive systems.

MIAMI-DADE COMMUNITY ACTION AGENCY STRATEGY & APPROACH

The CSBG Act requires the formation and maintenance of a tripartite board, for a CAA, as the critical structure to assure decision-making and participation by low-income individuals in the development, planning, implementation and evaluation of programs funded under CSBG. The tripartite 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 a democratic selection procedure 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.

Although the State of Florida has the option to develop a different mechanism for public CAAs, such as Miami-Dade CAA, the State has utilized the requirements cited above as the framework for public CAAs as well.

CAA, in its desire to fully engage the community, employs a two-tiered approach to the engagement of the community. The Community Action Agency Board (CAAB), as the tripartite board for Miami-Dade County, is duly responsible to ensure the involvement of all three sectors in advocacy, resource mobilization, education and service delivery to impact the incidence of poverty in Miami-Dade County. Recognizing the magnitude of the geography of Miami-Dade County, the formation of community advisory committees in targeted communities provides CAA with an enhanced opportunity to maximize representation of low-income residents, 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.

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

Community Advisory Committees consist of two structures. The CAA CACs are intended serve as the advisory committees for the Target Areas, and the CAA/DHCD CACs are the advisory committees for the joint Target Areas/Neighborhood Revitalization Strategy Areas (NRSAs). The CAA Community Advisory Committees for the Target Areas focus on social concerns impacting their neighborhoods. In communities where Target Areas and NRSAs share the same boundaries, the communities have joint CAA/DHCD Community Advisory Committees. In addition to social concerns, the joint CACs focus on issues related to the community and economic development of their neighborhoods.

STRUCTURE AND SCOPE

Through the formation of CACs, residents are empowered to effectively speak directly on behalf of their interests and views within their immediate areas and within the broader community while working together to reach solutions to problems. Central to the plan is the establishment of two citizen participation structures on the neighborhood level and on a countywide level. To better maximize the use of local resources, the Community Advisory Committees must develop and nurture positive relationships with private and public sector entities to improve the quality of life in low-income neighborhoods. The neighborhood structure exists in the form of Community Advisory Committees. The countywide structure exists in the form of a Community Action Agency Board. Throughout its history, the Community Action Agency Board mandated that:

- There shall be a Community Advisory Committee in each of the identified target areas as established by Citizen Participation Guidelines of CAA and adopted by the County Commission.

- Each Community Advisory Committee shall serve in an advisory capacity to the Community Action Agency 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 Community Action Agency and adopted by the Board of County Commissioners, shall govern the Community Advisory Committees.

LEADERSHIP DEVELOPMENT

Critical to the Community Action Agency philosophy is the need for residents of low-income communities to become advocates and to play a central role in public policy initiatives and programs that have a direct impact on their environment. The CAA's objective is to reduce the isolation of the poor and to improve communication between themselves and policy-makers. The ultimate objective is not to speak for the people,

but rather to enable them to speak for themselves. To better equip the Advisory Committees in fulfilling their advocacy mission and making sound decisions, CAA must provide CAC members with capacity building and leadership development training to support their efforts in the building of better communities.

PART III:

COMMUNITY ADVISORY COMMITTEE GUIDELINES

NAME

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

MEMBERSHIP

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

A. COMMUNITY ADVISORY COMMITTEE COMPOSITION

- In order to serve as a member of any CAC, you must be at least eighteen (18) years of age and a registered voter in Miami-Dade County.

- The Department of Housing and Community Development (DHCD), the CAA/DHCD and the Community Action Agency (CAA) Advisory Committees will consist of thirteen (13) members. Members must be residents, property owners, business owners, or employed in the Target Area/NRSA.

- The DHCD Advisory Committees will consist of four (4) Officers and nine (9) Members, as follows:

    - Chairperson
    - Vice-chairperson
    - Secretary
    - Parliamentarian
    - 9 Members

- The combined CAA/DHCD Advisory Committees will consist of five (5) Officers and eight (8) Members. Of the eight members, each CAA Advisory Committee may have two (2) non-resident, non-stakeholder members that shall be appointed by the CAA Advisory Committees. The remaining eleven (11) members shall be duly elected. The configuration of the CAA/DHCD Advisory Committee shall be as follows:

- Chairperson
- Vice-chairperson
- Secretary
- Parliamentarian
- CAA Board Representative Alternate
- 8 Members

- The CAA Advisory Committees will consist of five (5) Officers and eight (8) Members. Each CAA Advisory Committee may have two (2) non-resident, non-stakeholder members that shall be appointed by the Committee. The remaining eleven (11) members shall be duly elected. The configuration of the CAA Advisory Committee shall be as follows:

    - Chairperson
    - Vice-chairperson
    - Secretary
    - Parliamentarian
    - CAA Board Representative Alternate
    - 8 Members

- Miami-Dade County staff employed by DHCD or CAA are ineligible to be Advisory Committee members. Staff may, however, participate in discussions at meetings of any Committee. Any person who works for an agency that receives funds from DHCD/CAA may serve as a member of the Advisory Committee but must adhere to rules of conflict of interest.

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

B. TYPES OF MEMBERSHIP

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

MEMBERS

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

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

SUB-COMMITTEES

- The Sub-Committees shall comply with all of the rules governing the Community Advisory Committee and are subject to Florida's Government-in-the-Sunshine Laws.
- A maximum of two Sub-committees are allowed and are limited to Housing, and Capital Improvements/Economic Development.
- Sub-committee meetings must be held on the same day as the regularly scheduled CAC meeting.
- A minimum notice of forty-eight (48) hours of the Committee members is required.
- A notice must be posted on the County Calendar a minimum of twenty-four (24) hours prior to the meeting.

VACANCIES

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

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

Attendance will be verified by a sign-in sheet. Only communication with CAA or DHCD 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.

If a member has two (2) unexcused absences within a calendar year, the Chair of the CAC will present a warning letter for the member at the next regularly scheduled meeting. Following the warning letter, when a member attains three (3) unexcused absences within a calendar year, the Chair of the Committee will present a letter at the next regularly scheduled meeting indicating that the member is 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 County staff to send the letter/s to the member.

When for any reason, a vacancy occurs, the CAC will nominate and elect a new member at the next regularly scheduled meeting. The new member shall be subject to the eligibility requirements for CAC members and must provide the required documentation. If a replacement is not made within thirty (30) days from the date of the letter, the seat shall be deemed vacant and non-voting. The size of the Committee will be reduced for the remaining months in the Committee's calendar year so that the quorum is not affected.

OFFICERS

The Officers of the Community Advisory Committee shall be elected from the body of the committee members. Officers of the CAC will include:

- **Chairperson** - The Chairperson will preside at all Committee meetings. Chairpersons will provide subcommittees the opportunity to form and present their recommendations to the membership for action, will reflect any action approved by the full membership rather than actions of individual members and will assist 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 voice vote at a regularly scheduled meeting.

- **Parliamentarian (DHCD and CAA/DHCD only)** - The Parliamentarian's responsibility is to ensure that the meeting is conducted in a respectful manner and in accordance with customary rules of decorum. 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 voice vote at a regularly scheduled meeting

- **Community Action Agency Board Representative (CAA and CAA/DHCD only)** The Committee's representative to the Community Action Agency Board will serve as a liaison between the Advisory Committee and the Board. Representatives will be responsible for attending all Board Meetings, reporting to the Committee all Board actions that might affect and/or be beneficial to their target area, bringing to the Board concerns and recommendations from the Community Advisory Committee, and assuming an advocacy position on behalf of their target area in Board decisions. The Community Action Agency Board Representative must reside in the target area that they represent. In case of a lack of attendance at Community Advisory Committee and/or Community Advisory Board meetings, resignation, recall or death of the Community Action Agency Board Representative, the Committee will nominate and elect a new Community Action Agency Board Representative by a voice vote at a regularly scheduled meeting.

C. GENERAL RESPONSIBILITIES OF MEMBERS AND OFFICERS

Members and Officers are expected to:

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

D. TERM OF OFFICE

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

E. ELIGIBILITY FOR MEMBER AND OFFICER

All candidates for membership must submit documentation supporting qualifications to serve on the Community Advisory Committee. All eligible candidates must demonstrate that they are at least eighteen (18) years of age

and a registered voter in Miami-Dade County. Additionally, each candidate must have current documentation, which consists of a photo identification issued by a governmental agency as proof of identity. Depending on which eligibility category you are registering under, you will need to submit one of the following:

- **Resident**
  Residents who wish to serve as a Member or an Officer must submit proof of residency within the Target Area/NRSA. Proof of residency may include:

  - A current utility bill with the candidate's name at an address within the Target Area/NRSA;
  - Deeds, mortgages or homestead exemption documentation with the candidate's name and an address within the Target Area/NRSA; or
  - Official correspondence from a governmental agency indicating the candidate's name and an address within the Target Area/NRSA.

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

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

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

F. MEMBER AND OFFICER ELIGIBILITY QUALIFICATION AFFIDAVIT

All candidates for the Community Advisory Committee Member position are required to complete the Eligibility Qualification Affidavit (see attachment A) attesting that they have fulfilled the qualifying criteria and are eligible to serve as a Member. This Affidavit will also serve as temporary proof of eligibility for individuals wishing to seek membership on the Community Advisory Committee who are unable to provide the documentation cited above at the time of registration for candidacy. Completion of the Eligibility Qualification Affidavit will

allow an individual to seek membership, pending validation of the information by Miami-Dade County staff. This Affidavit must be filed with the Executive Director of the Community Action Agency or the Executive Director's designee. Staff will have a period of up to thirty (30) days to review the information. If upon review the Committee or Miami-Dade County staff finds that the information attested to in the Eligibility Qualification Affidavit is false or unsubstantiated, this may result in immediate removal from the Member position on the Committee.

PART IV:

RULES AND PROCEDURES GOVERNING THE VOTER REGISTRATION AND ELECTION PROCESS

A. ELECTION ORIENTATION PUBLIC MEETING

Election orientation public meetings will be held in each target area/NRSA to educate residents and stakeholders on the election process. It is a requirement that at these meetings a minimum of fifteen (15) of the respective Target Area/NRSA residents and/or stakeholders be present. In the event that the resident attendance requirement is not met, another Election Orientation Public Meeting shall be automatically scheduled. If, at the second Election Orientation Public Meeting, the resident attendance requirement is not 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 ten (10) days in advance and will include the date, time, location and the purpose of the meeting. Public Notification regarding the Election Orientation Public Meetings will occur using various methods of communication (e.g. newspaper, flyer, radio and electronic mail) to ensure inclusion and facilitate maximum participation from the targeted neighborhood. At these meetings, staff will explain to participants the voting registration process, candidate qualifications and the election process for the Community Advisory Committees. The Election Guidelines and Procedures will be provided to individuals registering for candidacy during and after the Election Orientation Public Meeting. CAA Election Staff will also provide a schedule of office hours for the following activities:

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

B. ELECTION DATE

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

C. REGISTRATION FOR CANDIDACY

All candidates seeking a position as a Community Advisory Committee Member must meet eligibility criteria. Registration for all candidates and voters will begin at the Election Orientation Public Meeting and will last for a period of five (5)

working days. All candidates must be pre-registered to appear on the ballot and be considered for election. No write-in candidates will be accepted.

D. CANDIDATE NOTIFICATION

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

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

E. TARGET AREA/NRSA VOTERS

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

VOTER ELIGIBILITY

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

VOTER QUALIFICATIONS

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

- **Resident**
  Residents who wish to vote must submit proof of residency within the Target Area/NRSA. Proof of residency may include:
  - A current utility bill with the resident's name at an address within the Target Area/NRSA;

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

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

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

- **Employment in Target Area/NRSA**
  Employees in the Target Area/NRSA who vote must submit a letter or documentation from the employer stating that the voter's work location is within the boundaries of the Target Area/NRSA.

CAC ELECTION VOTER REGISTRATION

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

Registration will not reopen on the day of election.

At the end of the CAC election voter registration period, the CAA staff will review the voter registration form and the supporting documents for accuracy. Staff will then do the following:

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

F. ELECTION PROCEDURES

- DHCD Only
  If there are more than thirteen (13) qualified candidates, an election will take place no earlier than ten (10) and later than twenty (20) working days after the Election Orientation Public Meeting. If there are thirteen (13) or fewer qualified candidates in the election, each candidate will be declared a winner without a formal election process. The CAA Election Staff will send the roster of the candidates to the Executive Director of the Community Action Agency or the Executive Director's designee for certification.

- CAA and CAA/DHCD Only
  Of the thirteen members in a CAA and CAA/DHCD, only eleven (11) members must be elected. The remaining two members may be appointed by the Committee. If there are more than eleven (11) qualified candidates seeking election to serve on the Committee, an election will take place no earlier than ten (10) and no later than twenty (20) working days after the Election Orientation Public Meeting. If there are eleven (11) or less qualified candidates in the election, each candidate will be declared a winner without a formal election process. The CAA Election Staff will send the roster of the candidates to the Executive Director of the Community Action Agency or Executive Director's designee for certification.

G. ELECTION PROCESS

This section will address the procedures and processes by which an election will be carried out in each Target Area/NRSA. The Executive Director of CAA and the Director of DHCD will appoint staff members to oversee and coordinate a joint election process.

POLLING HOURS

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

PROCEDURES BEFORE POLLS OPEN:

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

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

- **Qualified Voters List**
  CAA Election Staff must have a roster of qualified voters at the election table to verify voter eligibility.

- **Ballots**
  CAA Election Staff must ensure that there are sufficient ballots.

H. POLL WATCHERS

A candidate requesting poll watchers must do so in writing; the request must include a list of poll watchers which the candidate has selected. The request for poll watchers must be submitted to the designated staff person no later than twenty-four hours prior to the day of the election. The schedules of each Target Area/NRSA office hours for poll watcher designation will be provided at the Election Orientation Public Meeting. A candidate may have up to a maximum of three (3) poll watchers. However, each candidate may have only one (1) 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 be registered to vote in the Target Area/NRSA election in which the candidate is running for membership. No candidate or member of the candidate's immediate family, to include parents, brothers, sisters, spouse, or children, shall be designated as a poll watcher. Poll watchers must adhere to the direction of CAA election staff.

- The purpose of a poll watcher is to observe the conduct of the election. If a poll watcher witnesses election irregularities or violations of the election that do not comply with these guidelines, they must inform staff. If the staff person is perceived to be the one at fault, the poll watcher may call the office of the Executive Director of the Miami-Dade County Community Action Agency.

- Poll watchers are not to speak to or interfere in anyway with any poll worker or any voter, with the exception of when entering the polling place. The poll watcher must give their name and provide current photo identification, issued by a government agency, as proof of identity to

staff. Such will be used to verify that they have been designated to serve as a poll watcher at that polling place.

- Poll watchers are not allowed in the registration and check-in areas at any time, and are prohibited from wearing or distributing campaign materials or in any way campaigning for any candidate.

I. PROHIBTED ACTIVITIES

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;
- 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.
- Entrance into the polling place by any person who is not in line to vote from the opening to the closing of the polls, except the officially designated poll watchers, and CAA election staff.
- Voters who come to cast their ballots are allowed to wear campaign materials.

J. VOTING PROCEDURE

Voters will be directed to a registration check-in table, where they will provide current photo identification, issued by a government agency, as proof of identity to the CAA election staff. The election staff will locate the voter's name in the roster of qualified voters and will ask the voter to sign their name in the designated space on the roster. If the voter is unable to write, they will sign with a mark, which will be initialed by staff. Staff will then compare the signature on the voter roster with the signature on the voter's registration form, and, if necessary, require other identification. Staff will then issue, to the voter, the ballot. CAA Election Staff will provide at each polling place a fictitious sample ballot (Attachment C) to be used in instructing voters on how to vote. Upon request, staff may provide individual voters further instruction by using the

sample ballot. The voter will, without leaving the polling place, enter the voting booth alone to cast the ballot, unless the person requires assistance.

K. BALLOTS

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

- **Ballot Assistance**
  Any voter who registers to vote in any election and is unable to read or write or because of some physical disability, needs assistance in voting, may request assistance of election officials or some other person during the election, to assist them in casting their vote.

L. CLOSING THE POLLS

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

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

M. VOTE TABULATION

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

- Before the tabulation begins, staff may request witnesses to designate two individuals to assist in witnessing the reading of the names and the recording of the votes on the tally sheet. In addition, these witnesses will also sign the election certificate certifying the results of the election;

- CAA Election Staff will then tabulate the results by one staff person calling out the name on each ballot and another staff person recording the vote. The eleven candidates for CAA and CAA/DHCD only and thirteen (13) candidates for DHCD only with the highest number of votes will be elected.

- The CAA Election Staff will certify and issue a preliminary certification of the election results;

- Each member of the CAA Election Staff and the designated witnesses will then sign the election certificate; and

- In the event of a tie, a runoff election will take place at the next regularly scheduled Community Advisory Committee meeting following the Target Area/NRSA election. A notice of the runoff election will be sent to all registered voters of the Target Area/NRSA. A vote by 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 a CAA CAC or CAA/DHCD CAC election will have the right to protest the results as being erroneous by filing with the Executive Director of the Community Action Agency a sworn, written protest within five (5) business days following the day the election is held. Protests related to the DHCD CAC elections should be filed with the Director of DHCD.

O. ELECTION CERTIFICATION

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

P. ELECTION OF OFFICERS

Election of Officers shall be held within thirty (30) calendar days following the final certification of the members. Miami-Dade County staff will convene the newly elected Community Advisory Committee to elect from among themselves, the Officers of the Community Advisory Committee. The nomination and election of the Officers will take place by voice vote. In case of a tie, the election process will be repeated. If the tie is not broken following the second vote, the tie shall be broken by the toss of a coin. The coin must fall on the floor after it is tossed.

Q. DUTIES AND RESPONSIBILITIES OF STAFF

CAA/DHCD staff will provide notices of all Community Advisory Committee meetings and meeting agendas to each Advisory Committee member in writing at least five working (5) days in advance of the meeting. CAA/DHCD staff will be

responsible for ensuring that minutes of all Committee meetings are prepared and that all official action taken by the Community Advisory Committee is included. Minutes will be forwarded to all members prior to the next scheduled meeting and available for public inspection upon request. In communities where there are numerous non-English speaking residents, meeting notices, agendas and summaries of minutes will be provided in the language(s) represented in the communities. Appropriate interpreters will be available during meetings, if possible. At least once a year, a training session for Community Advisory Committee members will be held by a training team of the Community Action Agency. The areas of training will include: HHS Policies and Guidelines, Community Advocacy, Leadership Development, and Project Planning and Evaluating.

R. DUTIES, RIGHTS AND RESPONSIBILITIES OF MEMBERSHIP

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

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

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

- **OBJECTIVES OF THE ADVISORY COMMITTEE**
  It will be the responsibility of the Advisory Committee to initiate and to assume a leadership role in the Target Area/NRSA in order to address the following objectives:

  - Support the missions of DHCD and/or CAA.
  - Conduct Target Area/NRSA meetings.
  - Involve all persons who have an interest in the Target Area/NRSA.

- Make people aware of Target Area/NRSA conditions and encourage the improvements of those conditions.
- Identfiy problems and issues in Target Aresa/NRSAs.
- Identify altemative projects.
- Facilitate two-way communication with government representative and Target Area/NRSA residents.
- Recommend priorities within the purview of DHCD/CAA.
- Provide an opportunity for the discussion of Target Area/NRSA problems and related issues directly related to CAA or DHCD.
- Review the progress of Target Area/NRSA activities

- **DISCLOSURE**
  All Community Advisory Committee members are required to disclose any affiliations they have with any organization or person that may have business before the Community Advisory Committee. Upon election, at the first meeting, each member shall disclose, for the record, these affiliations. In the event, the member becomes affiliated with an agency during their tenure, after the first meeting, this must be disclosed at the next scheduled meeting.

S. ORDER OF BUSINESS

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

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

T. SPECIAL MEETINGS

Special meetings may be held under the following conditions:

- When requested at a regular meeting by a majority vote of the members present subject to county staff availability.
- When requested in advance, at a regularly scheduled meeting, by one-third of the members of the Committee and subject to county staff availability

- When called by Miami-Dade County staff.
- May only be held based upon availability of staff
- Requires a minimum notice of forty-eight (48) hours of the Committee members
- Must be noticed on the County Calendar a minimum of twenty-four (24) hours
- Are subject to the Sunshine Law

U. DUTIES OF THE ADVISORY COMMITTEE

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

- Convene to establish the regular meeting time and schedule of the Community Advisory Committee that will allow for maximum citizen participation. This will occur within thirty (30) calendar days following the final certification of members.

    - Hold all meetings in a Miami-Dade County facility, which is accessible and amenable to community residents.
    - Assist in providing sufficient notice of meetings to community residents.
    - Establish subcommittees consisting of members and non-members as necessary and appropriate.
    - Review and take official action on sub-committee reports.
    - Make every effort to address and resolve Target Area/NRSA concerns within the Target Area/NRSA prior to being referred to the departmental level. Only matters approved by the majority vote of the members present may be referred to any other level.

- The Advisory Committee participates in program planning, monitoring, and evaluation of activities and programs within their community. In performance of this duty the Advisory Committee will:

    - Provide an opportunity for residents to identify needs or problems in their community as they relate to DHCD/CAA missions.
    - Encourage residents to propose viable solutions to identified needs and problems in their community as they relate to DHCD/CAA missions.
    - Elicit the recommendation and set program or neighborhood priorities from the Target Area/NRSA residents.
    - Review progress of activities within the Target Area/NRSA.
    - Enhance community input in planning Section 3 activities

V. RESTRICTIONS ON ADVISORY COMMITTEE MEMBERS

No Advisory Committee member will have the authority to change actions as voted upon by the Advisory Committee as a whole; all recommendations submitted will reflect the vote of the majority. No Advisory Committee member may represent themselves as a spokesperson for the Community Advisory Committee on ideas, issues or proposals, unless it has been pre-approved and authorized by the Advisory Committee as a whole. Nor may any Advisory Committee member appear before official public bodies, as a representative of the Advisory Committee (i.e. County Commission, City Commission, School Board, etc.) unless authorization to represent the Advisory Committee has been voted upon by a majority of the Community Advisory Committee. Any willful violation of the provisions of this section by a member of the Advisory Committee will be grounds for recall.

W. CONFLICT OF INTEREST

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

- A member must recuse him/herself and physically leave the room while any discussion arises that involves funding decisions related to that agency or any discussion about that agency in general.

- The records of the meeting must reflect the above-required actions of the member.

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

All members of the CAC are subject to the Conflict of Interest and Code of Ethics Ordinance (Section 2-11.1 of the Code of Miami-Dade County), as amended from time to time.

X. RECALL OF A MEMBER

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

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

Recall is a two-step process.

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

   The Community Advisory Committee will allow both the stakeholder and the Committee member involved an opportunity to present their evidence at a regularly scheduled meeting. Upon the conclusion of the presentation of the evidence, the Committee will vote on whether to proceed to a formal hearing. In this instance, the member(s) or officers(s) involved in the action must refrain from voting.

2. **Departmental Hearing**
   The Community Advisory Committee will forward all documents related to the petition for recall to the Executive Director of CAA, if the CAC is within a Target Area, or to the Director of DHCD, if the CAC is within a NRSA. The respective director will create a hearing committee. The hearing committee shall have a maximum of five (5) people. The hearing committee will notify the stakeholder and the Committee member involved of the date, location and time of the hearing within a thirty (30) day period of its creation. At the binding Hearing all parties shall present their arguments to the Hearing Committee. The parties shall agree to accept the committee's decision and waive any rights to subsequent action. The action of the hearing committee shall be final and binding.

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

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

- **Meetings:** A meeting is considered to take place (for purposes of reimbursement only) when proper notification has been made inviting the participants to attend even if no quorum is achieved.

- **Travel:** Travel reimbursement may be made to and from official appointments by the least expensive, convenient means of transportation. This may be by public transportation. Requests for travel reimbursement shall be subject to the availability of funds.

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

When citizens feel inadequately represented on the Advisory Committee, they are permitted to propose amendments to these guidelines. Any such proposals shall be submitted to the DHCD and/or CAA Executive Director/Designee. The following questions will serve as a guide when requests for appeals are reviewed.

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

The request should include specific information describing the:

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

AA. HISTORY OF DOCUMENT CREATION/REVISIONS

Document was created on July 7, 1981 Previous amendments were made on:

- October 1983
- June 1989
- May 1990
- October 2001
- August 2005

(Attachment A)

MIAMI-DADE COUNTY

ELIGIBILITY QUALIFICATION AFFIDAVIT
Declaration of Candidacy for Miami-Dade Community Action Agency and Miami-Dade Department of 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 CAA and/or DHCD Advisory Committee in the _____ target area/NRSA . I declare that I am at least 18 years of age and a registered voter in Miami-Dade County. Additionally, I declare that I am a registered voter for the Advisory Committee election to be held on: _____ at 10:00 A.M. – 7:00 P.M.

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

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

_____ I am 18 years old or older — _____ CITY, STATE, ZIP CODE

_____ I am between the ages of 18 – 25 — _____ PROPERTY ADDRESS

_____ I own property in the target area/NRSA — _____ BUSINESS ADDRESS

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

_____ I am employed in the target area/NRSA

_____ I am a Head Start Parent/Guardian

_____ I am a participant in a Miami-Dade County sponsored Elderly Program

_____ My income falls within the US Department Health and Human Services Poverty Guidelines (See attached CAA income guidelines)

_____ None of the above

_____
SIGNATURE OF CANDIDATE

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

_____ SIGNATURE OF CANDIDATE

_____ ELECTION STAFF SIGNATURE

(Attachment B)

MIAMI-DADE COUNTY COMMUNITY ACTION AGENCY
MIAMI-DADE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
Community Advisory Committee Voter Registration Form

Target Area/NRSA Name: _____

FIRST MIDDLE LAST NAME

RESIDENT ADDRESS APT. ZIP CODE

WORK ADDRESS ZIP CODE

PROPERTY ADDRESS ZIP CODE

BUSINESS ADDRESS ZIP CODE

REGISTRATION DATE DATE OF BIRTH

QUALIFICATION OF VOTER

LIVE IN AREA	☐	OWN A BUSINESS IN AREA	☐
OWN PROPERTY IN AREA	☐	EMPLOYED IN AREA	☐

I hereby swear that all of the information on this form is true and correct.

SIGNATURE OF VOTER

(Attachment C)

MIAMI-DADE COUNTY

MIAMI-DADE COMMUNITY ACTION AGENCY
MIAMI-DADE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
MEMBERSHIP ELECTION
10:00 A.M. – 7:00 P.M.

SAMPLE BALLOT

(CAA and DHCD/CAA ONLY)

QUALIFIED VOTERS MAY VOTE FOR UP TO THIRTEEN (13) CANDIDATES*

(Candidate names are in alphabetical order)

_____ John Axel	____✓____ Merlot Graham
____✓____ Bernice Bake	____✓____ Mitchell Johnson
_____ Betty Charles	____✓____ Maria Jones
____✓____ Washington Dowell	____✓____ Saens Kontz
_____ Elie Evans	____✓____ Clay Lawrence
____✓____ Mary Fonseca	_____ Angelica Seymour
____✓____ Moris Frankel	____✓____ Pedro Rodriguez
____✓____ Michelle Sajous	

***(If you voted for more than thirteen (13) candidates, this ballot will be void)**

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

(Attachment D)

Miami-Dade Community Action Agency
Election Certificate

Target Area/NRSA ELECTION _____

I, the undersigned _____, Staff of Miami-Dade Community Action Agency overseeing the process of the CAC Elections, 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 _____

_____ Election Staff Name (Print)

_____ Election Staff Signature

We, the undersigned, _____, Staff of Miami-Dade County Community Action Agency overseeing the process of the CAC Elections, 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 C

BOARD APPROVED ORDINANCES AND RESOLUTIONS

ORDINANCES

- **Ordinance 82-16** - Further restricts CDBG program allocations:
  - At minimum, 75 percent of all beneficiaries must be low- or moderate-income households;
  - Emphasis must be placed on job creation for economic development activities; and
  - Emphasis must be placed on neighborhoods and citizen participation.
- **Ordinance 16A-2** – States that the Consolidated Planning Process must include protection; enhancement and perpetuation of properties of historical, cultural, archeological, aesthetic and architectural merit is in the interests of health, prosperity and welfare of the people of Miami-Dade County.
- **Ordinance 97-33** - Creates the Task Force on Urban Economic Revitalization, and provides for a review of DHCD recommendations for CDBG economic development category funding and CBO funding relating to economic development for the purpose of ensuring that DHCD's staff recommendations are in accordance with priorities established by the Plan. When the Board considers funding for economic development in Targeted Urban Areas, the Board will accept the recommendations of the Task Force unless the recommendations are disapproved by a two-thirds vote of the entire membership of the Board. DHCD must report to the Board the dollar amount being spent in Targeted Urban Areas.

RESOLUTIONS

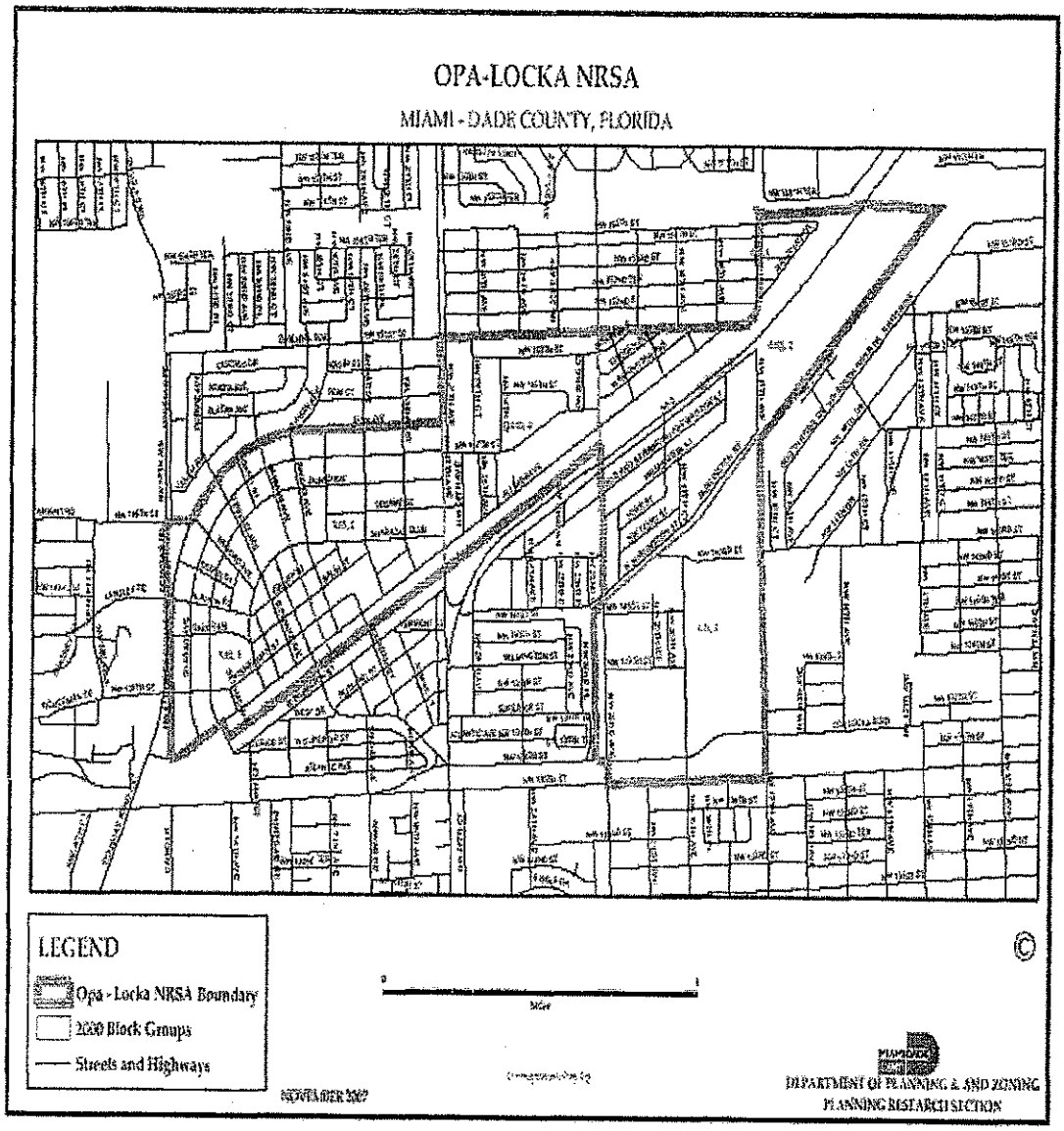
- **Resolution 404-92** - All CDBG program income from economic development loans is to be placed into the Revolving Loan Fund until $15 million is reached in the loan pool.
- **Resolution 406-92** - The County will develop a plan for CDCs engaged in rental housing construction to establish escrow accounts to be used to renovate rental housing projects.
- **Resolution 408-92** – The County will emphasize minority business participation in CDBG and Surtax projects.
- **Resolution 409-92** - The County is to provide a cost estimate for each CDBG funded Public facilities or historic preservation projects.
- **Resolution 1185-98** – The County requires compliance with U.S. HUD Section 3 requirements and directs all County departments to monitor compliance. It also requires all applicable County contracts and solicitations to contain language-requiring compliance with *Section 3*. *Section 3* ensures that employment and other economic opportunities generated by certain U.S. HUD financial assistance shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly those receiving government assistance for housing and to business concerns providing economic opportunities to low- and very low-income persons.
- **Resolution 543-05** – The County Manager is to submit an annual performance report relating to Community Development Block Grant (CDBG) funding to the Board of County Commissioners.

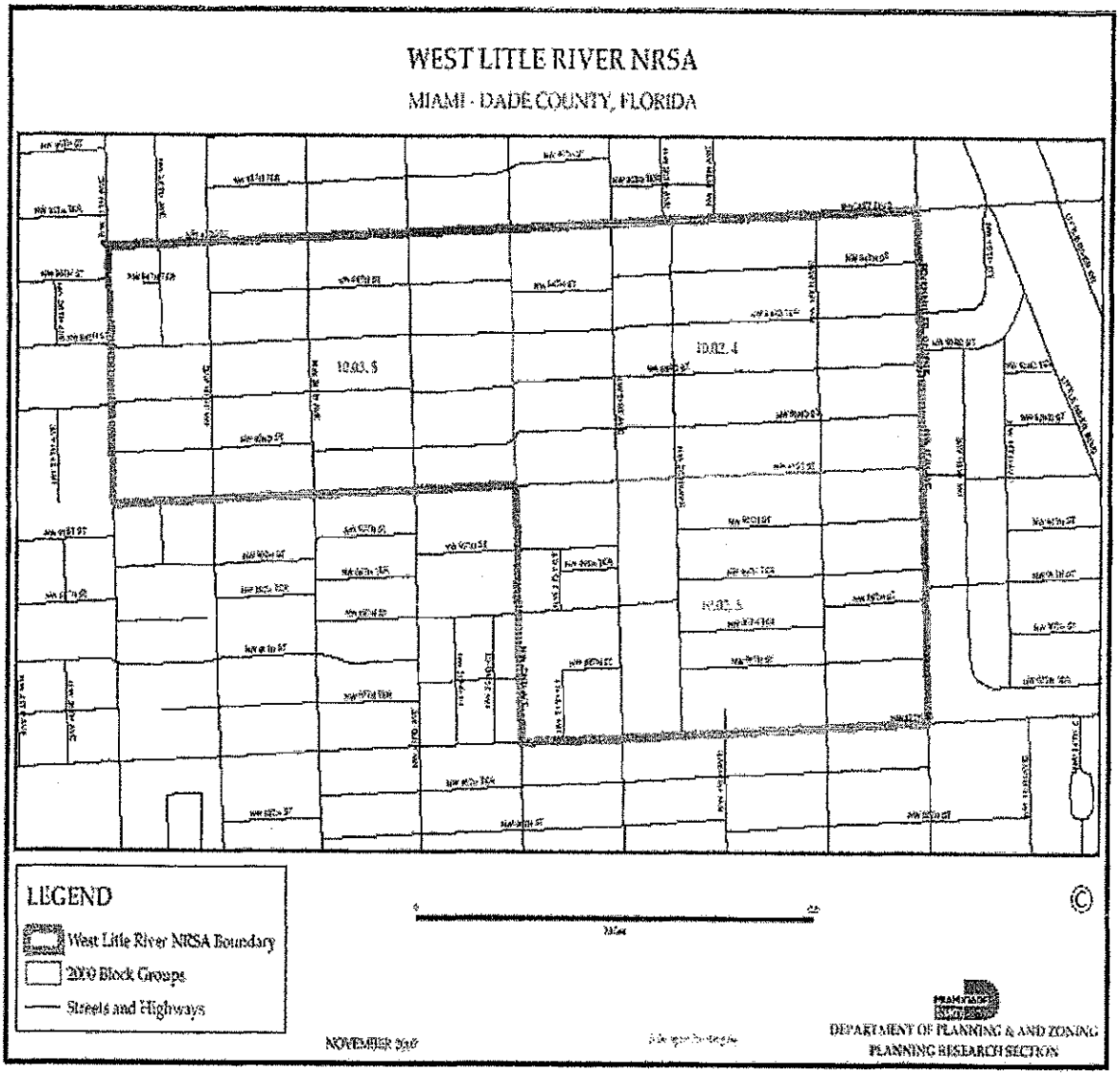
Procedures have been put in place to fulfill the requirements of the ordinances, and resolutions listed above. It is recommended that the Board of County Commissioners continue these policies accommodating potential conflicts with Federal policies as required.

ATTACHMENT D

NEIGHBORHOOD REVITALIZATION STRATEGY AREAS
LIST AND MAPS

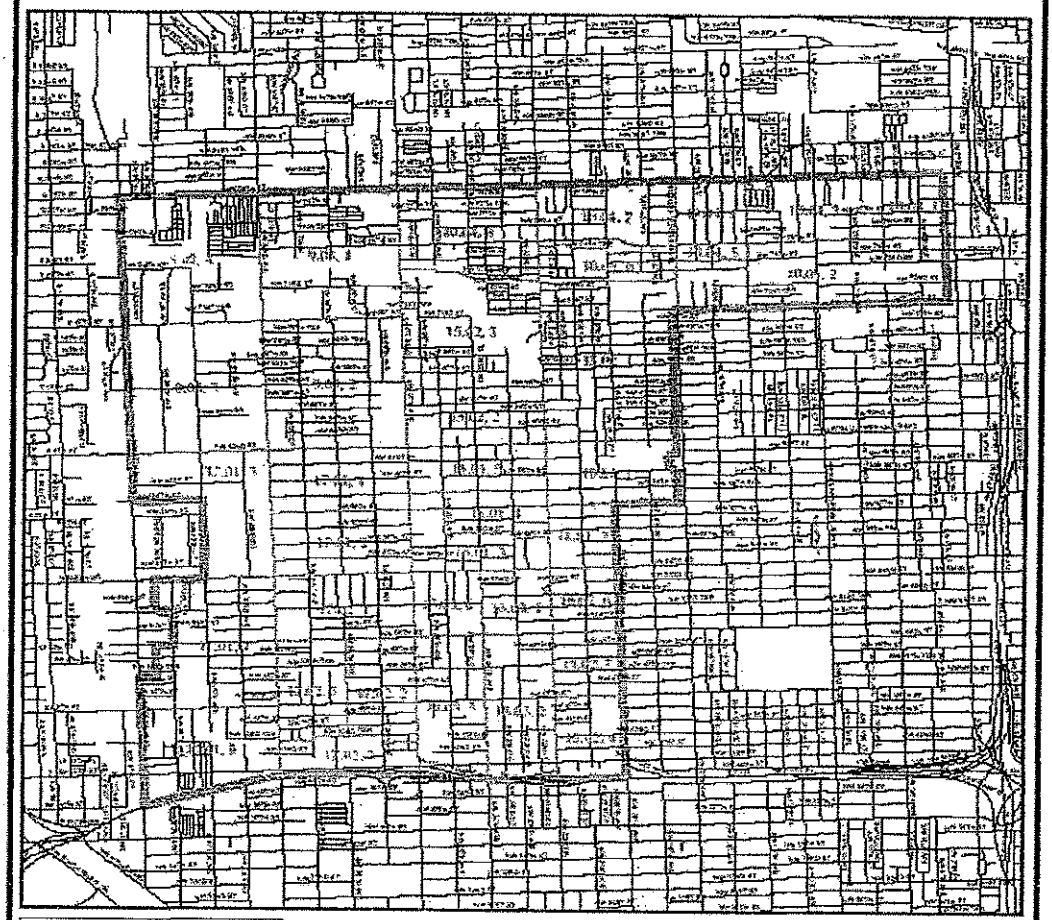
Opa-locka	Commission District 1
West Little River	Commission District 2
Model City	Commission Districts 2 & 3
Melrose	Commission District 2
South Miami	Commission District 7
Perrine	Commission District 9
Goulds	Commission District 9
Leisure City/Naranja	Commission Districts 8 & 9


OPA-LOCKA NRSA
MIAMI - DADE COUNTY, FLORIDA
LEGEND
Opa - Locka NRSA Boundary
2000 Block Groups
Streets and Highways
NOVEMBER 2007
DEPARTMENT OF PLANNING & ZONING
PLANNING RESEARCH SECTION


WEST LITTLE RIVER NRSA
MIAMI - DADE COUNTY, FLORIDA
10.03, 5
10.02, 4
10.02, 3
LEGEND
West Little River NRSA Boundary
2000 Block Groups
Streets and Highways
NOVEMBER 2000
DEPARTMENT OF PLANNING & AND ZONING
PLANNING RESEARCH SECTION

MODEL CITY NRSA

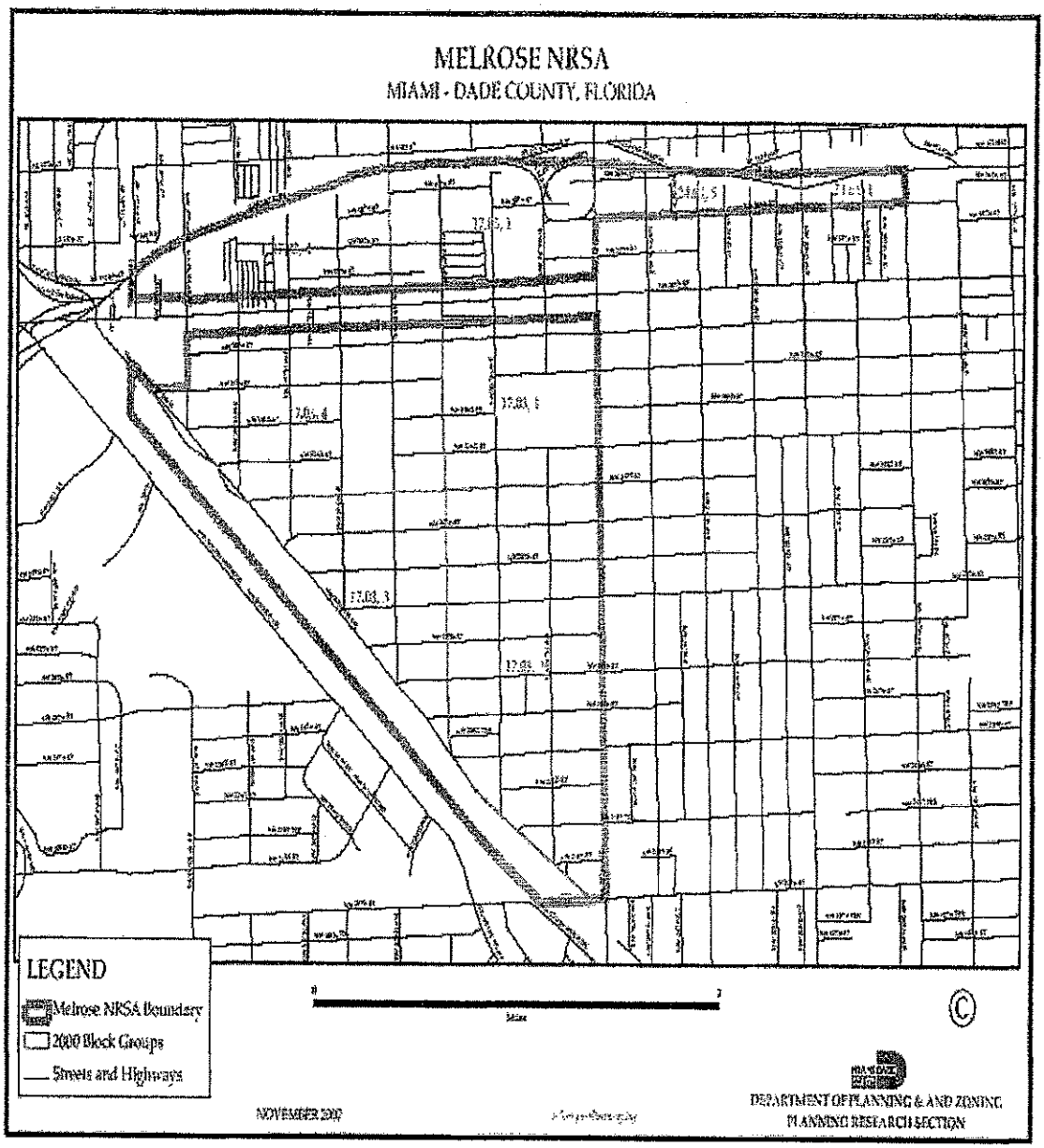
MIAMI - DADE COUNTY, FLORIDA

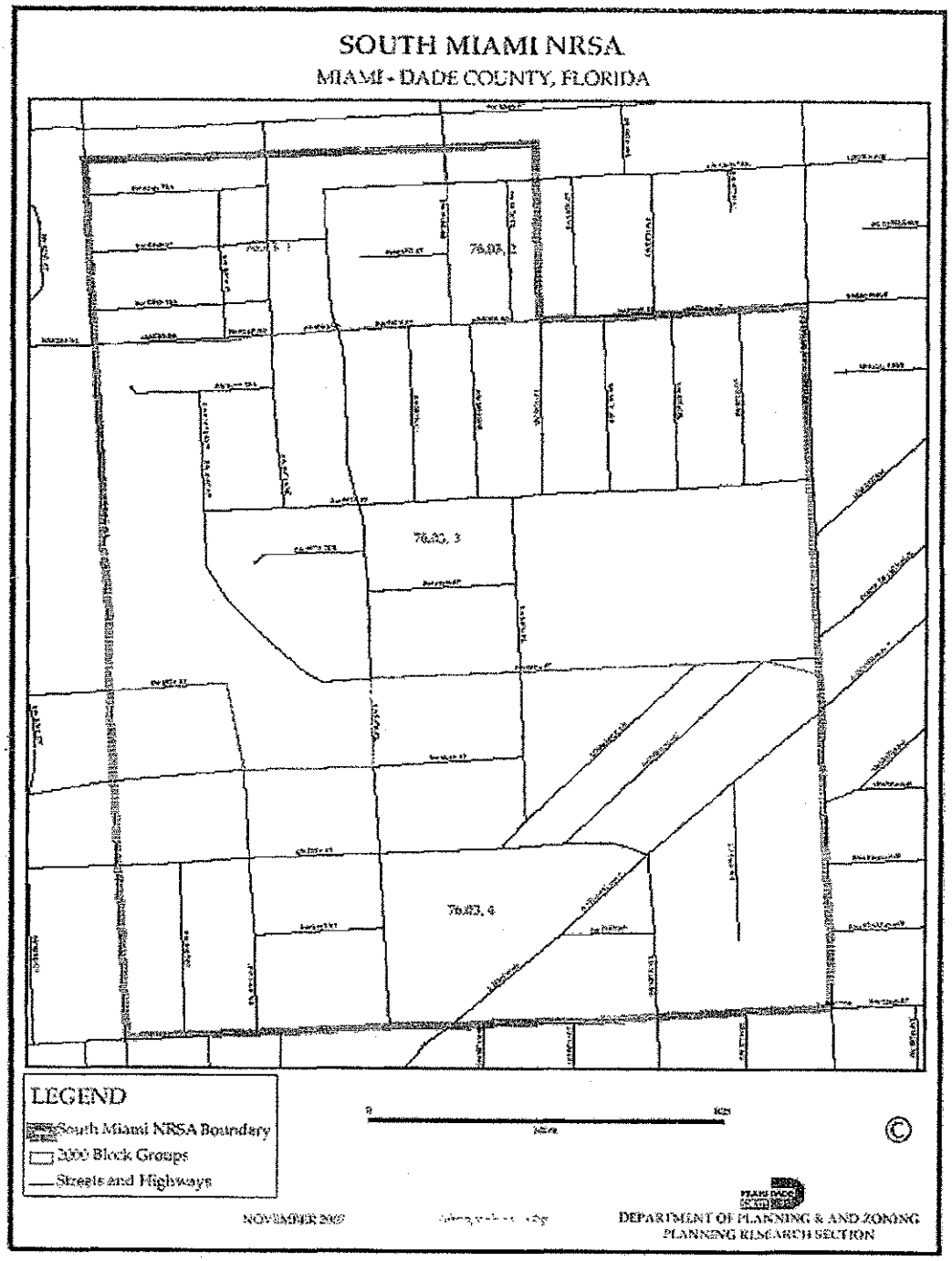


LEGEND

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

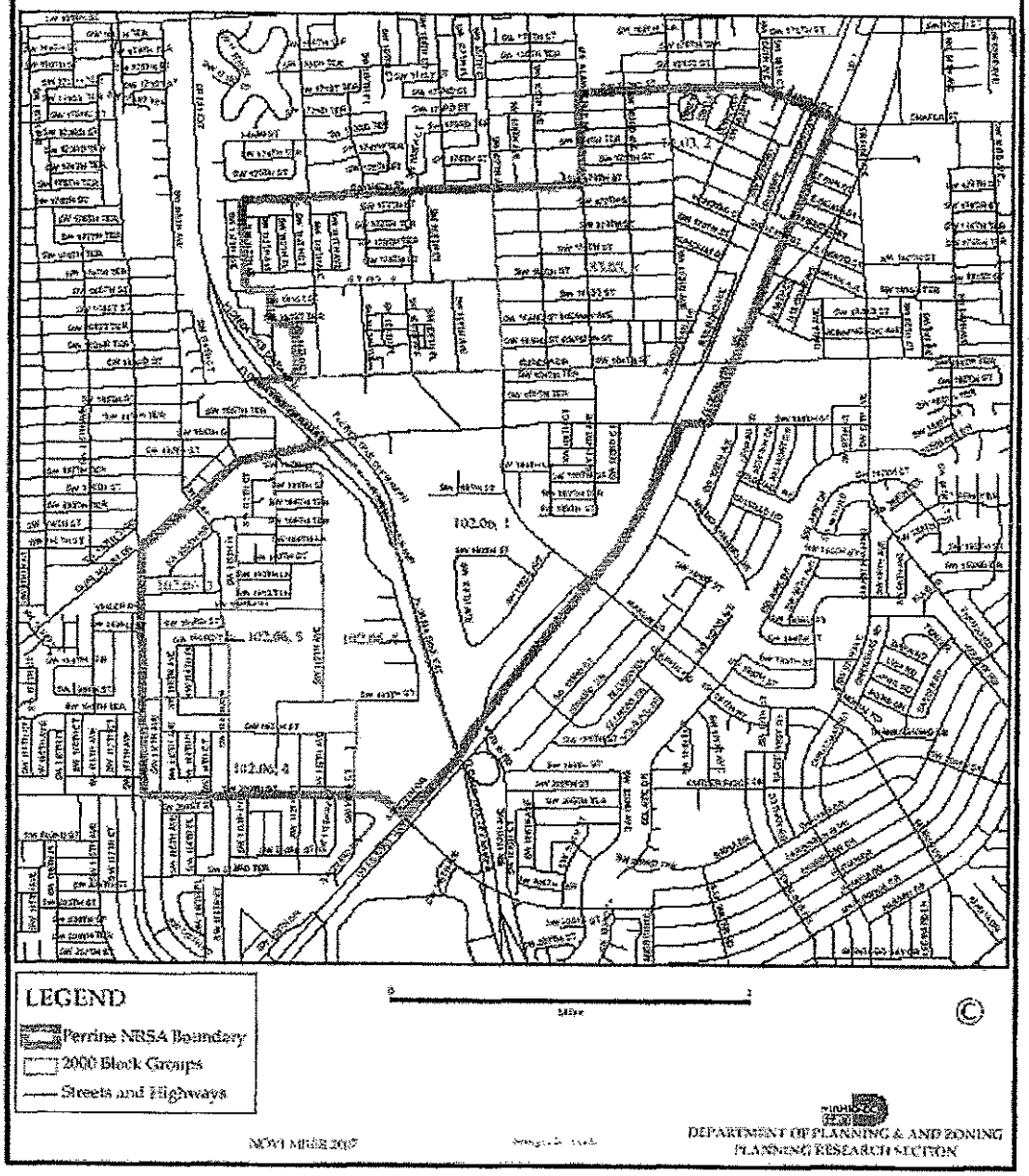
DEPARTMENT OF PLANNING & AND ZONING
PLANNING RESEARCH SECTION

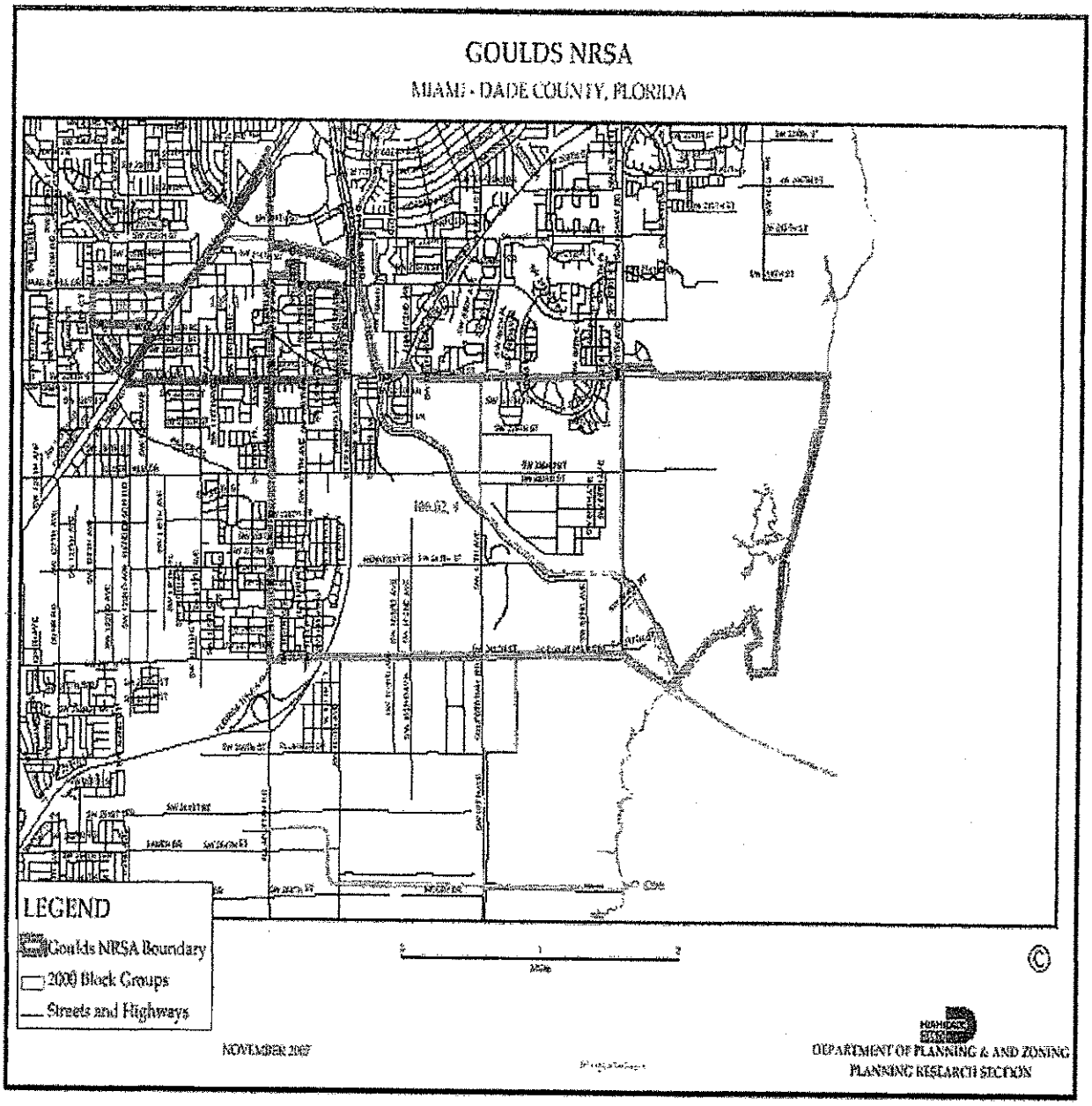

MELROSE NRSA
MIAMI - DADE COUNTY, FLORIDA
LEGEND
Melrose NRSA Boundary
2000 Block Groups
Streets and Highways
NOVEMBER 200
DEPARTMENT OF PLANNING & AND ZONING
PLANNING RESEARCH SECTION


SOUTH MIAMI NRSA
MIAMI - DADE COUNTY, FLORIDA
76.03, 2
76.03, 3
76.03, 4
LEGEND
South Miami NRSA Boundary
2000 Block Groups
Streets and Highways
NOVEMBER 2007
DEPARTMENT OF PLANNING & AND ZONING
PLANNING RESEARCH SECTION

PERRINE NRSA

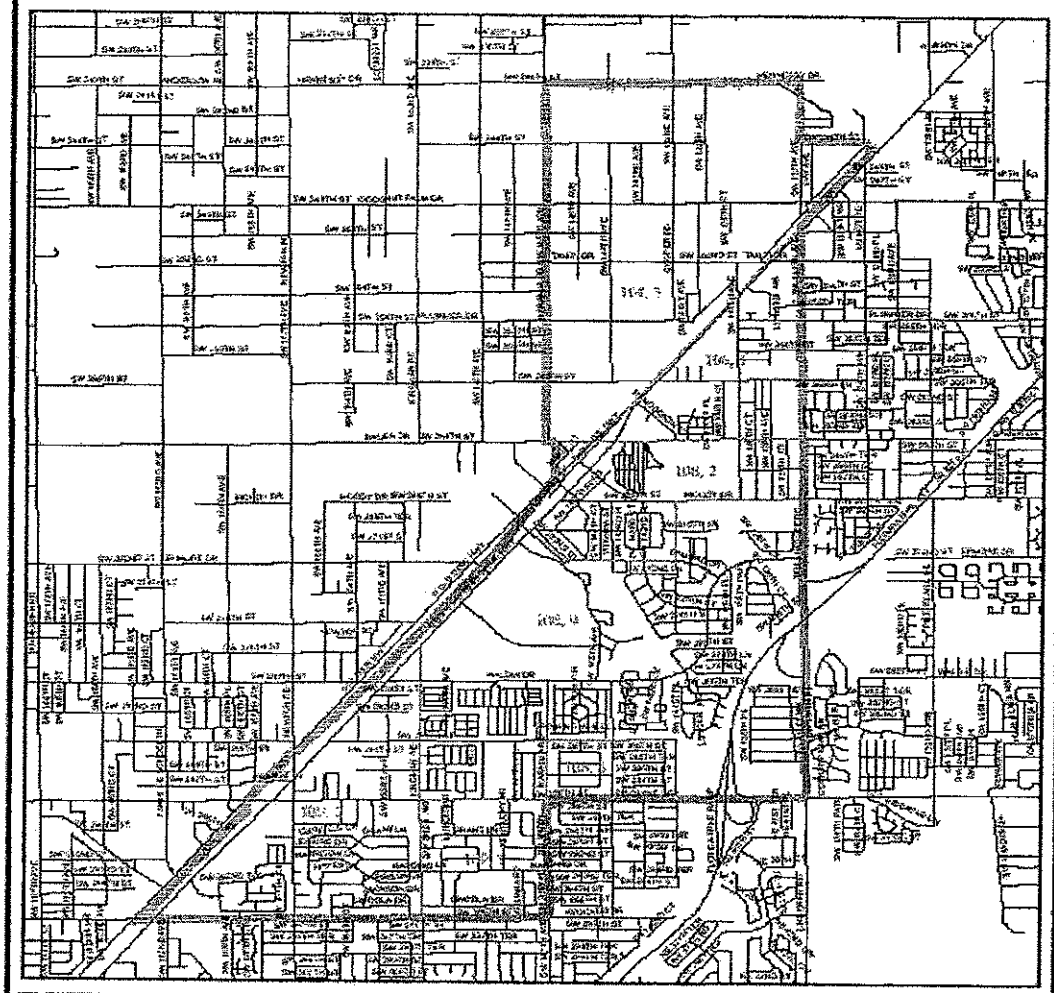
MIAMI - DADE COUNTY, FLORIDA




GOULDS NRSA
MIAMI - DADE COUNTY, FLORIDA
LEGEND
Goulds NRSA Boundary
2000 Block Groups
Streets and Highways
NOVEMBER 2007
DEPARTMENT OF PLANNING & AND ZONING
PLANNING RESEARCH SECTION

LEISURE CITY NRSA

MIAMI - DADE COUNTY, FLORIDA



ATTACHMENT E

PUBLIC COMMENTS, QUESTIONS AND RECOMMENDATIONS

DHCD held citizen participation meetings on April 25, 2011 and May 12, 2011 with the CAC Executive Committee members representing the eight NRSAs, to solicit their recommendations on the Policies which should govern the FY 2012 RFA and FY 2012 Action Plan.

The following chart addresses each of the issues and staff responses.

PROPOSED FY 2012 POLICY RECOMMENDATIONS NRSA Community Advisory Committees		Proposed Action Taken	Comments
1.	Utilize previously conducted NRSA charrettes and/or community plans (including Moss Plan) to establish neighborhood redevelopment priorities in the NRSAs.	Included in FY 2012 Proposed Policies as Policy #11.	Recommended for approval by DHCD. County to award bonus points to projects that respond to, or seek to implement, the development goals and objectives as identified and prioritized in such existing NRSA charrettes and/or community plans.
2.	Establish a system for county departments to inform/advise CACs of County projects that will impact/serve the respective NRSA.	Staff supports this request and will work closely with the Department of Small Business Administration for support and guidance in the implementation of this request.	With reference to CDBG funded projects which are carried out by County Departments, the Department is required to make semi-annual presentations to CACs on status of activities in the NRSAs.
3.	Require County Departments to submit applications for evaluation and funding under the established Request for Application (RFA) process, prioritizing funding for those departmental activities that will directly impact the NRSAs.	Not recommended.	
4.	Re-establish the funding set-asides for the NRSAs, allowing the respective CACs to directly fund desired projects in their respective target areas. Equally distribute the NRSA funding set-aside among the eight (8) NRSAs.	Not recommended.	The County will ensure that a minimum of 20 percent of CDBG funds is allocated to projects benefiting the NRSAs. Additionally, the CACs will continue to participate in the competitive selection process.
5.	Establish a referral network as a means of informing local community-based contractors, vendors, and/or businesses of procurement opportunities for County-funded projects and activities.	This request will be incorporated in item #2 above, as part of the proposed information network through which CAC members will advised of business reference and employment opportunities	
6.	Require County Departments to make a Presentation before the respective NRSA being impacted by the proposed County project/activity. Final funding recommendations for County department activities would be vested with the respective NRSA CAC, based on community needs and priorities.	Included as Policy recommendation #12 in the Policy Paper	Staff does not support the 2nd part of the request that "final funding recommendations for activities performed by County Departments to be vested with CACs.

PROPOSED FY 2012 POLICY RECOMMENDATIONS – NRSA Community Advisory Committees		Proposed – Action Taken	Comments
7.	Increase the number of DHCD planning and community organizing staff designated to provide support to the eight (8) NRSAs.	Request #7, #8. #9 and #14 were all grouped together as they relate to issues of staff support to the CACs in such areas as, developing community plans, coordination of community projects/activities, additional meetings, etc.	Not increasing staff, but the intent of the NRSAs is to improve communications. DHCD will increase the number of NRSA meetings from quarterly (4 meetings per year), to bi-monthly (six meetings per year) which will better align with the Community Action Agency bi-monthly CAC meetings. DHCD staff proposes to utilize the expanded meeting schedule to provide the CACs with the additional technical support requested. This will be done with existing staff.
8.	Establish monthly NRSA meetings with each of the eight (8) CACs, increasing the quarterly frequency of existing meetings.	See response to #7 above	
9.	Permit the NRSA CACs to conduct Sub-committee meetings on an as-needed basis. The current Citizens Participation Plan currently limits the number of sub-committees and the frequency of meetings.	See response to #7 above	
10.	Establish mechanisms for enforcing Section 3 hiring goals and mandates, thereby creating a vehicle for ensuring that local residents receive hiring preferences.	This is federal requirement and is already enforced.	
11.	Eliminate the provision of County-owned land and funding to such groups as Habitat for Humanity, whose model does not facilitate fee-simple ownership or enable heirs to inherit the property.	The County will work with Habitat for Humanity to address the concerns of the CACs.	
12.	Create a process to engage the CACs in the monitoring of projects/activities to assure federal compliance.	Not recommended	County staff is responsible for the monitoring of all federally funded activities which are subject to audit by both the County's independent auditors and US HUD.
13.	Eliminate the existing requirement that respective RFA applicants demonstrate the availability of $25,000 in working capital.	Not recommended	Each awardee must demonstrate financial capacity to incur expenses of the awardee's operation, because the County pays all federal grants expenses on a reimbursement basis.
14.	Allocate funding to the NRSAs to hire a Development Coordinator to facilitate community planning, coordinate community projects/activities and to provide technical assistance to local agencies seeking funding under the RFA.	See response to #7 above.	

PROPOSED FY 2012 POLICY RECOMMENDATIONS NRSA Community Advisory Committees		Proposed Action Taken	Comments
15.	Require that projects identified as "countywide" have measurable impact in the NRSAs.	This policy recommendation is included in the FY 2012 Proposed Policies as Policy #7.	Recommended for approval by DHCD.
16.	Designate *affordable housing* as an eligible activity for NRSA high priority funding under the FY 2012 RFA.	This Policy recommendation is included in FY 2012 Proposed Policies as Policy # 14.	Recommended for approval by DHCD and will allow the CACs to prioritize housing rehabilitation projects, but restricts new construction activities.
17.	Eliminate funding for business incubators, shifting such funding to the *Business Assistance Center* model.	Not recommended	County continues to support business incubators to promote job creation.
18.	Prioritize Economic Development projects, initiatives and activities for CDBG funding.	Ten percent of the CDBG funds will be earmarked to Economic Development activities.	Established as a priority in the prior year.
19.	Encourage outcome performance measures to be met in a more timely and efficient manner.	Already mandated by US HUD. DHCD will increase monitoring efforts to ensure compliance.	
20.	Allow funding of Public Service activities to be subject to the competitive RFA process.	Not recommended.	The ability to leverage the declining pool of funds available for Public Service activities with other funding sources, in concert with the larger population served by the County Departments providing these services, strongly favors the administration of these programs by County Departments which generally have additional resources to support public service programs. Additionally, to avoid duplication of services and ensure maximum utilization of the public service dollars, the provision of these services by County Departments which already provides the services from other resources than CDBG funds, supports the need for limiting the number of providers of the same service.

MIAMI-DADE COUNTY
BOARD OF COUNTY COMMISSIONERS
OFFICE OF THE COMMISSION AUDITOR

Legislative Notes

Agenda Item:	**8(K)1(B)**
File Number:	**111428**
Committee(s) of Reference:	**Board of County Commissioners**
Date of Analysis:	**June 15, 2011**
Prime Sponsor:	**Commissioner Rebeca Sosa**
Type of Item:	**Resolution Approving the Proposed FY2012 Consolidated Planning Process Policies**

Summary

This resolution adopts the FY2012 Consolidated Planning Process Policies (CPPP) which outlines the utilization of federally funded grants for Miami-Dade County (MDC).

Committee Amendments

On June 15, 2011, this item was amended at the Economic Development and Social Services Committee meeting to include the following:

- Allow each Community Advisory Committee (CAC) governing each Neighborhood Revitalization Strategic Areas (NRSA) and each Board of County Commissioner, to allocate up to $50,000 for public service activities to applicants in the County's Consolidated RFA process; and
- Recommendations for recaptured dollars to be submitted to the CAC in the NRSA affected by the recapture.

Background and Relevant Legislation

The United States Department of Housing and Urban Development (HUD) requires MDC to submit a Consolidated Plan every five years and an annual Action Plan to guide that respective year's implementation of the Consolidated Plan. The CPPP contains policies for implementing the FY2008-12 Consolidated Plan. An annual Action Plan is also required by HUD that follows the Consolidated Plan year by year.

The CPPP also includes guidelines for how MDC will allocate federal CDBG, HOME and Emergency Shelter Grant (ESG) funds. The projected funds anticipated from federal, state and local sources in FY2012 are as follows:

- Community Development Block Grant (CDBG) $13,613,880
- Emergency Solution Grant (ESG) $750,000
- Home Investment Partnerships (HOME) $6,345,050
- State Housing Initiatives Partnership Program Income (SHIP) $500,000
- Documentary Surtax $11,900,000

There are fourteen new policies proposed for the FY2012 CPPP to include the following:

1. Small business receiving CDBG assistance from business incubators will be encouraged to apply to become certified as a Miami-Dade County Green Business;
2. Increase the allocation of HOME funding for Tenant Based Rental Assistance;
3. Provide short and medium term tenant based or project-based rental housing assistance under the ESG program;
4. Activities recommended for funding must undergo a feasibility determination and subsidy layering review/underwriting analysis to determine level of award, terms and structure;
5. Homebuyer Counseling and Education services will be limited to geographical distribution to ensure geographic equity of agencies selected and allow residents in the North, Central and South to have reasonable access to such services;
6. CDBG, HOME and ESG funding awards that go to activities located in other entitlement jurisdictions will be limited to projects and activities that have demonstrated a capacity to provide benefits to residents and communities within the boundaries of Miami-Dade County's entitlement jurisdiction;
7. Projects and activities identified as countywide must demonstrate measureable impact in all Neighborhood Revitalization Areas (NRSA) and Eligible Block Groups (EBG);
8. Applicants will be entitled to an appeal process to dispute their scores, application rankings and final recommendations for funding;
9. Applicants that are in non-compliance with requirements and conditions of their existing CDBG, HOME, Neighborhood Stabilization Program (NSP), SHIP or Surtax contracts with Miami-Dade County will be ineligible for FY2012 RFA;
10. Environmental Review applications must be completed in their entirety and received within 30 days of contract award or funding will be reassessed or recaptured;
11. Bonus points will be awarded to funding requests that directly respond to or seek to implement projects, programs and activities that directly respond to existing NRSA charrettes and community plans;
12. County Departments that manage a program or project will be required to make a presentation before the respective NRSA being impacted by the proposed county project or activity.
13. All projects or activities awarded CDBG or HOME funds that have failed to complete the activity in a timely manner will be subject to recapture.
14. Community Advisory Committees (CAC) may elect to prioritize single-family housing rehabilitation as one of its high priorities rather than be limited to economic development, capital improvements and infrastructure activities.

Additional Information

The following is a list of previous Action Plans approved by the Board of County Commissioners and their respective amendments (reflecting agency recaptures and reallocations):

R-1222-07	Resolution approving the Five-Year Consolidated Plan for 2008 - 2012 including the FY 2008 funding recommendations
R-489-08	Resolution authorizing the Mayor to amend the FY 2008 Action Plan to reflect the reallocation of FY 2000, 2002, 2003, 2004, 2005, 2006, 2007 and 2008 Community Development Block Grant Funds, in the amount of $4,726,901.10 and HOME and HODAG funds in the amount of $4,601,699.49
R-491-08	Resolution authorizing the Mayor to amend the FY 2007 Action Plan to reflect the reallocation of $5,950,464 of Community Development Block Grant Funds
R-1127-08	Resolution approving the FY 2009 Action Plan funding recommendations

R-914-09	Resolution amending the FY 2009 Action Plan to reflect the reallocation of FY 2000, 2002, 2003, 2004, 2005, 2006, 2007, 2008 and 2009 Community Development Block Grant Funds, in the amount of $4,713,093.22 and HOME and Rental Rehabilitation funds in the amounts of $5,475,940.79
R-1284-09	Resolution approving the FY 2010 Action Plan funding recommendations
R-1285-09	Resolution amending the FY 2009 Action Plan to reflect the reallocation of FY 2002, 2003, 2004, 2005, 2006, 2007, 2008 and 2009 Community Development Block Grant Funds, in the amount of $3,428,313.91 and HOME funds in the amount of $500,000
R-111-10	Resolution authorizing the Mayor to amend the FY 2007, 2008, and 2009 Action Plans to reflect the reallocation of Community Development Block Grant Funds (CDBG) funds in the amount of $555,000, and also amending the same Action Plans to include refinancing guidelines for CDBG and Home Investment Partnerships Program (HOME) affordable housing projects
R-489-10	Resolution authorizing the Mayor to amend the FY 2010 Action Plan to reflect the reallocation of FY 2008, 2009 and 2010 Community Development Block Grant Funds, in the amount of $2,528,920 and home investment partnership funds in the amount of $200,000
R-980-10	Resolution authorizing the Mayor or Mayor's designee to amend the FY 2010 Action Plan to reflect the allocation of FY 2010 Community Development Block Grant Funds, in the amount of $2,770,870
R-67-11	Resolution authorizing the Mayor or Mayor's designee to amend Multiyear Action Plan reallocations for FY1998, FY2002, FY2003 and FY2005 in the amount of $1,685,990 for CDBG, $3,501,176 in HOME, and $1,00,000 and $28,237 in ESG.
R-179-11	Resolution approving the FY2011 Action Plan and updates to the FY2008-2012 Consolidated Plan
R-198-11	Resolution to amend the FY2007, FY2008 and FY2009 Action Plans to reflect the reallocation of HOME funds in the amount of $1,208,000
R-316-11	FY2009 Action Plan to reprogram HOME funds, authorizing the Mayor or designee to execute all contracts, agreements and amendments up to $50,000 necessary to carry out above program
R-446-11	Resolution authorizing Mayor or designee to amend the FY2008-2012 Consolidated Plan and FY2011 Action Plan to reflect the projected reduction of 16 percent equivalent to $2,778,000 from FY2011 Community Development Block Grant (CDBG), authorizing Mayor or designee to recapture and reallocate $500,000 in FY2011 Home Investment Partnership Program (Home) funding
R-447-11	Resolution authorizing to amend the FY2003-2007 and FY2008-2012 Consolidated Plans and the FY2003, FY2004, FY2005 and the FY2007 through FY2010 Action Plan to reflect recapture, reallocation and substantial amendment of $912,384 in CDBG, $4,342,956 in HOME, $2,817,590 in HODAG funds and change in scope for the Florida City Village Phase VII project from Homeownership to Rental

On June 6, 2011, the County Manager issued a report relating to NRSA Community Advisory Committee (CAC) involvement in the recapture and reallocation of CDBG funds to include the following information:

- On May 19, 2011, the Department of Housing and Community Development (DHCD) staff convened a special meeting with CAC Chairpersons representing the eight NRSAs to discuss the recapture/reprogramming process and opportunities for additional input from the CAC's;
- Representatives of the Perrine, Leisure City/Naranja, City of South Miami and Model City NRSAs attended the May 19th meeting;
- On May 31 through June 1, 2011, public meetings were held by staff in each of the eight NRSA communities to seek input in the recapture/reprogramming process;

- Based on the public input from the May 19th meeting and the public meetings held between May 31st through June 1, 2011, the County will implement the following process changes regarding public input.
    1. Once the recapture/reallocation decisions are made, staff will prepare the recapture/reallocation item for BCC consideration and this information will be transmitted to each NRSA CAC Chairperson in order for CAC feedback during the public comment period and prior to the public hearing at the BCC Committee.
    2. CAC's will be allowed to provide input on funding recommendations in their respective NRSA.
    3. The County will make appropriate changes to the agenda item necessary and /or report the CAC's comments to the BCC in the form of interoffice memorandum or supplemental report on the agenda item.

Neighborhood Revitalization Strategic Areas (NRSA)

The NRSAs are designated areas which have been targeted for revitalization and which are eligible for Federal funding under the U.S. HUD CDBG program. Areas designated as NRSAs must have contiguous boundaries, must be primarily residential, and must have a population with at least 70 percent of the persons considered low-and moderate-income. The CACs represent the NRSAs and serve in an advisory capacity and provide recommendations on the development and implementation of neighborhood plans and projects.

There are eight NRSAs in Miami-Dade County:

1. Opa-locka
2. Model City
3. West little River
4. Melrose
5. South Miami
6. Perrine
7. Leisure City/Naranja
8. Goulds

Prepared by: Mia B. Marin

Attachment 7a

FY 2012 Consolidated Planning Process Policies

Memorandum

MIAMI-DADE COUNTY

Supplement to Agenda Item No. 8K1B

Date: July 7, 2011

To: Honorable Chairperson Joe A. Martinez
and Members, Board of County Commissioners

From: Alina T. Hudak
County Manager

Subject: Supplement to the Proposed FY 2012 Consolidated Planning Process Policies (Policy Paper)

This supplemental report on the Proposed FY 2012 Consolidated Planning Process Policies (Policy Paper) was requested by the Economic Development and Social Services (EDSS) Committee at its June 15, 2011 meeting. The EDSS Committee requested: 1) the impact to County managed programs by amending the Policy Paper to allow Commissioners and Neighborhood Revitalization Strategy Area (NRSA) Community Advisory Councils (CACs) allocate $50,000 each of the public service funding amount (totaling $1.05 million) to community based organizations through the competitive request for application (RFA) process, and 2) clarification of the RFA's appeals procedures.

Amendment to Allow Commissioners and NRSA CACs to Allocate to Public Service Activities

As the Board of County Commissioners (BCC) is aware, since 2007 the County has maintained the policy of providing all Community Development Block Grant (CDBG) funded public service activities through programs administered by County departments. On the agenda for BCC consideration is the FY 2012 Consolidated Planning Process Policies (Policy Paper), which will guide the use of FY 2012 CDBG funds. Based on the CDBG guidelines and as outlined in the proposed policy paper, CDBG spending on public services is capped at 15 percent of the total grant funding. EDSS Committee amended the item to reduce the CDBG funding for the public service programs administered by the County by $1.05 million and allow each Commissioner to allocate $50,000 from their respective Commissioner District Fund to fund public service activities that competed through the annual RFA process. Additionally, the amendment allows each of the eight NRSA CACs to allocate $50,000 to public service activities that competed through the RFA.

If this recommendation is approved by the BCC, it would require that other funding sources, including non-County funds, be identified to support these various programs if the same level of services provided by County departments is to be maintained. The County-managed programs that would be impacted are as follows: The Treatment Alternative to Street Crimes (TASC) program ($150,000) administered by the Department of Human Services; Diversion Programs ($153,000) administered by the Juvenile Services Department; Community Action Agency Greater Miami Service Corps (GMSC) Employment and Training program ($321,000), and the State Department of Health Rodent Control program ($426,000).

The following describes the program specific impacts to the County-managed programs based on the assumption that the entire $1.05 million is allocated through the RFA process to community based organizations (CBOs). If the entire allocation is not awarded to CBOs, the amounts not awarded will be available to increase services in the County-managed programs. Additionally, County Commissioners who do not wish to allocate any funds from their respective $200,000 Commission District Fund to a CBO may still allocate those funds to a County-managed public service program or to other projects and programs.

The funding for the programs will generally result in some service reduction but service in these areas will continue. Only one program, Rodent Control will be discontinued. The $150,000 for the TASC program is associated with the substance abuse treatment to 24 clients, two staff positions, as well as miscellaneous operating services. The $153,000 in funding for Diversion Programs is tied to all 38 law enforcement agencies, the offsite referral process, processing and coordination of unsuccessful cases with the Florida Department of Juvenile Justice; the number of document mailing to youths and families as well as the ability of a case managers to conduct visits (home, schools, CBOs, and court); and two staff positions.

Funding in the amount of $321,000 for the GMSC program is associated with three full-time employees and support for 18 Corps members in the areas of work experience, safety training, life skills and other related training services. The $426,000 for the Rodent Control program supports the entire program which includes community activities such as sanitary nuisance investigations function, rodent abatement activities, reduction in the environmental quality block-by block rodent inspections, and ten full time positions.

Additionally, this recommendation may impact the funding allocated for economic development and capital improvement activities. The economic development category is recommended at ten percent of the CDBG allocations.

RFA Appeals Process

The County allocates federal CDBG, Home Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) through the RFA process to not-for-profit organizations and participating municipalities in the County's entitlement jurisdiction which carry out activities that benefit low to moderate income communities.

The FY 2012 Policy Paper before the BCC for approval recommended that applicants to the RFA shall be entitled to an appeal of the RFA regarding issues such as their scores, application rankings, etc. A protest may not challenge the relative weight of the evaluation criteria or the formula specified for assigning points in the RFA specifications. It is recommended that the BCC amend the Policy Paper to include this appeals process so that it can be included in the RFA as published. Appeals will be governed by the following procedures:

1. Once the Evaluation and Selection Committee (the Committee) complete the evaluation of the applications, the Committee will report applicants' scores and rankings to the DHCD management.
2. DHCD will publish the score and ranking on the DHCD website and each applicant will be advised of their scores via email or facsimile on the same day that the scores are posted online.
3. Applicants will have three (3) working days from the date the results are posted on the County's website to formally advise DHCD of their intent to appeal the results of the RFA.
4. Applicants will have five (5) working days from the date the results are posted on the County's website to formally submit their appeal with any supporting documentation to DHCD. Only the information and data presented in the formal appeal to DHCD within this stipulated 5-day period will be considered during the appeal hearing.
5. DHCD will convene an Ad Hoc Appeals Committee comprising professional County staff to hear each appeal. DHCD and the Appeals Committee will receive guidance from the County Attorney as needed. For any questions of responsiveness, a request to the County Attorney shall be made to certify whether the application in question is responsive. Upon receiving such request, the County Attorney shall, in consultation with the County Mayor or Mayor's designee if necessary, determine whether the application is responsive. The Appeals Committee and DHCD shall be bound by the determination of the County Attorney with regard to the issue of responsiveness.
6. All Appeals Committee decisions and recommendations are final.
7. The appeals hearing process must be completed within 20 working days following the posting of the RFA results on the County's website unless extended by the DHCD Director.
8. Changes in scores, rankings etc. resulting from the appeals process will be incorporated in the final RFA results as required.

Assistant County Manager