Memorandum

MIAMI-DADE COUNTY

Date: December 10, 2021

To: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

From: Daniella Levine Cava
Mayor

Subject: Report on the Community ID Program Plan and Recognizing Branches, Inc., as Program Administrator for a Community ID Program in Miami-Dade County – Directive 211432

Agenda Item No. 2(B)(4)
February 1, 2022

This report is being provided pursuant to Resolution No. R-569-21, adopted by the Board of County Commissioners (Board) at its June 2, 2021 meeting and establishing as its policy that County residents should be allowed to use County-approved Community IDs as an acceptable form of identification for services within Miami-Dade County Government, wherever accepted. This Resolution further directed the County Mayor or County Mayor's designee to identify all County services where it is practicable for a County-approved Community ID to be utilized as an acceptable form of identification, develop a plan for the acceptance of a County-approved Community ID at all such-identified County services in accordance with the "Municipal ID Card Program Best Practices" outlined in the County Mayor's report in response to Resolution No. R-738-15, using legally available funding sources and following Board approval, and implement such plan as soon as practicable.

The plan outlined below will provide: (1) applicable standards or requirements that a Community ID would need to meet relating to card design and security, acceptable documents for proof of residency and proof of identity, privacy protections, fees that can be charged by the community-based organization or other qualified third-party entity, and information included on the Community ID; (2) selection of a community-based organization or one or more qualified third-party entities that are willing to administer a Community ID on a County-wide basis that would meet the applicable standards or requirements described above and serve as a model for how a Community ID can be implemented in the County; (3) assistance to the selected community-based organization or third party entities in identifying and obtaining potential grant funding to assist in the administration of the Community ID program; (4) a procedure for obtaining County approval for a Community ID for use as an acceptable form of identification for various County services upon meeting the applicable standards or requirements described above; (5) methods to promote the use of the Community ID in Miami-Dade County including providing encouragement to municipalities and local businesses to accept a "Community ID" as an acceptable form of identification in all circumstances where it would be appropriate; (6) a listing of the relevant County services where a Community ID would be an accepted form of identification and a listing of relevant County services where it would not be an accepted form of identification; and (7) an analysis as to whether there can be any possible stigma associated with such a Community ID and, if so, a description of any efforts that will be undertaken to address it.

Community ID Program Administrator
Through discussions with several community-based organizations, Branches, Inc. (Branches), a not-for-profit organization, is recognized as the organization that will issue Community IDs in Miami-Dade County. Branches has the capacity, is eager to establish the program, and has a long history of providing services to vulnerable populations in Miami-Dade County. Examples include student enrichment

services, financial wellness services, and emergency and disaster response services. Additionally, it is an organization that is known to Miami-Dade County with a good track record in managing community-based organization grant funding received in areas such as small business development and financial literacy. Branches is also known for its work managing the Internal Revenue Service Volunteer Income Tax Assistance (VITA) Program. This program is branded as the Miami Tax Pros coalition and includes nearly two dozen local organizations and institutions. VITA is a program that has a close nexus to Community IDs in assisting residents who have limited knowledge and documentation with filing tax returns and applying for Individual Tax Identification Numbers (ITIN). Branches has a strong understanding of Community IDs and how this resource can assist a variety of vulnerable populations in our County, including: unhoused persons, domestic abuse survivors, veterans, undocumented immigrants, seniors, and LGTBQ individuals. This organization's thorough understanding of the various community groups in the County, years of experience in helping the community, and emphasis on non-discrimination and inclusivity make them a fitting organization to successfully run a Community ID program.

Funding
The FY 2021-22 Adopted Budget for Miami-Dade County includes $200,000 for support of a Community ID Program. Branches has submitted a proposed budget estimate of $250,000 for FY 2021-22 to launch the program, including staffing, equipment costs, and program marketing. To assist with funding support for a Community ID Program, the County will recommend allocation of the aforementioned $200,000 to the Miami Foundation to establish a fund to support the Community ID Program in Miami-Dade County. The Miami Foundation has a long track record of supporting community initiatives and is uniquely positioned to leverage their work to enhance and support this program. A recent Miami Foundation initiative is LaborMiami.org, which focuses on solving inequalities in the labor market through programming, data, and wrap around services that often times require forma identification. The Miami Foundation also has an expanded network of community organizations it partners with and has various other initiatives that align with Community IDs. Branches has over 20 years of experience working with the Miami Foundation and the Foundation's support can assist with private and grant fundraising opportunities to assist with budget shortfalls. Additionally, consistent with the programs in Broward and Palm Beach, Branches will likely charge a $10 to $20 fee for the card to further offset program costs and budget shortfalls, but will also provide Community IDs at no cost to individuals for whom the cost would be prohibitive. Miami-Dade County will continue to work with the Miami Foundation, Branches, and other organizations in identifying future year grant funding and/or private fundraising that could help build longer-term sustainability to support program operations.

County Services
Attachment 1 includes a listing of County services that have been identified for acceptance of a Community ID. This listing was compiled via a survey of all County Departments to identify services where a Community ID can be accepted, meaning that the service is fully under the purview of the County and a government-issued identification is not required. Examples include services such as obtaining various Transit EASY cards, connecting residences to Water & Sewer meters, access to Library materials, adopting a pet, and services at parks which fall entirely under the purview of Miami-Dade County. Alternatively, services such as registering to vote, travel through our airport and seaport, police department background checks, and automobile tags and vehicle registrations are examples of services where a government-issued identification is required, and a Community ID could not be

accepted. This listing will continue to be evolve as familiarity with and understanding of Community IDs grows.

General Information
Community IDs are photo identification cards issued, in many cases, by a nonprofit entity that enable users to obtain various services in the community. In Miami-Dade County, many residents do not have access to identification and may find it challenging to prove they live in a certain county. Often times, these are vulnerable and disadvantaged individuals including: elderly people, formerly incarcerated persons, foster youth, unhoused individuals, survivors of domestic violence, transgender persons, and immigrants lacking proper documentation. Having an identification card that provides proof of residency could assist residents in obtaining access to county, municipal, school, and health system services. The IDs can grant the ability to reserve government facilities (park pavilions, tennis courts), allows them access to return to their homes following a natural disaster (such as a hurricane or fire), and provide access to life-saving tests and vaccines, as the COVID-19 pandemic has shown.

Issuance of IDs
Branches, as the Program Administrator, plans to partner with the FaithAction ID Network (FaithAction) for training and to incorporate best practices into the program serving Miami-Dade County. FaithAction is a collection of nonprofit organizations, faith communities, and community groups offering Community IDs in North Carolina, Florida, Virginia, Iowa, South Carolina, and Oregon. FaithAction has been providing Community IDs for the last eight years and provides training and guidance on running a Community ID program. Both Broward and Palm Beach Community ID programs are part of FaithAction and are managed by their county's respective Legal Aid Society. Branches will model their process for obtaining a Community ID on the Broward and Palm Beach programs.

Community ID events are generally done through scheduled events that are regularly held at locations convenient for the community (libraries, churches, community centers). At these events, those interested in a Community ID participate in an informational presentation on what the Community ID cards can and cannot be used for. Police and other community agencies are invited to these events to help address questions and help build relationships within the community. Following the presentation, individuals traditionally meet with a lawyer and/or paralegal who has been trained on how to authenticate documents needed to validate the individual's identity and proof of residence. Only original documents can be presented. If the individual has provided sufficient documentation, then they sign a contract attesting that they understand the limitations of the Community ID card, and they have their picture taken. The card is created off site and mailed to the individual's residence (P.O. Boxes are not allowed). In addition to opportunities to obtain Community IDs at sign-up events, Branches also anticipates providing one-on-one and other sign-up opportunities throughout the community.

Community ID Card Standards and Requirements
Following the recommendations of Broward and Palm Beach's programs, Branches has identified a list of acceptable documents (Attachment 2) for an individual to obtain their Community ID card, as well as card security features that will be utilized for the Community ID cards. Original documents will need to be physically presented to legal staff at their Community ID events. Branches anticipates utilizing the card-printing technology of AlphaCard, which is the same vendor recommended by the FaithAction

Network and utilized in Broward and Palm Beach for their Community ID Programs. AlphaCard is also the vendor utilized for printing Miami-Dade County's employee ID cards. In working with our Miami-Dade Police Department, various card security features are recommended and will be used in the Community IDs to help prevent identity theft and fraud, such as:

- Watermarks to prevent duplication and provide for proper authentication;
- Non-white background to prevent alteration of letters and numbers on the ID;
- Different-size fonts. This will assist in seeing and determining changes; therefore, preventing the falsifying of IDs;
- Not including Social Security Numbers; and
- Coded format (Have the digits of their ID number represent something. For example: ID#DOM657484 – First three letters is the beginning of individual's last name, first two digits means the year they were born, "1965," and last four digits their address.)

Branches will provide the Miami-Dade Police Department (MDPD) with the security features of their Community IDs to help prevent fraud and abuse. No cardholder's personal information will be shared with MDPD. It is understood that the Community ID is not a government-issued identification. To ensure there is no confusion, the Community ID in Miami-Dade will not include County branding (i.e., logo or seal). It will include a photo of the individual, name, date of birth, address, gender, and an additional option for a preferred gender. It is anticipated that the Community ID will expire after two years and need to be renewed following the process previously described.

MDPD supports Community IDs in the County and recognizes that many individuals do not have the documents needed to obtain a state-issued ID which leaves them without identification. These Community IDs provide greater assistance in identifying individuals and increased access to some County services for residents in our community.

Promotion of the Community ID Program
In conjunction with the acceptance of this report and implementation of the Community ID Program, the County will help promote the program through our website, social media channels, and placement of informational materials at County and other facilities throughout Miami-Dade. This assistance may also include support through hosting Community ID events at County facilities to ensure appropriate venues are available to reach residents throughout Miami-Dade County. Additionally, I will be committed to requesting other municipalities and governmental entities throughout the County to pass legislation recognizing the Community ID Program to allow for participation in their programs and services and encouraging local businesses to accept the Community ID where possible.

Should you require additional information, please contact Ray Baker, Director, Miami-Dade Public Library System, at Ray.Baker2@miamidade.gov or (305) 375-5026.

Per Ordinance No. 14-65, this report shall be placed on the next available Board meeting agenda.

c: Geri Bonzon-Keenan, County Attorney
    Gerald Sanchez, First Assistant County Attorney
    Jess McCarty, Executive Assistant County Attorney

Office of the Mayor Senior Staff
Department Directors
Yinka Majekodunmi, Commission Auditor
Jennifer Moon, Chief, Office of Policy and Budgetary Affairs
Melissa Adames, Director, Clerk of the Board
Eugene Love, Agenda Coordinator

ATTACHMENT 1
County Services Where a Community ID Would/Would Not be Accepted

County Services Where Community IDs Could Be Accepted:
- Animal Services – Picking up lost pet
- Animal Services – Pet adoptions
- Animal Services – Registering a pet and payment transaction
- CAHSD – District 3 Senior Housing Assistance Program/SHARP (home repairs and rehabilitation)
- CAHSD- Rehabilitative Services (residential and outpatient treatment to adults diagnosed with substance use disorders)
- CAHSD- Head Start/ Early Head Start (comprehensive early childhood education and development program and family support)
- Communications – Baby Stroller Parking Permit (allows person to use baby stroller parking permit in designated spaces)
- Cultural Affairs – Culture Shock Miami Tickets for Teens and Young Adults
- Cultural Affairs – Golden Ticket Senior Arts Guide
- DSWM – Access to trash and recycling centers
  - ID would need bar code for it to work with DSWM system
- DSWM – Home chemical collection services
  - ID would need bar code for it to work with DSWM system
- DTPW – Commuter Reduced EASY Card (transit pass for low-income residents)
- DTPW – Discount Fare Media EASY Card (allows transit fares at half cost)
- DTPW – Golden Passport Easy Card (free annual pass for 65+ residents)
- DTPW – Golden Passport Easy Card (SSB) – (free annual pass for residents who receive social security benefit)
- DTPW – Patriot Passport EASY Card – (free annual pass for veterans who are honorably discharged with annual <$30,100 income)
- DTPW – Special Transportation Services/STS Easy Card (allows riders to travel with STS for $3.50 a one-way trip and use any other fixed route mode for free)
- DTPW – Transit Mobility Easy Card (free annual pass for residents whose annual income is <$19,320)
- Finance – Auto tag applications
- Finance – Homestead Tax Deferral (application for Homestead Tax deferral)
- Finance – Local Business Tax Services, application for
- Finance – Public Disclosure Exemption
- Finance – Affidavits for refunds
- Finance – Refund Check Name Change
- Finance – Refund Check Pick Up
- Homeless Trust [through contracts with service providers] – Rapid Rehousing/RRH (short-to medium-term rental assistance with support services

for eligible low-income individuals and families who are currently experiencing harmlessness)
- Homeless Trust [through contracts with service providers] – Permanent Supportive Housing/PSH (non-time limited affordable housing with support services for chronically homeless households)
- Homeless Trust [through contracts with service providers] – Homeless Prevention (temporary rental and/or utility assistance for eligible low-income individuals and families who are at risk of becoming homeless)
- Homeless Trust [through contracts with service providers – emergency shelters and indoor meal programs (no ID required)
- Internal Services Dept. – Visitor access to SPCC and other buildings
- MDFR – COVID-19 testing and vaccines
- MDFR – Access to County shelters in the event of an emergency
- MDPD – Filing a police report (no ID required)
- MDPLS/Library – Full-access library card
- PROS – Active Older Adults (allows participants 55+> to register)
- PROS – Admissions (youth/child discounted admissions to Zoo Miami, Fruit & Spice, L&P Thompson Water Slide, Trail Glades Range, Deering Estates)
- PROS – Marinas/Docks (confirms identity of vessel owner or vendor for vessel repair)
- PROS – Memberships (North Pointe – rates for youth, seniors)
- PROS – Annual Parking and Boat Ramp Passes (patrons can buy annual pass to park vehicle)
- PROS – Scholarships (scholarships from commissioners for residents in their district)
- RER – Consumer Protection Division: Consumer complaints on business regulated by the Division which are: motor vehicle repair shop, locksmith business, vehicle immobilization, towing companies, moving companies, pain management clinics, personal injury medical providers, and water remetering companies. (Generally, no ID required anyway)
- RER – Consumer Protection Division: Consumer complaints against any business. (No ID required anyway)
- RER – Consumer Protection Division: Wage Theft Complaints (No ID required to file a complaint anyway)
- RER – DERM: "Adopt-a-Tree" allows for adoption of up to 2 trees per year (There are eligibility requirements, however)
- WASD – Connection of residences to water meters

County Services Where Community IDs <u>Could NOT</u> Be Accepted (Due to other local, state, or federal requirements):
- Aviation – Domestic passenger travel
- Aviation – International passenger travel
- Aviation – Airport identification badge application

- CAHSD – Beautification Program (exterior painting and landscaping assistance)
  - Funding source requires govt-issued ID
- CAHSD – Care to Share (FPL payment assistance)
  - Funding source requires govt-issued ID
- CAHSD – Computer Literacy
  - Funding source requires govt-issued ID
- CAHSD – Computer Maintenance/Repair Training/Education
  - Funding source requires govt-issued ID
- CAHSD – Countywide Home Rehabilitation Program (provides home repairs for low/moderate-income homeowners)
  - Funding source requires govt-issued ID
- CAHSD – Emergency Food and Shelter Program (provides one-time crisis assistance with utility bills, rent/mortgage, necessary food)
  - Funding source requires govt-issued ID
- CAHSD- Elderly Services (Including Meals on Wheels, Senior Centers, Home Care)
  - Funding Source requires Social Security Number
- CAHSD – Employability Skills Training (workshops include resume writing, mock interviews, dress for success)
  - Funding source requires govt-issued ID
- CAHSD – Family Development (assessment, goal identification, development of case plans, etc.)
  - Funding source requires govt-issued ID
- CAHSD – Farmworker Career Development (career development for farmworkers)
  - Funding source requires govt-issued ID
- CAHSD – HOME (Liberty City) Rehabilitation Program (rehab loans to very low/low/moderate to rehab sing-family homes)
  - Funding source requires govt-issued ID
- CAHSD – Housing Assistance Grants (HAG) – one-time relocation and utility deposit assistance to low income
  - Funding source requires govt-issued ID
- CAHSD – Job Development Assistance (job referral, job placement assistance/CareerSource Employment Centers and other providers)
  - Funding source requires govt-issued ID
- CAHSD – Low-Income Home Energy Assistance Program (LIHEAP) – assists low-income families with home heating/cooling costs
  - Funding source requires govt-issued ID
- CAHSD – Paint/Shutters – assistance to homeowners with exterior painting and/or accordion shutters
  - Funding source requires govt-issued ID

- CAHSD – Surtax Home Rehabilitation Program (rehabilitation loans for very low/moderate income families)
- CAHSD – Volunteer Income Tax Assistance (VITA) – free income tax prep to low-income residents
    - Funding source requires govt-issued ID
- CAHSD – Weatherization Assistance Program – energy efficiency measures (energy recovery ventilator, bathroom/kitchen exhaust fans)
    - Funding source requires govt-issued ID
- CAHSD – Youth Development Services – activities that support learning, character building, and leadership skills
    - Funding source requires govt-issued ID
    - Background checks for Youth Scholarships
- Corrections – Background checks for visitors
- Elections – Registering to vote
- Elections – Voting
- Finance – Auto Tag title and registration transactions
    - Regulated by Florida Statutes
- Juvenile Services – Release of client documentation (successful completion letters or other legal documents)
- Juvenile Services –Background checks for visitors prior to a client's release from custody
- Human Resources
    - Processing new hires
- Internal Services (Real Estate Division) - requires official ID when fingerprints are needed for tenants leasing facilities and dealing with children, senior, or the disabled.
- Internal Services (Risk Division) – requires government issued IDs for in-person meetings to sign releases or issue checks. They also check driver licenses for anyone driving a County vehicle.
- Internal Services (Small Business Division) – requires official government-issued ID when firms register to become a Small Business
- Internal Services (Human Resources Division) - uses government-issued ID for job allocation
- MDFR – Records requests (medical/fire reports – HIPAA issues)
- MDPD – Background Checks
- Medical Examiner – Releasing deceased individuals to funeral home (requires govt-issued ID)
- Medical Examiner – Verifying relationship to deceased individuals (requires govt-issued ID)
- PHCD – Federal Housing Assistance Programs
- Sea Port – Access to docks for container movers
- Sea Port – Access to cruise ships

- RER – Board and Code Administration Division: Contractor license application, registration, database maintenance and building permitting support
- RER – Code Compliance: Contractor Complaint Form
- RER – Code Compliance Division: Compliance consent agreements, SMA Appeal Hearing
- RER – Building Division: Building permit application and owner-builder permit validation
- RER – Code Compliance Division: Consent agreements, buyer's consent agreements, building code amnesty program, lien mitigations
- RER – Consumer Protection Division: Various Licenses such as motor vehicle repair shop, locksmith business, vehicle immobilization, towing companies, moving companies, pain management clinics, personal injury medical providers, and remetering companies
- RER – DERM: Various Operating and Construction Permit
- RER – Development Services: Zoning applications execution

Community ID Acceptable Documents

Acceptable Proof of ID	
One from this list:	**Two from this list:**
· Florida driver's license (expired accepted) · Passport from any country (expired accepted) · Consular ID Card · Elector card (Mexico only) · US Military Service ID · US State Issued ID · US Tribal ID Card · Resident Alien Card · US Visa	· DD214, DD1300 for Gold Star Parent or VIC/VHIC - Veterans Affairs or Hospital Identification Card · Social Security Card · Taxpayer Identification Number (ITIN) · US voter Registration Card · Naturalized Certificate · Employment pay stub · Insurance Bill (homeowner's, renter's, health, life or automobile insurance) · Income tax or refund statement

OR (between the two lists)

Unacceptable Proof of ID
· Foreign national driver's license
· Old, worn, or deteriorated documents where the name and/or picture is not clear
· Copies of documents

PLUS

Acceptable Proof of Residence
One from this list:
· Deed or lease with the applicant's name · Vehicle registration · Utility bill · Statement from financial institution · Medical bill · Employment pay stub · Income tax or refund statement
· Applicant who does not have a stable home address, or who is a survivor of domestic violence, may prove residency by providing a letter from a County or City agency, nonprofit organization, religious institution, hospital, or health clinic, establishing that they live in Miami-Dade County. If an applicant uses one of these letters, he or she will be eligible for an ID card, but no address will appear on it. Alternatively, a nonprofit organization or religious institution may provide a letter permitting an applicant to use the organization's address as your "care-of" address, which will appear on the applicant's card.

Unacceptable Proof of Residence
· Copies of documents