

# Memorandum



**Date:** June 5, 2018

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

**From:** Carlos A. Gimenez  
Mayor

**Subject:** Resolution Authorizing the Execution of a Grant Award Agreement with the Health Foundation of South Florida in the Amount of \$115,000 for the Creation of a Miami-Dade County Complete Streets Collaborative

Agenda Item No. 3(B)(3)

## RECOMMENDATION

It is recommended that the Board of County Commissioners (Board) authorize the execution of a Grant Award Agreement (Agreement) in substantially the form attached hereto, between the Health Foundation of South Florida, a non-profit organization based in Miami, and Miami-Dade County for funding in the amount of \$115,000 for the creation of a Miami-Dade County (County) Complete Streets Collaborative (Collaborative). This Collaborative will support an 18-month coordination effort between the Department of Transportation and Public Works (DTPW), County departments, municipalities, the Florida Department of Transportation, and partnering agencies. The outcome of this Collaborative will increase participation of key stakeholders for the implementation of the Complete Streets Design Guidelines recently adopted by the County.

## FISCAL IMPACT/FUNDING SOURCE

A \$30,000 match is required by the Health Foundation of South Florida. This match will be provided from Project: Miscellaneous Improvements Countywide (P2000000543); Site: S3001180 – Secondary Gas – Road and Bridge Maintenance. Therefore, the total amount of funds to be used for the creation of the Collaborative is \$145,000.

## TRACK RECORD/MONITOR

The Project Manager for this agreement is Julian Guevara, Municipal Manager, DTPW Strategic Planning Division.

## BACKGROUND

The Board adopted a Complete Streets policy through Resolution No. R-995-14 in November 2014. This policy sought to foster the implementation of a countywide Complete Streets Program to:

1. Make it safe, easy and convenient for transportation infrastructure users to cross streets and bicycle to and from work
2. Promote walking as the ultimate mode of transportation for the first and last mile of a user's trip
3. Provide a balanced access for all modes of transportation and all user of the road irrespective of age or physical condition
4. Accommodate the mobility needs of transportation infrastructure users in a safe, integrated, holistic, context-specific, and mutually-supportive manner

In September 2015, a Local Action Team was appointed to develop the Miami-Dade County Local Action Plan for Safer People, Safer Streets in coordination with state and regional partners.

In June 2016, the Board adopted a set of Complete Street Design Guidelines to allow practitioners, including engineers and planners and other local officials, to follow a new approach to street planning

and design that incorporates context-sensitivity and a safe streets philosophy during project decision-making.

In June 2017, through Resolution No. R-627-17, the Board directed the Administration to incorporate, whenever feasible, the Complete Streets Design Guidelines into the operation of any County department responsible for the planning, design, construction, operation and maintenance of county roads.

The Health Foundation of South Florida (HFSF) is a non-profit grant making organization dedicated to improving health in Broward, Miami-Dade and Monroe Counties. Since 1993, HFSF has awarded more than \$106 million in grants and programs to support the well-being of the South Florida community.

As part of HFSF's work program in the County, the non-profit has established specific funding opportunities dedicated solely to proposals that promote the implementation of Complete Streets projects. The reason for this is the positive impact of Complete Streets projects on the health of the community. When streets are designed only for cars, they deny people the opportunity to choose more active ways to get around, such as walking and biking. Even where sidewalks exist, street layout and speeding traffic can discourage walking. On the other hand, streets that are designed with multimodal access and safety in mind, promote non-motorized travel and help fight health issues such as obesity and cardiovascular problems.

Through HFSF's Complete Streets funding allocations and further funding aid from the Florida Department of Health, Neat Streets Miami was able to develop the County's Complete Streets Design Guidelines. DTPW is interested in further partnering with HFSF to establish an ongoing coordination between all agencies for countywide adoption of the Complete Streets Design Guidelines.

This memo is seeking authorization from the Board to enter into an Agreement with HFSF to accept funding in the amount of \$115,000. These funds will be used by DTPW to continue efforts to foster a Complete Streets Design culture within the County. The grant will fund the creation of a multiagency Collaborative where engineers, planners, community leaders and policy makers can come together to elaborate on an implementation plan that is fully inclusive.

As part of the Collaborative, monthly meetings with members (engineers, planners, and policy makers) from state, regional and municipal agencies will be held. The goal of the meetings will be to discuss the implementation of design concepts incorporated in the Complete Streets Design Guidelines, relevant challenges, and potential ways to overcome them. Primarily, the Collaborative will seek to gain support from all partnering agencies with authority within The County for implementation of complete streets projects. Upon execution of the Agreement, DTPW will hire a consultant to handle the monthly coordination of meetings, prepare presentations, record meeting minutes, and prepare drawings and reports.

The Collaborative will last for 18 months and should identify a set of standard practices to overcome commonly faced challenges. Based on the information gathered through the Collaborative, DTPW will establish an internal workgroup. This workgroup will focus on identifying potential amendments to the Public Works Engineering Standards in order to facilitate the implementation of the Complete Street Design Guidelines. DTPW will also enhance the impact of the Collaborative by capitalizing on its enrollment of experienced national organizations such as the National Association of Transportation officials.



---

Alina P. Hudak  
Deputy Mayor

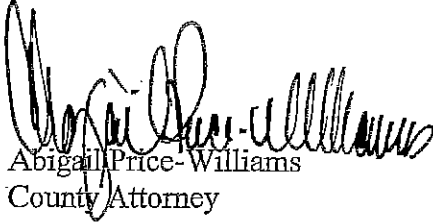


# MEMORANDUM

(Revised)

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

**DATE:** June 5, 2018

**FROM:**   
Abigail Price-Williams  
County Attorney

**SUBJECT:** Agenda Item No. 3(B)(3)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Statement of social equity required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's \_\_\_\_, 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. 3(B)(3)  
6-5-18

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING EXECUTION OF A GRANT  
AWARD AGREEMENT WITH THE HEALTH FOUNDATION  
OF SOUTH FLORIDA TO PROVIDE \$115,000.00 IN  
DISCRETIONARY FUNDING FOR THE CREATION OF A  
MIAMI-DADE COUNTY COMPLETE STREETS  
COLLABORATIVE

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

**WHEREAS**, Health Foundation of South Florida (HFSF) is a non-profit organization dedicated to improving the well-being of the South Florida community; and

**WHEREAS**, HFSF partially funded the development of the Miami-Dade County Complete Street Design Guideline; and

**WHEREAS**, HFSF has made available additional funding in an amount equal to \$115,000.00 for Complete Streets implementation efforts and Miami-Dade County has been awarded grant No.: 17-04851 to received said funding,

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

Section 1. This Board approves the grant award agreement between Miami-Dade County and HFSF, in substantially the form attached hereto and made a part hereof, to receive \$115,000.00 discretionary funds from HFSF for the creation of a Miami-Dade County Complete Streets Collaborative.

Section 2. That this Board further authorizes the County Mayor or County Mayor's designee to execute the attached agreement; to receive and expend funds in accordance with such aforementioned agreement; to receive and expend any additional funds should they become available; and to file and execute any additional agreements, revisions, or amendments as required to carry out the projects for and on behalf of Miami-Dade County, Florida.

Section 3. That the County staff is authorized to furnish such additional information as HFSF may require in connection with the application for the improvement.

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:

Esteban L. Bovo, Jr., Chairman	
Audrey M. Edmonson, Vice Chairwoman	
Daniella Levine Cava	Jose "Pepe" Diaz
Sally A. Heyman	Barbara J. Jordan
Joe A. Martinez	Jean Monestime
Dennis C. Moss	Rebeca Sosa
Sen. Javier D. Souto	Xavier L. Suarez
District 5 - Vacant	

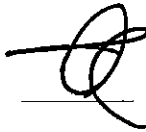
The Chairperson thereupon declared the resolution duly passed and adopted this 5<sup>th</sup> day of June, 2018. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the Board.

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

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.



Annery P. Alfonso

# HEALTH FOUNDATION OF SOUTH FLORIDA

## GRANT AWARD AGREEMENT

**BOARD APPROVAL DATE:** December 4, 2017

**GRANT NO.:** 17-04851

**GRANTEE:** Miami-Dade County

**AWARD AMOUNT:** \$115,000.00

**AWARD DURATION:** 18 months

**PROJECT CONTACT:** Julian Guevara

**PROJECT TITLE:** Miami-Dade County Complete Streets Collaborative

Approved by: Yasmín Diac Guichot  
Y. Guichot 3-21-2018

Program Officer HFSF

In accordance with the policy of Health Foundation of South Florida, the undersigned, (either the President/CEO or Executive Director of the above listed Grantee or an agent with signatory authority), does hereby acknowledge that a Foundation Grant of \$115,000.00 over 18 months has been approved for the above stated project and as further described in the grant proposal.

The undersigned further agrees that the Grant Award will be used only for the purpose as stated in this Agreement, as described in the grant proposal and with no substantial variance to the approved budget unless prior approval in writing is obtained from the Foundation. The undersigned certifies that the grantee organization operates under a tax-exempt status. The undersigned also agrees to return to the Foundation any grant funds not expended for the purposes of the grant within the grant period.

**A. Requirements for approval of Grant Award Agreement:** Requirements for this grant are listed below. Each requirement including this grant award agreement must be sent via the Health Foundation's portal.

- 1. Start/End Date:** Provide grant project start date, end date and reporting dates. For all projects, start date must be on the first or 15th day of the month. A progress report is due 30 days following the completion of the first six-month period. Two year grant recipients must submit a progress report 30 days following each 6-month period. A final report is due 30 days following the completion of the grant period. Please mark all applicable report due dates in the space provided.

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

First Progress report date: \_\_\_\_\_

Second progress report date (for 18 months or two-year grants only): \_\_\_\_\_

Third progress report date (for two-year grants only): \_\_\_\_\_

Final report date: \_\_\_\_\_

- 2. Work Plan:** If necessary, please revise your Work Plan Benchmarks (outcome objectives, outcome measures and process objectives). The Work Plan Benchmarks that were submitted with your proposal are located on the HFSF Portal's Dashboard on the Benchmarks tab. Your Work Plan Benchmarks will

need to be reviewed and approved by your project liaison before the first grant payment is issued.

3. **Budget:** Please finalize your project budget and include a budget narrative.
4. **Letter of Employment Engagement:** If applicable, a signed Letter of Employment Engagement (see Letter of Employment Engagement Sample, attached) for any staff over 40% FTE hired for the project with Health Foundation grant funds (this does not apply to currently employed personnel).
5. **Job Descriptions:** Please provide a job description for each staff person supported with Health Foundation grants funds.
6. **Equipment Policy:** If applicable, please submit a letter signed by the grantee's chief executive officer stating that the organization has read Health Foundation's equipment policy and is committed to adhering to the policy. The equipment policy can be found on our website, [www.hfsf.org](http://www.hfsf.org), on the Grantee page under the Grants tab.
7. **Press Release:** Please prepare a draft of a Press Release which describes your project and acknowledges Health Foundation of South Florida. Upload the draft Press Release to the Health Foundation's portal. A media guide to help you in drafting a release may be accessed on our website, [www.hfsf.org](http://www.hfsf.org), under the Grants tab.

Upon approval by the Foundation, the release should be disseminated to the media. The Foundation should also be acknowledged in any subsequent media releases or in any printed, website or other communication materials related to the project. Copies of any other publicity as well as copies of any major work products generated in connection with this grant should be forwarded to the Foundation.

Please include the following copy in the Press Release:

Health Foundation of South Florida, a nonprofit grant making organization, is dedicated to improving health in Broward, Miami-Dade and Monroe Counties. By funding providers and supporting programs to promote health and prevent disease, the Foundation makes a measurable and sustainable impact in the health of individuals and families. Since 1993, the Foundation has awarded more than \$120 million in grants and program support. For more information, please call 305.374.7200 or visit the website, [www.hfsf.org](http://www.hfsf.org).

8. **Conditions and Contingencies:** Required match of \$30,000

**B. Additional Requirements due throughout the funding period:**

1. **Evaluation Consultant:** You may be required to work with an evaluation consultant who will be assigned by the Foundation. If required, you will find



details on the evaluator and the requirements in an attached document.

2. **Outreach with Elected Officials:** Health Foundation recognizes that only through collaborative effort can we successfully establish a more health promoting public policy environment. As a result, you may be asked to work with your Health Foundation liaison to engage and inform selected elected officials on public policy issues relating your HFSF grant supported project and your organization as a whole.
3. **Reporting:** Progress and Final Reports must be submitted electronically via a link that will be e-mailed to you at the appropriate times.
4. **Data Tracking:** Please track the Income/Poverty level and the Race/Ethnicity of your program participants and report the data in the Final Report.
5. **Organizational Status Changes:** Notify your liaison within two weeks of changes in organizational status including but not limited to: key personnel such as senior or project staff, organizational name, tax status, and organizational address.
6. **Other Organizational Changes:** Notify your liaison of any organizational changes, such as new address or contact information to ensure that you maintain proper communications with the Foundation and receive payments promptly. If a grant payment has to be reissued, it will be subject to a \$35 change fee.
7. **Budget Modifications:** Notify your liaison and submit a budget modification form if budget changes greater than \$3,000 are required during the course of the project. Please advise your liaison if the budget change is due to an increase or decrease in committed funding from other sources. A Request for Budget Modification Form is available on our website, [www.hfsf.org](http://www.hfsf.org), on the Grantees page under the Grants tab.
8. **Success Stories:** Provide at least two stories of individuals who have benefited from the grant and have given permission to share their success stories. The stories should be submitted before the end of your grant. For your convenience a "Share Your Success" electronic form is available on our website, [www.hfsf.org](http://www.hfsf.org), under the Grants tab.

**\*\*Please note that you must meet all requirements A.1 through A.8 before submitting a signed Grant Award Agreement. \*\***

ACCEPTED and AGREED by the President/CEO, Executive Director, or agent with signatory authority:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

9