



Miami-Dade Board of County Commissioners
Office of the Commission Auditor

Housing, Social Services & Economic Development
Committee (HSSSED) Meeting

May 13, 2019
9:30 A.M.
Commission Chambers

Yinka Majekodunmi, CPA
Commission Auditor
Office of the Commission Auditor (OCA)
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Miami, FL 33128
(305) 375-2524

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Item No. 1G1

File No. 190733

Researcher: LE Reviewer: TD

ORDINANCE PERTAINING TO ZONING; CREATING SECTION 33-193.16 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA; APPLYING THE WORKFORCE HOUSING NONCONFORMING RESIDENTIAL LOT PROVISIONS, ADMINISTRATIVE SITE PLAN REVIEW PROCESS, INTENSITY STANDARDS, ADMINISTRATIVE ADJUSTMENT PROCESS, AND DESIGN CRITERIA AND DEVELOPMENT PARAMETERS TO THE MIAMI-DADE COUNTY INFILL HOUSING INITIATIVE PROGRAM AND OTHER COUNTY HOUSING PROGRAMS; AMENDING SECTION 33-193.7; REVISING THE WORKFORCE HOUSING DEVELOPMENT PROGRAM TO AUTHORIZE ALL LEGAL NONCONFORMING RESIDENTIAL LOTS TO BE DEVELOPED IN ACCORDANCE WITH EITHER NONCONFORMING USE STANDARDS OR WORKFORCE HOUSING INTENSITY STANDARDS; AMENDING SECTION 33-193.11; ALLOWING AN ADMINISTRATIVE ADJUSTMENT TO LOT FRONTAGE UNDER THE WORKFORCE HOUSING DEVELOPMENT PROGRAM; AMENDING SECTION 17-125; AUTHORIZING DEVELOPMENT IN ACCORDANCE WITH SECTION 33-193.16; PROVIDING SEVERABILITY, INCLUSION IN THE CODE, AND AN EFFECTIVE DATE

ISSUE/REQUESTED ACTION

Whether the Board creates Section 33-193.16 of the Miami-Dade County Code pertaining to zoning and also amending Section 33-193.7, Section 33-193.11 and Section 17-125.

PROCEDURAL HISTORY

Prime Sponsor: Chairwoman Audrey Edmonson, District 3

Department/Requester: Regulatory and Economic Resources

This item was adopted on first reading during the April 9, 2019 BCC and is tentatively scheduled for public hearing before the HSSSED meeting on May 13, 2019.

ANALYSIS

The purpose of this item is to request Board authorization to create Section 33-193.16 of the Miami-Dade County Code for workforce housing nonconforming residential lot provisions and housing programs; amend Section 33-193.7 to revise the Workforce Housing Development Program; amend Section 33-193.11 to allow an administrative adjustment to lot frontage under the Workforce Housing Development Program; and amend Section 17-125 to authorize development.

The proposed item has no fiscal impact.

The Workforce Housing Development Program has a variety of zoning incentives such as relaxation of intensity standards, flexible design criteria, nonconforming residential lot provisions, and participation in administrative site plan review process and administrative adjustment process. Currently these incentives are not available to properties under the Infill Housing Initiative Program and other County housing programs.

The proposed ordinance will make Workforce Housing Development Program incentives available to properties subject to the Infill Housing Initiative Program and other County affordable housing programs. The incentives reduce some impediments in the production of affordable housing. The proposed ordinance also amends sections of the current Workforce Housing Development Program regulations to simplify the standards for developing

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nonconforming residential lots and expand the Director's authority to administratively approve requests for limited adjustments to include up to 10 percent reduction of the required lot width.

The table below shows the original Section 33-193.16 of the Code of Miami-Dade County and the proposed changes. Words stricken through and/or >>double arrowed<< constitute the amendment proposed.

Creation of Section 33-193.16 of the County Code

>>Sec. 33-193.16 – Intensity and Design Standards and Administrative Review Process

- (A) Notwithstanding any provisions of this chapter or other zoning regulations to the contrary, properties in the unincorporated area that are subject to the Infill Housing Initiative Program set forth in chapter 17, article VII of the Code of Miami-Dade County, or that are subject to other Miami-Dade County affordable or workforce housing programs and initiatives, such as the Documentary Surtax Program, the State Housing Initiatives Partnership (SHIP), and the HOME Investment Partnerships Program (HOME), or that are used for affordable or workforce housing created in accordance with section 125.379 or 125.38, Florida Statutes, may be developed in accordance with this section. For purposes of this section, a property that meets the foregoing qualifications shall be referred to as an “eligible property.”
- (B) An eligible property may be developed in accordance with the following enumerated provisions of this article without being subject to any other provisions of this article:
1. Nonconforming residential lot provisions set forth in section 33-193.7 (B)(3);
 2. Administrative Site Plan Review (ASPR) standards and process set forth in section 33-193.10;
 3. Intensity standards and administrative adjustment process set forth in section 33-193.11;
 4. Design criteria and development parameters set forth in Section 33-193.12;
- (C) The total number of dwelling units permitted on an eligible property may exceed the permitted maximum density allowed in the underlying zoning district in accordance with the foregoing provisions, provided that the density shall not exceed the maximum allowable density bonuses set forth in the CDMP.
- (D) Severable use rights, as provided in chapter 33B, shall not be used in conjunction with the density or intensity standards enumerated above.
- (E) To be eligible for development in accordance with this section, applicants shall provide proof of deed or other binding instrument acceptable to the Director demonstrating that the subject property is subject to an eligible affordable or workforce housing program.<<

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The table below shows the original Section 33-193.7 of the Code of Miami-Dade County and the proposed changes. Words stricken through and/or [[double bracketed]] shall be deleted. Words underscored and/or >>double arrowed<< constitute the amendment proposed.

Section 33-193.7 of the County Code	Proposed changes to Section 33-193.7 of the County Code
<p>Sec. 33-193.7. – Applicability in the incorporated and unincorporated areas; minimum standards; exemptions; administrative modifications and appeals.</p> <p style="text-align: center;">* * *</p> <p>(B) The Workforce Housing Development Program shall be applied as follows:</p> <p style="text-align: center;">* * *</p> <p>(3) <i>Nonconforming residential lots.</i> Applicants with legally-established nonconforming single-family residential lots that set aside 100 percent of the proposed dwelling units for workforce housing may develop in accordance with the intensity standards in Section 33-193.11 instead of the minimum lot area and height requirements in Section 33-7 of this chapter, without the need for Administrative Site Plan Review, provided that the development otherwise complies with the applicable requirements of this chapter.</p> <p style="text-align: center;">* * *</p>	<p>Sec. 33-193.7. – Applicability in the incorporated and unincorporated areas; minimum standards; exemptions; administrative modifications and appeals.</p> <p style="text-align: center;">* * *</p> <p>(B) The Workforce Housing Development Program shall be applied as follows:</p> <p style="text-align: center;">* * *</p> <p>(3) <i>Nonconforming residential lots.</i> Applicants with legally-established nonconforming [[single-family]] residential lots [[that set aside 100 percent of the proposed dwelling units for workforce housing]] may develop >><u>said lots pursuant to section 33-35 and may utilize the</u><< [[in accordance with the]] intensity standards in >><u>section</u><< [[Section]] 33-193.11 >><u>as needed to facilitate development</u><< [[instead of the minimum lot area and height requirements in Section 33-7 of this chapter, without the need for Administrative Site Plan Review]], provided that the development otherwise complies with the applicable requirements of this chapter.</p> <p style="text-align: center;">* * *</p>

The table below shows the original Section 33-193.11 of the Code of Miami-Dade County and the proposed changes. Words stricken through and/or [[double bracketed]] shall be deleted. Words underscored and/or >>double arrowed<< constitute the amendment proposed.

Section 33-193.11 of the County Code	Proposed changes to Section 33-193.11 of the County Code
<p>Sec. 33-193.11. – Intensity standards.</p> <p style="text-align: center;">* * *</p>	<p>Sec. 33-193.11. – Intensity standards.</p> <p style="text-align: center;">* * *</p>

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(D) Administrative Adjustments. Notwithstanding any other provision in this chapter to the contrary, the Director shall have the authority to approve requests for limited adjustments from setback, lot coverage, and building spacing through the Administrative Site Plan Review process as follows:

* * *

(D) Administrative Adjustments. Notwithstanding any other provision in this chapter to the contrary, the Director shall have the authority to approve requests for limited adjustments from setback, lot coverage, and building spacing through the Administrative Site Plan Review process as follows:

* * *

>>(3) Lot frontage for residential uses may be reduced by up to 10 percent of the requirements set forth in section 33-193.11(A).<<

* * *

The table below shows the original Section 17-125 of the Code of Miami-Dade County and the proposed changes. Words stricken through and/or [[double bracketed]] shall be deleted. Words underscored and/or >>double arrowed<< constitute the amendment proposed.

Section 17-125 of the County Code	Proposed changes to Section 17-125 of the County Code
<p>Sec. 17-125. – Development.</p> <p style="text-align: center;">* * *</p> <p>(b) <i>Qualified Developers.</i> Subject to the availability of funding, the County may provide construction loans through the County's Surtax and SHIP programs, to qualified developers for the development of infill housing. In order to receive the construction loan, the qualified developer must meet the eligibility requirements for such funding.</p> <p style="text-align: center;">* * *</p>	<p>Sec. 17-125. – Development.</p> <p style="text-align: center;">* * *</p> <p>(b) <i>Qualified Developers.</i> Subject to the availability of funding, the County may provide construction loans through the County's Surtax and SHIP programs, to qualified developers for the development of infill housing. In order to receive the construction loan, the qualified developer must meet the eligibility requirements for such funding.</p> <p>>>(c) <u>Zoning Standards and Review Process.</u> Notwithstanding any provisions of this chapter or any zoning regulations to the contrary, properties that are subject to this article may be developed in accordance with section 33-193.16 of this code.<<</p> <p style="text-align: center;">* * *</p>

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ADDITIONAL INFORMATION

The Miami-Dade County's Infill Housing Initiative Program's main goal is to increase the availability of affordable homes for very low, low, and moderate income families. Their additional goals include maintaining a stock of affordable housing, redeveloping urban neighborhoods by eliminating blight on properties, generate payment of ad valorem taxes, and equitable distributing homeownership opportunities.

<http://www.miamidade.gov/housing/infill-housing-developers.asp>

[The Miami-Dade County Workforce Housing Development Program provides density bonuses and other incentives for the development of workforce housing.](https://www.miamidade.gov/zoning/workforce-housing.asp)

<https://www.miamidade.gov/zoning/workforce-housing.asp>

APPLICABLE LEGISLATION/POLICY

Section 33-193.7 of the County Code relates to the applicability in the incorporated and unincorporated areas, minimum standards, exemptions, and administrative modifications and appeals for the Workforce Housing Development Program.

[https://library.municode.com/fl/miami -
dade county/codes/code of ordinances?nodeId=PTIICOOR_CH33ZO_ARTXIIAWOHODEPR_S33-
193.7APINUNARMISTEXADMOAP](https://library.municode.com/fl/miami-dade-county/codes/code-of-ordinances?nodeId=PTIICOOR_CH33ZO_ARTXIIAWOHODEPR_S33-193.7APINUNARMISTEXADMOAP)

Section 33-193.11 of the County Code regards the intensity standards for the Workforce Housing Development Program.

[https://library.municode.com/fl/miami -
dade county/codes/code of ordinances?nodeId=PTIICOOR_CH33ZO_ARTXIIAWOHODEPR_S33-
193.11INST](https://library.municode.com/fl/miami-dade-county/codes/code-of-ordinances?nodeId=PTIICOOR_CH33ZO_ARTXIIAWOHODEPR_S33-193.11INST)

Section 17-125 of the County Code pertains to the development portion of the Infill Housing Initiative.

[https://library.municode.com/fl/miami -
dade county/codes/code of ordinances?nodeId=PTIICOOR_CH17HO_ARTVIIIINHGIN_S17-125DE](https://library.municode.com/fl/miami-dade-county/codes/code-of-ordinances?nodeId=PTIICOOR_CH17HO_ARTVIIIINHGIN_S17-125DE)

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**Item No. 3A
File No. 191146**

Researcher: JFP Reviewer: TD

RESOLUTION RESCINDING ADMINISTRATIVE ORDER NO. 3-15 RELATING TO THE UNIFORM MINIMUM STANDARDS FOR COUNTYWIDE APPLICATION, ASSESSMENT, MONITORING AND MANAGEMENT EVALUATION AND PERFORMANCE REVIEW OF COMMUNITY-BASED ORGANIZATIONS, ALL OTHER NON-PROFITS, AND OTHER ORGANIZATIONS PROVIDING COMMUNITY SERVICES; APPROVING IMPLEMENTING ORDER NO. 3-15 RELATING TO THE UNIFORM MINIMUM STANDARDS FOR APPLICATION, CONTRACTING, ASSESSMENT, MONITORING, ORGANIZATIONAL REVIEW, AND PERFORMANCE REVIEW OF COMMUNITY-BASED ORGANIZATIONS MONITORED BY MIAMI-DADE COUNTY THROUGH THE OFFICE OF MANAGEMENT AND BUDGET OR ITS SUCCESSOR DEPARTMENT, AND PROVIDING EXCEPTIONS TO ITS APPLICABILITY; DELEGATING AUTHORITY TO THE COUNTY MAYOR OR THE COUNTY MAYOR'S DESIGNEE TO ADMINISTER THE COMMUNITY-BASED ORGANIZATION PROGRAM IN ACCORDANCE WITH IMPLEMENTING ORDER NO. 3-15; SUPERSEDING RESOLUTIONS, OR PORTIONS OF RESOLUTIONS, THAT SET FORTH STANDARDS RELATING TO COMMUNITY-BASED ORGANIZATIONS MONITORED BY THE OFFICE OF MANAGEMENT AND BUDGET THAT ARE CONTRARY TO OR INCONSISTENT WITH IMPLEMENTING ORDER NO. 3-15; AND REQUIRING REPORTS

ISSUE/REQUESTED ACTION

Whether the Board should rescind Administrative Order No. 3-15 and approve Implementing Order No. 3-15 relating to the Uniform Minimum Standards for application, contracting, assessment, monitoring, organizational review, and performance review of community-based organizations

PROCEDURAL HISTORY

**Prime Sponsor: Chairwoman Audrey M. Edmonson, District 3
Department/Requester: Office of Management and Budget**

This item has no procedural history.

ANALYSIS

The purpose of this item is to establish uniform standards for contracting with, evaluating, and monitoring community-based organizations (CBOs) now monitored by the Office of Management and Budget (OMB), in effect clarifying and consolidating legislation relating to CBOs previously adopted by the Board. The proposed resolution creates Implementing Order No. 3-15, rescinding Administrative Order No. 3-15, which was last updated in 2006, and superseding all resolutions that set forth standards relating to CBOs monitored by OMB, including Resolution Nos. R-630-13, R-700-13, and R-142-15.

Among the improvements included in Implementing Order No. 3-15 are clarification of the preferred and minimum financial documents required by a CBO to submit to the County prior to it being considered for funding. Additionally a provision for the use of a standard CBO contract shell subject to annual approval for form and legal sufficiency by the County Attorney's Office.

Changes to Administrative Order No. 3-15 integrated in Implementing Order No. 3-15 are outlined below, with deletions stricken through and additions underlined.

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Administrative Order No. 3-15	Implementing Order No. 3-15
<p>Administrative Order</p> <p>Administrative Order No. 3-15 Title: Uniform Minimum Standards for Countywide Application, Assessment, Monitoring and Management Evaluation and Performance Review of Community Based Organizations (CBOs), All Other Non-Profits, and Other Organizations Providing Community Services</p> <p>Ordered: 3/7/2006 Effective: 3/17/2006</p> <p>AUTHORITY: Section 4.02 of the Miami-Dade County Home Rule Amendment and Charter, Resolution No. R-1403-93 adopted by the Board of County Commissioners on November 3, 1993; Resolution No. R-1597-94 adopted by the Board of County Commissioners on October 13, 1994; Resolution R-508-96 adopted by the Board of County Commissioners on May 17, 1996, and Resolution R-1052-05 adopted by the Board of County Commissioners on September 8, 2005.</p> <p>SUPERSEDES: This Administrative Order supersedes previous Administrative Order 3-15 ordered and effective May 7, 1996.</p> <p>POLICY: This Administrative order provides for the establishment of uniform minimum standards to be applied County-wide and describes the procedural elements required for application, contracting, monitoring, and management evaluation and performance review of CBOs, all other nonprofits, and other organizations providing community services, hereinafter referred to as organizations, pursuant to an award by the Board of County Commissioners.</p> <p>ROLES AND RESPONSIBILITIES: Director, Office of Strategic Business Management (OSMB): The Director of OSBM is charged with the overall responsibility of coordination and assignment of organization requests for funding to the appropriate County department.</p>	<p><u>Administrative Implementing Order</u></p> <p><u>Administrative Implementing Order No. 3-15</u> <u>Title: Uniform Minimum Standards for Countywide Application, <u>Contracting</u>, Assessment, Monitoring, and <u>Management Evaluation Organizational Review</u>, and Performance Review of <u>Community Based Community-Based</u> Organizations (CBOs), <u>Monitored by the Office of Management and Budget or its Successor Department</u>, <u>All Other Non-Profits</u>, and <u>Other Organizations Providing Community Services</u></u></p> <p><u>Ordered: 3/7/2006 Effective: 3/17/2006</u></p> <p><u>AUTHORITY:</u> <u>Section 4.02 of the Miami-Dade County Home Rule Amendment and Charter, Resolution No. R-1403-93 adopted by the Board of County Commissioners on November 3, 1993; Resolution No. R-1597-94 adopted by the Board of County Commissioners on October 13, 1994; Resolution R-508-96 adopted by the Board of County Commissioners on May 17, 1996, and Resolution R-1052-05 adopted by the Board of County Commissioners on September 8, 2005.</u></p> <p><u>Sections 1.01 and 2.02A of the Miami-Dade County Home Rule Amendment and Charter, and Resolution No. R-xxxx adopted by the Board of County Commissioners on [date].</u></p> <p><u>SUPERSEDES:</u> This Administrative Implementing Order supersedes previous Administrative Order 3-15 ordered <u>March 7, 2006</u> and effective May 7, 1996 <u>March 17, 2006</u>.</p> <p><u>POLICY:</u> <u>It is the policy of Miami-Dade County This Administrative order provides for the establishment of to apply uniform minimum standards to be applied County-wide and describes the procedural elements required for the application, contracting, assessment, monitoring, and management evaluation organizational review, and performance review of Community-Based Organizations (CBOs) (also referred to herein as</u></p>

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ADVISORY BOARDS, COUNCILS, TRUSTS, AND SELECTION COMMITTEES:

Advisory boards, councils, trusts, and/or established selection committees are responsible for making recommendations to the Board of County Commissioners, and any subcommittees thereof, for their consideration and action in accordance with pre-established funding categories and/or program parameters.

County Departments:

A. County Departments shall be responsible for reviewing application(s) and providing technical assistance in the application process; for working with the appropriate advisory board, council, trust, or selection committee when applicable, prior to evaluating and screening the application(s) to determine the organization's capability of properly receiving and expending funds as well as their ability to do the work.

B. County Departments are also responsible for developing contract provisions including program goals and objectives and the scope of services to be rendered based on the contract award; for reviewing and assessing contract compliance, both fiscal and programmatic; for determining the method of payment and ensuring payment in accordance with contractual terms; and for conducting a management evaluation and performance review, to include specific, measurable objectives of funded organizations whose funding allocation(s) is \$10,000 or more or whose funding allocation becomes \$10,000 or more over the contract period. At the recommendation of the monitoring department, a random audit may be conducted on contract awards under \$10,000.

PROCEDURES:

The procedural elements shall include, but not be limited to; the information contained herein, and shall not be in conflict with mandated State and Federal rules, regulations, and guidelines, as follows:

1. Application Elements

The application process shall present a profile of the missions and goals of the organization requesting

"organization(s)" managed by the Office of Management and Budget (OMB) or its successor department, all other nonprofits, and other organizations providing community services, hereinafter referred to as organizations, pursuant to an award by the Board of County Commissioners.

SCOPE:

This Implementing Order applies to CBOs that are managed and contracted by OMB or its successor department, pursuant to an award by the Board of County Commissioners. It does not apply to other nonprofits and other organizations providing community services on behalf of the County or using County funds, including, but not limited to, Mom and Pop grants, Environmental Education CBO Funding, Law Enforcement Trust Fund funded awards, and County Commission district office awards. This Implementing Order may be utilized, in whole or in part, by other County departments or County Commission district offices, in their discretion, when contracting with such non-profits and organizations providing community services on behalf of the County or using County funds.

ROLES AND RESPONSIBILITIES:

~~**Director, Office of Strategic Business Management (OSMB):** The Director of OSBM is charged with the overall responsibility of coordination and assignment of organization requests for funding to the appropriate County department.~~

Director of OMB or the Director's Designee:

OMB is responsible for implementing this Implementing Order and establishing any related forms, procedures, manuals and guidelines. The Director of OMB, or the Director's designee, is responsible for the contracting, assessment, monitoring, and review of CBOs as described herein. These responsibilities include: reviewing application(s) and providing technical assistance to CBOs in the application process, except as otherwise prohibited or limited; working with the appropriate advisory board council, trust, or selection committee, when applicable, prior to evaluating and screening the application(s) to determine the organization's capability of properly receiving and expending funds, as well as their ability to do the work; developing a shell contract, including program goals and objectives and the scope of services to be rendered

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funding. Depending upon the level of funding, or the event, project, or program proposed, information reporting requirements may be adjusted accordingly. County departments will provide technical assistance to applicants upon request.

Specific application requirements shall be determined in advance by the respective department, advisory board, council, trust, or selection committee and shall include, at a minimum:

Organization Information:

- Name
- Address
- Telephone number
- Proposed contract period
- Proposed contract amount
- Contact person
- Corporate person
- Corporate information (staffing requirements, 501(c) (3) or other tax-exempt certification, Federal identification number, policies and procedures manual, bylaws, articles of incorporation, board of directors, and organization's fiscal year, etc.
- Organization mission, goals and history
- Disclosure of any pending legal liabilities and judgments.
- Financial statements and funding sources (identify Federal, State, County, or other sources of recent funding; list funding commitments received applied for, planned to apply for; or, in the alternative, describe where funding has been refused, reduced, or only partial funding received).
- Description of programs and services provided by the organization.

Project Information:

- Community need or community benefit; project goals and objectives.
- Description of services to be provided, to include unit quantities where applicable and project budget, to include unit costs where applicable

based on the contract award, which shall be approved for form and legal sufficiency by the County Attorney's Office; establishing an administrative cost cap for each CBO as part of the organization's budget; determining the method of payment and ensuring payment in accordance with contractual terms; reviewing and assessing contract compliance, both fiscal and programmatic; preparing Organization Review and Performance Reviews; and exercising the rights contained in the CBO contract, including, but not limited to, termination, modification, amendment, and suspending payment.

ADVISORY BOARDS, COUNCILS, TRUSTS, AND SELECTION COMMITTEES:

Social service grant award funding, including CBOs awarded funding, do not have to be selected pursuant to a competitive process, including, but not limited to the process set forth in the Master Procurement Implementing Order 3-38. However, subject to future direction from the Board of County Commissioners, periodic competitive processes, solicitations, or alternative grant award processes may be used. When applicable, ~~A~~advisory boards, councils, trusts, and/or established selection committees ~~are~~ will be responsible for making recommendations to the County Mayor and/or the Board of County Commissioners, and ~~any subcommittees thereof~~, for their consideration and action in accordance with pre-established funding categories and/or program parameters.

~~County Departments:~~

~~A. County Departments shall be responsible for reviewing application(s) and providing technical assistance in the application process; for working with the appropriate advisory board, council, trust, or selection committee when applicable, prior to evaluating and screening the application(s) to determine the organization's capability of properly receiving and expending funds as well as their ability to do the work.~~

~~B. County Departments are also responsible for developing contract provisions including program goals and objectives and the scope of services to be rendered based on the contract award; for reviewing and assessing contract compliance, both fiscal and~~

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- Licensure and other requirements (occupational and professional licenses and required certifications).
- Any required County affidavits.

2. Assessment Elements

Applications shall be evaluated, screened, and objectively analyzed to determine the organization's capability and capacity of properly receiving and expending funds as well as their ability to do the work. This analysis will include:

- A review of the organizational structure and general administrative capabilities.
- A cost per unit measured against local, state, or national rates and standards, if possible.
- A review of the funding request as it relates to the goals and objectives identified for the specific programs.
- A review of the organization's past performance in accomplishing their program goals and objectives.
- An evaluation of the application based on pre-established scoring criteria.

The application, assessment, and recommendation will be submitted to the appropriate advisory board, council, trust, or Commission Committee, and to the Board of County Commissioners, for funding consideration.

Contract Elements

Development of the contract document, including the terms and conditions required, along with the provisions of the scope of services, shall be determined by the department in conjunction with the County Attorney's Office. At a minimum, the contractual agreement shall include:

- Specific program goals and objectives for the use of County funds (specific performance deliverables, proposed unit costs, and measurement techniques).
- Insurance requirements, as determined by the Risk Management Division, General Services Administration
- All required County affidavits
- Assurances that the organization abides by generally accepted financial management principles, including the requirement of the

~~programmatic; for determining the method of payment and ensuring payment in accordance with contractual terms; and for conducting a management evaluation and performance review, to include specific, measurable objectives of funded organizations whose funding allocation(s) is \$10,000 or more or whose funding allocation becomes \$10,000 or more over the contract period. At the recommendation of the monitoring department, a random audit may be conducted on contract awards under \$10,000.~~

PROCEDURES:

The procedural elements shall include, but not be limited to; the information contained herein, and shall not be in conflict with mandated State and Federal rules, regulations, and guidelines, as follows:

1. Application Elements

The Any application process, initiated upon direction of the Board of County Commissioners, shall present a profile of the missions and goals of the organization requesting funding. Depending upon the level of funding, or the event, project, or program proposed, information reporting requirements may be adjusted accordingly. County departments OMB will provide technical assistance to applicants upon request, except as otherwise prohibited or limited.

Specific application requirements shall be determined in advance by the respective department OMB, or when applicable, the advisory board, council, trust, or selection committee, and shall include, at a minimum:

Organization Information:

- Name
- Address
- Telephone number
- Proposed contract period
- Proposed contract amount
- Contact person
- Corporate person
- Corporate information (staffing requirements, 501(c) (3) or other tax-exempt certification, Federal identification number, ~~policies and procedures manual,~~ bylaws, articles of incorporation, board of directors, and organization's fiscal year, etc.

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signature of two persons within the organization on all checks disbursing organizational funds.

- Provisions regarding management evaluation and performance reviews, as applicable, to be conducted by the department.
- Fund disbursements procedures based on County approved rules and procedures.

If contract terms and conditions cannot be agreed to between the department and the organization the monitoring department shall make recommendation to the Board of County Commissioners as to the disposition of the funds.

4. Contract Monitoring Elements

To determine payment for services, the organization's performance will be assessed against the contract scope and services for compliance, based upon:

- Performance deliverables (number of units and quantity delivered against contracted amount, etc.
- Measurement and reporting mechanisms to insure contract compliance.
- Periodic site visits, client assessment surveys, etc. If deficiencies or evidence of non-compliance are detected during the routine course of monitoring, the department is responsible for providing written notification to the organization advising of the steps necessary to correct the situation.

5. Management Evaluation and Performance Review Elements

The management evaluation and performance review will be conducted and documented at the time of project/program completion. In addition, management evaluations and performance reviews will be prepared on an interim basis whenever a request for additional funding or renewal of funding is made. The management evaluation and performance review should reflect the quality of service provided and the value received using contract monitoring data such as progress reports, field observation, client assessments, and quantitative scoring, and all elements described in the Contract Monitoring Elements section stated above, etc.

- Organization mission, goals and history
- Disclosure of any pending legal liabilities and judgments, or applications for bankruptcy-
- ~~Financial statements and funding sources (identify Federal, State, County, or other sources of recent funding; list funding commitments received applied for, planned to apply for; or, in the alternative, describe where funding has been refused, reduced, or only partial funding received).~~
- Most current certified audit, including related management letters (verifying that the organization is on sound financial footing and able to implement a funded service on a reimbursement basis). If a certified audit is not available, financial statements and an annual agency-wide operating budget should be submitted. At a minimum, the organization's IRS Form 990 must be submitted
- Description of programs and services provided by the organization.

Project Information:

- Community need or expected community benefit; project goals and objectives-
- Description of the specific services to be provided, ~~to include~~ including unit quantities and costs where applicable and a project budget, ~~to include unit costs where applicable~~
- Licensure and other requirements (occupational and professional licenses and required certifications).
- Any required County affidavits.

2. Assessment Elements

Applications shall be evaluated, screened, and objectively analyzed to determine the organization's capability and capacity of properly receiving and expending funds as well as their ability to do the work. This analysis will include:

- A review of the organizational structure and general administrative capabilities.
- ~~A cost per unit measured against local, state, or national rates and standards, if possible.~~

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The Administrative Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

George M. Burgess
County Manager

- A review of the funding request as it relates to the goals and objectives identified for the specific programs.
- Where available, a ~~A~~ review of the organization's past County report cards, performance reviews and, any applicable performance record(s) in accomplishing their program goals and objectives.
- An evaluation of the application based on pre-established scoring criteria.

The application, assessment, and recommendation will be submitted ~~to~~ by OMB, or, when applicable, the appropriate advisory board, council, trust, or selection committee ~~Commission Committee, and to the County Mayor and/or the Board of County Commissioners, for funding consideration in accordance with the respective approval requirements.~~

Contract Elements

~~Development of the A~~ contract document, including the terms and conditions required, along with the provisions of the scope of services, shall be ~~determined~~ developed by the department OMB in conjunction with the County Attorney's Office. Such contract document shall be consistent with the shell contract previously approved by the Board of County Commissioners in Resolution No. R-59-16 on January 20, 2016 and may be amended by the Director of OMB or the Director's designee to reflect this Implementing Order and new County policies or needs, subject to annual approval for form and legal sufficiency by the County Attorney's Office. At a minimum, the contractual agreement shall include:

- Specific program goals and objectives for the use of County funds (specific performance deliverables, proposed unit costs, and measurement techniques)-
- Insurance requirements, as determined by the Risk Management Division, ~~General Services Administration~~ Internal Services Department, or successor departments or agencies
- All required County affidavits
- Assurances that the organization abides by generally accepted financial management principles, including the requirement of the signature of two persons within the

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organization on all checks disbursing ~~organizational~~ County funds:

- Provisions regarding ~~management evaluation and p~~Performance r~~Reviews and Report Cards,~~ as applicable, to be conducted by ~~the department.~~ OMB
- Fund disbursements procedures based on County approved rules and procedures.
- A reasonable and necessary administrative expense cap determined by OMB and approved as part of the CBO's budget by OMB
- Provisions permitting the County Mayor or the County Mayor's designee to make unannounced, on-site visits during normal working hours to the organization's headquarters and/or any location or site where the services contracted for are performed

If contract terms and conditions cannot be agreed to between ~~the department~~ OMB and the organization approved for funding by the Board of County Commissioners, ~~the monitoring department~~ OMB shall make recommendation to the County Mayor and/or Board of County Commissioners as to the disposition of the unallocated funds; in accordance with the respective approval requirements as part of the subsequent fiscal year's budget.

4. Contract Monitoring Elements and Payment for Services

To determine payment for services, the organization's performance will be assessed against the contract scope and services for compliance, based upon:

- Performance deliverables (number of units and quantity delivered against contracted amount and/or achievement of specific outcomes, etc.
- Measurement and reporting mechanisms to ~~insure~~ ensure contract compliance.
- Periodic site visits, client assessment surveys, ~~etc.~~ and a review of other pertinent documents.

If deficiencies or evidence of non-compliance are detected during the routine course of monitoring, ~~the department~~ OMB is responsible for taking steps in accordance with contract provisions to enable the CBO to, where applicable, remedy the deficiency or non-compliance, including, as applicable,

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providing written notification to the organization advising of the steps necessary to correct the situation and/or suspending payment in whole or in part.

5. Management Evaluation Organizational Review and Performance Review Elements

~~The management evaluation and performance review will be conducted and documented at the time of project/program completion. In addition, management evaluations and performance reviews will be prepared on an interim basis whenever a request for additional funding or renewal of funding is made. The management evaluation and performance review should reflect the quality of service provided and the value received using contract monitoring data such as progress reports, field observation, client assessments, and quantitative scoring, and all elements described in the Contract Monitoring Elements section stated above, etc.~~

Organizational Reviews and Performance Reviews, as defined and outlined below, will be conducted, documented, and transmitted by the County Mayor to the Board of County Commissioners as appropriate or at least annually and will be placed on the Board's agenda in accordance with Ordinance No. 14-65. Organizational Reviews will be conducted on all new organizations seeking funding from the Board of County Commissioners, and on currently funded organizations as needed. Performance Reviews are to be conducted for organizations currently funded and under contract with the County and will be performed at least annually. Organizational Reviews and Performance Reviews will be conducted on organizations whose funding allocation(s) is \$10,000 or more, or whose funding allocation becomes \$10,000 or more over the contract period. At OMB's sole discretion, a review may be conducted on contract awards under \$10,000. Monitoring site visits are to be conducted at least annually for 12-month contracts and may be conducted on an as-needed basis for contracts with a term less than 12 months.

Organizational Reviews:

At the time that an organization submits its first application, proposal, or response as part of a

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competitive process, or is considered for County funding for the first time, the OMB Director or the Director's designee is charged with conducting a due diligence review on the organization. The County reserves the right to conduct a partial or complete Organizational Review at any time and for any organization, as needed. At a minimum, the Organizational Review shall include a review of the following online resources and databases:

- Miami-Dade County Office of the Inspector General
- Federal tax returns, audited financial statements, other relevant financial documents
- Vendor registration documents, affidavits, and applicable licenses through the Florida Department of Professional Regulation
- Proof of required insurance coverage
- Florida Convicted Vendor List and the Florida Suspended Vendor List through the Florida Department of Management Services
- Contractor Debarment Report. Delinquent Contractors, and the Federal Excluded Parties list through the System for Award Management (SAM)
- State of Florida corporation status through the Florida Division of Corporations (SunBiz)
- Reference checks with other county departments, if applicable
- Local public records search through the Miami-Dade Clerk of Courts

At a minimum, findings from within the past five (5) years should be considered throughout the Organizational Review. As a result of the Organizational Review, the OMB Director or the Director's designee, at their sole discretion, can recommend not funding an organization, or, if the review is conducted while the organization is under contract, have payments withheld if:

- The organization is on an active federal, state, or local debarment list
- Taxes, fees, or licenses are owed or outstanding
- Based on the findings of the Organizational Review, it is determined that proceeding is not in the best interest of the County

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The organization will be notified in writing of the results of the Organizational Review and will have no more than ten (10) days from the date of the notice to submit a response to OMB that will be attached to the final Organizational Review. The results of the Organizational Review will be reported to the Board of County Commissioners at the time a recommendation for funding is provided by the Mayor, or as part of the annual Report Card for organizations under contract.

Performance Reviews:

Performance Reviews are to be conducted at least annually for organizations that are under contract with the County and during the period in which an organization is under contract with the County. The specific method of review to track the organization's status and progress will be determined administratively by the OMB Director or the Director's designee and may include both announced and unannounced site visits. The OMB Director or the Director's designee will provide a Report Card based on the findings of the Performance Review. The Report Card will be transmitted by the County Mayor and placed on the Board of County Commissioners' agenda in accordance with Ordinance No. 14-65 at least annually and shall include a review of, at a minimum, the following categories:

- Deliverables and Program Achievement: This category is based on the monthly progress reports, a sample review of the organization's records, the performance deliverables, and/or achievement of specific outcomes, as identified and described in the Scope of Work included in the executed contract
- Administration and Contract Compliance: This category is based on the annual written monitoring site visit report, if applicable, issued by OMB and the corrective action plan submitted by the organization and approved by the County

The Report Card will rate organizations using a green, yellow and red stoplight scale as follows:

- Green - Five (5) or fewer instances of non-compliance

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- Yellow - More than five (5) instances of non-compliance
- Red - Any number of instances of non-compliance that merit contract or payment suspension

The organization will be notified in writing of the proposed rating and will have no more than ten (10) days from the date of the notice to submit a response to OMB that will be attached to the final Report Card. Additionally, at OMB's sole discretion, an organization may be asked to submit a corrective action plan to address the instances of noncompliance identified in the Report Card. Once a corrective action plan is submitted by the organization, approved by OMB, and the actions outlined in the corrective action plan are completed by the agency, a rating of yellow may be changed to green and a rating of red may be changed to yellow, at the OMB's sole discretion. A rating of red will not be changed directly to green at any time during the contract period.

As a result of the Performance Review or any information that may come to the attention of the County, the OMB Director or the Director's designee may, at their sole discretion, terminate or elect not to renew the contract, or suspend payment at any time due any number of finding(s) or issue(S) Including, but not limited to:

- Lack of fiscal documentation
- Lack of client records or program documentation
- Health or safety concerns
- Required criminal background checks or licenses not completed or current
- Monies owed to the IRS or another government entity without an approved repayment plan
- Lapse in the required insurance(s)
- Repeat finding(s) from a prior year
- Being on an active federal, state, or local debarment list

The seriousness and significance of instances of non-compliance shall be determined at OMB's sole discretion. All Report Cards conducted during the

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contract year will be transmitted by the County Mayor to the Board of County Commissioners regardless of whether or not the organization has been terminated or is being recommended for renewed funding.

The ~~Administrative~~ Implementing Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

~~George M. Burgess~~
County Manager Mayor

Approved by County Attorney
as to form and legal sufficiency.

APPLICABLE LEGISLATION/POLICY

Administrative Order No. 3-15, adopted May 7, 1996, provides for the establishment of uniform minimum standards to be applied County-wide and describes the procedural elements required for application, contracting, monitoring, and management evaluation and performance review of CBOs, all other nonprofits, and other organizations providing community services, hereinafter referred to as organizations, pursuant to an award by the Board of County Commissioners.

<http://www.miamidade.gov/aopdfdoc/aopdf/pdffiles/AO3-15.pdf>

Ordinance No. 14-65, adopted July 1, 2014, requires that reports prepared at the request of the Board of County Commissioners be presented to the Board and reports prepared at the request of a committee of the Board be provided to such committee.

<http://intra/gia/matter.asp?matter=141471&file=true&yearFolder=Y2014>

Resolution No. R-630-13, adopted July 26, 2013, requires due diligence review to be conducted by OMB on CBOs. Such review requires agencies to submit detailed project budgets and affidavits attesting to certain statements.

<http://intra/gia/matter.asp?matter=131512&file=false&yearFolder=Y2013>

Resolution No. R-700-13, adopted September 4, 2013, established that no more than 25% of a Community Based Organization's administrative budget may be paid from Miami-Dade County General Funds unless this requirement is waived by a majority vote of the Board of County Commissioners.

<http://intra/gia/matter.asp?matter=131790&file=false&yearFolder=Y2013>

Resolution No. R-142-15, adopted February 3, 2015, directed the County Mayor to create a Report Card for all CBOs as a mechanism to report the Board on the progress, success, and status of a funded CBO. Report Cards are required to be transmitted to the Board every six months and to be included as attachments as part of any legislative item that will consider taking action related to a particular CBO.

<http://intra/gia/matter.asp?matter=150577&file=false&yearFolder=Y2015>

Resolution No. R-59-16, adopted January 20, 2016, directs the County Mayor to advertise Request for Proposals for the award of \$14,018,000.00 in social service grants to Community-Based Organizations (CBOs) and provides for use of a standard CBO contract shell.

<http://intra/gia/matter.asp?matter=160900&file=false&yearFolder=Y2016>

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Item No. 3D

File No. 190935

Researcher: IL Reviewer: TD

RESOLUTION APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SECTIONS 420.907-420.9079, FLORIDA STATUTES, AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE, FOR FISCAL YEARS 2019-20, 2020-21, AND 2021-22; AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO SUBMIT THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION, AND TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS THAT MAY BE REQUIRED

ISSUE/REQUESTED ACTION

Whether the Board should approve the proposed Fiscal Year 2019-2020 State Housing Initiatives Partnership (SHIP) and Local Housing Assistance Plan (LHAP) for Fiscal Year 2019, 2020, 2021 and 2022.

PROCEDURAL HISTORY

Prime Sponsor:

Department/Requester: Public Housing and Community Development

There is no procedural history for this item at this time.

ANALYSIS

This item proposes to have the fiscal years 2019-2020 for SHIP and 2019, 2020, 2021 and 2022 LHAP plans approved by the Board. The SHIP program was established pursuant to section 420.907-9079, of the Florida Statutes and Chapter 67-37, of the Florida Administrative Code. The LHAP program promotes building active partnerships between government, lending institutions, builders and developers, not-for-profit and community based housing providers and service organizations, providers of professional services related to affordable housing, advocates for low-income persons, real estate professionals, persons or entities that can provide housing or support services.

The SHIP program focuses on helping very low, low and moderate income families. The counseling and education segment of the program is geared towards the following topics: financing, fair housing practices, credit counseling, budget and money management, financial literacy, selecting a neighborhood (schools, employment, and transportation), finding a home, negotiating a purchase price, home maintenance, mortgage approval process, post-closing education and counseling and inspections and repairs.

This item is not expected to have a financial negative impact according the mayoral memo. The three-year SHIP LHAP will not require additional resources. It is expected to have a positive social impact.

ADDITIONAL INFORMATION.

The State Housing Initiatives Partnership (SHIP) Program 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.

<http://www.miamidade.gov/housing/ship-program.asp>

Miami-Dade County Request for Application FY 2018 State Housing Initiatives Partnership Funding / FY 2018 Eligible Homebuyer Education and Counseling Activities April 2, 2018.

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<http://www.miamidade.gov/housing/library/guidelines/rfa2018/2018-homebuyer-education-counseling-rfa-draft.pdf>

DEPARTMENTAL INPUT

Office of Commission Auditor asked the following questions of the department on May 9, 2019:

- What are the major differences between the LHAP for 2018-2019 and 2019-2020; **This has absolutely no relevance to the item. PHCD creates a budget for LHAP and then the funds go through a competitive process. The loan that was defaulted on was HOME loan. There was not LHAP funding involved.**
- One of the agencies receiving SHIP dollars is the Miami Beach Community Development Corporation (MBCDC) for the purpose to Provide Homebuyer counseling and education services to a minimum of 133 low-to-moderate income residents with follow-up one-on-one counseling session with a certified housing counselor in preparation for becoming a homeowner. This agency recently entered into a settlement agreement with Miami-Dade County due to a financial default. How does PHCD monitor and bench mark the performance of this and all agencies receiving SHIP dollars? **The Miami Beach Community Development Corporation does not provide homebuyer counseling. They do not currently and have never to our knowledge historically ever received SHIP funds from the County for homebuyer counseling. Nor are they included in the County's approved homebuyer counselors.**

APPLICABLE LEGISLATION/POLICY

Chapter 420.9072 of the Florida Statutes, governing The State Housing Initiatives Partnership Program, is created for the purpose of providing funds to counties and eligible municipalities as an incentive for the creation of local housing partnerships, to expand production of and preserve affordable housing, to further the housing element of the local government comprehensive plan specific to affordable housing, and to increase housing-related employment.

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0400-0499/0420/Sections/0420.9072.html

Rule 67-37.007(10) of the Florida Administrative Code, governs the review of the Local Housing Assistance Plans and Amendments. The legislature has made a number of changes to the SHIP program through statutory revision. The changes include requirements to expend at least 20% of funds on Households with Special Needs, expanded use of funds for rental assistance, changes to compliance requirements for rental developments, and changes in the requirements related to the composition of the local affordable housing advisory committee. Local housing distribution funds and other funds deposited into the local housing assistance trust fund must be used for housing production and finance activities, including: financing preconstruction activities, financing the purchase of existing units, providing rental housing, and providing home ownership training or counseling to prospective home buyers and owners of homes assisted through the local housing assistance plan

<https://www.flrules.org/gateway/ruleNo.asp?id=67-37.002>

Section 17-103 of the County Code, governing the administration and implementation of Miami-Dade County's Local Housing Assistance Program. The Housing Finance Authority of Miami-Dade County, Office of Community and Economic Development ("OCED"), Miami-Dade Housing Agency ("MDHA") is responsible for implementation and administration of the LHAP. At a minimum, the Housing Finance Authority of Miami-Dade County, OCED, or Miami-Dade Housing Agency is responsible for Overseeing the receipt and expenditure of SHIP Program and other

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housing program funds assigned by the County Mayor in accordance with applicable guidelines including the State Housing Initiatives Partnership Act and the Miami-Dade County Affordable Housing Program Guidelines. The cost of administering Miami-Dade County's LHAP with SHIP Program funds shall not exceed ten (10) percent of the local housing distribution of SHIP Program funds deposited into the Local Housing Assistance Trust Fund.

[https://library.municode.com/fl/miami -
dade_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH17HO_ARTVILOHOASPR_S17-103ADIMMIDECOLOHOASPR](https://library.municode.com/fl/miami-dade_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH17HO_ARTVILOHOASPR_S17-103ADIMMIDECOLOHOASPR)

Resolution No. R-1047-17, adopted November 7, 2017, approved FY 2017 SHIP funding in the amount of \$775,000 for homebuyer education and counseling activities.

<http://www.miamidade.gov/govaction/matter.asp?matter=171998&file=true&fileAnalysis=false&yearFolder=Y2017>

Resolution No. R-630-13, adopted July 16, 2013, approved language requiring a detailed project budget, sources and uses statement, certifications as to past defaults on agreements with non-County funding sources, and due diligence check prior to the County Mayor recommending a commitment of County funds to social services, economic development, community development and affordable housing agencies and providers.

<http://www.miamidade.gov/govaction/matter.asp?matter=131512&file=false&fileAnalysis=false&yearFolder=Y2013>

Resolution No. R-709-13, adopted September 4, 2013, requires a report outlining the best methodology and implementation schedule to streamline and enhance the efficiency, customer service, and accountability of the Miami-Dade County Permitting and Inspection process.

<http://www.miamidade.gov/govaction/matter.asp?matter=131337&file=true&fileAnalysis=false&yearFolder=Y2013>

Resolution No. R-391-16, adopted May 17, 2016, BCC approved the LHAP as required by the State Housing Initiatives Partnership Program Act.

<http://www.miamidade.gov/govaction/matter.asp?matter=161568&file=false&fileAnalysis=false&yearFolder=Y2016>

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Item No. 3E

File No. 190980

Researcher: LE Reviewer: TD

RESOLUTION AUTHORIZING, IN ACCORDANCE WITH IMPLEMENTING ORDER NO. 3-9, ACCOUNTS RECEIVABLE ADJUSTMENT FOR MULTIPLE FISCAL YEARS OF THE MIAMI-DADE COUNTY PUBLIC HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT'S UNCOLLECTIBLE ACCOUNTS RECEIVABLE IN THE AMOUNT OF \$11,310,526.00

ISSUE/REQUESTED ACTION

Whether the Board authorizes accounts receivable adjustment for multiple fiscal years of the Miami-Dade County Public Housing and Community Development (PHCD) Department's uncollectible accounts.

PROCEDURAL HISTORY

Prime Sponsor: Housing, Social Services & Economic Development Committee

Department/Requester: Public Housing and Community Development

During the HSSSED meeting on April 15, 2019 Commissioner Martinez invoked the 3-Day Rule on the item.

ANALYSIS

The purpose of this item is to request Board authorization for adjustment of the accounts receivable balance totaling \$11,310,526 for the Miami-Dade County Public Housing and Community Development (PHCD) Department's uncollectible accounts.

The proposed item will not have a negative fiscal impact to the County. County staff will continue to pursue collection of the adjusted accounts and any successful collections will provide additional revenue. The authorization will eliminate the uncollectible receivables from the County's financial books. The \$11,310,526 represents 0.83 percent of all revenues collected during the time period associated with the uncollectible accounts receivable. The total amount spans 2015-2018 with a total of 211 accounts.

The accounts receivable adjustment is associated with homeownership/rental rehabilitation and commercial loans by PHCD. The County establishes an allowance for doubtful accounts to reflect receivable balances that will likely not be collected. The impact is mitigated with the County establishing an allowance for the doubtful accounts, which prevents the County from appearing to have more revenue than expected because of the uncollectible accounts, while collection efforts continue.

Currently, the balance sheet for PHCD has an allowance for uncollectible accounts for all of the accounts receivable and accounts receivable adjustment items that have been charged to bad debt expenses. Implementing Order 3-9 allows adjusting an account to not limit the County to pursue and secure delinquent account balances. If the monies are not paid within ninety days of the due date, the account will be considered delinquent. The Department director will forward the delinquent accounts to the Credit and Collection Section of the Finance Department and will continue collection efforts.

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Appendix 1

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>TOTAL</u>
Number of accounts	38	77	38	58	211
Write-off total dollars	\$ 3,841,897	\$ 3,250,357	\$ 1,556,100	\$ 2,662,172	\$ 11,310,526
Grand total revenues	\$ 328,816,000	\$ 326,728,000	\$ 346,960,000	\$ 362,068,000	\$ 1,364,572,000
Write-off percentage	1.17%	0.99%	0.45%	0.74%	0.83%

PHCD write-offs prior to 2018 were addressed with all other write-offs for other County departments by the Department of Finance and were presented through a resolution and agenda item once every few years. PHCD has issues with complying because the U.S. Department of Housing and Urban Development (HUD) requires PHCD to process write-offs on an annual basis. PHCD and the Finance Department agreed that PHCD would submit a separate agenda item and resolution to the Board on an annual basis to solely address write-off amounts of \$10,000 and greater.

APPLICABLE LEGISLATION/POLICY

Implementing Order 3-9 specifies departmental responsibilities over administration of customer accounts receivable and actions required to adjust uncollectible accounts receivable.

<http://www.miamidade.gov/aopdfdoc/aopdf/pdffiles/IO3-9.pdf>