

&gt;&gt;Updated April 28, 2026&lt;&lt;

## 2025 -2029 CITIZEN PARTICIPATION PLAN

### **A. Introduction**

The U.S. Department of Housing and Urban Development (HUD) provides funding to the Miami-Dade County Housing and Community Development (HCD) Department, as the Grantee, for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) programs. These resources are used to fund activities that assist low to moderate incomes individuals and families in Miami-Dade County. HUD requires the development of a Consolidated Plan and Citizen Participation Plan every five years to incorporate participatory interaction with residents, business owners, and stakeholders in the community.

The purpose of this plan is to promote and encourage residents, business owners, advisory boards, and partners to participate by providing public input on the development of the Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report (CAPER). The County seeks feedback from all members of the community, especially persons and families of economically disadvantaged neighborhoods as identified in the Consolidated Planning data analysis process.

### **B. Adoption of the Citizen Participation Plan**

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

### **C. Access to Records**

The Citizen Participation Plan, Consolidated Plan, Annual Action Plan, CAPER and Assessment of Fair Housing or Analysis of Impediments of Fair Housing Choice, past and current documents, are available for the public to review. A reasonable number of free copies will be provided upon request during the County's operating business hours Monday through Friday from 8AM to 5PM at:

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

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The County reserves the right to limit the number copies that are provided at no cost.

#### **D. Translation of Documents to Other Languages & Accommodations**

The County will make notices of public meetings for the adoption of or amendments to the Consolidated Plan, Citizen Participation Plan, Annual Action Plan, and CAPER, available in English, Spanish, and Creole. These notices will be advertised in newspapers of general circulation.

The Community Needs Survey and other marketing resources deployed to inform and engage community members will be provided in English, Spanish, and Creole. In-person events may include on-site translation services.

The County will use its Market Analysis study to assess language needs in the community.

Accommodation for persons with disabilities shall be made upon 48-hour notice by contacting the Department Housing and Community Development at 786-469-4100.

Translation services accommodation for Non-English speaking residents shall be made upon 72-hour notice by contacting the Department of Housing & Community Development.

#### **E. Technical Assistance**

Upon request, technical assistance will be provided to groups representing low-and moderate-income persons, including persons with disabilities or other special needs, who seek assistance in developing proposals for funding assistance for any of the programs covered by the plans mentioned herein. Applicants must schedule an appointment for technical assistance by emailing such request to: [Communitydevelopmentservices@miamidade.gov](mailto:Communitydevelopmentservices@miamidade.gov)

#### **F. Complaints**

Complaints received concerning the Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report (CAPER) will be submitted to the Chief of Community Development. A written response will be made within 15 working days where applicable.

#### **G. Five-Year Consolidated Plan**

##### **1. Community Outreach & Engagement**

The County will seek to obtain input from public and private agencies that provide assisted housing, health services, and social services to the

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County's most vulnerable populations as well as community-based and regionally based organizations that represent protected class members, and organizations that enforce fair housing laws.

The County will also consult with broadband service internet providers, organizations involved in narrowing the digital divide, and agencies whose primary responsibilities include the management of flood prone areas, public land, or water resources, and emergency management agencies. The County will also consult with any and all required agencies, offices, and organizations as required by 24 CFR § 91.100 for specific portions of the Consolidated Plan.

The County will make available to residents, public agencies, and other interested parties' information that includes the HUD-provided data, and any other supplemental information the jurisdiction expects to incorporate into its Consolidated Plan, the amount of assistance the jurisdiction expects to receive and the range of activities that may be undertaken, including the estimated amount that will benefit people of low and moderate-income, prior to adoption of the consolidated plan.

The County requires awardees of federal funding to abide by Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs, to ensure residents are not displaced. The County generally discourages relocation of tenants from the premises. If relocation from the premises cannot be avoided due to the nature of the redevelopment, the Awardee is required to submit a written Relocation Plan to the County, in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies, subject to the review and approval of the HCD Director, which must include that the Awardee is responsible for all relocation expenses of the tenant, including expenses to relocate the tenant back to the property after the rehabilitation has occurred.

Where applicable, the County will outline in the agreement with the Awardee how relocation matters will be addressed.

## **2. Model City Community Advisory Committee**

In accordance with Miami-Dade County Resolution R-221-22, HCD is required to incorporate input from the Model City Community Advisory Committee (Model City CAC) in the administration of CDBG funds for the Model City area, which includes 18th Avenue, Martin Luther King Boulevard, Poinciana, and 46th Street. To fulfill this mandate, HCD will

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conduct public meetings during the regularly scheduled sessions of the Model City CAC meetings. These meetings will provide an opportunity for committee members and neighborhood residents to offer feedback on neighborhood priorities.

#### **H. Public Notice and Approval Process**

1. The County will hold a public hearing and open a public comment period for (30) calendar days to the public to provide input and feedback concerning community priorities for the upcoming plan period. During this period, the County will solicit the community's feedback through surveys, workshops, virtual forums and community meetings. The comments and feedback received from the public in writing or provided orally will be included in the proposed Consolidated Plan. The public can submit written comments by email or mail to:

Email: [Communitydevelopmentservices@miamidade.gov](mailto:Communitydevelopmentservices@miamidade.gov)

Mail: Miami-Dade County  
Housing & Community Development  
Planning, Reporting, and Community Unit  
701 NW 1<sup>st</sup> Ct, 14<sup>th</sup> floor  
Miami, Florida 33136  
(786) 469-4100

2. The County will notify the community of the public comment period by publishing in a newspaper of general circulation 15 days prior to the acceptance of any comments. In addition, the County will make copies of such notice and supporting attachments available on the County's website, at libraries, at the Office of Housing & Community Development and other County Offices, and public places.

Department of Housing & Community Development's website at:  
<https://www.miamidade.gov/global/housing/notices.page>

3. The County will hold a second public hearing in person or virtually prior to or at the Board of County Commissioners meeting or a meeting of one or more of its committees, prior to the adoption of the proposed Consolidated Plan and will incorporate any Consolidated Plan comments or feedback obtained at such hearing into the proposed Consolidated Plan. The County will notify the community of such public hearing by publishing it in a general circulating newspaper 15 days prior to the public hearing date. In

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addition, the County will publish the Public Notice and proposed Consolidated Plan on the Department of Housing & Community Development's website at: <https://www.miamidade.gov/global/housing/notices.page> and make copies of the proposed Consolidated Plan available at three County libraries located in the South, Central, and North region of Miami-Dade County.

### **I. Substantial Amendments to Consolidated Plan**

1. The County may find it necessary to amend its Consolidated Plan, the following defines what constitutes a substantial amendment to the Consolidated Plan.
2. A substantial amendment is any change in purpose, scope and/or beneficiaries of an activity, which actually and or materially affects one or more of the following threshold categories:
  - a. An activity changes from one eligible activity category to another category
  - b. The change in the cost of an activity is increased by \$250,000 or more
  - c. An activity's service(s) is redirected by more than a 7-mile radius from the site

Amendments to the Consolidated Plan that do not meet any of the above stated three (3) threshold items shall be deemed non-substantial and may be approved administratively by the Department of Housing & Community Development. Otherwise, substantial amendments will follow the process delineated in the substantial amendment public notice and approval process.

Miami-Dade County has enacted Ordinance 13-115 which allows for the Mayor or the Mayor's designee to administratively change a national objective upon determination that a project has met another national objective.

3. Substantial Amendment Public Notice & Approval Process
  - a. The Department of Housing & Community Development will prepare an agenda item for submission of Substantial Amendments to the Consolidated Plan to the County's Commission Agenda Coordinator.
  - b. The County will notify the community of such action by holding a public hearing in person or virtually. Notice of the public hearing will be published in a general circulating newspaper 15 days prior to the public hearing. Along with advertising the

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public hearing, this advertisement will also notify the public of the thirty (30) day public comment period. In addition, the County will publish the Public Notice on the Department of Housing & Community Development's website at: <https://www.miamidade.gov/global/housing/notices.page> The public can submit written comments by email or mail to: [Communitydevelopmentservices@miamidade.gov](mailto:Communitydevelopmentservices@miamidade.gov)

Mail: Miami-Dade County  
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Planning, Reporting, and Community Outreach Unit  
701 NW 1<sup>st</sup> Ct, 14<sup>th</sup> floor  
Miami, Florida 33136  
(786) 469-4100

- c. The community is encouraged to attend the public hearing to provide any comments or feedback on the substantial amendment. All comments and feedback received on the substantial amendment will be incorporated into the amended Consolidated Plan submission to HUD.

#### **J. Annual Action Plan**

The County will seek to obtain input from the residents, community organizations, housing agencies, partners, and stakeholders concerning housing, economic development and community needs for low to moderate income residents. These meetings will be held at locations that are accessible to low- and moderate-income residents.

- a. The Department of Housing & Community Development will hold public meetings prior to the release of the Request for Application competitive solicitations to solicit input from the community. These meetings will be held in the South, Central, and North regions of Miami Dade County..
- b. The County will notify the community of such public meeting by publishing in a general circulating newspaper 7 days prior to the public meeting. In addition, the County will publish the Public Notice on the Department of Housing & Community Development's website at: <https://www.miamidade.gov/global/housing/notices.page>
- c. The County will open public comment period for (30) calendar days to the public to provide input and feedback concerning the Annual Action Plan. Inquiries, comments and complaints that are received from the public in writing will accompany the Annual Action Plan submitted to HUD. The public can submit written comments by email or mail to:

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Email: [Communitydevelopmentservices@miamidade.gov](mailto:Communitydevelopmentservices@miamidade.gov)

Mail: Miami Dade County  
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701 NW 1<sup>st</sup> Ct, 14<sup>th</sup> floor  
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- d. The County will notify the community of the (30) day public comment period by publishing in a newspaper of general circulation fifteen (15) days prior to the acceptance of any comments. In addition, the County will publish the Public Notice on the Department of Housing & Community Development's website at:  
<https://www.miamidade.gov/global/housing/notices.page>
- e. The County will hold a public hearing in person or virtually prior to or at a meeting of the Board of County Commissioners or one of its committees for the Annual Action Plan. The County will notify the community of such public hearing by publishing in a general circulating newspaper 15 days prior to the public hearing date. In addition, the County will publish the Public Notice on the Department of Housing & Community Development's website at:  
<https://www.miamidade.gov/global/housing/notices.page>
- f. The County will hold a second public meeting in person or virtually before the Board of County Commissioners to approve and adopt the proposed Annual Action Plan. The public can view the adopted plan on the Department of Housing & Community Development's website at:  
<https://www.miamidade.gov/global/housing/policies-and-plans.page>

#### **K. Substantial Amendments to Annual Action Plan**

The County may find it necessary to amend its Annual Action Plan, the following defines what constitutes a substantial amendment to the Annual Action Plan.

1. A substantial amendment is any change in purpose, scope and or beneficiaries of an activity, which actually and/or materially affects one or more of the following:
  - a. An activity changes from one eligible activity to another
  - b. The change in the cost if an activity is increased by \$250,000 or more

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- c. An activity's service(s) are redirected by more than a 7-mile radius from the site
2. Amendments to the Annual Action Plan that do not meet any of the above stated three (3) threshold items shall be deemed non-substantial and may be approved administratively by the Department of Housing & Community Development. Otherwise, substantial amendments will follow the process delineated in the substantial amendment public notice and approval process.
3. Miami-Dade County has enacted Ordinance 13-115 which allows for the Mayor or the Mayor's designee to administratively change a national objective upon determination that a project has met another national objective.
4. Substantial Amendment Public Notice & Approval Process
  - a. The Department of Housing & Community Development will prepare an agenda item for submission of Substantial Amendments to the Consolidated Plan to the County's Commission Agenda Coordinator.
  - b. The County will notify the community of such action by holding a public hearing in person or virtually. Notice of the public hearing will be published in a general circulating newspaper 15 days prior to the public hearing. Along with advertising the public hearing, this advertisement will also notify the public of the thirty (30) day public comment period. In addition, the County will publish the Public Notice on the Department of Housing & Community Development's website at: <https://www.miamidade.gov/global/housing/notices.page> The public can submit written comments by email or mail to: [Communitydevelopmentservices@miamidade.gov](mailto:Communitydevelopmentservices@miamidade.gov)  
  
Mail: Miami-Dade County  
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Planning, Reporting, and Community Outreach Unit  
701 NW 1<sup>st</sup> Ct, 14<sup>th</sup> floor  
Miami, Florida 33136  
(786) 469-4100
  - c. The community is encouraged to attend the public hearing to provide any comments or feedback on the substantial amendment. All comments and feedback received on the substantial amendment will be incorporated into the amended Consolidated Plan submission to HUD.

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## L. Consolidated Annual Performance and Evaluation Report (CAPER)

1. ~~[[To provide an opportunity for citizens to receive information and or submit comments regarding the draft CAPER before submission to U.S. HUD the following strategies will be implemented:~~
  - a. ~~The public shall be notified of a review and comment period Notification to the public will be given of the availability for review and comment period of the Comprehensive Annual Performance Report in a newspaper of general circulation. The public will be given fifteen (15) days to submit comments to the CAPER.]]~~ >>To provide an opportunity for citizens to receive information and provide comments regarding the draft CAPER before submission to HUD, HCD will hold a public hearing and open a public comment period for fifteen (15) calendar days. The notice will be published in a newspaper of general circulation fifteen (15) calendar days prior to the public hearing. The comments and feedback received from the public in writing or orally will be included in the final CAPER submission to HUD.<<

The public can submit written comments by email or mail to:

Email: [Communitydevelopmentservices@miamidade.gov](mailto:Communitydevelopmentservices@miamidade.gov)

Mail: Miami Dade County  
Housing and Community Development  
Planning, Reporting, and Community Outreach Unit  
701 NW 1<sup>st</sup> Ct, 14<sup>th</sup> floor  
Miami, Florida 33136  
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## M. Expedited Citizen Participation process

1. Notwithstanding any other provision set forth in this CPP, in order to administer funding allocated to the County pursuant to the Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Public Law 116-136), and in other circumstances where an expedited citizen participation process is permitted by the United States Congress and/or U.S. HUD, the County may utilize the following expedited citizen participation process to draft, propose, or amend consolidated plans and annual action plans. The County will follow citizen participation guidance

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by Congress or U.S. HUD, but absent such guidance will provide no less than five (5) days' notice and no less than five (5) days' reasonable opportunity to comment. The five-day comment period may run concurrently for comments on an action plan amendment and amended citizen participation plans. In-person public hearings will not be required. The County may meet public hearing requirements with virtual public hearings if: 1) national/local health authorities recommend social distancing and limiting public gatherings for public health reasons; and 2) virtual hearings provide reasonable notification and access for citizens in accordance with the County's certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.

#### **N. Procedure for Administrative Actions**

The County may find it necessary to perform administrative actions, where permitted by HUD and authorized by the Board of County Commissioners, with CDBG, HOME, ESG, and CARES Act funding, to meet HUD expenditure timeliness requirements. The following items are examples of administrative actions:

- a) The recapture and reallocation of funding from activities subject to expenditure deadlines to activities that are performing well and meeting a national objective; or
- b) The recapture of funding from a specific Commission District or area of the county and reallocation of said funding to serve a Countywide need.

These administrative actions will be taken only when delegated such authority by the BCC. The County Mayor or County Mayor's designee will follow the citizen participation process set forth in this CPP, including the accepting of written comments and holding a public hearing at a location readily accessible to the public and or with virtual hearing, when permitted due to emergency conditions. Under emergency conditions, the County Mayor or County Mayor's designee may follow the Expedited Citizen Participation Process set forth in this CPP.

# Appendix I

## **MODEL CITY COMMUNITY ADVISORY COMMITTEE CITIZEN PARTICIPATION PLAN & COMMITTEE GUIDELINES**

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

### **1. Committee Candidate/Membership Eligibility**

a. To serve as a member of the committee candidates must:

- i. Be at least eighteen (18) years of age and a registered voter in Miami-Dade County.
- ii. Miami-Dade County staff employed by Housing and Community Development (HCD) are ineligible to be committee members. They may, however, participate in discussions at meetings of the Committee. Any person who works for an agency that receives funds from HCD may serve as a member of the Committee but must adhere to rules of conflict of interest.
- iii. Miami-Dade County staff employed by other Miami-Dade County departments may serve as Committee members provided they reside within the target area. However, they are not eligible if they merely work, own property, or operate a business in the neighborhood.

### **b. Required Verification**

All candidates for membership must submit documentation supporting their qualifications to serve on the Advisory Committee. Additionally, each candidate must have current documentation, which consists of photo identification issued by a governmental agency as proof of identity. Depending on which eligibility category you are registering under, you will need to submit one of the following:

>>Updated April 28, 2026<<a. Resident

Residents who wish to serve as a member or an Officer must submit proof of residency within the Target Area. Proof of residency may include:

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

b. Property Owners

Property Owners who wish to serve as a member or an Officer must submit the following proof:

- i. Property records consisting of deeds, mortgages, and proof that the property in question is located within the Target Area.

c. Business Owners

Business Owners who wish to serve as a member or an Officer must submit the following proof:

- i. Ownership of business located in targeted area through articles of incorporation

d. Employment in Target Area

Property Owners who wish to serve as a member or an Officer must submit the following proof:

- i. Letter or documentation from the employer stating that the candidate's work location is within the boundaries of the Target Area.

## **2. MEMBER AND OFFICER ELIGIBILITY QUALIFICATION AFFIDAVIT**

- a. All candidates for the Model City Community Advisory Committee member positions are required to complete the Eligibility Qualification Affidavit attesting that they have fulfilled the qualifying criteria and are eligible to run for officer and serve as a member.

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- b. This Affidavit will also serve as temporary proof of eligibility for individuals wishing to seek membership on the Committee who are unable to provide the documentation cited above at the time of registration for candidacy. Completion of the Eligibility Qualification Affidavit will allow an individual to seek membership, pending validation of the information by Miami-Dade County staff.
- c. This Affidavit must be filed with the Executive Director of the Department of Housing & Community Development or their Designee. Staff will have a period of up to 30 days to review the information.
- d. If upon review the Miami-Dade County staff finds that the information attested to in the Eligibility Qualification Affidavit is false or unsubstantiated, this may result in immediate removal from the candidate being qualified for office.

### **3. General Responsibilities of Members and Officers**

- a. Members are expected to:
  - i. Support the missions of the HCD;
  - ii. Solicit input from the community at large;
  - iii. Attend meetings regularly; and
  - iv. Represent the views of the majority of the residents of the area.

### **4. Officers**

- a. The Model City Advisory Committees will have four members who will serve as officers. The officers will consist of the Chairperson, Vice Chair, Secretary and Parliamentarian. The officers will undergo an elections process.
  - i. **Chairperson** - The Chairperson will preside at all Committee meetings. They will provide subcommittees with the opportunity to form and present their recommendations to the membership for action, will reflect action approved by the full

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membership rather than action of individual members and will assist the staff in the preparation of agendas;

- ii. **Vice-Chairperson** - The Vice-Chairperson will, in the absence of the Chairperson, become Acting Chairperson of the committee with all the rights, privileges, and powers afforded to the Chairperson. In the case of a lack of attendance, resignation, recall or death of the Chairperson, the Vice-Chairperson will automatically become the Chairperson.
- iii. **Secretary** - The Secretary will be responsible for drafting Committee correspondence and recording all minutes and other records of the Committee. In the absence of the Chairperson and Vice-Chairperson, the Secretary will temporarily assume the duties of Chairperson. In the case of a lack of attendance, resignation, recall or death of the Vice-Chairperson, the Secretary will automatically become the Vice-Chairperson. In the case of a lack of attendance, resignation, recall or death of the Secretary, the Committee will nominate and elect a new Secretary by secret ballot at a regularly scheduled meeting.
- iv. **Parliamentarian** - The Parliamentarian's responsibility is to ensure that the meeting is conducted in a respectful manner and in accordance with Robert's Rules of Order Revised. In the case of a lack of attendance, resignation, recall or death of the Parliamentarian, the Committee will nominate and elect a new Parliamentarian by secret ballot at a regularly scheduled meeting.

## 5. **Term of Office**

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

## 6. **Vacancies**

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- a. A vacancy on the Committee will be determined to exist under the following conditions:
  - i. Absence from three (3) consecutive meetings without proper notification
  - ii. Recall or removal in accordance with the Model City's Community Advisory Committee Citizen Participation Guidelines
  - iii. Upon resignation
- b. If a vacancy occurs with the Model City Community Advisory Committee, the replacement will be filled based on the nature of their selection to the Committee.

## **7. DUTIES AND RESPONSIBILITIES OF STAFF**

- a. HCD staff will provide notices of all Advisory Committee meetings and meeting agendas to each Committee member in writing at least five (5) business days in advance of the meeting. Public Notices of all meetings will be advertised of the County's County.
- b. The Secretary of each Advisory Committee will be responsible for ensuring that minutes of all Committee meetings are prepared and that all official request/actions/motions taken by the Community Advisory Committee are included. Meeting minutes shall be submitted to HCD within four (4) days of the meeting being concluded. Meeting minutes will be forwarded to all members prior to the next scheduled meeting and available for public inspection upon request.
- c. At least once a year, a training session for Model City Community Advisory Committee members will be held by Miami-Dade County. The areas of training will include: Policies and Guidelines, Community Advocacy, and Project Planning and Evaluating.

## **8. DUTIES, RIGHTS AND RESPONSIBILITIES OF MEMBERSHIP**

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

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- i. **QUORUM ADVISORY COMMITTEE(S):** The Quorum requirement is fifty percent (50%) plus one of the current members.
- ii. **PARTICIPATION:** Participation at Community Advisory Committee meetings, excluding voting, will be open to all interested persons. Voting, however, will be restricted to the members of the Advisory Committee. Each Committee member will have one vote. Voting by proxy or absentee ballot will not be permitted. Provided a quorum is present, a simple majority of those voting will be sufficient to take action on those issues that are in support of the missions of HCD.
- iii. **OBJECTIVES OF THE ADVISORY COMMITTEE:** It will be the responsibility of the Advisory Committee to initiate and to assume a leadership role in the Target Area to address the following objectives:
  - a) Support the missions of the HCD
  - b) Conduct Target Area meetings
  - c) Involve all persons who have an interest in the Target Area
  - d) Make people aware of Target Area conditions and encourage the improvement of those conditions
  - e) Identify problems and issues in the Target Area
  - f) Identify alternative projects
  - g) Facilitate two-way communication with government representatives and Target Area residents
  - h) Recommend priorities within the purview of the Department
  - i) Provide an opportunity for discussion of Target Area problems and related issues
  - j) Review the progress of Target Area activities

## 9. **DISCLOSURE**

- a. All Advisory Committee members are required to disclose any affiliation they have with any agency that may have business before the Advisory Committee. Upon election, at the first meeting, each member shall disclose, for the record, these affiliations. In the event, the member becomes affiliated with an agency during his/her tenure, after the first meeting, this must be disclosed at the next scheduled meeting.

**10. ORDER OF BUSINESS**

- a. The order of business for Committee meetings may constitute the following:
  - i. Acceptance of Agenda
  - ii. Minutes of Preceding Meeting
  - iii. Reports of Officers
  - iv. Reports of Subcommittees
  - v. Reports of Staff
  - vi. Unfinished Business
  - vii. New Business
  - viii. Announcements
  - ix. Adjournment

**11. SPECIAL MEETINGS**

- a. Special meetings may be held under the following conditions:
  - i. When requested at a regular meeting by a majority vote of the members present.
  - ii. When requested in writing by one-third of the members of the Committee.
  - iii. When called by Miami-Dade County staff.

**12. DUTIES OF THE ADVISORY COMMITTEE**

- a. In pursuit of the objectives indicated above, the Advisory Committee will:
  - i. Convene to establish the regular meeting time and schedule of the Advisory Committee that will allow for maximum citizen participation.
  - ii. Hold all meetings in a facility, which is accessible and amenable to community residents.
  - iii. Assist in providing sufficient notice of meetings to community residents.

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- iv. Establish subcommittees consisting of members and non-members as necessary and appropriate.
- v. Review and take official action on sub-committee reports.
- vi. Make every effort to address and resolve Target Area concerns within the Target Area prior to being referred to the departmental level. Only matters approved by the majority vote of the members present can be referred to any other level.
- vii. Provide an opportunity for residents to identify needs or problems in their community as they relate to Departments missions.
- viii. Encourage residents to propose viable solutions to identified needs and problems in their community as they relate to Departments missions.
- ix. Elicit the recommendation and set program or neighborhood priorities from the Target Area residents.
- x. Review progress of activities within the Target Area.
- xi. Enhance community input in planning, Section 3 Programs, and compliance activities and increase community participation in economic development activities geared toward Section 3 residents and businesses.

### **13. RESTRICTIONS ON ADVISORY COMMITTEE MEMBERS**

- a. No Advisory Committee member shall have the authority to change actions as voted upon by the Advisory Committee as a whole; all recommendations submitted will reflect the vote of the majority. No Advisory Committee member may represent themselves as a spokesperson for the Miami-Dade County on ideas, issues or proposals, unless it has been pre-approved and authorized by the County.
- b. Nor may any Advisory Committee member appear before official public bodies, as a representative of the Advisory Committee (i.e. County

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Commission, City Commission, School Board, etc.) unless authorization to represent the Advisory Committee has been voted upon by a majority of the Community Advisory Committee.

- c. Any willful violation of the provisions of this section by a member of the Advisory Committee will be grounds for recall.

#### **14. CONFLICT OF INTEREST**

- a. Any member who holds a board position or is employed by any agency receiving funds from HCD shall be able to retain or run for a position on a Community Advisory Committee as long as the following conditions are adhered to:
  - i. A member must recuse him/herself and physically leave the room while any discussion arises that involves funding decisions related to that agency or any discussion about that agency in general.
  - ii. The records of the meeting must reflect the above-required actions of the member.
- b. An Advisory Committee member whose immediate family (defined as a spouse, parent and/or children of the person involved) receives a financial benefit or serves as a Board member of an organization that may benefit as a result of action before that Advisory Committee will make known that interest and must refrain from voting and follow the process for recusing him/herself from the meeting.
- c. The Advisory Committee Chairperson, shall inform HCD, should any committee member be found to have violated the conflict of interest policy. In the event the Chairperson is the member who has violated the policy, the next highest-ranking Committee member shall inform the Department. The Department and the Advisory Committee Chairperson will act in concert regarding the removal of the member found to have violated the conflict of interest policy.