

RESOLUTION NO. 2020-043

RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF HIALEAH, FLORIDA, AUTHORIZING THE MAYOR AND THE CITY CLERK, AS ATTESTING WITNESS, ON BEHALF OF THE CITY TO EXECUTE A SUB-RECIPIENT GRANT AGREEMENT BETWEEN CITRUS HEALTH NETWORK, INC. AND THE CITY OF HIALEAH, FLORIDA, IN SUBSTANTIAL CONFORMITY WITH THE AGREEMENT ATTACHED HERETO AND MADE A PART HEREOF AS EXHIBIT "1", TO PROVIDE HOMELESS ASSISTANCE ACTIVITIES UNDER THE CITY'S ESTABLISHED EMERGENCY SOLUTIONS STRATEGIES INCLUDING WITHOUT LIMITATION, HOMELESSNESS PREVENTION, RAPID RE-HOUSING, EMERGENCY SHELTER, AND OUTREACH, IN THE TOTAL AMOUNT OF \$212,664.00, FOR A TERM COMMENCING ON JANUARY 1, 2020 THROUGH SEPTEMBER 30, 2020; FURTHER AUTHORIZING THE MAYOR OR HIS DESIGNEE ON BEHALF OF THE CITY TO EXECUTE ALL OTHER NECESSARY DOCUMENTS IN FURTHERANCE THEREOF; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Hialeah is constantly searching for available resources to support Hialeah residents in need of homeless prevention, rapid re-housing, emergency shelter, or other related forms of assistance; and

WHEREAS, the Mayor and City Council approved Resolution 2019-096 on August 13, 2019, approving the Action Plan for Fiscal Year 2019-2020, which includes the utilization of Emergency Solutions Grant (ESG) funds in the amount of \$212,664.00 to fund homeless assistance-related services; and

WHEREAS, pursuant to City of Hialeah Code Section 2-818, if advantageous to the City, the City may utilize bids that have been awarded or under contract by other governmental agencies, in which case competitive bidding will not be required;

WHEREAS, Miami-Dade County, through a competitive Request for Applications (RFA) process, awarded Emergency Solutions Grant (ESG) funds to Citrus Health Network, Inc. for eligible homeless assistance services, and the Miami-Dade County Board of Commissioners approved County Resolution R-841-19 on July 23, 2019, approving the County's Action Plan for Fiscal Year 2019-2020 and Funding Recommendations, which include the recommendation to award the ESG funds to Citrus Health Network, Inc.; and

WHEREAS, Citrus Health Network, Inc. is the lead agency in the Housing Assistance Network of Dade (HAND) Program, a multi-agency partnership with Miami-Dade County and local municipalities making an effort to prevent homelessness by providing temporary rental assistance for eligible low-income individuals and families who are currently homeless or are at risk of becoming homeless; and

WHEREAS, Citrus Health Network has been an annual sub-recipient of ESG funding from the City of Hialeah for over 10 years, with their headquarters located in Hialeah, readily available to and serving Hialeah residents in need each year in accordance with federal

regulations applicable to the ESG program; and

WHEREAS, the City desires to utilize the Miami Dade County's contract with Citrus Health Network, Inc., which was competitively procured through a process substantially similar as that set forth in Chapter 2, Article IV., entitled "Purchasing and Competitive Bidding" of the City of Hialeah Code of Ordinances, and it is advantageous and beneficial to the City of Hialeah and its residents;

WHEREAS, Citrus Health Network, Inc. has agreed to provide the City with services, pursuant to the terms and conditions set forth in the Agreement attached hereto and incorporated herein in substantial form as Exhibit "1"; and

WHEREAS, the City of Hialeah finds it is in the best interest of the health, safety, and welfare of the community to enter into the sub-recipient grant agreement to benefit local individuals and families who are currently homeless or are at risk of becoming homeless.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF HIALEAH, FLORIDA, THAT:

Section 1: The foregoing facts and recitations contained in the preamble to this resolution are hereby incorporated and adopted by reference as if fully set forth herein.

Section 2: The City of Hialeah, Florida authorizes the Mayor and the City Clerk, as attesting witness, on behalf of the City, to execute a Sub-Recipient Grant Agreement between Citrus Health Network, Inc. and the City of Hialeah, Florida, in substantial conformity with the Agreement attached hereto and made a part hereof as Exhibit "1", to provide homeless assistance activities under the City's established emergency solutions strategies including without limitation, homelessness prevention, rapid re-housing, emergency shelter, and outreach, in the total amount of \$212,664.00, for a term commencing on January 1, 2020 through September 30, 2020, further authorizing the Mayor or his designee on behalf of the City to execute all other necessary documents in furtherance thereof. All action taken to date by officers of the City in furtherance of this Agreement is hereby approved, confirmed and ratified.

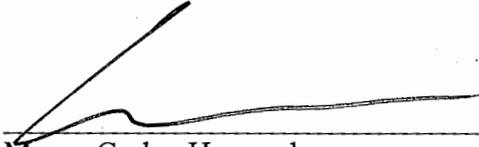
Section 3: This resolution shall become effective when approved by majority vote of the City Council and signed by the Mayor or at the next regularly scheduled City Council meeting, if the Mayor's signature is withheld or if the City Council overrides the Mayor's veto.

PASSED AND ADOPTED this 10 day of March, 2020.

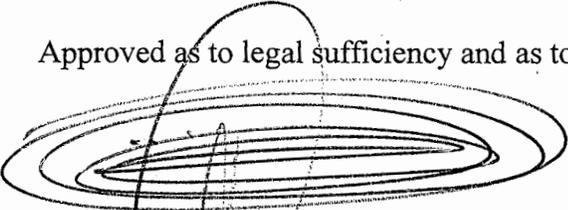

Paul B. Hernandez
Council President

Attest: Approved on this 10 day of March, 2020.


Marbelys Fatjo, City Clerk


Mayor Carlos Hernandez

Approved as to legal sufficiency and as to form: Resolution was adopted by a 7-0 vote with Councilmembers, Cuenca, Fuente, De La Rosa, Garcia-Roves, Hernandez, Perez, Tundidor and Zogby voting "Yes".


Lorena Bravo, City Attorney

**AGREEMENT BETWEEN THE CITY OF HIALEAH
AND CITRUS HEALTH NETWORK, INC.**

THIS AGREEMENT, entered into this ___ day of **March, 2020**, by and between the **CITY OF HIALEAH**, a Florida municipal corporation, having its principal office at **501 Palm Avenue, Hialeah, Florida**, hereinafter referred to as the "City," and **CITRUS HEALTH NETWORK, INC.**, a not-for-profit Florida corporation with offices located at **4175 West 20th Avenue, Hialeah, Florida, 33012**, hereinafter referred to as the "Subrecipient."

**FUNDING SOURCE: EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM
AMOUNT: \$ 212,664.00**

WHEREAS, the City of Hialeah by and through its Grants and Human Services Department has entered into an Agreement with the Department of Housing and Urban Development (HUD) for the purpose of implementing a Homelessness Prevention Program with federal assistance under Subtitle B of the Title IV of the McKinney – Vento Homeless Assistance Act, 42 USC 11371 et seq.; and

WHEREAS, the Subrecipient represents that it is willing, able, and competent to perform the services required to operate the program, as described in the Scope of Services; and

WHEREAS, the Subrecipient certifies that it possesses the legal authority to enter into this Agreement by way of a resolution, motion, or similar action that has been duly adopted or passed as an official act of the board of directors of the Subrecipient, authorizing the execution of the Agreement, including all understandings and assurances contained herein, and authorizing the person identified as the official representative of the Subrecipient to act in connection with this Agreement and to provide such additional information as may be required; and

WHEREAS, the City desires to engage the Subrecipient to render certain services in connection therewith.

NOW, THEREFORE, in consideration of the above, the parties hereto agree as follows:

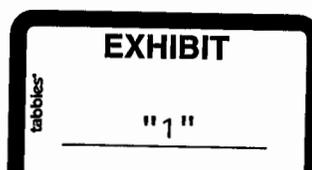
**ARTICLE I
SCOPE OF SERVICES**

The Subrecipient hereby agrees to provide a program as described in the Scope of Services and Budget attached hereto and made a part hereof by reference thereto as Attachment I.

**ARTICLE II
CONDITION OF SERVICES**

The Subrecipient agrees to the following:

- A. The Subrecipient shall carry out this program with federal assistance under Subtitle B of the Title IV of the McKinney – Vento Homeless Assistance Act, 42 USC 11371 et seq., and regulations promulgated thereunder and codified at 24 CFR 91 that pertain to this grant, and at 24 CFR Part 576 and any amendments thereto.



- B. The Subrecipient shall document its performance by maintaining records and files, which provide the following information.
1. Client profiles identifying household income, head of household, ethnicity, race and gender; and
 2. An outreach plan which insures equitable participation by all eligible Hialeah residents.
- C. The Subrecipient shall maintain a citizen participation mechanism, which will include, but not be limited to the following:
1. A recordkeeping system identifying (name, telephone number and nature) citizen complaints and inquiries.
 2. Logging of citizen comments or complaints when received
 3. Copies of comments and/or complaints received in writing
 4. Responses to complaints and/or resolutions
- D. The Subrecipient shall abide by the Federal requirements of 24 CFR 570.600-612, Subpart K, Other Program Requirements, OMB Circulars A-87, and 24 CFR Part 84, Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally-Recognized Indian Tribal Governments, as applicable.
- E. The Subrecipient agrees that to the greatest extent feasible opportunities for training and employment be given to low and moderate-income persons residing in the City of Hialeah, particularly minority group members.

ARTICLE III **TERM OF AGREEMENT**

This Agreement shall be deemed effective upon approval and release of funds by the United States Department of Housing and Urban Development and upon execution of this Agreement by both parties, whichever is later. The term of this Agreement shall cover the period of **January 1, 2020** through **September 30, 2020**.

ARTICLE IV **TERMINATION**

The Subrecipient may terminate this Agreement without cause, by written notice to the City of such intent to be terminated at least ninety (90) days prior to the effective date of such termination. The City retains the right to terminate this Agreement without cause, at any time prior to the completion of the services required without penalty to the City. In that event, notice of termination of this Agreement shall be in writing to the Subrecipient who shall be paid for those services performed prior to the date of its receipt of notice of termination. In no case, however, will the City pay the Subrecipient an amount in excess of the total sum provided by this Agreement.

It is hereby understood by and between the City and the Subrecipient that any payment made in accordance with this section to the Subrecipient shall be made only if the Subrecipient is not in default under the terms of this Agreement. If the Subrecipient is in default, then the City shall in no way be obligated and shall not pay the Subrecipient any sum whatsoever. If the Subrecipient defaults on any existing or future agreement with the City for any other federal, state, or local grant during the Agreement Period, the Subrecipient shall be considered

in default of this Agreement, and the City reserves the right to suspend payment or terminate this Agreement.

The City may suspend or terminate payment of this project, in whole or in part, for cause. Cause shall include the following:

- A. Failure to comply and/or perform in accordance with this Agreement;
- B. Submission to the City of reports which are incorrect or incomplete in any material respect;
- C. If for any reason the implementation of this Agreement is rendered impossible or unfeasible;
- D. Filing of a voluntary petition in bankruptcy or reorganization, or making any assignment for the benefit of creditors, or seeking any similar relief under any present or future statute, law or regulation relating to relief of debtors;
- E. Adjudicated bankrupt or have any involuntary petition in bankruptcy filed against it; and

The City shall notify the Subrecipient, in writing, when payments are being withheld for cause. Such notification shall specify a reasonable date for compliance, which shall be no less than thirty (30) days from the notification date, and specify the corrective action to be taken by the Subrecipient.

It is further understood that if regulatory constraints are placed on the funds by the Department of Housing and Urban Development which impede the progress or advancement of the project, or if the funds are curtailed, this Agreement will terminate upon such notification as set forth herein.

The City shall notify the Subrecipient in writing when cause is found for termination of the Agreement. Upon termination of the Agreement, the Subrecipient and the City shall meet to determine if any amounts are to be repaid to the City or if additional amounts are due to the Subrecipient. In the event of such determination, the City may pursue all legal or equitable remedies to enforce its rights arising out of or in connection with the Agreement.

ARTICLE V **MODIFICATIONS**

Any alterations, variations, modifications, or waiver of this Agreement shall only be valid when they have been provided in writing and duly signed by both parties. Any changes which do not substantially change the scope of the project and/or the project implementation schedule or increase the total amount payable under this Agreement shall be valid only when provided in writing and signed by the City and the Subrecipient

ARTICLE VI **METHOD OF PAYMENT**

Upon execution of this Agreement, the City shall make payments to the Subrecipient based on reimbursement for services already performed or costs incurred according to the cost estimation schedule in Attachment II. The Subrecipient shall furnish accurate and complete documentation of actual expenditures to the City prior to reimbursement. The request for reimbursement shall also include documentation of the expenditure by the Subrecipient of matching funds at least equal to the ESG funds being requested.

In order to receive reimbursement for costs of salaries, the HUD-mandated timesheet attached to this Agreement as Attachment III must be completed and provided to the City to furnish sufficient documentation of the daily hours worked and to be reimbursed for with ESG funds. This portion of the reimbursement will not be processed unless this timesheet is submitted as documentation to the Department of Grants and Human Services for review, approval, and processing. Salary reimbursements shall only be approved for documented hours worked toward eligible ESG activities.

The Subrecipient shall request the monthly request for reimbursement of eligible costs in accordance with a monthly expenditure benchmark/goal of **\$23,629.33** (\$212,664.00/9 months). In the event that the Agency fails to meet the benchmark goal more than three (3) times per quarter during the Term of Agreement, the City may rescind the remainder of the award.

ARTICLE VII

CONFLICT OF INTEREST

The conflict of interest provisions of this section apply to any person who is an employee, agent, consultant, officer/elected official, or appointed official of the Subrecipient or any designated public agencies.

Subrecipient covenants that none of the above-described people, if they exercise or have exercised any functions or responsibilities under this Grant or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, subcontract, or benefit from an ESG-assisted activity or have a financial interest in any contract, subcontract, or agreement with respect to an ESG-assisted activity or the proceeds of an ESG-assisted activity either for themselves or those with whom they have family or business ties during their tenure or for one year thereafter.

Any such interest on the part of the Subrecipient or its employees shall be disclosed in writing to the City immediately upon discovery. The Subrecipient agrees to abide and be governed by the conflict of interest requirements by the United States Department of Housing and Urban Development, the State, the County, and the City, which is incorporated herein. The Subrecipient is aware of the conflict of interest laws of the City, particularly Hialeah Code Chapter 26, Article I and II, and Miami-Dade County, Florida, particularly, Miami-Dade County §2-11.1 et seq., the State of Florida, Chapter 112, Part III, Florida Statutes, 24 CFR Part §576.404 and 24 CFR §92.356, United States Department of Housing and Urban Development, and agrees that it shall fully comply with such provisions. Attached hereto and made a part hereof as Attachment IV is a copy of the aforesaid laws.

Subrecipient covenants that no person who presently exercises any functions or responsibilities on behalf of the City in connection with this Agreement have any personal financial interests, direct or indirect, with the Subrecipient. Subrecipient further covenants that, in the performance of this Agreement, no person having such conflicting interest shall be employed by the Subrecipient.

Subrecipient warrants that it has not employed or retained any person employed by City to solicit or secure this Agreement and that it has not paid, offered to pay, nor agreed to pay any person employed by the City any fee, commission, percentage, brokerage fee, or gift of any kind contingent upon or resulting from the award of this Agreement.

ARTICLE VIII
INDEMNIFICATION

A. Tort Liability. Subrecipient agrees to indemnify, defend, save, and hold the City, its employees, directors, officers, agents, independent contractors (other than the Subrecipient), successors and assigns (the "Released Parties") harmless against any and all liabilities, losses, costs, and expenses (including, without limitation, any and all attorney's fees, court costs and expenses through trial and/or administrative hearing and on appeal) arising from or in any way resulting from any negligent acts or omissions of Subrecipient, or any of Subrecipient's agents, invitees, licensees, representatives, successors, or assigns, except where the liability loss, cost, or expense is as a result of the negligent conduct of any of the Released Parties.

In regard to any and all claims, demands, suits, actions, proceedings, judgments, losses, damages, injuries, penalties, costs, expenses (including attorney's fees), and liabilities which arise from the joint or concurrent negligence of the City and the Subrecipient, each party shall assume responsibility in proportion to the degree of its respective fault. Nothing in this paragraph shall be interpreted as a waiver of sovereign immunity greater than provided by Florida Statute 768.28, as amended, from time to time, by the City.

B. Contract Liability. Subrecipient agrees to indemnify, defend, save, and hold the Released Parties harmless against any and all liabilities, losses, costs or expenses (including, without limitation, any and all attorney's fees, court costs and expenses through trial and/or administrative hearing and on appeal) arising from or in connection with this the performance or non-performance of, default or breach of this Agreement by any of the Released Parties.

ARTICLE IX
QUARTERLY REPORTS

- A. The quarterly reports are due to be received by the City Department of Grants and Human Services no later than **seven (7) calendar days after each quarter has ended**. Quarterly reports include, but are not limited to, the following information:
1. Client profile form
 2. Narrative report form, as applicable; and
 3. Special reports which are required, as necessary.

Whenever reports, forms, or other data are required of the Subrecipient herein, fifteen (15) calendar days' prior notice in writing of such shall be provided whenever possible. The reporting periods for the quarterly reports are as follows:

- I. January - March
- III. April - June
- IV. July - September

Timeline for end of each quarter and due dates for each corresponding report will be as follows for the present program year: **ESG – FY 2020:**

Due Date	ESG TIMELINE FOR PY 2020
March 31st, 2020	End of 1st Quarter
April 7th, 2020	1st Quarterly Performance Report due
June 30th, 2020	End of 2nd Quarter
July 7th, 2020	2nd Quarterly Performance Report due
September 30th, 2020	End of Final Quarter
October 7th, 2020	Final Performance Report due Financial Closeout due

- B. Final evaluation and the reports for the final month of the Agreement shall contain a final evaluation that includes the cumulative totals, statistical findings (e.g. money spent to render actual services to each client), and the effectiveness of the program. The final evaluation report is due seven (7) calendar days after expiration to the Agreement. These reports/evaluations must be received on or before the respective due dates.
- C. Other reporting requirements may be required by the City in the event of program changes and/or legislative amendments. The Subrecipient shall be informed, in writing, if any changes become necessary.

ARTICLE X
AUDIT AND INSPECTIONS

At any time during normal business hours, and as often as the City Administration and/or the Comptroller of the United States may deem necessary, there shall be made available to the City Administration and/or representatives of the Comptroller to audit, examine, and make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by this Agreement. The Subrecipient shall allow access to all financial records during normal business hours to authorized Federal, State, or City representatives and agrees to provide such assistance as may be necessary to facilitate financial audit by any of these representatives when deemed necessary to insure compliance with applicable accounting and financial standards.

It is further understood that all records and supporting documents pertaining to this Agreement shall be kept for a minimum period of four (4) years from the date of expiration of this Agreement. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the four-year period, the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the four-year period, whichever is later. During the course of an audit, if the City determines that any payments made to the Subrecipient do not constitute an allowable expenditure, then the City will have the right to deduct or reduce those amounts from the related invoices. The Subrecipient must maintain records necessary to document compliance with the provisions of the Agreement.

In addition, the Subrecipient agrees to submit an independent audit report in accordance with OMB Circular A-133 Audit of Institutions of Higher Learning and Other Non-profit Institutions, as revised and/or supplemented, no later than 90 days, at the end of the Subrecipient fiscal year. In addition, the Subrecipient must submit copies of letters of non-compliance issued by the auditors as they pertain to the Grant.

ARTICLE XI
COMPLIANCE WITH LOCAL STATE AND FEDERAL REGULATIONS

The Subrecipient also agrees to comply with all other applicable Federal, State, and Local laws, regulations, and policies governing the funds provided under this Agreement. The Subrecipient further agrees to utilize funds available under this Agreement to supplement, rather than supplant, funds otherwise available.

ARTICLE XII
ADDITIONAL CONDITIONS AND COMPENSATION

It is expressly understood and agreed by the parties hereto that monies contemplated by this Agreement are provided through grants of Federal ESG funds and are contingent upon approval of activities by HUD. To the extent that the Subrecipient suffers loss or incurs any cost or expense as a result of HUD delay in approval, failure to approve, or disapproval of any activity contemplated to be funded through the grant as provided in this Agreement, Subrecipient shall bear all risk of loss, cost, or expense and indemnify and hold the City harmless pursuant to Article VIII.

ARTICLE XIII
REVERSION OF ASSETS

Upon termination of this Agreement, the remainder of unused or unencumbered funds received under this Agreement as well as capital assets acquired under this Agreement shall be returned to the City.

ARTICLE XIV
PROGRAM INCOME

Any program income received shall be prorated to the percentage of the City's participation and shall be used for eligible activities under the program. For those activities undertaken with program income, all of the provisions of this Agreement shall apply. It is further understood that upon expiration or termination of this Agreement, the Subrecipient shall transfer to the City any and all funds on hand under the program and any and all accounts receivable attributable to the use of these funds.

The Subrecipient shall submit quarterly reports on the program income received and provide proper documentation of the disbursement of these funds.

ARTICLE XV
LEAD-BASED PAINT DISCLOSURE

The Subrecipient agrees to provide lead-based paint disclosure pamphlets to all program participants residing in housing built before 1978 as prescribed by the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. §4851-4856), and the lead-based paint remediation and disclosure regulations codified 24 CFR §576.403.

ARTICLE XVI
CIVIL RIGHTS

The Subrecipient agrees to abide and be governed by Title VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §2000 D & E) and Title VIII of the Civil Rights Act of 1968, as amended, which provide in part that there will not be discrimination of race, color, sex, religion, or national origin in performance of this Agreement, in regard to persons served, or in regard to employees or applicants for employment.

The Subrecipient also agrees to abide and be governed by the Age Discrimination Act of 1975, as amended, 42 U.S.C. §§ 6101 et seq. which provides, in pertinent part, that there shall be no discrimination against persons in any area of employment because of age.

The Subrecipient agrees to abide and be governed by Section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C § 794 and Title III of the American with Disabilities Act, Public Law 101-336, which prohibits discrimination on the basis of disability.

It is expressly understood that upon receipt of evidence of such discrimination, the City shall have the right to terminate the Agreement.

ARTICLE XVII
NOTICES

It is understood and agreed between the parties hereto that all notices which may arise in connection with this Agreement shall be considered sufficient when made in writing and mailed or delivered to Party at the appropriate address appearing on Page 1 of this Agreement or such other address as may be designated in writing upon the relocation of the Subrecipient or change in principal place of business.

ARTICLE XVIII
SUBCONTRACTS

The Subrecipient agrees that no assignment or subcontract will be made or let in connection with this Agreement without the prior written approval of the City and that all such subcontractors or assignees shall be governed by the terms and intent of this Agreement.

ARTICLE XIX
PERFORMANCE REVIEW

The City may conduct a formal quarterly review of the Subrecipient's compliance with the terms of this Agreement. A report of their findings will be made available to the Subrecipient within thirty (30) calendar days of the completion of such review.

ARTICLE XX
PATENT AND COPYRIGHTS

The Subrecipient agrees that the United States Department of Housing and Urban Development and the City retain patent rights and copyrights on any project which involves research, developmental, experimental, or demonstrative work.

ARTICLE XXI
PROJECT PUBLICITY

The Subrecipient agrees that any news release or other type of publicity pertaining to the project as stated herein must recognize the City as the recipient funded by the United States Department of Housing and Urban Development and the entity which provided funds for the project.

ARTICLE XXII
CONDITIONS FOR FAITH BASED ORGANIZATIONS

The Subrecipient agrees that ESG funds may be used by religious or faith-based organizations. 24 CFR § 576.406 specifies the limitations on ESG funds and is incorporated by reference herein.

ARTICLE XXIII
DRUG/ALCOHOL

The Subrecipient agrees to administer in good faith a policy to ensure that its employees and the assisted program is free from illegal use, possession, or distribution of drugs or alcohol by its beneficiaries in accordance with the Drug-Free Work Place of 1988 (421 U.S.C. § 701) and 24 CFR Part 24 Subpart F, of HUD.

ARTICLE XXIV
DEBARMENT/SUSPENSION

The Subrecipient agrees to abide by and comply with the requirements of 24 CFR Part 24, regarding debarment and suspension, which provides that neither the Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from participation in this covered transaction or in any proposal submitted in connection with the lower tier transactions.

The Subrecipient agrees to maintain an active entity registration through the United States System for Award Management (SAM) in order to remain eligible to receive ESG funds throughout the term of this Agreement.

ARTICLE XXV
MISCELLANEOUS PROVISIONS

A. No Waiver. The failure of the City to insist on the performance or observance by Subrecipient of any one or more conditions or covenants of this Agreement shall not be construed as a waiver or relinquishment of the future performance of any such covenants or conditions, and Subrecipient's obligation with respect to such future performance shall continue in full force and effect.

B. Gender. The terms City and Subrecipient, as herein contained, shall include the singular and/or the plural, the masculine, the feminine, and/or the neuter, the heirs, successors, executors, administrators, personal representatives and/or assigns, wherever and whenever the context so requires or admits.

Attachment I

Citrus Health Network
SCOPE OF SERVICES
FY 2018-2019

Housing Assistance Network of Dade (“HAND”)

ESG funds will be utilized for the following activities: Rapid Re-Housing, Homelessness Prevention, HMIS Data Entry, and Emergency Shelter. Citrus Health Network will serve a projected 60 households (170 persons) with prevention and rapid re-housing tenant-based rent assistance and other financial assistance and support services, utilizing ESG and Homeless Trust matching funds. The program is designed to prevent homelessness and to decrease any length of stay in homeless shelters. There is a centralized intake site, in the form of a hotline that screens callers and links them to the appropriate provider in the community. At the same time, in keeping with the “no wrong door” approach, the program is also designed to be readily accessible through known service providers in the community that are conveniently located and have other supplemental services available. Therefore the application can be completed at various sites around the County.

With the funds obtained from the United States Department of Housing and Urban Development (HUD), the ESG program and its four aforementioned components apply varying forms of assistance to eligible households. Specific allowable uses of ESG funds include assistance with rent and utility payments, rent and utility arrears, security deposits, utility deposits, housing relocation, housing stabilization, and budgetary guidance.

This program is based on the data and philosophy that most homelessness is caused by poverty and lack of affordable housing. Therefore, more emphasis is placed on providing housing assistance than on any other service. It is considered a “Service-Enriched Housing Model” using the “Housing First” approach, with the goal of helping the participant(s) stabilize their housing first and then addressing their secondary needs once they are housed. It is also based on the premise that a program needs to address the unique needs of individual clients. Housing is provided with coordinated access to optional services in the community. Organizations that specialize in meeting the needs of special populations are integrated into the system to ensure that supportive services are available through those other community resources.

Households can seek help more than once as long as they have not exceeded the HUD maximum assistance levels. Rent assistance is limited to Fair Market Rent. The program does not require that a tenant have an income in order to qualify, but they are required to work with their case manager in developing a plan for self-sufficiency. The tenant is incentivized to increase their income because rental assistance automatically decreases each month.

Persons must meet the minimum eligibility criteria of the HUD Emergency Solutions Grant Program as described in the program regulations set forth in 24 CFR 576. The program has very broad eligibility criteria, which is designed to meet the housing needs of various high-risk groups rather than screening them out. The rental assistance levels are adjusted depending on the needs of the household. Certain groups are considered as being at higher risk of homelessness and, therefore, may be provided additional levels of assistance. These groups include: persons with disabilities and persons who are unemployed or recently homeless as defined by 24 CFR 576.2.

Attachment II

Citrus Health Network Inc.		Hialeah		MDC H. Trust
ESG Hialeah FY 2019		Annual	ESG	Match
Time and Effort	Annual	ESG	ESG	Local Funding

Housing Stabilization: Rapid Re-housing

Services Coordinator 0.5 FTE	70%	\$ 50,416.67	\$ 17,645.83	\$ 17,645.83
Accounting Clerk (0.5 FTE)	70%	\$ 41,250.00		\$ 14,437.50
Service Eligibility Clerk	100%	\$ 32,000.00		\$ 32,000.00
Fringe Benefits @ 21%	21%		\$ 3,705.63	\$ 13,457.50
Housing Stabilization Total			\$ 21,351.46	\$ 77,540.83

Tenant-Based Rental Assistance: Rent, utilities, deposits, inspections, rent surveys

\$ 61,553.86 \$ 61,553.86

Indirect Cost Federally Approved Rate

22.72% \$ 18,836.09 \$ -
Total Rapid Re-housing \$ 101,741.41 \$ 139,094.69

Housing Stabilization: Homeless Prevention

Services Coordinator 0.5 FTE	30%	\$ 50,416.67	\$ 7,562.50	\$ 7,562.50
Accounting Clerk (0.5 FTE)	30%	\$ 41,250.00		\$ 6,187.50
Fringe Benefits @ 21%			\$ 1,588.13	\$ 2,887.50
Housing Stabilization Total			\$ 9,150.63	\$ 16,637.50

Tenant-Based Rental Assistance: Rent, utilities, deposits, inspections, rent surveys

\$ 50,084.57 \$ 45,084.57

Indirect Cost Federally Approved Rate

22.72% \$ 13,458.24 \$ -
Total Homeless Prevention \$ 72,693.43 \$ 61,722.07

Partners Case Manager (Rapid Re-housing/Prevention) \$ 1,000.00 \$ -

Emergency Shelter (Hotel)			\$ 6,000.00	\$ -
Street Outreach	1.0 FTE	\$ 20,416.67	\$ 20,416.67	\$ -
Fringe Benefits at 21%			\$ 3,920.00	\$ -
Indirect Cost Federally Approved Rate				
22.72%			\$ 6,892.49	\$ -
Total:			\$ 37,229.16	\$ -

HMIS Clerk .25 FTE \$ 50,417 \$ 11,847.24

Total: \$ 212,664.00 \$ 212,664.00

Total Match \$ 212,664.00

Total Program : \$ 425,328.00

Attachment III



**Grants and Human Services
Subrecipient Hourly Time Log**

Program Name: City of Hialeah - Emergency Solutions Grant

Month: January

Year: 2020

Category	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
ESG-Hialeah	8.0																														
Overtime (x1.5)	6.0																														
Total ESG Hialeah	14.0																														
Other Grants																															

Notes:
*Ex: 9/1/18 - Employee worked 8 hours paid as straight time and 4 hours paid as OT (4*1.5=6). Total: 6+8=14 hours*

I agree under penalty of law that the information provided above is true and correct, and I understand that the funds being requested are federal funds and any improper use of these funds can result in criminal and/or civil penalties.

EMPLOYEE: _____
 SIGNATURE

 PRINT NAME DATE

SUPERVISOR: _____
 SIGNATURE

 PRINT NAME DATE

Attachment IV

Chapter 26 - CODE OF ETHICS¹¹

Footnotes:

-- (1) --

Charter reference— Code of ethics, § 7.02.

Cross reference— Administration, ch. 2; departments, offices and divisions, § 2-26 et seq.; boards, commissions and committees, § 2-581 et seq.; elected officials, ch. 30; personnel, ch. 66.

ARTICLE I. - IN GENERAL

Sec. 26-1. - Penalties for violation of chapter.

Any officer, official, candidate or employee who fails to comply with the requirements of this chapter shall be subject to admonishment or reprimand and a record of noncompliance shall be furnished to the city clerk for report to the city council. Violations of this chapter shall carry the penalties set forth in the Charter for violations of the general provisions of this Code. Before imposing a penalty arising out of alleged violations of the financial disclosure provisions, a person shall be given an opportunity to amend financial disclosure information to comply with this chapter. Notice of any discrepancy discovered in the finance disclosures provided and an opportunity to amend shall be given to the affected official, officer, candidate or employee by the city council. Both the original and amended disclosure forms will remain as a public record. For a serious, nontechnical and material violation or for repeated violations of this chapter, an officer, official, candidate or employee may be removed from office, position or ballot, but only after a decision of the city council, pursuant to advertised public hearing and procedural due process afforded quasi-judicial hearings, or by order of a court of competent jurisdiction.

(Ord. No. 99-27, § 1(4-11), 2-23-1999)

Sec. 26-2. - Disclosure requirements for contractors and other persons transacting business with city.

- (a) All contracts or business transactions or renewals with the city or any person or agency acting for the city in an amount in excess of \$100.00, including but not limited to contracts for public improvements, contracts for purchase of supplies, materials or services, leases, franchises, concessions or management agreements, shall require the person contracting or transacting business with the city to disclose under oath, prior to a bid being awarded to or a contract being executed with the person, such person's full legal name and business address. Such contract or transaction shall also require the disclosure under oath of the full legal name and business address of all individuals having any interest (legal, equitable, beneficial or otherwise) in the contract; provided, however, no disclosure shall be required of subcontractors, materialmen, suppliers, laborers or lenders. Post office box addresses shall not be accepted. If the contract or business transaction is with a corporation, the information shall be provided for each officer and director and each stockholder holding, directly or indirectly, five percent or more of the outstanding stock in such corporation. If the contract or business transaction is with a partnership, the information shall be provided for each general partner. If the contract or business transaction is with a trust, the information shall be provided for the trustee and each beneficiary of the trust. All assignments of any such contract or transaction, if otherwise authorized, shall comply with the required disclosures. Notwithstanding anything in this section to the contrary, the disclosure requirements of this subsection shall not apply to contracts with publicly traded corporations or to contracts with the United States or any department or agency thereof, the state or any political subdivision or agency thereof, other states or political subdivisions thereof, or any municipality of this or any other state. Any contract or transaction entered into in violation of this section shall be voidable.
- (b) Financial institutions with which the city and its retirement systems invest its money shall be exempt from the disclosure requirements of this section.

(Code 1960, § 2-152.1; Ord. No. 89-56, § 1, 5-9-1989; Ord. No. 89-80, § 1, 8-22-1989; Ord. No. 99-27, § 1(4-4), 2-23-1999)

Sec. 26-3. - Disclosure of parties in interest by persons making presentations or requests to city council or boards.

- (a) All parties making any presentation, formal request or petition to the city council or any city board, with respect to any real property, shall be required to make full disclosure, in writing, on a form supplied by the clerk of the city council or secretary to the board of all parties having a financial interest, either direct or indirect, in the subject matter of such presentation, formal request or petition. The required disclosure shall include but not be limited to disclosure of all natural persons having an ownership interest, direct or indirect, legal or equitable, in the subject real property, even if held in trust; those having any interest in a contract for sale of the property, including real estate brokers and salespersons; and any and all mortgagees of the property.
- (b) The disclosure required by subsection (a) of this section must be provided or updated within a reasonable time, as may be necessary, in order to ensure that the information disclosed is accurate at the time of filing and at all times thereafter, up to and including six months after final action is taken.
- (c) Where the disclosure required by subsection (a) of this section is not made and is subsequently discovered, the city council or board shall not consider the presentation, formal request or petition, unless good cause is shown why such disclosure was not made.
- (d) Upon a finding made by the city council that this section has been violated, the action taken with respect to the subject real property is voidable.

(Code 1960, § 2-157; Ord. No. 88-84, § 7, 8-9-1988; Ord. No. 99-27, § 1(4-8), 2-23-1999)

Secs. 26-4—26-30. - Reserved.

ARTICLE II. - CITY OFFICERS AND EMPLOYEES

Sec. 26-31. - Applicability.

Unless otherwise indicated, this article shall be applicable to and binding upon officers, officials, board members, committee members, commission members or members of agencies of the city identified as follows:

- (1) Mayor.
- (2) City council.
- (3) City attorney, assistant city attorneys and law department staff.
- (4) Director of the water and sewers department.
- (5) Director of the planning and development department.
- (6) Director of code compliance.
- (7) Licensing administrator.
- (8) City clerk.
- (9) Fire chief.
- (10) Police chief.
- (11) All department and division heads.
- (12) Building inspectors.
- (13) Code enforcement inspectors.
- (14) Fire inspectors.
- (15) License inspectors.
- (16) Solid waste inspectors.
- (17) Purchasing agent and staff of the purchasing division.
- (18) All other city employees having the authority to manage, monitor, review and/or award contracts, grants and/or purchase orders.
- (19) All city employees who review plans, applications, or provide assistance or advice to the public and professionals in connection with zoning and land use matters and occupational licensing.
- (20) Code enforcement board members.
- (21) Planning and zoning board members.
- (22) Housing authority members.
- (23) Retirement board members.
- (24) Personnel board members.

(Ord. No. 99-27, § 1(4-1), 2-23-1999)

Sec. 26-32. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Person includes all individuals referenced in section 26-31 and the following relatives of such person: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother or half sister and all other employees not referenced in section 26-31.

(Ord. No. 99-27, § 1(4-2), 2-23-1999)

Cross reference— Definitions generally, § 1-2.

Sec. 26-33. - Transacting business with or appearing before city council, agencies or boards.

- (a) No person named in section 26-32 shall enter into any contract or transact any business with the city, either directly or through any person or agency acting under contract to the city. No such person shall appear in representation of any third party before the city council or other city board, commission or agency except as provided in subsection (b) of this section. Any such contract, agreement or appearance that violates this section shall render the transaction or decision voidable, and if the agreement is declared void, the city shall require return of any sums paid by the city.
- (b) The prohibition upon any activity described in subsection (a) of this section shall remain in effect for a period of one year after the officer, official or employee has left city service or terminated city employment. However, no person shall appear in representation of any third party for compensation before the city council or other city board, commission or agency for a period of two years after the officer, official or employee has left city service or terminated city employment, unless employed by another governmental entity. This section does not prohibit an affected officer, official or employee from representing himself or from presenting personal opinions as a citizen or resident.

(Code 1960, § 2-152; Ord. No. 88-84, § 2, 8-9-1988; Ord. No. 91-43, § 2, 5-28-1991; Ord. No. 99-27, § 1(4-3), 2-23-1999)

Sec. 26-34. - Accepting gifts from persons doing business with city.

- (a) Definition. As used in this section, the term "gift" shall refer to the transfer of anything of economic value for any of the purposes stated in subsection (b) of this section, whether in the form of money, real or personal property, service, loan, travel, entertainment, hospitality, item or promise, or in any other form, without adequate and lawful consideration. The term "gift" shall not apply to the following:
 - (1) Political contributions specifically authorized by state law.
 - (2) Tickets to fundraising events or testimonials, meals or cocktail parties.
 - (3) Personal gifts from relatives or gifts from friends who have not transacted business with the city during the reporting year.
 - (4) Awards for professional or civic achievement.
 - (5) Informational material, reports, periodicals or advertisements.
- (b) Prohibitions. All persons described in section 26-31 and all other employees shall be expressly prohibited from accepting, directly or indirectly, from any person to whom any purchase order or contract has been, within the preceding six months, or might reasonably be expected within the next six months to be awarded, any rebate, gift, money or anything of value whatsoever, except where given for the use and benefit of the city. Any person described in section 26-31 and all other employees shall neither solicit, demand nor accept or agree to accept any gift to influence any official public action or decision or future action or decision or the possibility of an action or decision, to influence the performance or future performance or possibility of performance of a legal duty, or to influence the violation or future violation or the possibility of a violation of a legal duty. It shall be unlawful for any person to offer, give, or agree to give a gift to any person described in section 26-31 and all other employees to influence any official public action taken or legal duty performed or violated.
- (c) Disclosure. Any person included in section 26-31 and all other employees shall disclose, as provided in this article, any gift or series of gifts from any one person having a value in excess of \$75.00. This disclosure shall be made by filing a disclosure form with the clerk of the city council on July 1 of each year for the preceding calendar year ending December 31.

(Code 1960, § 2-153; Ord. No. 88-84, § 3, 8-9-1988; Ord. No. 99-27, § 1(4-5), 2-23-1999)

Sec. 26-35. - List of real estate owned by certain elective and appointive officers or employees.

- (a) All individuals identified in section 26-31 are subject to the requirements of this section.
- (b) Any individual identified in section 26-31 shall submit to the city clerk on July 1 and every July 1 thereafter a complete itemized list of all real property owned by the individual, whether the title be legal or equitable, whether owned in whole or in part, including the corporate real property in which the individual has an interest, unless such interest is merely by virtue of ownership of less than five percent of stock in a publicly listed and traded corporation, including the legal description or common address if less than two acres, the municipal or county zoning classification of the property and the manner in which the property is presently being utilized.
- (c) The itemized list shall be notarized.
- (d) All officers, officials, candidates for office or employees enumerated in subsection (a) of this section shall submit, within 30 days of their election, appointment, qualification to run for office or hiring, an itemized list, verified under oath, of all real estate holdings as provided in this section.

(Code 1960, § 2-154; Ord. No. 88-84, § 4, 8-9-1988; Ord. No. 99-27, § 1(4-6), 2-23-1999)

Sec. 26-36. - Financial disclosure.

- (a) In addition to the financial disclosure requirements of state law and the Miami-Dade County Code the mayor, councilmembers and all other persons listed in section 26-31 shall be required to provide the following information to the city clerk in writing, by July 1 of each year following each year in which they are in office or employed for any period between January 1 and December 31:
 - (1) A listing of all debt and amounts owed in excess of \$5,000.00, including disclosure with respect to the person to whom the debt is owed.
 - (2) A listing of all amounts and all sources of gross income to the individual in excess of \$5,000.00, excluding the salary paid by the city and interest or dividends earned on investments.

- (3) A description of all personal property assets having a value in excess of \$5,000.00, including but not limited to certificates of deposit, stocks, bonds, bank accounts, promissory notes, mortgages and motor vehicles. Household goods, such as jewelry, clothing, art, stamp and coin collections, are specifically exempted from this subsection.
- (4) All liabilities in excess of \$5,000.00, including the name and address of all such creditors, including but not limited to average credit card and retail installment account balances, taxes owed and indebtedness on a life insurance policy.
- (b) The person reporting shall execute an affidavit attesting to the accuracy of the disclosure to the best of the person's ability, at the time of the disclosure, based upon knowledge and belief of the person disclosing.
- (c) As an alternative to the requirements set forth in this section, a copy of the reporting person's filed federal income tax return, excluding schedules and supporting documentation, for the relevant year may be provided.
- (d) The city clerk shall maintain the records of all financial disclosures required in this section and will report to the city council no later than the second regularly scheduled meeting of the city council in August of each year. The city clerk shall request submittal of financial disclosure forms from department heads.

(Code 1960, § 2-158; Ord. No. 88-84, § 8, 8-9-1988; Ord. No. 99-27, § 1(4-7), 2-23-1999)

Sec. 26-37. - Relatives of elected city officials prohibited from serving or remaining in service on city boards, commissions or agencies.

- (a) As used in this section the term "relative," with respect to the elected official, means an individual who is related to the elected official as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother or half sister.
- (b) An elected official of the city may not appoint, promote, or advance or advocate for appointment, promotion or advancement to a position on any city board, commission or agency, including the board of trustees of the retirement system, any individual who is a relative of the elected official.
- (c) No relative of any elected official of the city shall serve or remain in service in a position on any city board, commission or agency, including the board of trustees of the retirement system, while the elected official is in office.

(Code 1960, § 2-159; Ord. No. 95-9, § 1, 2-14-1995; Ord. No. 99-27, § 1(4-9), 2-23-1999)

Sec. 26-38. - Holding other office.

No elected city official shall hold any appointive city office, board membership, or employment while in office, except as provided by state law. No former elected city official shall hold any compensated appointive city office or emolument until one year after the termination of the official's service.

(Code 1960, § 2-171; Ord. No. 99-27, § 1(4-10), 2-23-1999)

Secs. 26-39—26-65. - Reserved.

Sec. 2-11.1. - Conflict of Interest and Code of Ethics Ordinance.

- (a) *Designation.* This section shall be designated and known as the "Miami-Dade County Conflict of Interest and Code of Ethics Ordinance." This section shall be applicable to all County personnel as defined herein, and shall also constitute a minimum standard of ethical conduct and behavior for all municipal officials and officers, autonomous personnel, quasi-judicial personnel, advisory personnel, departmental personnel and employees of municipalities in the County insofar as their individual relationships with their own municipal governments are concerned. References in the section to County personnel shall therefore be applicable to municipal personnel who serve in comparable capacities to the County personnel referred to. (Ord. No. 72-82, § 1, 11-21-72; Ord. No. 73-27, § 1, 3-20-73)
- (b) *Definitions.* For the purposes of this section the following definitions shall be effective:
- (1) The term "Commissioners" shall refer to the Mayor and the members of the Board of County Commissioners as duly constituted from time to time.
 - (2) The term "autonomous personnel" shall refer to the members of semi-autonomous authorities, boards, and agencies as are entrusted with the day to day policy setting, operation and management of certain defined County functions or areas of responsibility, even though the ultimate responsibility for such functions or areas rests with the Board of County Commissioners.
 - (3) The term "quasi-judicial personnel" shall refer to the members of the Community Zoning Appeals Board and such other boards and agencies of the County as perform quasi-judicial functions.
 - (4) The term "advisory personnel" shall refer to the members of those County advisory boards and agencies whose sole or primary responsibility is to recommend legislation or give advice to the Board of County Commissioners.
 - (5) The term "departmental personnel" shall refer to the Manager, his or her department heads, the County Attorney and all Assistant County Attorneys.
 - (6) The term "employees" shall refer to all other personnel employed by the County.
 - (7) The term "compensation" shall refer to any money, gift, favor, thing or value or financial benefit conferred in return for services rendered or to be rendered.
 - (8) The term "controlling financial interest" shall refer to ownership, directly or indirectly, to ten (10) percent or more of the outstanding capital stock in any corporation or a direct or indirect interest of ten (10) percent or more in a firm, partnership, or other business entity.
 - (9) The term "immediate family" shall refer to the spouse, domestic partner, parents, stepparents, children and stepchildren of the person involved.
 - (10) The term "transact any business" shall refer to the purchase or sale by the County of specific goods or services for a consideration.
 - (11) The term "Ethics Commission" shall refer to the Miami-Dade County Commission on Ethics and Public Trust.
 - (12) The term "domestic partner" shall mean a person who is a party to a valid domestic partnership relationship as described in section 11A-72(b)(1),(2), (3), (4) and (6) of the Code.
 - (13) The term "contract staff" shall mean any employee and/or principal of an independent contractor, subcontractor (of any tier), consultant or sub-consultant (of any tier), designated in a contract with the County as a person who shall be required to comply with the provisions of Subsections 2-11.1(g), (h), (i), (l), (m), (n) and (o) of the Conflict of Interest and Code of Ethics Ordinance. Prior to determining whether to designate a person as contract staff in a RFP, RFQ, bid or contract, the Mayor or his or her designee shall seek a recommendation from the Executive Director of the Ethics Commission.

(Ord. No. 72-82, § 1, 11-21-72; Ord. No. 73-23, § 1, 3-20-73; Ord. No. 86-24, § 3, 4-1-86; Ord. No. 10-48, § 1, 7-8-10)

(c) *Prohibition on transacting business within the County.*

- (1) No person included in the terms defined in subsection (b)(1) through (6) and in subsection (b)(9) shall enter into any contract or transact any business, except as provided in subsections (c)(2) through (c)(6) in which he or she or a member of his or her immediate family has a financial interest, direct or indirect, with Miami-Dade County or any person or agency acting for Miami-Dade County, and any such contract, agreement or business engagement entered in violation of this subsection shall render the transaction voidable. Willful violation of this subsection shall constitute malfeasance in office and shall effect forfeiture of office or position.
- (2) County employees' limited exclusion from prohibition on contracting with the county. Notwithstanding any provision to the contrary herein, subsections (c) and (d) shall not be construed to prevent any employee as defined by subsection (b)(6) [excluding departmental personnel as defined by subsection (b)(5)] or his or her immediate family as defined by subsection (b)(9) from entering into any contract, individually or through a firm, corporation, partnership or business entity in which the employee or any member of his or her immediate family has a controlling financial interest, with Miami-Dade County or any person or agency acting for Miami-Dade County, as long as (1) entering into the contract would not interfere with the full and faithful discharge by the employee of his or her duties to the County, (2) the employee has not participated in determining the subject contract requirements or awarding the contract, and (3) the employee's job responsibilities and job description will not require him or her to be involved with the contract in any way, including, but not limited to, its enforcement, oversight, administration, amendment, extension, termination or forbearance. However, this limited exclusion shall not be construed to authorize an employee or his or her immediate family member to enter into a contract with Miami-Dade County or any person or agency acting for Miami-Dade County, if the employee works in the county department which will enforce, oversee or administer the subject contract.
- (3) Limited exclusion from prohibition on autonomous personnel, advisory personnel and quasi-judicial personnel contracting with county. Notwithstanding any provision to the contrary herein, subsections (c) and (d) shall not be construed to prohibit any person defined in subsection (b)(2), (b)(3) and (b)(4) from entering into any contract, individually or through a firm, corporation, partnership or business entity in which the board member or any member of his or her immediate family has a controlling financial interest, with Miami-Dade County or any person or agency acting for Miami-Dade County. However, any person defined in subsection (b)(2), (b)(3) and (b)(4) is prohibited from contracting with any agency or department of Miami-Dade County subject to the regulation, oversight, management, policy-setting or quasi-judicial authority of the board of which the person is a member.
- (4) Any person defined in subsections (b)(2) through (b)(4) and subsection (b)(6) shall seek a conflict of interest opinion from the Miami-Dade County Commission on Ethics and Public Trust ("the Ethics Commission") prior to submittal of a bid, response, or application of any type to contract with the County by the person or his or her immediate family. A request for a conflict of interest opinion shall be made in writing and shall set forth and include all pertinent facts and relevant documents. If the Ethics Commission finds that the requirements of this section pertaining to exclusions for persons defined in subsections (b)(2) through (b)(4) and subsection (b)(6) are not met and that the proposed transaction would create a conflict of interest, the person defined in subsections (b)(2), (b)(3), (b)(4) or (b)(6) may request a waiver from the Board of County Commissioners within ten (10) days of the Ethics Commission opinion by filing a notice of appeal to the Ethics Commission. The Ethics Commission shall forward the notice of appeal and its opinion and any pertinent documents to the Clerk of the Board of County Commissioners (the "Clerk") forthwith. The Clerk shall place the request on the commission agenda for consideration by the Board. The Board of County Commissioners may grant a waiver upon an affirmative vote of two-thirds (2/3) of the entire Board of County Commissioners, after public hearing, if it finds that the requirements of this ordinance pertaining to the exclusion for a County employee from the Code have been met and that the proposed transaction will be in the best interest of the County. The Board of County Commissioners may, as provided in subsection (c)(6), grant a waiver to any person defined in subsection (b)(2) through (b)(4) regarding a proposed transaction. Such findings shall be included in the minutes of the board. This subsection shall be applicable only to proposed transactions, and the Board may in no case ratify a transaction entered into in violation of this subsection.

If the affected person or his or her immediate family member chooses to respond to a solicitation to contract with the County, such person shall file with the Clerk a statement in a form satisfactory to the Clerk disclosing the person's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a bid, response, or application of any type to contract with the County. Along with the disclosure form, the affected person shall file with the Clerk a copy of his or her request for an Ethics Commission opinion and any opinion or waiver from the Board. Also, a copy of the request for a conflict of interest opinion from the Ethics Commission and any opinion or waiver must be submitted with the response to the solicitation to contract with the County.

Notwithstanding any provision herein to the contrary, the County and any person or agency acting for Miami-Dade County shall not award a contract to any person defined in subsections (b)(2) through (b)(4) and subsection (b)(6) or his or her immediate family individually or through a firm, corporation, partnership or business entity in which the person or any member of his or her immediate family has a controlling financial interest, unless the Ethics Commission has rendered an opinion that entering the contract would not be a conflict of interest or the Board waives the conflict in accordance with the provisions of this ordinance.

The County Manager is directed to include language in all solicitations for county contracts advising persons defined in subsections (b)(2) through (b)(4) and subsection (b)(6) of the applicable conflict of interest code provisions, the provisions of this ordinance, including the requirement to obtain an Ethics Commission opinion and make disclosure, and the right to seek a legal opinion from the State of Florida Ethics Commission regarding the applicability of state law conflict of interest provisions.

- (5) Nothing herein shall prohibit or make illegal (1) the payment of taxes, special assessments or fees for services provided by County government; (2) the purchase of bonds, anticipation notes or other securities that may be issued by the County through underwriters or directly from time to time; (3) the participation of the persons included in the terms defined in subsection (b)(1) through (6), except for employees of the general services administration and their "immediate family" as defined in (b)(9), in the public auction process utilized by the County for the disposal of surplus motor vehicles; (4) the purchase of surplus personal property, pursuant to administrative order, by persons defined in subsection (b)(1) through (6) and (9); (5) an application for direct assistance from the Miami-Dade County Department of Housing and Urban Development or an application to participate in a program administered by the Department of Special Housing has been submitted by an applicant who is a County person as defined in subsection (b) and who would but for this section be eligible for such assistance from said department; provided, however, that the exception provided in this paragraph shall not extend to an employee of the Miami-Dade County Department of Housing and Urban Development or the Department of Special Housing who participates in the administration of said programs; or (6) an application to participate in a single-family mortgage loan program sponsored by the Housing Finance Authority of Miami-Dade County, has been submitted by a County person as defined in subsection (b), and would but for this section be eligible for participation in said program; provided, however, that the exception provided in this paragraph shall not extend to an employee of the Miami-Dade County Finance Department who participates in the administration of said single-family mortgage loan program.
- (6) Extension of waiver to county commissioners, autonomous personnel, quasi-judicial personnel, and advisory personnel. The requirements of this subsection may be waived for a particular transaction only by affirmative vote of two-thirds of the entire Board of County Commissioners, after public hearing. Such waiver may be affected only after findings by two-thirds of the entire Board that:
 - (1) An open-to-all sealed competitive bid has been submitted by a County person as defined in subsection (b)(2), (3) and (4), or
 - (2) The bid has been submitted by a person or firm offering services within the scope of practice of architecture, professional engineering, or registered land surveying as defined by the laws of the State of Florida and pursuant to the provisions of the Consultants' Competitive Negotiation Act, and when the bid has been submitted by a County person defined in subsection (b)(2), (3) and (4), or
 - (3) The property or services to be involved in the proposed transaction are unique and the County cannot avail itself of such property or services without entering a transaction which would violate this subsection but for waiver of its requirements, or
 - (4) That the property or services to be involved in the proposed transaction are being offered to the County at a cost of no more than 80 percent of fair market value based on a certified appraisal paid for by the provider, and
 - (5) That the proposed transaction will be to the best interest of the County.

Such findings shall be spread on the minutes of the Board. This subsection shall be applicable only to prospective transactions, and the Board may in no case ratify a transaction entered in violation of this subsection.

Provisions cumulative. This subsection shall be taken to be cumulative and shall not be construed to amend or repeal any other law pertaining to the same subject matter. (Ord. No. 72-82, § 1, 11-21-72; Ord. No. 73-24, § 1, 3-20-73; Ord. No. 73-45, § 1, 5-1-73; Ord. No. 75-91, § 1, 11-4-75; Ord. No. 75-119, § 1, 12-16-75; Ord. No. 79-85, § 1, 10-16-79; Ord. No. 80-33, § 1, 5-6-80; Ord. No. 85-84, § 1, 10-1-85; Ord. No. 85-98, § 1, 11-5-85; Ord. No. 87-58, § 1, 9-1-87; Ord. No. 88-102, § 1, 10-18-88; Ord. No. 91-113, § 1, 10-1-91; Ord. No. 00-1, § 1, 1-13-00; Ord. No. 00-151, § 1, 11-28-00)

- (d) *Further prohibition on transacting business with the County.* No person included in the terms defined in subsections (b)(1) through (6) and in subsection (b)(9) shall enter into any contract or transact any business through a firm, corporation, partnership or business entity in which he or any member of his immediate family has a controlling financial interest, direct or indirect, with Miami-Dade County or any person or agency acting for Miami-Dade County, and any such contract, agreement or business engagement entered in violation of this subsection shall render the transaction voidable. The remaining provisions of subsection (c) will also be applicable to this subsection as though incorporated herein by recitation.

Additionally, no person included in the term defined in subsection (b)(1) shall vote on or participate in any way in any matter presented to the Board of County Commissioners if said person has any of the following relationships with any of the persons or entities which would be or might be directly or indirectly affected by any action of the Board of County Commissioners: (i) officer, director, partner, of counsel, consultant, employee, fiduciary or beneficiary; or (ii) stockholder, bondholder, debtor, or creditor, if in any instance the transaction or matter would affect the person defined in subsection (b)(1) in a manner distinct from the manner in which it would affect the public generally. Any person included in the term defined in subsection (b)(1) who has any of the above relationships or who would or might, directly or indirectly, profit or be enhanced by the action of the Board of County Commissioners shall: (1) announce publicly at the meeting the nature of the conflict before the matter is heard; (2) absent himself or herself from the Commission chambers during that portion of the meeting when the matter is considered; and (3) file a written disclosure of the nature of the conflict with the Clerk of the Board within 15 days after the vote. The filing of the State of Florida form prescribed for written disclosure of a voting conflict shall constitute compliance with this subsection. (Ord. No. 72-82, § 1, 11-21-72; Ord. No. 73-45, § 2, 5-1-73; Ord. No. 86-11, § 1, 2-18-86; Ord. No. 86-24, § 1, 4-1-86; Ord. No. 16-47, 5-17-16)

(e) *Gifts.*

- (1) *Definition.* The term "gift" shall refer to the transfer of anything of economic value, whether in the form of money, service, loan, travel, entertainment, hospitality, item or promise, or in any other form, without adequate and lawful consideration. Food and beverages consumed at a single sitting or meal shall be considered a single gift, and the value of the food and beverage provided at that sitting or meal shall be considered the value of the gift.
- (2) *Exceptions.* The provisions of subsection (e)(1) shall not apply to:
 - a. Political contributions specifically authorized by State law;
 - b. Gifts from relatives or members of one's household;
 - c. Awards for professional or civic achievement;
 - d. Material such as books, reports, periodicals or pamphlets which are solely informational or of an advertising nature;
 - e. Gifts solicited by County employees or departmental personnel on behalf of the County in the performance of their official duties for use solely by the County in conducting its official business;
 - f. Gifts solicited by Commissioners on behalf of the County in the performance of their official duties for use solely by the County in conducting its official business;
 - g. Gifts solicited by Commissioners, or their staff members, on behalf of any nonprofit organization for use solely by that organization where neither the Commissioner, nor his or her staff receives any compensation as a result of the solicitation. As used in this subsection, a "nonprofit organization" shall mean any entity described in section 501(c)(3) of the Internal Revenue Code (the "Code") that is tax exempt under section 501(a) of the Code. As used in this subsection, "compensation" means any money, gift, favor, political contribution, thing of value or other financial benefit.
- (3) *Prohibitions.* A person described in subsection (b)(1) through (6) shall neither solicit nor demand any gift. It is also unlawful for any person or entity to offer, give or agree to give to any person included in the term defined in subsection (b)(1) through (6) or for any person included in the term defined in subsection (b)(1) through (6) to accept or agree to accept from another person or entity, any gift for or because of:
 - a. An official public action taken, or to be taken, or which could be taken;
 - b. A legal duty performed or to be performed, or which could be performed; or
 - c. A legal duty violated or to be violated, or which could be violated by any person included in the term defined in subsection (b)(1).
- (4) *Disclosure.* Any person included in the term defined in subsection (b)(1) through (6) shall disclose as provided herein any gift, or series of gifts from any one person or entity, having a value in excess of one hundred dollars (\$100.00). Said disclosure shall be made by filing a copy of the disclosure form required by Chapter 112, Florida Statutes, for "local officers" with the Clerk of the Board of County Commissioner simultaneously with the filing of the form with the Secretary of State.

(Ord. No. 78-82, § 1, 11-21-72; Ord. No. 86-25, § 1, 4-1-86; Ord. No. 87-70, § 1, 10-20-87; Ord. No. 91-62, § 1, 6-4-91; Ord. No. 99-124, § 1, 2-11-1; Ord. No. 99-145, § 1, 10-19-99; Ord. No. 10-48, § 1, 7-8-10)

- (f) *Compulsory disclosure by employees of firms doing business with the County.* Should any person included in the terms defined in subsections (b)(1) through (6) be employed, either himself or herself or through a member of his or her immediate family, by a corporation, firm, partnership or business entity in which he or she does not have a controlling financial interest, and should the said corporation, firm, partnership or business entity have substantial business commitments to or from the County or any County agency, or be subject to direct regulation by the County or a County agency, then said person shall file a sworn statement disclosing such employment and interest with the Clerk of the Circuit Court in and for Miami-Dade County.

(Ord. No. 72-82, § 1, 11-21-72; Ord. No. 10-48, § 1, 7-8-10)

- (g) *Exploitation of official position prohibited.* No person included in the terms defined in subsection (b)(1) through (6) and (b)(13) shall use or attempt to use his or her official position to secure special privileges or exemptions for himself or herself or others except as may be specifically permitted by other ordinances and resolutions previously ordained or adopted or hereafter to be ordained or adopted by the Board of County Commissioners.

(Ord. No. 72-82, § 1, 11-21-72; Ord. No. 10-48, § 1, 7-8-10)

- (h) *Prohibition on use of confidential information.* No person included in the terms defined in subsection (b)(1) through (6) and (b)(13) shall accept employment or engage in any business or professional activity which he or she might reasonably expect would require or induce him or her to disclose confidential information acquired by him or her by reason of his or her official position, nor shall he or she in fact ever disclose confidential information garnered or gained through his or her official position with the County, nor shall he or she ever use such information, directly or indirectly, for his or her personal gain or benefit.

(Ord. No. 72-82, § 1, 11-21-72; Ord. No. 10-48, § 1, 7-8-10)

(i) *Financial disclosure.*

- (1) All persons and firms included within subsections (a) and (b)(2), (3) and (4) of this section shall file, no later than 12:00 noon of July 1st of each year including the July 1st following the last year that person is in office or held such employment, one (1) of the following:
- A copy of that person's or firm's current federal income tax return; or
 - A current certified financial statement on a form of the type approved for use by State or national banks in Florida listing all assets and liabilities having a value in excess of one thousand dollars (\$1,000.00) and a short description of each; or
 - An itemized source of income statement, under oath and on a form approved by the County for said purpose.

Compliance with the financial disclosure provisions of Chapter 112 (Part II), Florida Statutes, as amended, or with the provisions of Article II, Section 8 of the Florida Constitution, as amended by the voters on November 2, 1976, and any general laws promulgated thereunder, shall constitute compliance with this section.

- (2) County and municipal personnel. The following County personnel shall comply with the filing requirements of subsection (i)(1) above: The Mayor and members of the Board of County Commissioners; County Attorney and Assistant County Attorneys; County Manager, Assistant County Manager(s); Special Assistant(s) to the County Manager; heads or directors of County departments and their assistant or deputy department heads; employees of the Miami-Dade Police with the rank of captain, major and chief; Building and Zoning Inspectors. References herein to specified County personnel and Boards shall be applicable to municipal personnel and Boards that serve in comparable capacities to the County personnel and Boards referred to.
- (3) Candidates for County and municipal office. All candidates for County and municipal elective office shall comply with the filing requirements of subsection (i)(1) above at the same time that candidate files qualifying papers.
- (4) Consultants. All persons or firms providing professional services as defined by Section 2-10.4(1)(a) and (b) of the Code of Miami-Dade County, to Miami-Dade County or any municipalities, their agencies, or instrumentalities, shall comply with the filing requirements of subsection (i)(1) above within ninety (90) days of the effective date hereof. All persons or firms subsequent to the effective date of this section, which engage in competitive negotiation with Miami-Dade County or any of its municipalities, their agencies or instrumentalities under and pursuant to Section 2-10.4 of the Code of Miami-Dade County shall comply with the reporting requirements of subsection (i)(1) of this section within thirty (30) days of execution of a contract arising out of said competitive negotiations and prior to any payments from said County, municipalities or other agencies or instrumentalities. Failure to comply with the terms hereof by such persons or firms shall render existing contracts voidable and shall automatically void any contracts negotiated and executed subsequent to the effective date of this section where the required information is not furnished within thirty (30) days of the execution of said contract as noted herein.
- (5) Reports; filing. All documents required to be filed hereunder by County persons or consultants shall be filed with the supervisor of elections. Documents required to be filed hereunder by municipal persons or consultants shall be filed with the municipal Clerk of that entity.
- (6) Public disclosure. All documents filed pursuant to this subsection shall constitute public records within the meaning of Chapter 119, Florida Statutes.
- (7) Construction. The construction of this subsection shall be considered as supplemental to and not in substitution of any requirements of Chapter 112, Florida Statutes, or any rules and regulations promulgated thereunder.

(Ord. No. 77-13, § 1, 3-1-77; Ord. No. 83-18, § 1, 4-19-83; Ord. No. 84-39, § 1, 5-15-84)

- (j) *Conflicting employment prohibited.* No person included in the terms defined in subsections (b)(1) through (6) and (b)(13) shall accept other employment which would impair his or her independence of judgment in the performance of his or her public duties.

(Ord. No. 72-82, § 1, 11-21-72; Ord. No. 77-13, § 2, 3-1-77; Ord. No. 10-48, § 1, 7-8-10)

(k) *Prohibition on outside employment.*

- (1) No person included in the terms defined in subsections (b)(5) [departmental personnel] and (6) [employees] shall receive any compensation for his or her services as an officer or employee of the County, from any source other than the County, except as may be permitted by Section 2-11 of this Code of Ordinances.
- (2) All full-time County and municipal employees engaged in any outside employment for any person, firm, corporation or entity other than Miami-Dade County, or the respective municipality, or any of their agencies or instrumentalities, shall file, under oath, an annual report indicating the source of the outside employment, the nature of the work being done pursuant to same and any amount or types of money or other consideration received by the employee from said outside employment. Said County employee's reports shall be filed with the supervisor of elections no later than 12:00 noon on July 1st of each year, including the July 1st following the last year that person held such employment. Municipal employee reports shall be filed with the Clerk of their respective municipalities. Said reports shall be available at a reasonable time and place for inspection by the public. The County Manager or any city manager may require monthly reports from individual employees or groups of employees for good cause.

(Ord. No. 72-82, § 1, 11-21-72; Ord. No. 77-13, § 3, 3-1-77; Ord. No. 77-79, § 1, 1-11-77; Ord. No. 77-87, § 1, 12-6-77; Ord. No. 83-18, § 2, 4-19-83; Ord. No. 84-39, § 2, 5-15-84; Ord. No. 10-48, § 1, 7-8-10)

- (l) *Prohibited investments.* No person included in the terms defined in subsections (b)(1) through (6) and (b)(13) shall have personal investments in any enterprise, either himself, herself, or through a member of his or her immediately family, which will create a substantial conflict between his or her private interests and the public interest.

(Ord. No. 72-82, § 1, 11-21-72; Ord. No. 77-13, § 4, 3-1-77; Ord. No. 10-48, § 1, 7-8-10)

(m) *Certain appearances and payment prohibited.*

- (1) No person included in the terms defined in subsections (b)(1), (5), (6) and (13) [commissioners, the Mayor, departmental personnel, employees and contract staff] shall appear before any County Board or agency and make a presentation on behalf of a third person with respect to any license, contract, certificate, ruling, decision, opinion, rate schedule, franchise, or other benefit sought by the third person. Nor shall such person receive compensation, directly or indirectly or in any form, for services rendered to a third person, who has applied for or is seeking some benefit from the County or a County agency, in connection with the particular benefit sought by the third person. Nor shall such person appear in any court or before any administrative tribunal as counsel or legal advisor to a party who seeks legal relief from the County or a County agency through the suit in question.
- (2) No person included in the terms defined in subsections (b)(2), (3) and (4) [autonomous personnel, quasi-judicial personnel, and advisory personnel] shall appear before the County board or agency on which he or she serves, either directly or through an associate, and make a presentation on behalf of a third person with respect to any license, contract, certificate, ruling, decision, opinion, rate schedule, franchise, or other benefit sought by the third person. Nor shall such person receive compensation, directly or indirectly or in any form, for services rendered to a third party, who has applied for or is seeking some benefit from the County board or agency on which such person serves, in connection with the particular benefit by the third party. Nor shall such person appear in any court or before any administrative tribunal as counsel or legal advisor to a third party who seeks legal relief from the County board or agency on which such person serves through the suit in question. However, this section shall not prohibit an architect serving without compensation on the Miami-Dade County Board of Energy Regulation or on any architectural Board, whose sole function is to pass on the aesthetics of plans submitted, from submitting plans on behalf of a client so long as such member makes known his or her representation of the applicant and disqualifies himself or herself from speaking or voting or otherwise participating on such application.

(Ord. No. 72-82, § 1, 11-21-72; Ord. No. 73-25, § 1, 3-20-73; Ord. No. 73-51, § 1, 5-15-73; Ord. No. 77-13, § 4, 3-1-77; Ord. No. 79-39, § 1, 6-19-79; Ord. No. 10-48, § 1, 7-8-10)

- (n) *Actions prohibited when financial interests involved.* No person included in the terms defined in subsections (b)(1) through (6) and (b)(13) shall participate in any official action directly or indirectly affecting a business in which he or any member of his immediate family has a financial interest. A financial interest is defined as a special financial interest, direct or indirect, as that term is used in Section 4.03 of the County's Charter, or as a financial interest as defined in Section 769 of the Restatement of the Law of Torts as an investment or something in the nature of an investment. This section shall not prohibit any official, officer, employee or person from taking official action (1) to promote tourism or downtown development or redevelopment within the County or any portion thereof, or (2) to authorize the expenditure of public funds for promoting tourism or downtown development or redevelopment, so long as no such authorized public funds are to be paid to such person or a member of his or her immediate family or any business in which he or she or any member of his or her immediate family has a financial interest.

(Ord. No. 72-82, § 1, 11-21-72; Ord. No. 73-50, § 1, 5-15-73; Ord. No. 75-76, § 1, 9-17-75; Ord. No. 77-13, § 4, 3-1-77; Ord. No. 10-48, § 1, 7-8-10)

- (o) *Acquiring financial interests.* No person included in the terms defined in subsections (b)(1) through (6) and (b)(13) shall acquire a financial interest in a project, business entity or property at a time when he or she believes or has reason to believe that the said financial interest will be directly affected by his or her official actions or by official actions by the County or County agency of which he or she is an official, officer, employee or contract staff.

(Ord. No. 72-82, § 1, 11-21-72; Ord. No. 77-13, § 4, 3-1-77; Ord. No. 10-48, § 1, 7-8-10)

- (p) *Recommending professional services.* No person included in the terms defined in subsections (b)(1) through (6) may recommend the services of any lawyer or law firm, architect or architectural firm, public relations firm, or any other person or firm, professional or otherwise, to assist in any transaction involving the County or any of its agencies, provided that such recommendation may properly be made when required to be made by the duties of office and in advance at a public meeting attended by other County officials, officers or employees.

(Ord. No. 72-82, § 1, 11-21-72; Ord. No. 77-13, § 4, 3-1-77)

(q) *Continuing application after county service.*

- (1) No person who has served as an elected county official, i.e., mayor, county commissioner, or a member of the staff of an elected county official, or as county manager, senior assistant to the county manager, department director, departmental personnel or employee shall, for a period of two (2) years after his or her county service or employment has ceased, lobby any county officer, departmental personnel or employee in connection with any judicial or other proceeding, application, RFP, RFQ, bid, request for ruling, or other determination, contract, claim, controversy, charge, accusation, arrest or other particular subject matter in which Miami-Dade County or one (1) of its agencies or instrumentalities is a party or has any interest whatever, whether direct or indirect. Additionally, no person who has served as a community council member shall, for a period of two (2) years after his or her county service or employment has ceased, lobby, with regard to any zoning or land use issue, any county officer, departmental personnel or employee in connection with any judicial or other proceeding, application, request for ruling, or other determination, contract, claim, controversy, charge, accusation, arrest or other particular subject matter in which Miami-Dade County or one (1) of its agencies or instrumentalities is a party or has any interest whatever, whether direct or indirect. Nothing contained in this Subsection (q)(1) shall prohibit any individual included within the provisions of this subsection from submitting a routine administrative request or application to a county department or agency during the two-year period after his or her county service has ceased.
- (2) The provisions of this Subsection (q) shall not apply to officials, departmental personnel or employees who become employed by governmental entities, 501(c)(3) non-profit entities or educational institutions or entities, and who lobby on behalf of such entities in their official capacities.
- (3) The provisions of this section shall apply to all individuals as described in Subsection (q)(1) who leave the county after the effective date of the ordinance from which this section derives.
- (4) Any former county officer, departmental personnel or employee who has left the county within two (2) years prior to the effective date of this ordinance and has entered into a lobbying contract prior to the effective date of this ordinance shall, for a period of two (2) years after his or her county service or employment has ceased, comply with Subsection (q) as it existed prior to the effective date of the ordinance from which this section derives and as modified by this Subsection (q)(4) when lobbying pursuant to said contract. No former county officer, departmental personnel or employee who has left the county within two (2) years prior to the effective date of the ordinance from which this section derives shall for a period of two (2) years after his or her county service or employment has ceased enter into a lobbying contract to lobby any county officer, departmental personnel or employee in connection with any judicial or other proceeding, application, RFP, RFQ, bid, request for ruling, or other determination, contract, claim, controversy, charge, accusation, arrest or other particular subject matter in which Miami-Dade County or one (1) of its agencies or instrumentalities is a party or has a direct and substantial interest; and in which he or she participated directly or indirectly as an officer, departmental personnel or employee, through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise, during his or her county service or employment. As used herein, a person participated "directly" where he or she was substantially involved in the particular subject matter through decision, approval, disapproval, recommendation, the rendering of advice, investigation or otherwise, during his or her county service or employment. As used herein, a person participated "indirectly" where he or she knowingly participated in any way in the particular subject matter through decision, approval, disapproval, recommendation, the rendering of legal advice, investigation or otherwise, during his or her county service or employment. Former county officers, departmental personnel and employees who have left the county within two (2) years prior to the effective date of the ordinance from which this section derives shall execute an affidavit on a form prepared by the Office of the Inspector General prior to lobbying any county officer, departmental personnel or employee stating that the requirements of this section do not preclude said person from lobbying any officer, departmental personnel or employee of the county. The Inspector General shall verify the accuracy of each affidavit executed by former county officers, departmental personnel or employees.
- (5) Any individual who is found to be in violation of this Subsection (q) shall be subject to the penalties provided in either Subsection (u)(1) or Subsection (u)(2).

(Ord. No. 72-82, § 1, 11-21-72; Ord. No. 77-13, § 4, 3-1-77; Ord. No. 99-2, § 1, 1-21-99)

- (f) *Ethics Commission to render opinions on request.* Whenever any person included in the terms defined in subsection (b)(1) through (6), (b)(9) and (b)(13) is in doubt as to the proper interpretation or application of this Conflict of Interest and Code of Ethics Ordinance as to himself or herself, or whenever any person who renders services to the County is in doubt as to the applicability of the said ordinance as to himself or herself, he or she may submit to the Ethics Commission a full written statement of the facts and questions he or she has. The Ethics Commission shall then render an opinion to such person and shall publish these opinions without use of the name of the person advised unless such person requests the use of his or her name. Any person included in the term defined in subsection (b)(1) (i.e., Mayor or Commissioner) who is employed or retained by an entity that receives County funds or is under contract with the County shall, within sixty (60) days after (a) being retained or employed by the entity, or (b) becoming aware of the entity's receipt of County funds or of the entity's contract with the County, whichever is later, seek an opinion from the Ethics Commission or the Executive Director of the Ethics Commission regarding the applicability of the Conflict of Interest and Code of Ethics Ordinance. Any person included in the term defined in subsection (b)(1) who is employed or retained by an entity that receives County funds or is under contract with the County and has received an opinion from the Ethics Commission or the Executive Director of the Ethics Commission prior to the effective date of this ordinance regarding the applicability of the Conflict of Interest and Code of Ethics Ordinance to himself or herself shall not be required to seek another opinion from the Ethics Commission.

(Ord. No. 73-26, § 1, 3-20-73; Ord. No. 77-13, § 4, 3-1-77; Ord. No. 97-105, § 2, 7-8-97; Ord. No. 10-48, § 1, 7-8-10; Ord. No. 12-22, § 1, 4-3-12)

(s) *Lobbying.*

- (1) (a) As used in this section, "County personnel" means those County officers and employees specified in Section 2-11.1(f)(2) of the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance.
- (b) As used in this section, "Lobbyist" means all persons, firms, or corporations employed or retained by a principal who seeks to encourage the passage, defeat, or modifications of (1) ordinance, resolution, action or decision of the County Commission; (2) any action, decision, recommendation of the County Manager or any County board or committee; or (3) any action, decision or recommendation of County personnel during the time period of the entire decision-making process on such action, decision or recommendation which foreseeably will be heard or reviewed by the County Commission, or a County board or committee. "Lobbyist" specifically includes the principal as well as any employee whose normal scope of employment includes lobbying activities. The term "Lobbyist" specifically excludes the following persons: attorneys or other representatives retained or employed solely for the purpose of representing individuals, corporations or other entities during publicly noticed quasi-judicial proceedings where the law prohibits ex-parte communications; expert witnesses who provide only scientific, technical or other specialized information or testimony in public meetings; any person who only appears as a representative of a neighborhood association without compensation or reimbursement for the appearance, whether direct, indirect or contingent, to express support of or opposition to any item; any person who only appears as a representative of a not-for-profit community based organization for the purpose of requesting a grant without special compensation or reimbursement for the appearance; and employees of a principal whose normal scope of employment does not include lobbying activities.
- (2) All lobbyists shall register with the Clerk of the Board of County Commissioners within five (5) business days of being retained as a lobbyist or before engaging in any lobbying activities, whichever shall come first. Every person required to so register shall:
- (a) Register on forms prepared by the Clerk;
- (b) State under oath his or her name, business address and the name and business address of each person or entity which has employed said registrant to lobby. If the lobbyist represents a corporation, the corporation shall also be identified. Without limiting the foregoing, the lobbyist shall also identify all persons holding, directly or indirectly, a five (5) percent or more ownership interest in such corporation, partnership, or trust. Registration of all lobbyists shall be required prior to January 15 of each year and each person who withdraws as a lobbyist for a particular client shall file an appropriate notice of withdrawal. The fee for annual registration shall be four hundred and ninety dollars (\$490.00). Every registrant shall be required to state the extent of any business or professional relationship with any current person described in subsection (b)(1). The registration fees required by this subsection shall be deposited by the Clerk into a separate account and shall be expended for the purpose of recording, transcribing, administration and other costs incurred in maintaining these records for availability to the public. Notwithstanding the foregoing, fifteen (15) percent of future funds generated by lobbyist registration fees after the effective date of this ordinance shall be deposited into a separate account, and shall be expended by the Ethics Commission for the purposes of educational outreach, the rendering of advisory opinions and enforcement of the provisions of Section 2-11.1(s) relating to lobbyists. There shall be no fee required for filing a notice of withdrawal and the Board of County Commissioners may, in its discretion, waive the registration fee upon a finding of financial hardship.
- (c) Prior to conducting any lobbying, all principals must file a form with the Clerk of the Board of County Commissioners, signed by the principal or the principal's representative, stating that the lobbyist is authorized to represent the principal. The principal and the lobbyist must also submit a joint affidavit stating that the principal has not offered and the lobbyist has not agreed to accept any contingency or success fees as defined in subsection (s)(7). Failure of a principal to file the required forms may be considered in the evaluation of a bid or proposal as evidence that a proposer or bidder is not a responsible contractor. Each principal shall file a form with the Clerk of the Board at the point in time at which a lobbyist is no longer authorized to represent the principal.
- (d) Each lobbyist shall, within sixty (60) days after registering as a lobbyist, submit to the Clerk of the Board a certificate of completion of an ethics course offered by the Miami-Dade County Commission on Ethics and Public Trust ("Ethics Course"). Lobbyists who have completed the initial Ethics Course mandated by the preceding sentence and have continuously registered as a lobbyist thereafter shall be required to complete a refresher Ethics Course every two years. Each lobbyist who has completed a refresher Ethics Course shall submit to the Clerk of the Board a certificate of completion within sixty (60) days after registering as a lobbyist. The Ethics Course shall include, but not be limited to, a review of the following topics: the Conflict of Interest and Code of Ethics Ordinance; the Sunshine Law; and the Public Records Law. The fee for the Ethics Course shall be one hundred dollars (\$100.00). The registration fees required by this subsection shall be deposited into a separate account, and shall be expended by the Ethics Commission for Ethics Courses and related costs. The requirements of this subsection relating to the Ethics Course shall not be applicable to any municipal lobbyist in Miami-Dade County unless said municipality has adopted an ordinance providing for ethics training of lobbyists, and has entered into an interlocal agreement with the County authorizing the Ethics Commission to provide the Ethics Course provided for in this subsection. The Executive Director of the Ethics Commission may waive the Ethics Course requirement for a particular lobbyist when he or she determines that the lobbyist has taken an initial or refresher Ethics Course offered by a municipality which satisfies the requirements of this subsection.
- (3) (a) Any public officer, employee or appointee who only appears in his or her official capacity shall not be required to register as a lobbyist.
- (b) Any person who only appears in his or her individual capacity for the purpose of self-representation without compensation or reimbursement, whether direct, indirect or contingent, to express support of or opposition to any item, shall not be required to register as a lobbyist. A principal of any corporation, partnership or other entity who appears as a lobbyist on behalf of that entity, without special compensation or reimbursement for the appearance, whether direct, indirect or contingent, to express support of or opposition to any item, shall register with the Clerk as required by this subsection, but shall not be required to pay any registration fees.
- (4) Any person who only appears as a representative of a not-for-profit corporation or entity (such as a charitable organization, or a trade association or trade union), without special compensation or reimbursement for the appearance, whether direct, indirect or contingent, to express support of or opposition to any item, shall register with the Clerk as required by this subsection, but, upon request, shall not be required to pay any registration fees. Any principal who only appears as a representative of a certified Micro Enterprise, as defined in Section 2-8.1.1.1 of the Code, as a representative of a certified Level I Community Small Business Enterprise, as defined in Section 10-33.02 or as a representative of a certified Tier 1 Community Business Enterprise, as defined in Section 2-10.4.01, without special compensation or reimbursement for the appearance, whether direct, indirect or contingent, to express support of or opposition to any item, shall register with the Clerk as required by this subsection, but, upon request, shall not be required to pay any registration fees.
- (5) Any person who appears as a representative for an individual or firm for an oral presentation before a county certification, evaluation, selection, technical review or similar committee, shall list on an affidavit provided by the County, all individuals who may make a presentation. The affidavit shall be filed by staff with the Clerk's office at the time the proposal is submitted. For the purpose of this subsection only, the listed members of the presentation team shall not be required to pay any registration fees. No person shall appear before any committee on behalf of an individual or firm unless he or she has been listed as part of the firm's presentation team pursuant to this paragraph or unless he or she is registered with the Clerk's office and has paid all applicable fees.
- (6) (a) On July 1 of each year, the lobbyist shall submit to the Clerk of the Board of County Commissioners a signed statement under oath, as provided herein, listing all lobbying expenditures in excess of twenty-five dollars (\$25.00) for the preceding calendar year. A statement shall not be filed if there have been no expenditures during the reporting period. The statement shall list in detail each expenditure by category, including food and beverage, entertainment, research, communication, media advertising, publications, travel, lodging and special events.
- (b) The Clerk of the Board of County Commissioners shall notify any lobbyist who fails to timely file an expenditure report. In addition to any other penalties which may be imposed as provided in subsection (s)(9), a fine of fifty dollars (\$50.00) per day shall be assessed for reports filed after the due date. Where a fine of fifty dollars (\$50.00) per day is assessed, the Ethics Commission shall not impose a fine as provided in subsection (z). Any lobbyist who fails to file the required expenditure report by September 1 shall be automatically suspended from lobbying until all fines are paid unless the fine has been appealed to the Ethics Commission.
- (c) The Clerk of the Board of County Commissioners shall notify the Commission on Ethics and Public Trust of the failure of a lobbyist or principal to file a report and/or pay the assessed fines after notification.

- (d) A lobbyist or principal may appeal a fine and may request a hearing before the Commission on Ethics and Public Trust. A request for a hearing on the fine must be filed with the Commission on Ethics and Public Trust within fifteen (15) calendar days of receipt of the notification of the failure to file the required disclosure form. The Commission on Ethics and Public Trust shall have the authority to waive the fine, in whole or part, based on good cause shown. The Commission on Ethics and Public Trust shall have the authority to adopt rules of procedure regarding appeals from the Clerk of the Board of County Commissioners.
- (7) No person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee. As used herein, "contingency fee" means a fee, bonus, commission, or nonmonetary benefit as compensation which is dependent on or in any way contingent on the passage, defeat, or modification of: (1) an ordinance, resolution, action or decision of the County Commission; (2) any action, decision or recommendation of the County Manager or any County board or committee; or (3) any action, decision or recommendation of County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the County Commission, or a County board or committee.
- (8) The Clerk shall publish logs on a quarterly and an annual basis reflecting the lobbyist registrations which have been filed in accordance with this subsection (s). All logs required by this ordinance shall be prepared in a manner substantially similar to the logs prepared for the Florida Legislature pursuant to Section 11.045, Florida Statutes.
- (9) The Ethics Commission shall investigate any person engaged in lobbying activities who may be in violation of this subsection (s). In the event that a violation is found to have been committed the Ethics Commission may, in addition to the penalties set forth in subsection (z), prohibit such person from lobbying before the County Commission or any committee, board or personnel of the County as provided herein.

Every lobbyist who is found to be in violation of this section shall be prohibited from registering as a lobbyist or lobbying in accordance with the following schedule:

- 1st violation for a period of 90 days from the date of determination of violation;
- 2nd violation for a period of one (1) year from the date of determination of violation;
- 3rd violation for a period of five (5) years from the date of determination of violation;

A bidder or proposer shall be subject to the debarment provisions of Section 10-38 of the Code of Miami-Dade County as if the bidder or proposer were a contractor where the bidder or proposer has violated this section, either directly or indirectly or any combination thereof, on three (3) or more occasions. As used herein, a "direct violation" shall mean a violation committed by the bidder or proposer and an "indirect violation" shall mean a violation committed by a lobbyist representing said bidder or proposer. A contract entered into in violation of this section shall also render the contract voidable. The County Manager shall include the provisions of this subsection in all County bid documents, RFP, RFQ, CBO and CDBG applications; provided, however, the failure to do so shall not render any contract entered into as the result of such failure illegal per se.

- (10) All members of the County Commission, and all County personnel, shall be diligent to ascertain whether persons required to register pursuant to this subsection have been complied. Commissioners or County personnel may not knowingly permit a person who is not registered pursuant to this subsection to lobby the Commissioner, or the relevant committee, board or County personnel.
- (11) Except as otherwise provided in subsection (s)(9), the validity of any action or determination of the Board of County Commissioners or County personnel, board or committee shall not be affected by the failure of any person to comply with the provisions of this subsection (s).

(Ord. No. 86-24, § 1, 4-1-86; Ord. No. 91-22, § 1, 2-19-91; Ord. No. 92-27, § 1, 4-21-92; Ord. No. 95-21, § 1, 2-7-95; Ord. No. 98-73, § 1, 6-2-98; Ord. No. 98-76, § 1, 6-2-98; Ord. No. 00-19, § 1, 2-8-00; Ord. No. 01-93, § 1, 5-22-01; Ord. No. 01-162, § 1, 10-23-01; Ord. No. 10-03, § 1, 1-21-10; Ord. No. 10-04, § 1, 1-21-10; Ord. No. 10-34, § 1, 6-3-10; Ord. No. 10-56, § 1, 9-21-10; Ord. No. 12-10, § 1, 3-6-12; Ord. No. 12-63, § 1, 9-6-12)

(t) *Cone of Silence.*

- 1. Contracts for the provision of goods and service other than audit and independent private sector inspector general (IPSIG) contracts.

(a) "Cone of Silence" is hereby defined to mean a prohibition on:

- (i) Any communication regarding a particular RFP, RFQ or bid between a potential vendor, service provider, bidder, lobbyist, or consultant and the County's professional staff including, but not limited to, the County Manager and his or her staff;
- (ii) Any communication regarding a particular RFP, RFQ or bid between the Mayor, County Commissioners or their respective staffs and any member of the County's professional staff including, but not limited to, the County Manager and his or her staff;
- (iii) Any communication regarding a particular RFP, RFQ or bid between a potential vendor, service provider, bidder, lobbyist, or consultant and any member of the selection committee therefor;
- (iv) Any communication regarding a particular RFP, RFQ or bid between the Mayor, County Commissioners or their respective staffs and any member of the selection committee therefor;
- (v) Any communication regarding a particular RFP, RFQ or bid between a potential vendor, service provider, bidder, lobbyist, or consultant and the Mayor, County Commissioners and their respective staffs; and
- (vi) Any communication regarding a particular RFP, RFQ, or bid between any member of the County's professional staff and any member of the selection committee therefor.

The County Manager and the Chairperson of the selection committee may communicate about a particular selection recommendation, but only after the committee has submitted an award recommendation to the manager and provided that should any change occur in the committee recommendation, the content of the communication and of the corresponding change as well as the reasons for such change shall be described in writing and filed by the Manager with the Clerk of the Board and be included in any recommendation submitted by the Manager to the Board of County Commissioners. Notwithstanding the foregoing, the Cone of Silence shall not apply to:

- (i) Competitive processes for the award of CDBG, HOME, SHIP and Surtax Funds administered by the Miami-Dade County Office of Community and Economic Development and the community-based organization (CBO) competitive grant processes administered by the Park and Recreation, Library, Water and Sewer, and Solid Waste Departments, Cultural Affairs and Tourist Development Councils and the Department of Environmental Resources Management;
- (ii) Communications with the County Attorney and his or her staff;
- (iii) Communications between a potential vendor, service provider, bidder, consultant or lobbyist and employees of the Management and Technical Assistance Unit of the Department of Business Development regarding small business and/or minority business programs, the Community Business Enterprise and Equitable Distribution Programs;
- (iv) Communications between a potential vendor, service provider, bidder, consultant or lobbyist and employees responsible for administering disadvantaged business enterprise programs in County departments receiving federal funds, provided the communications are limited strictly to matters of programmatic process or procedure;
- (v) Duly noticed site visits to determine the competency of bidders regarding a particular bid during the time period between the opening of bids and the time the County Manager makes his or her written recommendation;
- (vi) Any emergency procurement of goods or services pursuant to Administrative Order 3-2;
- (vii) Communications regarding a particular RFP, RFQ or bid between any person and the Vendor Information Center staff, the procurement agent or contracting officer responsible for administering the procurement process for such RFP, RFQ or bid, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document;

- (viii) Communications between a potential vendor, service provider or bidder and employees of the Department of Procurement Management or other department identified in the solicitation document as the issuing department; and
- (ix) Consultations by employees of the Department of Procurement Management with professional procurement colleagues in determining an appropriate approach or option involving a solicitation in progress.

(b) Procedure.

- (i) A Cone of Silence shall be imposed upon each RFP, RFQ and bid after the advertisement of said RFP, RFQ or bid. At the time of imposition of the Cone of Silence, the County Manager or his or her designee shall provide for public notice of the Cone of Silence. The County Manager shall issue a written notice thereof to the affected departments, file a copy of such notice with the Clerk of the Board, with a copy thereof to each Commissioner, and shall include in any public solicitation for goods and services a statement disclosing the requirements of this ordinance.
- (ii) The Cone of Silence shall terminate at the time the Manager makes his or her written recommendation to the County Commission; provided, however, that if the Commission refers the Manager's recommendation back to the Manager or staff for further review, the Cone of Silence shall be reimposed until such time as the Manager makes a subsequent written recommendation. The foregoing notwithstanding, for contracts and purchases which the County Manager has the delegated authority to award under Sec. 2-8.1(b) of this Code, the Cone of Silence shall terminate: (i) at the time the award recommendation letter is issued and filed with the Clerk of the Board for such contracts and purchases involving the expenditure of over one hundred thousand dollars (\$100,000); (ii) at the time the written award recommendation is posted in accordance with Section III of A.O. 3-21 for such contracts or purchases involving the expenditure of over \$25,000 up to \$100,000; or (iii) at the time the award recommendation is issued in accordance with Section IV of A.O. 3-21 for contracts and purchases involving the expenditure of \$25,000 or less.
- (iii) While the Cone of Silence is in effect, County Staff shall create a written record of any oral communications with potential vendor, service provider, bidder, lobbyist, or consultant related to or regarding a solicitation, bid, proposal, or other competitive process. The record shall indicate the date of such communication, the persons to whom staff communicated, and a general summation of the communication. This subsection applies to all communications made while the Cone of Silence is in effect for a particular solicitation.

(c) Exceptions.

- (i) The provisions of this ordinance shall not apply to oral communications at pre-bid conferences, oral presentations before selection committees duly notified as a public meeting, recorded contract negotiations and contract negotiation strategy sessions in compliance with the exemption in Florida Statutes Section 286.0113, public presentations made to the Board of County Commissioners during any duly noticed public meeting or communication in writing at any time with any County employee, official or member of the Board of County Commissioners unless specifically prohibited by the applicable RFP, RFQ or bid documents. The bidder or proposer shall file a copy of any written communication with the Clerk of the Board. The Clerk of the Board shall make copies available to any person upon request.
- (ii) The provisions of this ordinance shall also not apply to oral communications at briefings held by county commissioners and the County Mayor or his designee, after the selection committee or other evaluating group makes its recommendation to the County Manager, provided that the briefings are not intended to influence the outcome of the selection committee or other evaluating group's recommendation to the County Manager; provided, however, that this exception shall not apply to outside groups such as lobbyists or representatives of the responding or bidding companies or entities.

2. Audit and IPSIG contracts.

- (a) "Cone of Silence" is hereby defined to mean a prohibition on: (a) any communication regarding a particular RFP, RFQ or bid between a potential vendor, service provider, bidder, lobbyist, or consultant and the Mayor, County Commissioners or their respective staffs and any member of the County's professional staff including, but not limited to, the County Manager and his or her staff; (b) any oral communication regarding a particular RFP, RFQ or bid between the Mayor, County Commissioners or their respective staffs and any member of the County's professional staff including, but not limited to, the County Manager and his or her staff. Notwithstanding the foregoing, the Cone of Silence shall not apply to (a) communications with the County Attorney and his or her staff; (b) communications between a potential vendor, service provider or bidder and employees of the Department of Procurement Management or other department identified in the solicitation document as the issuing department; and (c) consultations by employees of the Department of Procurement Management with professional procurement colleagues in determining an appropriate approach or option involving a solicitation in progress.
- (b) Except as provided in Subsections 2(c) and 2(d) hereof, a Cone of Silence shall be imposed upon each RFP, RFQ and bid for audit and IPSIG services after the advertisement of said RFP, RFQ or bid. At the time of the imposition of the Cone of Silence, the County Manager or his or her designee shall provide for the public notice of the Cone of Silence. The Cone of Silence shall terminate when the County Manager executes a particular audit or IPSIG contract.
- (c) Nothing contained herein shall prohibit any bidder or proposer: (i) from making public presentations at duly noticed pre-bid conferences or before duly noticed selection committee meetings; (ii) from engaging in recorded contract negotiations in compliance with the exemption in Florida Statutes Section 286.0113; or (iii) from communicating in writing with any County employee or official for purposes of seeking clarification or additional information from, subject to the provisions of the applicable RFP, RFQ or bid documents. Any recordings made pursuant to this section shall be made available, as a public record, upon the conclusion of the selection committee or negotiation meetings notwithstanding the elapsed time from bid or proposal opening. The bidder or proposer shall file a copy of any written communication with the Clerk of the Board. The Clerk of the Board shall make copies available to the general public upon request.
- (d) Nothing contained herein shall prohibit any lobbyist, bidder, proposer or other person or entity from publicly addressing the Board of County Commissioners during any duly noticed public meeting regarding action on any audit or IPSIG contract. The County Manager shall include in any public solicitation for auditing or IPSIG services a statement disclosing the requirements of this ordinance.

3. Penalties. In addition to the penalties provided in Subsections (s) and (v) hereof, violation of this Subsection (t) by a particular bidder or proposer shall render any RFP award, RFQ award or bid award to said bidder or proposer voidable. Any person who violates a provision of this ordinance shall be prohibited from serving on a Miami-Dade County competitive selection committee. In addition to any other penalty provided by law, violation of any provision of this ordinance by a Miami-Dade County employee shall subject said employee to disciplinary action up to and including dismissal. Additionally, any person who has personal knowledge of a violation of this ordinance shall report such violation to the State Attorney and/or may file a complaint with the Ethics Commission.

4. The requirements of Section 2-11.1(t) shall not apply to any municipality in Miami-Dade County that has adopted an ordinance providing that the cone of silence shall not apply to that municipality. Any municipality that opts out of the requirements of Section 2-11.1(t) shall provide the Ethics Commission with a copy of the ordinance.

5. Within thirty days of a recommendation from a selection committee, the County Mayor or his designee shall either appoint a negotiation committee or take other affirmative action with respect to the solicitation, including but not limited to rejection of proposals or recommendation for award. In the event that negotiations have not commenced within thirty days, or if such other affirmative action has not been taken within thirty days, the County Mayor or his designee shall report such event, and the reasons therefore, to the Board of County Commissioners. Additionally, the County Mayor or his designee shall present the Clerk of the Board with a recommendation for award, or a recommendation to reject proposals, within ninety days from the date a selection committee makes a recommendation. In the event that the County Mayor or his designee has not provided such recommendation to the Clerk of the Board within ninety days, the County Mayor or his designee shall provide a report on the status of the solicitation to the Board of County Commissioners, including the reasons for any delay.

(Ord. No. 98-106, § 1, 7-21-98; Ord. No. 99-1, § 1, 1-21-99; Ord. No. 00-149, § 1, 11-28-00; Ord. No. 01-149, § 1, 9-25-01; Ord. No. 01-150, § 1, 9-25-01; Ord. No. 02-3, § 1, 1-29-02; Ord. No. 04-77, § 1, 4-27-04; Ord. No. 08-111, § 1, 10-7-08)

- (u) **Prohibition on certain business transactions.** No person who is serving as an elected county official or a member of the staff of an elected county official, or as county manager, senior assistant to the county manager or department director shall enter into a business transaction with any person or entity that has a contract with Miami-Dade County or any shareholder, partner, officer, director or employee of said contractor, unless said business transaction is an arm's length transaction made in the ordinary course of business. The provisions of this subsection (u) shall not apply to a business transaction between an elected county official, a member of the staff of an elected county official, the county manager, a senior assistant to the county manager or a department director and a not-for-profit entity. As used herein, a "shareholder" shall mean any person owning ten (10) percent or more of the outstanding capital stock of any corporation. As used herein, "elected county official" shall mean the mayor, county commissioners and community council members. As used herein, "business transaction" shall mean any contract wherein persons either sell, buy, deal, exchange, rent, lend or barter real, personal or intangible property, money or any other thing of value, or render services for value.
- (v) **Voting Conflicts.** Members of Advisory and Quasi-Judicial Boards. No person included in the terms defined in subsections (b)(3) (quasi-judicial personnel) and (b)(4) (advisory personnel) shall vote on any matter presented to an advisory board or quasi-judicial board on which the person sits if the board member will be directly affected by the action of the board on which the member serves, and the board member has any of the following relationships with any of the persons or entities appearing before the board: (i) officer, director, partner, of counsel, consultant, employee, fiduciary or beneficiary; or (ii) stockholder, bondholder, debtor or creditor.

- (w) *Prohibition on acceptance of travel expenses from county vendors.* Notwithstanding any other provision of this section, no person included in subsections (b)(1)(Mayor and Commissioners), (b)(5)(departmental personnel) or (b)(6) (employees) shall accept, directly or indirectly, any travel expenses including, but not limited to, transportation, lodging, meals, registration fees and incidentals from any county contractor, vendor, service provider, bidder or proposer. The Board of County Commissioners may waive the requirements of this subsection by a majority vote of the Commission. The provisions of this subsection (w) shall not apply to travel expenses paid by other governmental entities or by organizations of which the County is a member if the travel is related to that membership.
- (x) *Prohibition on county employees and departmental personnel performing contract-related duties.* No person included in subsections (b)(5)(departmental personnel) and (b)(6) (employees), who was previously employed by or held a controlling financial interest in a for-profit firm, partnership or other business entity (hereinafter "business entity") shall, for a period of two years following termination of his or her prior relationship with the business entity, perform any county contract-related duties regarding the business entity, or successor in interest, where the business entity is a county bidder, proposer, service provider, contractor or vendor. As used in this subsection (x), "contract-related duties" include, but are not limited to: service as a member of a county certification, evaluation, selection, technical review or similar committee; approval or recommendation of award of contract; contract enforcement, oversight or administration; amendment, extension or termination of contract; or forbearance regarding any contract. Notwithstanding the foregoing, the provisions of this subsection (x) shall not apply to the County Manager or the Director of Procurement Management.
- (y) *Powers and jurisdiction of Ethics Commission.* The Ethics Commission shall be empowered to review, interpret, render advisory opinions and letters of instruction and enforce the Conflict of Interest and Code of Ethics Ordinance. Jurisdiction of the Ethics Commission shall automatically extend to Commissioners, the Mayor, autonomous personnel, quasi-judicial personnel, departmental personnel, employees, contract staff, advisory personnel, immediate family, lobbyists as defined in subsections (b) and (s) who are required to comply with the Conflict of Interest and Code of Ethics Ordinance; and any other person required to comply with the Conflict of Interest and Code of Ethics Ordinance including, but not limited to, contractors, consultants and vendors. In the event that the Ethics Commission does not assume jurisdiction as provided in the preceding sentence, the Ethics Commission may refer the complaint to the State Attorney for appropriate action. Notwithstanding the foregoing, the Ethics Commission shall not have jurisdiction to consider an alleged violation of subsection (c) if the requirements of subsection (c) have been waived for a particular transaction as provided therein.

(Ord. No. 10-48, § 1, 7-8-10)

- (z) *Prohibition on participation in settlement negotiations.* Neither the Mayor, a County Commissioner nor any member of their staff shall participate in settlement negotiations of claims or lawsuits, including but not limited to contract scope or compensation adjustments involving the County without prior approval of the Board of County Commissioners.
- (aa) *County Attorney's Office participation in contract adjustments.* County staff shall request the participation of the County Attorney's Office to provide legal advice regarding scope or compensation adjustments which increase by more than one million dollars (\$1,000,000), the value of a construction contract or a contract involving the purchase of goods or services.
- (bb) *Affidavit and Ethics Course.* Each person who is elected to serve as a member of the Board of County Commissioners or as Mayor of Miami-Dade County shall execute an affidavit, on a form prepared by the Ethics Commission, stating that he or she has read the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance and agrees to comply with the provisions of said ordinance. Each elected official covered by the requirements of this subsection shall file the required affidavit with the Ethics Commission prior to being sworn into office. Each elected official, as defined in subsection (b)(1), shall, within ninety (90) days after being sworn into office, submit to the Clerk of the Board a certificate of completion of an ethics course offered by the Miami-Dade County Commission on Ethics and Public Trust ("Ethics Course"). Each employee of the County, as defined in subsection (b)(5) and (b)(6), shall within one hundred and eighty (180) days of the effective date of this ordinance or within sixty (60) days after being hired by the County, submit to the Clerk of the Board a certificate of completion of an Ethics Course offered by the Miami-Dade County Commission on Ethics and Public Trust. Employees shall be required to complete a refresher Ethics Course every two years thereafter. Each employee who has completed a refresher Ethics Course shall submit to the Clerk of the Board a certificate of completion. The Ethics Course shall include, but not be limited to, a review of the following topics: the Conflict of Interest and Code of Ethics Ordinance; the Sunshine Law; the Public Records Law and the Citizens' Bill of Rights. The requirements of this subsection (bb) relating to the Ethics Course for employees shall not be applicable to any municipality in Miami-Dade County unless said municipality has adopted an ordinance providing for the Ethics Course, and has entered into an interlocal agreement with the County authorizing the Ethics Commission to provide the Ethics Course provided for in this subsection.

(Ord. No. 12-11, § 1, 3-6-12; Ord. No. 13-50, § 1, 6-4-13)

- (cc) *Penalty.*
 - (1) *Proceeding before Ethics Commission.* A finding by the Ethics Commission that a person has violated this section shall subject said person to an admonition or public reprimand and/or a fine of five hundred dollars (\$500.00) for the first such violation and one thousand dollars (\$1,000.00) for each subsequent violation. Where the Ethics Commission finds that a person has intentionally violated this section and determines that a fine is appropriate, said person shall be subject to a fine of one thousand dollars (\$1,000.00) for the first such violation and two thousand dollars (\$2,000.00) for each subsequent violation. Actual costs incurred by the Ethics Commission, in an amount not to exceed five hundred dollars (\$500.00) per violation, may be assessed where the Ethics Commission has found an intentional violation of this section. The Ethics Commission may also order the person to pay restitution when the person or a third party has received a pecuniary benefit as a result of the person's governed by an administrative order adopted by the County Commission and rules of procedure promulgated by the Ethics Commission.
 - (2) *Prosecution by State Attorney in State court.* Every person who is convicted of a violation of this section in State court shall be punished by a fine not to exceed five hundred dollars (\$500.00) or imprisonment in the County Jail for not more than thirty (30) days, or by both such fine and imprisonment.

(Ord. No. 72-82, § 1, 11-21-72; Ord. No. 73-26, § 1, 3-20-73; Ord. No. 77-13, § 4, 3-1-77; Ord. No. 86-24, § 2, 4-1-86; Ord. No. 91-22, § 1, 2-19-91; Ord. No. 92-27, § 1, 4-21-92; Ord. No. 95-21, § 1, 2-7-95; Ord. No. 97-105, § 2, 7-8-97; Ord. No. 98-73, § 1, 6-2-98; Ord. No. 98-76, § 1, 6-2-98; Ord. No. 98-106, § 1, 7-21-98; Ord. No. 98-125, § 1, 9-3-98; Ord. No. 99-150, § 1, 11-2-99; Ord. No. 00-46, § 1, 4-11-00; 00-149, § 1, 11-28-00; Ord. No. 01-199, § 1, 12-4-01; Ord. No. 03-73, § 1, 4-8-03; Ord. No. 03-107, § 1, 5-6-03; Ord. No. 03-140, § 1, 6-3-03; Ord. No. 04-55, § 1, 3-16-04; Ord. No. 04-119, § 1, 6-8-04; Ord. No. 04-204, § 1, 12-2-04; Ord. No. 05-71, § 1, 4-5-05; Ord. No. 06-148, § 1, 10-10-06; Ord. No. 10-11, § 1, 2-2-10; Ord. No. 10-48, § 1, 7-8-10; Ord. No. 13-53, § 1, 6-4-13; Ord. No. 14-96, § 1, 10-7-14)

Editor's note— Ord. No. 72-82, § 1, amended this Code by repealing former § 2-11.1 relative to County officers and employees transacting business with the County and enacted in lieu thereof a new § 2-11.1 as herein set out. Former § 2-11.1 was derived from Ord. No. 59-44, §§ 2—5, adopted Dec. 1, 1959.

Annotations—AO 7-1; CAO's 76-8, 76-32, 76-36, 76-39, 76-43, 76-46, 76-50, 76-55, 77-1, 77-9, 77-14, 77-16, 77-19, 77-26, 77-33, 77-37, 77-40, 77-41, 77-44, 77-52, 77-53, 77-56, 77-63, 77-68, 78-2, 78-10, 78-11, 78-12, 78-17, 78-25, 78-33, 78-44, 78-47, 78-53, 78-54, 79-6, 79-7, 79-12, 79-16, 79-19, 79-32, 79-37, 80-3, 80-4, 80-11, 80-21, 80-24, 80-25, 80-28, 80-29, 81-4, 81-13, 81-18, 81-22, 81-31, 81-38, 82-1, 82-10, 82-13, 82-19, 82-24, 82-25, 82-28, 82-29, 83-2, 83-6, 83-11, 83-22, 85-8.

State Law reference— Code of ethics for public officers and employees, F.S. § 112.311 et seq.

Ofc. of Asst. Secy., Comm. Planning, Develop., HUD

§ 576.403

(2) The recipient or subrecipient is exempt from the requirement under paragraph (e)(1)(i) of this section if the Violence Against Women Act of 1994 (42 U.S.C. 13701 *et seq.*) or the Family Violence Prevention and Services Act (42 U.S.C. 10401 *et seq.*) prohibits that recipient or subrecipient from making its shelter or housing conditional on the participant's acceptance of services.

§ 576.402 **Terminating assistance.**

(a) *In general.* If a program participant violates program requirements, the recipient or subrecipient may terminate the assistance in accordance with a formal process established by the recipient or subrecipient that recognizes the rights of individuals affected. The recipient or subrecipient must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases.

(b) *Program participants receiving rental assistance or housing relocation and stabilization services.* To terminate rental assistance or housing relocation and stabilization services to a program participant, the required formal process, at a minimum, must consist of:

(1) Written notice to the program participant containing a clear statement of the reasons for termination;

(2) A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and

(3) Prompt written notice of the final decision to the program participant.

(c) *Ability to provide further assistance.* Termination under this section does not bar the recipient or subrecipient from providing further assistance at a later date to the same family or individual.

§ 576.403 **Shelter and housing standards.**

(a) *Lead-based paint remediation and disclosure.* The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C.

4851-4856), and implementing regulations in 24 CFR part 35, subparts A, B, H, J, K, M, and R apply to all shelters assisted under ESG program and all housing occupied by program participants.

(b) *Minimum standards for emergency shelters.* Any building for which Emergency Solutions Grant (ESG) funds are used for conversion, major rehabilitation, or other renovation, must meet state or local government safety and sanitation standards, as applicable, and the following minimum safety, sanitation, and privacy standards. Any emergency shelter that receives assistance for shelter operations must also meet the following minimum safety, sanitation, and privacy standards. The recipient may also establish standards that exceed or add to these minimum standards.

(1) *Structure and materials.* The shelter building must be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance must use Energy Star and WaterSense products and appliances.

(2) *Access.* The shelter must be accessible in accordance with Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR part 8; the Fair Housing Act (42 U.S.C. 3601 *et seq.*) and implementing regulations at 24 CFR part 100; and Title II of the Americans with Disabilities Act (42 U.S.C. 12131 *et seq.*) and 28 CFR part 35; where applicable.

(3) *Space and security.* Except where the shelter is intended for day use only, the shelter must provide each program participant in the shelter with an acceptable place to sleep and adequate space and security for themselves and their belongings.

(4) *Interior air quality.* Each room or space within the shelter must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents.

(5) *Water supply.* The shelter's water supply must be free of contamination.

(6) *Sanitary facilities.* Each program participant in the shelter must have

§ 576.404

24 CFR Ch. V (4-1-13 Edition)

access to sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.

(7) *Thermal environment.* The shelter must have any necessary heating/cooling facilities in proper operating condition.

(8) *Illumination and electricity.* The shelter must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.

(9) *Food preparation.* Food preparation areas, if any, must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.

(10) *Sanitary conditions.* The shelter must be maintained in a sanitary condition.

(11) *Fire safety.* There must be at least one working smoke detector in each occupied unit of the shelter. Where possible, smoke detectors must be located near sleeping areas. The fire alarm system must be designed for hearing-impaired residents. All public areas of the shelter must have at least one working smoke detector. There must also be a second means of exiting the building in the event of fire or other emergency.

(c) *Minimum standards for permanent housing.* The recipient or subrecipient cannot use ESG funds to help a program participant remain or move into housing that does not meet the minimum habitability standards provided in this paragraph (c). The recipient may also establish standards that exceed or add to these minimum standards.

(1) *Structure and materials.* The structures must be structurally sound to protect residents from the elements and not pose any threat to the health and safety of the residents.

(2) *Space and security.* Each resident must be provided adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep.

(3) *Interior air quality.* Each room or space must have a natural or mechanical means of ventilation. The interior

air must be free of pollutants at a level that might threaten or harm the health of residents.

(4) *Water supply.* The water supply must be free from contamination.

(5) *Sanitary facilities.* Residents must have access to sufficient sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.

(6) *Thermal environment.* The housing must have any necessary heating/cooling facilities in proper operating condition.

(7) *Illumination and electricity.* The structure must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the structure.

(8) *Food preparation.* All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.

(9) *Sanitary conditions.* The housing must be maintained in a sanitary condition.

(10) *Fire safety.* (i) There must be a second means of exiting the building in the event of fire or other emergency.

(ii) Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.

(iii) The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.

§ 576.404 Conflicts of interest.

(a) *Organizational conflicts of interest.* The provision of any type or amount of

ESG assistance may not be conditioned on an individual's or family's acceptance or occupancy of emergency shelter or housing owned by the recipient, the subrecipient, or a parent or subsidiary of the subrecipient. No subrecipient may, with respect to individuals or families occupying housing owned by the subrecipient, or any parent or subsidiary of the subrecipient, carry out the initial evaluation required under § 576.401 or administer homelessness prevention assistance under § 576.103.

(b) *Individual conflicts of interest.* For the procurement of goods and services, the recipient and its subrecipients must comply with the codes of conduct and conflict of interest requirements under 24 CFR 85.36 (for governments) and 24 CFR 84.42 (for private nonprofit organizations). For all other transactions and activities, the following restrictions apply:

(1) *Conflicts prohibited.* No person described in paragraph (b)(2) of this section who exercises or has exercised any functions or responsibilities with respect to activities assisted under the ESG program, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under the program, may obtain a financial interest or benefit from an assisted activity; have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity; or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure or during the one-year period following his or her tenure.

(2) *Persons covered.* The conflict-of-interest provisions of paragraph (b)(1) of this section apply to any person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or its subrecipients.

(3) *Exceptions.* Upon the written request of the recipient, HUD may grant an exception to the provisions of this subsection on a case-by-case basis, taking into account the cumulative effects of the criteria in paragraph (b)(3)(i) of this section, provided that the recipient has satisfactorily met the thresh-

old requirements of paragraph (b)(3)(i) of this section.

(i) *Threshold requirements.* HUD will consider an exception only after the recipient has provided the following documentation:

(A) If the recipient or subrecipient is a government, disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(B) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate state or local law.

(ii) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the recipient has satisfactorily met the threshold requirements under paragraph (b)(3)(i) of this section, HUD must conclude that the exception will serve to further the purposes of the ESG program and the effective and efficient administration of the recipient's or subrecipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(A) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(B) Whether an opportunity was provided for open competitive bidding or negotiation;

(C) Whether the affected person has withdrawn from his or her functions, responsibilities or the decision-making process with respect to the specific activity in question;

(D) Whether the interest or benefit was present before the affected person was in the position described in paragraph (b)(1) of this section;

(E) Whether undue hardship results to the recipient, the subrecipient, or the person affected, when weighed against the public interest served by avoiding the prohibited conflict; and

(F) Any other relevant considerations.

(c) *Contractors.* All contractors of the recipient or subrecipient must comply with the same requirements that apply to subrecipients under this section.

§ 576.405

24 CFR Ch. V (4-1-13 Edition)

§ 576.405 Homeless participation.

(a) Unless the recipient is a State, the recipient must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policy-making entity of the recipient, to the extent that the entity considers and makes policies and decisions regarding any facilities, services, or other assistance that receive funding under Emergency Solutions Grant (ESG).

(b) If the recipient is unable to meet requirement under paragraph (a), it must instead develop and implement a plan to consult with homeless or formerly homeless individuals in considering and making policies and decisions regarding any facilities, services, or other assistance that receive funding under Emergency Solutions Grant (ESG). The plan must be included in the annual action plan required under 24 CFR 91.220.

(c) To the maximum extent practicable, the recipient or subrecipient must involve homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under ESG, and in providing services for occupants of facilities assisted under ESG. This involvement may include employment or volunteer services.

§ 576.406 Faith-based activities.

(a) Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to receive ESG funds. Neither the Federal Government nor a State or local government receiving funds under ESG shall discriminate against an organization on the basis of the organization's religious character or affiliation.

(b) Organizations that are directly funded under the ESG program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under ESG. If an organization conducts these activities, the activities must be offered separately, in time or location, from the programs or services funded under ESG, and participation must be voluntary for program participants.

(c) Any religious organization that receives ESG funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that the religious organization does not use direct ESG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide ESG-funded services, without removing religious art, icons, scriptures, or other religious symbols. In addition, an ESG-funded religious organization retains its authority over its internal governance, and the organization may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

(d) An organization that receives ESG funds shall not, in providing ESG assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief.

(e) ESG funds may not be used for the rehabilitation of structures to the extent that those structures are used for inherently religious activities. Solutions ESG funds may be used for the rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under the ESG program. Where a structure is used for both eligible and inherently religious activities, ESG funds may not exceed the cost of those portions of the rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to ESG funds. Sanctuaries, chapels, or other rooms that an ESG-funded religious congregation uses as its principal place of worship, however, are ineligible for funded improvements under the program. Disposition of real property after the term of the grant, or any change in use of the property during the term of the grant, is subject to government-wide regulations governing real property disposition (see 24 CFR parts 84 and 85).

(f) If the recipient or a subrecipient that is a local government voluntarily contributes its own funds to supplement federally funded activities, the recipient or subrecipient has the option to segregate the Federal funds or commingle them. However, if the funds are commingled, this section applies to all of the commingled funds.

§ 576.407 Other Federal requirements.

(a) *General.* The requirements in 24 CFR part 5, subpart A are applicable, including the nondiscrimination and equal opportunity requirements at 24 CFR 5.105(a). Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u, and implementing regulations at 24 CFR part 135 apply, except that homeless individuals have priority over other Section 3 residents in accordance with § 576.405(c).

(b) *Affirmative outreach.* The recipient or subrecipient must make known that use of the facilities, assistance, and services are available to all on a non-discriminatory basis. If it is unlikely that the procedures that the recipient or subrecipient intends to use to make known the availability of the facilities, assistance, and services will reach persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for those facilities and services, the recipient or subrecipient must establish additional procedures that ensure that those persons are made aware of the facilities, assistance, and services. The recipient and its subrecipients must take appropriate steps to ensure effective communication with persons with disabilities including, but not limited to, adopting procedures that will make available to interested persons information concerning the location of assistance, services, and facilities that are accessible to persons with disabilities. Consistent with Title VI and Executive Order 13166, recipients and subrecipients are also required to take reasonable steps to ensure meaningful access to programs and activities for limited English proficiency (LEP) persons.

(c) *Uniform Administrative Requirements.* The requirements of 24 CFR part 85 apply to the recipient and subrecipients that are units of general purpose

local government, except that 24 CFR 85.24 and 85.42 do not apply, and program income is to be used as match under 24 CFR 85.25(g). The requirements of 24 CFR part 84 apply to subrecipients that are private nonprofit organizations, except that 24 CFR 84.23 and 84.53 do not apply, and program income is to be used as the nonfederal share under 24 CFR 84.24(b). These regulations include allowable costs and non-Federal audit requirements.

(d) *Environmental review responsibilities.* (1) Activities under this part are subject to environmental review by HUD under 24 CFR part 50. The recipient shall supply all available, relevant information necessary for HUD to perform for each property any environmental review required by 24 CFR part 50. The recipient also shall carry out mitigating measures required by HUD or select alternate eligible property. HUD may eliminate from consideration any application that would require an Environmental Impact Statement (EIS).

(2) The recipient or subrecipient, or any contractor of the recipient or subrecipient, may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct property for a project under this part, or commit or expend HUD or local funds for eligible activities under this part, until HUD has performed an environmental review under 24 CFR part 50 and the recipient has received HUD approval of the property.

(e) *Davis-Bacon Act.* The provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-5) do not apply to the ESG program.

(f) *Procurement of Recovered Materials.* The recipient and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the

§ 92.354

the jurisdiction's determination on his or her appeal may submit a written request for review of that determination to the HUD Field Office.

[61 FR 48750, Sept. 16, 1996, as amended at 61 FR 51760, Oct. 3, 1996; 62 FR 28930, May 28, 1997; 67 FR 61756, Oct. 1, 2002]

§ 92.354 Labor.

(a) *General.* (1) Every contract for the construction (rehabilitation or new construction) of housing that includes 12 or more units assisted with HOME funds must contain a provision requiring the payment of not less than the wages prevailing in the locality, as predetermined by the Secretary of Labor pursuant to the Davis-Bacon Act (40 U.S.C. 276a-276a-5), to all laborers and mechanics employed in the development of any part of the housing. Such contracts must also be subject to the overtime provisions, as applicable, of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-332).

(2) The contract for construction must contain these wage provisions if HOME funds are used for any project costs in § 92.206, including construction or nonconstruction costs, of housing with 12 or more HOME-assisted units. When HOME funds are only used to assist homebuyers to acquire single-family housing, and not for any other project costs, the wage provisions apply to the construction of the housing if there is a written agreement with the owner or developer of the housing that HOME funds will be used to assist homebuyers to buy the housing and the construction contract covers 12 or more housing units to be purchased with HOME assistance. The wage provisions apply to any construction contract that includes a total of 12 or more HOME-assisted units, whether one or more than one project is covered by the construction contract. Once they are determined to be applicable, the wage provisions must be contained in the construction contract so as to cover all laborers and mechanics employed in the development of the entire project, including portions other than the assisted units. Arranging multiple construction contracts within a single project for the purpose of avoiding the wage provisions is not permitted.

24 CFR Subtitle A (4-1-13 Edition)

(3) Participating jurisdictions, contractors, subcontractors, and other participants must comply with regulations issued under these acts and with other Federal laws and regulations pertaining to labor standards and HUD Handbook 1344.1 (Federal Labor Standards Compliance in Housing and Community Development Programs), as applicable. Participating jurisdictions must require certification as to compliance with the provisions of this section before making any payment under such contract.

(b) *Volunteers.* The prevailing wage provisions of paragraph (a) of this section do not apply to an individual who receives no compensation or is paid expenses, reasonable benefits, or a nominal fee to perform the services for which the individual volunteered and who is not otherwise employed at any time in the construction work. See 24 CFR part 70.

(c) *Sweat equity.* The prevailing wage provisions of paragraph (a) of this section do not apply to members of an eligible family who provide labor in exchange for acquisition of a property for homeownership or provide labor in lieu of, or as a supplement to, rent payments.

§ 92.355 Lead-based paint.

Housing assisted with HOME funds is subject to the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at part 35, subparts A, B, J, K, M and R of this title.

[64 FR 50224, Sept. 15, 1999]

§ 92.356 Conflict of interest.

(a) *Applicability.* In the procurement of property and services by participating jurisdictions, State recipients, and subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, apply. In all cases not governed by 24 CFR 85.36 and 24 CFR 84.42, the provisions of this section apply.

(b) *Conflicts prohibited.* No persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to activities assisted with HOME

funds or who are in a position to participate in a decisionmaking process or gain inside information with regard to these activities, may obtain a financial interest or benefit from a HOME-assisted activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

(c) *Persons covered.* The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the participating jurisdiction, State recipient, or subrecipient which are receiving HOME funds.

(d) *Exceptions: Threshold requirements.* Upon the written request of the participating jurisdiction, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it determines that the exception will serve to further the purposes of the HOME Investment Partnerships Program and the effective and efficient administration of the participating jurisdiction's program or project. An exception may be considered only after the participating jurisdiction has provided the following:

(1) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(2) An opinion of the participating jurisdiction's or State recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(e) *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the participating jurisdiction has satisfactorily met the requirements of paragraph (d) of this section, HUD will consider the cumulative effect of the following factors, where applicable:

(1) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;

(2) Whether the person affected is a member of a group or class of low-in-

come persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;

(3) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decisionmaking process with respect to the specific assisted activity in question;

(4) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (c) of this section;

(5) Whether undue hardship will result either to the participating jurisdiction or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and

(6) Any other relevant considerations.

(f) *Owners and Developers.* (1) No owner, developer or sponsor of a project assisted with HOME funds (or officer, employee, agent, elected or appointed official or consultant of the owner, developer or sponsor) whether private, for-profit or non-profit (including a community housing development organization (CHDO) when acting as an owner, developer or sponsor) may occupy a HOME-assisted affordable housing unit in a project. This provision does not apply to an individual who receives HOME funds to acquire or rehabilitate his or her principal residence or to an employee or agent of the owner or developer of a rental housing project who occupies a housing unit as the project manager or maintenance worker.

(2) *Exceptions.* Upon written request of a housing owner or developer, the participating jurisdiction (or State recipient, if authorized by the State participating jurisdiction) may grant an exception to the provisions of paragraph (f)(1) of this section on a case-by-case basis when it determines that the exception will serve to further the purposes of the HOME program and the effective and efficient administration of the owner's or developer's HOME-assisted project. In determining whether to grant a requested exception, the participating jurisdiction shall consider the following factors:

§ 92.357

(i) Whether the person receiving the benefit is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted housing, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;

(ii) Whether the person has withdrawn from his or her functions or responsibilities, or the decisionmaking process with respect to the specific assisted housing in question;

(iii) Whether the tenant protection requirements of § 92.253 are being observed;

(iv) Whether the affirmative marketing requirements of § 92.351 are being observed and followed; and

(v) Any other factor relevant to the participating jurisdiction's determination, including the timing of the requested exception.

[61 FR 48750, Sept. 16, 1996, as amended at 62 FR 28930, May 28, 1997]

§ 92.357 Executive Order 12372.

(a) *General.* Executive Order 12372, as amended by Executive Order 12416 (3 CFR, 1982 Comp., p. 197 and 3 CFR, 1983 Comp., p. 186) (Intergovernmental Review of Federal Programs) and HUD's implementing regulations at 24 CFR part 52, allow each State to establish its own process for review and comment on proposed Federal financial assistance programs.

(b) *Applicability.* Executive Order 12372 applies to applications submitted with respect to HOME funds being competitively reallocated under subpart J of this part to units of general local government.

§ 92.358 Consultant activities.

No person providing consultant services in an employer-employee type relationship shall receive more than a reasonable rate of compensation for personal services paid with HOME funds. In no event, however, shall such compensation exceed the limits in effect under the provisions of any applicable statute (e.g., annual HUD appropriations acts which have set the limit at the equivalent of the daily rate paid for Level IV of the Executive Schedule, see the Departments of Veterans Af-

24 CFR Subtitle A (4-1-13 Edition)

fairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 1997, Pub. L. 104-204 (September 26, 1996)). Such services shall be evidenced by written agreements between the parties which detail the responsibilities, standards, and compensation. Consultant services provided under an independent contractor relationship are not subject to the compensation limitation of Level IV of the Executive Schedule.

[62 FR 28930, May 28, 1997]

Subpart I—Technical Assistance

§ 92.400 Coordinated Federal support for housing strategies.

(a) *General.* HUD will provide assistance in accordance with Subtitle C of the Act.

(b) *Notice of funding.* HUD will publish a notice in the FEDERAL REGISTER announcing the availability of funding under this section as appropriate.

Subpart J—Reallocations

§ 92.450 General.

(a) This subpart J sets out the conditions under which HUD reallocates HOME funds that have been allocated, reserved, or placed in a HOME Investment Trust Fund.

(b) A jurisdiction that is not a participating jurisdiction but is meeting the requirements of §§ 92.102, 92.103, and 92.104, (participation threshold, notice of intent, and submission of consolidated plan) is treated as a participating jurisdiction for purposes of receiving a reallocation under subpart J of this part.

§ 92.451 Reallocation of HOME funds from a jurisdiction that is not designated a participating jurisdiction or has its designation revoked.

(a) *Failure to be designated a participating jurisdiction.* HUD will reallocate, under this section, any HOME funds allocated to or reserved for a jurisdiction that is not a participating jurisdiction if:

(1) HUD determines that the jurisdiction has failed to:

(i) Meet the participation threshold amount in § 92.102;

	Garage for each unit that consists of a permanent fully enclosable structure designed to accommodate one or more automobiles, either attached to the unit or detached but located on the same property, provided at no charge to the resident.
	Carport for each unit that consists of a permanent covered and paved area, attached to the unit and designed to accommodate one or more automobiles, provided at no charge to the resident.
	Fenced back yard for each unit, which consists of a portion of the property behind each unit that is enclosed, by a wood, privacy or chain link fence of a minimum height of 48". A door must afford direct access to the fenced back yard for each unit from that unit and no other unit.
	Other:

Check all that apply	Optional Features and Amenities For SRO Developments
	Cable or satellite TV hook-up in each unit and, if the development offers cable or satellite, or satellite TV service to the residents, the price cannot exceed the market Rate for service of similar quality available to the development's residents from a primary provider of cable or satellite TV.
	Gated community with "carded" or "touchpad" entry or security guard, or if 2 or more stories, "carded" or "touchpad" secure entry to each building. Emergency call service in all units.
	Picnic area with hard cover permanent roof with a design compatible with the Development, open on all sides, containing at least three permanent picnic tables with benches and an adjoining permanent outdoor grill.
	Library consisting of a minimum of 100 books and 5 current magazine subscriptions.
	Other:

**DEMOGRAPHIC AND SET-ASIDE COMMITMENTS
ACCESSIBILITY FEATURES (TAB 7)**

Page 1 of 3

A. Demographic Targets

1. Elderly

Will the proposed Development serve residents over age 62?

Yes No

2. Homeless

Will the proposed Development set aside units for homeless persons?

Yes No

_____ SINGLES ONLY

_____ FAMILIES ONLY

_____ SINGLES AND FAMILIES

Will the proposed Development serve chronic homeless persons?

Yes No

3. Family – Development will serve the general population.

Yes No

4. Disabled Households – Development will serve the disabled population.

Yes No

B. Income Targeting.

Project will result in (check all that apply):

_____ For projects of five or more HOME-assisted units, a set-aside of 20% or more of units that are affordable to households at 50% or less of AMI. Units at 30% rents must be identified and included in 15-year pro-forma.

_____ A set-aside of an additional 5% of units for Disabled Households beyond Federal, state or local fair housing laws or other applicable laws.

**DEMOGRAPHIC AND SET-ASIDE COMMITMENTS
ACCESSIBILITY FEATURES (TAB 7)
Page 2 of 3**

C. Housing Preservation Activities

Check all that apply:

- Project is rehabilitating or replacing existing affordable housing units that will remain affordable to households of 80% of AMI or less.
- Project will obtain Green Certification in accordance with Miami-Dade County Green Code through Ordinance 07-65.
- Project is rehabilitating affordable housing units subject to an Expiring Use Agreement under the Tax Credit, Section 8 or other government program and will result in units affordable to households of 80% of AMI or less.

D. Design and Accessibility Features

Check all that apply:

—	Project incorporates or will incorporate Crime Prevention Through Environmental Design (CPTED) features.
—	Project incorporates or will incorporate universal design features.
—	Project will result in accessible units in excess of federal requirements (greater than 5% of project units). Please complete the following: ___ (number of accessible units) divided by ___ (total number of project units) = ___% of project units.

Energy Features for All Units in the Development

For developments involving new construction units, regardless of the development category of the application, the applicant must commit that:

(i) each new construction unit in the proposed development that is eligible for the energy star new homes (Florida standard) will achieve a home energy rating system (HERS) index of 75 or below; and (ii) each new construction unit in the proposed development that is not eligible for the Energy Star new homes will include, at a minimum, the energy features outlined in Miami-Dade County Green Code through Ordinance No. 07-65. The applicant will also adhere to all the requirement of said ordinance.

_____ YES

_____ NO

**DEMOGRAPHIC AND SET-ASIDE COMMITMENTS
ACCESSIBILITY FEATURES (TAB 7)**

E. Set-Aside Commitments (Required for HOME funds only)

1	Minimum Number of County Assisted Units (HOME Requirement)		
	(a)	Total County funding Requested:	\$ _____
	(b)	Total Development Cost:	\$ _____
	(c)	Percentage of Total Development Cost provided by County funds requested <i>(Divide (a) by (b) and round up to the next whole percentage number)</i>	_____ %
	(d)	Total number of units in Development	_____
	(e)	Minimum number of County-Assisted Units shown as a whole number	_____
		<i>(Multiply (d) by (c) and round up to the next whole number)</i>	
	(f)	Minimum number of County-Assisted Units as a percentage <i>(Divide (e) by (d) and round percentage to two decimal places)</i>	_____ %

2	Commitments to Set Aside Units Beyond the Minimum:		
	Does the Applicant commit to additional County-Assisted Units beyond the minimum? If yes, answer questions a through d below:		<input type="checkbox"/> Yes <input type="checkbox"/> No
	(a)	How many?	_____
	(b)	Percentage of additional County-Assisted Units: <i>(Divide number shown in 2(a) by 1(d) and round percentage to two decimal places)</i>	_____ %
	(c)	Is the minimum number of County-Assisted Units required, as shown in 1(e), plus the additional County-Assisted Units, as shown in 2(a), either equal to or less than the total number of units in the Development?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(d)	Total Set-Aside percentage <i>(Add 1(f) and 2(b) and round percentage to two decimal places)</i>	_____ %

F. Total Number of Extremely Low-Income (ELI) units. _____

These units are separate from the County-Assisted units (E1) and the additional County-Assisted units (E2).

FINANCIAL BENEFICIARIES DISCLOSURE (TAB 8)

Page 1 of 1

This application must fully disclose any person or entity defined as a **financial beneficiary** pursuant to Rule 67-48.002, F.A.C. "**Financial Beneficiary**" means one who is to receive a financial benefit of the total development cost (including deferred fees).

The **financial beneficiary** definition includes any party, which meets the above criteria, such as the developer and its principals and principals of the applicant entity. This definition does not include third party lenders, Housing Credit Syndicators, Credit Enhancers who are regulated by a state or federal agency.

"**Principal**" means an applicant, any general partner of an applicant, and any officer, director, or any shareholder of any applicant or shareholder of any general partner of an applicant.

FAILURE TO ACCURATELY AND FULLY DISCLOSE ALL INFORMATION REQUESTED BELOW WILL RESULT IN THE REJECTION OF THE APPLICATION.

Financial Beneficiary Disclosure for the Proposed Development: On the chart below list the names of all persons or entities that are financial beneficiaries as defined by Rule 67-48, F.A.C. in the proposed development excluding limited partner investors through housing credit syndication, third-party lenders, and third-party management agents for each application submitted in this cycle.

NAME OF FINANCIAL BENEFICIARY	NAME(S) OF OTHER APPLICATIONS SUBMITTED IN THIS CYCLE

NOTE: If additional space is necessary, chart may be photocopied and attached as an exhibit. If so, please indicate that the completed chart can be found behind tab labeled "Exhibit ____".

RENTS AND OPERATING PRO-FORMA (TAB 9)

Page 1 of 5

Development Name: _____

Development Address: _____

Rents

Rent Levels:

Rents are controlled for the length of the applicable affordability period. Maximum rents are determined on an annual basis by the United States Department of Housing and Urban Development (HUD). Tenant paid utilities must be subtracted from the gross rents provided to determine net rents, which are the maximum initial allowable rents. These rents may increase or decrease from year to year. Also, these rents are not necessarily representative of market conditions.

Each owner should be aware of the market conditions of the area in which the development is located. Federal Fair Market rents are **maximum** rents, which can be charged. Each development should show market feasibility **not** based upon these HOME rents but upon area housing markets and the occupancy requirements, which require occupancy by low-income persons. Actual rents charged should **not** exceed the published rents, adjusted for utility allowances and bedroom size.

Utility Allowances (UA):

Effective immediately, Miami-Dade County will no longer permit the use of the utility allowance established by the local Public Housing Authority (PHA) for HOME-assisted rental projects for which HOME funds were committed on or after August 23, 2013. Projects to which HOME funds were committed before the effective date of the 2013 HOME Rule may continue to use the PHA utility schedule. U.S. HUD has notified all Participating Jurisdictions (PJs) that methods used by PHAs to establish utility schedules vary across the country and, therefore, may generate inconsistent or inaccurate allowances. PHA utility schedules are based on average consumption rates across a PHA's portfolio. Application of standardized utility allowances may result in undercharging of rent, particularly in projects where tenants pay utilities directly. As more projects are constructed or rehabilitated to higher energy-efficiency standards, the use of a standard utility allowance may not represent actual utility costs. Pursuant to U.S. HUD regulations, all PJs must establish a local policy for determining the UA for HOME projects based on the specific type of utilities used at the project.

PHCD has adopted the Utility Company Estimate project-specific methodology, as per 26 CFR Part 1.42-10(b)(4)(B). PHCD will approve UAs based upon estimates obtained from a local utility company for each of the utilities used in the project. IRS regulations state that the estimate must be obtained in writing and must be based on the estimated cost of that utility for a unit of similar size and construction for the geographic area in which the building containing the unit is located.

RENTS AND OPERATING PRO-FORMA (TAB 9)

Page 2 of 5

Utility Allowances (UA) - Continued:

PHCD will only accept written correspondences from local utility companies categorized by the bedroom size, square footage per unit, number of units per size, and the estimated utility rate. Review the following table as a sample.

Bedroom Size*	Square Footage per Unit	Number of Units	Utility Rate
1 Bedroom	600 Square Feet	25	\$
1 Bedroom	750 Square Feet	45	\$
2 Bedroom	900 Square Feet	60	\$
2 Bedroom	1050 Square Feet	75	\$
3 Bedroom	1300 Square Feet	40	\$
Total Units		245	

*Per Bedroom Size. If the property consists of multiple non-identical buildings, (the buildings are not substantially similar) then the sampling must be performed for each bedroom size for each building on the site.

PHCD will require all owners of the buildings to make available copies of the utility company estimate to the tenants in the building.

PHCD will not accept correspondences from utility companies without an estimated utility rate breakdown by bedroom size, square footage per unit, and the number of units per size for the entire project.

PHCD reserves the right to deny approval of any correspondences that do not meet PHCD and U.S. HUD federal regulations.

RENTS AND OPERATING PRO-FORMA (TAB 9)

Page 3 of 5

This form will be included in the County's contract and the Rental Regulatory Agreement

C. Miami-Dade County Assisted Units

%	A	B	C	D	E	F	G	H
of Median Income	Target Tenant *	# of Bedrooms	# of Units	Sq. Ft. of Living Area**	Rent	Tenant Paid Utility Allow.	Proposed Net Rent	Net Rent/Sq. Ft.
		0			\$	\$	\$	\$
		1			\$	\$	\$	\$
		2			\$	\$	\$	\$
		3			\$	\$	\$	\$
		4			\$	\$	\$	\$
		5			\$	\$	\$	\$
		TOTAL			\$	\$	\$	\$
					Annual	Income	\$	

Non-Miami-Dade County Assisted Units

%	A	B	C	D	E	F	G	H
of Median Income	Target Tenant *	# of Bedrooms	# of Units	Sq. Ft. of Living Area	Rent	Tenant Paid Utility Allow.	Proposed Net Rent	Net Rent/Sq. Ft.
		0			\$	\$	\$	\$
		1			\$	\$	\$	\$
		2			\$	\$	\$	\$
		3			\$	\$	\$	\$
		4			\$	\$	\$	\$
		5			\$	\$	\$	\$
		TOTAL			\$	\$	\$	\$
					Annual	Income	\$	

*Codes for Target Tenant: H = Homeless; LWA = Living with AIDS; E = Elderly; D = Disabled (other than LWA); F = Exiting Foster Care Youth.

**Living area should be defined as only air-conditioned spaces.

\$

D. Total Number of Extremely Low Income (ELI) Units

RENTS AND OPERATING PRO-FORMA (TAB 9)
Page 4 of 5

II. OPERATING PRO FORMA *(Rental Only) - Must be included in application.*

- A. Submit an Operating Pro Forma for the proposed development which projects operating expenses and operating income.
- B. Insert the actual interest rate(s), terms and assumptions used in obtaining the commitment.

Please provide evidence of the figures used to obtain the commitment.

USE THE FOLLOWING ASSUMPTIONS:

- ◆ Mortgage Term: 30 year amortization
- ◆ Mortgage Rate: 6% (includes servicing fees)
- ◆ Vacancy Rate: 6%
- ◆ Annual Rental Income Increase Rate: 3%
- ◆ Annual Expense Increase Rate is 4%
- ◆ Replacement Reserves of \$300 per unit
- ◆ Operating Expenses of \$4,500 per unit per year and the maximum operating expenses are \$6,250

NOTE:

Variances from the above assumptions may be made only if adequate data are attached hereto as an Exhibit to justify the exception. If anticipated vacancy rates or annual expenses for a particular market area are higher, then the higher numbers should be used.

If applicable, justification should be placed behind Tab 9.

RENTS AND OPERATING PRO-FORMA (TAB 9)

Page 5 of 5

III. PRO FORMA FORMAT

Complete the Rents and Operating Pro Forma Form and project figures for construction and rehabilitation developments for **30 years**. Attach a detailed explanation of all projections. *A detailed explanation of all projections can be found directly behind this form at tab labeled "Exhibit_____."*

INCOME (must agree with total income from page 3 of this form)

GROSS RENTAL INCOME (ATTACH RENT SCHEDULE)	\$ _____
OTHER INCOME (SPECIFY SOURCE)	\$ _____
SUBTOTAL	\$ _____
MINUS VACANCY (5% OF SUBTOTAL)	\$ _____
	\$(_____)

(A) INCOME \$ _____

OPERATING EXPENSES

SALARIES	\$ _____
REPAIR AND MAINTENANCE	\$ _____
UTILITIES	\$ _____
ADMINISTRATION	\$ _____
CONTRACT SERVICES	\$ _____
MANAGEMENT FEES	\$ _____
INSURANCE	\$ _____
MISCELLANEOUS	\$ _____
REAL ESTATE TAXES	\$ _____
REPLACEMENT RESERVE	\$ _____

(B) EXPENSES \$ _____

NET OPERATING INCOME

(A) INCOME	\$ _____
(B) EXPENSES	\$(_____)
NET OPERATING INCOME	\$ _____

DEBT SERVICE COVERAGE

(A) NET OPERATING INCOME	\$ _____
(B) ANNUAL DEBT SERVICE FOR ALL MORTGAGES	\$ _____
(C) DEBT SERVICE RATIO {DIVIDE (A) BY (B)}*	\$ _____

If debt service coverage relies on other sources of funds in addition to net operating income, attach separate sheet(s) describing source of funds. Place *attachment(s)* directly behind this form labeled *clearly*.

Note: *Overall debt service ratio minimum of 1.00 and a maximum of 1.60.

ACCEPTANCE OF RENTAL PAYMENTS (TAB 10)

Page 1 of 1

(Rental Developments Only)

A. Is rental assistance anticipated for this development?

Yes No

B. If yes, please check all sources that apply:

TENANT-BASED

PROJECT-BASED

HOUSING VOUCHERS (SECTION 8)

OTHER DEPARTMENT OF HUD

HOUSING VOUCHERS

HOPWA*

STATE

OTHER

HOPWA*

OTHER

Number of units receiving assistance: _____

Number of years on rental assistance contract: _____

Does the applicant commit to accept and actively seek prospective tenants from public housing waiting lists or who will use federal rental vouchers as payment of rent?

Yes No

If yes, describe the marketing effort to be used: _____

Examples of suitable marketing efforts are newspapers, bus signs, bench signs, billboards, direct mailing, and notification of vacancies to housing authorities. All HOME developments with five (5) or more housing units **must** adopt affirmative marketing efforts in accordance with 24 CFR, Part 92.351.

* HOPWA = Housing Opportunities for People Living With AIDS.

FINANCING (TAB 11)
Page 1 of 5

A. Funding

1. Funding Request

<input type="checkbox"/> MISC. FUNDS	\$ _____
<input type="checkbox"/> HOME	\$ _____
<input type="checkbox"/> ESG	\$ _____
Total	\$ _____

DEVELOPMENT COST PRO FORMA

PROJECT COST	County Funds Requested	Other Public Funding	Other Financing
<i>Actual Construction Cost</i>			
Demolition			
New Units			
Rehab of Existing Rental Units			
Accessory Buildings			
Recreational Amenities			
Rehab of Existing Common Areas			
*Other (explain in detail)			
A1. Actual Construction Cost			
Contingency (explain in detail)			
A1.1 Sub-Total			
A1.2 General Contractor Fee			
A1.3 Total Actual Construction Cost			
<i>Financial Cost</i>			
Construction Loan Credit Enhancement			
Construction Loan			
Construction Loan Interest			
Construction Loan Origination Fee			
Bridge Loan Interest			
Bridge Loan Origination Fee			
Permanent Loan Credit Enhancement			
Permanent Loan Origination Fee			
Reserves Required By Lender			
A2. Total Financial Cost			

FINANCING (TAB 11)

Page 2 of 5

PROJECT COST	County Funds Requested	Other Public Funding	Other Financing
<i>General Development Cost</i>			
Accounting Fees			
Appraisal			
Architect's Fee – Design			
Architect's Fee – Supervision			
Builder's Risk Insurance			
Building Permit			
Closing Costs – Construction Loan			
Closing Costs – Permanent Loan			
Engineering Fee			
Environmental Fee			
Environmental Report			
*Impact Fees (list in detail)			
Inspection Fees			
Insurance			
Legal Fees			
Market Study			
Marketing/Advertising			
Property Taxes			
Soil Test Report			
Survey			
Title Insurance			
Utility Connection Fee			
*Other (explain in detail)			
*Contingencies (explain in detail)			
A3. Total General Development Cost			
B. Development Cost (A1.3+A2+A3)			
C. Developer's Fee			
<i>Acquisition Cost Of Existing Developments (Excluding Land)</i>			
Existing Buildings			
Developer Fee on Existing Buildings			
*Other (explain in detail)			
D. Total Acquisition Cost			
<i>Land Cost</i>			
E. Total Land Cost			
F. Total Development Cost (B+C+D+E)			

FINANCING (TAB 11)
Page 3 of 5

Detail/Explanation Sheet

Development Cost

Acquisition Cost of Existing Developments:

Other:

Actual Construction Cost:

Off-Site:

Other:

Contingency:

General Development Costs:

Impact Fees:

Other:

Contingency:

FINANCING (TAB 11)

Page 4 of 5

Note: Consulting fees, if any, and the cost of an independent housing market study must be paid out of the Developer fee. Consulting fees include, but are not limited to, payments for Application consultants, construction management or supervision consultants, or local government consultants. Developer fees can be no more than 18% of total development cost for tax exempt bond financing deals and is subject to an independent underwriting review and commensurate with the level of risk.

CONSTRUCTION OR REHAB ANALYSIS

Identify all funding sources for which a firm commitment is in place, a funding application has been submitted and is pending review, or a funding award has been recommended, but not yet made firm. Applicant must provide documentation of firm commitments or funding recommendations for each funding source identified below, along with a copy of the application for such funding. In cases of pending applications, a copy of the application must be submitted.

	Amount	Indicate Firm Commitment or Application/Award	Location of Supporting Documentation (i.e., Attachment # _ or Tab # _)
A. Total Development Cost			
B. Sources			
County Funds			
First Mortgage Financing			
Second Mortgage Financing			
Third Mortgage Financing			
Deferred Developer Fee			
Grants			
Equity – Partner's Contribution			
Other			
Total Sources			
C. Financing Shortfall (A minus B)			
D. County Funds Requested			

FINANCING (TAB 11)

Page 5 of 5

PERMANENT FINANCING (Must complete for leveraging score)

	Number of Units	Total Dev. Cost	Per Unit
A. Project Information			
B. Sources	Source of funds	Amount of funds	Per Unit
County Funds Requested in this RFA			
Other County Funding – Please identify source with award year			
First Mortgage			
Other Funds			
Other Funds			
Total			
Total County Funds Only			

FINANCIAL LEVERAGE (Request of County/Federal subsidy on a per unit basis):

Number of units serving households under 80% AMI: _____.

Total County/Federal Funds divided by number of units under 80% AMI: _____.

**SCORING CRITERIA
FOR
HOME HOUSING FUNDS**



**MIAMI-DADE COUNTY REQUEST FOR APPLICATIONS (RFA)
FY 2019 HOME PROGRAM**

SCORING CRITERIA FOR HOME HOUSING FUNDS

1. Ability to Proceed: (45 points)

a. Does the organization/applicant have documented site control?

- Yes
- No

b. Has public approval, such as land use, zoning, permitting and variances been obtained to carry out the project?

- Yes (10 points)
- No (0 points)

c. Is there appropriate infrastructure or access to infrastructure for this project? (*i.e., water and sewer connections, roadway access, and electric service*)

- Yes (10 points)
- No (0 points)

d. Executed Contracts?

- Copy of master or umbrella building permit(s) or (15 points)
- Copy of building permit(s) (10 points)
- Copy of Fully Executed GC Contract (10 points)

2. Number of Affordable Housing HOME Set-Aside Units? (10 points)

- 100% (10 points)
- 75% (7 points)
- 50% (5 points)
- 25% (3 points)
- 0% (0 points)

3. Set-asides for extremely low income (ELI*)? (5 points)

- 10% and greater (5 points)
- 5% - 9.99% (3 points)
- Less than 5% (0 points)

*At or below 33% of area median

2. County subsidy including any previously awarded Surtax, CDBG, SHIP, HOME, NSP, GOB, or other County resources and funding requested in current application on a per unit basis? (10 points)

- less than or equal to \$35,000 (10 points)
- \$35,001 - \$45,000 (7 points)
- \$45,001 - \$50,000 (5 points)
- greater than \$50,001 (0 points)

5. Experience of Development Team. Evidence must be based on RFA submittal. (13 points)
Units completed with Certificate of Occupancy.

- More than 1000 units (13 points)
- 400-999 units (9 points)
- 399-150 units (6 points)
- Less than 150 units (3 points)

FOR CHDO Single-Family Homeownership Applications Only

The following Question 5A will replace Question 5 above.

5A. Experience of Development Team constructing homeownership units? (13 points)
Units completed with Certificate of Occupancy. Evidence must be based on RFA submittal.

- More than 100 units (13 points)
- 25-100 units (9 points)
- 5-24 units (6 points)
- Less than 5 units (3 points)

6. Not-for-Profit partners as members of development team or public housing projects? Not-for-Profit member must be a minimum of 51% owner. (5 Points)

- Yes (5 points)
- No (0 points)

7. Construction Features and Amenities? Does the Development commit to providing Green Certification? If so, provide evidence (it will be a contractual requirement). (12 points)

- Green Certified (LEED, FGBC, NGBS, Energy Star, etc.) (12 points)
- 10 or more features, including at least 3 energy efficient (7 points)
- 5 or more features, including at least 2 energy efficient (3 points)

TOTAL POINTS EARNED: _____

BONUS POINTS ONLY (23 points)

- Located within 1/2 mile of public transportation (5 points)
- Access to recreation and health facilities (within one mile) (5 points)
- Addresses Ordinance 14-56 (Disability Set Aside) (5 points)
- Project provides mixed income integration (5 points)
- Community Land Trust non-profit documentation (3 points)

TOTAL BONUS POINTS EARNED: _____

MAXIMUM POINTS 123

**HOME TENANT-BASED RENTAL ASSISTANCE
(HOME TBRA)**

HOME TENANT-BASED RENTAL ASSISTANCE (HOME TBRA)

The purpose of the HOME TBRA is to provide individual households with rental assistance. The County has emphasized the needs of renters with special needs to assist them with housing costs. These special needs renters may be the chronic homeless, elderly, disabled residents, and/or children aging out of foster care in need of housing. In addition, tenant-based rental housing assistance may be provided to individuals and families who are homeless, at risk of becoming homeless, or threatened with economic displacement.

Eligible Participants

The participants for TBRA must be low-income. Therefore, their annual gross income cannot exceed 80 percent of the Area Median Income. At least 90 percent of the participants assisted must be at 60 percent of Area Median Income. Income must be verified annually. Preference will be given to participant(s) who are disabled, elderly and/or the chronic homeless as defined by HUD, and also includes children aging out of foster care.

The renter is issued approval to search for a unit. The amount and level of assistance shall be based on a sliding scale determined by household income. The renter is required to contribute 30 percent of their monthly-adjusted income towards the approved rent. PHCD has established a minimum household payment of \$50 per month.

The rent subsidy provides assistance to individual households. The tenant is allowed to take the TBRA assistance to another residential site if they choose to move within the Miami-Dade County area.

Funding awarded for HOME TBRA services must be utilized by eligible program participants residing in Miami-Dade County.

Eligible Uses of Assistance

The HOME assistance in this RFA is for rental assistance, utility deposits, and security deposits. These are the only allowable expenses for the funds associated with this solicitation. Rents must be reasonable as set forth by HUD and should be documented as such. Utility deposits are limited to water, sewer, trash, electric and/or gas services. Utility deposits are for first time utility services and not for subsequent moves. The deposits should be reasonable and based on market practices. Security deposits may be the equivalent of no more than two months' rent or less. Both utility and security deposits will only be paid once. Security deposits may be paid as a stand-alone; however, utility deposits must be paid in conjunction with the security deposits.

PHCD has adopted the Utility Company Estimate project-specific methodology, as per 26 CFR Part 1.42-10(b)(4)(B). PHCD will approve UAs based upon estimates obtained from a local utility company for each of the utilities used in the project. IRS regulations state that the estimate must be obtained in writing and must be based on the estimated cost of that utility for a unit of similar size and construction for the geographic area in which the building containing the unit is located.

Eligible Units

Public or privately owned units can be used in the program. The units must meet Housing Quality Standards (HQS) prior to the commencement of any assistance. The participant must ensure that units are in compliance with lead-based paint regulations (24 CFR 35 Support M). The rents must be reasonable.

Ineligible Program Activities

HOME TBRA is not allowable for overnight or temporary shelters.

HOME TBRA cannot duplicate existing rental assistance programs that already reduce the tenant's rent payment to 30 percent of their income, (i.e., Section 8, etc.).

HOME TBRA is not allowable for subsidizing particular rental projects.

Lease Requirements

The lease agreement between a tenant and an owner of rental housing assisted with HOME TBRA funds must be for not less than one (1) year, unless both the tenant and the owner agree otherwise. The lease must be free of prohibited provisions (24 CFR 92.253) and must incorporate the Violence Against Women (VAWA) lease addendum required under 24 CFR 92.359(e).

- **VAWA:** Applicant shall comply with the federal Violence Against Women Act, codified at 42 U.S.C. 13701-14040 ("VAWA"), which protects applicants, tenants, and program participants in federally funded programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them, including the Final Rule adopted November 16, 2016, printed in Federal Register Vol. 81, No. 221, 80724-80824 (the "VAWA Final Rule"). VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

Tenant Selection

The selected applicant must have written Tenant Selection Policies and Procedures on how they select participants. These policies must be available for inspection by HUD, the County, or the public. The policies should describe the application process. It should spell out when applications are accepted and where they will be accepted. It should also speak to how the program will be marketed and the method of the application process (in person, by phone, or other). If the TBRA is to be used to assist homeless clients through a Rapid Re-Housing model then the selected applicants should describe how they will work with and link through the coordinated intake and assessment process, and referral mechanisms of the Continuum of Care.

Occupancy standards should be included in the policy along with a plan for landlord and participant outreach. The policy should speak to fair housing requirements as well as Americans with Disabilities Act and Section 504 compliance. The policy should also speak to participant compliance issues and the consequences of non-compliance, such as eviction or termination of assistance, along with any grievance requirements. The policy must also include a lease and rental subsidy portability statement.

Subsidy Limitations

The subsidy is limited to the difference between the payment standard that applies (in this case: 100 percent of the published Fair Market Rent (FMR)) and 30 percent of the participant's monthly adjusted income. Tenant paid utilities must be subtracted from the gross rents provided to determine net rents, which are the maximum initial allowable rents.

HOME TBRA rental assistance with individual households may not exceed two (2) years. Contracts can be renewed, subject to availability of HOME funds.

Program Administration

The selected applicant is responsible for collecting, reviewing, and approving the dwelling lease assuring its compliance with state law and program regulations. An agreement must be executed with the owner agreeing to lease the property under HOME TBRA and abide by the program rules. The owner contract should run concurrent with the dwelling lease. Ongoing activities include lease renewals, review rent increases, recertify income, re-inspect the dwelling unit, and assure compliance with all program regulations. The selected applicant should also maintain a waiting list for program participants. This list should be available for inspection.

Program Design and Regulatory Citations

The HOME TBRA is designed to mimic the Section 8 Housing Choice Voucher Program (S8 HCV). General program information can be found in 24 CFR Part 5, (i.e., income and other eligibility issues). Program specific information can be found in 24 CFR Part 982 to include HQS and rent reasonableness. The HOME TBRA regulations can be found in 24 CFR Part 92. These regulations are intended to assist the applicant in providing a responsive application for consideration. The program can also be a stand-alone deposit assistance program that provides security and utility deposits to eligible families that are relocating.

Program Budget

The HOME TBRA budget should be based on actual costs within program guidelines. The housing costs are based on the payment standard using 100 percent of the current FMR. The applicant must allow for deposit expenses as well when preparing the budget. The family composition will determine the bedroom size and affect the budget. The deposits are offered as grants, but still must be accounted for when submitting a budget. Administrative expenses are not allowed, however, project delivery costs such as unit inspection cost and income eligibility determinations are allowed. Staff timecards or records are required for review for staff expenses and should be specific to HOME allowable expenses. Applicant is required to provide administrative support as an in-kind contribution.

Homeless CoC Certification

Applicants requesting HOME TBRA funds under this RFA must commit to the following requirements by completing and including the Homeless Funding Application Certification Form as part of this application for funding:

- Project has a plan in place to provide the supportive services for the targeted population(s) to be served either directly by the applicant, or documented through an MOA or other agreement provided at the time of contract execution.
- Projects admission and/or assistance criteria, as applicable is appropriate as well as consistent with screen-in policies and best practices for the target population to be served by the project.
- The project will participate in the CoC's coordinated intake and assessment process including acceptance of all referrals to the homeless units/beds.
- The project will participate in the Homeless Management Information System (HMIS), as well as ensure meeting the minimum data quality standards.
- The project will provide housing and services consistent with the CoC's established Standards of Care, as may be amended from time to time.
- The project will be required to meet minimum performance measures including those HUD required performance measures.

**HOME TENANT-BASED RENTAL ASSISTANCE
(HOME TBRA)**

FORM 2

**TENANT-BASED RENTAL ASSISTANCE
(HOME TBRA)
(PAGE 1 OF 2)
(TAB 13)**

**ORGANIZATIONAL QUALIFICATIONS AND
PROPOSED PROJECT NARRATIVE
TENANT-BASED RENTAL ASSISTANCE PROGRAM ONLY**

Please complete and include in the application the Application Cover Sheet with the appropriate Affidavit(s), Housing Forms Checklist, and indication of Tab # for proof of documentation. Also, include general information about your organization and its mission.

The applicant must check the appropriate funding: HOME

SECTION 1- 4:

1. Experience and Capacity

- a. Entity must have experience (in years) operating a Tenant-Based Rental Assistance Program. How many years of experience does your organization have? _____

Evidence includes the following:

- A resolution authorizing the formation of the entity.
- Contract Administration (Executing and Monitoring): Executed contract agreements, copies of Contract Administration staff resumes, and Contract Administration staff job descriptions.
- Inspection of Units (Housing Quality Standards or Local Code): Housing Quality Standard reports, copies of inspection staff resumes, and inspection staff job descriptions.
- Case Management (Comprehensive): Case management documentation, copies of Case Management staff resumes, and job descriptions.
- Subsidized Housing (ownership or management): Please provide evidence of property title, lease agreements, or management agreements.

Evidence is located in Tab _____

2. Policies and Procedures

- a. Entity must have Tenant Selection Policies and Procedures. Entity must provide evidence of a copy of the adopted policy, lease and rental subsidy portability statement. Tab _____
- b. Entity must have a Landlord Outreach Plan. Entity must provide evidence such as the approved plan and landlord agreement. Tab _____

3. Clients and Units Identified

- a. What percent of clients are identified for the proposed project? Entity must provide evidence such as a client list that has been determined preliminarily eligible. Tab _____
- Total number of clients located within project units? _____
- Total number of clients to be served by proposed project? _____
- Total percent of clients to be served by proposed project? _____

**TENANT-BASED RENTAL ASSISTANCE
(HOME TBRA)
PAGE 2 OF 2
(TAB 13)**

3. Clients and Units Identified (Continued)

b. What percent of units are identified for the proposed project? Entity must provide evidence such as commitment letters from owners with addresses that are available. Tab _____

Total number of units? _____

Total number of units to benefit from the proposed project? _____

Total percent of units identified for the proposed project? _____

4. Administrative Expense

What percent of the total budget is provided as in-kind contribution for administrative expenses? Provide evidence such as the proposed budget. Tab _____

Total amount of in-kind contributions of administrative expenses? _____

Total amount of administrative expenses? _____

What percent of total budget is provided as in-kind contribution administrative expenses?

**MIAMI-DADE COUNTY REQUEST FOR APPLICATIONS (RFA)
FY 2019 HOME PROGRAM**

**TENANT-BASED RENTAL ASSISTANCE PROGRAM
(HOME TBRA)**

Scoring Criteria

Check the appropriate funding: HOME

1. Experience and Capacity

Does the entity have experience (in years) operating a Tenant-Based Rental Assistance Program? *(Evidence includes a resolution authorizing the formation of the entity.)*

_____ 6+	(25 points)
_____ 3-5	(15 points)
_____ 2	(10 points)
_____ 0-1	(0 points)

If no, does the entity have experience (in years) with the following:

Contract Administration (executing and monitoring) - (Evidence includes executed contract agreements, copies of Contract Administration staff resumes, and Contract Administration staff job descriptions.)

_____ 6+	(5 points)
_____ 2-5	(3 points)
_____ 0-1	(0 points)

Inspecting Units (Housing Quality Standards or local code) - (Evidence includes Housing Quality Standard reports, copies of Inspection staff resumes, and Inspection staff job descriptions.)

_____ 6+	(6 points)
_____ 2-5	(3 points)
_____ 0-1	(0 points)

Case Management (comprehensive) - (Evidence includes case management documentation, copies of Case Management staff resumes, and job descriptions.)

_____ 6+	(6 points)
_____ 2-5	(3 points)
_____ 0-1	(0 points)

Subsidized Housing (ownership or management) – (Evidence includes the property title, lease agreements, or management agreements.)

_____ 6+	(8 points)
_____ 2-5	(5 points)
_____ 0-1	(0 points)

**TENANT-BASED RENTAL ASSISTANCE PROGRAM
(HOME TBRA)**

Scoring Criteria

2. Policies and Procedures

Does the entity have Tenant Selection Policies? - *(Evidence includes a copy of the adopted policy, lease and rental subsidy portability statement.)*

_____ Yes (12.5 points)
_____ No (0 points)

Does the entity have a Landlord Outreach Plan? - *(Evidence includes the approved plan and landlord agreement)*

_____ Yes (12.5 points)
_____ No (0 points)

3. Clients and Units Identified

Percent of clients identified for the proposed project? - *(Evidence includes a client list that has been determined preliminarily eligible.)*

_____ 100% - 90% (15 points)
_____ 89% - 80% (10 points)
_____ 79% - 70% (5 points)
_____ 69% - 60% (3 points)
_____ below 60% (0 points)

Percent of units identified for the proposed project? - *(Evidence includes commitment letters from owners with addresses that are available.)*

_____ 100% - 90% (10 points)
_____ 89% - 80% (8 points)
_____ 79% - 70% (6 points)
_____ 69% - 60% (3 points)
_____ below 60% (0 points)

4. Administrative Expense

What percent of the total budget is provided as in-kind contribution for administrative expenses? - *(Evidence includes a copy of the proposed budget.)*

_____ 10% or more (25 points)
_____ 9% (20 points)
_____ 8% (15 points)
_____ 7% (10 points)
_____ 6% (5 points)

TOTAL POINTS EARNED: _____

HOMELESS PROGRAMS

**HOMELESS RENTAL HOUSING DEVELOPMENT
(HOMELESS SET-ASIDE REHABILITATION AND
EMERGENCY SOLUTIONS GRANT (ESG) SHELTER/OUTREACH)**

HOMELESS PROGRAM

INTRODUCTION/BACKGROUND

The Miami-Dade County Homeless Trust was created by the Miami-Dade Board of County Commissioners to oversee the use of the Food and Beverage Tax and to establish then implement policies based on Miami-Dade County's Community Homeless Plan: Priority Home. The Plan is available at www.homelesstrust.org. The Plan is a comprehensive Continuum of Care (CoC) system to serve homeless persons in Miami-Dade County. The Plan includes strategies to make homelessness intermittent with the provision of a wide range of housing and service interventions to accomplish goals.

Funding awarded services must be utilized by eligible program participants residing in Miami-Dade County. Funding specified as set aside for Homeless Rental Housing Development can be applied toward either: 1) the development of a homeless-only housing development; or 2) the development of units set-aside to serve homeless persons within a mixed-use development. Funding requested under this RFA should indicate how the proposal relates to the homeless Continuum Of Care (CoC) system developed by the County through the Miami-Dade County Homeless Trust, how it addresses existing Needs and Gaps, and how the proposed project will meet the needs of the priority sub-populations of the Continuum including chronic homeless, families with minor children, unaccompanied youth, and Veterans. The County will have the right of first priority throughout the loan period (e.g., 30 years) to refer clients to housing for homeless persons funded through the RFA, through the continuum's established coordinated intake and assessment process. In addition, any entity approved for funding must participate in the County's Homeless Management Information System (HMIS).

HOME Homeless Set-Aside funds will be made available pursuant to this RFA. HOME Homeless Set-Aside Tenant-Based Rental Assistance (TBRA) funds may also be utilized for rental subsidies using a "Rapid Re-Housing" program model if the proposed program falls within the Federal HOME guidelines. Homeless set-aside TBRA may not be used in conjunction with the homeless set-aside for development funding; instead, it must be a stand-alone project offering lease agreements not less than one year. (Please refer to the TBRA section of the RFA for additional funding opportunities related to rental subsidies that do not require capital funding and the requirements to submit a request for funding for TBRA).

Priority will be given to proposals that request HOME Homeless Set-Aside development funding to provide match for other sources of homeless funding. Requests to fund projects that will serve the continuum's priority sub-populations will also be considered as long as documented commitment of leverage is provided. However, *new* homeless units must be created via this funding. New units are those not currently considered as homeless units by the Homeless Trust and not reflected in the most recent Housing Inventory Count on file with HUD. In addition, those units having received capital or operating funds as part of the Homeless Trust's Homeless Housing Inventory or units currently under development in the Housing Inventory which are near completion and have a funding gap which, when filled, will result in the completion of the project by the contractual deadline established using HOME federal guidelines.

Housing developers may propose to provide mixed-use housing that includes units that are affordable, market rate and/or set-aside for chronic homeless/formerly persons with special needs, such as youth exiting foster care, the elderly, individuals with mental illness, substance abuse issues, persons living with HIV/AIDS, or with co-occurring disorders. A funded applicant shall execute a Rental Regulatory Agreement delineating the homeless set-aside and Area Median Income percent of the residents housed proportionate with the level and source of funding received pursuant to this funding opportunity. Maximum rents to be charged for these units cannot exceed 60% of the Fair Market Rent (FMR) for the unit size being assisted, with a preference for units targeting households of 30% of FMR. Where

rental assistance is provided via a public entity, rents for homeless individuals and or families cannot exceed the FMR unless a public housing authority grants a 10% waiver. Housing developers must accept tenant eligibility criteria that is adjusted to accommodate the unique needs of the priority sub-population. Eligibility criteria must minimize or eliminate barriers to tenancy (e.g., reduced/modified credit history, background checks, application fees and other screenings that would prevent admission of the target population).

Housing developers should identify whether they will be partnering with any non-profit homeless service provider on their application, the name of the non-profit homeless service provider, and the role of the non-profit service provider.

Applicants requesting funds under this application for homeless housing capital development funds must commit to the following requirements by completing and including the Homeless Funding Application Certification Form as part of its Application for funding:

1. Project has a plan in place to provide the supportive services for the targeted population(s) to be served either directly by the applicant or documented through a Memorandum of Agreement (MOA) or other agreement provided at the time of contract execution or time of application.
2. Project's admission and/or assistance criteria, as applicable, is appropriate as well as consistent with screen-in policies and best practices for the target population to be served by the project.
3. The project will participate in the CoC's coordinated intake and assessment process, including acceptance of all referrals to the homeless units/beds.
4. The project will participate in the Homeless Management Information System (HMIS), as well as ensure meeting the minimum data quality standards.
5. The project will provide housing and services consistent with the CoC's established Standards of Care, as may be amended from time to time.
6. The project will be required to meet minimum performance measures, including those HUD required performance measures.

The set-aside period for the funded units is thirty years, i.e., the loan period.

All applicants applying for capital funding under the Homeless program must include copies of any and all applications, contracts, and or funding agreements, (as well as permits, and zoning applications), and any subsequent amendments to these applications, contracts, or agreements which provide operational or capital funding for the project they are applying for.

Note: Failure to comply with grant award, contractual requirements/provisions, or misrepresentations related to this application by a provider may result in liquidated damages, or disbarment as may be appropriate.

As a second priority, the funding under the HOME Homeless Set-Aside may also be utilized for rental subsidies (Tenant-Based Rental Assistance) with lease agreements not less than one year through a "Rapid Re-housing Program" model. The proposed project must fall within the Federal HOME guidelines and must target the Continuum's priority sub-populations for Rapid Re-housing: 1) Chronic homeless; 2) Homeless veterans; or 3) Homeless families and unaccompanied homeless youth. Applicants must describe their proposed Rapid Re-housing model, including the proposed duration of any rental assistance, any minimum requirements for eligibility, and the supportive services to be provided to program participants to secure and maintain housing. Agencies applying for TBRA to

provide Rapid Re-housing to the homeless must complete and submit the TBRA forms required in this RFA.

FINANCING TERMS FOR HOMELESS DEVELOPMENTS

Refer to the Table of Contents for Loan Term and Conditions.

***THIS RFA IS NOT SOLICITING PROPOSALS FOR FUNDING FROM THE
FOOD AND BEVERAGE TAX.***

EMERGENCY SOLUTIONS GRANT (ESG)

GENERAL INFORMATION/ESG PROGRAM OBJECTIVES

The ESG program provides funding to: 1) engage homeless individuals and families living on the street; 2) improve the number and quality of emergency shelters for homeless individuals and families; 3) help operate these shelters; 4) provide essential services to shelter residents; 5) rapidly re-house homeless individuals and families; and, 6) prevent families and individuals from becoming homeless.

Applicants requesting ESG funds under this RFA must commit to the following requirements by completing and including the Homeless Funding Application Certification Form as part of its Application for funding:

1. Project has a plan in place to provide the supportive services for the targeted population(s) to be served either directly by the applicant, or documented through the Memorandum of Agreement (MOA) or other agreement provided at the time of contract execution.
2. Project's admission and/or assistance criteria, as applicable, is appropriate as well as consistent with screen-in policies and best practices for the target population to be served by the project.
3. The project will participate in the CoC's coordinated intake and assessment process, including acceptance of all referrals to homeless units/beds.
4. The project will participate in the Homeless Management Information System (HMIS), as well as ensure meeting the minimum data quality standards.
5. The project will provide housing and services consistent with the CoC's established Standards of Care, as may be amended from time to time.
6. The project will be required to meet minimum performance measures, including those HUD required performance measures.

ADMINISTRATION

Miami-Dade County will retain the ESG Administrative Fee of 7.5% to administer programmatic services.

ELIGIBLE PARTICIPANTS

Funding awarded for ESG services must be utilized by eligible program participants residing in Miami-Dade County.

SERVICES AND ACTIVITIES ELIGIBLE FOR ESG FUNDING

PHCD is requesting proposals from qualified and experienced not-for-profit service providers, to receive and expend ESG funding to meet eligible activities summarized, as follows.

Funding awarded for ESG services must be utilized by eligible program participants residing in Miami-Dade County.

- 1) Emergency Shelter: ESG funding is available to provide emergency housing, meals, and supportive services to homeless (single) adults. Funding is provided for Essential Services (case management, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations) and Shelter Operations

(maintenance, rent, repair, security, fuel, equipment, insurance, utilities, relocations, and furnishings). Applicants for this funding must demonstrate their capacity and experience in operating a comparable emergency shelter program, including their ability to provide appropriate services for this client population. The selected applicant must participate in the Miami-Dade County Homeless Trust's Homeless Management Information System (HMIS), comply with established Emergency Shelter Standards of Care, and contribute to HUD system-level performance improvements. Applicants must indicate how many beds they propose to operate at the facility based on the available level of ESG funding and match required by the applicant (leverage provided by the applicant). Preference will be given to applicants that propose to provide the highest number of units to make operational with this available funding.

- 2) Short and/or medium term rental assistance, as follows:
 - a) Homeless Prevention: This includes activities that provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to prevent the individual or family from becoming homeless if; 1) annual income of the individual or family is below 30 percent of median family income; or 2) assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing and achieve stability in that housing. Eligible costs in this category include: utilities, rental application fees, security deposits, last month's rent, utility deposits and payments, moving costs, housing service and placement, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair.
 - b) Rapid Re-Housing: This includes housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help individuals or families living in homeless shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing. Eligible costs also include utilities, rental application fees, security deposits, last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair.

The applicant(s) funded to provide the Homeless Prevention and the Rapid Re-Housing activities will be required to participate in the Miami-Dade County Homeless Trust's Homeless Management Information System (HMIS), participate in the Continuum of Care Coordinated Outreach Assessment and Placement process and abide by the Continuum of Care Standards of Care Prevention and Rapid Rehousing as adopted (and as may be amended) by the Miami-Dade County Homeless Trust.

While no specific amount is identified to be allocated specifically for either of these two short and/or medium term rental assistance categories, it is anticipated that no more than twenty-five percent (25%) of the total available allocation for short and/or medium-term rental assistance will be provided for Homeless Prevention activities.

There is a match requirement for ESG funding that requires an equal amount of funds from cash or the following in-kind sources: new staff, volunteer time, the donation of materials and buildings, or the value of any lease on a building.

HOMELESS PROGRAMS

**HOMELESS RENTAL HOUSING DEVELOPMENT
(HOMELESS SET-ASIDE REHABILITATION AND ESG
SHELTER/OUTREACH)**

FORM 3

**HOMELESS RENTAL HOUSING DEVELOPMENT
Funding Application
(Homeless Set-Aside Rehabilitation and ESG Shelter/Outreach)**

**PAGE 1 OF 5
(Tab 13)**

SCORING TABLE

SECTION	SCORING ITEM	MAXIMUM POINTS HOME	MAXIMUM POINTS ESG
FORM 1	GENERAL SECTION HOUSING FORMS (Required from all applicants):		
I.	APPLICANT AND DEVELOPMENT TEAM (TAB 1)		
II.	PROPOSED ACTIVITY (TAB 1)		
III.	FUNDING REQUEST (TAB 1)		
IV.	GEOGRAPHIC LOCATION (TAB 2)	5	
V.	LEVERAGING RENTAL AND HOMELESS ONLY (TAB 3)	10	
VI.	ORGANIZATION CAPACITY AND EXPERIENCE (TAB 4)		
VII.	TRACK RECORD (TAB 4)	5	
VIII.	TIMELY COMPLETION (TAB 4)	2	
IX.	TENANT RELOCATION INFORMATION FOR EXISTING PROPERTIES (TAB 5)		
	ABILITY TO PROCEED (ATTACH PICTURES OF EXTERIOR AND INTERIOR):		
X.	SITE CONTROL (TAB 6)	5	
XI.	PRE-DEVELOPMENT (TAB 6)	3	
XII.	SHOVEL READY (TAB 6)	5	
XIII.	FEATURES AND AMENITIES (TAB 6)	5	
	DEMOGRAPHIC AND SET-ASIDE COMMITMENTS ACCESSIBILITY FEATURES:		
	DEMOGRAPHIC TARGETS (TAB 7)		
	INCOME AND SPECIAL NEEDS (TAB 7)		
	HOUSING PRESERVATION ACTIVITIES (TAB 7)		
	TENANT RELOCATION (TAB 7)		
	DESIGN AND ACCESSIBILITY FEATURES (TAB 7)		
	SET-ASIDE COMMITMENTS (TAB 7) [REQUIRED FOR HOME FUNDS ONLY]		
	FINANCIAL BENEFICIARIES (TAB 8):		
	RENTS & OPERATING PRO-FORMA (TAB 9): [REQUIRED]	5	
	ACCEPTANCE OF RENTAL ASSISTANCE (TAB 10) [RENTAL DEVELOPMENTS ONLY]		
	FINANCING: DEVELOPMENT COST PRO FORMA SAMPLE (TAB 11):		
FORM 3	HOMELESS ORGANIZATION QUALIFICATION, HISTORY, AND STRUCTURE (TAB 13)	35	40
	TARGET POPULATION (TAB 13)	15	20
	PROJECT NARRATIVE (TAB 13)	5	
	TOTAL POINTS	100	
FORM 3	ESG PROPOSALS ONLY (COMPLETE ONLY)		
	PROJECT NARRATIVE (TAB 13)		30
	MATCH REQUIREMENT (TAB 13)		10
	TOTAL POINTS		100
FORM 4	TENANT-BASED RENTAL ASSISTANCE (HOMELESS SET-ASIDE TBRA AND ESG)		
	APPLICANT EXPERIENCE AND PERFORMANCE (TAB 14)	22	22
	SCOPE OF SERVICES (TAB 14)	28	28
	DETAILED BUDGET AND JUSTIFICATION (TAB 14)	8	8
	SUPPLEMENTAL RESOURCES (TAB 14)	4	4
	TOTAL POINTS	62	62

**HOMELESS RENTAL HOUSING DEVELOPMENT
Funding Application
(Homeless Set-Aside Rehabilitation and ESG Shelter/Outreach)
PAGE 2 OF 5
(Tab 13)**

**ORGANIZATIONAL QUALIFICATIONS AND
PROPOSED PROJECT NARRATIVE
FOR HOMELESS HOUSING DEVELOPMENT AND ESG PROPOSALS ONLY**

APPLICANT'S LEGAL NAME: _____

ADDRESS (MAIN OFFICE): _____

EXECUTIVE DIRECTOR: _____

CONTACT PERSON: _____

PHONE: _____ FAX: _____ E-MAIL: _____

PROJECT NAME: _____

PROPOSED PROJECT ADDRESS: _____

Section A. Organizational Qualifications, History, and Structure (Refer to Scoring Table for maximum points possible)

1. In narrative form, please briefly describe your organization's main purpose/mission, and its history of providing services and/or housing in this community, including specifically the types of services (e.g., prevention, educational, employment, etc.), the number of locations, and the number of persons served.
2. Describe your entity's experience in providing services specifically to the population to be served by the proposed project, including past experience in operating housing/providing services similar to that proposed.
3. Describe the experience of staff providing substantive supportive services.
4. Describe your entity's specific experience serving homeless persons.
Indicate what types housing/services you currently provide:

Type	#Of Beds/Units	Years of Experience	Type of Project (Leased or Owned Building, etc.)
Emergency Housing			
Transitional Housing			
Permanent Housing			
Rapid Re-housing			
Homeless Prevention			
Support Services Only	N/A		

5. Indicate the total number of persons served by your program in the last year and the total number of homeless persons served in the last year.
6. Indicate the average daily population for all programs and for homeless programs.
7. What are the organization's total sources of funding (provide source as well as amounts)?

HOMELESS RENTAL HOUSING DEVELOPMENT
Funding Application
(Homeless Set-Aside Rehabilitation and ESG Shelter/Outreach)
PAGE 3 OF 5
(Tab 13)

8. What is the organization's total annual operating budget? What is the entity's fiscal year?
9. Describe how the proposed project will supplement your current programs and the Organization's capacity to administer this additional program.
10. Describe and enclose any licensure requirements that have been met by your entity and/or key members of your proposed/current program staff including building occupational licenses, professional licenses, and state licenses, etc.
11. Provide resumes and/or job descriptions for principal staff.
12. Describe your entity's procedures for assuring that all individuals (including formerly homeless/homeless persons) are encouraged to accept employment in your entity regardless of race, ethnicity, gender, disability, or sexual orientation.
13. Describe your entity's experience in entering and maintaining client level and performance data in a management information system.

Section B. Target Population *(Refer to Scoring Table for maximum points possible)*

Describe the targeted population (families or singles; if singles: men, women, coed, etc.; chronically homeless). Maximum points awarded for projects serving homeless households meeting HUD's definition for chronic homeless.

Section C. Project Narrative *(maximum of 5 points)*

1. Describe the project proposed for funding. Answer the following questions in narrative form, in no more than four (4) single-spaced pages. The narrative must include a service coordination component which describes how your project facilitates the availability of and access to an appropriate array of services and resources that promote quality of life for and housing retention of homeless residents. The narrative should fully describe how service coordination would be provided from the project. ESG applicants must specify how many beds will be offered based on the available funding and the target population to be served (e.g., men, women). Include the following information:
 - a. Describe the type of housing program. For capital requests: type of service (transitional, permanent supportive housing and model/approach, i.e., Housing First, safe haven). For ESG: shelter, homeless prevention, or rapid re-housing.
 - b. Describe the services to be provided (case management, substance abuse treatment, and/or mental health services, etc.) both on-site and off-site. Describe who will be providing the services (e.g., your entity, sub-contracted to other providers, etc.) including specifically how the following services are provided (as applicable): education, independent living skills, vocational/employment training, and permanent housing placement assistance or retention. If a Capital Request for a Housing First program, please describe in detail the model that you will apply to the project and expected outcomes based on existing evidence-based evaluation(s) of the model.

HOMELESS RENTAL HOUSING DEVELOPMENT
Funding Application
(Homeless Set-Aside Rehabilitation and ESG Shelter/Outreach)
PAGE 4 OF 5
(Tab 13)

- c. Describe how such services will be funded for the period of restricted use as homeless housing (if applicable).
- d. Describe the referral, intake, and orientation process and how it is linked with the coordinated intake and assessment process including eligibility criteria for your program (as well as restrictions such as family size, age, etc.). Fully describe the case management services offered in the narrative including client-centered strength-based approach; frequency/duration of case management (one-on-one, daily, etc.); links to other services; how clients are prepared for independent living; how clients are assisted in obtaining employment; and permanent housing or retention, etc.
- e. Describe the schedule of hours for the proposed/currently provided services and the level of site supervision and client interaction.
- f. Describe the amount of staff that will be/are providing services including the staff to client ratio and whether staff is already on board or if recruitment is required. Provide a gender/ethnic breakdown of staff including languages spoken.
- g. Describe how this project supplements your entity's existing efforts (i.e., additional service units, beds created, and additional service hours, etc.).
- h. Describe program outcomes (e.g., percentage of clients transitioning from permanent housing or percentage of clients remaining in permanent housing for more than 7 months).

***NOTE:** *For all homeless housing projects.* Case management services must be provided to all residents and applicant must fully describe the case management services offered in the narrative including frequency/duration of case management (one-to-one, daily, etc.) and the links to other services; how clients are prepared for independent living; and how clients are assisted in obtaining employment and permanent housing, etc.

For permanent housing projects: The narrative must include a service coordination component which describes how your project facilitates the availability of and access to an appropriate array of services and resources that promote quality of life for and housing retention of homeless residents. The narrative should fully describe how service coordination will be provided from the proposed project.

2. Describe how your project addresses a need or gap as identified in the Annual Continuum of Care Gaps and Needs Analysis.
3. Describe (and attach) any licenses that are required.
4. Describe how you will ensure the participation of program participants in program design and the manner in which you will/currently ensure a client's right to courteous, fair, and respectful treatment.
5. If you plan on developing a permanent housing structure of sixteen or more units of housing that will house only formerly homeless or homeless clients, then provide a narrative demonstrating why market conditions necessitate the development of a project of that size and how the project will be integrated into the community.
6. Describe your plan for securing community support for the project and any community support in place at this time.

HOMELESS RENTAL HOUSING DEVELOPMENT
Funding Application
(Homeless Set-Aside Rehabilitation and ESG Shelter/Outreach)
PAGE 5 OF 5
(Tab 13)

The following section applies only to ESG Proposals:

Funding awarded for ESG services must be utilized by eligible program participants residing in Miami-Dade County.

Section D. Match Requirement for ESG Proposals (10 points)

The proposal must describe and document committed sources for the mandatory dollar for dollar match requirement. PHCD will not be providing additional points for exceeding the mandatory match requirements.

If a proposal is requesting funds as match for another source of homeless funding, please identify the source of such funding and describe the need for such match. If proposal is requesting funds for any other development that will serve the priority sub-population described herein, the applicant must submit documentation of firm funding commitments.

TENANT-BASED RENTAL ASSISTANCE
(HOMELESS SET-ASIDE TBRA AND ESG HOMELESS
PREVENTION/RAPID REHOUSING)

FORM 4

TENANT BASED RENTAL ASSISTANCE
(HOMELESS SET-ASIDE TBRA AND ESG HOMELESS PREVENTION/RAPID REHOUSING)
(PAGE 1 OF 3)
(TAB 14)

Agency: _____
 Director: _____
 Address: _____
 Phone: _____
 Email: _____
 Project Name: _____
 Project Address: _____

Type of Project: HOMELESS TBRA ESG HOMELESS PREVENTION/RAPID REHOUSING

Specific to HOME funds, PHCD has adopted the Utility Company Estimate project-specific methodology, as per 26 CFR Part 1.42-10(b)(4)(B). PHCD will approve utility allowances based upon estimates obtained from a local utility company for each of the utilities used in the project. IRS regulations state that the estimate must be obtained in writing and must be based on the estimated cost of that utility for a unit of similar size and construction for the geographic area in which the building containing the unit is located.

A. APPLICANT EXPERIENCE AND PERFORMANCE

- | |
|--|
| 1. Past experience of applicant, its employees, or its partners/subcontractors in providing the solicited service, including experience with contract administration, inspection of units, comprehensive case management, and work with subsidized housing. |
| 2. Past experience of applicant in maximizing the use of mainstream resources. |
| 3. Past experience of applicant in leveraging resources through partnerships among agencies. |
| 4. For projects participating in HMIS: Provide an Annual Progress Report for similar projects between July 1, 2016 and May 1, 2017 to reflect achievement of HUD priorities (1) expedited access to, or retention in, permanent housing; (2) program fiscal utilization. For proposals that are new to the CoC and do not have an HMIS record, respondents may submit:

(1) a record of system performance from an equivalent database that is validated by a third party payer, and (2) a compelling explanation of the agency's connections to this community which positions them to serve homeless households considering the HUD priorities and achievement of HUD System Performance Measures. |

TENANT BASED RENTAL ASSISTANCE
(HOMELESS SET-ASIDE TBRA AND ESG HOMELESS PREVENTION/RAPID REHOUSING)
(PAGE 2 OF 3)
(TAB 14)

B. SCOPE OF SERVICES

1. Describe how project will comply with the CoC's Coordinated Entry procedures.
2. Describe how housing plans are developed and strategies for serving populations including chronic homeless adults on the Permanent Housing waiting list; non-chronic long-term homeless; families, survivors of violence, or unaccompanied youth experiencing homelessness.
3. Describe resources dedicated to housing identification (navigation), how projects will remove barriers to program entry (history of homelessness, poor credit, past evictions, lack of income), and assistance provided with move-in, or in the case of prevention, housing stabilization.
4. Describe how type, scale and location of the proposed housing offers client choice with evidence of active landlord relationships.
5. Describe case management services provided to help households address barriers that prevent access to or stability in housing (such as addressing credit history, debt issues, explaining lease agreements, navigating transportation issues and family conflicts).
6. Describe how individuals and families will be assisted following housing placement, or in the case of prevention, housing stabilization (accessing other services, including public benefits, health care, job training, employment), and how program will work to minimize and/or prevent program evictions.

TENANT BASED RENTAL ASSISTANCE
(HOMELESS SET-ASIDE TBRA AND ESG HOMELESS PREVENTION/RAPID REHOUSING)
(PAGE 3 OF 3)
(TAB 14)

C. DETAILED BUDGET AND JUSTIFICATION

- | |
|--|
| <ol style="list-style-type: none">1. Proposed project budget and narrative (Attachment 14) are:<ol style="list-style-type: none">a. clear, easily understandable to ratersb. detailed, as evidenced by a comprehensive budget narrativec. reasonable, as evidenced by including only allowable activities, andd. cost effective, as compared to other projects providing the same component |
|--|

D. SUPPLEMENTAL RESOURCES

- | |
|--|
| <ol style="list-style-type: none">1. Describe sources and extent of match provided for the proposed project. |
|--|

**TENANT-BASED RENTAL ASSISTANCE PROGRAM
(HOMELESS SET-ASIDE TBRA AND ESG HOMELESS PREVENTION/RAPID REHOUSING)**

SCORING CRITERIA

A. APPLICANT EXPERIENCE AND PERFORMANCE – UP TO 22 POINTS

1. Past experience of applicant, its employees, or its partners/ subcontractors in providing the solicited service, including experience with contract administration, inspection of units, comprehensive case management, and work with subsidized housing.	8 Points
2. Past experience of applicant in maximizing the use of mainstream resources.	4 Points
3. Past experience of applicant in leveraging resources through partnerships among agencies.	4 Points
4. For projects participating in HMIS: Annual Progress Reports for similar projects between July 1, 2017 and June 30, 2018 to reflect achievement of HUD priorities (1) exits to and retention in, permanent housing and (2) program fiscal utilization. For proposals that are new to the CoC and do not have an HMIS record, respondents may submit: (1) a record of system performance from an equivalent database that is validated by a third party payer, and (2) a compelling explanation of the agency's connections to this community which positions them to serve homeless households considering the HUD priorities and achievement of HUD System Performance Measures.	6 Points

B. SCOPE OF SERVICES – UP TO 28 POINTS

1. Proposal describes how the project will comply with the CoC's Coordinated Entry procedures.	4 Points
2. Proposal describes how housing plans are developed and strategies for serving populations including chronic homeless adults on the Permanent Housing waiting list; non-chronic long-term homeless; families, survivors of violence, or unaccompanied youth experiencing homelessness.	4 Points
3. Proposal describes resources dedicated to housing identification (navigation), how projects will remove barriers to program entry (history of homelessness, poor credit, past evictions, lack of income), and assistance provided with move-in, or in the case of prevention, housing stabilization.	6 Points
4. Proposal describes the type, scale and location of the proposed housing and services and how housing choice will be incorporated, with evidence of active landlord relationships.	6 Points
5. Proposal describes case management services provided to help households address barriers that prevent access to or stability in housing (such as addressing credit history, debt issues, explaining lease agreements, navigating transportation issues and family conflicts).	4 Points

**TENANT-BASED RENTAL ASSISTANCE PROGRAM
(HOMELESS SET-ASIDE TBRA AND ESG HOMELESS PREVENTION/RAPID REHOUSING)**

SCORING CRITERIA

B. SCOPE OF SERVICES

<p>6. Proposal describes how individuals and families will be assisted following housing placement, or in the case of prevention, housing stabilization (accessing other services, including public benefits, health care, job training, employment), and how program will work to minimize and/or prevent program evictions.</p>	<p align="center">4 Points</p>
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C. DETAILED BUDGET AND JUSTIFICATION - UP TO 8 POINTS

<p>1. Proposed project budget is:</p> <ul style="list-style-type: none"> a. clear, easily understandable to raters b. detailed, as evidenced by a comprehensive budget narrative c. reasonable, as evidenced by including only allowable activities, and d. cost effective, as compared to other projects providing the same component 	<p align="center">8 Points</p>
--	--------------------------------

D. SUPPLEMENTAL RESOURCES – UP TO 4 POINTS

<p>1. Projects that demonstrate the extent to which the amount of assistance to be provided will be matched (at a minimum 100 percent for TANF and Challenge).</p>	<p align="center">4 Points</p>
--	--------------------------------

TOTAL POINTS AVAILABLE FOR HOMLESS SET-ASIDE TBRA/ESG PROJECTS: 62

**HOME PROGRAM
COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS
(HOME CHDO)**

FORM 5

HOME PROGRAM COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (HOME CHDO)

I. INTRODUCTION AND BACKGROUND

The Community Housing Development Organization (CHDO) guidelines provide the policies and standards for the management and funding of CHDO operating funds by Miami-Dade Department of Public Housing and Community Development (PHCD). These policies and procedures are based on HOME Program regulations (24 CFR 92.208). It is the responsibility of the CHDO to understand and ensure compliance with these policies and procedures. It is the intent of these guidelines to create a consistent and equitable system by which CHDOs are identified and selected, and to build long-term relationships with the CHDOs.

The HOME Program is administered through the U. S. Department of Housing and Urban Development (HUD). Miami-Dade County, as a participating jurisdiction (PJ), receives funds under the HOME Program. HOME regulations require PJs to set-aside 15% of their HOME allocation for CHDOs, and awards up to 5% of the HOME Program allocation for CHDO Operating Support to build capacity that will result in additional affordable housing units. Each year, all organizations requesting CDBG or HOME funds from the County must submit an application which provides information concerning the organization, its corporate and financial structure, and a specific proposal for a program or project. Staff issues a Request for Applications (RFA) and accepts applications only once each calendar year. This is to allow staff sufficient time to review each proposal and make recommendations to the Board of County Commissioners, which allocates the available funds accordingly. CHDO applications are submitted each year with the applicant's RFA even if the entity is already certified since re-certification is required on a yearly-basis.

II. CHDO DEFINITION, CERTIFICATION, AND RE-CERTIFICATION

Definition:

CHDO is a private non-profit organization that has among its purposes the provision of decent housing that is affordable to low- and moderate-income persons as evidenced in its charter, articles of incorporation, resolutions, or by-laws. A CHDO may apply for funding in the capacity of a Developer, Owner, or Sponsor, but only CHDOs may apply for a HUD-mandated set-aside percentage of local HOME funds.

For further information, refer to 24 CFR Part 92.

Certification:

In order to receive CHDO funds from the County, a local housing organization must be formally certified by the PHCD at the time of application for operating funds and CHDO eligible housing projects. In order to be certified as a CHDO, a local housing organization must:

- Meet all of the CHDO certification requirements per 24 CFR Part 92.208;
- Enter into a Memorandum of Understanding (MOU) that states that the CHDO intends to use HOME CHDO set-aside funds to develop units of affordable housing within 24 months of the date of the agreement that specifies the expected uses for the funds; and
- PHCD will provide a certification/re-certification letter to each CHDO to confirm the organization's CHDO status upon review and approval of the documents listed below.

If the organization is not recertified, it is not eligible to receive any funds and/or services reserved for CHDOs until the organization is able to prove that it still meets all of the criteria necessary to obtain CHDO certification.

III - APPLICATION PROCESS AND FUNDING PRIORITIES:

1. Application Process

PHCD will accept applications for CHDO Operating Support once a year with the Request For Application and will award CHDO Operating funds on an as-needed basis taking into consideration five (5) priorities:

- Representation in underserved areas;
- Response to community housing needs as identified by the Housing Needs Assessments in the FY 2013-2017 Consolidated Plan;
- Local Match provided;
- Established CHDOs that are continuing to add units to their portfolio; and
- Demonstrated capacity to complete the project(s).

Upon finalizing the RFA recommendations, the CHDO certification process is initiated for those agencies that are recommended for CHDO funding. Applicants are provided with a CHDO Qualifications checklist that outlines the CHDO criteria and references to the HUD regulations governing the process.

Staff reviews the documentation submitted to verify that all CHDO certification criteria are met then issues a favorable or not favorable recommendation to senior management.

Subsequently, staff recommendations are presented to senior management for review and signature of the certification/re-certification cover letter and certification/re-certification document.

Once signed, the certification/re-certification documents are mailed to the agencies and hard copies are kept in our central file with electronic copies saved on PHCD's internal server.

Initiating the certification/re-certification process with the RFA ensures that re-certifications are completed every year and decreases the amount of paperwork submitted as some supportive documents such as the articles of incorporation and by-laws are required for compliance with the RFA guidelines. Prior to the release of HOME funds from the County, a written agreement must be executed with the applicant or CHDO. The agreement remains in effect during any period that the applicant or CHDO is operating a program or implementing a project in which HOME funds are being invested.

2. Available Funding

- Up to 5 percent of the HOME Program allocation may be awarded for CHDO Operating Support to build capacity that will result in additional affordable housing units.

- HOME Program assistance for CHDO's operating expenses in each fiscal year may not exceed \$50,000 or 50 percent of the CHDO's total annual operating expenses for that year, whichever is greater.

3. Eligible uses of CHDO Operating Support Funds

Up to 5 percent of PHCD's HOME allocation may be used to provide funds for CHDO operating assistance. To be eligible for CHDO operating assistance, the CHDO must submit a funding application for a CHDO-eligible project. The following uses of CHDO Operating Support funds are permitted (24 CFR Part 92.208):

- Salaries, wages, benefits, and other employee compensation;
- Training and travel, resulting in increased capacity;
- Administrative expenses;
- Operating expenses, including rent and utilities;
- Equipment, materials and supplies, including communication costs;
- Taxes and insurance; and
- Homebuyer education.

The purpose of CHDO operating assistance is to nurture successful CHDOs, PHCD will periodically evaluate the performance of any CHDO wishing to receive CHDO operating funds. No match is required for CHDO Operating funds.

4. Eligible and Ineligible Uses of CHDO Set-Aside Funds

The HOME requirements in 24 CFR Part 92.300 require PHCD to set aside at least 15 percent of its annual HOME allocation for projects owned, developed, or sponsored by CHDOs.

A certified CHDO must be an owner, developer, or sponsor of a HOME-eligible project to use CHDO set-aside funds. A CHDO may serve in one of these roles or in a combination of roles, such as being owner and developer.

- **CHDO as Owner:** As owner, the CHDO holds valid legal title or has a long-term leasehold investment to the property (99 year minimum). The CHDO may be an owner with one or more individuals, corporations, partnerships or other legal entities. However, the CHDO must be the managing general partner with effective control (decision-making authority) of the property.

Example: A CHDO may solely be the owner with another entity (for profit or not-for-profit) to act as a developer and construct new or rehabilitate existing building(s). After completion of the development, the CHDO will maintain ownership of the property.

- **CHDO as Developer:** A CHDO is a developer when the CHDO owns the property and develops the project or has contractual obligations to the property owner to develop the project. The CHDO may be both owner and developer of its own project.
- **CHDO as Sponsor:**

a. Sponsoring Rental Housing

For HOME assisted rental housing, the CHDO may develop a project that it solely or partially owns and agrees to convey ownership to a second not-for-profit organization at a predetermined time prior to or during development or upon completion of the development of the project. The HOME funds are invested in the project owned by the CHDO.

The CHDO sponsor identifies the particular not-for-profit organization that will obtain ownership of the property prior to commitment of HOME funds.

The second not-for-profit will assume all HOME obligations (including repayment of loans and tenant and rent requirements) for the project from the CHDO at a specified time. If the property is not transferred to the not-for-profit organization, the CHDO sponsor will remain liable for the HOME obligations. The not-for-profit organization must be financially and legally separate from the CHDO sponsor. (The second not-for-profit may have been created by the CHDO, but nevertheless it is a separate entity from the CHDO.)

The CHDO must provide sufficient resources to the not-for-profit organization to ensure the development and long-term operation of project.

Example: A CHDO enters into a legally binding agreement with Eldercare, an existing not-for-profit organization experienced in providing enhanced housing services for the elderly. The CHDO agrees to purchase and rehabilitate a vacant 50-unit property and convey the property to Eldercare upon completion of the construction phase. Eldercare will assume responsibility for the long-term management of the project and for the fulfillment of all obligations and requirements associated with the use of HOME funds.

b. Sponsoring Homebuyers:

For a HOME-assisted first-time homebuyers program, the CHDO owns and develops a property and transfers the title and the HOME loan obligations and resale requirements to a HOME-qualified first time homebuyer within a specified timeframe.

The HOME funds are invested in the property owned by the CHDO. The CHDO sponsor acquired and completes the rehabilitation or construction of the property. At completion of the rehabilitation or construction, the CHDO is required to sell (transfer) the property along with the HOME loan obligations to a first-time homebuyer. CHDO operating support will only be funded in connection with an application for a specific housing project.

- **Eligible Activities:** A CHDO acting as owner, sponsor or developer may use the CHDO set-aside for the following activities:
 - Acquisition and/or rehabilitation of rental or homebuyer property;
 - New construction of rental or homebuyer property; and
 - Direct financial assistance to homebuyers of HOME-assisted property developed or sponsored by the CHDO.

CHDO set-aside HOME funds must be used during the construction or rehabilitation of the property.

- **Ineligible CHDO Activities** - Ineligible uses of the HOME CHDO set-aside are:
 - Homeowner rehabilitation;
 - Tenant-based rental assistance (TBRA); and
 - Down payment and/or closing cost assistance to purchasers of housing not developed with HOME CHDO funds.

5 - CHDO Proceeds

PHCD allows CHDOs to retain proceeds under a few conditions. To be eligible for CHDO proceeds retention, the CHDO must provide a written plan for the specific use of such funds with the initial CHDO application. PHCD will verify that such uses are strictly for HOME-eligible activities or other low- and moderate-income housing activities to include CHDO operations. PHCD will respond in writing to the written plan. Proceeds are funds resulting from:

- Permanent financing of a CHDO project used to pay off a CHDO financed construction loan;
- The sale of CHDO developed homeownership housing to a homeowner or a second non-profit; and
- Interest and principal payments from a loan to buyer of CHDO developed homeownership housing.

6 - CHDO Certification

Applicants are provided with the CHDO Qualifications Checklist that outlines the CHDO criteria utilized. Applicants must complete the CHDO application and submit requested documentation.

Certifications will only be evaluated during the FY 2019 RFA process.

**HOME PROGRAM
COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)
CHDO CERTIFICATION APPLICATION
(TAB 15)**

All CHDO applicants must complete the CHDO Certification Application.

PART I – APPLICANT CONTACT INFORMATION

Applicant Name:

Address:

City:

State:

ZIP

Executive Director
Name:

Phone:

Email:

Applicant Role:

_____ Owner

_____ Developer

_____ Sponsor

PART II – CHDO CERTIFICATION REQUIREMENTS

Submit evidence to document the requirements below and answer narrative requirements accordingly. Label each document submission as CHDO Attachment-(Question Number), e.g., documentation for Question 1 must be labeled as “CHDO Attachment-1” within the Tab section (Tab #) stated in the header above.

Evidence of the following must be submitted each year to qualify as a CHDO:

1. Applicant is organized under state or local laws, as evidenced by its Charter or Articles of Incorporation;
2. Applicant must clearly demonstrate that no part of the net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by its Charter or Articles of Incorporation;
3. Applicant must have received a tax-exempt ruling from the IRS under Section 501(C)(3) or (4) of the Internal Revenue Code of 1986, as evidenced by a written ruling from the IRS;

4. Applicant must have a clearly defined geographical service area, as evidence by its Charter, Bylaws, or Articles of Incorporation. A geographical service area may be defined as a neighborhood or neighborhoods, city, or county.
5. Applicant has among its purposes the provision of decent, safe, and sanitary housing that is affordable to low- and moderate-income persons, as evidenced by a statement in the organization's Charter, Articles of Incorporation, By-Laws, or a Resolution of the CHDO's Board of Directors;
6. Applicant conforms to the financial accountability standards of 24 CFR 84.21, "Standards for Financial Management Systems," as evidenced by a notarized statement by the president, or chief financial officer of the organization, a certification from a Certified Public Accountant or a HUD approved audit summary;
7. Applicant or its parent organization has at least one year of experience in serving the community within which housing will be assisted with HOME funds is to be located, as evidenced by a written statement signed by the president of the organization. In the statement, the organization must describe its history (or its parent organization's history) of serving the community by describing activities which it provided (or its parent organization provided) such as, developing new housing, rehabilitating existing housing stock and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities;
8. Applicant has demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by: resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds HUD defines CHDO staff as paid employees who are responsible for the day-to-day operations of the CHDO. Staff does not include volunteers, board members, or consultants.
9. Applicant maintains at least one-third of its governing board's membership as residents of low-income neighborhoods, low-income community residents, or elected representatives of low-income neighborhood organizations as evidenced by the organization's By-Laws, Charter, or Articles of Incorporation. A list of board members must be provided indicating which are low-income representatives and how they qualify to meet the eligibility. Under the HOME Program, for urban areas, the term "community" is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, "community" is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole State) provided that the governing board contains low-income residents from each of the multi-county areas;
10. Applicant provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of all HOME-assisted affordable housing projects, as evidenced by the organization's By-Laws, Resolutions, or written statement of operating procedures approved by the governing body;
11. CHDOs chartered by a State or local government: A maximum of one-third of the applicant's governing board membership may consist of representatives of the public sector, as evidenced by the organization's By-Laws, Charter, or Articles of Incorporation. The public sector is defined as elected officials, appointed public officials, public employees, and appointees of public officials.

Public sector representatives may not, in turn, appoint the remaining 2/3 of the board members. A list of board members must be provided indicating which are from the public sector;

12. For-Profit Entities: If the applicant is sponsored or created by a for-profit entity, the for-profit entity's primary purpose may not include the development or management of housing. The CHDO may not be controlled by, nor under the direction of, the for-profit entity or individuals seeking profit from the organization and the CHDO must be free to contract goods and services from vendor(s) of its own choosing as evidenced by the CHDO's By-Laws, Charter, or Articles of Incorporation; and
13. For-Profit Entities: If the applicant is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body, and the board members appointed by the for-profit entity may not, in turn, appoint the remaining 2/3 of the board members, as evidenced by the CHDO's By-Laws, Charter, or Articles of Incorporation.
14. To demonstrate conformance with 24 CFR 84.21, Standards for Financial Management Systems, applicants are required to submit a copy of the organization's financial management policies and procedures and provide narrative responses, including a citation with reference to the policies and procedures document to the points below:
 - a. Specify the nature of which financial records are maintained. Describe the basis of data development, analysis, and records used for accounting.
 - b. Explain the source, receipt, and use of funds per funding type.
 - c. Identify controls to account for funding, real property, assets, and physical property to insure usage is for applicable purposes.
 - d. Outline the organization's budgeting system.
 - e. Outline the procedure to track financial expenditures in relation to actual unit costs and actual time accruals (i.e., salaries per grant related projects).
 - f. Describe the process for accepting funds, requisitions, disbursements, and accounting methods.
 - g. Outline procedures for determining whether financial disbursements are program eligible.
 - h. Outline dates for organizational audit activity.
15. Provide a copy of the organization's most current balance sheet.
16. Provide a copy of the organization's most current audit.
17. Submit a copy of the organization's most current profit and loss statement/income statement.
18. Applicant is to certify the low-income designations of each low-income Board member. Complete the attached Low-Income Board Member Certification Form (Attachment A).

19. Applicant is to complete the attached Board Membership Information Form (Attachment B). Applicant is to provide supplemental documentation listing each Board Member and contact information.
20. To demonstrate compliance with CHDO staff definition, the following documentation must be provided:
 - a. Listing of staff members of CHDO organization. Specifically identify if full-time, part-time, or contracted employee and hours worked per pay period.
 - b. Job description for each staff position including day-to-day responsibilities and programmatic responsibilities.
 - c. Resumes for currently employed staff with an addendum to resumes provided to specifically outline the past experience of employees to specific current CHDO programming.
 - d. Evidence of payment to currently employed staff, may include payroll, W-2, W-4 and if contracted, must include copy of contract agreement with W-9 and Form 1099.
21. Applicant is to provide a statement of current projects both HOME and non-HOME, scope of work, and timelines for each project.
22. Applicant is to provide timeline and scope for future projects over course of next one to three years.
23. Applicant is to provide history of development experience as related to any current HOME projects and projects associated with operating funds, i.e., single-family, multi-family, rental development and homeownership development.
24. Applicant should identify project selection policies and procedures. This may be a narrative document, or excerpt from an organization's policy and procedure manual.
25. Applicant is to provide a listing of the organization's current asset portfolio including the designation of project types (i.e., rental, single-family, multi-family), number of units, completion and occupancy date, and affordability period, if applicable.
26. Applicant is to provide an outline of development team members per project type. Identify employee positions, professional partnerships, and role of each team member.

PART III – CHDO CERTIFICATION REQUIREMENTS

The following documents must be completed as required in Part II.

- CHDO Attachment A – Certification of Low-Income Board Membership Form.
- CHDO Attachment B – Board Membership Information Form.

Refer to the following pages for the CHDO Attachment A and B.

**Certification of Low-Income Board Membership
(TAB 15)**

The following certification document is to be completed by each Board Member of the applicant organization deemed a representative of low-income persons.

Name _____ of _____ Board
Member: _____

I, _____, certify I am a member of the governing board of _____ and that I represent the interests of low-income persons in Miami-Dade County.

I am:
(Select one of the following)

- A low-income resident of Miami-Dade County as classified by the 80% area median income definition;
- A resident of a low-income neighborhood in Miami-Dade County as designated by the County through the FY 2013-2017 Consolidated Plan and Annual Action Plan and applicable U.S. Census data.
- An elected representative of a low-income neighborhood organization of Miami-Dade County as designated by organizational services and service area consistent with the FY 2013-2017 Consolidated Plan and Annual Action Plan and applicable U.S. Census data.

Signature of Low-Income Representative

Date

Executive Director

Date

Board President

Date

**Board Membership Information
(TAB 15)**

A. How often does your Board of Directors meet?	
B. What are the standing Board Committees?	
Committee Name	
1	
2	
3	
4	
5	
6	
7	
8	
C. Board President:	
Name	
Mailing Address	
Start Date	
Term Expiration Date	
D. Identify specific experience of board members directly related to the development and financing of housing include activities relative to operations as a CHDO	
E. Explain any recent changes to the composition of the Board. (I.e., membership turnover or a new President, etc.)	



Carlos A. Gimenez
Mayor

BOARD OF COUNTY COMMISSIONERS

Esteban Bovo, Jr.
Chairman

Audrey M. Edmonson
Vice Chairwoman

Barbara J. Jordan
District 1

Jean Monestime
District 2

Audrey M. Edmonson
District 3

Sally A. Heyman
District 4

Eileen Higgins
District 5

Rebeca Sosa
District 6

Xavier L. Suarez
District 7

Daniella Levine Cava
District 8

Dennis C. Moss
District 9

Senator Javier D. Souto
District 10

Joe A. Martinez
District 11

José "Pepe" Diaz
District 12

Esteban Bovo, Jr.
District 13

Harvey Ruvín
Clerk of Courts

Lazaro Solis
Property Appraiser

Abigail Price-Williams
County Attorney

**APPLICATION COVER SHEET
(Tab 1)**

COPY

FY 2019 REQUEST FOR APPLICATION (RFA)

ENTITY / DEVELOPER / APPLICANT INFORMATION:

Legal Name: Citrus Health Network, Inc.

Organization's Federal Tax or Employer Identification Number (TIN/EIN):
59-1865751

Organization's Dun & Bradstreet D-U-N-S # (Required):
122728287

To obtain a DUNS #, please call 1.866.705.5711 or visit <http://fedgov.dnb.com/webform>

Developer/Applicant Contact Person Maria Alonso Title Chief Operating Officer

Phone: 305-424-3100 e-mail: maria@citrushealth.com

Developer/Applicant Mailing Address

4175 West 20 Ave.

Suite _____

City Hialeah

State FL

Zip+4 33012-5875

ACTIVITY INFORMATION:

Activity Location/Address

HAND Program 150 East 1st Ave. Suite 105

City Hialeah

State FL

Zip+4 33010-5875

Activity Title: Housing Assistance Network of Dade (HAND) Category: HOME TBRA and ESG

Activity Description:

Proving rental assistance to persons who are homeless or at risk of homelessness

Please use the following link to answer the questions below: <http://gisims2.miamidade.gov/Cservice/CSReport.asp>

County Commission District (s) where activity is located – Please mark District number(s) or Countywide

1 2 3 4 5 6 7 8 9 10 11 12 13 Countywide

County Commission District (s) where clients reside – Please mark District number(s) or Countywide

1 2 3 4 5 6 7 8 9 10 11 12 13 Countywide

County Commission District (s) where developer/entity/applicant's business is located – Please circle District number(s)

1 2 3 4 5 6 7 8 9 10 11 12 13 Countywide

Is this Activity located within a Neighborhood Revitalization Strategy Area (NRSA)? Yes No

If yes, select the appropriate NRSA(s) below:

Biscayne North Cutler Goulds Leisure City/Naranja Model City Opa-Locka
Perrine South Miami West Little River

Participating Municipality Hialeah

Entitlement City Hialeah

Low-Mod Area (LMA) Benefit Eligible Block Group(s)

Funding Requested: Please provide the total amount of funding requested in the appropriate blank below.

CDBG \$ _____ SHIP \$ _____

HOME \$ 200000 ESG \$ 369612

HOME CHDO Set-Aside \$ _____ Surtax \$ _____

Are you applying as a subrecipient or developer? (check one) Developer Sub-recipient

TABLE OF CONTENTS

	SECTION/PAGE
1. Application Cover Sheet.....	COV
2. Table of Contents.....	1
3. Activity Application Submission Form Checklist.....	2
4. Due Diligence Affidavit.....	3
5. GENERAL SECTION HOUSING FORMS (Tab 1)	
i. Housing Forms	1/4
ii. Proof of 501(c)3	1/8
iii. Board of Directors.....	1/10
iv. Excerpt from Articles of Incorporation	1/11
6. HOMELESS RENTAL HOUSING DEVELOPMENT AND EMERGENCY SOLUTIONS GRANT (TAB 12)	
a. Homeless Organization Qualification/Project Narrative	2/12
Includes: Organizational History and Structure And Target Population	
b. Budget and Match funding letters.....	2/29
7. TENANT BASED RENTAL ASSISTANCE	
a. TBRA Scoring Table & Tenant Based Rental Assistance Forms (Tab 13)	3/37
b. Experience evidence	3/41
c. Annual Report Excerpt.....	3/42
d. HAND Professional Services Manual excerpt	3/50
e. Landlord database (Housing Navigator Contract)	3/63
8. ATTACHMENTS	
a. Audited Financial Statements	4/67
b. Most Recent Tax Returns.....	4/103
c. Occupational Licenses.....	4/147
d. Resumes	4/149
e. Job Descriptions	4/150



PUBLIC HOUSING AND COMMUNITY DEVELOPMENT

DUE DILIGENCE AFFIDAVIT

Applicant Name:	Citrus Health Network, Inc.
Address:	4175 West 20 Ave. Hialeah, FL 33012
Telephone Number:	305-825-0300

Pursuant to Miami-Dade County Resolution No. R-630-13, the undersigned certifies, to the best of his or her knowledge and belief, that:

1. Within the past five (5) years, neither the Entity nor its directors, partners, principals, members or board members:
 - Have been sued by a funding source for breach of contract or failure to perform obligations under a contract;
 - Have been cited by a funding source for non-compliance or default under a contract;
 - Have been a defendant in a lawsuit based upon a contract with a funding source;
 - Have been charged with a crime that is unresolved at the time of signing this document; have been convicted at any time of a crime of fraud or bribery; or have been convicted at any time of a criminal act in connection with any County program.

Please list any matters which prohibit the Entity from making certifications required and explain how the matters are being resolved (use separate sheet if necessary):

This is certified by my signature:

Silvia Suarez Silvia Suarez 11/13/18
Applicant's Signature Print Name Date

Subscribed and sworn to (or affirmed) before me this 13th day of November, 2018 by Silvia Suarez. He/she is personally known to me or has presented _____ as identification number: _____

(Print or Stamp of Notary):

Expiration Date: 1/23/2021

Notary Public – State of Florida

Marissa Rios
Notary Seal:



Marissa Rios
NOTARY PUBLIC
STATE OF FLORIDA
Comm# GG065122
Expires 1/23/2021



This material is available in an accessible format upon request.

CD/60/31516

SECTION 1

HOUSING FORMS
Miami-Dade County FY 2019 Housing RFA
(TAB 1-5)

Part I. Applicant and Development Team

All Applicants for Housing must complete this section.

1. Applicant Information

Name of Applicant: Citrus Health Network, Inc.
Street Address: 4175 West 20 Ave
City: Hialeah State: FL Zip Code: 33012
Telephone: 305-825-0300 Facsimile: 3058251645
E-Mail Address: _____
Federal Employer Identification Number: 59-1865751

If not yet obtained, provide a copy of the completed, submitted application for the Federal Employer Identification Number behind a tab labeled "FEIN Number _____."

a. Is the Applicant a legally formed entity qualified to do business in the State of Florida as of the Application Deadline?

Yes No

Provide the required documentation behind a tab labeled and clearly identified.

b. Is the Applicant a limited partnership or limited liability company?

Limited Partnership
 Limited Liability Company

c. Is the Applicant applying as a not-for-profit organization?

Yes No

If the answer is "Yes," the Applicant must respond to (I) and (II) below. If the answer is "No," skip not-for-profit status questions and proceed to question 3 below.

(I) Provide the following documentation.

- Attorney's opinion letter behind a tab labeled and clearly identified.
- IRS determination letter behind a tab labeled and clearly identified.

(II) Answer the following questions:

- Is the Applicant a public housing authority created by Section 421.04, Florida Statutes?

Yes No

- Is the applicant or one of its general partners a not-for-profit entity that is an affiliate of a public housing authority created by Section 421.04, Florida Statutes?

Yes No

- Is the applicant or one of its general partners a public housing authority or incorporated as a not-for-profit entity pursuant to Chapter 617, Florida Statutes, or similar state statutes if incorporated outside Florida?

Yes No

- If "No", is the applicant or one of its general partners a wholly-owned subsidiary of a not-for-profit entity formed pursuant to Chapter 617, Florida Statutes, or similar state statutes if incorporated outside Florida?

Yes No

- Is the applicant or one of its general partners a 501(c)(4) not-for-profit entity; or is the applicant or one of its general partners a wholly-owned subsidiary of a 501(c)(3) or 501(c)(4) not-for-profit entity?

Yes No

- Does the not-for-profit entity have an ownership interest, either directly or indirectly, in the general partner or general partnership interest or in the managing member of the managing member's interest in the applicant?

Yes No N/A

If "Yes", state the percentage owned in the general partnership interest:

N/A %

(i) Percentage of Developer's fee that will go to the not-for-profit entity:

N/A %

(ii) Provide the description/explanation of the role of the not-for-profit entity behind a tab labeled and clearly identified as tab 2.

(iii) Provide the names and addresses of the members of the governing board of the not-for-profit entity behind a tab labeled and clearly identified as tab 1.

(iv) Provide the Articles of Incorporation demonstrating that one of the purposes of the not-for-profit entity is to foster low-income housing behind a tab labeled and clearly identified as tab 1.

(v) Year not-for-profit entity was incorporated. 1979

1979 (yyyy)

(vi) Is the not-for-profit entity affiliated with or controlled by a for-profit entity within the meaning of Section 42(h), Internal Revenue Code?

Yes No

If "Yes," state name of the for-profit entity and what is the percentage of partnership. _____ %

2. General and Limited Partner(s), Officers, Directors, and Shareholders

For a Limited Partnership, provide a list of the limited partner(s), and the officers, directors, members, and shareholders of the general partner(s) as of the application deadline, behind a tab labeled and clearly identified.

For a Limited Liability Company, provide a list of the member(s), and the officers, directors, members, and shareholders of majority-in-interest or elected managing member(s) as of the application deadline, behind a tab labeled and clearly identified. This list must include warrant holders and/or option holders of the proposed development.

For all other entities, provide a list of the officers and directors as of the application deadline, behind a tab labeled and clearly identified.

3. Contact Person for this Application

First Name: Maria MI: _____ Last Name: Alonso

Street Address: 4175 West 20 Ave

City: Hialeah State: FL Zip Code: 33012

Telephone: 305-825-0300 Facsimile: 305-825-1645

E-Mail Address: maria@citrushealth.com

Relationship to Applicant: COO

Part II. Development Team

All Applicants must complete entire section.

1. Developer or principal of developer

a. Corporate name of each developer (include all co-developers):

n/a

- b. Provide the prior experience for each developing entity in a chart behind a tab labeled and clearly identified.

2. Management agent or principal of management agent

- a. Provide the management agent's prior experience chart behind a tab labeled and clearly identified.

3. General contractor or principal of general contractor

- a. Provide the General Contractor's name and prior experience chart behind a tab labeled and clearly identified.
- b. Is the construction company a subsidiary of the developing entity or does the developer have an ownership interest in the construction company?

Yes

No

4. Architect or Engineer

- a. Provide the executed Architect or Engineer Certification form behind a tab labeled and clearly identified. Non-Housing Credit (NHC) Applicants shall provide a copy of a current license of the Architect or Engineer.

5. Attorney

- a. Housing Credit (HC) Applicants – provide the executed Attorney HC Certification form behind a tab labeled and clearly identified. NHC Applicants shall provide a copy of a current license of the Attorney.

6. Accountant:

- a. Provide the executed Accountant Certification form behind a tab labeled and clearly identified. NHC Applicant shall provide a copy of a current license of the Accountant.

7. Service Provider for Assisted Living Facility (ALF) Development only:

- a. Provide the executed Service Provider or Principal of Service Provider Certification form behind a tab labeled and clearly identified.
- b. Provide the Service Provider's or principal of Service Provider's Prior Experience Chart behind a tab labeled and clearly identified.

8. Developer Experience

- a. Please provide a list of all completed housing developments with copies of certificates of occupancy attached.
- b. This list should include name of developer and development, complete address, folio number, year completed, number of units.
- c. Please provide color photographs of all completed developments.

APR-07-1999 21:48

EP/ED CUSTOMER SERVICE

P.01

Internal Revenue Service
District Director

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: April 8, 1999

Person to Contact:

Aaron T. Singleton 31-02989

Customer Service Specialist

Telephone Number:

877-829-5500

Fax Number:

513-684-5936

Federal Identification Number:

59-1865751

Citrus Health Network, Inc.
4175 W 20th Ave.
Hialeah, FL 33012

Dear Sir or Madam:

We have received the copy of the Amended Articles of Incorporation filed with the State of Florida, on June 30, 1987, indicating that your name changed from Northwest Dade Community Mental Health Center, Inc. to Northwest Dade Center, Inc., and the subsequent copy of the Amended Articles of Incorporation filed with the State of Florida, on September 29, 1997, indicating that your name has been changed from Northwest Dade Center, Inc. to the name shown above.

Our records indicate that a determination letter issued in (DATE) granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

-2-

Citrus Health Network, Inc.
59-1865751

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

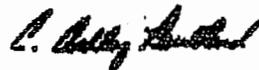
Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



C. Ashley Bullard
District Director



AGENCY GOVERNING BOARD

NAME	OCCUPATION	ETHNICITY	GENDER
Alicia Amer 1410 Siena Avenue Coral Gables, Florida 33146 (C) 305-978-9759 aliciaarner@yahoo.com	Senior Bank Examiner	Hispanic	Female
Sandra B. Hoover, <i>Member At Large</i> 8841 Casa Mar Drive Lake Worth, Florida 33467 (305) 458-6859 Sbh Hoover10@aol.com	Retired	Non-Hispanic White	Female
Dr. Caridad Castro, <i>2nd Member At Large</i> 10790 S.W. 10 Place Davie, Florida 33324 (305) 237-8804 ccastro@mdc.edu	Miami-Dade College Chairperson, Hialeah Campus	Hispanic	Female
Pauline Clarke-Trotman 641 N.W. 47 Terrace Miami, Florida 33127 (W) 305-634-3409 (C) 305-205-9594 ptrotman@bwom.org	Better Way of Miami, Inc. Director, Housing & Care	African-American	Female
Dr. Georgina Cortés-Suárez, <i>Chair</i> 8280 No. Kendall Drive Miami, Florida 33156 (305) 595-1438 ginacortessuarez@gmail.com	Retired	Hispanic	Female
Tyrone L. Coverson, <i>Treasurer</i> 9112 N.E. 10 Avenue Miami Shores, Florida 33138 (786) 423-7991 tlcoverson@aol.com	Self Employed	African-American	Male
Patricia Croysdale, <i>Vice-Chair</i> 1151 Starling Avenue Miami Springs, Florida 33166 (305) 822-5285 flowermartinc@msn.com	Retired	Hispanic	Female
Fernando Franco, <i>Secretary</i> 6895 Bamboo Street Miami Lakes, Florida 33014 (786) 564-3056 Fernandofranco@Hotmail.Com	Telecommunications Manager	Hispanic	Male
Dr. Gil Lopez 10200 S.W. 122 Street Miami, Florida 33176 (305) 216-3552 Glopez630@aol.com	Retired	Hispanic	Male
Eduardo Perez 3467 N.W. 179 Street Opa Locka, Florida 33056 (305) 625-4241	Retired	Hispanic	Male
Maria T. Sanjuan, <i>Immediate Past President</i> 3650 North 36 Avenue, Villa 66 Hollywood, Florida 33021 (954) 205-8182 Maria.sanjuan@axa-advisors.com	Vice-President/ AXA Advisors	Hispanic	Female

**AMENDED RESTATED ARTICLES OF INCORPORATION
FOR
CITRUS HEALTH NETWORK, INC.**

According to the provisions of § 617.1007, Fla. Stat., Citrus Health Network, inc., pursuant to a resolution duly adopted by its Board of Directors, hereby adopts the following Amended Restated Articles of Incorporation:

ARTICLE I

The name of the corporation is Citrus Health Network, Inc.

ARTICLE II

The principal office of the Corporation is to be located at 4175 West 20th Avenue, Hialeah, Florida 33012.

ARTICLE III

The Chief Executive Officer is hereby appointed the registered agent for the Corporation.

ARTICLE IV

The purposes for which the Corporation is organized and the powers with which the Corporation is vested include, but are not limited to, the following:

1. To provide comprehensive health services and to seek and receive donations, grants, fees, contributions, and other sources of funding necessary to provide such services to the community; and
2. To provide elderly persons, disabled persons, and low-income families with housing facilities and services specially designed to meet their physical, social and psychological needs, and to promote their health, security, happiness, and usefulness in longer living. The charges for such facilities and services to be predicated upon the provision, maintenance, and operation thereof of a nonprofit basis.

CITRUS HEALTH NETWORK

OCT 20 2003

SECTION 2

**HOMELESS RENTAL HOUSING DEVELOPMENT
FUNDING APPLICATION**

PAGE 2 OF 5

(Tab 12)

**ORGANIZATIONAL QUALIFICATIONS AND
PROPOSED PROJECT NARRATIVE
FOR HOMELESS HOUSING DEVELOPMENT AND ESG PROPOSALS ONLY**

APPLICANT'S LEGAL NAME: Citrus Health Network, Inc.
ADDRESS (MAIN OFFICE): 4175 West 20 Ave. Hialeah, FL 33010
EXECUTIVE DIRECTOR: Mario Jardon, President & C.E.O.
CONTACT PERSON: Maria Alonso, Chief Operating Officer
PHONE: 305-825-0300 **FAX:** 305-825-1645 **EMAIL:** maria@citrushealth.com
PROJECT NAME: Housing Assistance Network of Dade ("HAND")
PROPOSED PROJECT ADDRESS: based out of HAND Office located at 240 East 1st Ave. Suite 122, Hialeah, FL 33010

Section A. Organizational History and Structure

Citrus Health Network (Citrus) has been operating scattered site tenant-based housing programs for **over fifteen years**, and **nine years' experience serving as the lead agency** for homeless prevention and rapid re-housing services and **over twenty years providing housing services**. When the Recovery Act was passed by Congress, it included funds to help families who are at risk of losing their rental housing through eviction, and families who are already homeless. The U.S. Department of Housing and Urban Development (HUD) awarded over ten million in funding to the County, the State and local Cities which pooled their funds to create the Housing Assistance Network of Dade, a multi-agency public and private partnership with Citrus Health Network, Inc. as the lead agency for this countywide effort. The Housing Assistance Network of Dade, now known as the "HAND" Program, has provided a helping hand to over 5,000 persons since it started in September, 2009. The program was chosen to present at a national HUD conference as a model program. It has also passed national and local audits. Citrus has **nine years experience in completing HUD required inspections**, completing inspections for the Supportive Housing Program and the Homeless Prevention and Rapid Re-Housing Program. Citrus also have over **twenty years experience in providing case management services** as well.

Citrus Health Network, Inc. is a not-for-profit health care organization accredited by the Joint Commission. It began **providing community-based mental health services in 1979**. Over the years, the Citrus has expanded to include Assessment and Crisis Stabilization Units, Targeted Children's and Adult Case Management, Adult Senior Day Treatment Programs, Medical/Psychiatric Services, Residential Treatment Programs for adults and children, and Housing Programs. Citrus also provides services to court adjudicated adolescents, and runs prevention and/or treatment programs in schools, public housing and other community settings. Citrus has also served as a management entity in some multi-agency efforts. In total, Citrus operates approximately thirty distinct programs and employs over 800 people, with an annual

operating budget of over \$70 million. Citrus has services in Miami Dade and Broward County, with an emphasis on the Northwest areas of Miami Dade.

Past experience as housing provider and Homeless Trust provider: Citrus has extensive experience administering and operating a variety of housing programs totaling approximately 500 units, including U.S. HUD funded 811, 202 and McKinney homeless programs. The permanent programs for homeless persons with disabilities have a success rate of 89% of persons staying stable in housing. Citrus current provides scattered-site rent assistance to participants in the My Voice Program (disabled individuals) and Safe Families (families affected by domestic violence). Citrus is a partner with Lutheran Services in the Access Program providing start up rent assistance to homeless families. We are also a participating partner with Miami-Dade Housing Agency in the provision of housing and support services to persons in the Shelter Plus Care Program. Youth aging out of foster care are served in our FRAT Program. Citrus also has programs to provide housing placement for persons diverted out of jail and persons leaving an institution.

Citrus has a strong history of providing low-demand treatment and housing services for homeless persons with serious mental illness and persons dually diagnosed. Citrus operates services at every level of the continuum, including outreach, emergency services, transitional housing and permanent housing. It also opened the first "safe haven" in this community in 1994, targeting service resistant, multi-diagnosed, homeless persons. Citrus is well integrated with the target population and groups that serve or represent the target population. Citrus representatives serve on the board of the Miami-Dade Homeless Trust and on the Miami Coalition for the Homeless. Citrus staff also serves on the Providers' Forum. Each of these entities has representation from formerly homeless persons. The Citrus Outreach Team also specializes in persons who are chronically homeless and seriously mentally ill.

Experience with Federal Funds: Citrus has multiple, ongoing, U.S. HUD funded housing program grants; some dating back since 1992. Citrus also has an HHS HRSA 330 grant for the Federally Qualified Health Center.

Type and bed/units	Years awarded	Location
EMERGENCY		
Coordinated Outreach	2006 - present	scattered
TRANSITIONAL		
Transitional Housing Program (FRAT House) 12 beds	2003-present	Three homes scattered in Miami Dade
PERMANENT		
Safe Haven (Kiva)	1994-present	1339 SE 9 Ave, Hialeah
Safe Families SHP 14 slots of TBRA rental assistance	2005-present	scattered
CoC/Shelter Plus Care –scattered site rental assistance plus services program. (Various awards, including	1992-present	scattered

Elan Apts, First Place and other TRA) Totaling 237 slots		
Shaman Permanent Housing Program 24 slots	1995-present	scattered
Kensington Apartments 26 apts	1993-present	scattered
Housing ACT (scattered-site) 19 slots	2005-present	scattered
My Voice SHP (70 Housing first slots)	2007-present	scattered
Kolapi (105 units)	2012 - present	scattered
Outliers	2014-present	scattered
HAND Prevention and Rapid Re-Housing	2009 to present	scattered

Experience of each of the providers in delivering the proposed services (each agency providing direct services);

Each of the current HAND Partners have been providing the proposed services in the current HAND network, since October, 2009. In addition, each of the organizations are existing 501c3's with a long history of serving the community. Legal Services of Greater Miami is the well know leader of legal services to low income persons in the County. Camillus House is the agency chosen by the Homeless Trust to answer the current Homeless Trust Helpline. All of the homeless providers are funded by the Homeless Trust. The main partner is prevention is the County's Community Action Agency.

Annual Budget

CHN has a history of being fiscally sound, operating an annual budget of approximately \$60 million dollars. The most recent independent audit is attached. There was no management letter issued. CHN has developed the administrative infrastructure to ensure compliance with generally accepted accounting practices and the accounting, data collections, and eligibility requirements of the funding sources. Several accounting policies are in place which include policies addressing: procurement, conflict of interests, compliance with federal requirements, asset management, utilization management, etc.

Financial reports are available through the electronic accounting software system that can produce key reports to the Board and Management staff, including but not limited to: statement of operations (lists revenue by source and expenses), statement of financial conditions (assets and liabilities); cash flow statements, etc.

Licensure requirements held by key program staff, including Dade County Business Occupational Licenses/Professional Licenses, and the state licenses for the proposed services;
See attachments.

Key staff experience for both the lead agency and each provider in the network, enclose resumes, job descriptions and copies of any licenses for the staff who will be the principal liaison to the County as well as the key professional staff who will be serving clients;

Chief Operating Officer: MARIA ALONSO, M.B.A. Ms. Alonso has a Master's Degree in Business Administration from the University of Miami. She has been employed at Citrus since 1981 and has held the position of Chief Operating Officer since 1990. Ms. Alonso has extensive experience in health services administration. She was appointed by the Governor to serve as on the Children's Trust, the Children's taxing authority for Miami-Dade County. She is the currently serving as Chair of that Board. Ms. Alonso is a Diplomate with the American Board of Quality Assurance and Utilization Review Physicians (ABQUARP).

Chief Financial Officer: Silvia Suarez, is a Certified Public Accountant, with a MBA degree from Barry University and a Bachelor's degree in Accounting from Florida International University. She has been with the company since 1997 and has over 30 years' experience in accounting and 22 years in a non-profit corporation. She has extensive experience with federal, state and local grant funding requirements including developing budgets, complying with grantor reporting requirements, and the Single Audit. She also has experience in billing and collections of funding from third party payors.

In-House Counsel and Project Director: Olga Golik, Esq. holds a JD and MSW from Florida International University. Ms. Golik helped to develop the program design and assists in the administration of the program. She has over 20 years' experience in homelessness and supportive housing issues, including experience in grant writing, housing development, administration and program planning. Ms. Golik is the President of the Florida Supportive Housing Coalition. Through this role she advocates for policy and legislative changes that impact persons who are homeless and persons with disabilities. Ms. Golik assists in the writing of the HAND Professional Services Plan (Policy and Procedure manual) and provides guidance regarding the HUD regulations.

HAND Program Administrator: Rosa Noriega. Ms. Noriega has over six years of experience working with the HAND Program. She oversees the daily operations, supervises the staff, approves the assistance, assists in completion of reports and coordinates the HAND Advisory Council meetings.

(See the attached resumes and job descriptions)

Service Eligibility Coordinators: Bachelors level professional. Reviews assessments, applications and documentation submitted by case managers for approval for assistance.

Accounting Clerks: reviews payment requests for appropriate documentation and coordinates provision of financial assistance to vendors (ie. Landlord, utilities, etc).

Data Entry Clerks: responsible for entry of data into the HMIS system to track the number of households assisted, related demographics and amount of services provided.

Describe the procedures for assuring that all individuals (including homeless/formerly homeless) are encouraged to accept employment in your organization regardless of race, ethnicity, gender, disability, or sexual orientation.

Citrus is an Equal Opportunity Employer. Citrus also employs persons who are formerly homeless and consumers of our services in various programs. CITRUS in its Personnel Policies also has an Affirmative Action Policy to provide equal opportunity in employment.

In addition, Citrus has adopted the following Statement of Nondiscrimination: Citrus Health Network, Inc. does not exclude, deny benefits to, or otherwise discriminate against any person on the ground of race, color, national origin, religion, marital status, familial status, sexual orientation, disability, sex or age in admission to, participation in, or receipt of the services and benefits under any of its programs and activities, whether carried out by Citrus Health Network, Inc. directly or through a contractor or any other entity with which Citrus Health Network, Inc. arranges to carry out its programs and activities.

The current HAND Professional Services Manual also states:

“HAND Program providers may not exclude, deny benefits to, or otherwise discriminate against any person on the ground of race, color, national origin, religion, marital status, familial status, sexual orientation, disability, sex or age in admission to, participation in, or receipt of the services and benefits under any of its programs and activities under this program, whether carried out by the HAND Provider directly or through a contractor or any other entity with which the agency arranges to carry out its programs and activities.”

Data Collection

CHN utilizes the Homeless Management Information System (HMIS) data management system and produces the required reports for the ESG program. CHN has a strong track record for meeting the contract requirements and ESG regulations. The CHN HAND Program has passed audits from national and local HUD Program staff, and local auditors from the City of Miami, Miami Gardens and Miami Dade County.

Section B. Target Population

The HAND Program currently serves over 1,000 low income persons a year, including: working families, persons with disabilities, youth aging out of foster care, persons with HIV/AIDS, veterans, survivors of domestic violence and homeless persons.

The U.S. Conference of Mayors 2010 Status Report on Hunger & Homelessness in American Cities noted in their assessment of 26 American cities, a 9 percent overall increase in the number of homeless families in the United States. Due to a steady number of homeless families seeking shelter placement, all shelters remain full. Families are now being placed in hotels while waiting for a space to open at the shelter. Over \$400,000 a year is spent placing by the City of Miami outreach teams placing families in motels. The HAND program provides a cost

effective solution to address this growing problem. Our average investment in helping a family achieve stability is approximately \$2,000. The program also prevents households at risk of homelessness, from ever becoming homeless.

The target population is extremely low income persons who are currently homeless or at risk of becoming homeless, including persons with disabilities, youth aging out of foster care, victims of domestic violence, persons with HIV/AIDS, veterans and other groups at risk of homelessness. Citrus has a comprehensive Professional Services Manual that provides further details regarding the program.

Preference Points

The proposed program also serves chronically homeless persons and families.

Section C. Project Narrative

Citrus Health Network is requesting **\$369,612 in ESG funds for prevention and rapid re-housing services** to serve 275 households/850 individuals with prevention and rapid re-housing tenant-based rent assistance. Additional persons are expected to be served through matching and leverage funds. The program is designed to prevent homelessness and to decrease any length of stay in homeless shelters. There is a centralized intake site, in the form of a hotline that screens callers and links them to the appropriate provider in the community. As the same time, in keeping with the "no wrong door" approach, the program is also designed to be readily accessible through known service providers in the community that are conveniently located and have other supplemental services available. Therefore the application can be completed at various sites around the County.

This program is based on the data and philosophy that most homelessness is caused by poverty and lack of affordable housing. Therefore more emphasis is placed on providing housing assistance than on any other service. It is considered a "Service-Enriched Housing Model" using the "Housing First" approach, with the goal of helping the household stabilize their housing first and then addressing the secondary needs once they are housed. It is also based on the premise that a program needs to address the unique needs of individual clients. Housing is provided with coordinated access to optional services in the community. Organizations that specialize in meeting the needs of special populations are integrated into the system to ensure that supportive services are available through those other community resources.

Households can seek help more than once as long as they have not exceeded the HUD maximum assistance levels. Rent is limited to Fair Market Rent. The program does not require that a tenant have an income in order to qualify, but they are required to work with their case manager in developing a plan for self sufficiency. The tenant is not discouraged from increasing their income as in other programs that charge 30% of their income as rent, and increase their rent as their income increases. The tenant is incentivized to increase their income because rental assistance automatically decreases each month.

The program has very broad eligibility criteria, which is designed to meet the housing needs of various high risk groups rather than screening them out. The rental assistance levels are adjusted depending on the needs of the household. Certain groups are considered as being at higher risk of homelessness, therefore are provided additional levels of assistance. These groups include: persons with a disabilities and persons who are unemployed or recently homeless.

Outcome Goals:

1. At least 90% of persons served will not become or return to homelessness within a year of being served.
2. At least 275 households/850 individuals will be assisted with rent and housing relocation services.

The program is designed to prevent homelessness and to decrease any length of stay in homeless shelters. The target populations include: extremely low income persons, youth aging out of foster care, families affected by domestic violence, persons with disabilities, veterans, households facing eviction, and households having to relocate due to condemnation, disaster or foreclosure. The rental assistance levels are adjusted depending on the needs of the household.

Families in need call the Homeless Helpline for initial screening. Then an application can be completed at a number of different sites in the County through the assistance of a case manager, that completes a housing budget with the family. Once the application is completed, it is reviewed by the Service Eligibility Coordinator to determine if it meets program requirements. Once the application is approved, checks are sent directly to the landlord or other applicable vendor.

Type of services available:

1. Financial Assistance:

If the household is homeless or at risk of homelessness and meets the income eligibility requirements, they may qualify for assistance with rent, security deposit, utilities, and eviction related fees. Assistance is capped at 6 months, including any rent or utilities in arrears. If the person is disabled or currently unemployed, the participant's required share of the rent may be reduced. Utility assistance is capped at a total of \$500, and is limited to the deposit and amount in arrears. Utility assistance is only provided if it is combined and related to the housing assistance needed. In accordance with HUD ESG regulations, the income of the household must be at or below 30% Area Median Income for prevention cases. (Rapid Re-Housing recipient's income can be up to 50% AMI upon entry, but cannot receive additional assistance at the three month re-assessment if they are over 30% AMI).

Rental Assistance: The maximum amount of monthly rent assistance cannot exceed the HUD published Fair Market rents. In addition, in order to determine if it is reasonable, a rent survey must indicate that comparable rents in the area are equal to or higher than the rent being

requested. The maximum length of time a program participant may receive rental assistance through ESG is 24 months during any 3-year period, included rent in arrears payments.

The case manager completes the rental assistance portion of the Case Plan utilizing the following assistance plan:

- a. Prevention Program:
 - i. If moving to new location:
 1. First, second, last and security, plus 50% of second month.
 - ii. If staying in existing apartment:
 1. Rent assistance in arrears up to 4 months.
 2. One month at 50%.
 - iii. Household must be below 30% AMI and able to document how they will afford the apartment after assistance ends.
- b. Rapid Re-housing:
 - i. Initial assistance of 4 months' rent. If they are below 30% AMI at the three month re-assessment, they may qualify for an additional 3 months. The amount of rent assistance provided declines within the 6 month period to encourage the household to increase the household income and prepare the household for independence.
- c. If the household needs additional assistance in the future and a new housing need arise, further assistance may be provided until the household has reached 24 months. However, repeat requests for assistance may be declined if it is determined that the participant is responsible for the additional housing crisis due to not paying their share of the rent without a valid reason.
- d. If funds are used to pay rental arrears, arrears must be included in determining the total period of the program participant's rental assistance, which may not exceed 6 months.
- e. If the household needs additional assistance in the future, and a new housing need arises, further assistance may be provided until the household has reached 6 months.

Housing Relocation and Stabilization Services:

2. Case management: assessment of needs, basic budget planning, completion of documentation for eligibility and assistance, coordinating services, landlord negotiations, assuring that the participant's rights are protected, developing an individualized service plan, information and referrals for other programs.
3. Landlord Outreach, Housing search and placement: the case manager will assist with the housing search by providing a list of landlords that are willing to work with the program. Prospective tenants can also utilize: www.FloridaHousingSearch.org, an internet-based housing locator data base which also includes Miami Dade and Florida funded housing developments. Citrus has developed a list of landlords through the County that is updated regularly and distributed to the case managers.

4. Outreach and engagement: Marketing efforts will also include: outreach to persons on the street through the Countywide outreach teams, marketing to providers and a press release. The 211, 311 and homeless helpline will also be utilized to identify and refer potential applicants. The HAND Intro document will also be distributed.

5. Other Services: while not funded through this program, Citrus works closely with Legal Services of Greater Miami. Households are referred to Legal Services for legal advice on landlord-tenant issues. Partner agencies also have employment assistance and credit counseling services available.

Eligibility Criteria

Rapid Re-Housing: (Persons defined as homeless under the following categories are eligible for rapid re-housing assistance).

Category 1- Literally Homeless (Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- a. Has a primary nighttime residence that is a public or private place not meant for human habitation;
 - b. Is living in a public or private operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for charitable organizations or by federal, state and local government programs); or
 - c. Is existing institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
2. **Category 4- Already homeless due to DV** (where the individual or family also meets the criteria for Category 1)
- a. Is fleeing, or is attempting to flee, domestic violence;
 - b. Has no other residence; and
 - c. Lacks the resources or support networks to obtain other permanent housing.
3. Household income is at or below 50% of the area median income for initial assessment if Rapid Re-Housing. (Must be below 30% at three month reassessment for any additional assistance).
4. Completion of initial consultation with a case manager confirming need and the following two circumstances:
- a. no appropriate substitute housing options have been identified, and
 - b. the household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing without ESG assistance.

Prevention Program: (Persons defined as homeless under any one of the following categories are eligible for Prevention assistance):

1. **Category 2- Imminent Risk of homeless:** Individual or family who will imminently lose their primary nighttime residence, provided that:
 - a. Residence will be lost within 21 days of the date of the application for homeless assistance as verified by pending court filed eviction and or notice of condemnation from a public authority;
 - b. Living in the home of another due to a recent eviction in the last 90 days and can no longer live at the current residence as documented by eviction or condemnation letter and letter from host family
 - c. Lives in a hotel/motel but cannot continue payments, and the stay is not paid for by a public or private organization.
 - d. Is exiting a publicly funded institution (such as a health care facility, mental health facility, foster care, or correction program and would be otherwise homeless).
2. **Category 3- Homeless under other Federal statutes:** Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - a. Are defined as homeless under the other listed federal statutes;
 - b. Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homelessness assistance application;
 - c. Have experienced persistent instability as measured by two moves or more during the preceding 60 days; and
 - d. Can be expected to continue in such status for an extended period of time due to special needs or barriers.
 - e. Verification of this is documented by the Miami Dade Public Schools Homeless Liaison.
3. **Category 4- Fleeing/Attempting to flee DV**
 - a. Where the safety of the individual or family would not be jeopardized, the domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening condition must be verified by a referral from a domestic violence organization or law enforcement verification.
4. **Income requirement:** In addition to one of the categories above, the household income must be BELOW 30% of the area median income.
5. **Completion of initial consultation** with a case manager confirming need and the following two circumstances:
 - i. no appropriate substitute housing options have been identified, and
 - ii. the household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing without ESG assistance.

Eligibility Factor	Type of Documentation
NEED	
Basic demographics	Self Assessment, HUD Assessment Encounter Form and copy of ID of applicant.
Confirmation that person is not being assisted by another program.	Self Assessment, Authorization to Release Info Form, Clearance from the Salvation Army Clearinghouse.
Confirmation that household has no substitute housing options and has lack of resources to resolve situation without help.	A signed Self Assessment Form Signed statement from Case manager on Income Eligibility Form
HOUSING STATUS (Only verification of one of the below is needed)	
Persons living on the street. (Rapid Re-Housing)	Written verification from an outreach worker of homeless status.
Persons coming from a shelter. (Rapid Re-Housing)	Copy of HMIS record indicating dates of stay or written referral from the shelter.
Persons coming from a transitional housing program. (Rapid Re-Housing)	Written referral from the agency documenting how long in program and homeless status prior to entry.
Persons being evicted or at risk of eviction. (Prevention)	Proof of former eviction proceedings filed in court, or other proof such as notice of condemnation or uninhabitability, or foreclosure.
Persons coming from an institution. (Rapid Re-Housing if homeless prior and less than 90 days stay,). (See HUD Guidance Attach.1)	Written verification from institution staff signed and dated: 1) how long participant's stay in institution was, 2) participant was homeless immediately before entry or will be homeless; 3) reporting the income of the participant; -what efforts were made to obtain housing; and -why, without the homeless assistance, the participant would be living on the street or in an emergency shelter; and 4) verification of homelessness prior to entry, if applicable.
Persons aging out of foster care. (If homeless-Rapid Re-Housing) (If at risk of homelessness-Prevention)	Written verification from case management agency that applicant is turning 18 and will no longer be able to stay in foster care home and is homeless or at imminent risk of homelessness.
Persons fleeing domestic violence. (Prevention)	Written, signed and dated verification from the participant and case manager certification when safety not jeopardized.
INCOME ELIGIBILITY	
Income at or below 30% AMI	Income Eligibility Form, bank statements and paycheck stub or written or oral verification with employer or notarized self certification. (Case Manager must explain if third party verification could not be obtained)
HOUSING UNIT ELIGIBILITY	
Verification of assistance needed and type of unit	Form A. Landlord Verification, Form B Subject Property Description.
Evidence of passage of inspection and rent reasonableness survey	Notification from Citrus Health Network that unit passed inspection and rent reasonableness survey
SUSTAINABILITY	
Plan to maintain stable housing	Case Plan and Household Budget Form
OVERALL ELIGIBILITY	HAND Staff Certification of Eligibility Form signed by case manager and supervisor.

Roles of each agency and services to be delivered

Roles of agencies:

Lead Agency, Citrus Health Network, Inc.: management of program, payment of agency partners, payment of landlords and vendors, staffing of HAND Advisory Council, management of contracted housing inspectors, and provider of case management in certain locations.

Partner Provider Agencies:

Centralized Intake Line: *Camillus House* will answer and triage callers calling into Homeless Helpline. (Funded through existing Homeless Trust funds)

Legal Services: *Legal Services of Greater Miami* will provide legal services (not funded through this program).

Prevention

Miami-Dade County Community Action and Human Services Department (CAHSD): provides case management and intake sites for prevention cases throughout the County.

Discharged persons from jails and hospitals: *Miami Homeless Assistance Program- Jail Diversion* will assist in placement of these referrals.

Homeless persons:

Chapman
Community Partnership for Homeless (CPHI): referral and case management of homeless households living in shelter in partnership with Citrus staff.

Homeless Veterans:

Citrus staff will partner with the following groups to provide rapid re-housing assistance to veterans:

Advocate Program: lead agency for second grant for Supportive Services for Veteran Families (SSVF).

Victims of Domestic Violence: Citrus coordinates with the *Miami Dade Coordinated Victims Assistance Center (CVAC)*, an intake site for victims of domestic violence.

Youth Aging Out of Foster Care: *Our Kids/Citrus* will provide case management in partnership with their member case management agencies to youth aging out of foster care.

Financial Services: persons in need of additional credit counseling and repair and other financial services are referred to *Branches f/k/a South Florida Urban Ministries* and the *United Way Center of Financial Stability.*

* The roles and agencies are subject to change depending on funding, demand for services, approval by the Homeless Trust and the provider. CITRUS has negotiated a flat rate with the County case management providers.

Site Locations:

Administration site: Citrus Health Network, 4175 West 20 Ave, Hialeah, FL 33012-5875

Service Sites:

Prevention Assistance –

Miami-Dade County - Community Action & Human Services Department sites:

MIAMI GARDENS	16405 NW 25 AVE MIAMI 33054
HIALEAH	300 E 1 AVE HIALEAH 33010
WYNWOOD	2902 NW 2 AVE MIAMI FL 33127
LIBERTY CITY	6100 NW 7 AVE MIAMI FL 33127
ACCION	858 W FLAGLER ST MIAMI 33130
PERRINE	1801 HOMESTEAD AVE PERRINE 33157
NARANJA	13955 SW 264 ST NARANJA 33032
FLORIDA CITY	1600 NW 6 CT FLORIDA CITY 33034

Rapid Re-Housing for the Homeless – (for homeless persons served there)

- Chapman Partnership (fka CPHI)
HAC I – Chapman Center, 1550 North Miami Avenue, Miami, FL 33136
HAC II South Miami-Dade Center, 28205 SW 125 Avenue, Homestead, FL 33033
Motel families
- Miami Outreach for homeless persons on the street.
- City of Miami Beach Outreach (outreach throughout MB)

Youth Aging Out of Foster Care:

- Our Kids of Miami-Dade/Monroe (youth aging out of foster care) 401 NW 2nd Ave Ste S212, Miami, FL 33128

Subcontracted services:

Case managers: positions in partner agencies that will be provided a unit cost reimbursement for assessment of needs, basic budget planning, completion of documentation for eligibility and assistance, coordinating services, landlord negotiations, assuring that the participant's rights

are protected, developing an individualized service plan, information and referrals for other programs. Case managers will be required to have experience and training in providing case management services.

Housing Navigators: assistance provided to applicants to find affordable units in the community and to assist with negotiation with landlords.

Housing Inspectors: The apartment units must meet federal and local housing quality and occupancy standards, fair housing requirements as well as Americans with Disabilities Act and Section 504 standards. Citrus currently has experienced group of housing inspector subcontractors that will utilize the federally required inspection forms applicable to the program. Citrus has a database in place for scheduling and assignment of inspections and tracking of status of the inspections. The inspectors have experience in utilizing HUD Form 52580 for the Federal Housing Quality Standards inspection utilized in the HOME, Housing Choice Voucher Program and other HUD programs. Inspectors have also utilized the HUD form created for "Habitability Standards" utilized in some HUD programs. Digital photos will also be completed as part of the inspection. Several inspectors also have training and experience in lead based paint "visual assessments".

Rent Reasonableness Surveyors: CITRUS currently utilizes a private company that specializes in provide rent reasonableness surveys for subsidized housing programs. The name of the company is called McCright Associates and more information about the company can be found at <http://rent.mccright.com>.

Demonstrated ability to meet performance goals;

During the first two years of operation of the HAND Program, Citrus surpassed the goal of serving over 2,000 households. Annually, even with reduced funds, the program continues to serve over 1,000 persons a year (approximately 350 households). Over 95% of persons served did not return to the homeless continuum within a year of being assisted. The other federal regulations and requirements were also exceeded, including: spending down over 60% of the funds by the two year mark, creating jobs and complying with federal regulations. Citrus passed an audit completed by national HUD staff and a second one completed by local HUD staff. The local County audit also gave Citrus a rating of "above satisfactory/outstanding". Miami Dade Public Housing and Community Development and the Homeless Trust has audited the HAND program and the program has met funding the requirements.

Evidence of the financial strength and capacity to provide service(s);

In the first two years of the operation of HAND, the Citrus accounting department had processed over 8 million dollars in expenditures, of which the majority of expenses were related to rent assistance checks that needed to go out on a monthly basis, for different amounts of assistance. Due to the huge volume of rent checks that went out, there was a very high risk for fraud. Persons attempted to create fraudulent checks. Citrus also had to implement a program with the bank to ensure that every check that was cashed was in fact issued by Citrus. Citrus also is the only payer of the rent checks. The partner sites complete applications but do not issue the rent checks. The

checks also have to be approved through multiple persons to further reduce fraud. Citrus has an operating budget of approximately 50 million dollars and has a history of being fiscally sound with clean audits.

Evidence of adequate/documented linkages to existing homeless services,

Case managers in the HAND Network are based in community based programs where other mainstream programs are also offered. In addition, case managers are provided a Referral Directory, with information about the most common requested services related to housing, employment, health and human services. The program also utilizes the same helpline as the homeless continuum of care, and has case managers in various homeless provider sites.

Citrus is an active participant and leader in many of the coordinating entities in Miami Dade of providers of services for the Homeless. Citrus staff attend the meetings of the Miami Dade County Homeless Trust, which is local body established to manage a local restaurant tax dedicated to homeless programs. This entity also completes the Ten Year Plan on Ending Homelessness and is the lead entity to the County's annual homeless funding application for homeless housing programs to U.S. Dept. of HUD. Citrus staff also serve on the Board of the Florida Supportive Housing Coalition, a statewide coordinating and advocacy organization.

Citrus also participates in various funding collaborations for the provision of housing and services for homeless persons.

- Lutheran Services of Florida serves as the lead for two multi-agency programs (called Partners and Access) that provides permanent housing and services to homeless persons. Citrus is one of the service providers.
- Citrus is funded by the lead child welfare coordinating entity to provide housing assistance to homeless young adults who have exited the foster care system.
- Citrus is a housing sponsor and supportive services provider for homeless persons with disabilities, in collaboration with the Miami Dade County Housing Agency.

The Miami Dade County Homeless Trust funds several of the above mentioned programs. In addition, the Homeless Trust coordinated a multi-agency Discharge Planning Memorandum of Agreement to plan for the appropriate discharge of homeless persons from various systems of care. Citrus is one of the signatories of this agreement as a mental health provider.

Evidence of procedures ensuring client confidentiality and a grievance process.

Citrus Health Network and its contracted provider partners are required to abide by federal and state privacy laws. The following provision is in the provider contracts:

CLIENT CONFIDENTIALITY AND COMPLIANCE WITH HIPAA Protected information concerning patients and their treatment, including patients' identities is confidential and privileged pursuant to Florida Statutes and the Federal Health Information Portability and Accountability Act (HIPAA). Accordingly, HAND providers should not disclose any information regarding the applicant and their treatments, including their identity and diagnosis, except as it may be required to provide services in accordance with the procedures in this manual and

the Provider Contract Agreements, or disclose, publish or disseminate any confidential information concerning the applicant to any third party without the express prior written consent of the individual, except as may be required by State or Federal law.

Terminations, Grievances and Appeals: The case manager or Service Eligibility Coordinator may deny or terminate assistance if the applicant does not meet eligibility criteria or has reached the maximum level of assistance. Applicants have a right to appeal this decision. Provider agencies may follow their own grievance procedures however, persons are advised that if they wish to further appeal a decision such as assistance level approved, they may contact the Citrus Health Network Service Eligibility Coordinator to appeal through the CITRUS appeal process.

1. The HAND Approval and Denial forms each include a statement of the rights of the applicant to appeal the decision.
2. If a person is denied assistance following an assessment or re-assessment, the participant must be provided written notice containing a clear statement of the reasons for termination. (A Denial form is available for this use).
3. If the client is not satisfied with the response of the Service Eligibility Coordinator, the appeal can be raised to the Program Administrator. If the client wishes to further appeal the decision, an appeal meeting may be requested with the Citrus Director of Housing, the client and the Citrus HAND staff. The client may ask the case manager or other advocate to be present.
4. If the situation cannot be appropriately resolved through Citrus, the applicant may appeal to the HAND local funding grantee.
5. Prompt written notice of the final decision must be provided to the program participant.

How project addresses a need or gap identified in the Annual Continuum of Care Gaps and Needs Analysis.

Homeless persons surveyed and the Continuum of Care has consistently identified permanent housing as a top need. This program provides prevention and rapid re-housing in order to help persons keep or access permanent housing as quickly as possible.

Licenses required

This service does not require a special license, besides the Business license.

Participation of Participants in Program Design

Participation from participants is received through satisfaction surveys, participation of formerly homeless persons in HAND Advisory Council Meetings and CHN Board meetings.

Plan for Securing Community Support

This program does not affect a particular neighborhood so NIMBY issues do not apply. The program enjoys community support and has various community partners. CHN has also been able to attract other matching funding sources also as described below.

Section D. Match Requirement

100% of the ESG funds will be matched with other sources. The program funds are expected to be leveraged with funding from Advocate/VA SSVF program and the Miami Dade Homeless Trust. Agreements are currently in place, although they would need to be renewed for the next program year. In addition, due to the broad network of partner agencies, participants also have access to legal services, employment assistance and credit counseling.

HAND Program 2019		Miami Dade County	Miami Dade County	Matching Funds
Rapid Rehousing		HOME	ESG	
		Annual		
Housing Stabilization				
Program Administrator		45000		\$ 45,000
Service Eligibility Coordinator (60% of 1 FTE)	1	45000		\$ 27,000
Accounting (60% of .5 FTE)	0.5	45000		\$ 13,500
SEC Clerk 1 FTE	1	30000		\$ 30,000
Personnel Subtotal			\$ -	\$ 115,500
Fringe @20%			\$ -	\$ 23,100
Partner Case Managers			\$ 2,000	
Office Supplies and equip			\$ 2,512	-
Housing Stabilization Subtotal			\$ 4,512	\$ 254,100
Tenant-Based Rental Assistance				
Rent, utilities, deposits, inspections, rent surveys			\$ 200,000	\$ 187,940
TOTAL RAPID RE-HOUSING			\$ 200,000	\$ 192,452 \$ 254,100
Prevention				
Housing Stabilization				
Service Eligibility Coordinator (40% of 1 FTE)	1	45000		\$ 18,000
Service Eligibility Case Manager (for EFSP)	0.5	45000		\$ 22,500
Partner Case Managers			\$ 2,000	\$ -
Accounting (40% of .5FTE)	0.5	45000		\$ 9,000
Personnel Subtotal			\$ 2,000	\$ 49,500
Fringe @20%			\$ -	\$ 9,900
Housing Stabilization Subtotal			\$ 2,000	\$ 59,400
Tenant-Based Rental Assistance				
Rent, utilities, deposits, inspections, rent surveys				\$ 137,496 \$ 5,000
TOTAL PREVENTION				\$ 139,496 \$ 64,400
HMIS				
Data Entry	1	\$ 17,400		\$ 17,400
Fringe @ 20%				\$ 3,480
Administration				
Acct, Occupancy, HR, Admin, Insurance, Legal, etc (15% as in-kind match)				\$ 14,784 \$ 55,442
			\$ 200,000	\$ 369,612 \$ 373,942

Source of Matching funds:

Miami Dade Homeless Trust, Advocate SSVF

\$ (0)

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Homeless Trust Budget

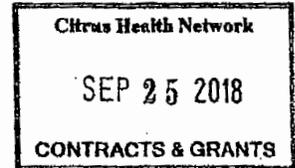
Homeless Trust FY 2017/2018 PROPOSED BUDGET

ATTACHMENT E

	A		B		C		D		Comments
	FY 2016-2017 Adopted Budget	FY 2017-2018 Proposed Budget	FY 2017-2018 Actual Carryover	Variance					
1 Carryover - Unrestricted	\$2,389,500	\$40,300	\$3,041,484	\$3,001,184					
2 Capital Reserve - Restricted	\$3,648,100	\$3,124,300	\$3,124,261	-\$39					
3 Tax Equalization Reserve - Restricted	\$4,149,300	\$4,162,300	\$4,162,328	\$28					
4 Local Option Taxes - HT	\$20,848,800	\$21,499,100		\$0					
5 Private Sector Contribution & Donations	\$200,000	\$200,000		\$0					
6 Tax Equalization Reserve - Interest Earnings	\$20,000	\$20,000		\$0					
7 Interest Earnings	\$12,000	\$12,000		\$0					
8 Donation Meter Campaign	\$10,000	\$10,000		\$0					
9 US HUD - Admin	\$884,500	\$1,722,700		\$0					
10 US HUD Grants Pass Thru	\$27,763,800	\$30,244,400		\$0					
11 State Grants Pass Thru	\$866,700	\$901,100		\$0					
12 TOTAL REVENUES:	\$80,783,500	\$81,936,200		\$2,001,173					

	A		B		C		D		Comments
	FY 2016-2017 Adopted Budget	FY 2017-2018 Proposed Budget	FY 2017-2018 Actual Carryover	Variance					
13 Emergency Housing									
14 Chapman Center - Operations	\$8,363,500	\$8,644,900		\$0				Funding for Both HAC North and South	
15 Chapman Center - 44 Family Bed Program	\$472,000	\$472,000		\$0				44 Family Bed Program at HAC North	
16 Meter Sponsored 44 Family Bed Program	\$10,000	\$10,000		\$0					
17 Chapman Center - Psychiatric Services	\$280,000	\$280,000		\$0					
18 Other Emergency Beds	\$3,461,200	\$3,461,200		\$0				Provides 429 Emergency Beds	
19 Strikeforce Emergency Beds	\$700,000	\$700,000		\$0				Provides 83 Emergency Beds	
20 Revenue Maximization (Chapman Center)	\$352,100	\$352,100		\$0				54 Overflow Emergency Beds	
21 Emergency Housing - Temporary Hotel Stay	\$560,000	\$750,000		\$0				Proposed Increase For Hotel/Motel	
22 Permanent Housing									
23 Food and Beverage - Cash Match (Citrus Health My Voice)	\$300,000	\$300,000		\$0					
24 Housing First - Bethesda (Camillus House)	\$200,000	\$200,000		\$0					
25 Food and Beverage - Cash Match (Camillus Archbishop Carroll)	\$500,000	\$500,000		\$0					
26 Coalition Lill Project	\$0	\$0		\$0				Will Be Funded With COC Planning Grant in 17-18	
27 Housing First (Permanent Housing Model)	\$760,000	\$760,000		\$0				Chronically Homeless Permanent Housing	
28 Verde Gardens Operations Support	\$125,000	\$125,000		\$0					
29 Veterans Support Match Permanent Housing	\$200,000	\$200,000		\$0					
30 Permanent Housing SHIP Match	\$300,000	\$300,000		\$0					
31 PHCD 25 Units of Permanent Supportive Housing	\$250,000	\$250,000		\$0				Rehab dollars for PHCD units to convert to Permanent Housing Units for Homeless Individuals/Families	
32 Landlord Mitigation Fund	\$0	\$150,000		\$0					
33 Verde Gardens Property Insurance	\$118,000	\$118,000		\$0					
34 Transitional Housing									
35 Transitional Housing Jail Diversion Gap Funding	\$150,000	\$0		\$0				Alternative Non Food and Beverage Funding Identified	
36 F&B Funded COC Non Renewals	\$2,829,900	\$0		\$0				Food and Beverage Funded COC Projects Not Renewed in FY 17-18	
37 Revenue Maximization (New Hope)	\$260,000	\$260,000		\$0				28 Transitional Housing Treatment Beds	
38 Supportive Services									
39 Specialized Outreach (Camillus Health)	\$635,300	\$635,300		\$0				On The Street Outreach For Chronically Homeless	
40 Short Term Housing Placements (Specialized Outreach)	\$25,000	\$0		\$0				Incorporated in Main Hotel/Motel Funding Line	
41 Meal Coordinator (MHAP)	\$41,000	\$81,000		\$0				Street Feeding Centers Coordination	
42 Prevention Services (Camillus)	\$500,000	\$500,000		\$0					
43 HMIS Outreach Data Input (MHAP, City of Miami Beach)	\$37,000	\$37,000		\$0					
44 Identification Program (MHAP, City of Miami Beach)	\$37,500	\$37,500		\$0				ID's For Homeless Individuals	
45 MOA Agreement (MHAP)	\$340,000	\$340,000		\$0				Extended Outreach at Bond Hearing and Jackson	
46 F&B Funded Match for ESG (Citrus Health)	\$200,000	\$200,000		\$0				Match ESG Funding Shortfall	
47 F&B Funded COC Non Renewals	\$705,300	\$0		\$0				Food and Beverage Funded COC Projects Not Renewed in FY 17-18	
48 Salary Support for Outreach Teams	\$120,000	\$120,000		\$0					
49 Carryover Funded Gap Funds for ESG	\$575,000	\$575,000		\$0				Match to ESG Reprtr Re-Housing	
50 Public Education/Community Outreach	\$142,800	\$142,800		\$0					
51 Administration									
52 HT Staff and Administrative Expenses	\$2,185,400	\$2,403,900		\$0				Total Amount for Salary, Fringe, and Office Expenses (This Total Amount is Offset by What Can Be Charged to Grants in the US HUD Admin Revenue Line Item)	
53 Maximum Cost Rate Study	\$6,500	\$6,500		\$0					
54 Service Point MIS System	\$100,000	\$100,000		\$0					
55 1-800 HELPLINE	\$6,500	\$6,500		\$0					
56 Technical Assistance Consultant	\$85,000	\$85,000		\$0					
57 Indirect Cost	\$85,600	\$85,600		\$0					
58 Administrative Reimbursement	\$63,800	\$63,800		\$0					
59 Special Lighting Taxing District	\$20,000	\$20,000		\$0					
60 Reserves									
61 Capital Reserve Funded Facility Repairs	\$724,800	\$833,000		\$0				Capital Repairs at Chapman North and South	
62 Capital Reserve Funded - Vehicle Replacement	\$0	\$0		\$0					
63 Operating Reserves - 160/165	\$0	\$127,600		\$0					
64 Chapman Center - Capital Reserve	\$3,124,300	\$2,491,300		\$0					
65 Tax Equalization Reserve	\$2,307,600	\$4,182,300		\$0					
66 Intra Fund Transfer to Capital Reserve	\$0	\$0		\$0					
67 Grants									
68 US HUD Grants Pass Thru	\$27,763,800	\$30,244,400		\$0					
69 State Grants Pass Thru	\$790,000	\$804,700		\$0					
70 TOTAL EXPENDITURES:	\$80,783,500	\$81,936,200		\$0					

**The Advocate Program
Supportive Services for Veteran Families Program Subcontract
CITRUS HEALTH NETWORK, Inc.**



Name of the SSVF Program: The Advocate Program, Inc. – Veterans Supportive Services
SSVF Subcontractor: Citrus Health Network, Inc.
SSVF Subcontract Award: \$123,964.25
Term of Subcontract: October 1, 2018-September 30, 2019

WHEREAS Advocate Program, Inc. (The Advocate Program), was awarded the grant sum of \$1,597,967.00 by the U.S. Department of Veterans Affairs (VA) for the Supportive Services for Veteran Families (SSVF) Program; and

WHEREAS Citrus Health Network, Inc. (CHN) is included in the grant between the Advocate Program, Inc. and the U.S. Department of Veterans Affairs to provide services in the amount of \$123,964.25.

THEREFORE, the Parties enter into this subcontract and agree to adhere to the following terms and conditions for the term of this subcontract agreement:

Determination of SSVF Program Eligibility: The Advocate Program – Veterans Supportive Services will be the primary point of entry for all incoming referrals. The SSVF Director will determine applicants' eligibility for service provision, through the Advocate Program, and will establish categorical assignment (CAT 1, 2, or 3) based on housing status at time of program entry. Within 24 hours (1 business day) of SSVF Program entry, eligible Category 2 and 3 SSVF participants will be referred to Citrus Health Network for Case Manager assignment, ensuring prompt commencement of Rapid Rehousing support and services.

I. Scope of SSVF Work to be Provided by Citrus Health Network (CHN)

1. SSVF Case Management Services: Citrus Health Network will provide two full time case managers to coordinate SSVF case management and rapid rehousing efforts for Category 2 & 3 SSVF Participant Households, referred by the Veterans Supportive Services Unit- Supportive Services for Veteran Families (SSVF) Program, during the term of this agreement. The primary goal of this service is to assist Category 2 and 3 SSVF participants transition from homelessness to permanent, stable housing arrangements or supported housing arrangements.

A. Rapid Rehousing (SSVF Category 2 and 3) Case Management: CHN SSVF case managers will (1) each maintain a 1:25 active caseload ratio of SSVF participant households; (2) co-develop individualized housing stabilization plans, with participant, that is based upon the household's strengths, weaknesses and priorities, as identified through their SSVF Care Coordination Assessment and together with the participant will; (3) establish milestones, with actionable goals that are appropriate, timely, and reasonable, with a finite date of achievement confirmed either through participant advisement, and/or submittal of requested documents to their CHN SSVF case manager. CHN's SSVF case managers will take into account the flexibility required to serve low income and very low income veteran families, and successfully sustain participant's engagement through various means of contact; telephone calls, office visits, shelter visits, and/or street outreach.



B. 90 Day Re-Certification Screening for SSVF of Eligibility: All Category 2 and 3 SSVF participants served through the SSVF Program will be assessed by their CHN SSVF case manager by their 75th day of service provision to determine their existing need and eligibility for service extension. Recertification for extension of SSVF services must take place *before* CHN SSVF case managers provide a 4th month of assistance. SSVF case managers are strongly encouraged to begin the gathering of required documentation, for eligibility determination, between day(s) 60 to 75, so as to prevent an interruption to service, during the process of eligibility determination.

2. Coordinating the Provision of Supportive Services and Use of Community Linkages: CHN SSVF case managers will serve as the primary point of contact in the coordination of services, on behalf of their clients. They are responsible for the referral to, and follow up with, local community service providers, as well as, fellow SSVF partner agencies working in concert to assist with the successful housing outcomes for the SSVF Program Participant. SSVF sub-contracted agencies include:

- ◆ **Legal Services of Greater Miami, Inc.** - for the full range of civil legal services as needed by SSVF participants to prevent homelessness or obtain appropriate permanent or supported housing;

3. SSVF Temporary Financial Assistance: CHN's SSVF Case Managers serving Category 2 and 3 participants of the SSVF Program, may choose to authorize a temporary financial assistance payment, on behalf of their participant, that is (1) reasonable, (2) a supplement to service provision, (3) assists the participant in obtaining/maintaining permanent housing, (4) part of a plan which addresses the participant's ability to maintain housing after program completion, and (5) meets all other requirements set forth in 38 CFR 62.33 and 38 CFR 62.34.

CHN's SSVF Case Managers, serving Category 2 and 3 SSVF Program participants may authorize use of temporary financial assistance to purchase supportive services for SSVF Program participants. Per 38 CFR 62.34, eligible forms of temporary financial assistance are:

- ◆ Rental Assistance-based on a Housing First Model
- ◆ Utility-Fee Payment Assistance
- ◆ Deposits (Security or Utility)
- ◆ Moving Costs with documentation that payments support the goals for achieving permanent, stable housing within 90 days;
- ◆ Transportation costs (although our SSVF grant indicates that whenever possible, we will make maximum use of Miami-Dade County's "Patriot Passport", which provides free public transportation to eligible veterans)
- ◆ Child Care;
- ◆ General Housing Stability Assistance;
- ◆ Emergency Housing Assistance; per the most recent release of the SSVF Program Guide.



4. SSVF Service Coordination and Trainings:

- A. Bi-Weekly SSVF Case Management Meetings:** CHN's SSVF Case Managers will participate in two case management meetings per month, facilitated by the SSVF Director, or assigned designee. Participation is mandatory and directly correlates to Section II.10 of this sub-contract. Meeting location, dates, and times may be found under Attachment B of this sub-contract.

These meetings shall provide a forum for review of: current metrics on outreach, open/closed cases, and status of TFA issuance to date. They will further provide SSVF case managers with the opportunity to review and discuss participants': Housing Stability Plans (HSP), the milestones and goals currently set for open cases; potential or encountered barriers to housing and possible solutions for client engagement and stabilization; cases pending exit or pending approval for service extension, and status of referrals for service between SSVF partners.

- B. Quarterly SSVF Program Directors Meeting:** CHN's Program Administrator shall participate in quarterly meetings, facilitated by the SSVF Director. Participation is highly recommended and directly correlates to Section(s) II.9 and II.10 of this sub-contract. Meeting location, dates, and times may be found under Attachment B of this sub-contract.

These meetings shall provide a forum for SSVF Program Directors to review and discuss the quality and effectiveness of the SSVF service model, specifically: HMIS/VA Repository data quality; rate of successful housing outcomes for participants; status of TFA issuance; performance of/need for additional training for SSVF direct service staff; recent advisements from the SSVF Program Office; approval of protocol revisions and/or related program documents.

- C. VA Issued Webinars and Trainings for SSVF Direct Service Staff:** CHN's SSVF case managers will participate in trainings to ensure consistent application of approved SSVF policies and procedures. All SSVF direct service staff will attend VA issued SSVF webinars/program trainings during the course of this contract year. Advisements will be forwarded by SSVF Program Coordinator and trainings will be made available for attendance on a quarterly basis either at Veterans Supportive Services Office or via webinar, whenever possible and appropriate.

- 5. SSVF Approved Participant Identification System:** Citrus Health Network will utilize the HUD HMIS Client ID assigned to SSVF participant households upon program entry, for any and all communications with Advocate Program staff and fellow SSVF subcontractors regarding a participant's file.

- 6. SSVF Participant Satisfaction Surveys.** The Advocate Program, Inc. – Veterans Supportive Services shall work in concert with the SSVF subcontractors to ensure that each SSVF participant receives a satisfaction survey which must be submitted by the participant directly to VA upon program completion.

7. Expected 2018-2019 Service Outcomes:

- A. Number of SSVF Participant Households Served:** Citrus Health Network will provide 60% of SSVF (Category 2 and 3) Participant Households with Rapid Re-housing case management services.

- B. Housing Outcomes:** At least 75% of SSVF participants receiving Rapid Rehousing case management services from Citrus Health Network will successfully meet their permanent housing goals.



C. Temporary Financial Assistance: Citrus Health Network is responsible for the appropriate issuance of SSVF Emergency Financial Assistance (TFA) Funds, and will coordinate with Advocate Program, Inc.'s accounting personnel to ensure its timely provision to the 60% of participant households requiring Rapid Rehousing.

8. Direct Service Staffing: CHN's staffing for the direct services component of this SSVF subcontract includes:

- ◆ Housing Director/Program Administrator - 10%;
- ◆ 2 Rapid Re-housing Case Managers - 100%,

II. General Operation Requirements For All Advocate Program, Inc. SSVF Subcontractors:

1. Confidentiality. SSVF subcontractors shall establish and implement procedures to ensure the confidentiality of participants' records pertaining to (1) any individual provided services and (2) the address or location where the services are provided. CHN shall cooperate fully with any requests The Advocate Program, Inc. – Veterans Supportive Services Unit may initiate to confirm the quality and compliance of CHN's confidentiality procedures as part of Quality Assurance inspections.

2. Required Notifications to SSVF Participants. Prior to providing any supportive services to a participant, the SSVF subcontractors must notify each participant of the following: (1) The supportive services are being paid for, in whole or in part, by VA; (2) The supportive services available to the participant through the grantee's program; and (3) Any conditions or restrictions on the receipt of supportive services by the participant.

3. Verification of Eligibility for SSVF Services. The Advocate Program, Inc. – Veterans Supportive Services shall work in concert with each SSVF subcontractor to ensure that each SSVF participant's eligibility for supportive services is verified, and that all SSVF participants are classified under one of the categories set forth in 38 CFR §62.11(a). SSVF subcontractors shall also work in partnership with Advocate Program, Inc. to certify participants' eligibility and SSVF classification at least once every 3 months.

4. Administration of supportive services grants. SSVF subcontractors that administer supportive services grants to SSVF participants must ensure that these SSVF funds are administered in accordance with the regulations governing the Supportive Services for Veteran Families program, the grantee's supportive services grant agreement, and other applicable laws and regulations.

5. Fee prohibition. SSVF subcontractors shall not charge a fee to eligible SSVF participants for providing supportive services that are funded in whole or in part from the supportive services grant.

6. Security of SSVF Participant Information. All SSVF subcontractors shall operate secured communication systems by use of firewalls/ protected servers/ other technological security measures to safeguard participant information. All SSVF subcontractors must maintain various agency protocols and procedures to ensure the safety and security of hard copy client files. Hard copies of SSVF client records shall be maintained in locked file cabinets, in locked offices or file rooms.

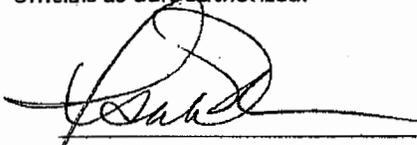
7. ADA Compliance. All SSVF providers must be fully equipped to meet the needs of participants with disabilities and must ADA compliant.



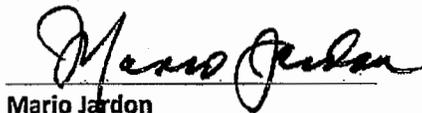
define the area of non-compliance, proposed solution(s) and time frame for taking corrective action. Corrective Action Plans shall have the following time frame for correction depending on the area of concern:

- Client based (failure to respond to client's needs, missing documentation, etc.)-7 working days.
- Agency Based (failure to keep up with certification, failure to report information etc.) – 15 working days.
- Failure to respond to a requested corrective action plan within the stipulated timeframe shall result in a warning notice.
- Failure to respond to a 3rd warning notice may result in termination of this subcontract.

IN WITNESS THEROF the parties hereto have caused this subcontract to be executed by their undersigned officials as duly authorized.


Isabel Perez- Morina, Ph.D
Advocate Program, Inc.
Chief Executive Officer

9/28/18
Date


Mario Jardon
Citrus Health Network, Inc.
President and CEO

9/28/18
Date



Citrus Health Network

		SSVF Grant Funds-Annual	
		2018-2019	
I. Provision and Coordination of Supportive Services			
1. Personnel/Labor			
Title and Organization			
Rapid Rehousing Case Manager-Citrus Health Network 1.0 FTE		\$	44,000.00
Rapid Rehousing Case Manager-Citrus Health Network 1.0 FTE		\$	40,000.00
Program Administrator 1 CHN @ .20 FTE		\$	11,000.00
Subtotal Salaries/Wages		\$	95,000.00
Fringe Benefits @ 21%		\$	19,950.00
Subtotal Personnel		\$	114,950.00
2. Temporary Financial Assistance		\$	-
3. Other Non-Personnel Provision and Coordination of Supportive Services Expenses			
Case Manager Cell Phones-CHN at \$50 per month per staff		\$	1,200.00
Local travel at \$250 per month per staff		\$	6,000.00
Office Supplies		\$	1,814.25
Subtotal Other Program Expenses		\$	9,014.25
Subtotal Provision and Coordination of Supportive Services		\$	123,964.25
II. Administrative Expenses			
HMIS Data Entry Clerk-CHN		\$	-
Subtotal Administrative Expenses		\$	-
Grand Total		\$	123,964.25

SECTION 3

**MIAMI-DADE COUNTY REQUEST FOR APPLICATIONS (RFA)
FY 2019 HOME PROGRAM**

**TENANT-BASED RENTAL ASSISTANCE PROGRAM
(HOME TBRA)**

Scoring Criteria

Check the appropriate funding: HOME

1. Experience and Capacity

Does the entity have experience (in years) operating a Tenant-Based Rental Assistance Program? *(Evidence includes a resolution authorizing the formation of the entity.)*

x _____	6+	(25 points)
_____	3-5	(15 points)
_____	2	(10 points)
_____	0-1	(0 points)

If no, does the entity have experience (in years) with the following:

Contract Administration (executing and monitoring) - (Evidence includes executed contract agreements, copies of Contract Administration staff resumes, and Contract Administration staff job descriptions.)

_____	6+	(5 points)
_____	2-5	(3 points)
_____	0-1	(0 points)

Inspecting Units (Housing Quality Standards or local code) - (Evidence includes Housing Quality Standard reports, copies of Inspection staff resumes, and Inspection staff job descriptions.)

_____	6+	(6 points)
_____	2-5	(3 points)
_____	0-1	(0 points)

Case Management (comprehensive) - (Evidence includes case management documentation, copies of Case Management staff resumes, and job descriptions.)

_____	6+	(6 points)
_____	2-5	(3 points)
_____	0-1	(0 points)

Subsidized Housing (ownership or management) - (Evidence includes the property title, lease agreements, or management agreements.)

_____	6+	(8 points)
_____	2-5	(5 points)
_____	0-1	(0 points)

**TENANT-BASED RENTAL ASSISTANCE PROGRAM
(HOME TBRA)**

Scoring Criteria

2. Policies and Procedures

Does the entity have Tenant Selection Policies? - *(Evidence includes a copy of the adopted policy, lease and rental subsidy portability statement.)*

Yes (12.5 points)
 No (0 points)

Does the entity have a Landlord Outreach Plan? - *(Evidence includes the approved plan and landlord agreement)*

Yes (12.5 points)
 No (0 points)

3. Clients and Units Identified

Percent of clients identified for the proposed project? - *(Evidence includes a client list that has been determined preliminarily eligible.)*

100% - 90% (15 points)
 89% - 80% (10 points)
 79% - 70% (5 points)
 69% - 60% (3 points)
 below 60% (0 points)

Percent of units identified for the proposed project? - *(Evidence includes commitment letters from owners with addresses that are available.)*

100% - 90% (10 points)
 89% - 80% (8 points)
 79% - 70% (6 points)
 69% - 60% (3 points)
 below 60% (0 points)

4. Administrative Expense

What percent of the total budget is provided as in-kind contribution for administrative expenses? - *(Evidence includes a copy of the proposed budget.)*

10% or more (25 points)
 9% (20 points)
 8% (15 points)
 7% (10 points)
 6% (5 points)

TOTAL POINTS EARNED: _____

**TENANT-BASED RENTAL ASSISTANCE
(HOME TBRA)
(PAGE 1 OF 2)
(TAB 13)**

**ORGANIZATIONAL QUALIFICATIONS AND
PROPOSED PROJECT NARRATIVE
TENANT-BASED RENTAL ASSISTANCE PROGRAM ONLY**

Please complete and include in the application the Application Cover Sheet with the appropriate Affidavit(s), Housing Forms Checklist, and indication of Tab # for proof of documentation. Also, include general information about your organization and its mission.

The applicant must check the appropriate funding: HOME

SECTION 1- 4:

1. Experience and Capacity

- a. Entity must have experience (in years) operating a Tenant-Based Rental Assistance Program. How many years of experience does your organization have? 9

Evidence includes the following:

- A resolution authorizing the formation of the entity.
- Contract Administration (Executing and Monitoring): Executed contract agreements, copies of Contract Administration staff resumes, and Contract Administration staff job descriptions.
- Inspection of Units (Housing Quality Standards or Local Code): Housing Quality Standard reports, copies of inspection staff resumes, and inspection staff job descriptions.
- Case Management (Comprehensive): Case management documentation, copies of Case Management staff resumes, and job descriptions.
- Subsidized Housing (ownership or management): Please provide evidence of property title, lease agreements, or management agreements.

Evidence is located in Tab 3

2. Policies and Procedures

- a. Entity must have Tenant Selection Policies and Procedures. Entity must provide evidence of a copy of the adopted policy, lease and rental subsidy portability statement. Tab
- b. Entity must have a Landlord Outreach Plan. Entity must provide evidence such as the approved plan and landlord agreement. Tab 3

3. Clients and Units Identified

- a. What percent of clients are identified for the proposed project? Entity must provide evidence such as a client list that has been determined preliminarily eligible. Tab 3
- Total number of clients located within project units?
- Total number of clients to be served by proposed project? 130
- Total percent of clients to be served by proposed project? 100%
- eligibility & target population identified - see procedures*

**TENANT-BASED RENTAL ASSISTANCE
(HOME TBRA)
PAGE 2 OF 2
(TAB 13)**

3. Clients and Units Identified (Continued)

b. What percent of units are identified for the proposed project? Entity must provide evidence such as commitment letters from owners with addresses that are available. Tab —

Total number of units? 0

*Tenants select
units*

Total number of units to benefit from the proposed project?

Total percent of units identified for the proposed project?

4. Administrative Expense

What percent of the total budget is provided as in-kind contribution for administrative expenses? Provide evidence such as the proposed budget. Tab 2

15%

Total amount of ~~in-kind~~ contributions of administrative expenses? over 15% 70,226

Total amount of administrative expenses? 70226

What percent of total budget is provided as in-kind contribution administrative expenses?
15%



Carlos Alvarez, Mayor

August 27, 2009

Mr. Mario Jardon, Executive Director
Citrus Health Network, Inc.
4175 West 20th Avenue
Hialeah, Florida 33012

Evidence of Experience

also provided TBRA in Shelter Plus Care for 15 years.
CITRUS HEALTH NETWORK
Homeless Trust
111 NW 1st Street • 27th Floor • Suite 310
Miami, Florida 33128-1930
T 305-375-1490 F 305-375-2722
miamidade.gov

AUG 27 2009

ADMINISTRATION

RE: Homeless Prevention and Rapid Re-Housing Program/HAND Program
Grant Number: S09-UY-12-0003

(TBRA)

Dear Mr. Jardon:

Enclosed, please find for your file, one fully executed original of the Agreement between Miami-Dade County, through the Miami-Dade County Homeless Trust and Citrus Health Network, Inc., for the above referenced grant.

Please feel free to contact us at (305) 375-1490 if you have any questions or require additional information. Thank you for your continued efforts with addressing the needs of the homeless of our community.

Sincerely,

David Raymond
Executive Director

Enclosures

I have received the executed Agreement for the Homeless Prevention and Rapid Re-Housing Program/HAND Program, Grant Number: S09-UY-12-0003.

Signature of Authorized Agency Representative Date

Printed Name of Agency Representative

Delivering Excellence Every Day

Relationship to Head of Household (3.15)	0	0%
Client Location (3.16)	0	0%
Disabling Condition (3.8)	0	0%

6c - Data Quality: Income and Housing Data Quality

Data Element	Error Count	% of Error Rate
Destination (3.12)	0	0%
Income and Sources (4.2) at Start	0	0%
Income and Sources (4.2) at Annual Assessment	0	0%
Income and Sources (4.2) at Exit	0	0%

6d - Data Quality: Chronic Homelessness

Entering into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.917.3) DK/R/missing	Number of times (3.917.4) DK/R/missing	Number of months (3.917.5) DK/R/missing	% of records unable to calculate
ES, SH, Street Outreach	0			0	0	0	0%
TH	0	0	0	0	0	0	0%
PH (all)	0	0	0	0	0	0	0%
Total	0						0%

6e - Data Quality: Timeliness

Time For Record Entry	Number of Project Start Records	Number of Project Exit Records
0 days	0	35
1 - 3 days	2	83
4 - 6 days	125	34
7 - 10 days	45	47
11+ days	101	63

6f - Data Quality: Inactive Records: Street Outreach and Emergency Shelter

Contact (Adults and Heads of Household In Street Outreach or ES - NBN)	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household In Street Outreach or ES - NBN)	0	0	0%
Bed Night (All clients in ES - NBN)	0	0	0%

7a - Number of Persons Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	146	46	100	0	0
Children	189	0	189	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	335	46	289	0	0

8a - Number of Households Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total Households	103	30	73	0	0

8b - Point-in-Time Count of Households on the Last Wednesday

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	19	2	17	0	0
April	26	7	19	0	0
July	14	2	12	0	0
October	19	4	15	0	0

9a - Number of Persons Contacted

	All Persons Contacted	First Contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on Streets, ES, or SH	First contact - Worker unable to determine
Once	0	0	0	0
2-5 Times	0	0	0	0
6-9 Times	0	0	0	0
10+ Times	0	0	0	0
Total Persons Contacted	0	0	0	0

9b - Number of Persons Engaged

First Contact - NOT staying on	First contact - WAS staying	First contact -
--------------------------------	-----------------------------	-----------------

Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Subtotal	0	0	0	0	0
Institutional Settings					
Foster care home or foster care group home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	0	0	0	0	0
Total persons exiting to positive housing destinations	0	0	0	0	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	0%	0%	0%	0%	0%

23c - Exit Destination - All persons

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing subsidy	0	0	0	0	0
Owned by client, with ongoing subsidy	0	0	0	0	0
Rental by client, no ongoing subsidy	256	37	219	0	0
Rental by client, with VASH subsidy	3	0	3	0	0
Rental by client with GPD TIP subsidy	0	0	0	0	0
Rental by client, other ongoing subsidy	0	0	0	0	0
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Subtotal	259	37	222	0	0
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Subtotal	0	0	0	0	0
Institutional Settings					
Foster care home or foster care group home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0

Unassisted	0	0	0	0	0
Other	3	3	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	3	3	0	0	0
Total	262	40	222	0	0
Total persons exiting to positive housing destinations	0	0	0	0	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	0%	0%	0%	0%	0%

24 - Homeless Prevention Housing Assessment at Exit

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Able to maintain the housing they had at project start--Without a subsidy	28	4	24	0	0
Able to maintain the housing they had at project start--With the subsidy they had at project entry	0	0	0	0	0
Able to maintain the housing they had at project start--With an on-going subsidy acquired since project entry	2	0	2	0	0
Able to maintain the housing they had at project start--Only with financial assistance other than a subsidy	0	0	0	0	0
Moved to new housing unit--With on-going subsidy	23	4	19	0	0
Moved to new housing unit--Without an on-going subsidy	27	1	26	0	0
Moved in with family/friends on a temporary basis	0	0	0	0	0
Moved in with family/friends on a permanent basis	0	0	0	0	0
Moved to a transitional or temporary housing facility or program	0	0	0	0	0
Client became homeless - moving to a shelter or other place unfit for human habitation	0	0	0	0	0
Client went to jail/prison	0	0	0	0	0
Client died	0	0	0	0	0
Client doesn't know/Client refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	182	31	151	0	0
Total	262	40	222	0	0

25a - Number of Veterans

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran	0	0	0	0
Non-Chronically Homeless Veteran	0	0	0	0
Not a veteran	146	46	100	0
Client doesn't know/Client refused	0	0	0	0
Data not collected	0	0	0	0
Total	146	46	100	0

26b - Number of Chronically Homeless Persons by Household

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	0	0	0	0	0
Not Chronically Homeless	335	46	289	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	335	46	289	0	0

Project Start Date (3.10)	0	0%
Relationship to Head of Household (3.15)	0	0%
Client Location (3.16)	0	0%
Disabling Condition (3.8)	0	0%

6c - Data Quality: Income and Housing Data Quality

Data Element	Error Count	% of Error Rate
Destination (3.12)	0	0%
Income and Sources (4.2) at Start	0	0%
Income and Sources (4.2) at Annual Assessment	0	0%
Income and Sources (4.2) at Exit	0	0%

6d - Data Quality: Chronic Homelessness

Entering into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.917.3) DK/R/missing	Number of times (3.917.4) DK/R/missing	Number of months (3.917.5) DK/R/missing	% of records unable to calculate
ES, SH, Street Outreach	0			0	0	0	0%
TH	0	0	0	0	0	0	0%
PH (all)	253	0	0	0	0	0	0%
Total	253						0%

6e - Data Quality: Timeliness

Time For Record Entry	Number of Project Start Records	Number of Project Exit Records
0 days	0	50
1 - 3 days	14	119
4 - 6 days	147	58
7 - 10 days	45	25
11+ days	261	56

6f - Data Quality: Inactive Records: Street Outreach and Emergency Shelter

	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)	0	0	0%
Bed Night (All clients in ES - NBN)	0	0	0%

7a - Number of Persons Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	253	82	171	0	0
Children	304		304	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	557	82	475	0	0

8a - Number of Households Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total Households	175	58	117	0	0

8b - Point-in-Time Count of Households on the Last Wednesday

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	50	12	38	0	0
April	58	20	38	0	0
July	41	15	26	0	0
October	24	5	19	0	0

9a - Number of Persons Contacted

	All Persons Contacted	First Contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on Streets, ES, or SH	First contact - Worker unable to determine
Once	0	0	0	0
2-5 Times	0	0	0	0
6-9 Times	0	0	0	0
10+ Times	0	0	0	0
Total Persons Contacted	0	0	0	0

9b - Number of Persons Engaged

23a - Exit Destination - More than 90 days

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing subsidy	0	0	0	0	0
Owned by client, with ongoing subsidy	0	0	0	0	0
Rental by client, no ongoing subsidy	193	27	166	0	0
Rental by client, with VASH subsidy	0	0	0	0	0
Rental by client with GPD TIP subsidy	0	0	0	0	0
Rental by client, other ongoing subsidy	0	0	0	0	0
Permanent Housing (other than RRH) for formerly homeless persons	4	0	4	0	0
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Subtotal	197	27	170	0	0
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Subtotal	0	0	0	0	0
Institutional Settings					
Foster care home or foster care group home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	16	0	16	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	16	0	16	0	0
Total	213	27	186	0	0
Total persons exiting to positive housing destinations	197	27	170	0	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	92%	100%	91%	0%	0%

23b - Exit Destination - 90 Days or Less

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing subsidy	0	0	0	0	0
Owned by client, with ongoing subsidy	0	0	0	0	0
Rental by client, no ongoing subsidy	88	30	58	0	0
Rental by client, with VASH subsidy	0	0	0	0	0
Rental by client with GPD TIP subsidy	0	0	0	0	0
Rental by client, other ongoing subsidy	0	0	0	0	0
Permanent Housing (other than RRH) for formerly homeless persons	5	0	5	0	0
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Subtotal	93	30	63	0	0
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0

Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Subtotal	0	0	0	0	0
Institutional Settings					
Foster care home or foster care group home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	1	1	0	0	0
Other	1	1	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	2	2	0	0	0
Total	95	32	63	0	0
Total persons exiting to positive housing destinations	93	30	63	0	0
Total persons whose destinations excluded them from the calculation	1	1	0	0	0
Percentage	99%	97%	100%	0%	0%

23c - Exit Destination - All persons

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing subsidy	0	0	0	0	0
Owned by client, with ongoing subsidy	0	0	0	0	0
Rental by client, no ongoing subsidy	0	0	0	0	0
Rental by client, with VASH subsidy	0	0	0	0	0
Rental by client with GPD TIP subsidy	0	0	0	0	0
Rental by client, other ongoing subsidy	0	0	0	0	0
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Subtotal	0	0	0	0	0
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Subtotal	0	0	0	0	0
Institutional Settings					
Foster care home or foster care group home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Destinations					

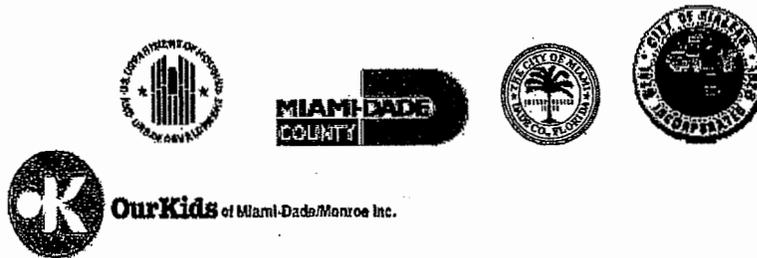
Housing Assistance Network Of Dade



Providing a helping hand to persons in need of housing in Miami-Dade County.

PROFESSIONAL SERVICES MANUAL

Funders:



EQUAL HOUSING OPPORTUNITY

Version: May 2017

**PROFESSIONAL SERVICES MANUAL
TABLE OF CONTENTS**

I.	PROGRAM OVERVIEW	
	A. Statement of purpose.....	2
	B. Philosophy of Approach.....	2
	C. Goals and Objectives.....	3
	D. Summary of Services Provided.....	3
	E. HAND Eligibility Determination Flowchart.....	5
	F. HAND Program Logic Model	6
II.	ASSISTANCE PROCEDURES	
	A. Helpline Outreach and Engagement	7
	B. Triage Procedures.....	7
	C. Application and Assessment Process	10
	i. Eligibility Criteria	11
	ii. Documenting Housing Need.....	12
	iii. Documenting Income Eligibility	13
	iv. Participant Eligibility Chart	15
	v. Conflict of Interest	16
	D. Case Plan: Determining level and type of assistance.....	17
	i. Security Deposit.....	17
	ii. Utilities	17
	iii. Moving and Storage.....	18
	vi. Rental Assistance.....	18
	vii. Determination of Rental Assistance Plan.....	20
	viii. Tenant Based Rental Assistance.....	21
	E. Special Populations or Situations	23
	i. Persons with Disabilities.....	23
	ii. Persons Aging Out of Foster Care	23
	iii. HAND Plus for no income homeless families.....	24
	iv. Victims of Natural Disaster	24
	v. Mobile Homes/Manufactured Homes.....	24
	F. Submission of Application Package	25
	i. Approval Process	25
	ii. Reassessments.....	27
	iii. Terminations, Grievances and Appeals:	28
	iv. ESG Requirements.....	28
	v. Client Confidentiality.....	29
	vi. Statement of Nondiscrimination	29
	vii. Other Federal Requirements	29
	G. List of Forms.....	31
	Attachment I. ESG Regulations and Guidance.....	32

PROFESSIONAL SERVICES MANUAL

I. PROGRAM OVERVIEW

A. Statement of Purpose

The Homeless Prevention and Rapid Re-Housing Program was a one-time program responding to an economic downturn created in the year 2009 under the American Recovery and Reinvestment Act. The U.S. Department of Housing and Urban Development (“HUD”) has expanded the Emergency Solutions Grants activities at a sharper focus on rapid re-housing and ending homelessness to ensure the continuation of the HPRP activities through the new Emergency Solution Grant providing funding to local HUD jurisdictions in order to assist persons who are homeless or at imminent risk of becoming homeless. Miami-Dade County and the City of Miami selected Citrus Health Network, Inc. as the lead agency for this countywide effort. Service providers in this Housing Assistance Network of Dade include private and public partners throughout the County. This Manual is designed to provide the policies and procedures applicable to this funding.

B. Philosophy of Approach

The program is aligned with the strategies/goals in Opening Doors Federal Strategic Plan. There is a centralized intake site, in the form of a hotline that screens callers and links them to the appropriate provider in the community. As the same time, in keeping with the “no wrong door” approach, the program is also designed to be readily accessible through known service providers in the community that are conveniently located and have other supplemental services available. Therefore the application can be completed at various sites around the County. In addition, the program coordinates with mainstream resources (those that are not targeted to homeless person specifically) for which persons that are homeless or at-risk of homelessness may be eligible, such as, Housing Programs, Employment Programs, Health Services, Youth Programs, etc.

This program is based on the data and philosophy that most homelessness is caused by poverty and lack of affordable housing. Therefore more emphasis is placed on providing housing assistance than on any other service. It is considered a “Service-Enriched Housing Model” using the “Housing First” approach, with the goal of helping the household stabilize their housing first and then addressing the secondary needs once they are housed. It is also based on the premise that a program needs to address the unique needs of individual clients. Housing is provided with coordinated access to optional services in the community. Organizations that specialize in meeting the needs of special populations are integrated into the system to ensure that supportive services are available through those other community resources.

Households can seek help more than once as long as they have not exceeded the HUD maximum assistance levels. Rent is limited to Fair Market Rent. The program does not require that a tenant have an income in order to qualify, but they are required to work with their case manager in developing a plan for self sufficiency. The tenant is not discouraged from increasing their income as in other programs that charge 30% of their income as rent, and increase their rent as

their income increases. The tenant is incentivized to increase their income because rental assistance automatically decreases each month.

The program has very broad eligibility criteria, which is designed to meet the housing needs of various high risk groups rather than screening them out. The rental assistance levels are adjusted depending on the needs of the household. Certain groups are considered as being at higher risk of homelessness, therefore are provided additional levels of assistance. These groups include: persons who are extremely low income, persons with a disabilities, and persons who are unemployed or recently homeless.

C. Goals and Objectives

- Prevent or end homelessness in households at risk.
- Reduce the number of households that re-enter the Homeless Continuum.
- At least 70% of households contacted by random survey of sample group will report remaining housed within 12 months of being served.

D. Summary of Services Provided:

Financial Assistance:

1. If the household is homeless or at risk of homelessness and meets the income eligibility requirements (must be at or below of 30% of A.M.I.), they may qualify for assistance with security deposit, rent, moving and storage and utilities (if customer qualify for LIHEAP the utility assistance should be provided through this program if funding is available) (Rapid Re-Housing applicants can be up to 50% AMI upon entry, but cannot continue to receive assistance past their rec-certification if at or over 30% AMI).

Housing Relocation and Stabilization Services:

2. Case management: assessment of needs, basic budget planning, completion of documentation for eligibility, amount and type of assistance necessary for household to regain stability in permanent housing, coordinating services and connecting program participants to mainstream and other resources, landlord negotiations, assuring that the participant's rights are protected, developing an individualized case plan. Monthly contact with the customer is required to ensure the customer is working on their plan to achieve the housing stability. Monthly contact should be properly documented in the participant file.
3. Housing search and placement: www.FloridaHousingSearch.org, the internet-based housing locator data base will be used.
4. Outreach and engagement: Marketing efforts will also include: outreach to persons on the street through the countywide outreach teams, marketing to providers and a press release. The 211, 311 and homeless helpline will also be utilized to identify and refer potential applicants. The Flyer and HANDIntro documents in Tab 2 will also be distributed.
5. Legal Services: this will be limited to tenant defense in legal evictions filed in Miami-Dade County. The representation will be provided by persons licensed to practice law in Florida by the Florida Bar Association or authorized legal clerks or paralegals under the supervision of a licensed attorney. Criteria for legal assistance:

- a. In need of legal representation to respond to evictions, as evidenced by a copy of the petition served on tenant, three day notice; or other legal need related to housing such as an illegal lock out (self help eviction) or illegal refusal to return deposit.
 - b. Referral from a case management provider.
 - c. Household income is at or below 30% of the area median income as verified by case manager.
 - d. Not being evicted from a subsidized housing program. (These persons can still be referred, but do not fall under the HAND Program)
6. You can refer clients to LSGMI for assistance, however the HAND Program does not fund the service. So services are limited to availability of the LSGMI. The HAND external referral form must be completed by the case manager and a copy should be provided to the client. Case manager should maintain the original in the participant file and provide a copy to Citrus main office as a part of the packet.

Customer requiring assistance with a private landlord/tenant case should do the following:

1. If the person has internet access and only wants information, they can visit the REAL website at <https://sites.google.com/site/reallsgmi/> to get copies of our informational brochures that describe their rights and how to handle a variety of LL/T problems on their own.
2. If the person needs additional individual assistance or information, they should contact LSGMI office as follows:

Customer should call the office between 1:00 p.m. and 4:00 p.m. Monday thru Friday. The number is 305-576-0080 - when prompted dial 0. The applicant will receive a call back within one business day by either a law intern or an intake paralegal; law interns will only be able to call back a designated number of people each day. However, law interns are able to provide in-depth legal advice under the direction of an attorney. All "overflow" calls will be returned by intake paralegals that can provide limited information and send out brochures.

Customer can also walk in to either the Main or South Dade offices Monday thru Thursday from 9 am to noon. The **Main Office** is located at **3000 Biscayne Boulevard, Suite 500, Miami, 33137**. The **South Dade office** is located at **11285 S.W. 211th Street, Suite 302, Miami 33189**. Applicants can either see an intake paralegal who will provide the person with brochures and limited information. Or they can ask to be put on a list to be called back the next day by a law intern.

II. ASSISTANCE PROCEDURES

A. Helpline Outreach and Engagement:

1. Family calls into helpline or walks into an assistance office.
2. The Homeless Helpline currently asks:
If currently homeless - call goes to local homeless outreach team. Outreach Team assesses if household needs to be placed in emergency shelter or is ready to be housed. If they are ready to be housed, they can process the paperwork if they are a provider under this program, or they can refer the household to a local provider.
3. *If household is not currently homeless but at risk of homelessness*, call goes to Camillus House prevention helpline.

B. Triage Procedures for Helpline Operators or Intake Workers at provider locations:

1. *Is the household seeking help with rent or mortgage?*
This program can only help with rent. They must be homeless, have a court filed eviction or meet other eligibility. If they are seeking help with mortgage, provide a referral to the mortgage assistance locations in Referral Directory in Tab 6. One of the main providers is Neighborhood Housing Services of South Florida, 300 NW 12th Avenue, Miami, FL 33128, tel: 305-751-5511 , ext 1101.
2. *Is the household currently homeless and seeking emergency shelter?*
This program helps with rent to get a new place to live, but in the meantime, call Miami Homeless Outreach Team for emergency placement assistance at 305-576-9900 or in Miami Beach, call 305-604-4663.
3. *Is the household seeking help with rent, security deposit or utilities?*
The program is for persons who are risk of losing their housing or currently homeless. If they **ONLY** need help with utilities, and their housing is not at risk, refer them to their local Community Action Agency Human Service Department (CAHSD) for help with electric bills or refer to The Salvation Army 305-637-6721 for water bills. **Veterans can also receive assistance through the SSVF Program providers.**

If they do need rent or security deposit assistance, advise them that the HAND Program is limited to persons who are extremely low income. Ask them how many people are in their household and what their total monthly or annual income is. (This is the total gross income before taxes are taken out). If they are already in a subsidized rental program like Section 8 or Shelter Plus Care, they cannot get additional rent assistance through this program. However, they can be assisted with deposits or utilities if another federal program is not already assisting them with this.

4. *What is the household income?*

If their income falls at or below the amount shown under the number of persons in their household, then they may be eligible for HAND Assistance.

2017 Income Eligibility Table (Check Forms for latest annual update)

Number of persons in household:	1	2	3	4	5	6	7	8
Monthly 30% AMI	1,325	1,513	1,702	2,050	2,398	2,747	3,095	3,443
Annually 30% AMI	15,900	18,150	20,420	24,600	28,780	32,960	37,140	41,320

Rapid Re-Housing Upon Entry Only:

2017 Income Eligibility Table (Check Forms for latest annual update)

Number of persons in household:	1	2	3	4	5	6	7	8
MONTHLY 50% AMI	2,204	2,542	283	3,146	3,400	3,650	3,904	4,154
ANNUAL 50% AMI	26,450	30,500	3,400	37,750	40,800	43,800	46,850	49,850

5. If they are not eligible for HAND Assistance due to being over income, consider the following possible referrals
 - a. Camillus House Homeless Prevention.....Client needs proof of eviction, they can pay up to 2 months in arrears, and there's no income limit as long as client can proof self-sustainability.
 - b. Miami Dade County CAA HAG....Client needs proof of eviction, they can pay for deposit for relocation, no inspection required and income limit can go up to 80%
 - c. FEMA EFSP .Rent or mortgage, eligibility varies, could be as little as a 3 day notice, depending on the provider.
 - d. Advocate/Veteran Link Up SSVF.....For veterans only, prevention or rapid rehousing, up to 3 months, up to 50% AMI.
 - e. Carrfour SSVF or Rapid Re-Housing.
 - f. Or other applicable providers. (See Referral Directory in Tab 6)

6. If the household may be eligible for HAND Assistance, the Helpline should refer them to a HAND case management provider most appropriate to their needs and location. The household should also be advised to bring in the required documents. Applicants are NOW required to call first for appointments since only a limited number of persons can be assisted per month.

7. If residency is required in certain areas (City of Miami), the case manager is required to verify that the address where the applicant's housing emergency took place. To determine this, the case manager can look up the address in the County property appraiser's website at: http://www.miamidade.gov/pa/property_search.asp
8. The City is determined by looking up the address of the resident where they had their housing emergency (not where they are moving to). This is usually found in the last page of the self assessment. That address is then looked up in the County Property Appraiser site by the case manager to see what folio number comes up. The following folio numbers correspond to each of our funders:
 - a. Miami folio 01
 - b. Hialeah folio 04
 - c. Miami-Dade count the rest of the folio number
9. Case managers should provide this print out with their application package to show residency in the City.
10. For Homeless Prevention cases where the applicant is providing a court filed eviction document that is dated more than 30 days, it is recommended that case managers also check for the latest status of a pending court eviction. In order to do this, the case manager can look at: <http://www.miamidade.gov> Website under the criminal/civil cases tap. The case number is needed to obtain information about the status of the eviction.
11. If the household is a walk in at the case management provider agency, give them the HAND Information Package that includes information about the program, the Self Assessment three part form, including the landlord forms and the checklist of documents to bring in.
 - a. Documentation requested from household:
 - i. Self Assessment Three Part Form
 - ii. Proof of homelessness or risk of homelessness as evidence by a copy of court filed eviction or a referral from outreach team or other homeless provider agency). Copy of utility bills if assistance is requested for utility bills.
 - iii. Proof of income in the form of a check stub of all household members (**last 30 days**)
 - iv. Copy of bank statement indicating income and assets.
 - v. Copy of ID.
 - vi. Copy of lease with applicant's name on it, signed by both parties.
 - vii. The household will also need to provide the names of all of the household members, the address and name of the landlord.
 - b. The case manager or applicant should inquire with the Landlord to advise of the documentation needed and to determine if assistance will prevent eviction or if a search for alternative housing is needed. Information is provided in the Self Assessment three part form. The landlord will be provided with information about the program and will be asked to complete a questionnaire that describes the property and

housing unit. The landlord will also be asked to complete an IRS W9 to certify that the Tax Identification Number is correct. See Documentation Package for Participating Landlords.

c. Documentation requested from landlord:

- i. Landlord Verification Form
- ii. W9
- iii. Proof of Social Security or Tax ID
- iv. Form B Subject Property Description (if new tenant)
- v. Copy of lease signed by tenant and landlord (if tenant has not already provided it)
- vi. Lead Disclosure form

12. If a household is facing eviction, they should also be immediately referred to Legal Services (in addition to the housing provider case management agency if they are calling into the Helpline). See the Legal Services Referral Package in Tab 5 for instructions.

13. If the household is requesting special accommodations due to a disability or language barrier and the provider does not have the resources to accommodate this request in a reasonable and timely manner, the provider should contact the Service Eligibility Coordinator at Citrus Health Network for further guidance at 305-231-7667.

14. If the household is requesting assistance in locating affordable housing, the case manager may provide a list of rental properties and may refer the household to seek housing on the website: www.FloridaHousingSearch.org. Citrus Health Network does outreach to landlords to try to identify landlords willing to work with the program. However, tenants may choose a housing unit and landlord of their choice, as long as it meets the program requirements.

C. Application and Assessment Process:

1. Self-Screening Assessment is completed by the household and must be signed by the applicant. This is a three part application.
2. Case Manager reviews with the applicant the answers they provided on the Self Assessment. The case manager then checks if the following eligibility criteria has been met:

Eligibility Criteria

Rapid Re-Housing: (Persons defined as homeless under the following categories are eligible for rapid re-housing assistance). Homelessness is documented by referring entity or provider of services.

1. **Category 1- Literally Homeless** (Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - a. Has a primary nighttime residence that is a public or private place not meant for human habitation;

- b. Is living in a public or private operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for charitable organizations or by federal, state and local government programs); or
 - c. Is existing institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
2. **Category 4-** Already homeless due to DV (where the individual or family also meets the criteria for Category 1)
- a. Is fleeing, or is attempting to flee, domestic violence;
 - b. Has no other residence; and
 - c. Lacks the resources or support networks to obtain other permanent housing.
3. Household income is **at or below 50% of the area median income in initial entry. (Household will not be eligible for additional assistance after re-certification if their income is not at or below 30% AMI).**
4. Completion of initial consultation with a case manager confirming need and the following two circumstances:
- a. no appropriate substitute housing options have been identified, and
 - b. the household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing without ESG assistance.

Prevention Program: (Persons defined as homeless under any one of the following categories are eligible for Prevention assistance):

1. **Category 2-** Imminent Risk of homeless: Individual or family who will imminently lose their primary nighttime residence, provided that:
- a. Residence will be lost **within 21 days** of the date of the application for homeless assistance as verified by pending court filed eviction and or notice of condemnation from a public authority;
 - b. Living in the home of another due to a recent eviction in the last 90 days and can no longer live at the current residence as documented by eviction or condemnation letter and letter from host family
 - c. Lives in a hotel/motel but cannot continue payments, and the stay is not paid for by a public or private organization.
 - d. Is exiting a publicly funded institution (such as a health care facility, mental health facility, foster care, or correction program and would be otherwise homeless).
2. **Category 3-** Homeless under other Federal statutes: Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
- a. Are defined as homeless under the other listed federal statutes;

- b. Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homelessness assistance application;
 - c. Have experienced persistent instability as measured by two moves or more during the preceding 60 days; and
 - d. Can be expected to continue in such status for an extended period of time due to special needs or barriers.
 - e. **Verification of this is documented by the Miami Dade Public Schools Homeless Liaison.**
3. **Category 4- Fleeing/Attempting to flee DV**
- a. Where the safety of the individual or family would not be jeopardized, the domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening condition must be verified by a referral from a domestic violence organization or law enforcement verification.
4. **Income requirement:** In addition to one of the categories above, the household income must be **BELOW** 30% of the area median income.
5. **Completion of initial consultation** with a case manager confirming need and the following two circumstances:
- i. no appropriate substitute housing options have been identified, and
 - ii. the household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing without ESG assistance.

3. Documenting Housing Need:

- a. Proof of the household's homelessness or imminent risk of homelessness must be attached to this form in order for the household to be eligible for any assistance under the HAND Program.
- b. The case manager should refer to the list or types of verification documentation listed under the "Housing Status" in the Participant Eligibility Worksheet Table, found on page 14, and the U.S.HUD HPRP Guidance entitled Eligibility Determination and Documentation Guidance found in Attachment 1.
- c. **Order of priority for obtaining documentation evidence**
 - i. Where a participant is homeless under Category 1 above, the order of priority of evidence is: (1) third-party documentation; (2) intake worker observations; and (3) self-certification
 - 1. This Certification form signed by the outreach worker listed below, and the following observation of conditions in which the individual or family was living; OR
 - 2. HMIS and/or other written referral by housing or service provider authorized by the Miami Dade County Homeless Trust; OR
 - 3. For individual exiting an institution - Must provide one of the forms of evidence above AND
 - a. Discharge paperwork or referral with beginning and end dates of stay and verification that individual was homeless; OR

4. HAND can pay up to four months of past rent due (or rental arrears) regardless of when they were incurred.

Determination of Rental Assistance Plan

1. The case manager working with the household must first determine if the household can remain in their own apartment or single family home or if they need to relocate.
2. The maximum amount of monthly rent assistance cannot exceed the HUD published Fair Market rents. In addition, in order to determine if it is reasonable, a rent survey must indicate that comparable rents in the area are equal to or higher than the rent being requested. The maximum length of time a program participant may receive rental assistance through ESG is 24 months during any 3-year period, included rent in arrears payments.
3. In order to determine affordability, the case manager must complete a household budget with the household to determine how much rent the household can afford. While it is recommended that a household not spend more than 30% of their income on rent, this may not always be possible. The Household Budget form may used to determine affordability or an alternative budget form. **The household must select a housing unit where the rent is affordable to their current income or their Projected Income.** (The Projected Income must be realistic based on the household's past employment income history or confirmed approval of a salary or benefits information).
4. The rental assistance plan also takes into consideration the household's risk of homelessness and ability to be financially stable (ie, whether unemployed, disabled, time in a previous program, etc), persons who are at or below 30% of the area median income are considered to be at higher risk of repeated homelessness.
5. If the household's head of household is disabled or currently unemployed, assistance for a longer period of time may also be approved. Documentation of status must be attached to the Participant Eligibility Form.
6. Once the amount of rent is confirmed and the Landlord Verification documents are complete, the case manager then completes the rental assistance portion of the Case Plan utilizing the following assistance plan:
 - a. Prevention Program:
 - i. If moving to new location:
 1. First, **second**, last and security, plus 50% of third month.
 - ii. If staying in existing apartment:
 1. Rent assistance in arrears up to 4 months.
 2. One month at 50%.
 - iii. Household must be **below** 30% AMI and able to document how they will afford the apartment after assistance ends.
 - b. Rapid Re-housing:
 - i. Initial assistance of **4 months'** rent (First, last, second and third month). Only 75% of the second and third month is paid. If the household has an

income above 30% of the area median income (above extremely low income "ELI") then they do not qualify for additional assistance after the initial assistance. Percentages can be adjusted if need requires. (If they are above 30% but need longer term assistance due to multiple needs, see SHIP section below in Part iv.)

- ii. Initial assistance of **7 months'** rent if the household is at or below 30% AMI. The amount of rent assistance provided declines within the 7 month period to encourage the household to increase the household income and prepare the household for independence if the household has an income at or below the 30 % of the AMI.
- iii. **Tenant Based Rental Assistance: Initial assistance of 12 months** if the only adult is a disabled individual or has other special needs warranting longer term assistance. Since this longer term assistance is funded through HOME/SHIP funds, the subsidy is limited to the difference between the payment standard that applies (in this case 100 percent of the published Fair Market Rent (FMR)) and **30 percent of the participant's monthly adjusted income.**
 1. Persons eligible for the longer term 12 months of assistance are:
 - a. No Steady Income, and under 30% AMI
 - b. Disabled
 - c. Youth 18-23 years old and youth aging out of foster care
 - d. Other special needs where shelter not an option
 - e. Scores for families at or under 11 and individual at or under 9 on VI-SPDAT.
 - f. Persons awaiting Permanent Supportive Housing.
 2. The amount, level, and term of such assistance shall be based on a sliding scale determined by household income. The subsidy provided is specific to and for the resident household and follows the resident as they move, but is limited to Miami-Dade County. The amount of the monthly assistance that HAND may pay to, or on behalf of, a family may not exceed the difference between a Fair Market Rent and 30 percent of the family's monthly adjusted income. The renter is required to contribute 30 percent of their monthly adjusted income towards the approved rent. The recipient may receive a grant for security deposit, or security deposit along with utility deposit.
 3. Rent is limited to Fair Market Rent. The program does not require that a tenant have an income in order to qualify, but they are required to work with their case manager in developing a plan for self sufficiency.
 4. The units must be inspected for Housing Quality Standards.
- iv. **SHIP for persons needing long term assistance that are over 30% AMI**, assistance is available for over 3 months if they meet this criteria:
 1. Eligibility

LANDLORD OUTREACH

AGREEMENT BETWEEN CITRUS HEALTH NETWORK, INC. THROUGH
AND
Robert Berman

HOUSING NAVIGATION

This Agreement is made by and between Citrus Health Network, Inc. a non-profit corporation, organized and existing under the laws of the State of Florida (hereinafter referred to as "CHN") and Robert Berman, (hereinafter referred to as "Provider").

CHN serves as the lead entity to implement the Housing Assistance Network of Dade ("HAND") Program through a multi-agency network of providers. The HAND Program provides prevention and rapid re-housing financial assistance to needy households with housing emergencies

CHN is entering into this sub-agreement with the Provider for the provision of **housing navigation services**. Funders of the HAND program include: U.S. Department of Housing and Urban Development ESG funds through the State of Florida, Miami Dade County and the Cities of Hialeah and Miami; FEMA EFSP through the United Way; VA SSVF funds through the Advocate Program; State of Florida TANF and Challenge; and State of Florida SHIP funds through Cities of Miami Gardens and Hialeah; Miami Dade Homeless Trust Food and Beverage funds and Our Kids of Miami Dade and Monroe.

The parties therefore agree to as follows:

1. ~~**RESPONSIBILITIES OF PROVIDER:**~~ The Provider shall perform the following services in a satisfactory and proper manner as determined by CHN's HAND Program Administrator or her designee: housing navigation services (identification of affordable housing units, one-on-one assistance to applicants to find eligible and affordable housing) and outreach (meeting and educating community service providers about eligibility criteria of program).
2. **CONDITION OF SERVICES:** Since service provision may involving assisting applicants, the Provider must submit requested documentation to Human Resources and pass the background checks prior to any contact with applicants. Any changes in status affecting eligibility must also be reported. Provider agrees not to transport any applicants under this agreement. The Provider will carry out this program in accordance with the requirements of the ESG and SHIP program, other applicable federal and state laws and regulations, Miami-Dade County ordinances, the requirements of the agreement between the County and City entities listed above and U.S. HUD, the requirements of the agreement between the County and City entities listed above and CHN and the CHN procedures found in the Professional Services Manual (which is updated regularly and incorporated as part of this agreement).
3. **ACCESS TO RECORDS:** The records related to this program are subject to review, inspection and audit by CHN and the respective funder, which may include: Miami-Dade County, the City of Miami, the City of Miami Gardens, the City of Hialeah, the State of Florida and U.S.HUD. The Provider agrees to permit monitoring by these entities as required. Records must be maintained for at least three (3) years.
4. **MEETINGS AND TRAININGS:** The Provider agrees to attend program meetings and training sessions as needed for the provision and coordination of program services.
5. **COMPENSATION:** In consideration of good and valuable results expected from the Provider, CHN agrees to pay the Provider a predetermined rate of ~~\$2,000~~ per month of service pursuant to this Agreement, plus ~~\$2,000~~ for start-up expenses. Both parties will agree by email or written statement agreeing to the terms prior to commencement of any additional project. The Contractor will provide monthly reports with summaries of activities performed to the HAND Administrator. The total funds available for payment of services in this agreement are subject to change and subject to the availability of grant funds.

6. **NON-DISCRIMINATION**: Provider agrees to comply with the federal, state and local laws and will not exclude, deny benefits to, or otherwise discriminate against any person on the ground of race, color, national origin, religion, marital status, familial status, sexual orientation, gender identity, disability, sex or age in admission to, participation in, or receipt of the services.
7. **TERMINATION BECAUSE OF LACK OF FUNDS**: In the event funds to finance this Agreement become unavailable, CHN may terminate this Agreement in no less than twenty-four (24) hours' notice in writing to the Provider. Said notice shall be sent by certified mail or electronic mail, return receipt requested, or in person with proof of delivery. CHN shall be the final and sol authority in determining whether funds are available.
8. **INDEPENDENT CONTRACTOR**: The Provider and CHN are now, and at all times during the performance of the obligations and objectives of this agreement, independent contractors. It is understood that no relationship of employer and employee is created by this Agreement. Neither the Provider nor CHN will have the right to transfer any of their rights or obligations created under the terms of this Agreement to any other party without the express written consent of the other party. CHN is not responsible for any insurance or other fringe benefits for the Provider or its employees, e.g., social security, income tax withholdings, retirement or leave benefits. The Provider assumes full responsibility for the provision of all insurance and fringe benefits for himself or herself and employees retained by the Provider in carrying out the Scope of Services provided in this subcontract. The Provider is responsible for any mileage incurred when using his/her personal vehicle.
9. **INDEMNIFICATION** Each party, to extent allowable under laws of the State of Florida, shall indemnify and hold harmless Miami Dade County and the other party hereto and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the other or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, or causes of actions or proceedings of any kind or nature, with the exception of those subject to the Federal Tort Claims Act referred to below, arising out of, relating to or resulting from the performance of this Agreement by its employees, agents, servants, partners, principals or subcontractors. Each party shall pay all claims and losses in connection therewith and shall investigate and defend all claims suits or actions of any kind or nature in the name of the other party, upon the written request of the other party, including appellate proceedings, and shall pay all cost, judgments, and attorney's fees which may issue thereon. Except to the extent permitted by section 768.28, Fla. Stat., this paragraph is not applicable to the Provider which is a political subdivision as defined in 768.28 Fla. Stat. CHN is a Federally Qualified Health Center covered by the Federal Torts Claims Act and as such is limited in its ability to afford indemnity to third parties for damages resulting from any acts or omissions for covered services, such as medical malpractice claims or suits, that fall under the scope of the Federal Tort Claims Act and may arise under this Agreement.
10. **INSURANCE AND LICENSURES** Both parties agree to have the appropriate and necessary licenses required by law to perform services under this agreement. Provider also agrees to maintain at its sole cost, professional and general liability insurance coverage with limits of liability necessary for any risks incurred related to this agreement. Notwithstanding the above, the Provider, pursuant to section 768.28, Fla. Stat. is self-insured.
11. **CLIENT CONFIDENTIALITY AND COMPLIANCE WITH HIPAA** The parties understand that information concerning patients and their treatment, including patients' identities is confidential and privileged pursuant to Florida Statutes and the Federal Health Information Portability and Accountability Act (HIPAA). Accordingly, during the duration of this Agreement and thereafter, the parties will not disclose any information regarding the Client/Resident and their treatments, including their identity and diagnosis, except as it may be required to provide services or

treatment in accordance with the terms of this Agreement, or disclose, publish or disseminate any confidential information concerning the Client/Resident to any third party without the express prior written consent of the individual Client/Resident, except as may be required or permitted by State or Federal law.

12. **AUTONOMY OF EACH INSTITUTION** Each party shall remain in exclusive control of its policies, management, assets and affairs. Neither party shall exercise any control or direction over the manner in which the other party provides services. Nothing in this Agreement shall create any association, partnership or joint venture between the parties hereto or any employer-employee relationship. This agreement does not change the governance or corporate structure of either party. Each party shall be individually responsible for billing and collecting for services it has rendered.
13. **TERM** The Term of this Agreement shall be one year, commencing April 1, 2017 and terminating March 31, 2018. Thereafter, this Agreement is automatically extended as a month to month contract if agreed to by both parties, unless otherwise terminated as stated below.
14. **TERMINATION** This Agreement may be terminated earlier with or without a cause by either party upon 30 days prior written notice to be delivered by certified mail or electronic mail, return receipt requested to the address provided below. This Agreement may also be terminated by the mutual written consent of the parties at any time. CHN is not responsible for further payment for any ~~accrued expenditures incurred after termination.~~
15. **THIRD PARTIES** This Agreement is for the benefit of the two parties and is not entered into for the benefit of any other person or entity whatsoever, including, without limitation, employees or clients of the parties, or their representatives. Without limiting the generality of the foregoing, this Agreement shall not be construed as establishing any obligation, duty or standard of care or practice different from or in addition to whatever obligations, duties or practices may exist separate and apart from this Agreement with respect to any person not a party to this Agreement.
16. **CONSTRUCTION OF AGREEMENT**. This Agreement shall be construed and enforced according to the laws of the State of Florida.
17. **WHISTLEBLOWER PROTECTIONS**. In accordance with section 112.3187(2), Florida Statutes (F.S.), agencies or independent contractors shall not retaliate against an employee for reporting violations of law to an appropriate agency that creates substantial and specific danger to the public's health, safety, or welfare. Furthermore, agencies or independent contractors shall not retaliate against any person who discloses information to an appropriate agency alleging improper use of governmental office, gross waste of funds, or any other abuse or gross neglect of duty on the part of an agency, public officer, or employee. Employees and person may file with the Office of Chief Inspector General, Agency Inspector General, the Florida Commission on Human Relations or the Whistle-blower's Hotline number at 1-800-543-5353. The Grantee shall comply with all provisions related to the Whistleblower protection, as specified in Section 1553 of the American Recovery and Reinvestment Act of 2009. The Grantee shall post notice of employee rights and remedies for whistleblower protections provided under Section 1553 of the Recovery Act
18. **ENTIRE AGREEMENT** This Agreement contains the entire understanding between the parties and no alteration or modification hereof shall be effective except in a subsequent written instrument executed by both parties. Any waiver of any of the covenants, conditions or provisions of this Agreement must be in writing and signed by both parties. One or more waivers of any covenant, condition or provisions of this Agreement shall not be construed as a waiver of a subsequent breach of any other covenant, condition or provision. Failure of either party to insist upon or enforce any term or provision or to exercise any right, option, or remedy of this Agreement, or to require at any time performance of any provision hereof, will not be construed

as a waiver of any such term or provision

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed on the date first written above by their officials thereunto duly authorized

For Citrus Health Network, Inc

Mario Jarson

Authorized Signature

Mr. Mario E. Jarson, L.C.S.W.
President and CEO
Citrus Health Network, Inc
4175 West 20 Ave
Hialeah FL 33012-5975
305-224-3100

For Provider: Robert Berman

Robert Berman

Authorized Signature

Robert Berman

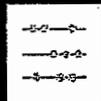
445 Collins Ave
Miami Beach, FL 33140 Suite 2071-5
SS# ~~XXXXXXXXXX~~

SECTION 4

CITRUS HEALTH NETWORK, INC.
**FINANCIAL STATEMENTS,
INDEPENDENT AUDITORS' REPORT
AND SUPPLEMENTARY INFORMATION**
**FOR THE YEARS ENDED
JUNE 30, 2017 AND 2016**

TABLE OF CONTENTS

INDEPENDENT AUDITORS' REPORT	1-2
FINANCIAL STATEMENTS	
Statements of Financial Position	3
Statements of Activities and Changes in Net Assets	4
Statements of Cash Flows	5
Notes to Financial Statements	6-14
SUPPLEMENTARY INFORMATION	
Statement of Functional Expenses and Cost Center Expenses Schedule	15-16
Schedule of State Earnings	17
Schedule of Revenues and Funding Sources	18-19
Schedule of Bed Day Availability Payments	20
Note to the Statement of Functional Expenses and Cost Center Expense Schedule, Schedule of State Earnings, Revenues, Revenues and Funding Sources, and Bed Day Availability Payments	21
Schedule of State Financial Assistance	22
Schedule of Federal Awards	23
Notes to the Schedules of State Financial Assistance and Federal Awards	24
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government</i> <i>Auditing Standards</i>	25-26
Independent Auditor's Report on Compliance for Each Major Program and State Project and on Internal Control over Compliance Required by the Uniform Guidance and Chapter 10.650, <i>Rules of the Auditor General</i>	27-29
Schedule of Findings and Questioned Costs - Federal Awards Programs and State Financial Assistance Projects	30-32



Verdeja • De Armas • Trujillo
Certified Public Accountants

Manny Alvarez, C.P.A.
Pedro M. De Armas, C.P.A.
Eric E. Santa Maria, C.P.A.
Alejandro M. Trujillo, C.P.A.
Octavio A. Verdeja, C.P.A.
Tab Verdeja, C.P.A.

Monique Bustamante, C.P.A.
Michelle del Sol, C.P.A.
Ian Molina, C.P.A.
Octavio F. Verdeja, C.P.A.

INDEPENDENT AUDITORS' REPORT

The Board of Directors of
Citrus Health Network, Inc.
Hialeah, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of Citrus Health Network, Inc. (the "Center") (a nonprofit organization), which comprise the statements of financial position as of June 30, 2017 and , and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audit contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Citrus Health Network, Inc. as of June 30, 2017 and , and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

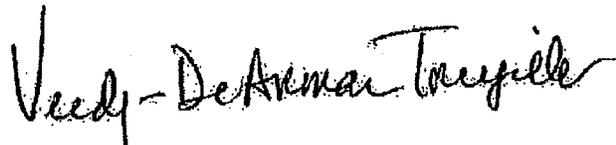
Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, the statement of functional expenses and cost center expense schedule, the schedules of state earnings, revenues, revenues and funding sources, and bed availability payments as required by the Florida Department of Children and Families (the "Department"), Chapter 65E-14.003 *Florida Administrative Code*, and the schedule of state financial assistance as required by Chapter 10.650, *Rules of the Auditor General of the State of Florida*, are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 14, 2017, on our consideration of the Center's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Center's internal control over financial reporting and compliance.



CERTIFIED PUBLIC ACCOUNTANTS

Coral Gables, Florida
December 14, 2017

CITRUS HEALTH NETWORK, INC.
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
ASSETS		
CURRENT ASSETS		
Cash	\$ 6,994,532	\$ 9,742,472
Restricted cash	24,694	44,526
Grants receivable - federal and non-federal awards	5,499,427	4,995,645
Accounts receivable - patients and third-party payers, net of allowance	3,628,668	3,327,006
Prepaid expenses	205,092	292,266
Inventory	364,981	322,525
TOTAL CURRENT ASSETS	<u>16,717,394</u>	<u>18,724,440</u>
PROPERTY AND EQUIPMENT, net	8,981,200	9,520,225
OTHER ASSETS		
Advances and loans to sponsored companies, net	234,804	202,110
Long term investments	266,000	316,000
Deposits and other assets	310,548	303,492
TOTAL OTHER ASSETS	<u>811,352</u>	<u>821,602</u>
TOTAL ASSETS	<u>\$ 26,509,946</u>	<u>\$ 29,066,267</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued expenses	\$ 3,786,843	\$ 3,781,013
Installment, line of credit, and other obligations including capital leases, current portion	<u>461,681</u>	<u>634,330</u>
TOTAL CURRENT LIABILITIES	4,248,524	4,415,343
Installment and other obligations, including capital leases	5,080,946	5,710,454
TOTAL LIABILITIES	<u>9,329,470</u>	<u>10,125,797</u>
NET ASSETS		
Unrestricted net assets	15,810,476	17,500,470
Temporarily restricted net assets	<u>1,370,000</u>	<u>1,440,000</u>
TOTAL NET ASSETS	<u>17,180,476</u>	<u>18,940,470</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 26,509,946</u>	<u>\$ 29,066,267</u>

The accompanying notes are an integral part of this financial statement.

CITRUS HEALTH NETWORK, INC.
STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

	2017			2016		
	Unrestricted	Temporarily Restricted	Total	Unrestricted	Temporarily Restricted	Total
SUPPORT AND REVENUE						
PUBLIC SUPPORT						
Federal, State, and Local grants	\$ 34,077,876	\$ -	\$ 34,077,876	\$ 32,840,973	\$ -	\$ 32,840,973
TOTAL PUBLIC SUPPORT	<u>34,077,876</u>	<u>-</u>	<u>34,077,876</u>	<u>32,840,973</u>	<u>-</u>	<u>32,840,973</u>
COMMUNITY SUPPORT						
United Way	427,632	-	427,632	409,553	-	409,553
Contributed services	122,261	-	122,261	125,358	-	125,358
TOTAL COMMUNITY SUPPORT	<u>549,893</u>	<u>-</u>	<u>549,893</u>	<u>534,911</u>	<u>-</u>	<u>534,911</u>
TOTAL SUPPORT	<u>34,627,769</u>	<u>-</u>	<u>34,627,769</u>	<u>33,375,884</u>	<u>-</u>	<u>33,375,884</u>
REVENUE						
Patient services, net	32,869,896	-	32,869,896	32,783,728	-	32,783,728
In-kind and other revenues	1,997,641	-	1,997,641	1,276,894	-	1,276,894
TOTAL REVENUE	<u>34,867,537</u>	<u>-</u>	<u>34,867,537</u>	<u>34,060,622</u>	<u>-</u>	<u>34,060,622</u>
TOTAL SUPPORT AND REVENUE	<u>69,495,306</u>	<u>-</u>	<u>69,495,306</u>	<u>67,436,506</u>	<u>-</u>	<u>67,436,506</u>
EXPENSES						
Program services	63,063,949	-	63,063,949	57,051,961	-	57,051,961
Support services	8,199,560	-	8,199,560	8,699,591	-	8,699,591
TOTAL EXPENSES	<u>71,263,509</u>	<u>-</u>	<u>71,263,509</u>	<u>65,751,552</u>	<u>-</u>	<u>65,751,552</u>
Change in net assets before gain from sale of property and forgiveness of debt	(1,768,203)	-	(1,768,203)	1,684,954	-	1,684,954
Forgiveness of non-recourse debt	-	-	-	45,000	-	45,000
Realized gain on net sale of investments	8,209	-	8,209	3,597	-	3,597
NET ASSETS RELEASED FROM RESTRICTIONS	<u>70,000</u>	<u>(70,000)</u>	<u>-</u>	<u>70,000</u>	<u>(70,000)</u>	<u>-</u>
CHANGE IN NET ASSETS	<u>(1,689,994)</u>	<u>(70,000)</u>	<u>(1,759,994)</u>	<u>1,803,551</u>	<u>(70,000)</u>	<u>1,733,551</u>
NET ASSETS AT BEGINNING OF YEAR	<u>17,500,470</u>	<u>1,440,000</u>	<u>18,940,470</u>	<u>15,696,919</u>	<u>1,510,000</u>	<u>17,206,919</u>
NET ASSETS AT END OF YEAR	<u>\$ 15,810,476</u>	<u>\$ 1,370,000</u>	<u>\$ 17,180,476</u>	<u>\$ 17,500,470</u>	<u>\$ 1,440,000</u>	<u>\$ 18,940,470</u>

The accompanying notes are an integral part of this financial statement.

CITRUS HEALTH NETWORK, INC.
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in unrestricted net assets	\$ (1,759,994)	\$ 1,733,551
Adjustments to reconcile change in net assets to net cash (used in) provided by operating activities:		
Depreciation and amortization	1,149,110	949,312
Loss on disposal of fixed assets	3,574	-
Change in allowance for doubtful accounts	(568,983)	(1,214,083)
(Increase) Decrease in assets:		
Grants receivable	(503,782)	(126,584)
Accounts receivable	267,321	1,903,823
Prepaid expenses	87,174	(144,328)
Advances and loans to sponsored companies, net	(32,694)	(3,115)
Inventory	(42,456)	(49,932)
Deposits and other assets	(7,056)	(90,683)
Increase (Decrease) in liabilities:		
Accounts payable and accrued expenses	5,830	(1,240,500)
Total adjustments	<u>358,038</u>	<u>(16,090)</u>
NET CASH (USED IN) PROVIDED BY OPERATING ACTIVITIES	<u>(1,401,956)</u>	<u>1,717,461</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Property and equipment acquisitions	(613,659)	(183,193)
Proceeds from sale of investments	50,000	4,088,515
NET CASH (USED IN) PROVIDED BY INVESTING ACTIVITIES	<u>(563,659)</u>	<u>3,905,322</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Installment and other obligations including capital leases, net	(827,332)	(891,802)
Proceeds on line of credit	25,175	25,175
Repayment (Issuance) of promissory note	-	654,864
NET CASH USED IN FINANCING ACTIVITIES	<u>(802,157)</u>	<u>(211,763)</u>
NET (DECREASE) INCREASE IN CASH	(2,767,772)	5,411,020
CASH AT BEGINNING OF YEAR	<u>9,786,998</u>	<u>4,375,978</u>
CASH AT YEAR END, including restricted cash	<u>\$ 7,019,226</u>	<u>\$ 9,786,998</u>
CASH	\$ 6,994,532	\$ 9,742,472
RESTRICTED CASH	<u>24,694</u>	<u>44,526</u>
TOTAL CASH	<u>\$ 7,019,226</u>	<u>\$ 9,786,998</u>

SUPPLEMENTAL DISCLOSURES:

	<u>2017</u>	<u>2016</u>
Interest paid	<u>\$ 282,635</u>	<u>\$ 283,725</u>
Debt incurred to purchase equipment	<u>\$ -</u>	<u>\$ 249,089</u>

The accompanying notes are an integral part of this financial statement

**CITRUS HEALTH NETWORK, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

Citrus Health Network, Inc. (the "Center") was incorporated in the State of Florida on October 2, 1978 as a not-for-profit corporation for the purpose of providing behavioral health services. In 2004, the Health Resources and Services Administration (HRSA) designated Citrus Health Network, a Federally Qualified Health Center (FQHC). Citrus currently provides comprehensive primary health and behavioral health care services.

Basis of Accounting

The Center prepares its financial statements on the accrual basis of accounting principles generally accepted in the United States of America ("GAAP").

The Center prepares its financial statements in accordance with the Financial Accounting Standards Board Accounting Standards Codification ("FASB ASC"). The Center is required to report information regarding its financial position and activities according to three classes of net assets. Accordingly, net assets of the Center and changes therein are classified and reported as follows:

Unrestricted

Net assets which are free of donor-imposed restrictions; all revenues, expenses, gains, and losses that are not changes in permanently or temporarily restricted net assets.

Temporarily Restricted

Net assets whose use by the Center is limited by donor-imposed stipulations that either expire by passage of time or that can be fulfilled or removed by actions of the Center pursuant to those stipulations.

Permanently Restricted

Net assets whose use by the Center is limited by donor-imposed stipulations that neither expire with the passage of time nor can be fulfilled or otherwise removed by actions of the Center.

Restricted Contributions Whose Restrictions Are Met in the Same Reporting Period

Donor restricted contributions whose restrictions are met in the same reporting period, are reported as unrestricted within the unrestricted fund.

Property and Equipment

Property and equipment are recorded at cost. Depreciation, including the amortization of capitalized leases is provided for on the straight-line method over the estimated useful lives of the assets. Cost of major additions and improvements are capitalized and expenditures for maintenance and repairs which do not extend the useful life of the assets are expensed. Donated equipment is recorded at fair market value at the date of the gift.

Impairment of Long-Lived Assets

Management evaluates the recoverability of the investment in long lived assets on an ongoing basis and recognizes any impairment in the year of determination. Long-lived assets were tested for impairment as of June 30, 2017 and 2016, and in the opinion of management, there was no impairment. It is reasonably possible that relevant conditions could change in the near term and necessitate a change in management's estimate of the recoverability of these assets.

CITRUS HEALTH NETWORK, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Contributed Services

Contributed services are reflected in the financial statements at the fair value of the services received. The contributions of services are recognized if the services received (a) create or enhance nonfinancial assets, or (b) require specialized skills that are provided by the individual possessing those skills and would typically need to be purchased if not provided by donation.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Income Taxes

The Center is exempt from income tax under Section 501(c) (3) of the Internal Revenue Code and therefore, has made no provision for federal income taxes in the accompanying financial statements. In addition, the Center qualifies for the charitable contribution deduction under Section 170 (b) (1) (A) and has been classified as an organization other than a private foundation under Section 509 (a) (2).

There are no reserves held for uncertain tax positions at June 30, 2016 and 2015, respectively. Tax years that are open under the statute of limitations remain subject to examination by the IRS. The Center is generally no longer subject to U.S. Federal or State examinations by tax authorities for years before 2014.

Accounts Receivable

Accounts receivable are stated at the amount the Center expects to collect. The Center maintains allowances for doubtful accounts and for estimated losses resulting from the inability of its customers to make required payments. Management considers the following factors when determining the collectability of specific customer accounts: customer credit-worthiness, past transaction history with the customer, current economic industry trends, and changes in customer payment terms. If the financial condition of the Center's customers were to deteriorate, adversely affecting their ability to make payments, additional allowances would be required. Based on management's assessment, the Center provides for estimated uncollectible amounts through a charge to earnings and a credit to a valuation allowance. Balances that remain outstanding after the Center has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable.

Cash and Cash Equivalents

The Center considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

Third-Party Reimbursements

Net patient service revenue is reported at the estimated net realizable amounts from third-party payors. The Center participates in the Medicare Part A Partial Hospitalization Program. In connection with this program, the Center is required to file a Medicare cost report. In addition, because the Center is a federally qualified health center, the Center must prepare a FQHC cost report. Both reports are subject to audit. Any adjustments to the cost report are recorded in the year they become known.

75

**CITRUS HEALTH NETWORK, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Credit Risk

The Center may, from time to time, be subject to credit risk to its cash and cash equivalent investments, which are placed with high credit-quality financial institutions.

Allocation of Administrative & Indirect Costs

Professional Support Services are allocated based on amounts budgeted by senior management and by way of analysis as to expenditures for each program. Main building costs are allocated by the square footage of each program. Pharmacy costs are allocated by prescriptions prescribed per program.

Fair Value of Financial Instruments

Unless otherwise indicated, the fair values of all reported assets and liabilities that are financial instruments approximate the carrying values of such amounts.

Subsequent Events

The Center has evaluated subsequent events through December 14, 2017, which is the date the financial statements were available to be issued. (See Note 15)

NOTE 2 – GRANTS AND ACCOUNTS RECEIVABLE

Grants and accounts receivable from awards, patients, and third-party payers consist of the following:

	2017	2016
Grants receivable	<u>\$ 5,499,427</u>	<u>\$ 4,995,645</u>
Accounts receivable	5,324,691	5,592,012
Less: allowance for doubtful accounts	<u>(1,696,023)</u>	<u>(2,265,006)</u>
	<u>\$ 3,628,668</u>	<u>\$ 3,327,006</u>

NOTE 3 – RELATED PARTIES/ ADVANCES AND LOANS TO SPONSORED COMPANIES

The amounts recorded as advances and loans to sponsored companies represent expenses paid on behalf of two affiliated organizations. The Center and these affiliated organizations share the same management and board of directors. There is no conflict of interest between the Center and these organizations since they operate within the same mission of Citrus Health Network. These advances will be repaid from future operations of the sponsored companies when funds are available and they obtain approval from the U.S. Department of Housing and Urban Development ("HUD").

The Center sponsors Buena Vista of Northwest Dade, Inc. ("Buena Vista"), a non-profit organization that owns and operates a housing facility for elderly and handicapped persons under HUD Section 202. As of June 30, 2017 and , the Center had an outstanding balance of \$263,516 and \$234,598 due from Buena Vista used to fund operations. For the year ended June 30, 2017, Buena Vista had \$803,480, and \$504,171 in total assets and net assets. In addition, Buena Vista had \$74,457 and \$73,044 in total revenues for the years then ended June 30, 2017 and , respectively.

CITRUS HEALTH NETWORK, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

NOTE 3 – RELATED PARTIES/ ADVANCES AND LOANS TO SPONSORED COMPANIES (Continued)

The Center also sponsors Northwest Dade Adult Residential Treatment Systems, Inc. ("NWDARTS"), a non-profit organization that owns and operates a multifamily residential apartment project for eligible families under HUD Section 202. At June 30, 2017 and , the amount due to the Center aggregated \$244,799 and \$241,023, respectively, which has been fully allowed for. For the year ended June 30, 2017, NWDARTS had total assets of \$361,212 and an accumulated deficit of \$210,024. In addition, NWDARTS had \$148,107 and \$172,088 in total revenues for the years then ended June 30, 2017 and , respectively.

	<u>2017</u>	<u>2016</u>
Due from Buena Vista	\$ 263,516	\$ 234,598
Due from NWDARTS	<u>244,799</u>	<u>241,023</u>
	508,315	475,621
Less: allowance for doubtful accounts	<u>(273,511)</u>	<u>(273,511)</u>
	<u>\$ 234,804</u>	<u>\$ 202,110</u>

NOTE 4 – PROPERTY AND EQUIPMENT, NET

Property and equipment consists of the following:

	<u>Useful Life</u>	<u>2017</u>	<u>2016</u>
Land		\$ 1,874,192	\$ 1,874,192
Building and improvements	30 Years	12,713,592	12,502,161
Furniture, equipment and vehicles	5 Years	6,885,928	6,756,908
Leasehold improvements	5 Years	<u>1,404,948</u>	<u>1,222,422</u>
		22,878,660	22,355,683
Less: accumulated depreciation and amortization		<u>(13,897,460)</u>	<u>(12,835,458)</u>
Property and equipment, net		<u>\$ 8,981,200</u>	<u>\$ 9,520,225</u>

Property and equipment serve as collateral on installment and mortgages payable as indicated in Note 5.

Depreciation and amortization expense as of June 30, 2017 and 2016 was \$1,149,110 and \$949,312, respectively.

CITRUS HEALTH NETWORK, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

NOTE 5 – INSTALLMENTS, MORTGAGES AND NOTES PAYABLE, LINE OF CREDIT AND CAPITAL EASES

Installments and other obligations consist of the following:

<u>Installments and Other Obligations</u>	<u>2017</u>	<u>2016</u>
Note payable with interest at 6.50% maturing through March 2016, collateralized by vehicles.	\$ 406	\$ 13,451
On October 2014, the Center entered into a promissory note with a financial institution in the amount of \$5,700,000. The Note bears interest at a rate of 4.5% for the first five year period thereafter for a period of five years interest will be charged at the greater of Prime plus 1.25% or 4.5%. The note requires 120 monthly consecutive principal and interest payments of \$31,895 with a 25 year amortization. All unpaid interest and principal is due on October 2024.	5,110,405	5,393,488
	<u>\$ 5,110,811</u>	<u>\$ 5,406,939</u>
Less current portion	(141,421)	(148,170)
Long term portion	<u>\$ 4,969,390</u>	<u>\$ 5,258,769</u>

Both the promissory note and the line of credit are collateralized by substantially all the assets of the Center as well as any future lease receipts within its properties. Both the promissory note and the line of credit have certain restrictive covenants some of which require audited financial statements within a prescribed time after fiscal year end as well as a specific debt to service ratio. As of June 30, 2017, the Center was not in compliance with the debt to service ratio covenant. However, the Center received a waiver on the 2017 debt to service ratio covenant. The Center has maintained its cash reserves of no less than \$4.2 million and has paid all its debts on a timely manner.

Principal payments are due as follows:

<u>Fiscal years ending June 30,</u>	
2018	\$ 148,827
2019	148,010
2020	154,279
2021	162,094
2022	169,646
Thereafter	4,327,955
Total	<u>\$ 5,110,811</u>

78

CITRUS HEALTH NETWORK, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

NOTE 5 – INSTALLMENTS, MORTGAGES AND NOTES PAYABLE, LINE OF CREDIT AND CAPITAL LEASES (Continued)

Capital Leases

The Center has acquired equipment under the provisions of long-term leases. For financial reporting purposes, minimum lease payments relating to the equipment have been capitalized and included in equipment on the balance sheet. The leased equipment under capital leases as of June 30, 2017 and 2016 has a cost of approximately \$2,250,000. Amortization of the leased equipment is included in depreciation expense.

The following is a schedule of future minimum lease payments under the capital leases:

<u>Year Ended June 30,</u>	<u>Amount</u>
2018	\$ 333,964
2019	113,203
Total	<u>447,167</u>
Less: Amount Attributable to Interest (2-5%)	<u>(15,351)</u>
Total	431,816
Less: Current Portion	<u>(320,260)</u>
Long-term Portion	<u>\$ 111,556</u>

NOTE 6 – SUPPORT AND REVENUES

Approximately 50% and 49% for the Center's revenue is derived from federal, state and local government grants for the years ended June 30, 2017 and 2016, respectively. The current level of the Center's operations and program services may be impacted or segments discontinued, if the funding is not renewed. The Center is dependent upon government support for its operation and the timeliness in which the grants are collected is essential to meet the normal cash flow needs of the Center. For financial statements purposes, grant revenue is recognized based on expenses incurred.

The Center provides primary care and behavioral health services to residents of Miami-Dade County. Most of these patients are classified as indigent and/or are covered by Medicaid.

NOTE 7 – COMMITMENTS AND CONTINGENCIES

The Center has various non-cancelable operating leases for office equipment which expire at various dates through 2017 in the amount of approximately \$108,800.

Rent expense for the year ended June 30, 2017 and 2016 was approximately \$6,960,000 and \$7,000,000, respectively. A substantial portion (approximately \$5,400,000 and \$5,300,000, respectively) of the expense was payments that the Center paid on behalf of the individuals serviced by the Center.

NOTE 8 – CONTRIBUTED SERVICES

Contributed services recognized for the year ended June 30, 2017 and 2016, in the amount of approximately \$122,000 and \$125,000, respectively, represents in-kind services received from Miami-Dade School Board at no charge to support the Center's residential and day treatment programs.

CITRUS HEALTH NETWORK, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

NOTE 9 – STATE EXCLUDED COSTS

State excluded costs in the accompanying schedule of functional expenses totaled approximately \$279,000 and \$320,000 for the year ended June 30, 2017 and 2016, respectively.

NOTE 10 – FAIR VALUE MEASUREMENTS

For the year ended June 30, 2017 and 2016, the Center adapted FASB ASC, *Fair Value Measurements*, which establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. This hierarchy consists of three broad levels: Level 1 inputs consist of unadjusted quoted prices in active markets for identical assets and have the highest priority, Level 2 inputs consist of observable inputs other than quoted prices for identical assets, and Level 3 inputs have the lowest priority. The Center uses appropriate valuation techniques based on the available inputs to measure the fair value of its investments. When available, the Center measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. Level 3 inputs were used only when Level 1 or Level 2 inputs were not available.

FASB ASC establishes a three-level valuation hierarchy for measurement and disclosure of fair value. The valuation hierarchy is based upon the transparency of inputs used to measure fair value. The three levels are as follows:

Level 1 – asset value is based on actual quoted prices in active markets for identical securities (mark-to-market).

Level 2 – other significant observable inputs are used to arrive at fair value (including yield, quality, coupon rate, maturity, issue type, quoted prices for similar securities, prepayment speeds, trading characteristics, etc.).

Level 3 – significant unobservable inputs (including management’s own assumptions in determining the fair value of investments).

The Center’s investments are reported at fair value in the accompanying statements.

June 30, 2017

	Fair Value	Fair Value Measurements Using:		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Investment	\$ 266,000	\$ -	\$ -	\$ 266,000
	<u>\$ 266,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 266,000</u>

80

CITRUS HEALTH NETWORK, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016

NOTE 10 – FAIR VALUE MEASUREMENTS (Continued)
June 30, 2016

	Fair Value	Fair Value Measurements Using:		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Investment	\$ 316,000	\$ -	\$ -	\$ 316,000
	<u>\$ 316,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 316,000</u>

Fair Value Measurements Using Significant Unobservable Inputs (Level 3)

	Investment
Balance at June 30, 2016	\$ 316,000
Return of initial investment	(50,000)
Balance at June 30, 2017	<u>\$ 266,000</u>

Investments are recorded at cost. The Center's management believes that the fair value of these investments approximate their cost.

NOTE 11 – INVESTMENTS

The Center holds interest in several Companies: Family Urgent Care Centers of South Florida Inc., Citrus Health Holding, Inc. and Florida Premier, Inc.

Health Choice Care, LLC

In 2015, the Center entered into a membership interest purchase agreement with Health Choice Care ("HCC"). HCC was formed as an Accountable Care Organization to contract with the Centers for Medicare and Medicaid services. The Center has an investment of 1,000 units in the amount of \$100,000 during fiscal year ended June 30, 2017 and 2016.

Citrus Health Holdings, Inc. and Florida Premier

Citrus Health Holding, Inc. discontinued operations and the Center received their return of initial of investment of \$50,000 during the year ended June 30, 2017. The Center has an investment in Florida Premier, Inc. in the amount of \$16,000 as of June 30, 2017 and 2016.

Pediatric and Family Urgent Care Centers of South Florida, Inc. and Pediatric Family Clinics

The Center has an investment in Pediatric and Family Urgent Care Centers of South Florida, Inc. and Pediatric Family Clinics in the amount of \$150,000 as of June 30, 2017 and 2016.

At June 30, 2017 and 2016, respectively, total investments amounted to \$266,000 and \$316,000, which includes Pediatric and Family Urgent Care Centers of South Florida, Inc., Citrus Health Holding, Inc., Florida Premier, Inc. and Health Choice Care, LLC.

**CITRUS HEALTH NETWORK, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

NOTE 12 – LITIGATION

Counsel for the Center has indicated that there are several litigation cases pending against the Center. Counsel and management have indicated that the cases are covered by insurance. Management of the Center has indicated that an adjustment is not needed to these financial statements because any loss contingency would be covered by the Center's liability insurance.

NOTE 13 – SUPPORT FROM OUTSIDE AGENCIES

The Center receives a substantial amount of its support from federal, state, and local government grants and contracts. Accordingly, the Center is subject to audit examination by its funding sources to determine compliance with grant conditions. In the event that expenditures would be disallowed, repayment may be required.

NOTE 14 – TEMPORARILY RESTRICTED NET ASSETS

In prior years, the County contributed \$2,000,000 towards the acquisition of a building, with the condition that the Center continues operating as a facility benefiting the public for at least 25 to 30 years. Accordingly each year, \$70,000 will be released from restriction. The balance in the temporarily restricted net assets at June 30, 2017 and 2016 is \$1,370,000 and \$1,440,000, respectively and the assets are classified under property and equipment in the Statements of Financial Position.

NOTE 15 – SUBSEQUENT EVENT

On October 2017, the Center entered into an operating agreement with Coral Care, LLC (the "Company"). The Center has a 30% membership interest in the Company.

SUPPLEMENTARY INFORMATION

CITRUS HEALTH NETWORK, INC.
STATEMENT OF FUNCTIONAL EXPENSES AND COST CENTER EXPENSES SCHEDULE
FOR THE YEAR ENDED JUNE 30, 2017

Expense Categories	Program Services													Program Sub Total
	Case Management	Community Support	Comprehensive Community Service Team	Crisis Stabilization	Crisis Support	DJJ	Fact Team	Foster Care	Health Connect in Our Schools	Housing Programs	Medical Services	Outpatient		
A. Personnel Expenses														
(1) Salaries	\$ 1,492,732	\$ 2,095,406	\$ 1,112,229	\$ 4,875,222	\$ 1,528,843	\$ 484,691	\$ 1,416,762	\$ 2,570,716	\$ 1,411,636	\$ 2,864,492	\$ 6,050,342	\$ 4,952,352	\$ 30,855,423	
(2) Fringe benefits	232,226	275,124	173,454	615,490	173,957	59,102	207,166	326,212	207,425	415,008	752,791	508,395	3,946,350	
Total Personnel Expenses	1,724,958	2,370,530	1,285,683	5,490,712	1,702,800	543,793	1,623,928	2,896,928	1,619,061	3,279,500	6,803,133	5,460,747	34,801,773	
B. Other expenses														
(1) Building occupancy	117,325	461,619	56,689	261,789	57,139	10,943	60,048	39,915	12,690	392,394	702,221	116,027	2,288,799	
(2) Professional services	312	16,705	242	3,109	444	44	327	36,376	2,030	5,813	18,195	11,992	95,589	
(3) Travel	8,565	3,317	20,142	3,189	1,156	29	2,183	34,327	747	37,301	16,722	20,230	147,908	
(4) Equipment	18,805	29,366	29,713	36,030	10,057	416	24,732	6,220	27,982	27,437	78,119	21,255	310,132	
(5) Food Services	1,164	309,759	1,271	279,347	1,045	876	7,773	17,697	2,493	1,860	8,707	20,412	652,404	
(6) Medical & Pharmacy	16	978	722	137,829	199	-	3,926	16	29,433	17,950	247,669	33,930	472,668	
(7) Subcontracted Services	3,699	183,513	17,290	37,767	70,530	-	3,994	1,659,279	392	43,145	73,911	339,747	2,433,267	
(8) Insurance	20,885	25,571	2,899	58,652	15,225	2,705	24,828	8,345	3,512	29,136	23,001	24,426	239,185	
(9) Interest	2,613	1,091	4,918	46,177	7,598	5,607	4,774	2,307	582	12,852	128,189	20,776	237,484	
(10) Operating Supplies	13,572	31,981	2,319	121,099	9,467	1,193	13,918	7,112	10,996	16,813	76,924	39,296	343,790	
(11) Other Expense - Client Cost	22,353	28,705	162,802	62,635	1,331	76	641,998	6,377	-	5,210,137	5,791	1,130	6,143,335	
(12) Other Expense - E.H.R.	8,063	21,226	8,037	36,119	3,518	2,640	3,012	4,694	4,153	7,839	591,965	6,873	698,139	
(13) Other Expense - Miscellaneous	8,593	17,043	50,911	15,006	2,565	931	8,983	20,659	4,089	10,205	43,772	50,459	233,216	
(14) Other Expense - Transportation	21,639	43,167	27,794	22,574	19,872	3,830	65,107	71,788	445	49,381	5,413	4,764	335,774	
(15) In-Kind	-	298,377	-	32,415	-	-	-	-	-	-	-	-	330,792	
(16) Unallowable Costs	121	3,075	29	1,787	106	-	125	3,151	75	247	1,018	494	10,228	
Total Other Expenses	247,725	1,475,493	385,778	1,155,524	200,252	29,290	865,728	1,918,263	98,719	5,862,510	2,021,617	711,811	14,972,710	
Total Personnel and Other Expenses	1,972,683	3,846,023	1,671,461	6,646,236	1,903,052	573,083	2,489,656	4,815,191	1,717,780	9,142,010	8,824,750	6,172,558	49,774,483	
C. Distributed Costs														
Other Support	110,813	215,887	93,897	373,268	106,902	32,194	139,855	250,218	96,496	446,636	495,694	346,730	2,708,590	
Administration	140,556	273,832	119,099	473,455	135,596	40,835	177,393	317,378	122,396	661,458	628,742	439,795	3,530,535	
Total Distributed Indirect Costs	251,369	489,719	212,996	846,723	242,498	73,029	317,248	567,596	218,892	1,108,094	1,124,436	786,525	6,239,125	
Total Operating Expenses	2,224,052	4,335,742	1,884,457	7,492,959	2,145,550	646,112	2,806,904	5,382,787	1,936,672	10,250,104	9,949,186	6,959,083	56,013,608	
D. Unallowable Costs	121	3,075	29	1,787	106	-	125	3,151	75	247	1,018	494	10,228	
Allowable Operating Expenses	2,223,931	4,332,667	1,884,428	7,491,172	2,145,444	646,112	2,806,779	5,379,636	1,936,597	10,249,857	9,948,168	6,958,589	56,003,380	
E. Capital Expenditures	\$ 8,821	\$ 52,630	\$ 3,118	\$ 14,309	\$ 1,999	\$ 445	\$ 7,875	\$ 2,210	\$ 935	\$ 107,650	\$ 155,585	\$ 9,161	\$ 364,738	

2

CITRUS HEALTH NETWORK, INC.
STATEMENT OF FUNCTIONAL EXPENSES AND COST CENTER EXPENSES SCHEDULE
FOR THE YEAR ENDED JUNE 30, 2017

Expense Categories	Program Services								Program Total	Support Services			Combined Totals
	Pharmacy	Prevention Intervention	Residential Level I	Residential Level II	Ryan White	Early Childhood	Short-term Residential Treatment	Program Sub Total		General and Administrative	Other Support	Support Services Total	
A. Personnel Expenses													
(1) Salaries	\$ 591,776	\$ 734,923	\$ 3,209,791	\$ 676,732	\$ 130,245	\$ 780,832	\$ 1,471,168	\$ 7,595,467	\$ 38,450,890	\$ 2,954,443	\$ 1,379,432	\$ 4,333,875	\$ 42,784,765
(2) Fringe benefits	66,666	99,766	395,075	87,289	24,593	122,833	151,873	948,095	4,894,445	456,870	231,835	688,705	5,583,150
Total Personnel Expenses	658,442	834,689	3,604,866	764,021	154,838	903,665	1,623,041	8,543,562	43,345,335	3,411,313	1,611,267	5,022,580	48,367,915
B. Other expenses													
(1) Building occupancy	14,617	17,810	379,030	89,835	10,089	87,088	132,532	731,001	3,019,800	41,784	72,074	113,858	3,133,658
(2) Professional services	23,308	49	9,599	750	-	3,359	1,550	38,615	134,204	193,594	47,440	241,034	375,238
(3) Travel	685	25,090	1,673	4,768	-	4,439	461	37,116	185,024	43,006	11,546	54,552	239,576
(4) Equipment	16,785	6,514	23,313	16,828	906	16,128	11,037	91,511	401,643	39,907	732,942	772,849	1,174,492
(5) Food Services	398	643	162,795	51,032	77	370	89,011	304,326	956,730	24,630	6,142	30,772	987,502
(6) Medical & Pharmacy	1,084,770	796	41,496	9,314	59,168	924	15,476	1,211,944	1,684,612	-	-	-	1,684,612
(7) Subcontracted Services	25,197	-	30,535	-	-	8,050	1,353	65,135	2,498,402	214,448	37,224	251,672	2,750,074
(8) Insurance	1,854	12,937	24,540	32,396	339	2,118	6,167	80,351	319,536	38,019	52,670	90,689	410,225
(9) Interest	2,705	5,737	42	207	-	42	-	8,733	246,217	-	36,419	36,419	282,636
(10) Operating Supplies	7,983	9,500	99,148	18,980	227	4,150	33,794	173,782	517,572	31,440	52,487	83,927	601,499
(11) Other Expense - Client Cost	-	14,466	128,942	2,536	26,170	-	4,017	176,131	6,319,466	-	-	-	6,319,466
(12) Other Expense - E.H.R.	10,196	12,320	18,180	5,787	528	22,780	7,666	77,457	775,596	56,267	501,645	557,912	1,333,508
(13) Other Expense - Miscellaneous	3,158	5,896	22,047	2,335	31,631	28,225	6,707	99,999	333,215	354,437	293,191	647,628	980,843
(14) Other Expense - Transportation	674	923	16,162	52,262	200	21,375	2,865	94,461	430,235	28,501	-	28,501	458,736
(15) In-Kind	1,330,180	-	155,523	67,667	-	-	-	1,553,370	1,884,162	-	-	-	1,884,162
(16) Unallowable Costs	208	-	345	74	45	74	1,226	1,972	12,200	266,701	466	267,167	279,367
Total Other Expenses	2,522,718	112,681	1,113,370	354,771	129,380	199,080	313,904	4,745,904	19,718,614	1,332,734	1,844,246	3,176,980	22,895,594
Total Personnel and Other Expenses	3,181,160	947,370	4,718,236	1,118,792	284,218	1,102,745	1,936,945	13,289,466	63,063,949	4,744,047	3,455,513	8,199,560	71,263,509
C. Distributed Costs													
Other Support	178,697	53,221	265,039	62,847	15,964	61,945	108,744	746,457	3,455,047	-	(3,455,047)	(3,455,047)	-
Administration	226,661	67,506	336,177	79,715	20,249	78,572	137,931	946,811	4,477,346	(4,477,346)	-	(4,477,346)	-
Total Distributed Indirect Costs	405,358	120,727	601,216	142,562	36,213	140,517	246,675	1,693,268	7,932,393	(4,477,346)	(3,455,047)	(7,932,393)	-
Total Operating Expenses	3,586,518	1,068,097	5,319,452	1,261,354	320,431	1,243,262	2,183,620	14,982,734	70,996,342	266,701	466	267,167	71,263,509
D. Unallowable Costs	208	-	345	74	45	74	1,226	1,972	12,200	266,701	466	267,167	279,367
Allowable Operating Expenses	3,586,310	1,068,097	5,319,107	1,261,280	320,386	1,243,188	2,182,394	14,980,762	70,984,142	-	-	-	70,984,142
E. Capital Expenditures	\$ 25,961	\$ 1,004	\$ 3,639	\$ 30,812	\$ 5,276	\$ -	\$ 18,400	\$ 85,092	\$ 449,830	\$ 13,018	\$ 99,257	\$ 112,275	\$ 562,105

25

**CITRUS HEALTH NETWORK, INC.
 SCHEDULE OF STATE EARNINGS
 FOR THE YEAR ENDED JUNE 30, 2017**

	South Florida Behavioral Health Network
1. Total Expenditures	<u>\$ 71,263,509</u>
2. Less Other State and Federal Funds	(48,513,418)
3. Less Non-Match SAMH Funds	(6,652,894)
4. Less Unallowable Costs Per 65E-14, FAC	<u>(279,367)</u>
5. Total Allowable Expenditures (Sum of lines 1,2,3, and 4)	<u>15,817,830</u>
6. Maximum Available Earnings (Line 5 times 75%)	11,863,373
7. Amount of State Funds Requiring Match	<u>5,771,220</u>
8. Amount Due to Department (Subtract line 7 from line 6)	<u>\$ -</u>

See accompanying note to the statement of functional expenses and cost center expenses, schedules of state earnings, revenues, and funding sources, and bed day availability.

CITRUS HEALTH NETWORK, INC.
 SCHEDULE OF REVENUES AND FUNDING SOURCES
 FOR THE YEAR ENDED JUNE 30, 2017

Funding Sources/Revenues	Case Management	CCST - Individual	Crisis Stabilization	Crisis Support	FACT Team	Incidental Expenses	Interventional Individual	Outpatient Individual	Outreach	Prevention	Short-term Residential Treatment		Total for State SAMH Funded Cost Centers	Total for Non-State SAMH Funded Cost Centers	Total SAMH Cost Centers	Non-SAMH Cost Center	Other Support	Administration	Total Revenue
											Deliver	Detox							
SECTION I STATE SAMH FUNDS																			
Adult Mental Health	\$ 315,296	\$ 491,071	\$ 1,768,622	\$ 577,695	\$ 1,993,325	\$ 815,343	\$ -	\$ 108,703	\$ 120,461	\$ -	\$ 2,058,685	\$ -	\$ 8,251,201	\$ -	\$ 8,251,201	\$ -	\$ -	\$ -	\$ 8,251,201
Children Mental Health	-	264,946	1,448,629	510,697	-	8,032	-	-	-	-	-	-	2,232,304	-	2,232,304	34,680	-	-	2,266,984
Adult Substance Abuse	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Children Substance Abuse	-	190,063	-	-	-	-	125,823	-	-	388,219	-	962,547	-	1,626,752	-	1,626,752	-	-	1,626,752
TOTAL STATE SAMH FUNDING	315,296	908,080	3,217,251	1,088,392	1,993,325	823,375	125,823	108,703	120,461	388,219	2,058,685	962,547	12,110,257	-	12,110,257	34,680	-	-	12,144,937
SECTION II OTHER GOV FUNDS																			
Other State Agency Funding	-	52	-	-	59	-	121,991	-	-	-	-	-	122,102	1,713,365	1,835,467	2,851,120	-	-	4,686,587
Medicaid	1,647	282,028	1,283,028	183,320	-	-	83,713	72,113	-	-	204	-	1,906,053	11,752,376	13,658,629	12,483,248	-	-	26,141,877
Local	-	4,639	687,744	104,930	-	-	-	-	-	-	239,722	-	1,037,055	5,672,577	6,709,632	33,073	-	7,200	6,749,905
Federal Grants and Contracts	-	-	46,004	-	-	-	-	-	-	-	-	-	46,004	8,891,822	8,937,826	1,917,917	79,306	-	10,935,049
TOTAL OTHER GOV FUNDS	1,647	286,739	2,016,776	288,250	59	-	205,704	72,113	-	-	239,926	-	3,111,214	28,030,340	31,141,554	17,285,358	79,306	7,200	48,513,418
SECTION III ALL OTHER REVENUES																			
Fisc & Second Party Payments	(141)	1,593	35,794	6,673	-	-	4,462	(9,312)	-	-	(503)	-	38,566	4,106,949	4,145,515	10,325	-	-	4,155,840
Third Party Payments	-	1,634	75,013	195	-	-	33	2,777	-	-	-	-	79,632	806,109	885,741	33,624	-	-	919,365
Medicare	-	-	(3,900)	-	-	-	-	(963)	-	-	-	-	(4,863)	1,577,520	1,572,657	-	-	-	1,572,657
Contributions and Donations	100	-	-	1,000	-	-	-	-	-	-	-	-	1,100	831,515	832,615	500	-	22,590	855,705
Other	-	-	-	-	-	-	-	-	-	-	-	-	19,387	19,387	1,250	-	15,225	186,235	222,097
In Kind	-	-	32,415	-	-	-	-	-	-	-	-	-	32,415	633,182	665,597	453,899	-	-	1,119,496
TOTAL ALL OTHER REVENUES	(41)	3,227	139,322	7,868	-	-	4,475	(7,498)	-	-	(503)	-	146,850	7,974,662	8,121,512	499,598	15,225	208,825	8,845,160
TOTAL FUNDING	\$ 316,902	\$ 1,198,046	\$ 5,379,949	\$ 1,384,510	\$ 1,993,384	\$ 823,375	\$ 336,102	\$ 173,318	\$ 120,461	\$ 388,219	\$ 2,298,108	\$ 962,547	\$ 15,368,321	\$ 36,005,002	\$ 51,373,323	\$ 17,819,696	\$ 94,531	\$ 216,025	\$ 69,503,515

See accompanying note to the statement of functional expenses and cost center expenses, schedules of state earnings, revenue, and funding sources, and bed day availability.

87

CITRUS HEALTH NETWORK, INC.
 SCHEDULE OF REVENUES AND FUNDING SOURCES
 FOR THE YEAR ENDED JUNE 30, 2017

EXPENSE CATEGORIES	Case Management	CCST - Individual	Crisis Stabilization	Crisis Support	FACT Team	Incidental Expenses	Intervention Individual	Outpatient Individual	Outreach	Prevention	Short-term Residential Treatment	Detox	Total for SAMH Funded	Non State Funded SAMH	Total for All SAMH Funded	Non-SAMH	Other Support	Administration	Grand Total	
A. Personnel Expenses																				
(1) Salaries	\$ 296,949	\$ 768,143	\$ 3,792,230	\$ 1,528,843	\$ 1,416,762	\$ -	\$ 217,921	\$ 99,783	\$ 51,613	\$ 244,416	\$ 1,471,168	\$ 1,082,992	\$ 10,970,822	\$ 17,076,814	\$ 28,047,636	\$ 10,403,254	\$ 1,379,432	\$ 2,954,443	\$ 42,784,765	
(2) Fringe Benefits	45,832	115,838	476,193	173,937	207,166	-	32,863	16,709	8,642	26,722	151,873	139,297	1,405,092	2,128,013	3,533,105	1,261,340	231,835	456,870	5,583,150	
Total Personnel Expenses	342,781	883,981	4,268,423	1,702,800	1,623,928	-	250,784	116,494	60,255	281,138	1,623,041	1,222,289	12,375,914	19,204,827	31,580,741	11,764,594	1,611,267	3,411,313	48,267,915	
B. Other expenses																				
(1) Building occupancy	3,600	53,475	197,100	57,139	60,048	-	9,943	932	482	-	132,532	64,690	579,941	1,387,883	1,967,824	1,051,977	72,073	41,784	3,133,658	
(2) Professional services	112	42	2,369	444	327	-	44	58	30	-	1,550	741	5,717	65,329	71,046	63,158	47,440	193,594	375,238	
(3) Travel	6,344	10,287	2,420	1,136	2,183	-	29	2,858	1,478	-	461	769	33,001	84,821	117,822	67,201	11,546	43,007	239,576	
(4) Equipment	93	29,547	26,901	10,057	24,732	-	416	48	25	-	11,037	9,129	116,263	202,640	318,903	82,739	732,942	39,907	1,174,491	
(5) Food Services	-	1,271	226,916	1,045	7,773	-	228	-	-	-	89,011	52,431	379,128	85,296	464,424	492,304	6,142	24,632	987,502	
(6) Medical & Pharmacy	404	-	109,337	199	3,926	-	209	108	-	-	15,476	28,493	158,152	1,481,845	1,639,997	44,615	-	-	1,684,612	
(7) Subcontracted Services	-	17,290	28,601	70,530	3,994	-	-	-	-	-	1,353	9,167	130,935	585,615	716,550	1,781,851	37,224	214,449	2,750,074	
(8) Insurance	577	2,322	44,173	15,225	24,828	-	2,018	167	87	662	14,480	110,706	114,914	225,620	93,917	52,670	38,018	410,225		
(9) Interest	-	4,918	34,490	7,598	4,774	-	5,607	-	-	-	42	11,688	69,117	149,518	218,635	27,582	36,419	-	282,636	
(10) Operating Supplies	233	1,965	91,137	9,467	13,918	-	603	103	53	4,600	33,794	29,963	185,836	170,799	356,635	160,939	52,487	31,438	601,499	
(11) Other Expense - Client Cost	850	-	61,209	1,331	-	815,343	-	-	-	-	4,017	1,426	884,176	5,234,130	6,118,426	211,584	-	-	6,330,010	
(12) Other Expense - E.H.R.	1,539	5,560	16,269	3,518	3,012	-	2,550	718	372	836	7,666	9,308	51,368	647,707	699,075	65,980	501,645	56,267	1,322,967	
(13) Other Expense - Miscellaneous	659	49,913	11,001	2,565	8,983	-	439	289	150	5,128	6,707	4,005	89,839	180,073	269,912	63,301	293,192	334,438	980,843	
(14) Other Expense - Transportation	-	27,794	17,195	19,872	65,107	-	3,830	-	-	1,440	2,865	5,379	143,482	115,109	258,591	171,644	-	78,499	458,734	
(15) In-Kind	-	-	16,208	-	-	-	-	-	-	-	-	16,208	32,416	1,397,847	1,430,263	453,899	-	-	1,884,162	
(16) Unallowable Costs	-	29	1,163	106	125	-	-	-	-	-	1,225	625	3,273	2,235	5,508	6,693	467	266,699	279,367	
Total Other Expenses	14,431	204,413	886,489	200,232	223,730	815,343	25,707	5,382	2,785	22,413	313,903	258,502	2,973,350	11,905,881	14,879,231	4,839,384	1,844,247	1,332,732	22,895,594	
Total Personnel and Other Expenses	357,212	1,088,394	5,154,912	1,903,032	1,847,658	815,343	276,491	121,876	63,040	303,551	1,936,944	1,480,791	15,349,264	31,110,708	46,459,972	16,603,978	3,455,514	4,744,045	71,263,509	
C. Distributed Indirect Costs																				
Other Support	24,968	61,536	290,116	106,902	139,855	-	15,533	9,384	4,854	17,033	108,744	83,152	862,097	1,680,668	2,542,765	912,282	(3,455,047)	-	-	
Administration	31,669	78,053	367,985	135,596	177,399	-	19,702	11,903	6,157	21,630	137,931	105,470	1,093,489	2,226,713	3,320,202	1,157,144	-	(4,477,346)	-	
Total Distributed Indirect Costs	56,637	139,589	658,101	242,498	317,254	-	35,235	21,287	11,011	38,683	246,675	188,622	1,955,586	3,907,381	5,862,967	2,069,426	(3,455,047)	(4,477,346)	-	
Total Operating Expenses	413,849	1,227,983	5,813,013	2,145,530	2,164,906	815,343	311,726	143,163	74,051	342,234	2,183,619	1,669,413	17,304,850	35,018,089	52,322,939	18,673,404	467	266,699	71,263,509	
D. Unallowable Costs																				
Allowable Operating Expenses	413,849	1,227,954	5,811,850	2,143,444	2,164,781	815,343	311,726	143,163	74,051	342,234	2,182,394	1,668,788	17,301,577	35,015,854	52,317,431	18,666,711	-	-	70,984,142	
E. Capital Expenditures																				
	-	3,118	14,309	1,999	7,873	-	445	-	-	396	18,400	-	46,542	334,315	380,857	68,973	99,257	13,018	562,105	

88

CITRUS HEALTH NETWORK, INC.
SCHEDULE OF BED DAY AVAILABILITY PAYMENTS
FOR THE YEAR ENDED JUNE 30, 2017

Program	Cost Center	State Contracted Rate	Total Units of Service Provided	Total Units of Service Paid for by 3rd Party Contracts, Local Govt. or Other State Agencies	Maximum # of Units Eligible for Payment by Department	Amount Paid for Services by the Department	Maximum \$ Value of Units in Column F	Amount Owed to Department (G-H or \$0, whichever is greater)
A	B	C	D	E	(D-E) F	G	(F x C) H	I
Children's Mental Health	Crisis Stabilization Unit	\$ 376.71	8,011	2,229	5,782	\$ 1,220,499	\$ 2,178,137	\$ -
Adult Mental Health	Crisis Stabilization Unit	\$ 376.71	10,372	1,156	9,216	\$ 1,572,467	\$ 3,471,759	\$ -
Total Amount Owed to Department =								\$ -

See accompanying note to the statement of functional expenses and cost center expenses, schedules of state earnings, revenues, and funding sources, and bed day availability.

CITRUS HEALTH NETWORK, INC.
NOTE TO THE STATEMENT OF FUNCTIONAL EXPENSES AND COST CENTER EXPENSE
SCHEDULE, SCHEDULE OF STATE EARNINGS, REVENUES, REVENUES AND FUNDING
SOURCES, AND BED DAY AVAILABILITY PAYMENTS
FOR THE YEAR ENDED JUNE 30, 2017

GENERAL

The Statement of Functional Expenses and Cost Center Expense Schedule, Schedule of State Earnings, Revenues, Revenues and Funding Sources, and Bed Day Availability Payments were prepared in accordance with the requirements in the South Florida Behavioral Network Contract ME-225-7-08 and ME-225-6-08.

**CITRUS HEALTH NETWORK, INC.
SCHEDULE OF STATE FINANCIAL ASSISTANCE
FOR THE YEAR ENDED JUNE 30, 2017**

<i>State Agency / Pass-Through Grantor Program Title</i>	<i>State CSFA Number</i>	<i>State Contract Number</i>	<i>Expenditure</i>	<i>Transfer to Subrecipients</i>
<u>Childnet</u>				
CBC-Sexually Exploited Children	60.138	N/A	\$ 116,900	\$ -
<u>Department of Children and Families</u>				
Homeless Special Projects	60.027	DCF-KP006	128,010	-
<u>Miami Dade County Homeless Trust</u>				
Forensic Services and Competency Restoration Training	60.014	KPZ38	115,417	-
<u>Our Kids</u>				
Out-of-Home Supports	60.074	6000-037	43,216	-
Independent Living Program	60.112	6000-037	126,578	-
CBC-Sexually Exploited Children	60.138	6000-037	858,339	-
<u>South Florida Behavioral Network</u>				
Forensic Services and Competency Restoration Training	60.114	KH225	52,630	-
SAMH- Crisis Prevention and Stabilization Services	60.155	KH225	455,000	-
			<u>\$1,896,090</u>	<u>\$ -</u>

See accompanying note to the schedules of state financial assistance and federal awards.

CITRUS HEALTH NETWORK, INC.
SCHEDULE OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2017

<i>Federal Grantor/ Pass-through Grantor/ Program Title</i>	<i>Federal CFDA Number</i>	<i>Contract Number</i>	<i>Expenditure</i>	<i>Transfer to Subrecipients</i>
U.S. Department of Children and Families:				
Community Action Teams	93.958	DCF-KH229	\$ 687,500	\$ -
U.S. Department of Health and Human Services:				
Consolidated Health Centers	93.224	H80CS04214	2,705,701	-
Substance Abuse and Mental Health	93.243	5 H79 SM062314-02	435,478	-
Pass-through South Florida Behavioral Health Network:				
Temporary Assistance for Needy Families	93.558	KH225	106,054	-
Block Grants for Community Mental Health Services	93.958	KH225	9,330,227	-
Medical Assistance Program	93.778	KH225	508,342	-
Block Grants for Prevention and Treatment of Substance Abuse	93.959	KH225	1,626,752	-
Pass-through Miami-Dade County Department of Health and Human Services:				
Special Supplemental Nutrition Program for Women, Infants, and Children	10.557	N/A	72,551	-
Pass-through Our Kids of Miami-Dade/Monroe, Inc.				
Department of Health and Human Services:				
Promoting Safe and Stable Families	93.556	6000-037	206,871	-
Temporary Assistance for Needy Families	93.558	6000-037	284,703	-
Stephanie Tubbs Jones Child Welfare Services Program	93.645	6000-037	20,299	-
Foster Care - Title IV-E	93.658	6000-037	675,930	-
Social Services Block Grant	93.667	6000-037	117,985	-
Child Abuse and Neglect State Grants	93.669	6000-037	11,731	-
Chafee Foster Care Independence Program	93.674	6000-037	141,805	-
Block Grants for Community Mental Health Services	93.958	6000-037	847,738	-
Pass-through Early Learning Coalition of Miami-Dade/Monroe:				
Temporary Assistance for Needy Families	93.558	TANF 2015	144,805	-
Temporary Assistance for Needy Families	93.558	TANF MOE	103,726	-
Child Care and Development Block Grant	93.575	TANF Transfer to CCDF	138,557	-
Child Care and Development Block Grant	93.575	CCDF Discretionary	198,551	-
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596	CCDF Mandatory	53,831	-
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596	CCDF Matching Federal	113,739	-
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596	CCDF MOE	36,287	-
Social Services Block Grant	93.667	SSBG	770	-
Pass-through Children:				
Block Grants for Community Mental Health Services	93.958	CTT16RAP	10,850	-
U.S. Department of Housing and Urban Development:				
Community Development Block Grants/Entitlement Grants	14.231	FY 2016-2017	49,864	-
Pass-through Miami Dade County:				
Emergency Solutions Grant Program	14.231	BSG 2016/ESG 2017	227,483	-
HIV Emergency Relief Project Grants	93.914	BU3CHN26	201,129	-
Pass-through Miami-Dade County Homeless Trust:				
Continuum of Care Program	14.267	FL0167LAD001508 & FL0165LAD001508	154,729	-
Continuum of Care Program	14.267	FL0176LAD001508	574,934	-
Continuum of Care Program	14.267	FL0214LAD001407 & FL214LAD001508	886,991	-
Continuum of Care Program	14.267	FL0227LAD001508 & FL0227LAD001609	388,337	-
Continuum of Care Program	14.267	FL0431LLAD001504	1,609,183	-
Continuum of Care Program	14.267	FL0184LAD001407	179,668	-
Continuum of Care Program	14.267	FL0195LAD001508	314,257	-
Continuum of Care Program	14.267	FL0226LAD001508	155,006	-
Continuum of Care Program	14.267	FL0495LAD001401 & FL0495LAD001502	305,386	-
Temporary Assistance for Needy Families	93.558	KPZ43	32,575	-
Continuum of Care Program	14.267	FL0532LAD001400	300,210	-
Pass-through Better Way of Miami Supportive Housing, Inc:				
Supportive Housing Program	14.235	N/A	18,481	-
Supportive Housing Program	14.235	FY 2016 US HUD COC NOFA	124,325	-
Pass-through Lutheran Services of Florida:				
Continuum of Care Program	14.235	FL168LAD001407	124,325	-
Continuum of Care Program	14.235	FL0218LAD001407	113,778	-
Pass-through City of Hialeah:				
Emergency Solutions Grant Program	14.231	K2015-078	88,107	-
Pass-through City of Miami:				
Emergency Solution Grant Program	14.231	FY2013-2016	119,699	-
Pass-through Health Choice of Network:				
Cancer Centers Support Grants	93.397	HCN-UM-SUCCESS	45,780	-
U.S. Department of Transportation:				
Pass-through Department of Transportation:				
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	N/A	73,367	-
U.S. Department of Veteran Affairs:				
Pass-through The Advocate Program				
VA Supportive Services for Veteran Families Program	64.033	N/A	126,091	-
			\$ 24,794,488	\$ -

See accompanying note to the schedules of state financial assistance and federal awards.

92

CITRUS HEALTH NETWORK, INC.
NOTES TO THE SCHEDULES OF STATE FINANCIAL ASSISTANCE AND FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2017

1. BASIS OF PRESENTATION

The accompanying Schedules of State Financial Assistance and Federal Awards (the "Schedules") presents the activity of all state and federal award programs of the Center for the year ended June 30, 2017. All federal and state awards received directly from federal and state agencies, as well as federal and state awards received from other government agencies are included in the Schedules.

The information in the Schedules are presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the Department of Financial Services Rules, Chapter 69I-5, Florida Administrative Code, *State Financial Assistance*. Because the Schedules present only a selected portion of the operations of the Center, they are not intended to and do not present the financial position, changes in net assets, or cash flows of the Center.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedules are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance and Chapter 10.650, *Rules of the Auditor General*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

3. INDIRECT COST RATE

The Center has elected not to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.



Verdeja • De Armas • Trujillo

Certified Public Accountants

Manny Alvarez, C.P.A.
Pedro M. De Armas, C.P.A.
Eric E. Santa Maria, C.P.A.
Alejandro M. Trujillo, C.P.A.
Octavio A. Verdeja, C.P.A.
Tab Verdeja, C.P.A.
Monique Bustamante, C.P.A.
Michelle del Sol, C.P.A.
Ian Molina, C.P.A.
Octavio F. Verdeja, C.P.A.

REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER
MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS*

The Board of Directors of
Citrus Health Network, Inc.
Hialeah, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Citrus Health Network, Inc. (the "Center") (a nonprofit organization), as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Center's basic financial statements, and have issued our report thereon dated December 14, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Center's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Center's internal control. Accordingly, we do not express an opinion on the effectiveness of the Center's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

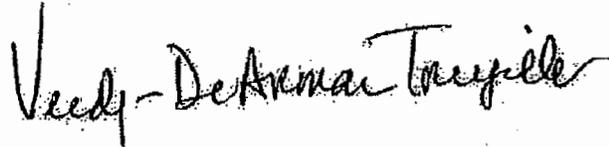
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Center's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

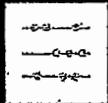
Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Center's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Center's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



CERTIFIED PUBLIC ACCOUNTANTS

Coral Gables, Florida
December 14, 2017



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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
FOR EACH MAJOR PROGRAM AND STATE PROJECT
AND ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE AND
CHAPTER 10.650, RULES OF THE AUDITOR GENERAL**

Board of Directors
Citrus Health Network, Inc.
Hialeah, Florida

Report on Compliance for Each Major Federal Program and State Project

We have audited Citrus Health Network, Inc.'s (the "Center"), compliance with the types of compliance requirements described in the *OMB Compliance Supplement*, and the requirements described in the *Department of Financial Services' State Projects Compliance Supplement*, that could have a direct and material effect on each of the Center's major federal programs and state projects for the year ended June 30, 2017. The Center's major federal programs and state projects are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal and state statutes, regulations, and the terms and conditions of its federal awards and state projects applicable to its federal programs and state projects.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Center's major federal awards and state projects based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and Chapter 10.650, Rules of the Auditor General. Those standards, the Uniform Guidance, and Chapter 10.650, Rules of Auditor General, require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program or state project occurred. An audit includes examining, on a test basis, evidence about the Center's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

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We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program and state project. However, our audit does not provide a legal determination of the Center's compliance.

Opinion on Each Major Federal Program and State Project

In our opinion, the Center complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs and state projects for the year ended June 30, 2017.

Report on Internal Control Over Compliance

Management of the Center is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Center's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program and state project to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and state project and to test and report on internal control over compliance in accordance with The Uniform Guidance and Chapter 10.650, *Rules of the Auditor General*, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Center's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program or state project on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program or state project will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program and state project that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and Chapter 10.650, *Rules of the Auditor General*. Accordingly, this report is not suitable for any other purpose.



CERTIFIED PUBLIC ACCOUNTANTS

Coral Gables, Florida
December 14, 2017

**CITRUS HEALTH NETWORK, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS -
FEDERAL AWARDS PROGRAMS AND STATE FINANCIAL ASSISTANCE PROJECTS
FOR THE YEAR ENDED JUNE 30, 2017**

SECTION II - FINANCIAL STATEMENT FINDINGS

None

SECTION III - FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARDS PROGRAMS

None

SECTION IV - FINDINGS AND QUESTIONED COSTS - MAJOR STATE FINANCIAL ASSISTANCE PROJECTS

None

SECTION V - OTHER ISSUES

1. No management letter was issued for the year ended June 30, 2017.
2. No Summary Schedule of Prior Audit Findings is required because there were no prior audit findings related to Federal awards programs or State financial assistance projects.
3. No corrective action plan is required because there were no findings required to be reported under the Uniform Guidance or the *Department of Financial Services' State Project Compliance Supplement*.

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
Do not enter social security numbers on this form as it may be made public.
Information about Form 990 and its instructions is at www.irs.gov/form990.

A For the 2016 calendar year, or tax year beginning 07/01/16 and ending 06/30/17

B Check if applicable:
 Address change
 Name change
 Initial return
 Final return/terminated
 Amended return
 Application pending

C Name of organization: **CITRUS HEALTH NETWORK, INC.**
 Doing business as:
 Number and street (or P.O. box if mail is not delivered to street address): **4175 WEST 20TH AVENUE**
 City or town, state or province, country, and ZIP or foreign postal code: **HTALEAH FL 33012**

D Employer identification number: **59-1865751**
E Telephone number: **305-424-3100**
F Name and address of principal officer:
MARIO E JARDON
4175 WEST 20TH AVENUE
HTALEAH FL 33012

G Gross receipts \$: **67,619,354**

H(a) Is this a group return for subsidiaries? Yes No
H(b) Are all subsidiaries included? Yes No
 If "No," attach a list. (see instructions)

I Tax-exempt status: 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527

J Website: **WWW.CITRUSHEALTH.ORG**

K Form of organization: Corporation Trust Association Other

L Year of formation: **1978** **M** State of legal domicile: **FL**

H(c) Group exemption number

Part I Summary

1 Briefly describe the organization's mission or most significant activities:
TO PROVIDE PRIMARY CARE AND BEHAVIORAL HEALTH CARE SERVICES.

2 Check this box if the organization discontinued its operations or disposed of more than 25% of its net assets.

3 Number of voting members of the governing body (Part VI, line 1a): **11**

4 Number of independent voting members of the governing body (Part VI, line 1b): **11**

5 Total number of individuals employed in calendar year 2016 (Part V, line 2a): **1084**

6 Total number of volunteers (estimate if necessary): **0**

7a Total unrelated business revenue from Part VIII, column (C), line 12: **0**

7b Net unrelated business taxable income from Form 990-T, line 34: **0**

	Prior Year	Current Year
8 Contributions and grants (Part VIII, line 1f):	33,375,884	34,505,508
9 Program service revenue (Part VIII, line 2g):	32,783,728	32,869,896
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d):	70,528	48,948
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e):	216,123	195,002
12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12):	66,446,263	67,619,354
13 Grants and similar amounts paid (Part IX, column (A), lines 1-3):		
14 Benefits paid to or for members (Part IX, column (A), line 4):		
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10):	44,676,725	48,367,91
16a Professional fundraising fees (Part IX, column (A), line 11e):		
b Total fundraising expenses (Part IX, column (D), line 25):	0	
17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e):	20,035,987	21,011,4
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25):	64,712,712	69,379,3
19 Revenue less expenses. Subtract line 18 from line 12:	1,733,551	-1,759,9
20 Total assets (Part X, line 16):	29,066,267	26,509,9
21 Total liabilities (Part X, line 26):	10,125,797	9,329,7
22 Net assets or fund balances. Subtract line 21 from line 20:	18,940,470	17,180,2

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here
 Signature of officer: **MARIO E JARDON** Date: _____
 Type or print name and title: **PRESIDENT & CEO**

Paid Preparer Use Only
 Print/Type preparer's name: **OCTAVIO A. VERDEJA** Preparer's signature: _____ Date: **03/07/18** Check if self-employed PTIN: **P00640**
 Firm's name: **VERDEJA, DE ARMAS & TRUJILLO, LLP** Firm's EIN: **20-498**
 Firm's address: **255 ALHAMBRA CIR STE 560**
CORAL GABLES, FL 33134-7417 Phone no.: **305-446**

May the IRS discuss this return with the preparer shown above? (see instructions) Yes

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III



1 Briefly describe the organization's mission:

TO PROVIDE PRIMARY CARE AND BEHAVIORAL HEALTH CARE SERVICES.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?

Yes No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?

Yes No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 10,188,334 including grants of \$) (Revenue \$ 5,473,858)

CRISIS SUPPORT: SERVICES ARE NON-RESIDENTIAL CARE SERVICES. AVAILABLE 24HRS/DAY, 7 DAYS/WEEK TO INTERVENE IN A CRISIS OR PROVIDE EMERGENCY CARE.

CRISIS STABILIZATION - ACUTE CARE SERVICES ON A 24HRS 7DAYS PROVIDING INTENSIVE MENTAL HEALTH SERVICES IN AN INPATIENT SETTING. THESE SERVICES MEET THE NEEDS OF INDIVIDUALS WHO ARE EXPERIENCING AN ACUTE CRISIS, AND WHERE IN THE ABSENCE OF A SUITABLE ALTERNATIVE WOULD REQUIRE HOSPITALIZATION.

4b (Code:) (Expenses \$ 10,429,029 including grants of \$) (Revenue \$ 5,603,176)

RESIDENTIAL SUPPORTIVE HOUSING SERVICES:

ADULTS - THE RESIDENTIAL SUPPORTIVE HOUSING PROGRAM IS DESIGNED TO PROVIDE MEDICAL AND BEHAVIORAL SERVICES, WHILE HOUSING FORMERLY HOMELESS, SEVERELY MENTALLY ILL PARTICIPANTS. THE PROGRAM PROVIDES SPECIALIZED OUTREACH TARGETING THE CHRONIC HOMELESS AND SERVING AS THE FRONT DOOR TO OUR CONTINUUM OF SERVICES. THE KIVA SAFE HAVEN AND DROP-IN CENTER PROVIDES TRANSITIONAL HOUSING WHILE INCLUDING WRAP AROUND CARE WITH CASE MANAGEMENT FOCUSED ON OBTAINING ENTITLEMENTS FOR THE PARTICIPANTS. CHN'S JAIL DIVERSION PROGRAM PROVIDES TRANSITIONAL HOUSING TO PERSONS BEING DIVERTED FROM THE JAILS OR CRISIS UNITS WHILE ALSO PROVIDING WRAP AROUND CARE WITH CASE MANAGEMENT. OUR HOUSING FIRST COMMUNITY TREATMENT MODEL FOR CHRONIC

4c (Code:) (Expenses \$ 39,459,679 including grants of \$) (Revenue \$ 21,201,082)

OUTPATIENT SERVICES:

AS A FEDERALLY QUALIFIED HEALTH CENTER, CITRUS OFFERS A WIDE RANGE OF PRIMARY AND BEHAVIORAL HEALTH CARE SERVICES TO ADULTS AND CHILDREN INCLUDING PREVENTIVE HEALTH SERVICES, PHYSICAL EXAMS, LABORATORY TESTS, SCREENING, EDUCATION AND REFERRALS TO SPECIALIST AS NEEDED. THE PROGRAM IS SERVED BY VARIOUS DISCIPLINES INCLUDING PSYCHIATRY, INTERNAL MEDICINE, PEDIATRIC, OB/GYN, NURSING AND LICENSED CLINICIANS. OTHER BEHAVIORAL SERVICES OFFERED INCLUDE CASE MANAGEMENT, COMMUNITY SUPPORT SERVICES, TWO ASSERTIVE COMMUNITY TREATMENT TEAMS (ACT) AND TWO COMPREHENSIVE COMMUNITY SERVICE TEAMS.

4d Other program services (Describe in Schedule O.)

(Expenses \$ 1,102,744 including grants of \$) (Revenue \$ 592,468)

4e Total program service expenses 61,179,786

104

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
4 Section 501(c)(3) organizations: Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	X	
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		X
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	X	
b Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII		X
c Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX		X
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X	X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions)		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		X

Part IV Checklist of Required Schedules (continued)

	Yes	No
20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		X
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J	X	
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		X
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? If "Yes," complete Schedule L, Part II		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part III		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
b A family member of a current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If "Yes," complete Schedule L, Part IV		X
29 Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		X
34 Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Parts II, III, or IV, and Part V, line 1	X	
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O.	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
1b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
1c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
2b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	X	
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?		X
3b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
4b	If "Yes," enter the name of the foreign country: See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
5b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
5c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		X
6b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
7	Organizations that may receive deductible contributions under section 170(c).		
7a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		X
7b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		
7c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		X
7d	If "Yes," indicate the number of Forms 8282 filed during the year		
7e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		X
7f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		X
7g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
7h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
9	Sponsoring organizations maintaining donor advised funds.		
9a	Did the sponsoring organization make any taxable distributions under section 4966?		
9b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
10	Section 501(c)(7) organizations. Enter:		
10a	Initiation fees and capital contributions included on Part VIII, line 12		
10b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities		
11	Section 501(c)(12) organizations. Enter:		
11a	Gross income from members or shareholders		
11b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)		
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?		
12b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year		
13	Section 501(c)(29) qualified nonprofit health insurance issuers.		
13a	Is the organization licensed to issue qualified health plans in more than one state? Note: See the instructions for additional information the organization must report on Schedule O. Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans		
13b			
13c	Enter the amount of reserves on hand		
14a	Did the organization receive any payments for indoor tanning services during the tax year?		X
14b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year. If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.	11	
b	Enter the number of voting members included in line 1a, above, who are independent	11	
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6	Did the organization have members or stockholders?		X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a	The governing body?	X	
b	Each committee with authority to act on behalf of the governing body?	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	X	
13	Did the organization have a written whistleblower policy?	X	
14	Did the organization have a written document retention and destruction policy?	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a	The organization's CEO, Executive Director, or top management official	X	
b	Other officers or key employees of the organization. If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).	X	
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	X	
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	X	

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed **FL**
- 18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain in Schedule O)
- 19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20 State the name, address, and telephone number of the person who possesses the organization's books and records: **▶**

**SILVIA SUAREZ
HIALEAH**

4175 W 20TH AVE

FL 33012

305-424-3175

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's current officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's current key employees, if any. See instructions for definition of "key employee."
- List the organization's five current highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's former officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's former directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) DR. CARIDAD CASTRO	1.00									
2ND MEMBER AT LARGE	0.00	X					0	0	0	
(2) DR. CYNTHIA CLARKE	1.00									
BOARD OF DIR	0.00	X					0	0	0	
(3) DR. GEORGINA CORTES-SUAREZ	1.00									
CHAIR	0.00	X					0	0	0	
(4) PATRICIA CROYSDALE	1.00									
VICE CHAIR	0.00	X					0	0	0	
(5) DR. GIL LOPEZ	1.00									
BOARD OF DIR	0.00	X					0	0	0	
(6) EDUARDO PEREZ	1.00									
DIRECTOR	0.00	X					0	0	0	
(7) ALICIA ARNER	1.00									
DIRECTOR	0.00	X					0	0	0	
(8) TYRONE L COVERSON	1.00									
TREASURER	0.00	X					0	0	0	
(9) SANDRA BAKER HOOVER	1.00									
MEMBER AT LARGE	0.00	X					0	0	0	
(10) MARIA T SANJUAN	1.00									
IMMEDIATE PAST PRES	0.00	X					0	0	0	
(11) FERNANDO FRANCO	1.00									
SECRETARY	0.00	X					0	0	0	

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(12) MARIO E JARDON	40.00									
PRESIDENT & CEO	0.00			X			503,410	0	0	
(13) RENAN LLANES	40.00									
CIO	0.00			X			200,521	0	0	
(14) ARNALDO PANIAGUA	40.00									
CFO	0.00			X			180,786	0	0	
(15) MARIA ALONSO	40.00									
COO	0.00				X		241,075	0	0	
(16) JUNIOR PITTACK, MD	40.00									
MEDICAL STAFF	0.00				X		617,043	0	0	
(17) NELSON ALVAREZ REYES, MD	40.00									
MEDICAL STAFF	0.00				X		380,296	0	0	
(18) RAFAEL GARCIA	40.00									
MEDICAL STAFF	0.00				X		354,202	0	0	
(19) CARLOS RODRIGUEZ	40.00									
MEDICAL STAFF	0.00				X		344,384	0	0	
1b Sub-total							2,821,717			
c Total from continuation sheets to Part VII, Section A							337,418			
d Total (add lines 1b and 1c)							3,159,135			

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **48**

	Yes	No
3 Did the organization list any former officer, director, or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual	X	
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person		X

Section B: Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	34,077,876				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	427,632				
	g Nongrant contributions included in lines 1a-1f \$						
	h Total. Add lines 1a-1f		34,505,508				
Program Service Revenue	2a PATIENT SERVICES	Bu. Code	32,869,896	32,869,896			
	b						
	c						
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f		32,869,896				
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		32,982			32,982	
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6a Gross rents	(i) Real	21,850				
		(ii) Personal					
	b Less: rental exps.						
	c Rental inc. or (loss)		21,850				
	d Net rental income or (loss)		21,850			21,850	
	7a Gross amount from sales of assets other than inventory	(i) Securities	8,209				
		(ii) Other					7,757
	b Less: cost or other basis & sales exps.						
	c Gain or (loss)		8,209				7,757
	d Net gain or (loss)		15,966	15,966			
	8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	a					
	b Less: direct expenses	b					
c Net income or (loss) from fundraising events							
9a Gross income from gaming activities. See Part IV, line 19	a						
b Less: direct expenses	b						
c Net income or (loss) from gaming activities							
10a Gross sales of inventory, less returns and allowances	a						
b Less: cost of goods sold	b						
c Net income or (loss) from sales of inventory							
Miscellaneous Revenue		Bu. Code					
11a OTHER INCOME			173,152	173,152			
b							
c							
d All other revenue							
e Total. Add lines 11a-11d			173,152				
12 Total revenue. See instructions			67,619,354	33,059,014	0	54,832	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	1,180,033	1,060,496	119,537	
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	41,604,732	37,390,394	4,214,338	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	2,528,171	2,216,310	311,861	
10 Payroll taxes	3,054,979	2,678,135	376,844	
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting				
d Lobbying	186,000		186,000	
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	189,238	134,204	55,034	
12 Advertising and promotion				
13 Office expenses	601,499	517,572	83,927	
14 Information technology				
15 Royalties				
16 Occupancy	2,690,534	2,592,776	97,758	
17 Travel	239,576	185,024	54,552	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest	282,636	246,217	36,419	
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	1,149,110	706,896	442,214	
23 Insurance	410,225	319,536	90,689	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a CLIENT COST	6,319,466	6,319,466		
b SUBCONTRACTED SERVICES	2,750,074	2,498,402	251,672	
c MEDICAL AND PHARMACY	1,684,612	1,684,612		
d E.H.R.	1,333,508	775,596	557,912	
e All other expenses	3,174,954	1,854,150	1,320,804	
25 Total functional expenses. Add lines 1 through 24e	69,379,347	61,179,786	8,199,561	0
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year
Assets	1 Cash—non-interest bearing	9,786,998	1	7,019,226
	2 Savings and temporary cash investments		2	
	3 Pledges and grants receivable, net	4,995,645	3	5,499,427
	4 Accounts receivable, net	3,327,006	4	3,628,668
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L.		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L.		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use	322,525	8	364,981
	9 Prepaid expenses and deferred charges	292,266	9	205,092
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 22,878,660		
	b Less: accumulated depreciation	10b 13,897,460	9,520,225	10c 8,981,200
	11 Investments—publicly traded securities		11	
	12 Investments—other securities. See Part IV, line 11	316,000	12	266,000
	13 Investments—program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11	505,602	15	545,352
16 Total assets. Add lines 1 through 15 (must equal line 34)	29,066,267	16	26,509,946	
Liabilities	17 Accounts payable and accrued expenses	3,781,013	17	3,786,842
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L.		22	
	23 Secured mortgages and notes payable to unrelated third parties	6,344,784	23	5,542,627
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	10,125,797	26	9,329,469
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.			
	27 Unrestricted net assets	17,500,470	27	15,810,477
	28 Temporarily restricted net assets	1,440,000	28	1,370,000
	29 Permanently restricted net assets		29	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.			
	30 Capital stock or trust principal, or current funds		30	
	31 Paid-in or capital surplus, or land, building, or equipment fund		31	
	32 Retained earnings, endowment, accumulated income, or other funds		32	
	33 Total net assets or fund balances	18,940,470	33	17,180,477
	34 Total liabilities and net assets/fund balances	29,066,267	34	26,509,946

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	67,619,354
2	Total expenses (must equal Part IX, column (A), line 25)	2	69,379,347
3	Revenue less expenses. Subtract line 2 from line 1	3	-1,759,993
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	18,940,470
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	17,180,477

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	2a	X
b Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	2b	X
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.	2c	X
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a	X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.	3b	X

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(20) KENTIA L. APONTE	40.00									
MEDICAL STAFF	0.00				X		337,418	0	0	
1b Sub-total							337,418			
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)										

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization.

	Yes	No
3 Did the organization list any former officer, director, or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual		
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual		
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person		

Section B: Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization.

SCHEDULE A
(Form 990 or 990-EZ)

Public Charity Status and Public Support

OMB No. 1545-0047

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

2016

Department of the Treasury
Internal Revenue Service

▶ Attach to Form 990 or Form 990-EZ.

Open to Public Inspection

▶ Information about Schedule A (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

Name of the organization

CITRUS HEALTH NETWORK, INC.

Employer identification number

59-1865751

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
- 2 A school described in section 170(b)(1)(A)(ii). (Attach Schedule E (Form 990 or 990-EZ).)
- 3 A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
- 4 A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state:
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv). (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 8 A community trust described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 9 An agricultural research organization described in section 170(b)(1)(A)(ix) operated in conjunction with a land-grant college or university or a non-land grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:
- 10 An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See section 509(a)(4).
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See section 509(a)(3). Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. You must complete Part IV, Sections A and B.
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). You must complete Part IV, Sections A and C.
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). You must complete Part IV, Sections A, D, and E.
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). You must complete Part IV, Sections A and D, and Part V.
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations:
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990 or 990-EZ) 2016

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)
 (Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	27,533,542	29,782,451	33,503,036	33,375,884	34,505,508	158,700,421
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	27,533,542	29,782,451	33,503,036	33,375,884	34,505,508	158,700,421
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						158,700,421

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
7 Amounts from line 4	27,533,542	29,782,451	33,503,036	33,375,884	34,505,508	158,700,421
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	21,733	22,950	60,004	88,781	54,832	248,300
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	196,657	818,169	114,042	194,273	173,152	1,496,293
11 Total support. Add lines 7 through 10						160,445,014
12 Gross receipts from related activities, etc. (see instructions)					12	33,043,048
13 First five years: If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2016 (line 6, column (f) divided by line 11, column (f))	14	98.91%
15 Public support percentage from 2015 Schedule A, Part II, line 14	15	98.91%
16a 33 1/3% support test—2016. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input checked="" type="checkbox"/>		
b 33 1/3% support test—2015. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
17a 10%-facts-and-circumstances test—2016. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 10%-facts-and-circumstances test—2015. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions <input type="checkbox"/>		

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ▶ <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2016 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2015 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2016 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2015 Schedule A, Part III, line 17	18	%

- 19a 33-1/3% support tests—2016. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization ▶
- b 33-1/3% support tests—2015. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization ▶
- 20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in Part VI when and how the organization made the determination.		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use.		
4a Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in Part VI.		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in Part VI.		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in Part VI.		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in Part VI.		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer 10b below.		
b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

Part IV Supporting Organizations (continued)

		Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?		
a	A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
b	A family member of a person described in (a) above?		
c	A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI.		

Section B. Type I Supporting Organizations

		Yes	No
1	Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		

Section C. Type II Supporting Organizations

		Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		

Section D. All Type III Supporting Organizations

		Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
3	By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		

Section E. Type III Functionally-Integrated Supporting Organizations

1	Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a	<input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
b	<input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
c	<input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).		
2	Activities Test. Answer (a) and (b) below.		
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.		
b	Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.		
3	Parent of Supported Organizations. Answer (a) and (b) below.		
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI.		
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6 and 7 from line 4).	8	
Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	
Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions		Current Year		
1	Amounts paid to supported organizations to accomplish exempt purposes			
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity			
3	Administrative expenses paid to accomplish exempt purposes of supported organizations			
4	Amounts paid to acquire exempt-use assets			
5	Qualified set-aside amounts (prior IRS approval required)			
6	Other distributions (describe in Part VI). See instructions.			
7	Total annual distributions. Add lines 1 through 6.			
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.			
9	Distributable amount for 2016 from Section C, line 6			
10	Line 8 amount divided by Line 9 amount			
Section E - Distribution Allocations (see instructions)		(i) Excess Distributions	(ii) Underdistributions Pre-2016	(iii) Distributable Amount for 2016
1	Distributable amount for 2016 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2016 (reasonable cause required-explain in Part VI). See instructions.			
3	Excess distributions carryover, if any, to 2016:			
a				
b				
c	From 2013			
d	From 2014			
e	From 2015			
f	Total of lines 3a through e			
g	Applied to underdistributions of prior years			
h	Applied to 2016 distributable amount			
i	Carryover from 2011 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4	Distributions for 2016 from Section D, line 7: \$			
a	Applied to underdistributions of prior years			
b	Applied to 2016 distributable amount			
c	Remainder. Subtract lines 4a and 4b from 4.			
5	Remaining underdistributions for years prior to 2016, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.			
6	Remaining underdistributions for 2016. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
7	Excess distributions carryover to 2017. Add lines 3j and 4c.			
8	Breakdown of line 7:			
a				
b	Excess from 2013			
c	Excess from 2014			
d	Excess from 2015			
e	Excess from 2016			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 8a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

PART II, LINE 10 - OTHER INCOME DETAIL

\$ 1,496,293

Schedule of Contributors

2016

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.

▶ Information about Schedule B (Form 990, 990-EZ, or 990-PF) and its instructions is at www.irs.gov/form990.

Name of the organization

Employer identification number

CITRUS HEALTH NETWORK, INC.

59-1865751

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

501(c)(**3**) (enter number) organization

4947(a)(1) nonexempt charitable trust not treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the General Rule or a Special Rule.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3 % support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000 or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h, or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I, II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the General Rule applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year

▶ \$

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it must answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

Name of organization

CITRUS HEALTH NETWORK, INC.

Employer identification number

59-1865751

Part I Contributors (See instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	SOUTH FLORIDA BEHAVIORAL HEALTH NETWORK, INC. 7205 CORPORATE CENTER DRIVE SUITE 200 MIAMI FL 33126	\$ 13,068,053	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	MIAMI-DADE HOMELESS TRUST 112 NW 1ST ST, SUITE 2710 MIAMI FL 33128	\$ 6,837,861	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	OUR KIDS 401 NW 2ND AVE MIAMI FL 33128	\$ 3,817,526	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4	DEPARTMENT OF HEALTH AND HUMAN SERVICES 5600 FISHERS LANE ROCKVILLE MD 20857	\$ 2,705,701	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
5	THE CHILDREN'S TRUST 3150 SW 3RD AVE, 8TH FLOOR MIAMI FL 33129	\$ 1,882,220	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
6	DEPARTMENT OF CHILDREN AND FAMILIES SOUTH REGION 401 NW 2ND AVE, N-1007 MIAMI FL 33128	\$ 815,510	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization
CITRUS HEALTH NETWORK, INC.

Employer identification number
59-1865751

Part I Contributors (See instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
7	EARLY LEARNING COALITION OF MIAMI-DADE/MONROE 2555 PONCE DE LEON, SUITE 500 MIAMI FL 33134	\$ 855,811	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
8	MIAMI-DADE PUBLIC HOUSING AND COMMUNITY DEVELOPMENT 701 NW 1ST COURT, 14TH FLOOR MIAMI FL 33126	\$ 718,829	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
9	GME - SLOT FUNDING 2727 MANAN DR TALLAHASSEE FL 32308	\$ 799,999	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

126

SCHEDULE C
(Form 990 or 990-EZ)

Political Campaign and Lobbying Activities

For Organizations Exempt From Income Tax Under section 501(c) and section 527

OMB No. 1545-0047

2016

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

- ▶ Complete if the organization is described below.
- ▶ Attach to Form 990 or Form 990-EZ.
- ▶ Information about Schedule C (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

If the organization answered "Yes," on Form 990, Part IV, line 3, or Form 990-EZ, Part V, line 46 (Political Campaign Activities), then

- Section 501(c)(3) organizations: Complete Parts I-A and B. Do not complete Part I-C.
- Section 501(c) (other than section 501(c)(3)) organizations: Complete Parts I-A and C below. Do not complete Part I-B.
- Section 527 organizations: Complete Part I-A only.

If the organization answered "Yes," on Form 990, Part IV, line 4, or Form 990-EZ, Part VI, line 47 (Lobbying Activities), then

- Section 501(c)(3) organizations that have filed Form 5768 (election under section 501(h)): Complete Part II-A. Do not complete Part II-B.
- Section 501(c)(3) organizations that have NOT filed Form 5768 (election under section 501(h)): Complete Part II-B. Do not complete Part II-A.

If the organization answered "Yes," on Form 990, Part IV, line 5 (Proxy Tax) (see separate instructions) or Form 990-EZ, Part V, line 35c (Proxy Tax) (see separate instructions), then

- Section 501(c)(4), (5), or (6) organizations: Complete Part III.

Name of organization: **CITRUS HEALTH NETWORK, INC.** Employer identification number: **59-1865751**

Part I-A Complete if the organization is exempt under section 501(c) or is a section 527 organization.

- 1 Provide a description of the organization's direct and indirect political campaign activities in Part IV. (see instructions for definition of "political campaign activities")
- 2 Political campaign activity expenditures (see instructions) ▶ \$
- 3 Volunteer hours for political campaign activities (see instructions)

Part I-B Complete if the organization is exempt under section 501(c)(3).

- 1 Enter the amount of any excise tax incurred by the organization under section 4955 ▶ \$
- 2 Enter the amount of any excise tax incurred by organization managers under section 4955 ▶ \$
- 3 If the organization incurred a section 4955 tax, did it file Form 4720 for this year? Yes No
- 4a Was a correction made? Yes No
- b If "Yes," describe in Part IV.

Part I-C Complete if the organization is exempt under section 501(c), except section 501(c)(3).

- 1 Enter the amount directly expended by the filing organization for section 527 exempt function activities ▶ \$
- 2 Enter the amount of the filing organization's funds contributed to other organizations for section 527 exempt function activities ▶ \$
- 3 Total exempt function expenditures. Add lines 1 and 2. Enter here and on Form 1120-POL, line 17b ▶ \$
- 4 Did the filing organization file Form 1120-POL for this year? Yes No
- 5 Enter the names, addresses and employer identification number (EIN) of all section 527 political organizations to which the filing organization made payments. For each organization listed, enter the amount paid from the filing organization's funds. Also enter the amount of political contributions received that were promptly and directly delivered to a separate political organization, such as a separate segregated fund or a political action committee (PAC). If additional space is needed, provide information in Part IV.

(a) Name	(b) Address	(c) EIN	(d) Amount paid from filing organization's funds. If none, enter -0-	(e) Amount of political contributions received and promptly and directly delivered to a separate political organization. If none, enter -0-
(1)				
(2)				
(3)				
(4)				
(5)				

For Paperwork Reduction Act Notice, see the instructions for Form 990 or 990-EZ.

Schedule C (Form 990 or 990-EZ) 2016

Part II-A Complete if the organization is exempt under section 501(c)(3) and filed Form 5768 (election under section 501(h)).

A Check if the filing organization belongs to an affiliated group (and list in Part IV each affiliated group member's name, address, EIN, expenses, and share of excess lobbying expenditures).

B Check if the filing organization checked box A and "limited control" provisions apply.

Limits on Lobbying Expenditures (The term "expenditures" means amounts paid or incurred.)		(a) Filing organization's totals	(b) Affiliated group totals												
1a	Total lobbying expenditures to influence public opinion (grass roots lobbying)	0													
b	Total lobbying expenditures to influence a legislative body (direct lobbying)	186,000													
c	Total lobbying expenditures (add lines 1a and 1b)	186,000													
d	Other exempt purpose expenditures	69,193,347													
e	Total exempt purpose expenditures (add lines 1c and 1d)	69,379,347													
f	Lobbying nontaxable amount. Enter the amount from the following table in both columns.	1,000,000													
<table border="1"> <thead> <tr> <th>If the amount on line 1e, column (a) or (b) is:</th> <th>The lobbying nontaxable amount is:</th> </tr> </thead> <tbody> <tr> <td>Not over \$500,000</td> <td>20% of the amount on line 1e.</td> </tr> <tr> <td>Over \$500,000 but not over \$1,000,000</td> <td>\$100,000 plus 15% of the excess over \$500,000.</td> </tr> <tr> <td>Over \$1,000,000 but not over \$1,500,000</td> <td>\$175,000 plus 10% of the excess over \$1,000,000.</td> </tr> <tr> <td>Over \$1,500,000 but not over \$17,000,000</td> <td>\$225,000 plus 5% of the excess over \$1,500,000.</td> </tr> <tr> <td>Over \$17,000,000</td> <td>\$1,000,000.</td> </tr> </tbody> </table>		If the amount on line 1e, column (a) or (b) is:	The lobbying nontaxable amount is:	Not over \$500,000	20% of the amount on line 1e.	Over \$500,000 but not over \$1,000,000	\$100,000 plus 15% of the excess over \$500,000.	Over \$1,000,000 but not over \$1,500,000	\$175,000 plus 10% of the excess over \$1,000,000.	Over \$1,500,000 but not over \$17,000,000	\$225,000 plus 5% of the excess over \$1,500,000.	Over \$17,000,000	\$1,000,000.		
If the amount on line 1e, column (a) or (b) is:	The lobbying nontaxable amount is:														
Not over \$500,000	20% of the amount on line 1e.														
Over \$500,000 but not over \$1,000,000	\$100,000 plus 15% of the excess over \$500,000.														
Over \$1,000,000 but not over \$1,500,000	\$175,000 plus 10% of the excess over \$1,000,000.														
Over \$1,500,000 but not over \$17,000,000	\$225,000 plus 5% of the excess over \$1,500,000.														
Over \$17,000,000	\$1,000,000.														
g	Grassroots nontaxable amount (enter 25% of line 1f)	250,000													
h	Subtract line 1g from line 1a. If zero or less, enter -0-	0													
i	Subtract line 1f from line 1c. If zero or less, enter -0-	0													
j	If there is an amount other than zero on either line 1h or line 1i, did the organization file Form 4720 reporting section 4911 tax for this year?		<input type="checkbox"/> Yes <input type="checkbox"/> No												

4-Year Averaging Period Under section 501(h)

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below. See the separate instructions for lines 2a through 2f.)

Lobbying Expenditures During 4-Year Averaging Period						
Calendar year (or fiscal year beginning in)	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) Total	
2a	Lobbying nontaxable amount	1,000,000	1,000,000	1,000,000	1,000,000	4,000,000
b	Lobbying ceiling amount (150% of line 2a, column (e))					6,000,000
c	Total lobbying expenditures	150,000	150,000	185,000	186,000	671,000
d	Grassroots nontaxable amount	250,000	250,000	250,000	250,000	1,000,000
e	Grassroots ceiling amount (150% of line 2d, column (e))					1,500,000
f	Grassroots lobbying expenditures				0	

Part II-B Complete if the organization is exempt under section 501(c)(3) and has NOT filed Form 5768 (election under section 501(h)).

For each "Yes," response on lines 1a through 1i below, provide in Part IV a detailed description of the lobbying activity.

	(a)		(b)
	Yes	No	Amount
1 During the year, did the filing organization attempt to influence foreign, national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:			
a Volunteers?			
b Paid staff or management (include compensation in expenses reported on lines 1c through 1i)?			
c Media advertisements?			
d Mailings to members, legislators, or the public?			
e Publications, or published or broadcast statements?			
f Grants to other organizations for lobbying purposes?			
g Direct contact with legislators, their staffs, government officials, or a legislative body?			
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any similar means?			
i Other activities?			
j Total. Add lines 1c through 1i			
2a Did the activities in line 1 cause the organization to be not described in section 501(c)(3)?			
b If "Yes," enter the amount of any tax incurred under section 4912			
c If "Yes," enter the amount of any tax incurred by organization managers under section 4912			
d If the filing organization incurred a section 4912 tax, did it file Form 4720 for this year?			

Part III-A Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6).

	Yes	No
1 Were substantially all (90% or more) dues received nondeductible by members?	1	
2 Did the organization make only in-house lobbying expenditures of \$2,000 or less?	2	
3 Did the organization agree to carry over lobbying and political campaign activity expenditures from the prior year?	3	

Part III-B Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6) and if either (a) BOTH Part III-A, lines 1 and 2, are answered "No," OR (b) Part III-A, line 3, is answered "Yes."

1 Dues, assessments and similar amounts from members	1	
2 Section 162(e) nondeductible lobbying and political expenditures (do not include amounts of political expenses for which the section 527(f) tax was paid):		
a Current year	2a	
b Carryover from last year	2b	
c Total	2c	
3 Aggregate amount reported in section 6033(e)(1)(A) notices of nondeductible section 162(e) dues	3	
4 If notices were sent and the amount on line 2c exceeds the amount on line 3, what portion of the excess does the organization agree to carryover to the reasonable estimate of nondeductible lobbying and political expenditure next year?	4	
5 Taxable amount of lobbying and political expenditures (see instructions)	5	

Part IV Supplemental Information

Provide the descriptions required for Part I-A, line 1; Part I-B, line 4; Part I-C, line 5; Part II-A (affiliated group list); Part II-A, lines 1 and 2 (see instructions); and Part II-B, line 1. Also, complete this part for any additional information.

SCHEDULE C, PART II-A, EXPLANATION OF FOUR YEAR AVERAGING

LOBBYIST ADVOCATE FOR CHN BUDGET ITEMS WITH THE LEGISLATURE. ALSO, ADVICE CHN OF BILLS INTRODUCED TO THE LEGISLATURE THAT AFFECT THE BUSINESS OF THE COMPANY. LOBBYIST ALSO ADVOCATE FOR POLICY CHANGES TO LEGISLATURE.

SCHEDULE C, PART IV, ADDITIONAL INFORMATION

Part IV Supplemental Information (Continued)

LOBBYIST ADVOCATE FOR CHN BUDGET ITEMS WITH THE LEGISLATURE. ALSO, ADVICE
CHN OF BILLS INTRODUCED TO THE LEGISLATURE THAT AFFECT THE BUSINESS OF THE
COMPANY. LOBBYIST ALSO ADVOCATE FOR POLICY CHANGES TO LEGISLATURE.

**SCHEDULE D
(Form 990)**

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
▶ Attach to Form 990.

▶ Information about Schedule D (Form 990) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016

Open to Public Inspection

Name of the organization

Employer identification number

CITRUS HEALTH NETWORK, INC.

59-1865751

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.
Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Part II Conservation Easements.
Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

<input type="checkbox"/> Preservation of land for public use (e.g., recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶

4 Number of states where property subject to conservation easement is located ▶

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? Yes No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? Yes No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.
Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 ▶ \$

(ii) Assets included in Form 990, Part X ▶ \$

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenue included on Form 990, Part VIII, line 1 ▶ \$

b Assets included in Form 990, Part X ▶ \$

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- a Public exhibition
- b Scholarly research
- c Preservation for future generations
- d Loan or exchange programs
- e Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

- c Beginning balance
- d Additions during the year
- e Distributions during the year
- f Ending balance

	Amount
1c	
1d	
1e	
1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment ▶ %
- b Permanent endowment ▶ %
- c Temporarily restricted endowment ▶ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

- (i) unrelated organizations
- (ii) related organizations

	Yes	No
3a(i)		
3a(ii)		
3b		

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		1,874,192		1,874,192
b Buildings		12,713,592	7,497,614	5,215,978
c Leasehold improvements		1,404,948	935,360	469,588
d Equipment		6,885,928	5,464,486	1,421,442
e Other				
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				8,981,200

132

Part VII Investments—Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments—Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	69,503,516
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
a	Net unrealized gains (losses) on investments	2a		
b	Donated services and use of facilities	2b	1,884,162	
c	Recoveries of prior year grants	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d		2e	1,884,162
3	Subtract line 2e from line 1		3	67,619,354
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)		5	67,619,354

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	71,263,509
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
a	Donated services and use of facilities	2a	1,884,162	
b	Prior year adjustments	2b		
c	Other losses	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d		2e	1,884,162
3	Subtract line 2e from line 1		3	69,379,347
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)		5	69,379,347

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART X - FIN 48 FOOTNOTE

THE ORGANIZATION HAS ADOPTED THE PROVISIONS OF ASC NO 740, "ACCOUNTING FOR UNCERTAINTY IN INCOME TAXES" ("ASC NO 740"). ASC 740 REQUIRED THAT THE IMPACT OF TAX POSITIONS TO BE RECOGNIZED IN THE FINANCIAL STATEMENTS IF THEY ARE MORE LIKELY THAN NOT OF BEING SUSTAINED UPON EXAMINATION. ACCORDINGLY, NO PROVISION FOR INCOME TAXES IS MADE IN THE FINANCIAL STATEMENTS. AT 6/30/17, THERE WERE NO UNCERTAIN TAX POSITIONS. THE ORGANIZATION FILES TAX RETURNS WITH US FEDERAL AND OTHER TAX AUTHORITIES FOR WHICH STATUE LIMITATIONS MAY GO BACK TO THE YEAR ENDED 2014.

SCHEDULE J
(Form 990)

Department of the Treasury
Internal Revenue Service

Name of the organization

Compensation Information
For certain Officers, Directors, Trustees, Key Employees, and Highest
Compensated Employees
▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 23.
▶ Attach to Form 990.

▶ Information about Schedule J (Form 990) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016

Open to Public
Inspection

CITRUS HEALTH NETWORK, INC.

Employer identification number

59-1865751

Part I Questions Regarding Compensation

	Yes	No								
<p>1a Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.</p> <table border="0"> <tr> <td><input type="checkbox"/> First-class or charter travel</td> <td><input type="checkbox"/> Housing allowance or residence for personal use</td> </tr> <tr> <td><input type="checkbox"/> Travel for companions</td> <td><input type="checkbox"/> Payments for business use of personal residence</td> </tr> <tr> <td><input type="checkbox"/> Tax indemnification and gross-up payments</td> <td><input type="checkbox"/> Health or social club dues or initiation fees</td> </tr> <tr> <td><input type="checkbox"/> Discretionary spending account</td> <td><input type="checkbox"/> Personal services (such as, maid, chauffeur, chef)</td> </tr> </table>	<input type="checkbox"/> First-class or charter travel	<input type="checkbox"/> Housing allowance or residence for personal use	<input type="checkbox"/> Travel for companions	<input type="checkbox"/> Payments for business use of personal residence	<input type="checkbox"/> Tax indemnification and gross-up payments	<input type="checkbox"/> Health or social club dues or initiation fees	<input type="checkbox"/> Discretionary spending account	<input type="checkbox"/> Personal services (such as, maid, chauffeur, chef)		
<input type="checkbox"/> First-class or charter travel	<input type="checkbox"/> Housing allowance or residence for personal use									
<input type="checkbox"/> Travel for companions	<input type="checkbox"/> Payments for business use of personal residence									
<input type="checkbox"/> Tax indemnification and gross-up payments	<input type="checkbox"/> Health or social club dues or initiation fees									
<input type="checkbox"/> Discretionary spending account	<input type="checkbox"/> Personal services (such as, maid, chauffeur, chef)									
<p>b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain</p>										
<p>2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked in line 1a?</p>										
<p>3 Indicate which, if any, of the following the filing organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.</p> <table border="0"> <tr> <td><input type="checkbox"/> Compensation committee</td> <td><input type="checkbox"/> Written employment contract</td> </tr> <tr> <td><input type="checkbox"/> Independent compensation consultant</td> <td><input type="checkbox"/> Compensation survey or study</td> </tr> <tr> <td><input type="checkbox"/> Form 990 of other organizations</td> <td><input type="checkbox"/> Approval by the board or compensation committee</td> </tr> </table>	<input type="checkbox"/> Compensation committee	<input type="checkbox"/> Written employment contract	<input type="checkbox"/> Independent compensation consultant	<input type="checkbox"/> Compensation survey or study	<input type="checkbox"/> Form 990 of other organizations	<input type="checkbox"/> Approval by the board or compensation committee				
<input type="checkbox"/> Compensation committee	<input type="checkbox"/> Written employment contract									
<input type="checkbox"/> Independent compensation consultant	<input type="checkbox"/> Compensation survey or study									
<input type="checkbox"/> Form 990 of other organizations	<input type="checkbox"/> Approval by the board or compensation committee									
<p>4 During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:</p> <p>a Receive a severance payment or change-of-control payment?</p> <p>b Participate in, or receive payment from, a supplemental nonqualified retirement plan?</p> <p>c Participate in, or receive payment from, an equity-based compensation arrangement?</p> <p>If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.</p>										
<p>4a</p>		X								
<p>4b</p>		X								
<p>4c</p>		X								
<p>5 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:</p> <p>a The organization?</p> <p>b Any related organization?</p> <p>If "Yes" on line 5a or 5b, describe in Part III.</p>										
<p>5a</p>		X								
<p>5b</p>		X								
<p>6 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:</p> <p>a The organization?</p> <p>b Any related organization?</p> <p>If "Yes" on line 6a or 6b, describe in Part III.</p>										
<p>6a</p>		X								
<p>6b</p>		X								
<p>7 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III</p>		X								
<p>8 Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III</p>		X								
<p>9 If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?</p>										

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) 2016

Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees. Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title	(B) Breakdown of W-2 and/or 1099-MISC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
	(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
1 MARIO E JARDON PRESIDENT & CEO	(i) 503,410 (ii) 0	0	0	0	0	503,410	0
2 RENAN LLANES CIO	(i) 200,521 (ii) 0	0	0	0	0	200,521	0
3 ARNALDO PANIAGUA CFO	(i) 180,786 (ii) 0	0	0	0	0	180,786	0
4 MARIA ALONSO COO	(i) 241,075 (ii) 0	0	0	0	0	241,075	0
5 JUNIOR PITTACK, MD MEDICAL STAFF	(i) 617,043 (ii) 0	0	0	0	0	617,043	0
6 NELSON ALVAREZ REYES, MD MEDICAL STAFF	(i) 380,296 (ii) 0	0	0	0	0	380,296	0
7 RAFAEL GARCIA MEDICAL STAFF	(i) 354,202 (ii) 0	0	0	0	0	354,202	0
8 CARLOS RODRIGUEZ MEDICAL STAFF	(i) 344,384 (ii) 0	0	0	0	0	344,384	0
9 XENIA I APONTE MEDICAL STAFF	(i) 337,418 (ii) 0	0	0	0	0	337,418	0
10	(i) 0 (ii) 0	0	0	0	0	0	0
11	(i) 0 (ii) 0	0	0	0	0	0	0
12	(i) 0 (ii) 0	0	0	0	0	0	0
13	(i) 0 (ii) 0	0	0	0	0	0	0
14	(i) 0 (ii) 0	0	0	0	0	0	0
15	(i) 0 (ii) 0	0	0	0	0	0	0
16	(i) 0 (ii) 0	0	0	0	0	0	0

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Name of the organization

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016

**Open to Public
Inspection**

Employer identification number

CITRUS HEALTH NETWORK, INC.

59-1865751

FORM 990, PART III, LINE 4B - SECOND ACCOMPLISHMENT

**HOMELESS PARTICIPANTS USES AN INDEPENDENT LIVING SETTING IN THE COMMUNITY
WHILE PROVIDING WRAP AROUND CARE INCLUDING CASE MANAGEMENT TO THE
PARTICIPANTS.**

**CHILDREN/ADOLESCENT - THE STATE INPATIENT PSYCHIATRIC PROGRAM (SIPP)
PROVIDES A STRUCTURED AND SOCIALLY ENRICHING MENTAL HEALTH TREATMENT
PROGRAM IN A LOCKED RESIDENTIAL SETTING FOR ADOLESCENT BOYS AND GIRLS. THE
PROGRAM PROVIDES TREATMENT MODALILITIES WHICH REDUCE SYMPTOMS AND HELP THE
ADOLESCENT CHANGE HIS/HER BEHAVIOR WHICH LED TO A DECREASE IN THEIR LEVEL
OF FUNCTIONING. THE PROGRAM ENVIRONMENT IS STRUCTURED TO REWARD GOOD
BEHAVIOR, OBTAIN OPTIMUM LIMIT SETTING AND PROMPT CRISIS INTERVENTION IN
ORDER TO CHANGE BEHAVIORAL SYMPTOMS. THE SERVICES PROVIDED INCLUDE
INTEGRATED THERAPEUTIC, EDUCATIONAL, MEDICAL, NURSING AND RECREATIONAL
ACTIVITIES.**

**CHN'S SPECIALIZED THERAPEUTIC FOSTER CARE PROGRAM PROVIDES A NORMALIZED
FAMILY ENVIRONMENT WITH INTENSIVE CLINICAL SERVICES AND OTHER SUPPORTS TO
CHILDREN/ADOLESCENTS WHO NEED THIS INTENSE LEVEL OF CARE EITHER TO DETER
HOSPITALIZATION OR AS A FOLLOW-UP TO IT, AS PART OF A REHABILITATIVE
COMMUNITY BASED CARE PLAN.**

FORM 990, PART III, LINE 4D - ALL OTHER ACCOMPLISHMENT

**THE HOUSING ASSISTANCE NETWORK OF DADE (HAND) IS A MULTI-AGENCY NETWORK
BEING ADMINISTERED THROUGH CITRUS TO PREVENT PERSONS FROM BECOMING HOMELESS
AND TO ASSIST PERSONS WHO ARE ALREADY HOMELESS. THE CITRUS PROGRAM IN
MIAMI-DADE CONSOLIDATE HUD HPRP FUNDING AWARDED TO THE STATE OF FLORIDA,**

Name of the organization

Employer identification number

CITRUS HEALTH NETWORK, INC.

59-1865751

MIAMI-DADE COUNTY AND THE CITIES OF MIAMI, NORTH MIAMI AND MIAMI GARDENS.

ALSO IN THIS CATEGORY IS THE ON-SITE MENTAL HEALTH PROGRAM AT THE JUVENILE
DETENTION CENTERS.

FORM 990, PART VI, LINE 11B - ORGANIZATION'S PROCESS TO REVIEW FORM 990

THE GOVERNING BOARD, CFO AND ASSISTANT CONTROLLER REVIEWS THIS RETURN,
INCLUDING ACCOMPANYING SCHEDULES AND STATEMENTS PRIOR TO FILING THE RETURN.

FORM 990, PART VI, LINE 12C - ENFORCEMENT OF CONFLICTS POLICY

THE BOARD HAS ADOPTED CONFLICT OF INTEREST POLICIES FOR THE BOARD AND
STAFF MEMBERS AND ANNUALLY REQUIRES THE BOARD MEMBERS TO REPORT RECEIPT OF
THE POLICIES AND ANY POSSIBLE CONFLICT. PERIODIC REVIEWS OF POSSIBLE
CONFLICTS AND COMPENSATION ARRANGEMENTS ALSO TAKE PLACE.

FORM 990, PART VI, LINE 15A - COMPENSATION PROCESS FOR TOP OFFICIAL

IN ORDER TO ESTABLISH FAIR AND COMPETITIVE PAY SCALES FOR THE EMPLOYEES OF
ALL CATEGORIES, THE ORGANIZATION HAS DEVELOPED A PAY PLAN USING AS A
GUIDELINE THE NATIONAL COMPENSATION SURVEY CONDUCTED BY THE BUREAU OF LABOR
STATISTICS.

FORM 990, PART VI, LINE 15B - COMPENSATION PROCESS FOR OFFICERS

IN ORDER TO ESTABLISH FAIR AND COMPETITIVE PAY SCALES FOR THE EMPLOYEES OF
ALL CATEGORIES, THE ORGANIZATION HAS DEVELOPED A PAY PLAN USING AS A
GUIDELINE THE NATIONAL COMPENSATION SURVEY CONDUCTED BY THE BUREAU OF LABOR
STATISTICS.

FORM 990, PART VI, LINE 19 - GOVERNING DOCUMENTS DISCLOSURE EXPLANATION

Name of the organization

Employer identification number

CITRUS HEALTH NETWORK, INC.

59-1865751

ALL GOVERNING DOCUMENTS, FINANCIAL STATEMENTS AND TAX FILINGS ARE MADE
AVAILABLE UPON REQUEST.

**SCHEDULE R
(Form 990)**

Related Organizations and Unrelated Partnerships

OMB No. 1545-0047

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.
▶ Attach to Form 990.

2016

**Open to Public
Inspection**

Department of the Treasury
Internal Revenue Service

▶ Information about Schedule R (Form 990) and its instructions is at www.irs.gov/form990.

Name of the organization

CITRUS HEALTH NETWORK, INC.

Employer identification number

59-1865751

Part I Identification of Disregarded Entities Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity
(1)					
(2)					
(3)					
(4)					
(5)					

Part II Identification of Related Tax-Exempt Organizations Complete if the organization answered "Yes" on Form 990, Part IV, line 34 because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity?	
						Yes	No
(1) BUENA VISTA OF NORTHWEST DADE, INC. 4175 WEST 20TH AVE HIALEAH FL 33012 65-0265582	HOUSING	FL	501C	3	N/A		X
(2) NORTHWEST DADE ADULT RESIDENTIAL 4175 WEST 20TH AVE HIALEAH FL 33012 59-2210196	HOUSING	FL	501C	3	N/A		X
(3)							
(4)							
(5)							

10/2

Part III Identification of Related Organizations Taxable as a Partnership Complete if the organization answered "Yes" on Form 990, Part IV, line 34 because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate alloc.?		(i) Code V—UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
							Yes	No		Yes	No	
(1)												
(2)												
(3)												
(4)												

Part IV Identification of Related Organizations Taxable as a Corporation or Trust Complete if the organization answered "Yes" on Form 990, Part IV, line 34 because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of-year assets	(h) Percentage ownership	(i) Section 512(b)(13) controlled entity?	
								Yes	No
(1)									
(2)									
(3)									
(4)									

143
DAA

Part V Transactions With Related Organizations Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.

Note: Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

	Yes	No
1 During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?		
a Receipt of (i) interest, (ii) annuities, (iii) royalties, or (iv) rent from a controlled entity		X
b Gift, grant, or capital contribution to related organization(s)		X
c Gift, grant, or capital contribution from related organization(s)		X
d Loans or loan guarantees to or for related organization(s)	X	
e Loans or loan guarantees by related organization(s)		X
f Dividends from related organization(s)		X
g Sale of assets to related organization(s)		X
h Purchase of assets from related organization(s)		X
i Exchange of assets with related organization(s)		X
j Lease of facilities, equipment, or other assets to related organization(s)		X
k Lease of facilities, equipment, or other assets from related organization(s)		X
l Performance of services or membership or fundraising solicitations for related organization(s)		X
m Performance of services or membership or fundraising solicitations by related organization(s)		X
n Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)		X
o Sharing of paid employees with related organization(s)		X
p Reimbursement paid to related organization(s) for expenses		X
q Reimbursement paid by related organization(s) for expenses		X
r Other transfer of cash or property to related organization(s)		X
s Other transfer of cash or property from related organization(s)		X

2 If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

(a) Name of related organization	(b) Transaction type (a-e)	(c) Amount involved	(d) Method of determining amount involved
(1) BUENA VISTA OF NORTHWEST DADE, INC.	D	263,516	FMV
(2) NORTHWEST DADE ADULT RESIDENTIAL	D	244,799	FMV
(3)			
(4)			
(5)			
(6)			

copy

Part VI Unrelated Organizations Taxable as a Partnership Complete if the organization answered "Yes" on Form 990, Part IV, line 37.

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

(a) Name, address, and EIN of entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(e) Are all partners section 501(c)(3) organizations?		(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations?		(i) Code V—UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
				Yes	No			Yes	No		Yes	No	
(1)													
(2)													
(3)													
(4)													
(5)													
(6)													
(7)													
(8)													
(9)													
(10)													
(11)													

561
DAA



City of Hialeah
Business Tax Receipt

2018-19

Mayor Carlos Hernandez

No: 541611-29

Amount: \$ 0.00

The person, firm or corp. listed here has paid the business tax required to engage in or operate the business specified subject to the regulations and restrictions of the City of Hialeah, Florida

Owner:

Type of Business: Administrative Management and General Management Consulting Services

CITRUS HEALTH NETWORK, INC
4175 W 20 AVE
HIALEAH, FL 33012

Business Location:

150 E 1 AVE 103-115

Validating No.: 459187

Expires September 30, 2019

THIS IS NOT A BILL

(47)

02961

Local Business Tax Receipt
Miami-Dade County, State of Florida
-THIS IS NOT A BILL - DO NOT PAY



7204562

BUSINESS NAME/LOCATION
CITRUS HEALTH NETWORK INC
150 E 1 AVE 105 -- 105
HIALEAH FL 33010

RECEIPT NO.
RENEWAL
7487516

EXPIRES
SEPTEMBER 30, 2018
Must be displayed at place of business
Pursuant to County Code
Chapter 8A - Art. 9 & 10

OWNER
CITRUS HEALTH NETWORK INC
ATTN: MARISSA RIOS, COUNSEL

SEC. TYPE OF BUSINESS
173 NON-PROFIT CHAR / REL / EDUC

PAYMENT RECEIVED
BY TAX COLLECTOR
\$0.00 09/05/2017
FPPU13-17-017057

This Local Business Tax Receipt only confirms payment of the Local Business Tax. The Receipt is not a license, permit, or a certification of the holder's qualifications to do business. Holder must comply with any governmental or nongovernmental regulatory laws and requirements which apply to the business.

The RECEIPT NO. above must be displayed on all commercial vehicles - Miami-Dade Code Sec 8a-276.

For more information, visit www.miamidade.gov/taxcollector

ROSA NORIEGA

2560 SW 69 Ave, Miami, FL 33155 | H: 305-668-2969 | C: 786-304-6968 | Rosynoriega9@hotmail.com

CAREER OBJECTIVE

A challenging position in office administration/customer service with a progressive organization that values dedication, outstanding performance and offers potential for career growth.

Experience

Program Administrator 07/2014 to Current
Citrus Health Network Hialeah, FL

Monitored the smooth functioning of the office activities and kept track of the productivity of staff. Assisted the employees in building and maintaining their individual database. Monitored the ongoing job interviews and hiring to see if they are conducted as per the policies and standards of the company. Provide feedback on the individual performances of employees. Look after the organization's budget and present analysis. Supervise all personnel with their operational tasks and made recommendations.

Service Eligibility Coordinator 01/2013 to 07/2014
Citrus Health Network Hialeah, FL

Responsibilities include reviewing assessments, applications and documentation provided by case managers and making decisions whether the client is eligible or not. Once this process is over we will forward approval for assistance to accounts payable and case manager. The Service Coordinator also provides consultation to Case manager about documentation needed in order for assistance to be provided to program participants.

Service Eligibility Clerk 11/2009 to 12/2012
Citrus Health Network Hialeah, FL

Responsibilities include receiving packages from different agencies inputting information on the system and assigning them to the Service Eligibility Coordinator. Also answering phone calls from case managers and participants given them status of the case or eligibility requirements.

Closer/Post Closer 11/2004 to 04/2008
Floridian Title Services Inc. Miami, FL

Real Estate closing operations including but not limited to: contact clients and review documents to start transaction, review title for underwriter requirements, determine what needs to be satisfied in order to complete transaction, payoffs, Homeowners Association dues or Condominium approvals, contact lenders for any information require and coordinate closing, complete closing with buyers and sellers and prepare and send package to lender for funding.

Closer /Post Closer 04/2002 to 11/2004
Carlos Villanueva Law Office Coral Gables, FL
Real Estate Closing operation

Education

South Miami Senior High School Miami, FL, USA
Certified Notary for the State of Florida 2002-2016

Software/System Skills

149

CITRUS HEALTH NETWORK, INC.

JOB DESCRIPTION DATA SHEET

JOB TITLE: PROGRAM ADMINISTRATOR

SUPERVISED BY: DIRECTOR OF HOUSING

DEPARTMENT: HAND PROGRAM

PRIMARY RESPONSIBILITY (IES):

The HAND Program Administrator is responsible for ensuring that all programs supervised under the scope of this position are in compliance with acceptable standards of practice and in adherence with U.S. Department of HUD and/or contract guidelines of operation.

EXAMPLE OF ACTUAL FUNCTIONS:

(The examples of work as listed in this class specification are not necessarily descriptive of any one position in this class. The omission of specific statements does not preclude management from assignment to the position.)

1. Supervise and provide support in the design, development and on-going evaluation of Program Services.
2. Responsible for implementation and revision of all program written plans, procedures and content.
3. Assist in developing and monitoring the program budget.
4. Appraises the competency of program staff and recommends salary increases, or disciplinary action as applicable.
5. Supervises HAND/SSVF program staff ensuring their compliance with agency regulations and providing support and education as needed.
6. Chairs HAND Advisory Council and serves as liaison to provider network in program.
7. Attends internal as well as external meetings to maintain updated on any changes to regulations of programs, and to address administrative matters as indicated for each program.
8. Conducts quarterly reviews of program outcomes.
9. Monitors utilization of services to ensure services are provided as indicated and that the program is functioning within the program requirements and designated budget.
10. Manages the interagency agreements with the provider partners and subcontractors and renewal of those agreements.
11. Attends mandatory departmental and in-service training.
12. Ensures consistency with Center philosophy, policies and procedures.
13. Perform related work as needed.

150

MINIMUM REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Bachelors with related experience in housing or Masters Degree in social services, mental health related field or MBA.
2. Two years of administrative experience.
3. Experience working with low-income population.

SPECIAL SKILLS AND REQUIREMENTS:

1. Ability to interact effectively with clients as well as staff.
2. Ability to make decisions when program problems arise, or make recommendations.
3. Extensive knowledge of the local community and resources.
4. Ability to develop and review administrative policies, decisions and regulations.
5. Knowledge of Agency and State Mandated Procedures.
6. Ability to problem solve and made decisions effectively.
7. Ability to supervise employees in a professional manner and within agency guidelines.
8. Ability to interface and communicate with internal and external providers.
9. Ability to demonstrate leadership in special assignments.
10. Ability to supervise program administrators and other staff who provide direct client contact.
11. Knowledge of various therapeutic modalities and leadership techniques.
12. Knowledge of Center's policies and procedures and ability to follow these.
13. Ability to train staff and monitor compliance of policies and procedures implementation.
14. Ability to establish and maintain mature working relations.
15. Ability to work as team member with external program's administrators and agencies.
16. Excellent communications skills (oral/written).
17. Understanding and application of federal, state, local and agency confidentiality rules and professional standards of conduct as well as JCAHO, Medicaid and other agencies rules and regulations.
18. Knowledge of additional language, helpful.
19. Ability to work cooperatively with other Program administrators.

PERFORMANCE STANDARDS:

1. Arrives and leaves work as scheduled.
2. Attends all mandatory trainings and department/discipline in-service.
3. Demonstrates that Programs have been supervised on monthly basis.
4. Ensures that all programs are licensed as indicated and procedures at each location are being followed as identified in policy.

Job Description: Outpatient Services Administrator
Page -3-

5. Demonstrate services are being provided as per U.S. HUD guidelines and /or other funding source as respective to each program.
6. Communicates effectively with CEO and COO, particularly when problems are identified.
7. Demonstrates cooperation and professional behavior with other department administrators and staff, as well as external sources.
8. Adhere to CHN policies and procedures, especially confidentiality of client's information.

Supervisor's Signature/Date

Employee's Signature/Date

**CITRUS HEALTH NETWORK, INC.
JOB DESCRIPTION DATA SHEET**

JOB TITLE : SERVICE ELIGIBILITY COORDINATOR
SUPERVISED BY : PROGRAM ADMINISTRATOR
DEPARTMENT : HAND PROGRAM

PRIMARY RESPONSIBILITIES:

The Service Coordinator is responsible for reviewing assessments, applications and documentation submitted by case managers and forwarding approval for assistance to Accounts Payable and the case manager. The Service Coordinator also provides consultation to case managers about documentation needed in order for assistance to be provided to program participants.

EXAMPLES OF ACTUAL FUNCTIONS:

(The examples of work as listed in the class specification are not necessarily descriptive of anyone position in this class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

1. Responsible for collecting, maintaining and reviewing participants' documentation submitted by the case manager to ensure it adheres to program requirements.
2. Requests payment request for CHN Accounts Payable to process check for landlord/owner or other eligible vendor.
3. Provides on-going courteous and timely technical assistance and problem solving to case managers and partner agencies regarding program requirements.
4. Advises case manager of amount approved for assistance.
5. Develops and maintains liaison with partner agencies.
6. Requests surveys and inspections from housing inspectors and rent reasonableness survey contractors.
7. Ensures three month re-certification is completed for participants by case managers in a timely manner.
8. Assists Program Administrator in preparing reports as required by funding agency on timely basis as noted.
9. Reports to program administrator on all issues relevant to program's functioning.
10. Attends all required staff meetings.
11. Relates all information to Data Entry Clerk and Accounting Clerk handling each case.
12. Ensures and maintains participants' file accurately for internal and external audits.

MINIMUM REQUIREMENTS:

To perform this job successfully, an individual can do each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Bachelor's Degree in a Human Services field.
2. Experience and knowledge of federal housing programs preferred.

SPECIAL SKILLS & OTHER REQUIREMENTS:

1. Knowledge of general office procedures.
2. Ability to follow verbal and written instructions.
3. Ability to quickly and correctly read, record and review data for accuracy and completeness.
4. Ability to work independently and as a team member to maintain effective working relationships with others.
5. Ability to problem-solve and make decisions.
6. Ability to effectively and professionally communicate in an oral and written manner.
7. Ability to interface and communicate with internal and external providers.
8. Competency in understanding of housing system theory.
9. Understand and apply all federal, state, local and agency confidentiality rules and professional standards of conduct.

CONFIDENTIALITY:

Must adhere to and respect all policies regarding patient rights, anonymity, and confidentiality of all patient information, past and present. This covers any written or verbal communication regarding a patient's identity, address and situation.

PERFORMANCE STANDARDS:

1. Documentation from case managers are reviewed and processed on a timely basis.
2. Partner agencies are assisted in a courteous and efficient manner.
3. Kronos Timekeeper demonstrates compliance with working schedule.
4. Demonstrates communication and cooperation with other departments in a timely and professional manner.
5. Efficiently and accurately communicates with case managers to ensure compliance of rules, as denoted.
6. Attend all required training as evidence in the personnel file.

Supervisor's Name (Print)

Employee's Name (Print)

Supervisor's Signature/Date

Employee's Signature/Date

**CITRUS HEALTH NETWORK, INC.
JOB DESCRIPTION DATA SHEET**

JOB TITLE : **SERVICE ELIGIBILITY COORDINATOR**
SUPERVISED BY : **PROGRAM ADMINISTRATOR**
DEPARTMENT : **HAND PROGRAM**

PRIMARY RESPONSIBILITIES:

The Service Coordinator is responsible for reviewing assessments, applications and documentation submitted by case managers and forwarding approval for assistance to Accounts Payable and the case manager. The Service Coordinator also provides consultation to case managers about documentation needed in order for assistance to be provided to program participants.

EXAMPLES OF ACTUAL FUNCTIONS:

(The examples of work as listed in the class specification are not necessarily descriptive of anyone position in this class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

1. Responsible for collecting, maintaining and reviewing participants' documentation submitted by the case manager to ensure it adheres to program requirements.
2. Requests payment request for CHN Accounts Payable to process check for landlord/owner or other eligible vendor.
3. Provides on-going courteous and timely technical assistance and problem solving to case managers and partner agencies regarding program requirements.
4. Advises case manager of amount approved for assistance.
5. Develops and maintains liaison with partner agencies.
6. Requests surveys and inspections from housing inspectors and rent reasonableness survey contractors.
7. Ensures three month re-certification is completed for participants by case managers in a timely manner.
8. Assists Program Administrator in preparing reports as required by funding agency on timely basis as noted.
9. Reports to program administrator on all issues relevant to program's functioning.
10. Attends all required staff meetings.
11. Relates all information to Data Entry Clerk and Accounting Clerk handling each case.
12. Ensures and maintains participants' file accurately for internal and external audits.

MINIMUM REQUIREMENTS:

To perform this job successfully, an individual can do each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Bachelor's Degree in a Human Services field preferred.
2. Experience and knowledge of federal housing programs preferred.

**CITRUS HEALTH NETWORK, INC.
JOB DESCRIPTION DATA SHEET**

JOB TITLE : ACCOUNTING CLERK
SUPERVISED BY : HAND ADMINISTRATOR
DEPARTMENT : HAND PROGRAM

PRIMARY RESPONSIBILITIES:

1. Reviews payment requests for appropriate documentation.
2. Coordinates provision of financial assistance to vendors.
3. Maintain all Account Payable records properly filed.
4. Code invoices for processing.

EXAMPLES OF ACTUAL FUNCTIONS:

(The examples of work as listed in the class specification are not necessarily descriptive of anyone position in this class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

1. Create and update vendor files in computer system.
2. Code invoices for posting according to Reporting Unit, Vendor Number, and account number.
3. Reconcile expenditures and receipts of Petty Cash Accounts.
4. Assist in the verification of invoices.
5. File all documents in strictly alphabetical order by vendor name.
6. Prepare manual checks on a daily basis.
7. Prepare checks to be disbursed, or mail out.
8. Match Purchase Orders, Requisition and invoices.
9. Perform related work as required.

MINIMUM REQUIREMENTS:

To perform this job successfully, an individual can do each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. High school diploma, or its equivalent, including one course of bookkeeping or accounting courses.
2. Six months of bookkeeping clerical-accounting experience. It can be a substitute for the required course in bookkeeping or accounting.
3. Knowledge of Word processing and standard business formats.

SPECIAL SKILLS & OTHER REQUIREMENTS:

1. Knowledge of general office procedures.
2. Ability to follow verbal and written instructions.
3. Ability to quickly and correctly read, record and review data for accuracy and completeness.
4. Ability to work independently and as a team member to maintain effective working relationships with others.
5. Ability to problem-solve and make decisions.
6. Ability to effectively and professionally communicate in an oral and written manner.
7. Understand and apply all federal, state, local and agency confidentiality rules and professional standards of conduct.

CONFIDENTIALITY:

Must adhere to and respect all policies regarding patient rights, anonymity, and confidentiality of all patient information, past and present. ~~This covers any written or verbal communication regarding a patient's identity, address and situation.~~

PERFORMANCE STANDARDS:

1. Kronos Timekeeper demonstrates compliance with working schedule.
2. Invoices demonstrate codes are being assigned correctly according to the chart of accounts.
3. Invoices in vendor file must be accurately filed 100% of the time.
4. New vendors must be checked 100% of the time to prevent duplicate vendors.
5. Attend all required training as evidence in the personnel file.

Supervisor=s Name (Print)

Employee=s Name (Print)

**CITRUS HEALTH NETWORK, INC.
JOB DESCRIPTION DATA SHEET**

JOB TITLE : DATA ENTRY CLERK
SUPERVISED BY : PATIENT REPORTING COORDINATOR
DEPARTMENT : HAND PROGRAM

PRIMARY RESPONSIBILITIES:

The Data Entry Clerk is responsible for entry of data into the Homeless Management Information System (HMIS) database to track the number of households assisted and services provided and to produce reports related to the program.

EXAMPLES OF ACTUAL FUNCTIONS:

(The examples of work as listed in the class specification are not necessarily descriptive of anyone position in this class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

1. Inputs data by means of keyboard controlled data recording devices.
2. Reviews source document to determine if there is sufficient data for input.
3. Sorts, files, batches or performs clerical manipulation of input documents.
4. Verifies input data.
5. Prepares numerical-based reports of program results in a set-timed period to include the number the households assisted and services provided.
6. Identifies data errors, possible irregularities, trends, duplication or fraud and communicates to supervisor.
7. Maintains records of work performed.
8. Inputs data from accounts payable and accounts receivable departments, as needed.
9. Performs other duties as assigned or notifies supervisor when unable to perform duties as instructed.

MINIMUM REQUIREMENTS:

To perform this job successfully, an individual can do each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Six months of data entry operations experience; or completion of a training program in data entry; or one year of clerical experience.
2. High school diploma or its equivalent.
3. Knowledge of word processing, accounting software and standard business formats, ability to learn HMIS system.

SPECIAL SKILLS & OTHER REQUIREMENTS:

1. Knowledge of general office procedures.
2. Ability to follow verbal and written instructions.
3. Ability to quickly and correctly read, record and review data for accuracy and completeness.
4. Ability to work independently and as a team member to maintain effective working relationships with others.
5. Ability to problem-solve and make decisions.
6. Ability to sort data alphabetically, numerically and categorically.
7. Ability to perform basic mathematical calculations.
8. Ability to effectively and professionally communicate in an oral and written manner.
9. Understand and apply all federal, state, local and agency confidentiality rules and professional standards of conduct.

CONFIDENTIALITY:

Must adhere to and respect all policies regarding patient rights, anonymity, and confidentiality of all patient information, past and present. This covers any written or verbal communication regarding a patient's identity, address and situation.

PERFORMANCE STANDARDS:

1. Kronos Timekeeper demonstrates compliance with working schedule.
2. Attend all required training as evidence in the personnel file.
3. Demonstrates that data is input accurately as evidenced by random testing report.
4. Demonstrates that duties assigned were completed on a timely basis.

Supervisor's Name (Print)

Employee's Name (Print)

Supervisor's Signature/Date

Employee's Signature/Date

159

MEMORANDUM

Agenda Item No. 14(A)(7)

TO: Honorable Chairwoman Audrey M. Edmonson
and Members, Board of County Commissioners

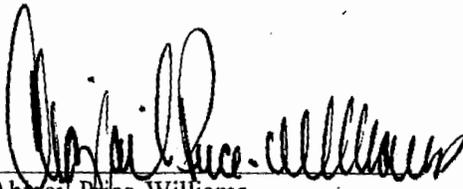
DATE: July 23, 2019

FROM: Abigail Price-Williams
County Attorney

SUBJECT: Resolution approving, after a public hearing, the Fiscal Year 2019 Action Plan with funding recommendations for Community Development Block Grant (CDBG) funds in the amount of \$10,886,157.00, Home Investment Partnerships (HOME) funds in the amount of \$4,524,114.00, HOME Program Income in the amount of \$1,759,078.59, and Emergency Solutions Grant (ESG) Program funds in the amount of \$1,082,542.00; approving substantial amendments to the Fiscal Years FY 2004-2018 Action Plans and the corresponding FY 2003-2007, 2008-2012, and 2013-2017 (as extended through 2019) Consolidated Plans for the recapture and reallocation of CDBG funds in the amount of \$1,251,226.82, HOME funds in the amount of \$1,286,823.26, HOME CHDO funds in the amount of \$24,604.10, Housing Development Grant Program income in the amount of \$1,613,176.74, and ESG funds in the amount of \$274,045.00; authorizing the County Mayor to execute all standard shell contracts, amendments, standard shell loan documents and other agreements necessary to accomplish the purposes of this resolution, to subordinate and/or modify agreements approved herein in accordance with conditions set forth herein; and to exercise the termination and other provisions contained therein

Resolution No. R-841-19

The accompanying resolution was prepared by the Public Housing and Community Development Department and placed on the agenda at the request of Prime Sponsor Housing, Social Services and Economic Development Committee.


Abigail Price-Williams
County Attorney

APW/uw

Memorandum



Date: July 23, 2019

To: Honorable Chairwoman Audrey M. Edmonson
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez", written over the printed name of the Mayor.

Subject: FY 2019 Action Plan with Funding Recommendations for Community Development Block Grant (CDBG) Funds, Home Investment Partnerships (HOME) Funds, and Emergency Solutions Grant (ESG) Program Funds; and Substantial Amendments to the FY 2013-2017, as extended through FY 2019, Consolidated Plan and FY 2004 through FY 2018 Action Plans for the Recapture and Reallocation of CDBG, HOME, HOME Community Housing Development Organization (HOME CHDO), Housing Development Grant (HoDAG) Program Income, and ESG Program Funds

Recommendation

It is recommended that the Board of County Commissioners (Board):

1. Approve the Fiscal Year (FY) 2019 Action Plan and annual update to the FY 2013-2017 (as extended through 2019) Consolidated Plan for submission to the United States Department of Housing and Urban Development (HUD), which includes the FY 2019 Action Plan funding recommendations, as set forth in Exhibit 1 of the resolution, consisting of \$10,886,157.00 of Community Development Block Grant (CDBG) Program, which includes \$899,268.24 of Commission District Fund (CDF) funding recommendations; \$4,524,114.00 of HOME Investment Partnerships (HOME) Program; \$1,759,078.59 of HOME Program Income; \$1,082,542.00 of Emergency Solutions Grant (ESG) Program funds;
2. Approve Substantial Amendments to the FY 2004-2018 Action Plans and the corresponding FY 2003-2007, 2008-2012, and 2013-2017 (as extended through 2019) Consolidated Plans, and in order to recapture \$1,251,226.82 of CDBG, \$1,286,823.26 of HOME, \$24,604.10 of HOME Community Housing Development Organization (HOME CHDO), \$1,613,176.74 of Housing Development Grant (HoDAG) Program Income, and \$274,045.00 of ESG funds which will be reallocated to activities as set forth in Exhibit 3 of the resolution. HoDAG is a terminated housing development program. The funds in this item reflect developer repayments.
3. Authorize all awards and conditional loan commitments as set forth herein; and
4. Authorize the County Mayor or County Mayor's designee to (a) execute all conditional loan commitments, standard shell contracts, standard shell loan documents, amendments, and other agreements necessary to accomplish the purposes of set forth herein; (b) to subordinate and/or modify the terms of contracts, agreements, amendments, and loan documents for projects and activities approved herein, so long as such modifications are: (i) approved by the County Attorney's Office for legal form and sufficiency, (ii) not substantially inconsistent with the Board's resolution, and (iii) found by the County Mayor or County Mayor's designee to be in the best interest of the County; (c) to execute other

documents necessary to accomplish the purposes set forth in this resolution; and (d) to exercise the termination, waiver, acceleration, and other provisions set forth in agreements executed in performance of this resolution.

Scope

Exhibit 1 summarizes the proposed CDBG, HOME, and ESG funding recommendations for the FY 2019 Action Plan and the Commission districts to be served. Exhibit 3 summarizes proposed Substantial Amendments to the FY 2004-2018 Action Plans and the corresponding FY 2003-2007, 2008-2012, and 2013-2017 (as extended through 2019) Consolidated Plans to recapture and reallocate CDBG, HOME, HOME CHDO, HoDAG and ESG funds. This legislation recommends funding for projects in every commission district.

Fiscal Impact/Funding Source

The FY 2019 allocations are comprised of \$10,886,157.00 of CDBG funds, \$4,524,114.00 of HOME funds, \$1,759,078.59 of HOME Program Income, and \$1,082,542.00 of ESG funds, described as follows in Tables 1 through 5. This item also includes the recapture and reallocation of \$1,251,226.82 of CDBG, \$1,286,823.26 of HOME, \$24,604.10 of HOME CHDO, \$1,613,176.74 of HoDAG Program Income, and \$274,045.00 of ESG funds. The FY 2019 allocations and the FY 2003-2018 recaptures and reallocations described in this item have no negative fiscal impact on the County's General Revenue fund.

Section 108 Loan Program

The Board adopted Ordinance No. 99-94 which authorized the submission of an application to HUD for the Section 108 Loan Program. The \$40 million Section 108 Loan Program was used for the sole purpose of creating a revolving loan fund for small businesses located in the Targeted Urban Areas (TUAs). Pursuant to HUD requirements, the County pledged its future CDBG entitlement grant awards as collateral for the repayment of Section 108 debt as noted in the County's contract with HUD in Section 5, attached hereto as Attachment 1 of this memorandum, as required by 24 Code of Federal Regulations (CFR) §570.705.

The County has an outstanding financial obligation in the amount of \$11,385,000.00 to HUD and must meet its Section 108 loan payments. Until February 2018, the County, through Miami-Dade Public Housing and Community Development Department (PHCD), was able to meet its Section 108 repayment obligations by utilizing the repayment proceeds from the revolving loan fund borrowers and \$7,160,000.00 the County received by selling the leasehold mortgage rights from a foreclosed property that was part of the Section 108 portfolio. However, the proceeds from the foreclosure have been fully utilized and the County has not received repayment funds from several delinquent revolving loan fund borrowers.

The current monthly repayments received from the revolving loan fund borrowers are not sufficient to cover the bi-annual interest and annual principal payments due to HUD for the Section 108 loan. Therefore, the County must utilize FY 2019 CDBG funds to meet its financial obligation to HUD. For FY 2019, the financial obligation of \$2,049,142.10 is due to HUD for the Section 108 Program loan.

Track Record/Monitoring

All CDBG, HOME (including HOME CHDO), HoDAG, and ESG activities will be monitored by Michael Liu, PHCD Director. Through the review of quarterly progress reports and monitoring site

visits, PHCD will administer these projects to ensure compliance with federal guidelines and County policies.

Background

Miami-Dade County is required to submit a Consolidated Plan to HUD in accordance with the Consolidated Submissions for Community Planning and Development programs (24 CFR parts 91.1 through 91.600). PHCD is Miami-Dade County's lead agency for the coordination of the FY 2013-2017 Consolidated Plan and the FY 2019 Action Plan. The FY 2013-2017 Consolidated Plan has been extended by HUD and will be updated for FY 2020-2024. All references to the FY 2013-2017 Consolidated Plan include FY 2013-2019. PHCD adheres to the required rule of a single consolidated submission for the planning and application aspects of the federal CDBG, HOME and ESG programs.

The Action Plan is an annual report that summarizes federal resources available to fund priority activities that must achieve the HUD National Objective, which is a federal regulatory measure utilized to assess whether a funded activity has achieved compliance with federally mandated objectives. The Action Plan summarizes the activities to be undertaken and identifies the geographic distribution of activities, homeless and special needs activities, and other actions taken to address the goals and objectives of the Consolidated Plan. The Action Plan is updated on an ongoing basis as funds are reprogrammed through recapture and reallocation processes throughout the program year.

The FY 2019 Action Plan marks the County's continual effort to utilize federal awards in a manner that will result in significant and sustainable redevelopment efforts of low- to moderate-income communities. Under this Action Plan, projects and activities are recommended that meet the FY 2019 Request for Application (RFA) minimum threshold requirements and scored 70 points or more for CDBG and HOME applications. Emergency Solutions Grant (ESG) Shelter/Outreach applications had a maximum available score of 70 points with 70 percent required to meet threshold. In most cases, funded projects met an underserved need, demonstrated a readiness to proceed, and demonstrated implementation by experienced agencies and/or developers with the capacity to successfully achieve HUD National Objectives, adhere to federal reporting requirements, and successfully manage the completion of the project(s).

Following the Board's approval of the FY 2019 funding recommendations, the County Mayor or County Mayor's designee will issue conditional loan commitments of HOME (including HOME CHDO) and/or CDBG funds for projects which consist of construction or rehabilitation. The conditional loan commitments require numerous milestones to be met by the developer prior to the County executing a funding contract. For projects recommended for funding, final funding approval shall be conditioned upon a full feasibility and underwriting analysis which will be completed prior to financial closing and the release of funds along with other conditions set forth in the conditional loan commitments.

Pursuant to HUD's Office of Community Planning and Development (CPD) Notice CPD-19-01 issued February 13, 2019 (Attachment 2 of this memorandum), HUD advised all grantees that the FY 2019 Action Plan must be submitted within 60 days after the date actual allocations are announced or until August 16, 2019 (whichever comes first). Failure to submit an Action Plan for FY 2019 by August 16, 2019 will result in the automatic loss of FY 2019 CDBG, HOME, and ESG funds to the County.

On April 15, 2019, HUD formally notified PHCD of the actual FY 2019 CDBG, HOME, and ESG allocations of \$10,886,157 of CDBG, \$4,524,114 of HOME, and \$1,082,542 of ESG funds. HUD's notice is attached to this memorandum as Attachment 3.

PHCD has submitted to HUD a request for an extension of the submittal of the FY 2019 Action Plan until August 16, 2019.

Due Diligence Review and Minimum Threshold

As a requirement of the FY 2019 RFA, proposals must meet federal threshold criteria for eligible activities that meet a HUD National Objective to be considered for funding.

In accordance with Resolution No. R-630-13, prior to the County Mayor or County Mayor's designee making a recommendation for funding to enter into a contract for CDBG, HOME, or ESG funds, or other state, local or federal sources of funding for economic development, community development and/or affordable housing activities, staff conducted a search to identify agencies with due diligence issues. The Due Diligence report, attached as Exhibit 2, lists organizations with negative results from the due diligence search done. These findings are presented to the Board in the event that they may adversely affect the Board's decision to approve of the respective funding recommendations to those agencies.

Out of the 92 FY 2019 applications submitted by organizations in response to the RFA, four applications were not forwarded for scoring because of non-compliance with minimum threshold requirements; specifically, 1) one applicant submitted three applications for activities that were not being funded through the RFA, and 2) the other applicant submitted one application with minimum threshold sections not included in the proposal. Upon consultation with the County Attorney's Office, these four applications were removed from consideration.

Activities not recommended for funding as a result of due diligence and minimum threshold requirements are noted in the legend of Exhibit 1, attached hereto.

Citizen Participation Requirements

On October 1, 2018, PHCD officially released the FY 2019 RFA for CDBG, HOME, and ESG funding. Two technical assistance workshops were held in mid-October 2018 at the North Dade Regional Library and the South Dade Government Center. The goals of the technical assistance workshops was to provide potential applicants guidance on the RFA process. Additionally, PHCD held a total of eight Community Advisory Committee (CAC) public meetings to inform the community about the RFA process along with increasing program awareness in the commission districts, Neighborhood Revitalization Strategy Areas (NRSA), and eligible block groups. As a requirement for the RFA process, every potential CDBG applicant with a new activity was required to attend a "MUST" presentation meeting before the community/area in which the applicant's activity was proposed. If the activity was located within a NRSA, the presentation had to occur at the corresponding CAC represented by the NRSA. Applicants proposing countywide services had to attend a Countywide MUST presentation meeting that was held on October 18, 2018.

The HUD regulations governing the CDBG, HOME, and ESG programs require that the FY 2019 Action Plan be made available for public comment for a period of at least 30 days prior to the final

decision on funding allocations by the Board. A public hearing to provide an opportunity for public comments on the FY 2019 Action Plan is proposed to be held during the July 16, 2019, Housing, Social Services, and Economic Development Committee meeting. In anticipation of the public hearing, the County will advertise a public notice regarding the release of the FY 2019 Action Plan in the Miami Herald, The Miami Times, Le Floridien, and Diario de las Americas informing the public of the availability of the FY 2019 Action Plan, with funding recommendations, at a designated location and on PHCD's website. It is anticipated that the final consideration on the FY 2019 Action Plan will be during the Board's July 23, 2019, meeting.

FY 2019 Funding Sources

Consistent with the past several years, the FY 2019 Action Plan includes the federal CDBG, HOME, and ESG programs. Coordination of these programs and resources continues to be essential to preventing the duplication of funding or the funding of activities in excess of actual needs.

TABLE 1: FY 2019 Federal Fund Sources	
Community Development Block Grant	\$10,886,157.00
Home Investment Partnership (HOME)	\$4,524,114.00
Emergency Solutions Grant	\$1,082,542.00
Grand Total	\$16,492,813.00

Community Development Block Grant (CDBG) Program

The FY 2019 CDBG allocation is \$6,659,783.50 after the deduction of the administrative costs and the Section 108 loan repayment summarized below.

Table 2: FY 2019 CDBG Allocation	
CDBG	\$10,886,157.00*
Administration (20%)	\$2,177,231.40
Subtotal	\$8,708,925.60
Section 108 Loan Payment	\$2,049,142.10
Total CDBG Allocation	\$6,659,783.50

* This allocation is reflective of the payback due to HUD for our Voluntary Grant Reduction in the amount of \$1,947,751, as indicated in Attachment 3 of this memorandum.

Of the \$6,659,783.50 of CDBG funds available for allocation to projects, all 13 Commissioners have the ability to make recommendations totaling \$1,415,200.41 of Commission District Funds (CDF) to CDBG-eligible projects in the amount of \$108,816.57 for each Commission District with a maximum of \$90,994.12 for public service activities and the remaining \$17,867.45 for public facilities/capital improvements, housing, or economic development activities. Any CDF allocations not included in this item will be addressed in a subsequent agenda item.

Table 3 reflects the recommendation of CDBG funding for administration, economic development, public facility/capital improvements, housing, and public service activities.

6

Category	Dollars	Percent
Administration	\$2,177,231.40	20%
Economic Development	\$2,654,296.64	24%
Housing	\$833,799.62	8%
Public Facilities/Capital Improvements	\$2,115,210.46	19%
Public Service	\$1,056,476.78	10%
Subtotal	\$8,837,014.90	81%
Section 108 Loan Payment	\$2,049,142.10	19%
Grand Total	\$10,886,157.00	100%

PHCD has shifted funding from FY 2019 RFA CDBG categories that were fully funded, with funding balances remaining, to other FY 2019 RFA CDBG categories in need of funds.

HOME Investment Partnerships Program (HOME)

The FY 2019 HOME annual allocation from HUD is \$4,524,114.00 plus an additional \$1,759,078.59 in HOME Program Income. The HOME program is designed to strengthen public-private partnerships for the expansion of decent, safe, sanitary, and affordable housing with primary attention on rental housing assisting families with incomes of 80 percent of Area Median Income (AMI) or lower. HOME funding recommendations are designated for Acquisition, New Construction or Rehabilitation of Affordable Rental Housing, Pre-Development, Single-Family Homeownership, Tenant-Based Rental Assistance (TBRA), HOME CHDO Housing Set-Aside, and HOME CHDO Operating Support.

Category	Amount	Percent of Total
Administration	\$452,411.40	10%
Acquisition, New Construction or Rehabilitation of Affordable Rental Housing, Pre-Development or Single-Family Homeownership	\$2,943,085.50*	65%
Tenant-Based Rental Assistance (TBRA)	\$400,000.00	9%
Homeless Set-Aside (TBRA)	\$0.00	0%
HOME CHDO Housing Set-Aside	\$678,617.10	15%
HOME CHDO Operating Support	\$50,000.00	1%
Total FY 2019 HOME Funding	\$4,524,114.00	100%
HOME Program Income	\$1,759,078.59*	
Total HOME Recommendations	\$6,283,192.59	

* Total category combined allocation of \$4,702,164.09

PHCD recommended the award of HOME Acquisition, New Construction or Rehabilitation of Affordable Rental Housing, Pre-Development or Single-Family Homeownership category funds to projects demonstrating a project funding gap.

Although three applicants' projects were previously funded by the Documentary Stamp Surtax (Surtax) program in 2018, a funding gap remains. The applicants' projects have been funded with

FY 2019 HOME funds or reallocated funds to close the gap. The three applicants are Brisas Del Rio Apartments, LLC; Residences at Dr. King Boulevard, Ltd.; and HTG Paradise, LLC.

Moreover, Water's Edge Associates, Ltd., and Northside Property II, Ltd. were both previously funded through PHCD's Surtax program in 2018. Both developers submitted FY 2019 HOME proposals for additional project funds citing needs due to increased costs. A pro rata unit-based formula was utilized to award the remaining balance of FY 2019 HOME funds to Water's Edge Associates, Ltd. and Northside Property II, Ltd.

PHCD enforced the tiebreaker tabulations RFA policy to allocate funding to three applicants. Those applicants were Residences at Dr. King Boulevard, Ltd.; HTG Rainbow, LLC; and Water's Edge Associates, Ltd. The tabulations were based on the developers' ability to proceed and the amount of County leveraging that would be required, with higher points given to projects with less County funds per unit.

Emergency Solutions Grant (ESG)

The County's FY 2019 ESG award is \$1,082,542.00. ESG funds for homeless activities were made available for emergency shelter and outreach, homeless prevention, and rapid rehousing services.

Category	Amount	Percent of Total
Administration	\$81,190.65	7.5%
Emergency Shelter and Outreach Activities	\$617,048.94	57.0%
Homeless Prevention and Rapid Re-Housing	\$384,302.41	35.5%
Total ESG Recommendations	\$1,082,542.00	100%

The actual HUD FY 2019 ESG appropriation exceeded the projected levels published in the FY 2019 RFA and PHCD is recommending allocations of the additional funds to the Camillus House, Inc., and Citrus Health Network, Inc.

CDBG, HOME, HODAG, AND ESG Recaptures and Reallocations

Recapture Recommendations

The PHCD recommends the recapture of \$1,251,226.82 of CDBG, \$1,286,823.26 of HOME, \$24,604.10 of HOME CHDO, \$1,613,176.74 of HoDAG Program Income, and \$274,045.00 of ESG funding from agencies that have completed activities with minimal remaining balances and/or activities unable to meet a HUD National Objective. All entities with projects listed as the subject of recapture have been informed with written communication.

Of the CDBG recaptured funds, \$26,194.93 are Commission District Fund (CDF) allocations from three commission districts, which are Districts 2, 7, and 8. The Commissioners in these districts have been notified of the recaptures (if the value is greater than \$1,000.00) and will have the opportunity to recommend district-specific allocations through a future recapture and reallocation item. However, these CDFs may not be used for any public service activity because public service funds are an annual allocation only. The funds may be used in the following categories: economic development; housing; and public facilities and capital improvements.

8

Of the HoDAG recaptured funds, the funds in this item reflect developer repayments for a terminated housing development program.

Reallocation Recommendations

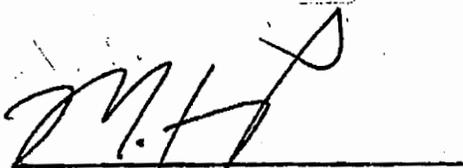
The PHCD recommends the reallocation of \$1,251,226.82 of CDBG, \$1,286,823.26 of HOME, \$24,604.10 of HOME CHDO, \$1,613,176.74 of HoDAG Program Income, and \$274,045.00 of ESG funds to various activities, attached hereto as Exhibit 3. PHCD recommends recaptured HOME and HoDAG funds, for the Fair Oaks, LLC and the HTG Paradise, LLC housing development applicants that applied through the FY 2019 RFA.

Following the Board's approval of the recapture and reallocation recommendations, the County Mayor or County Mayor's designee will execute the conditional loan commitments in substantially the form attached as Exhibit 4 for all construction or rehabilitation activities. Loan terms will be the same for CDBG, HOME, HOME CHDO, and HoDAG as reflected in Exhibit 4.

Summary

The County is committed to continuing to serve low- and moderate-income residents and neighborhoods throughout the County and to achieving HUD's National Objectives. The County continues to work with its community development partners to enhance its programs and to better meet the public service, economic development, housing, and capital improvement needs of low- and moderate-income residents and neighborhoods.

Attachments



Maurice L. Kemp
Deputy Mayor

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

**CONTRACT FOR LOAN GUARANTEE ASSISTANCE UNDER
SECTION 108 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT
OF 1974, AS AMENDED, 42 U.S.C. §5308**

Date of Contract AUG - 9 2001

This Contract for Loan Guarantee Assistance ("Contract") is entered into between the Miami-Dade County, Florida as Borrower (the "Borrower"), and the Secretary of Housing and Urban Development ("Secretary"), as guarantor for the Guarantee made pursuant to section 108 ("Section 108") of title I of the Housing and Community Development Act of 1974, as amended (the "Act") and 24 CFR Part 570, Subpart M, of the promissory note executed contemporaneously herewith and numbered B-99-UC-12-0006, in the Maximum Commitment Amount of \$40,000,000, and any amended note or note issued in substitution for such note and having the same note number (the "Note"). The funds paid or credited to the account of the Borrower pursuant to the Note are referred to herein as the "Guaranteed Loan Funds." The Note (including the Fiscal Agency Agreement and the Trust Agreement as defined in Section I.A. of the Note and incorporated therein) is hereby incorporated into the Contract. Terms used in the Contract with initial capital letters and not otherwise defined in the text hereof shall have the respective meanings given thereto in the Note. The Fiscal Agency Agreement and the Trust Agreement are sometimes collectively referred to herein as the "Fiscal Agency/Trust Agreements," and the Fiscal Agent and the Trustee respectively are sometimes collectively referred to as the "Fiscal Agent/Trustee."

PART I

- A. **The Note: Advances and Records.** The Note provides that Advances and Conversion Date Advances shall be made thereunder upon the written request of the Borrower and the approval of the Secretary, pursuant to this Contract and the Fiscal Agency Agreement. The Commitment Schedule attached to the Note represents the principal repayment schedule for the Maximum Commitment Amount of the Note. At all times, the total amount of all Advances and Conversion Date Advances under the Note for all Principal Due Dates shall not exceed the Maximum Commitment Amount of the Note. Prior to the Conversion Date (as defined in the Note, Section I.A.), the total amount of Advances made by the Holder for each Principal Due Date under the Note shall not exceed the applicable Commitment Amount for such Principal Due Date set forth in the Commitment Schedule of the Note. Prior to the Conversion Date, the Borrower agrees that the Fiscal Agent pursuant to the Fiscal Agency Agreement shall record the date

and amount of each payment and Advance under the Note and shall maintain the books and records of all Advances and Conversion Date Advances for each Principal Due Date, interest rates on Advances, payments, and Principal Amounts outstanding for each Principal Due Date. On and after the Conversion Date, the Borrower agrees that the Trustee pursuant to the Trust Agreement will maintain the books and records of all payments on the Note and all Principal Amounts and interest rates on such Principal Amounts (each as to be set forth on Schedule P&I to the Note). No advances of any kind may be made on the Note after its Conversion Date.

- B. **Borrower's Requests for Advances.** All requests for Advances or Conversion Date Advances by the Borrower under the Note shall: be in writing; specify the amount of the Advance requested; identify the Note by Borrower, number and Maximum Commitment Amount; be addressed to the Secretary at the address for notices specified in paragraph 12(f) of this Contract; be signed by an authorized official of the Borrower; and otherwise be in the form prescribed by HUD. Advances and Conversion Date Advances shall be requested and will only be approved and made in increments of not less than \$1,000 for any Principal Due Date. A request for an initial Advance under a Note, or a request for a Conversion Date Advance, shall be received by the Secretary at least ten Business Days prior to the Borrower's proposed Funding Date or Conversion Date, as applicable. All other requests for Advances shall be received by the Secretary not less than five Business Days prior to the proposed Funding Date. The Borrower may not deliver a Note or a request for an Advance or Conversion Date Advance to the Secretary more than two calendar months prior to the Borrower's proposed Funding Date. At least two Business Days prior to the proposed Funding Date or Conversion Date if the Borrower's request was timely received, or the next available Funding Date for which the request was timely received, the Secretary shall, except as otherwise provided in paragraph 11(c) or 12 hereof, deliver a corresponding Authorization Order or Advance Order (as applicable) to the Fiscal Agent in accordance with ~~Section 2.03 or 2.04 of the Fiscal Agency Agreement for the~~ applicable Funding Date or Conversion Date. If the Borrower requests an Advance or Conversion Date Advance of less than the outstanding Maximum Commitment Amount under the Note, the Borrower may also specify in its written request the amount of the Advance or Conversion Date Advance to be allocated to each Commitment Amount or Principal Amount per Principal Due Date under the Note. If the Borrower does not specify how the Advance or Conversion Date Advance should be allocated among Commitment Amounts/Principal Due Dates, the Borrower hereby authorizes the Secretary to direct the Fiscal Agent to allocate the Advance to the respective Commitment Amounts or Principal Amounts in order of the earliest Principal Due Date(s).

- C. **Conversion; Public Offering.** On the Conversion Date (if any), trust certificates backed by the Note (and similar notes issued by other Section 108 borrowers) will be purchased for a purchase price of the full principal amount thereof by underwriters selected by the Secretary (the "Underwriters") pursuant to an Underwriting Agreement between the Underwriters and the Secretary, at a closing on such Conversion Date as determined by the Secretary and the Underwriters. The Borrower agrees that the interest rate at which the trust certificate of a specified maturity is sold to the Underwriters shall govern the interest rate inserted on the Conversion Date in Schedule P&I of the Note for the Principal Amount of corresponding maturity.
- D. **Consents.** By execution of this Contract, the Borrower ratifies and consents to the Secretary's selection of the Underwriters and authorizes the Secretary to negotiate with the Underwriters the terms of the Underwriting Agreement and of the public offering of interests in the trust certificates to investors (including the applicable interest rates). In addition, by execution hereof the Borrower ratifies and consents to the Secretary's selection of the Fiscal Agent/Trustee and agrees to the respective terms of the Fiscal Agency/Trust Agreements. If Advances have been made in the Maximum Commitment Amount of the Note not less than ten Business Days prior to the proposed Conversion Date, or if the Borrower requests a Conversion Date Advance, the Borrower authorizes the Secretary to deliver Schedule P&I to the Note completed in accordance herewith to the Fiscal Agent/Trustee on the Conversion Date in accordance with the Fiscal Agency/Trust Agreements, concurrent with delivery of the Secretary's Guarantee of the trust certificates at the closing on the Conversion Date, and thereafter the Note shall be enforceable in accordance with its terms including Schedule P&I. In addition, the Secretary reserves the right to notify the Borrower not less than one calendar month in advance of a specified Conversion Date that the Note will be sold to the Underwriters on such date, if the Secretary in his sole discretion determines that market conditions or program needs require the participation in the proposed public offering of all or substantially all Borrowers with outstanding Advances.

PART II

1. Receipt, Deposit and Use of Guaranteed Loan Funds.

(a) Except for funds deducted on the Conversion Date pursuant to paragraph 4(b) and fees and charges deducted by the Fiscal Agent/Trustee pursuant to paragraph 4(a), the Guaranteed Loan Funds shall be electronically transferred in accordance with the Borrower's instructions for deposit in a separate, identifiable custodial account (the "Guaranteed Loan Funds Account") with a financial institution whose deposits or accounts are Federally insured. The Guaranteed Loan Funds Account shall be established and designated as prescribed in the attached form document entitled "Letter Agreement for Section 108 Loan Guarantee Program Custodial Account" (Attachment 1) and shall be continuously maintained for the Guaranteed Loan Funds. Such Letter Agreement must be executed when the Guaranteed Loan Funds Account is established. (A fully executed copy of such Letter Agreement shall be submitted to the Secretary within thirty days of its execution.)

The Borrower shall make withdrawals from said account only for payment of the costs of approved Section 108 activities, for transfer to the Loan Repayment Account or for the temporary investment of funds pursuant to this paragraph 1(a). Such temporary investment of funds into the Guaranteed Loan Funds Investment Account shall be required within three Business Days after the balance of deposited funds exceeds the amount of the Federal deposit insurance on the Guaranteed Loan Funds Account. At that time, any balance of funds in the Guaranteed Loan Funds Account exceeding such insurance coverage shall be fully (100%) and continuously invested in Government Obligations, as defined in paragraph 10 hereof, held in the Guaranteed Loan Funds Investment Account.

All temporary investments, whether or not required as above, shall be limited to Government Obligations having maturities that are consistent with the cash requirements of the approved activities. In no event shall the investments mature on or after August 31, 2002, or have maturities which exceed one year. All such investments shall be held in trust for the benefit of the Secretary by the above financial institution in an account (the "Guaranteed Loan Funds Investment Account") established and designated as prescribed in the attached form document entitled "Letter Agreement for Section 108 Loan Guarantee Program Custodial Investment Account" (Attachment 2), which account shall be maintained for all Government Obligations purchased with funds from the Guaranteed Loan Funds Account. The Guaranteed Loan Funds Investment Account need only be established if and when the Borrower is required to invest, or otherwise invests, the

Guaranteed Loan Funds in Government Obligations. Such Letter Agreement must be executed when the Guaranteed Loan Funds Investment Account is established. (A fully executed copy of such Letter Agreement shall be submitted to the Secretary within thirty days of its execution.) All proceeds and income derived from such investments shall be returned to the Guaranteed Loan Funds Account.

All funds in the Guaranteed Loan Funds Account or the Guaranteed Loan Funds Investment Account must be withdrawn and disbursed by the Borrower for approved activities by August 31, 2002. Any funds remaining in either Account after this date shall be immediately transferred to the Loan Repayment Account established pursuant to paragraph 6 of this Contract.

(b) The Borrower shall by the fifteenth day of each month provide the Secretary with a written statement showing the balance of funds in the Guaranteed Loan Funds Account and the withdrawals from such account during the preceding calendar month, and a statement identifying the obligations and their assignments in the Guaranteed Loan Funds Investment Account.

(c) Upon the Secretary giving notice that the Borrower is in Default under this Contract or the Note, all right, title, and interest of the Borrower in and to the Guaranteed Loan Funds and Guaranteed Loan Funds Investment Accounts shall immediately vest in the Secretary for use in making payment on the Note, purchase of Government Obligations in accordance with paragraph 10, or payment of any other obligations of the Borrower under this Contract or the Fiscal Agency/Trust Agreements.

2. **Payments Due on Note.** The Borrower shall pay to the Fiscal Agent/Trustee, as collection agent for the Note, all amounts due pursuant to the terms of the Note. In accordance with the Note and the Fiscal Agency/Trust Agreements, payment shall be made by 3:00 P.M. (New York City time) on the seventh Business Day (the "Note Payment Date") preceding the relevant ~~Interest Due Date or Principal Due Date~~ (each as defined in the Note). If any Note Payment Date falls on a day that is not a Business Day, then the required payment shall be made on the next Business Day. Payment may be made by check or wire transfer.
3. **Selection of New Fiscal Agent or Trustee.** The Secretary shall select a new Fiscal Agent or Trustee if the Fiscal Agent or Trustee resigns or is removed by the Secretary. The Borrower hereby consents in advance to any such selection and to any changes in the Fiscal Agency/Trust Agreements agreed to by any Fiscal Agent or Trustee and the Secretary, subject to paragraph 4(e) of this Contract.

4. **Payments Due Fiscal Agent or Trustee; Documents to the Secretary.**

(a) The Borrower agrees to pay the fees of the Fiscal Agent as required by Exhibit G to the Fiscal Agency Agreement, and any additional amounts that may be due pursuant to Section 6.01 of the Fiscal Agency Agreement. If not paid by the Borrower by any other means prior thereto, the Borrower agrees that any such fees or additional amounts that have been incurred prior to an Advance or a Conversion Date Advance may be deducted by the Fiscal Agent/Trustee from the proceeds of the Advance or Conversion Date Advance, as applicable.

(b) The Borrower agrees to pay the Borrower's share, as determined by the Secretary, of the customary and usual issuance, underwriting, and other costs related to the public offering and future administration of the Note and the trust certificates, as approved by the Secretary, including the cost of reimbursement and/or compensation of the Trustee pursuant to the Trust Agreement, including Sections 3.11 and 7.01 thereof. In connection with the public offering on the Conversion Date, such payment shall either be made by wire transfer to the Trustee on the day prior to the Conversion Date or shall be deducted from the Guaranteed Loan Funds on the Conversion Date.

(c) The Borrower shall submit to the Secretary not later than ten Business Days prior to the Funding Date for the initial Advance hereunder, or if not submitted earlier, prior to any Conversion Date or Public Offering Date applicable to the Note, this executed Contract, the executed Note, a request for an Advance or a Conversion Date Advance (as applicable) in proper form, and an opinion acceptable to the Secretary from the Borrower's counsel to the effect that: (i) the governing body of the Borrower has authorized by resolution or ordinance, in accordance with applicable State and local law, the issuance of the Note and the execution of this Contract; (ii) the Note and this Contract are valid, binding, and enforceable obligations of the Borrower; (iii) the pledge of funds pursuant to 24 CFR 570.705(b)(2) and paragraph 5(a) of this Contract is valid and binding; and (iv) there is no outstanding litigation that will affect the validity of the Note or this Contract. In addition, the Borrower shall submit any other additional documents or opinions specifically required by this Contract (e.g., paragraph 5(c); or paragraph 15, et seq.), at the time required thereby.

(d) The Borrower agrees to reimburse the Underwriters upon demand by the Secretary for the Borrower's share, as determined by the Secretary, of all reasonable out-of-pocket

expenses (including reasonable fees and disbursements of counsel) incurred in connection with a proposed public offering, if the Underwriters incur such additional costs for the public offering because of any refusal, inability, or failure on the part of the Borrower timely to submit in acceptable form any document required by this Contract (including paragraph 4(c)), or because of any withdrawal by the Borrower from the public offering, after the Borrower has submitted a request for a Conversion Date Advance hereunder. By execution and delivery of this Contract to the Secretary, the Borrower hereby expressly authorizes the Secretary to pay amounts due under this paragraph from funds pledged under paragraph 5(a) of this Contract.

(e) The undertakings in paragraphs 3 and 4 of this Contract are expressly subject to the requirement that the Fiscal Agency/Trust Agreements shall in no event require payment of fees or charges, reimbursement of expenses, or any indemnification by the Borrower from any source other than funds pledged pursuant to paragraphs 5 or 15 et seq. of this Contract.

5. **Security.** The Borrower hereby pledges as security for repayment of the Note, and such other charges as may be authorized in this Contract, the following:

(a) All allocations or grants which have been made or for which the Borrower may become eligible under Section 106 of the Act, as well as any grants which are or may become available to the Borrower pursuant to Section 108(q).

(b) Program income, as defined at 24 CFR 570.500(a) (or any successor regulation), directly generated from the use of the Guaranteed Loan Funds.

(c) Other security as described in paragraph 15, et seq.

(d) All proceeds (including insurance and condemnation proceeds) from any of the foregoing.

(e) All funds or investments in the accounts established pursuant to paragraphs 1 and 6 of this Contract.

6. **Loan Repayment Account.**

(a) All amounts pledged pursuant to paragraphs 5(b), 5(c), and 5(d) of this Contract shall be deposited immediately on receipt in a separate identifiable custodial account (the "Loan Repayment Account") with a financial institution whose deposits or accounts are Federally insured. The Loan Repayment Account shall be established and designated as prescribed in the attached form document entitled "Letter Agreement for Section 108 Loan Guarantee Program Custodial

Account" (Attachment 1) and shall be maintained for such pledged funds. The Loan Repayment Account need only be established if and when the Borrower receives amounts pledged pursuant to paragraph 5(b), 5(c) or 5(d). Such Letter Agreement must be executed when the Loan Repayment Account is established. (A fully executed copy of such Letter Agreement shall be submitted to the Secretary within thirty days of its execution.) Borrower shall make withdrawals from said account only for the purpose of paying interest and principal due on the Note (including the purchase of Government Obligations in accordance with paragraph 10 hereof), for payment of any other obligation of the Borrower under this Contract or the Fiscal Agency/Trust Agreements, or for the temporary investment of funds pursuant to this paragraph, until final payment and discharge of the indebtedness evidenced by the Note, unless otherwise expressly authorized by the Secretary in writing. Such temporary investment of funds shall be required within three Business Days after the balance of deposited funds exceeds the amount of the Federal deposit insurance on the Loan Repayment Account. At that time, the balance of funds in the Loan Repayment Account exceeding such insurance coverage shall be fully (100%) and continuously invested in Government Obligations, as defined in paragraph 10 hereof.

All temporary investments, whether or not required as above, shall be limited to Government Obligations having maturities that are consistent with cash requirements for payment of principal and interest as required under the Note. In no event shall the maturities of such investments exceed one year. All such investments shall be held in trust for the benefit of the Secretary by the above financial institution in an account (the "Loan Repayment Investment Account") established and designated as prescribed in the attached form document entitled "Letter Agreement for Section 108 Loan Guarantee Program Custodial Investment Account" (Attachment 2), which account shall be maintained for all Government Obligations purchased with funds from the Loan Repayment Account. Such Letter Agreement must be executed when the Loan Repayment Investment Account is established. (A fully executed copy of such Letter Agreement shall be submitted to the Secretary within thirty days of its execution.) All proceeds and income derived from such investments shall be returned to the Loan Repayment Account.

(b) Borrower shall by the fifteenth day of each month, provide the Secretary with a written statement showing the balance of funds in the Loan Repayment Account and the deposits and withdrawals of all funds in such account during the preceding calendar month and a statement identifying the obligations and their assignments in the Loan Repayment Investment Account.

(c) Upon the Secretary giving notice that the Borrower is in Default under this Contract or the Note, all right, title, and interest of the Borrower in and to the Loan Repayment and Loan Repayment Investment Accounts shall immediately vest in the Secretary for use in making payment on the Note, purchase of Government Obligations in accordance with paragraph 10, or payment of any other obligation of the Borrower under this Contract or the Fiscal Agency/Trust Agreements.

7. **Use of CDBG or EDI Funds for Repayment.** Any funds available to the Borrower under Section 106 of the Act (including program income derived therefrom) are authorized to be used by the Borrower for payments due on the Note, Optional Redemption (as defined in the Note), payment of any other obligation of the Borrower under this Contract or the Fiscal Agency/Trust Agreements, or the purchase of Government Obligations in accordance with paragraph 10. Any funds specifically available to the Borrower for such payments or as a debt service reserve under an EDI Grant Agreement pursuant to Section 108(q) of the Act which supports the eligible project(s) and activities financed by the Note may also be used therefor; any other use of Section 108(q) funds for such purposes shall require the prior written approval of the Secretary. Unless otherwise specifically provided herein or unless otherwise expressly authorized by the Secretary in writing, the Borrower shall substantially disburse funds available in the Loan Repayment or the Loan Repayment Investment Accounts before funds from grants under Section 106 of the Act are withdrawn from the U.S. Treasury for such purposes.
8. **Secretary's Right to Restrict Use of CDBG Funds to Repayment.** Upon a determination by the Secretary that payments required by paragraph 2 and/or paragraph 4 of this Contract are unlikely to be made as specified, the Secretary may give the Borrower notice that the availability to the Borrower of funds pledged under paragraph 5(a) of this Contract for purposes other than satisfaction of the pledge is being restricted. This restriction shall be in an amount estimated by the Secretary to be sufficient to ensure that the payments referred to in paragraph 2 and/or paragraph 4 hereof are made when due. This restriction may be given effect by conditioning the restricted amounts to prohibit disbursement for purposes other than satisfaction of the pledge at the time such restricted funds are approved as grants, by limiting the Borrower's ability to draw down or expend the restricted funds for other purposes, and by disapproving payment requests submitted with respect to such grants for purposes other than satisfaction of the pledge.
9. **Secretary's Right to Use Pledged Funds for Repayment.** The Secretary may use funds pledged under paragraph 5(a) of this Contract or funds restricted under grants pursuant to paragraph 8 of this Contract to make any payment required of the Borrower under paragraph 2 and/or paragraph 4, if such payment has not

been timely made by the Borrower.

10. **Defeasance.** For purposes of this Contract, after the Conversion Date the Note shall be deemed to have been paid (defeased) if there shall have been deposited with the Trustee either moneys or Government Obligations (as defined below), which in the sole determination of the Secretary, mature and bear interest at times and in amounts sufficient, together with any other moneys on deposit with the Trustee for such purpose, to pay when due the principal and interest to become due on the Note. The Aggregate Principal Amount of the Note or any unpaid Principal Amount may be so defeased, in whole or in part, as of any Principal Due Date. In accordance with the Note and the Trust Agreement, the Borrower shall give timely notice and written instructions to the Secretary and the Trustee concerning any principal amounts proposed to be defeased, including any Optional Redemptions proposed, which instructions shall be approved by the Secretary. If the unpaid Aggregate Principal Amount of the Note guaranteed pursuant to this Contract shall be defeased and deemed to have been paid in full, then the Borrower shall be released from all agreements, covenants, and further obligations under the Note. "Government Obligation" means a direct obligation of, or any obligation for which the full and timely payment of principal and interest is guaranteed by, the United States of America, including but not limited to, United States Treasury Certificates of Indebtedness, Notes and Bonds - State and Local Government Series or certificates of ownership of the principal of or interest on direct obligations of, or obligations unconditionally guaranteed by, the United States of America, which obligations are held in trust by a commercial bank which is a member of the Federal Reserve System and has capital and surplus (exclusive of undivided profits) in excess of \$100,000,000.

11. **Default.** (a) A Default under the Note and this Contract shall occur upon failure by the Borrower to:

(i) pay when due an installment of principal or interest on the Note; or (ii) punctually and properly perform, observe, and comply with any covenant, agreement, or condition contained in: (A) this Contract, (B) any security agreement, deed of trust, mortgage, assignment, guarantee, or other contract securing payment of indebtedness evidenced by the Note, or (C) any future amendments, modifications, restatements, renewals, or extensions of any such documents.

(b) The Borrower waives notice of Default and opportunity for hearing with respect to a Default under paragraph 11(a).

(c) In addition to Defaults under paragraph 11(a), the Secretary may declare the Note in Default if the Secretary makes a final decision in accordance with the provisions of

section 111 of the Act and 24 CFR 570.913 (or any successor provisions), including requirements for reasonable notice and opportunity for hearing, that the Borrower has failed to comply substantially with title I of the Act.

Notwithstanding any other provision, following the giving of such reasonable notice, the Secretary may, in the Secretary's sole discretion pending the Secretary's final decision, withhold the guarantee of any or all obligations not yet guaranteed on behalf of the Borrower under outstanding commitments, suspend approval of any further Advances or Conversion Date Advances under the Note, and/or direct the Borrower's financial institution to: refuse to honor any instruments drawn upon, or withdrawals from, the Guaranteed Loan Funds Account or the Loan Repayment Account initiated by the Borrower, and/or refuse to release obligations and assignments by the Borrower from the Guaranteed Loan Funds Investment Account or the Loan Repayment Investment Account.

12. **Remedial Actions.** Upon a Default or declaration of Default under this Contract, the Secretary may, in the Secretary's sole discretion, take any or all of the following remedial actions:

(a) With any funds or security pledged under this Contract, the Secretary may (i) continue to make payments due on the Note, (ii) make a prepayment under Section I.D. of the Note or make an acceleration payment with respect to the principal amount of the Note subject to Optional Redemption as provided in Section III of the Note, (iii) purchase Government Obligations in accordance with paragraph 10 of this Contract, (iv) pay any interest due for late payment as provided in the Note, this Contract, or the Fiscal Agency/Trust Agreements, (v) pay any other obligation of the Borrower under this Contract or the Fiscal Agency/Trust Agreements, and/or (vi) pay any reasonable expenses incurred by the Secretary or the Fiscal Agent/Trustee as result of the Borrower's Default.

(b) The Secretary may withhold the guarantee of any or all obligations not yet guaranteed or the disbursement of any or all grants not yet disbursed in full under outstanding guarantee commitments or grant approvals for the Borrower under Sections 108 and/or 106 of the Act.

(c) The Secretary may withhold approval of any or all further Advances or Conversion Date Advances under the Note (if applicable); direct the Borrower's financial institution to refuse to: honor any instruments drawn upon, or withdrawals from, the Guaranteed Loan Funds Account or the Loan Repayment Account by the Borrower, and/or to release obligations and assignments by the Borrower from the Guaranteed Loan Funds Investment Account or the Loan Repayment Investment Account; and/or direct the Borrower and/or the Borrower's financial institution to transfer remaining balances from the Guaranteed Loan Funds Account to the Loan Repayment Account.

(d) Until the Conversion Date, or with respect to amounts subject to Optional Redemption, the Secretary may accelerate the Note.

(e) The Secretary may exercise any other appropriate remedies or sanctions available by law or regulation applicable to the assistance provided under this Contract, or may institute any other action available under law to recover Guaranteed Loan Funds or to reimburse the Secretary for any payment under the Secretary's Guarantee or any reasonable expenses incurred by the Secretary as a result of the Default.

(f) All notices and submissions provided for hereunder shall be in writing (including by telex, telecopier or any other form of facsimile communication) and mailed or sent or delivered, as to each party hereto, at its address set forth below or at such other address as shall be designated by such party in a written notice to the other party hereto. All such notices and other communications shall be effective when received as follows: (i) if sent by hand delivery, upon delivery; (ii) if sent by mail, upon the earlier of the date of receipt or five Business Days after deposit in the mail, postage prepaid; (iii) if sent by telex, upon receipt by the sender of an answer back; and (iv) if sent by telecopier, upon receipt.

The Secretary:

U.S. Dept. of Housing and Urban Development
Attention: Paul Webster, Director
Financial Management Division
451 7th Street, SW, Room 7180
Washington, DC 20410

Borrower:

Miami-Dade County, Florida
Office of Community and Economic Development
140 West Flagler Street
Miami, Florida 33130

13. **Limited Liability.** Notwithstanding any other provision of this Contract, the Fiscal Agency/Trust Agreements or the Note, any recovery against the Borrower for any liability for amounts due pursuant to the Note, the Fiscal Agency/Trust Agreements or this Contract shall be limited to the sources of security pledged in paragraph 5 or any Special Conditions of this Contract. Neither the general credit nor the taxing power of the Borrower, or of

the State in which the Borrower is located, is pledged for any payment due under the Note, the Contract, or the Fiscal Agency/Trust Agreements.

14. **Incorporated Grant Agreement.** The Contract and the Note are hereby incorporated in and made a part of the Grant Agreement authorized by the Secretary on March 12, 1999, under the Funding Approval for grant number B-99-UC-26-0006 to the Borrower. In carrying out activities with the Guaranteed Loan Funds hereunder, the Borrower agrees to comply with the Act and 24 CFR Part 570, as provided in Subpart M thereof.

15. **Special Conditions and Modifications:**

(a) Paragraph 5(c) of the Contract is amended by deleting the paragraph as written in its entirety and substituting therefor the following:

"(c) Other security, including, but not limited to, all rights of the Borrower (but none of the obligations of the Borrower) in and to the 'Security Documents' (as defined in paragraph 15(d) hereof) and to the collateral described therein. If necessary to provide the Secretary with a valid security interest in such other security, the Borrower shall execute a security agreement (the 'Borrower Security Agreement'), which Borrower Security Agreement shall be in a form acceptable to the Secretary."

(b) Guaranteed Loan Funds shall be used by the Borrower to finance loans (individually, a "Business Loan") to one or more for-profit businesses (individually, a "Business Borrower") pursuant to 24 CFR 570.703(i) and 570.203.

(c) Each Business Loan, shall be evidenced by a promissory note (individually, the "Business Note" and, collectively, the "Business Notes") and a loan agreement (the "Business Loan Agreement"). The Business Note and Business Loan Agreement shall contain such provisions as the Secretary deems necessary. The amount of principal and/or interest payable under the Business Notes during the twelve month period beginning July 1 of each year and ending on June 30 of the next succeeding year shall be equal to or greater than the amount of principal and/or interest payable under the Notes for the corresponding period. No Business Note shall be subject to redemption or prepayment earlier than the earliest possible redemption date under the terms of the Notes. The Business Loan shall be fully secured by one or more of the following forms of

collateral (collectively, the "Collateral").

- (i) A lien on real property (the "Real Property"), established through an appropriate and properly recorded mortgage (the "Business Mortgage"). The Business Mortgage shall contain such provisions as the Secretary deems necessary. The Business Mortgage may be subordinated to another lien on the property; provided, however, that the principal amount of the Business Loan secured by the Real Property shall not exceed an amount equal to 80 percent of the "as improved" appraised market value, less the outstanding balance on other indebtedness secured by a mortgage lien of senior or equal priority on the Real Property.
- (ii) A security interest (collectively referred to as the "Security Interests") in machinery and equipment ("M&E"), accounts receivable, inventory, and other items of personal property (collectively, the "Personal Property"). The Security Interests may be subordinated to another lien; provided, however, that the principal amount of the Business Loan secured by the Personal Property shall not exceed an amount determined as follows:
 - (A) in the case of used M&E, not more than 90 percent of the appraised net liquidation value, less the outstanding balance of other indebtedness secured by a senior security interest in such M&E; and
 - (B) in the case of new M&E, not more than 80 percent of the cost thereof (including installation), less the outstanding balance of other indebtedness secured by a senior security interest in such M&E; and
 - (C) in the case of accounts receivable, not more than 80 percent of the average of the ending balances of the last three (3) years of accounts receivable, less the outstanding balance of other indebtedness secured by a senior security interest in said accounts receivable; and
 - (D) in the case of inventory, not more than 50 percent of the average of the ending inventory balances of the last three (3) years, less the outstanding balance of other indebtedness secured by a senior security interest in said inventory.

The Security Interests shall be granted pursuant to an appropriate security agreement (the

"Security Agreement"), which Security Agreement also shall be referenced in appropriate Uniform Commercial Code Financing Statements filed in accordance with the Uniform Commercial Code. The Security Agreement and such Uniform Commercial Code Financing Statements shall contain such provisions as the Secretary deems necessary.

(iii) Any and all rights, titles, and interests of the Business Borrower to any leases covering the Real Property. Such rights, titles, and interests shall be the subject of an appropriate and properly recorded collateral assignment of leases and rents (the "Collateral Assignment of Leases and Rents"). The Collateral Assignment of Leases and Rents shall be in a form acceptable to the Secretary:

(iv) Any and all rights, titles, and interests of the Business Borrower in any loan or debt service reserve accounts established for the purpose of securing the Business Loan. Such rights, titles, and interests shall be the subject of a collateral assignment of interest in loan or debt service reserve accounts (the "Collateral Assignment of Interest in Loan or Debt Service Reserve Accounts"). The Collateral Assignment of Interest in Loan or Debt Service Reserve Accounts shall be in a form acceptable to the Secretary.

(v) Such other alternative collateral or security arrangements as may be requested by the Borrower and approved by the Secretary in writing.

(d) The Borrower shall select a financial institution acceptable to the Secretary (the "Custodian") to act as custodian for the documents specified in paragraphs 15(e) below (the "Security Documents"). The Borrower and the Custodian shall enter into a written agreement containing such provisions as the Secretary deems necessary. A fully executed copy of such agreement, with original signatures, shall be forwarded to the Secretary contemporaneously with the delivery of documents pursuant to paragraph 15(e) below.

(e) Not later than five (5) business days after disbursement by the Borrower of Guaranteed Loan Funds to a Business Borrower, the Borrower shall deliver to the Custodian the following (as applicable to that activity):

(1) The original Business Note endorsed in blank and without recourse.

- (ii) The original Business Loan Agreement, and an assignment thereof to the Secretary, which assignment shall be in a form acceptable to the Secretary.
- (iii) The original recorded Business Mortgage signed by the Business Borrower and an assignment thereof to the Secretary, in a recordable form but unrecorded, which assignment shall be in a form acceptable to the Secretary.
- (iv) The original Collateral Assignment of Leases and Rents and an assignment thereof to the Secretary, in a recordable form but unrecorded, which assignment shall be in a form acceptable to the Secretary.
- (v) The original Security Agreement and an assignment thereof to the Secretary, which assignment shall be in a form acceptable to the Secretary.
- (vi) The original Collateral Assignment of Interest in Loan or Debt Service Reserve Accounts.
- (vii) If Guaranteed Loan Funds are used to acquire real property, an appraisal of the fee simple ownership interest in the Property. The appraisal shall be completed by an appraiser who is certified by the state and has a professional designation (such as "SRA" or "MAI"), and shall conform to the standards of the Financial Institutions Reform, Recovery and Enforcement Act of 1989 ("FIRREA").
- (viii) If Guaranteed Loan Funds are used to acquire used M&E, an appraisal of its net liquidation value.
- (ix) A mortgagee title policy, issued by a company and in a form acceptable to the Secretary, naming the Borrower as the insured party. The policy must either include in the definition of the "insured" each successor in ownership of the indebtedness secured by the Mortgage or be accompanied by an endorsement of the policy to the Secretary.
- (x) A certified survey with a legal description conforming to the title policy and the Business Mortgage.
- (xi) An opinion of Borrower's counsel, addressed to the Secretary and on its letterhead, that:
 - (A) the Business Borrower is a [corporation, partnership, etc.] duly organized, validly

existing, and in good standing under the laws of the state of Florida ;

- (B) the Business Note has been duly executed and delivered by an authorized party and is a valid and binding obligation of the Obligor, enforceable in accordance with its terms, except as limited by bankruptcy and similar laws affecting creditors generally; and
 - (C) the instruments specified in (ii) through (xi) above are valid and legally binding obligations, enforceable in accordance with their respective terms.
- (xii) Any instruments, documents, agreements, and legal opinions required pursuant to paragraphs 15(c)(v).
- (f) The Borrower covenants that it shall:
- (i) ensure the diligent performance of the usual and customary functions related to the servicing of the Business Notes; and
 - (ii) promptly perfect the Security Interests by filing a financing statement in accordance with the requirements of the Uniform Commercial Code and shall file such additional statements as are necessary to maintain the perfected Security Interests.
- (g) The Borrower shall promptly notify the Secretary in writing whenever an event which constitutes a default (an "Event of Default") under (and as defined in) any of the Security Documents pertaining to a Business Loan has occurred and has continued unremedied for a period of 90 days after such occurrence. Such Business Loan shall be hereinafter referred to as the "Nonperforming Business Loan." However, if a Debt Service Reserve Fund has been established by the Borrower in an amount ~~sufficient to satisfy at least one year's debt service~~ to HUD on the Nonperforming Business Loan(s) at the date that the loan(s) become nonperforming, the Borrower shall have an additional year prior to the required notification to remedy the default. Notification of a Nonperforming Business Loan shall be delivered to the Secretary as directed in paragraph (12)(f) above.

The Borrower shall within 60 days of such notification take one of the following actions:

- (i) The Borrower may replace the Nonperforming Business Loan with another, performing loan (the

"Replacement Loan") which meets the security requirements specified in paragraph 15(c). Such replacement shall be effected by delivery to the Custodian of the Security Documents that would be delivered if the Replacement Loan were made from Guaranteed Loan Funds. If the payments of principal and interest on the Replacement Loan are insufficient to satisfy the payments that are due on the Nonperforming Business Loan, the Borrower shall purchase Government Obligations that mature and bear interest at times and in amounts sufficient, together with payments due on the Replacement Loan, to pay when due the principal and interest to become due on the Nonperforming Business Loan. Such Government Obligations shall be deposited in the Loan Repayment Investment Account.

(ii) If the Borrower elects not to replace a Nonperforming Business Loan, the Borrower shall purchase Government Obligations that mature and bear interest at times and in amounts sufficient to pay when due the principal and interest to become due on the Nonperforming Business Loan. (This action shall be required only with respect to Nonperforming Business Loans that have not been replaced as provided under (i) above.) Such Government Obligations shall be deposited in the Loan Repayment Investment Account.

(h) Paragraph 12 is amended by adding at the end thereof the following language:

"(f) The Secretary may complete the endorsement of the Business Notes and record the assignments referred to in paragraph 15(e), and thereby effectuate the transfer of the documents referenced and underlying indebtedness from the Borrower to the Secretary or the Secretary's assignee.

"(g) The Secretary may exercise or enforce any and all other rights or remedies (including any and all rights and remedies available to a secured party under the Uniform Commercial Code) available by law or agreement (including any of the Security Documents, as defined in paragraph 15(d)) against the Borrower, against the Business Borrower, or against any other person or property."

(i) The Grant Agreement, of even date herewith for grant number B-99-ED-12-0024 to the Borrower for \$2,000,000 in EDI Grant Funds is hereby incorporated in this Contract and made a part hereof.

IN WITNESS WHEREOF, the undersigned, as authorized officials on behalf of the Borrower or the Secretary, have executed this Contract for Loan Guarantee Assistance, which shall be effective as of the date of execution hereof on behalf of the Secretary.

Miami-Dade County, Florida
BORROWER

ATTEST:

Jacqueline Mills
(Name)

SR. Executive Secretary
(Title)

Jacqueline Mills
(Signature)

BY: Steve Shiver
(Name)

County Manager
(Title)

[Signature]
(Signature)

April 6, 2001
(Date)

SECRETARY OF HOUSING AND URBAN
DEVELOPMENT

for
BY: Donna M. Abbenante
(Name)

General Deputy Assistant Secretary
for Community Planning and Development
(Title)

[Signature]
(Signature)

AUG - 8 2001
(Date)

ATTACHMENT 3

Legal Description of Real Property

[Borrower shall insert legal description]



OFFICE OF COMMUNITY PLANNING
AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

Special Attention of:
All CPD Division Directors
HUD Field Offices
HUD Regional Offices
All CDBG Grantees
All HOME Participating Jurisdictions
All HTF Grantees
All ESG -Grantees
All HOPWA - Grantees

NOTICE: CPD-19-01

Issued: February 13, 2019
Expires: September 30, 2019

Cross Reference: 24 CFR Part 91

Subject: Guidance on Submitting Consolidated Plans and Annual Action Plans
for Fiscal Year (FY) 2019

Purpose:

The purpose of this Notice is to instruct all Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Housing Trust Fund (HTF), Emergency Solutions Grants (ESG) and Housing Opportunities for Persons With AIDS (HOPWA) grantees on the timing of submission of FY 2019 Consolidated Plans and Action Plans. Grantees should not submit their Plans until after Congress passes HUD's FY 2019 appropriations, and the actual grant amounts have been determined. This Notice provides instructions to grantees/participating jurisdictions under each of these programs regarding costs incurred prior to execution of a grant agreement. This Notice further informs Entitlement CDBG grantees and HOME participating jurisdictions of waivers being made available to certain grantees/participating jurisdictions to assist in the implementation of the pre-award costs instructions. These procedures apply equally to grantees' 3- to 5-year Consolidated Plans as well as to annual Action Plans (either as a stand-alone document or as a component of the overall Consolidated Plan submission).

Notes regarding applicability:

This Notice uses the term "grantee" generically, to also include HOME participating jurisdictions, except where the term appears in discussions explicitly limited to one of the other covered funding programs. Provisions of this Notice covering the Entitlement CDBG program also apply to Insular Areas grantees and CDBG nonentitlement county grantees in Hawaii, as the Entitlement CDBG program regulations also apply to their CDBG funds.

Background:

Pursuant to 24 CFR 91.15(a)(1), each jurisdiction should submit its Consolidated Plan to HUD at least 45 days before the start of its program year. The earliest date on which HUD will accept a Consolidated Plan or Action Plan submission is November 15, 2018; and the latest

submission deadline is August 16, 2019. However, in most years, HUD does not receive its annual funding appropriation until several months into the federal fiscal year (rarely earlier than December, and sometimes as late as April). Once a fiscal year's appropriation is enacted, HUD needs time to compute grantees' allocation amounts for the programs covered by the Consolidated Plan.

According to 24 CFR 91.500(a), a Plan will be deemed approved 45 days after HUD receives the Plan, unless HUD notifies the jurisdiction before that date that the Plan is disapproved. In past years, HUD typically did not disapprove a Plan solely because it was based on estimated allocation amounts. As a result, a Plan submitted by a grantee before its allocation amounts are announced typically received automatic approval, even though the Plan did not list the grantee's actual allocation amounts.

This practice resulted in significant additional work for both HUD and grantees. After the actual allocation amounts were announced, a grantee had to submit a revised, re-signed SF-424 form listing the actual allocation amounts for each of its grants. In many cases, the grantee had to make additional changes to amend its Plan to reflect its actual allocation amounts. This may have constituted a substantial amendment under 24 CFR 91.505, which is subject to the grantee's citizen participation plan process. For FY 2019, HUD will not execute a grant agreement with a grantee until HUD has received a Plan (or an amended Plan) which incorporates the actual allocation amounts a grantee is to receive for FY 2019.

Revised Procedures for Submission of FY 2019 Consolidated Plans and Action Plans by Grantees with Early Program Year Start Dates:

HUD is issuing the following revised procedures to govern the submission and review of Consolidated Plans and Action Plans for FY 2019 funding prior to computation of FY 2019 allocation amounts. These procedures will apply to any grantee whose normal Consolidated Plan/Action Plan submission deadline (45 days before the start of the program year) falls either before, or less than 60 days after, the date HUD announces FY 2019 allocation amounts for CDBG, ESG, HOME and HOPWA funding. (See Section II. for a discussion of the timing of Housing Trust Fund allocations.)

Congress has not completed the appropriations process for HUD's FY2019 appropriation. At this time, HUD cannot predict when its FY 2019 appropriations bill will be enacted and when it will be able to announce FY 2019 allocation amounts. Thus, HUD cannot say how many grantees – or which program year start dates – will be subject to these revised procedures. Similarly, HUD cannot provide estimated FY 2019 allocation amounts for grantees to use for planning purposes in developing annual Action Plans.

Note: These procedures will not apply to grantees whose normal Consolidated Plan/Action Plan submission deadline is more than 60 days after HUD announcement of FY 2019 allocation amounts; those grantees should have sufficient time to revise their Plans to match actual allocation amounts prior to the due date for their Plan.

I. Revised Submission Dates for FY 2019 Consolidated Plans/Action Plans for CDBG, ESG, HOME, HOPWA

Grantees are advised not to submit their Consolidated Plan/Action Plan until after the FY 2019 allocations have been announced. Grantees due to submit a new 3- to 5-year Consolidated Plan in FY 2019 should refrain from submitting the overall Consolidated Plan as well as the FY 2019 Action Plan contained within the overall document. HUD cannot complete its review of the overall Consolidated Plan components independent of the current year's Action Plan component. Once HUD informs grantees of their FY 2019 funding allocation amounts, each grantee should, prior to submission, ensure that the actual FY 2019 allocation amounts are reflected in the form SF-424, in the description of resources and objectives, and in the description of activities to be undertaken (or, for states, the method of distribution). It may be necessary for a grantee to revise its Action Plan before submission to HUD.

An affected grantee may delay submission of its Consolidated Plan or Action Plan to HUD until 60 days after the date allocations are announced, or until August 16, 2019 (whichever comes first). This delay will give a grantee time to revise its Action Plan to incorporate actual allocation amounts, and to conduct any additional citizen participation, if necessary.

For example, if HUD were to announce the FY 2019 allocation amounts to grantees on April 26, 2019:

- For grantees with January 1 – June 1 program year start dates, their normal plan submission date would have been before the date that HUD announced allocation amounts. These grantees would be able to postpone submission of their Consolidated Plan/Action Plan until June 25, 2019.
- For grantees with July 1 and August 1 program year start dates, their normal Plan submission date would be less than 60 days after HUD's announcement of allocation amounts. These grantees would also be able to postpone submission of their Consolidated Plan/Action Plan until June 25, 2019.
- Grantees with September 1 and October 1 program year start dates would have more than 60 days between the date of announcement of allocations and the normal submission deadline for their Consolidated Plan/Action Plan. These grantees would be expected to submit their Plan on time.

However, in no case may a Consolidated Plan/Action Plan be submitted to HUD later than August 16, 2019. Failure to submit an Action Plan for FY 2019 by August 16, 2019, will result in the automatic loss of FY 2019 CDBG funds to the grantee. This requirement is established by statute, and HUD cannot waive the August 16 submission deadline. Funding under other CPD formula programs are not subject to this deadline but, since virtually all CPD formula grantees receive CDBG funding, the CDBG submission requirement effectively establishes the deadline for submission of Action Plans.

The regulations, at 24 CFR 91.15(a)(1), state that "...each jurisdiction should submit its Consolidated Plan at least 45 days before the start of its program year." HUD has determined that it is not necessary to waive this provision in order to implement the procedures in this Notice for FY 2019 Action Plans. This provision does not prohibit a grantee from submitting a Plan in the eCon Planning Suite after that time. It is not necessary for an affected grantee to request an exception to its normal Action Plan submission date under 24 CFR 91.15(a)(1), nor is it necessary for a field office to grant an exception to the Action Plan submission deadlines, under 24 CFR 91.20, in order to implement the procedures in this Notice.

II. Submission Process for the Housing Trust Fund (HTF) Program

HTF is an affordable housing production program to increase and preserve the supply of decent, safe, and sanitary affordable housing for extremely low-income and very low-income families. See 24 CFR part 93. HTF is a formula grant program for states.

The HTF regulation at 24 CFR 93.100 requires each state to include its HTF allocation plan in its annual Action Plan as described at 24 CFR 91.320(k)(5). The HTF allocation plan describes the method for the distribution of funds, and establishes the application requirements and criteria for selecting applications. The rule also requires a local jurisdiction that receives a subgrant of HTF funds from the state to include a HTF allocation plan (24 CFR 91.220(l)(5)) in its annual Action Plan, but due to the timing of the publication of HTF allocations, the local jurisdiction may need to amend its annual Action Plan to include HTF.

The timing of the HTF allocations is different from other CPD formula programs (CDBG, HOME, HOPWA, and ESG) because the source of funding is the mandatory assessments on Fannie Mae and Freddie Mac rather than Federal appropriations. The earliest HUD expects to publish the HTF allocations is April 2019. If HTF allocations are not published before a state submits its Consolidated Plan/Action Plan, a state may submit its Consolidated Plan/Action Plan for the other CPD formula programs, then submit its HTF allocation plan as a substantial amendment to its annual Action Plan, after the HTF allocations are published.

III. HUD Review of Action Plans

HUD will review a Consolidated Plan/Action Plan in accordance with 24 CFR 91.500(b). The 45-day review period will begin whenever the eCon Planning Suite submission or original executed SF-424, certifications and applicable assurances (SF 424B and SF 424D, as applicable) are received by the field office, whichever is later. HUD will disapprove as substantially incomplete any Consolidated Plan or Action Plan covering FY 2019 funding that does not reflect actual CDBG, HOME, ESG and HOPWA allocation amounts on the form SF-424(s), in the description of resources and objectives, and in the description of activities to be undertaken (or, for states, the method of distribution). The HTF allocation must be included if the HTF allocations are published before the state submits its Consolidated Plan or Action Plan. (See Section II.) A grantee whose Action Plan is disapproved for this reason is advised to not resubmit a revised Plan until HUD has announced the actual FY 2019 allocation amounts, and until the grantee has incorporated the actual allocation amounts into its Plan.

24 CFR 91.500(b) states HUD may disapprove a Plan or a portion of a Plan if it is inconsistent with the purpose of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12703), if it is substantially incomplete, or, in the case of a CDBG certification under §91.225(a) and (b) or §91.325(a) and (b), if it is not satisfactory to the Secretary in accordance with §570.304, §570.429(g), or §570.485(c). The following are examples provided in §91.500(b) of substantially incomplete Plans:

- (1) A Plan developed without the required citizen participation or the required consultation;
- (2) A Plan that fails to satisfy all the required elements in 24 CFR Part 91, as reflected in the eCon Planning Suite. This includes when the grantee has not provided a final statement of community development objectives and the projected use of funds;
- (3) A Plan for which a certification is rejected by HUD as inaccurate, after HUD has inspected the evidence and provided due notice and opportunity for comment; and
- (4) A Plan without a description of the manner in which the unit of general local government or state will provide financial or other assistance to a public housing agency if the public housing agency is designated by HUD as “troubled”.

24 CFR 91.500(d) states that “(t)he jurisdiction may revise or resubmit a Plan within 45 days after the first notification of disapproval.” HUD has determined that it is not necessary to waive this provision in order to implement the procedures in this Notice for FY 2019 Consolidated Plans/Action Plans. This provision does not prohibit a grantee from re-submitting a Plan after that time period.

24 CFR 91.105(c), 91.115(c) and 91.505 require a grantee to comply with citizen participation requirements when it undertakes a substantial amendment to an approved Plan. A Plan that has been disapproved by HUD is, by definition, not an approved Plan. When a grantee’s Plan is disapproved by HUD, the Consolidated Plan regulations do not necessarily require a grantee to undertake further citizen participation on the changes the grantee makes before re-submitting it. (A major exception to this, however, would be if the reason for disapproval involved the grantee’s failure to fulfill citizen participation requirements to begin with.) However, as noted in this Notice, there are circumstances in which a grantee may need to make major revisions to a disapproved Plan, which could trigger further citizen participation efforts. A grantee with a disapproved Plan should review its citizen participation plan and local policies to determine whether it will need to conduct further citizen participation as a result of the changes it makes to incorporate actual allocation amounts into its Plan, prior to re-submission of the revised Plan.

IV. Development of Proposed Action Plans and Citizen Participation During the Interim

A grantee has several options regarding fulfilling its citizen participation obligations while waiting for HUD to announce FY 2019 allocation amounts:

- a. A grantee may conduct citizen participation on its draft Plan (with estimated funding amounts) according to its normal timetable and citizen participation procedures. (Grantees

are cautioned, though, that they should not submit their Plan until allocation amounts are known.) A grantee doing so should make clear that the funding levels shown are estimated amounts. In addition, the grantee should include "contingency provision" language in its Action Plan which explains how it will adjust its proposed Plan to match its actual allocation amounts, once actual amounts become known. By including such contingency language, a grantee can avoid the need to make significant revisions to its Plan (beyond incorporating the final allocation amounts into the Plan and the SF-424 form). The grantee may also avoid the potential need to conduct additional citizen participation on a Plan that has to be significantly revised in order to reflect actual allocation amounts.

Examples of contingency provisions include:

- A Plan could state that all proposed activities' budgets will be proportionally increased or decreased from the estimated funding levels to match actual allocation amounts.
- A grantee could express its budget in terms of percentages of the allocation to be budgeted to each planned activity, along with the grantee's current estimate of how many dollars that equates to for each activity. [For example, regardless of what the final allocation amounts are, the United Interfaith Street Outreach Program will receive 22% (currently estimated to be approximately \$38,000) of the grantee's total ESG allocation, and the Tenant-Based Rental Assistance activity will receive 10% (currently estimated to be about \$68,750) of the HOME allocation.]
- A Plan could state that any increase or decrease in funding to match actual allocation amounts will be applied to one or more specific activities (e.g., any increase or decrease relative to the grantee's estimated allocation amount will be applied to the single-family housing rehabilitation grant program).
- A Plan could list its proposed activities in priority order and indicate that the East Side Sidewalk Replacement activity listed in the plan is a "backup" activity that will be funded only if sufficient CDBG funding exists; or conversely, if the grantee's actual allocation is less than estimated, the East Side Sidewalk Replacement activity will not be funded in FY 2019.
- A Plan could state that, should the actual allocation amount exceed the grantee's estimate, the grantee will increase the Uptown Sewer Separation activity budget and will extend the service area block-by-block along the 600-900 blocks of Cherry Street, based on the amount of additional funding available.

A grantee may include these or other comparable provisions singly or in any combination to meet its needs. A grantee may adopt a different contingency approach for each of the programs covered by this Notice (CDBG, ESG, HOME, HOPWA and HTF).

- b. Alternatively, a grantee may prepare a proposed Action Plan according to its normal timetable, but wait until actual allocation amounts are known before undertaking citizen participation actions. Once allocation amounts are announced by HUD, the grantee

will need to update relevant sections of its Plan (such as the listings of resources and objectives, and the description of activities or the state's method of distribution) to reflect actual allocation amounts before conducting citizen participation. All grantees intending to incur pre-award costs under the programs covered by this Notice should be aware that this option will not be available to them, as citizen participation requirements must be met before pre-award costs are incurred. (See Section V. below.)

HUD has developed these procedures to minimize disruption to grantees and to minimize duplication of effort by grantees. A grantee that does not follow either option a. or b. above (i.e., the grantee undertakes citizen participation according to its normal timetable, based solely on estimated funding levels, and the Plan does not contain any contingency language on how the final Plan will be adjusted to match actual allocation amounts) runs the risk of increasing its own work obligations and costs. The grantee will still be required to update its Plan to incorporate actual allocation amounts before submission to HUD. The grantee may need to undertake additional publication and citizen participation processes, depending on the difference between its actual allocation amounts and the estimated amounts in its proposed Action Plan, and how the grantee plans to adjust its proposed activities in order to match its actual allocation amounts. Local policies and procedures may also require the grantee to obtain re-approval of the revised Plan from its legislative body or authorizing officials.

A Plan that has not yet been submitted to HUD is also not an approved Plan, and is not subject to the citizen participation requirements of a substantial amendment. However, a grantee that delays its Plan submission should review its citizen participation plan and local policies to determine whether it will need to conduct further citizen participation as a result of the changes it makes to incorporate actual allocation amounts into its Plan, prior to its submission.

V. Pre-Award Costs

A. General Provisions Applicable to All Consolidated Plan Programs

Special attention must be paid to situations in which a grantee wishes to incur costs prior to grant award. For example, under certain programs, a grantee may want to execute annual renewals of agreements with social service providers in order to prevent interruption of social services. The annual performance cycle of these agreements might normally begin after the grantee's official program year start date but, under this Notice the grantee cannot even submit its Action Plan until after the date that the agreements need to be executed. Thus, the timing instructions in this Notice may cause some program costs to be classified as pre-award costs where they would otherwise not have been.

The government-wide Uniform Administrative Requirements, Cost Principles and Audit Requirements regulation, at 2 CFR Part 200, contains language concerning agency approval of pre-award costs. The language at 2 CFR 200.458 applies to any program that does not have its own separate provisions concerning authorization of pre-award costs:

§ 200.458. Pre-award costs. Pre-award costs are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the Federal awarding agency.

The ESG, HOPWA and HTF program regulations do not contain program-specific language establishing pre-award cost requirements for those programs; the CDBG and HOME program regulations do contain pre-award cost requirements unique to those programs. (However, the HOME requirements apply only to certain types of pre-award costs.) The following guidance applies to all five programs. Additionally, guidance unique to each separate program is provided below.

The Part 91 Consolidated Plan regulations make distinctions between a “proposed Plan” and “a Plan”. Most notably, 24 CFR 91.105(b) and 91.115(b) describe the citizen participation requirements for a grantee’s proposed Plan. For purposes of this Notice regarding pre-award costs, HUD considers a grantee’s Plan to have moved from being “a proposed Plan” to being “a Plan” once a grantee has completed the publication, public hearing and public comment requirements at 24 CFR 91.105(b)(2), (3) and (4) or 91.115(b)(2), (3) and (4), and has developed its written summary of comments received pursuant to 24 CFR 91.105(b)(5) or 91.115(b)(5).

To minimize additional workload on grantees and HUD field offices, this Notice establishes the following procedures implementing the 2 CFR 200.458 requirements cited above. This Notice provides HUD approval to incur pre-award costs if and when the grantee completes the following documentation in its local files:

1. The grantee documents that the costs incurred prior to grant award are necessary for efficient and timely performance of the activity in question.
2. The grantee documents that the costs are for eligible activities under the regulations for the applicable funding program;
3. The grantee documents that the grantee has complied with all other requirements for pre-award costs under the regulations for the applicable funding program or as described below;
4. The activity for which costs will be incurred is included in a Consolidated Plan/Action Plan;
5. The grantee documents completion of its citizen participation process by including in its files a written, dated summary of citizen participation comments received on its Plan, pursuant to 24 CFR 91.105(b)(5) or 91.115(b)(5) as applicable.

If the grantee’s files contain all other necessary documentation supporting the costs (described below for each program), the date of HUD approval for pre-award costs is the date of the written summary of citizen participation comments, or the grantee’s program year start date, whichever is later.

Note: Pre-award costs are incurred at the grantee's own risk because reimbursement is contingent upon the availability of appropriated funds for FY 2019 in addition to the applicable provisions listed in this section.

B. Additional Provisions: Entitlement CDBG Program

The Entitlement CDBG program regulations specify, at 24 CFR 570.200(h), the situations under which a grantee may incur costs prior to the effective date of its grant agreement. The provisions of this Notice will affect how grantees comply with the pre-award cost reimbursement requirements.

1. 24 CFR 570.200(h) defines the effective date of a grantee's agreement as the grantee's program year start date or the date that the Consolidated Plan/Action Plan is received by HUD (whichever is later). Under the provisions of this Notice, a grantee's Action Plan may not be submitted to (and thus received by) HUD until several months after the grantee's program year start date. This may negatively affect grantees' ability to incur pre-award costs.
2. Therefore, HUD has issued a waiver of 24 CFR 570.200(h) to the extent necessary to implement the following requirement: the effective date of a grantee's FY 2019 grant agreement will be considered to be the earlier of the grantee's program year start date or the date that the Consolidated Plan/Action Plan (with actual allocation amounts) is received by HUD. Attachment A contains the HUD memorandum authorizing this waiver. This waiver is applicable to any Entitlement CDBG grantee seeking to incur pre-award costs, whose Action Plan submission is delayed past the normal submission date because of delayed enactment of FY 2019 appropriations for the Department. An affected community applying this waiver shall document in writing the conditions giving rise to the need to use this waiver, and maintain the documentation for HUD's review. Grantees' authority to make use of this waiver is only in effect until August 16, 2019, as that is the last date that a grantee may submit its FY 2019 Action Plan.
3. 24 CFR 570.200(h)(1)(i) requires that the activity for which the costs are being incurred must be included in a Consolidated Plan/Action Plan prior to the costs being incurred; grantee compliance with steps 4 and 5 under the general pre-award cost provisions above will meet that requirement. However, grantees must also comply with §570.200(h)(1)(ii), which further specifies that the Plan must advise citizens of the extent to which the pre-award costs will affect future grants. CDBG grantees intending to incur pre-award costs are cautioned that option b. described in Section IV above is not likely to be a feasible alternative for them. HUD advises any Entitlement CDBG grantee intending to incur pre-award costs to follow the process described in Section IV. a. above; in doing so, the grantee will need to ensure that it has met the citizen participation and notification requirements above.
4. Pursuant to § 570.200(h)(1)(iii) and § 570.604, the costs and corresponding activities must comply with the environmental review requirements at 24 CFR Part 58.

C. Additional Provisions: HOME Program

The HOME regulations specify situations under which a grantee may incur costs prior to the effective date of its grant agreement. The provisions of this Notice will affect how grantees comply with the pre-award cost reimbursement requirements.

1. 24 CFR 92.212(b) defines the effective date for incurring administrative and planning costs to be charged to the HOME allocation as the beginning of the participating jurisdiction's consolidated program year or the date that the Consolidated Plan is received by HUD (whichever is later). Under the provisions of this Notice, a participating jurisdiction's Action Plan may not be submitted to (and thus received by) HUD until several months after the PJ's program year start date. This may negatively affect a participating jurisdiction's ability to incur planning and administrative pre-award costs. Therefore, HUD has issued a waiver of 24 CFR 92.212(b) to the extent necessary to implement an alternative requirement: the effective date of a grantee's FY 2019 grant agreement will be considered to be the earlier of the participating jurisdiction's program year start date or the date that the Consolidated Plan/Action Plan (with actual allocation amounts) is received by HUD.
2. Attachment A contains the HUD memorandum authorizing this waiver. This waiver is applicable to any HOME participating jurisdiction seeking to incur pre-award administrative and planning costs, whose Action Plan submission is delayed past the normal submission date because of delayed enactment of FY 2019 appropriations for the Department. An affected participating jurisdiction applying this waiver shall document in writing the conditions giving rise to the need to use this waiver, and maintain the documentation for HUD's review. A participating jurisdiction's authority to make use of this waiver is only in effect until August 16, 2019, as that is the last date that a grantee may submit its FY 2019 Action Plan.

D. Additional Provisions: ESG Program

An ESG grantee is permitted to incur pre-award costs against its FY 2019 grant, provided that the grantee has met the general conditions described in Section V.A., above, plus the following conditions:

1. The costs and corresponding activities must comply with the ESG Program regulations at 24 CFR Part 576.
2. The costs and corresponding activities must comply with environmental review requirements. The "Moving Ahead for Progress in the 21st Century Act" (MAP-21), (Public Law 112-141) made several changes to HUD's homeless assistance programs, including authorization to permit recipients and other responsible entities to assume HUD environmental review responsibilities in accordance with 24 CFR Part 58. Initially, for FY 2012 ESG funds, ESG projects were subject to the environmental review procedures under 24 CFR Part 50, which assigns HUD all environmental review responsibilities due to the HEARTH Act's repeal of Section 443 of the McKinney-Vento Homeless Assistance Act. Now, recipients or other Responsible Entities assume environmental review responsibilities

under 24 CFR Part 58.

E. Additional Provisions: HOPWA Program

A HOPWA grantee is permitted to incur pre-award costs against its FY 2019 grant, provided that the grantee has met the general conditions described in Section V.A., above, plus the following conditions:

1. The costs are incurred for eligible activities undertaken in accordance with HOPWA program regulations at 24 CFR Part 574.
2. The costs and corresponding activities must comply with environmental review requirements at 24 CFR 574.510.

F. Additional Provisions: HTF Program

HUD is authorizing HTF grantees to incur pre-award costs permitted under 24 CFR 200.458 for planning activities and preparation of the HTF allocation plan. Eligible pre-award costs may include the cost of public hearings, consultations, and publication of public notices, as well as developing program guidelines. Pre-award costs may not exceed 5% of the minimum allocation amount of \$3 million. This is one half of the grant amount that the state may use for administration and planning in accordance with 24 CFR 93.202, based on receiving a minimum grant amount. The costs and corresponding activities must comply with the environmental review requirements at 24 CFR 93.301(f).

VI. Opportunity Zones

Created by the 2017 Tax Cut and Jobs Act, the Opportunity Zone program is designed to stimulate private investment in designated, low-income census tracts nationwide. Since the passage of the law, Opportunity Zones (OZ) have been designated in all 50 states, the District of Columbia, Puerto Rico, and in Insular Areas.

Census tracts were eligible for designation as Opportunity Zones if they satisfied the definition of a "low-income community" (LIC) per § 45D(e) of the Internal Revenue Code. States were limited in the number of tracts they could designate as Opportunity Zones since the number of designated census tracts could not exceed 25 percent of the total number of tracts in the State that met the LIC definition.

The term "low-income community" means any census tract where: (a) the poverty rate for such tract is at least 20 percent, or (b)(i) in the case of a tract not located within a metropolitan area, the median family income for such tract does not exceed 80 percent of statewide median family income, or (b)(ii) in the case of a tract located within a metropolitan area, the median family income for such tract does not exceed 80 percent of the greater of statewide median family income or the metropolitan area median family income. For grantees who are familiar with using New Market Tax Credits (NMTC) as a source for community development finance, these eligibility criteria are the same as the requirements necessary to qualify for NMTC. It is worth noting that some non-LIC

tracts were also eligible for OZ designation if certain additional criteria were met.

This program incentivizes individuals and companies to invest equity in real estate projects or in businesses in these communities. It does so by enabling them to temporarily defer and reduce their tax liability on investments in privately- or publicly-managed Opportunity Funds. These Opportunity Funds must invest funds in real estate projects or businesses located in designated Opportunity Zones. Moreover, if investors leave their investments in these funds long-term, the profits they make on their Opportunity Fund investments will not be taxed.

HUD encourages Community Planning and Development (CPD) program grantees to consider the use of CDBG, HOME, ESG, HOPWA, and HTF funds for eligible activities in Opportunity Zones when developing their Consolidated Plans. CPD will be publishing further guidance in the near future which will provide additional information related to how program funds can be deployed to leverage Opportunity Zone financing.

In the interim, when considering strategies to facilitate the use of CDBG and Section 108 guaranteed loan funds in Opportunity Zones, CPD encourages grantees to explore whether these zones would also qualify as Neighborhood Revitalization Strategy Areas (NRSAs) under CPD Notice 16-16. Compliance with certain CDBG requirements can be streamlined through the designation of NRSA's that may make it more feasible for grantees and their partners to leverage CDBG and Section 108 funds more quickly in Opportunity Zones.

VII. Applicability of This Notice to Future Years

This Notice applies only to Consolidated Plans/Action Plans submitted for FY 2019 funding on or before August 16, 2019, or 60 days after HUD announcement of the FY 2019 allocation amounts for CDBG, ESG, HOME, and HOPWA funding (whichever is earlier). HUD anticipates revising the Consolidated Plan regulations (and other related regulations) to explicitly include, as a basis for disapproval of a Plan, that a Plan does not contain and reflect a grantee's actual allocation amount. For further information on potential rulemaking in this area, see HUD's June 3, 2015, Federal Register Notice (80 FR 31538). That document solicited public comments on possible amendments to the Consolidated Plan regulations and the CDBG Entitlement regulations to effect such a change. See in particular Sections II.B.1., II.B.2 and II.B.7 of the Notice, pages 31544 and 31546. (Please note, however, that the public comment period for that Federal Register Notice has closed.)

For further information:

Grantees with questions concerning this Notice should direct their inquiries to their local HUD Field Office Community Planning and Development Division. Field Offices should direct their questions to the following Headquarters program offices as applicable:

Office of Block Grant Assistance at (202) 708-1577 for the Entitlement CDBG program or (202) 708-1322 for the State CDBG program

Office of Affordable Housing Programs at (202) 708-2684

Office of Special Needs Assistance Programs at (202) 708-4300

Office of HIV/AIDS Housing at (202) 708-1934 or at hopwa@hud.gov

ATTACHMENT A



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

NOV 30 2018

MEMORANDUM FOR: Community Planning and Development Field Office
Division Directors

FROM: 
Neal Kacelleff, Assistant Secretary, D

SUBJECT: Availability of Waivers of Community Planning and Development
Grant Program Requirements to Facilitate the Ability to Incur
Pre-Award Costs in FY 2019

PURPOSE:

This memorandum explains the availability of waivers of certain statutory and regulatory requirements associated with two Community Planning and Development (CPD) grant programs to facilitate the continuation of eligible activities and ongoing planning and administrative costs due to a delay by HUD in the receipt of annual appropriations for FY 2019. This memorandum covers the following CPD programs:

- Community Development Block Grant (CDBG), and
- HOME Investment Partnerships (HOME)

BACKGROUND:

HUD is issuing procedures to govern the submission and review of action plans for FY 2019 funding prior to the enactment of a FY 2019 appropriation bill. Grantees are advised to not submit a consolidated plan or action plan until the FY 2019 formula allocations have been announced. However, an action plan must be submitted to HUD no later than August 16, 2019.

The likelihood of delays in the receipt of annual appropriations by HUD and implementation of these procedures for FY 2019 may have negative consequences for CDBG and HOME grantees that intend to incur eligible costs prior to the award of FY 2019 funding. Some activities might otherwise be interrupted, and grantees might not otherwise be able to use CDBG or HOME funds for planning and administrative costs of administering their programs.



ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

April 15, 2019

The Honorable Carlos A. Giménez
Mayor of Miami-Dade County
111 NW 1st Street
Miami, FL 33128

Dear Mayor Giménez,

I am pleased to inform you of your jurisdiction's Fiscal Year (FY) 2019 allocations for the Office of Community Planning and Development's (CPD) formula programs, which provide funding for housing, community and economic development activities, and assistance for low- and moderate-income persons and special needs populations across the country. President Trump signed Public Law 116-6 on February 15, 2019, which includes FY 2019 funding for these programs. Your jurisdiction's FY 2019 available amounts are as follows:

Community Development Block Grant (CDBG)	\$10,886,157
HOME Investment Partnerships (HOME)	\$4,524,114
Housing Opportunities for Persons with AIDS (HOPWA)	\$ 0
Emergency Solutions Grant (ESG)	\$1,082,542

Your CDBG allocation is the net amount available after deducting \$1,947,751 as a voluntary grant reduction.

This letter highlights several important points related to these programs. We remind grantees that CPD seeks to develop viable communities by promoting integrated approaches that provide decent housing and suitable living environments while expanding economic opportunities for low- and moderate-income and special needs populations, including people living with HIV/AIDS. The primary means towards this end is the development of partnerships among all levels of government and the private sector, including both for-profit and non-profit organizations.

Additionally, several of these CPD funding sources may serve as important resources to leverage investments in any designated Opportunity Zones in your jurisdiction. Created by the 2017 Tax Cut and Jobs Act, the Opportunity Zone program will stimulate private investment in designated, low-income census tracts nationwide. CPD will publish further guidance on how funding available through the formula grant programs can be deployed to leverage Opportunity Zone financing.

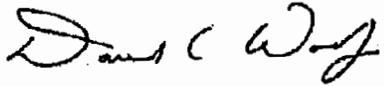
Based on the demographic requirements of designated Opportunity Zones, it is possible that your jurisdiction could use CDBG and Section 108 Guaranteed Loan Program funds to invest in infrastructure, assist existing businesses, or provide gap financing sources for real estate projects in

these zones. Based on your jurisdiction's CDBG allocation for this year, you also have \$37,619,783 in available Section 108 borrowing authority. Since Section 108 loans are federally-guaranteed, this program can leverage your jurisdiction's existing CDBG funding to access low-interest, long-term financing to invest in Opportunity Zones or other target areas in your jurisdiction.

HUD continues to emphasize the importance of effective performance measurements in all of its formula grant programs. Proper reporting in the Integrated Disbursement and Information System (IDIS) is critical to ensuring grantees are complying with program requirements and policies, providing demographic and income information about the persons that benefited from a community's activities, and allowing HUD to monitor grantees. Your ongoing attention to ensuring complete and accurate reporting of performance measurement data continues to be an invaluable resource with regard to the impact of these formula grant programs.

The Office of Community Planning and Development is looking forward to working with you to promote simple steps that will enhance the performance of these critical programs and successfully meet the challenges that our communities face. If you or any member of your staff have questions, please contact your local CPD Office Director.

Sincerely,



David C. Woll, Jr.
Assistant Secretary (Acting)

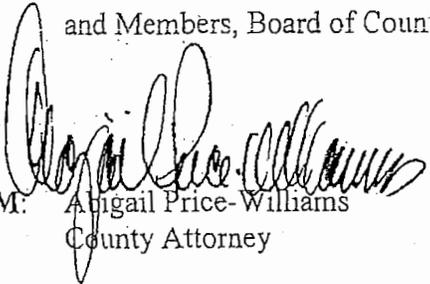


MEMORANDUM

(Revised)

TO: Honorable Chairwoman Audrey M. Edmonson
and Members, Board of County Commissioners

DATE: July 23, 2019

FROM: 
Angail Price-Williams
County Attorney

SUBJECT: Agenda Item No. 14(A)(7)

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 present ____, 2/3 membership ____, 3/5's ____, unanimous ____, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ____, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) ____, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) ____) 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. 14(A)(7)
7-23-19

RESOLUTION NO. R-841-19

RESOLUTION APPROVING, AFTER A PUBLIC HEARING, THE FISCAL YEAR 2019 ACTION PLAN WITH FUNDING RECOMMENDATIONS FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS IN THE AMOUNT OF \$10,886,157.00, HOME INVESTMENT PARTNERSHIPS (HOME) FUNDS IN THE AMOUNT OF \$4,524,114.00, HOME PROGRAM INCOME IN THE AMOUNT OF \$1,759,078.59, AND EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM FUNDS IN THE AMOUNT OF \$1,082,542.00; APPROVING SUBSTANTIAL AMENDMENTS TO THE FISCAL YEARS FY 2004-2018 ACTION PLANS AND THE CORRESPONDING FY 2003-2007, 2008-2012, AND 2013-2017 (AS EXTENDED THROUGH 2019) CONSOLIDATED PLANS FOR THE RECAPTURE AND REALLOCATION OF CDBG FUNDS IN THE AMOUNT OF \$1,251,226.82, HOME FUNDS IN THE AMOUNT OF \$1,286,823.26, HOME CHDO FUNDS IN THE AMOUNT OF \$24,604.10, HOUSING DEVELOPMENT GRANT PROGRAM INCOME IN THE AMOUNT OF \$1,613,176.74, AND ESG FUNDS IN THE AMOUNT OF \$274,045.00; AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXECUTE ALL STANDARD SHELL CONTRACTS, AMENDMENTS, STANDARD SHELL LOAN DOCUMENTS AND OTHER AGREEMENTS NECESSARY TO ACCOMPLISH THE PURPOSES OF THIS RESOLUTION, TO SUBORDINATE AND/OR MODIFY AGREEMENTS APPROVED HEREIN IN ACCORDANCE WITH CONDITIONS SET FORTH HEREIN; AND TO EXERCISE THE TERMINATION AND OTHER PROVISIONS CONTAINED THEREIN

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

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

47

Section 1. This Board approves, after a public hearing, the Fiscal Year (“FY”) 2019 Action Plan for submission to the United States Department of Housing and Urban Development (“HUD”). The FY 2019 Action Plan funding recommendations, as set forth in Exhibit 1 attached hereto and incorporated herein by reference, consist of \$10,886,157.00 of Community Development Block Grant (“CDBG”) Program funds, \$4,524,114.00 of HOME Investment Partnerships (“HOME”) Program funds, \$1,759,078.59 of HOME Program Income funds, and \$1,082,542.00 of Emergency Solutions Grant (“ESG”) Program funds. The FY 2019 Action Plan includes Commission District Fund (“CDF”) allocations for public service, public facilities/capital improvements, housing, and/or economic development activities in the total amount of \$899,268.24.

Section 2. This Board approves Substantial Amendments to the FY 2004-2018 Action Plans and the corresponding FY 2003-2007, 2008-2012, and 2013-2017 (as extended through 2019) Consolidated Plans in order to recapture \$1,251,226.82 of CDBG, \$1,286,823.26 of HOME, \$24,604.10 of HOME Community Housing Development Organization, \$1,613,176.74 of Housing Development Grant Program Income, and \$274,045.00 of ESG funds which will be reallocated to activities as set forth in Exhibit 3, attached hereto and incorporated herein by reference.

Section 3. This Board authorizes the County Mayor or County Mayor's designee to (a) execute all conditional loan commitments, in substantially the form attached hereto as Exhibit 4 and incorporated herein by reference, standard shell contracts, standard shell loan documents, amendments, and other agreements necessary to accomplish the purposes of this resolution; (b) to subordinate and/or modify the terms of contracts, agreements, amendments, and loan documents for projects and activities approved herein, so long as such modifications are: (i) approved by the County Attorney's Office for legal form and sufficiency, (ii) not substantially inconsistent with

this resolution, and (iii) found by the County Mayor or County Mayor's designee to be in the best interest of the County; (c) to execute other documents necessary to accomplish the purposes set forth in this resolution; and (d) to exercise the termination, waiver, acceleration, and other provisions set forth in agreements executed in performance of this resolution.

The foregoing resolution was offered by Commissioner **Sally A. Heyman**, who moved its adoption. The motion was seconded by Commissioner **Xavier L. Suarez** and upon being put to a vote, the vote was as follows:

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

The Chairperson thereupon declared the resolution duly passed and adopted this 23rd day of July, 2019. 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

Linda L. Cave

By: _____
Deputy Clerk



Approved by County Attorney as
to form and legal sufficiency.

Brenda Kuhns Neuman

49

**Department of Public Housing and Community Development (PHCD)
FY 2019 Action Plan**

Exhibit 1

Binder #	Agency Name	Activity Title	Activity Description	Activity Category	Funding Source	Activity Address	District Activity Located	District Serving	NRSA Located	-NRSA (s) Serving	Funding Amount Requested	Average Score	Staff Recommendations	Commission District Fund (CDF)	Legend	Total Recommendation
CDBG - PUBLIC SERVICE & COUNTY ALLOCATIONS (APPLICATIONS NOT SUBJECT TO SELECTION COMMITTEE SCORING): \$1,162,923.56																
19-1	Josefa Castano Kidney Foundation, Inc.	Nutrition for Elderly Disabled Persons	Provide nutrition balanced lunch meals or 34 elderly disabled dialysis patients. [CDF 5 = \$20,000]	PS	CDBG	2141 SW 1st Street, Suites 101-102, Miami, FL 33135	5	CW	N/A	N/A	\$ 50,000.00	N/A	\$ -	\$ 20,000.00		\$ 20,000.00
19-2	Florida Venture Foundation, Inc.	Elderly Services	Agency will provide a variety of services to 60 elderly residents; to include minimizing alone time by reading, games, goodie bags and toiletries. The agency will visit Elderly Assisted Living Facilities and Senior Centers throughout Miami Dade County. [CDF 10 = \$30,000]	PS	CDBG	13501 NW 107 Avenue, Hialeah Gardens, FL 33018	12	CW	N/A	N/A	\$ 63,000.00	N/A	\$ -	\$ 30,000.00		\$ 30,000.00
19-4	New Hope Development Center, Inc.	Afterschool Summer Care	An afterschool/summer care program for 25 children between the ages of 5 to 18. Reinforcing reading, math, writing and providing homework assistance located at 1881 NW 103 ST Miami, FL 33147.	PS	CDBG	1881 NW 103rd Street, Miami, FL 33147	2	1, 2, 3	West Little River	West Little River and Opa-Locka	\$ 40,000.00	N/A	\$ -	\$ -		\$ -
19-10	Community Health of South Florida	Transportation Services	Providing transportation services to 12,666 low- and moderate residents needing access to health care services.	PS	CDBG	10300 SW 216 Street, Miami, FL 33190	9	7, 8, 9, 10, 11	N/A	Cutler, Goukds, Lersura City/Naranja, Perrine, South Miami	\$ 150,000.00	N/A	\$ -	\$ -		\$ -
19-12	Brownsville Medical Center, Inc.	Brownsville Medical Center	Expand current operations to include a community center to host food distribution and a food bank. [CDF 3 = \$15,000]	PS	CDBG	2400 NW 54 Street, Miami, FL 33142	3	3	Model City	Model City	\$ 15,000.00	N/A	\$ -	\$ 15,000.00		\$ 15,000.00
19-21	Three Virtues Organization, Inc.	Three Virtues Out of School	Out of school and after school program for 60 children of migrant farmworkers. [CDF 0 = \$5,994.12]	PS	CDBG	283 S. Krome Avenue, Homestead, FL 33030	8	8,9	N/A	N/A	\$ 60,000.00	N/A	\$ -	\$ 5,994.12		\$ 5,994.12
19-22	Spinal Cord Living-Assistance Development, Inc. SCLAD	Community Inclusion for Persons with Disabilities	To help 50 people with disabilities, including the elderly, maintain residential stability and avoid institutionalization. [CDF 6 = \$25,000]	PS	CDBG	221 E 2nd Avenue, Hialeah, FL 33010	6	CW	N/A	N/A	\$ 55,000.00	N/A	\$ -	\$ 25,000.00		\$ 25,000.00

Department of Public Housing and Community Development (PHCD)
FY 2019 Action Plan

Exhibit 1

Binder #	Agency Name	Activity Title	Activity Description	Activity Category	Funding Source	Activity Address	District Activity Located	District Serving	NRSA Located	NRSA (s) Serving	Funding Amount Requested	Average Score	Staff Recommendations	Commission District Fund (CDF)	Legend	Total Recommendation
19-24	Greater Miami Service Corps	Youth Employment and Training	To provide 50 18-24 year olds with an opportunity to earn their GED or high school diploma, gain industry credentials paid and unpaid work experience, job training, and employment. [CDF 1 = \$45,122.14; CDF 3 = \$25,081.42; CDF 5 = \$16,000; and CDF 9 = \$7,500]	PS	CDBG	810 NW 28th Street, Miami, FL 33127 and 15355 Harding Lane, Miami, FL 33033	3, 8	CW	N/A	All NRSA's	\$ 125,000.00	N/A	\$ -	\$ 95,703.56		\$ 95,703.56
19-25	Chapman Partnership	Family Resource Center	After school academic enrichment and development, engaging summer camp and parenting workshops for 50 people.	PS	CDBG	1550 N. Miami Ave., Miami, FL 33136 and 28205 SW 124th Ct., Homestead, FL 33033	3, 9	CW	NA	All NRSA's	\$ 60,000.00	N/A	\$ -	\$ -		\$ -
19-33	The Optimist Foundation of Greater Goukds, FL Inc.	After School Program	Crime prevention/intervention program for 120 at risk youth ages 4 to 16. [CDF 9 = \$37,500]	PS	CDBG	21805 SW 114 Avenue, Goukds, FL 33170 - Goukds Park	9	8, 9	Goukds	Culler, Goukds, Leisure City/Naranja, Perrine	\$ 59,998.00	N/A	\$ -	\$ 37,500.00		\$ 37,500.00
19-39	Helping Hands Youth Center, Inc.	Helping Hands Youth Educational & Recreational Services	Provide after school programs and recreational activities for 125 clients.	PS	CDBG	6304 NW 14th Avenue, Miami, FL 33147	3	2, 3	Model City	Model City	\$ 300,000.00	N/A	\$ -	\$ -		\$ -
19-44	Latinos United in Action Center, Inc.	Allapattah Children Empowerment Strategies (A.C.E.S.)	An positive educational youth development after school program for 80 students 11 to 14 years old attending Middle schools in Allapattah, Melrose, Model City, Liberty City or nearby communities. [CDF 3 = \$25,081.42]	PS	CDBG	3323 NW 17th Avenue, Miami, FL 33142	3	2, 3	N/A	Model City	\$ 80,000.00	N/A	\$ -	\$ 25,081.42		\$ 25,081.42
19-45	Curley's House of Style, Inc.	Elderly Meals Program	To provide increased bulk meals for 100 elderly clients in the community. [CDF 3 = \$25,081.42]	PS	CDBG	6025 NW 8th Court, Miami, FL 33127	3	CW	N/A	Biscayne North, Model City, Opa-Locka, West Little River	\$ 100,000.00	N/A	\$ -	\$ 25,081.42		\$ 25,081.42
19-46	Hosanna Community Foundation, Inc.	Remediation Services for Elderly and Low Income Homeowners	Assist 50 elderly homeowners in danger of losing their home due to adverse code enforcement actions.	PS	CDBG	2171 NW 56th Street, Miami, FL 33142	3	2, 3	Model City	Model City	\$ 125,000.00	N/A	\$ -	\$ -		\$ -
19-50	Assistance to the Elderly, Inc.	Transportation Services - Special Needs	Offer free transportation service to 85 low-income older adults with special needs. [CDF 6 = \$10,000]	PS	CDBG	5817 NW 7 Street, Miami, FL 33126	6	2, 6, 7, 8	N/A	Model City, Perrine, South Miami, West Little River	\$ 10,000.00	N/A	\$ -	\$ 10,000.00		\$ 10,000.00

Department of Public Housing and Community Development (PHCD)
FY 2019 Action Plan

Exhibit 1

Binder #	Agency Name	Activity Title	Activity Description	Activity Category	Funding Source	Activity Address	District Activity Located	District Serving	NRSA Located	NRSA (s) Serving	Funding Amount Requested	Average Score	Staff Recommendations	Commission District Fund (CDF)	Legend	Total Recommendation
19-59	Urgent, Inc.	Youth Empowerment Program	After school and summer camp service for 45 youth.	PS	CDBG	23555 SW 112th Avenue, Homestead, FL 33032	8	8	N/A	Goukds	\$ 75,000.00	N/A	\$ -	\$ -		\$ -
19-60	Camillus House, Inc.	Camillus House Day Center	Case management and basic needs services for the on-street homelessness in Miami-Dade. Clients = 6,000	PS	CDBG	1603 NW 7th Avenue, Miami, FL 33136	3	CW	N/A	N/A	\$ 44,568.00	N/A	\$ -	\$ -		\$ -
19-63	Goukds Coalition of Ministers and Lay People Inc.	Service To Low Mod Residents	Services to low to moderate income residents with case management, parenting, family counseling, and job readiness skills. Clients = 55 [CDF 8 = \$20,000]	PS	CDBG	11500 SW 220 Street, Goukds, FL 33170	8	8, 9	Goukds	Goukds	\$ 20,000.00	N/A	\$ -	\$ 20,000.00		\$ 20,000.00
19-65	Miami Bridge Youth and Family Services, Inc.	Shelter and Community Recreational Health and Wellness Program	Services consist of a recreational/health and wellness program for at-risk youth, low-income runaways, homeless, troubled and truant youth. Clients = 240 [CDF 5 = \$18,000]	PS	CDBG	2810 NW South River Drive, Miami, FL 33125	5	CW	N/A	N/A	\$ 40,000.00	N/A	\$ -	\$ 18,000.00		\$ 18,000.00
19-78	A Leap of Faith Foundation	Dying to Live	Positive people doing positive things. This project is for low income housing people with an opportunity to have talents showcased through arts and theater programs.	PS	CDBG	4055 NW 17th Avenue, Miami, FL 33142	3	2, 3, 4, 8	Model City	Model City	\$ 157,950.00	N/A	\$ -	\$ -		\$ -
19-89	Women Over the Road	Reyna's Transportation	This application deemed non-responsive.	PS	CDBG						\$ 175,000.00		\$ -	\$ -	1	\$ -
19-90	Florida Film House International, Inc.	1st Take Youth Film Program	1st Take is a quarterly film camp dedicated to teaching 50 underprivileged youth to utilize the filmmaking process to develop career and life skills to succeed.	PS	CDBG	1074 NW 3rd Avenue, Miami, FL 33136	3	CW	N/A	All NRSA's	\$ 40,000.00	N/A	\$ -	\$ -		\$ -
19-91	Another Chance: Making a Difference	Dance	Applicant is seeking funding to provide a youth intervention program for student ages 12-18. Services include outreach, mentoring, coaching and life skills.	PS	CDBG	6100 SW 62nd Street, Miami, FL 33143 -- Miami Non-Stop Dance, Inc	7	7	N/A	N/A	\$ 180,000.00	N/A	\$ -	\$ -		\$ -

**Department of Public Housing and Community Development (PHCD)
FY 2019 Action Plan**

Exhibit 1

Blinder #	Agency Name	Activity Title	Activity Description	Activity Category	Funding Source	Activity Address	District Activity Located	District Serving	NRSA Located	NRSA (s) Serving	Funding Amount Requested	Average Score	Staff Recommendations	Commission District Fund (CDF)	Legend	Total Recommendation
19-92	The Elkie Foundation, Inc.	Brownsville Community Center	Application is for services at a new Brownsville Community Center and will serve the community of Model City, specially Brownsville. Services are targeted to adults, youth and seniors which will include financial literacy, vocational training, foreign language, mentorship, travel abroad, entrepreneurship, neighborhood outreach, green house, and a farmers market. The center will service 10,000 clients.	PS	CDBG	P.O. Box 600714, Miami, FL 33160 Application does not provide a physical address. Brownsville, Miami, FL 33142	3	3	Model City	Model City	\$ 500,000.00	N/A	\$ -	\$ -		\$ -
N/A	Teen Upward Bound, Inc.	Enrichment Camp	Tutoring and afterschool activities for youth 5-18 at 717 Opa-Locka Blvd., Opa-Locka, FL 33054. Main Office 3869 NW 125th Street, Opa-Locka, FL 33054. [CDF 1 = \$45,122.14]	PS		717 Opa-Locka Blvd., Opa-Locka, FL 3054	1	1	Opa-Locka	Opa-Locka	N/A	N/A	\$ -	\$ 45,122.14		\$ 45,122.14
N/A	City of South Miami	Senior Meals Program	Senior meals program to serve 64 senior residents of District 7. [CDF 7 = \$25,000]	PS		6701 SW 62nd Avenue, Miami, FL	7	7	South Miami	South Miami	N/A	N/A	\$ -	\$ 25,000.00		\$ 25,000.00
N/A	Thelma Gibson Health Initiative, Inc.	Job Readiness/Placement and Family Stabilization	Job readiness and placement program with family stabilization services. [CDF 7 = \$35,000]	PS		3750 South Dixie Highway, Miami, FL 33133	7	7	N/A	N/A	N/A	N/A	\$ -	\$ 35,000.00		\$ 35,000.00
N/A	Thelma Gibson Health Initiative, Inc.	Senior Center Services	Senior services program providing life skills. [CDF 7 = \$30,000]	PS		3750 South Dixie Highway, Miami, FL 33133	7	7	N/A	N/A	N/A	N/A	\$ -	\$ 30,000.00		\$ 30,000.00
N/A	Association for Development of the Exceptional, Inc.	ADE Services for Developmental Disabled Adults	Academic, vocational, and employment training to low-to-moderate income special needs population. [CDF 6 = \$3,000]	PS		7330 NW 12th Street Miami, FL 33126	6	6	N/A	N/A	N/A	N/A	\$ -	\$ 3,000.00		\$ 3,000.00
N/A	Llirra'0, Inc.	School Readiness	Learning center for low-income children. [CDF 6 = \$30,000]	PS		6741 SW 24th Street Miami, FL 33165	6	CW	N/A	All NRSA's	N/A	N/A	\$ -	\$ 30,000.00		\$ 30,000.00

Department of Public Housing and Community Development (PHCD)
FY 2019 Action Plan

Exhibit 1

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N/A	Richmond Heights Community Association	Community Resource Center	Assist residents with quality of life issues, training and preparedness for the betterment of life. (CDF 9 = \$20,000)	PS		11225 SW 152 Street Miami, FL 33157	9	9	Goulds	Goulds, Perrine	N/A	N/A	\$ -	\$ 20,000.00		\$ 20,000.00
N/A	Haitian Neighborhood Center Sant La, Inc.	Free Tax Preparation and Financial Counseling	Free tax preparation services to 600 low-moderate income households; financial coaching to build assets and save for retirement; and education to decrease vulnerability to fraud/financial scams. (CDF 2 = \$90,994.12)	PS		13390 West Dixie Highway, North Miami, FL 33161	2	CW	N/A	All NRSA's	N/A	N/A	\$ -	\$ 90,994.12		\$ 90,994.12
CDBG - PUBLIC SERVICE & COUNTY ALLOCATIONS (APPLICATIONS NOT SUBJECT TO SELECTION COMMITTEE SCORING) SUB-TOTAL:											\$ 2,525,516.00	\$ -	\$ 606,476.78	\$ 606,476.78		
CDBG - PUBLIC SERVICE TECHNICAL ASSISTANCE (PS-TA): \$450,000																
19-55	Hispanic Business Initiative Fund of Florida, Inc. DGA Prospera	Public Service - Technical Assistance to Small Businesses	Technical assistance to 170 small business owners including training, one-on-one consulting and grants.	PS-TA	CDBG	2305 NW 107 Avenue, Suite 1M17, Miami, FL 33172	12	CW	N/A	Cutter, Model City, Opa-Locka, South Miami, West Little River	\$ 90,000.00	132	\$ -	\$ -	5	\$ -
19-43	Partners for Self Employment, Inc.	Entrepreneurial Institute	Technical Assistance to 65 small businesses in Miami-Dade County.	PS-TA	CDBG	3000 Biscayne Blvd, Suite 215, Miami, FL 33137	3	CW	N/A	Model City, Opa-Locka	\$ 90,000.00	125	\$ -	\$ -	5	\$ -
19-74	Miami Dade Chamber of Commerce, Inc.	Technical Assistance to Small Businesses	Offer technical assistance to businesses. Most of the services will be in the form of workshops and one-on-one consulting, partnering with various entities such as Miami-Dade County Public Schools, Miami-Dade County Small Business Department, and other organizations. Clients = 36	PS-TA	CDBG	100 South Biscayne Boulevard, Suite 300, Miami, FL 33131	5	1, 2, 3	N/A	Biscayne North, Model City, Opa-Locka	\$ 80,000.00	118.2	\$ -	\$ -	5	\$ -

**Department of Public Housing and Community Development (PHCD)
FY 2019 Action Plan**

Exhibit 1

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19-58	Neighbors and Neighbors Association, Inc.	Technical Assistance to Businesses	Provide technical assistance to 100 businesses Countywide.	PS-TA	CDBG	5120 NW 24th Avenue, Miami, FL 33142	3	CW	Model City	Biscayne North, Cutler, Goukdis, Leisure City/Naranja, Model City, Opa-Locka, Perrine, South Miami, West Little River	\$ 80,000.00	116	\$ 80,000.00	\$ -		\$ 80,000.00
19-6	S. FL Puerto Rican Chamber of Commerce	Economic Development / Technical Assistance	Provide business technical assistance to 36 L/M business.	PS-TA	CDBG	3550 Biscayne Blvd., Suite 308, Miami, FL 33137	3	CW	N/A	West Little River	\$ 92,911.00	115.2	\$ 92,911.00	\$ -		\$ 92,911.00
19-19	Black Economic Development Coalition, Inc. DBA Tools for Change	Technical Assistance to Small Businesses	Provide Technical Assistance to 11 small businesses.	PS-TA	CDBG	5120 NW 24th Avenue, Miami, FL 33142	3	CW	Model City	Model City	\$ 90,000.00	114.8	\$ -	\$ -	6	\$ -
19-9	Branches, Inc.	Assets Miami	Technical Assistance to 105 small businesses.	PS-TA	CDBG	11500 NW 12th Avenue, Miami, FL 33168	2	CW	West Little River	West Little River	\$ 90,000.00	114.6	\$ 90,000.00	\$ -		\$ 90,000.00
19-7	Dynamic Community Development Corporation	Technical Assistance Program	Provide business technical assistance to 36 low/medium businesses.	PS-TA	CDBG	3550 Biscayne Blvd., Suite 304, Miami, FL 33137	3	CW	N/A	Opa-Locka, Biscayne North	\$ 87,630.00	114.2	\$ 87,630.00	\$ -		\$ 87,630.00
19-17	79th Street Corridor Neighborhood Initiative, Inc.	Technical Assistance to Businesses	Technical assistance to 10 businesses.	PS-TA	CDBG	7900 NW 27 Avenue, Suite 236, Miami, FL 33147	2	2	West Little River	West Little River	\$ 123,242.50	104.2	\$ 99,459.00	\$ -		\$ 99,459.00
19-70	Community Fund of North Miami Dade, Inc.	Technical Assistance to Small Businesses	Provide technical assistance to 75 micro and small businesses.	PS-TA	CDBG	490 Opa-Locka Boulevard, Suite 20, Opa-Locka, FL 33064	1	1, 2, 3	Opa-Locka	Opa-Locka	\$ 75,000.00	93.8	\$ -	\$ -	5	\$ -
CDBG - PUBLIC SERVICE TECHNICAL ASSISTANCE (PS-TA) SUB-TOTAL:											\$ 898,783.50		\$ 450,000.00	\$ -		\$ 450,000.00
CDBG - ECONOMIC DEVELOPMENT (MICROENTERPRISE LENDING): \$1,750,000																
19-54	Hispanic Business Initiative Fund of Florida, Inc. DBA Prospera	Economic Development - Micro Enterprise Lending	Job creation, micro-lending and technical assistance to small business owners, including training, one-on-one. Jobs = 6	ED	CDBG	2305 NW 107 Avenue, Suite 1M17, Miami, FL 33172	12	CW	N/A	Cutler, Model City, Opa-Locka, South Miami, West Little River	\$ 200,000.00	131.4	\$ 200,000.00	\$ -		\$ 200,000.00
19-42	Partners for Self Employment, Inc.	Micro Loans & Technical Assistance to Small Businesses Program	Micro Loans to low income businesses in Miami-Dade County. Jobs = 10	ED	CDBG	3000 Biscayne Blvd, Suite 215, Miami, FL 33137	3	CW	N/A	Model City, Opa-Locka	\$ 350,000.00	125	\$ 350,000.00	\$ -		\$ 350,000.00

**Department of Public Housing and Community Development (PHCD)
FY 2019 Action Plan**

Exhibit 1

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19-18	Black Economic Development Coalition, Inc. DBA Tools for Change	Micro Enterprise Program-2019	Micro-enterprise program. Jobs = 10	ED	CDBG	5120 NW 24th Avenue, Miami, FL 33142	3	CW	Model City	Model City	\$ 350,118.00	114.2	\$ 350,118.00	\$ -		\$ 350,118.00
19-73	Miami Dade Chamber of Commerce, Inc.	Micro Enterprise Lending to Businesses	The chamber will offer below market rate and unsecured short term loans to small businesses located in targeted areas to foster economic development and to help build capacity to increase the workforce. Jobs = 9	ED	CDBG	100 South Biscayne Boulevard, Suite 300, Miami, FL 33131	5	1, 2, 3	N/A	Biscayne North, Model City, Opa-Locka	\$ 300,000.00	110.6	\$ 300,000.00	\$ -		\$ 300,000.00
19-20	OUR Micro-Lending, LLC	Micro Lending Program	Microloans up to \$35,000 to lower to moderate income entrepreneurs. Jobs = 6	ED	CDBG	3191 Coral Way, Ste. 109, Miami, FL 33145	7	CW	NA	All NRSA's	\$ 200,000.00	106	\$ 200,000.00	\$ -		\$ 200,000.00
19-71	Community Fund of North Miami-Dade, Inc.	Micro Loans & Technical Assistance to Small Businesses	Provide small business-micro loans to minority entrepreneurs to create jobs for low-mod income. Jobs = 10	ED	CDBG	480 Opa-Locka Boulevard, Suite 20, Opa-Locka, FL 33054	1	1, 2, 3	Opa-Locka	Opa-Locka	\$ 350,000.00	85	\$ 349,882.00	\$ -		\$ 349,882.00
CDBG - ECONOMIC DEVELOPMENT (MICROENTERPRISE LENDING) SUB-TOTAL:											\$ 1,750,118.00		\$ 1,750,000.00	\$ -		\$ 1,750,000.00
CDBG - ECONOMIC DEVELOPMENT (BUSINESS INCUBATOR ASSISTANCE PROGRAM): \$900,000																
19-57	Neighbors and Neighbors Association, Inc.	Accelerate South Dade - Business Incubator	Cost-effective business support services and resources to new and growing micro-enterprise businesses. Jobs = 6 [CDF 8 = \$108,102.24]	ED	CDBG	10700 Caribbean Boulevard, Suite 301, Miami, FL 33189	8	CW	Goulds	Biscayne North, Cutler, Goulds, Letsure City/Naranja, Model City, Opa-Locka, Perrine, South Miami, West Little River	\$ 115,000.00	120.6	\$ 115,000.00	\$ 108,102.24		\$ 223,102.24
19-58	Neighbors and Neighbors Association, Inc.	ESBDH Business Incubator / Goulds BRC	Cost-effective business support services and resources to new and growing micro-enterprise businesses. Jobs = 11	ED	CDBG	5120 NW 24th Avenue, Miami, FL 33142; and 22121 South Dixie Highway, Miami, FL 33170	3,8	CW	Model City, Goulds	Biscayne North, Cutler, Goulds, Letsure City/Naranja, Model City, Opa-Locka, Perrine, South Miami, West Little River	\$ 377,694.40	119.6	\$ 377,694.40	\$ -		\$ 377,694.40

Department of Public Housing and Community Development (PHCD)
FY 2019 Action Plan

Exhibit 1

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19-93	Florida State Minority Supplier Development Council (FSMSDC)	Economic Gardening	Business Incubator - Assistance Program offering services that include business ideation mapping, planning, professional consultations, technical assistance, financing and shared office support for 16 low/mod minority owned entrepreneurs and business owners in Commission Districts 2 and 3. Jobs = 6	ED	CDBG	9458 NE 2nd Avenue, Suite 201, Miami, FL 33138	3	CW	N/A	Biscayne North, Model City, Opa-Locka, West Little River	\$ 200,000.00	107.6	\$ 200,000.00	\$ -		\$ 200,000.00
19-16	79th Street Corridor Neighborhood Initiative, Inc.	Business Incubator Assistance Program	Our Space Business Incubator. Jobs = 3	ED	CDBG	7900 NW 27 Avenue, Suite 236, Miami, FL 33147	2	2	West Little River	West Little River	\$ 103,500.00	95.2	\$ 103,500.00	\$ -		\$ 103,500.00
CDBG - ECONOMIC DEVELOPMENT (BUSINESS INCUBATOR ASSISTANCE PROGRAM) SUB-TOTAL:											\$ 796,194.40		\$ 796,194.40	\$ 108,102.24		\$ 904,296.64
CDBG - ECONOMIC DEVELOPMENT (SECTION 108 PROGRAM): \$2,049,142.10																
N/A	Public Housing and Community Development	Section 108 Program (EDI)	Payment of Section 108 Loan, which provided support for Section 108 small businesses located in the County's Targeted Urban Areas (TUAs).	ED - Section 108 Program	CDBG	701 NW 1st Court, 18th Floor, Miami, FL 33136	CW	CW	CW	CW	\$ 2,049,142.10	N/A	\$ 2,049,142.10	\$ -		\$ 2,049,142.10
CDBG - ECONOMIC DEVELOPMENT (SECTION 108 PROGRAM) SUB-TOTAL:											\$ 2,049,142.10		\$ 2,049,142.10	\$ -		\$ 2,049,142.10
CDBG - HOUSING: \$500,000																
19-51	Assistance to the Elderly, Inc.	Low-Income Rental Unit Rehabilitation	Rehabilitation and other improvements of a 30 rental units and surrounding hallways for low-income elderly/disabled individuals.	Housing	CDBG	5617 NW 7 Street, Miami, FL 33128	6	2, 6, 7, 8	N/A	Model City, Penton, South Miami, West Little River	\$ 150,000.00	100	\$ 100,000.00	\$ -		\$100,000.00
19-15	Latin Missions Ministries, Inc.	New Life Apartments	Rehabilitation and other improvements to an occupied existing residential building for benefit to 11 tenants.	Housing	CDBG	1123 Krome Terrace, Homestead, FL 33030	8	8	N/A	N/A	\$ 185,000.00	95	\$ 100,000.00	\$ -		\$100,000.00
19-23	Greater Miami Service Corps	Housing Rehabilitation	Housing rehab activities (paint, landscaping, and other improvements) to improve 10 permanent residential homes for low/moderate income residents.	Housing	CDBG	Office Address: 810 NW 28th Street, Miami, FL 33127 and 15355 Harding Lane, Miami, FL 33033	3, 8	CW	NA	CW	\$ 100,000.00	90	\$ 100,000.00	\$ -		\$100,000.00

**Department of Public Housing and Community Development (PHCD)
FY 2019 Action Plan**

Exhibit 1

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19-82	Mover Investments, LLC	Acquisition of Land for Low Income Housing	Community Land Trust (CLT) - Acquisition of land for the development of housing to serve the following income categories: very-low, low, or moderate-income segment.	Housing - CLT	CDBG	1521 Winterberry Lane, Homestead, FL 33035; Folio # 10-7922-002-0010, along SW 336th Street, Homestead, FL 33035	9	9	N/A	N/A	\$ 450,000.00	18	\$ -	\$ -		\$ -
N/A	Rebuilding Together Miami Dade	Housing Rehabilitation	Housing Repairs for seniors and veterans in District 9 at various locations. (CDF 8 = \$17,867.45)	Housing		1390 S Dixie Highway #2123 Miami, FL 33146	9	9	N/A	Goulds	N/A	N/A	\$ -	\$ 17,867.45		\$ 17,867.45
CDBG - HOUSING SUB-TOTAL:											\$ 865,000.00		\$ 300,000.00	\$ 17,867.45		\$ 317,867.45
CDBG - HOUSING COUNTY DEPARTMENTAL ALLOCATIONS																
N/A	Department of Public Housing and Community Development (PHCD)	Public Housing Modernization	Funding will make needed improvements to outdated structural, electrical, and mechanical systems in Public Housing units.	Housing	VARIOUS LOCATIONS	Various Locations	CW	CW	N/A	All NRSA's	\$ 515,932.17	N/A	\$ 515,932.17	\$ -		\$ 515,932.17
CDBG - HOUSING COUNTY DEPARTMENTAL ALLOCATIONS SUB-TOTAL:											\$ 515,932.17		\$ 515,932.17	\$ -		\$ 515,932.17
CDBG - PUBLIC FACILITIES & CAPITAL IMPROVEMENTS (PFCI): \$1,786,912																
19-41	The City of Sweetwater	Phase 8 Stormwater Improvements Project	Installation of pumps, catch basins and other drainage improvements.	PFCI	CDBG	Along the right of way of NW 18th Avenue, from NW 14th Street (north) to NW 25th Street, Sweetwater, FL 33172	12	12	N/A	N/A	\$ 778,676.30	130	\$ 357,382.40	\$ -		\$ 357,382.40
19-31	Sunrise Community, Inc. (Goulds)	The 120-Person Campus and Medical Wing Project	Upgrade / modernize the backup emergency generator to include entire campus and medical wing.	PFCI	CDBG	22300 SW 162nd Avenue, Miami, FL 33170	8	8	Goulds	Goulds	\$ 427,500.00	125	\$ 357,382.40	\$ -		\$ 357,382.40
19-38	Historic Hampton House Community Trust, Inc	Historic Hampton House Build Out Phase IV	Build-out of a music/dance studio and other improvements for low/mod income students.	PFCI	CDBG	4240 NW 27 Avenue, Miami, FL 33142	3	3	Model City	Model City	\$ 575,000.00	124.4	\$ 357,382.40	\$ -		\$ 357,382.40

Department of Public Housing and Community Development (PHCD)
FY 2019 Action Plan

Exhibit 1

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19-40	City of North Miami Beach	Schreiber Playground Upgrade	Upgrade playground for ADA accessibility and increased capacity, and other improvements.	PFCI	CDBG	On the corner of NE 172nd Street and South Glades Drive, North Miami Beach, FL 33162	4	4	N/A	N/A	\$ 100,000.00	120	\$ 100,000.00	\$ -		\$ 100,000.00
19-36	Town of Medley	Lakeside Community Center Improvements	Building renovations to include demolition and construction of new facilities to meet ADA compliance; fire protection equipment; replace HVAC system; replace ceiling grid and ceiling tile; replace lighting fixtures with energy efficiency; replace impact windows and doors; and other improvements.	PFCI	CDBG	10601 NW 105th Way, Medley, FL 33176	12	12	N/A	N/A	\$ 150,000.00	120	\$ 150,000.00	\$ -		\$ 150,000.00
19-86	Village of El Portal	Public Facilities & Improvements	Construction of a Storm Sewer system and other improvements in low/mod income area to serve 95 homes.	PFCI	CDBG	NW 87th to 91st Streets, between 3rd and 5th Avenues, El Portal, FL 33138	3	3	N/A	N/A	\$ 157,448.00	119	\$ 157,448.00	\$ -		\$ 157,448.00
19-26	Agape Network, Inc.	Wings Health Center Rehab	Rehabilitation and other improvements of a community health center in Goukds to serve 1,150 annually.	PFCI	CDBG	11000 SW 220th Street, Miami, FL 33170	9	CW	Goukds	All NRSA's	\$ 357,000.00	119	\$ 307,316.80	\$ -		\$ 307,316.80
19-29	City of Opa-Locka	Ingram Park Lighting Project	Repairs to existing Ingram Park lighting and other improvements. [CDF 1 = \$17,857.96]	PFCI	CDBG	1900 Burlington St., Opa-Locka, FL 33054	1	1, 2, 13	Opa-Locka	Opa-Locka	\$ 351,000.00	115	\$ 161,476.69	\$ 17,857.96		\$ 179,334.65
19-28	City of Opa-Locka	Historical City Hall Renovations, Phase II & III	Restoration to include mold mitigation, replacement of windows, and other improvements.	PFCI	CDBG	777 Sharazad Blvd., Opa-Locka, FL 33054	1	1, 2, 13	Opa-Locka	Opa-Locka	\$ 1,300,000.00	113	\$ -	\$ -		\$ -
19-61	Camillus House, Inc	St Rose (Brother Kelly Place) Septic Field Rehab	Septic field rehabilitation and other improvements for homeless clients in permanent supportive housing program. Clients to serve = 57	PFCI	CDBG	27840 South Dixie Highway, Naranja, FL 33032	9	CW	Leisure City/Naranja	Leisure City/Naranja	\$ 50,000.00	110	\$ -	\$ -		\$ -

Department of Public Housing and Community Development (PHCD)
FY 2019 Action Plan

Exhibit 1

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19-49	Town of Medley	Lakeside Community Park Improvements	Improvements to the Lakeside Park including a study for the structural hardening of the building and a more efficient layout of the site parking including handicapped spaces and sidewalks to meet ADA requirements, fence relocation, site drainage, parking lighting, security, landscaping, and other improvements.	PFCI	CDBG	10501 NW 105th Way, Medley, FL 33178	12	12	N/A	N/A	\$ 150,000.00	108	\$ -	\$ -		\$ -
19-88	Miami-Dade County Parks, Recreation, and Open Spaces PROS	Installation of Little River Park Sports Field Lighting	Acquisition of design and construction services to install stadium style lighting and other improvements at the Little River Park sports field for 625 low/mod income youths.	PFCI	CDBG	10525 NW 24th Avenue, Miami, FL, 33147	2	2	N/A	N/A	\$ 405,863.00	105	\$ -	\$ -		\$ -
19-3	Sunrise Community, Inc.	Capital Restoration Project	Removal and replacement of a 30 year old roof and other improvements at the George Spefos Adult Day Training Center.	PFCI	CDBG	11975 SW 140th Terrace, Miami, FL 33186	9	7, 8, 9, 10, 11	N/A	N/A	\$ 392,236.38	104.8	\$ -	\$ -		\$ -
19-64	Town of Medley	Sewer Pump Station Upgrade	Upgrade and other improvements of sewer pump station, SPS 001, to prevent bypassing of raw, diluted or partially treated sewage.	PFCI	CDBG	7700 NW 69 Avenue, Medley, FL 33166	12	12	N/A	N/A	\$ 150,000.00	104	\$ -	\$ -		\$ -
19-72	Cazo Construction Corp	Infill Houses	New construction and/or infrastructure, as needed, of 32 lots with affordable multi-family units for first time buyers.	PFCI	CDBG	Scattered lots	2, 3, 9	CW	Goulds, Leisure City/Naranja, Model City, Perrine, West Little River	Goulds, Leisure City/Naranja, Model City, Perrine, West Little River	\$ 558,171.05	103.6	\$ -	\$ -		\$ -
19-11	Easter Seals South Florida, Inc.	Easter Seals-Civic Center	Phase 2: Replacement of an air conditioning system and other improvements for 20 low/mod income disabled clients.	PFCI	CDBG	1475 NW 14 Avenue, Miami, FL 33125	3	3	N/A	N/A	\$ 200,000.00	100	\$ -	\$ -		\$ -

**Department of Public Housing and Community Development (PHCD)
FY 2019 Action Plan**

Exhibit 1

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19-14	Brownsville Medical Center, Inc.	Brownsville Medical Center	Enhancement of the Brownsville Medical Center to include solar panels on the roof and other improvements for the food distribution center and food bank.	PFCI	CDBG	2400 NW 54 Street, Miami, FL 33142	3	3	Model City	Model City	\$ 230,000.00	99	\$ -	\$ -		\$ -
19-27	City of Opa-Locka	Zone 6 Storm Management/Roadway Reconstruction	Zone 6 Storm Management system, roadway reconstruction, and other improvements to combat flooding.	PFCI	CDBG	NW 131 Street (closest intersection NW 32 Ave.)	2	1, 2, 19	Opa-Locka	Opa-Locka	\$ 1,000,000.00	97	\$ -	\$ -		\$ -
19-13	Lath Missions Ministries, Inc.	Alpha & Omega Enrichment Center	The expansion and other improvements of the Alpha & Omega Enrichment Center.	PFCI	CDBG	7800 SW 56 Street, Miami, FL 33155	7	7	N/A	N/A	\$ 150,000.00	88	\$ -	\$ -		\$ -
19-53	Assistance to the Elderly, Inc.	Senior Care Services Environment	Rehabilitation and other improvements of residential plaza's first floor to expand the Senior Care Services environment for the community.	PFCI	CDBG	5617 NW 7 Street, Miami, FL 33126	8	2, 6, 7, 8	N/A	South Miami	\$ 350,000.00	87	\$ -	\$ -		\$ -
19-30	Richmond Perrine Optimist Club, Inc.	Richmond Perrine Activity Center Capital Improvements	Replace a/c units, install security cameras, security door control, install parking lot and security lighting, roof repairs, and other improvements.	PFCI	CDBG	18055 Homestead Ave., Miami, FL 33157	9	9	Perrine	Perrine	\$ 352,257.00	82	\$ -	\$ -		\$ -
19-87	Maclown, Inc.	Critical Upgrades at MACTown	Critical upgrades to an intermediate care facility to include replacement of windows, doors, floors, drop ceiling in the cafeteria, upgrading 26 bathrooms to ADA code, and other improvements.	PFCI	CDBG	8250 NE 1st Place, Miami, FL 33136	3	3	N/A	N/A	\$ 296,912.00	80.4	\$ -	\$ -		\$ -
19-84	Family Christian Association of America, Inc.	Youth and Family Development Complex Improvement/Elevator Lift Installation	Facility improvements to include the installation of an ADA elevator lift, the inclusion of 150 ADA parking spaces, and other improvements at the Youth and Family Development Complex.	PFCI	CDBG	13850 NW 26th Avenue, Miami, FL 33054	1	1, 2	Opa-Locka	Opa-Locka	\$ 460,000.00	56	\$ -	\$ -		\$ -

**Department of Public Housing and Community Development (PHCD)
FY 2019 Action Plan**

Exhibit 1

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N/A	Miami-Dade County Parks, Recreation, and Open Spaces PROS	Greynolds Park - Signage	Installation of Heritage and Educational signage throughout the park. [CDF 4 = \$33,102.24]	PFCI		17530 West Dixie Highway, North Miami Beach, FL 33130	4	4	N/A	N/A	N/A	N/A	\$ -	\$ 33,102.24		\$ 33,102.24
N/A	Miami-Dade County Parks, Recreation, and Open Spaces PROS	Greynolds Park - ADA	ADA improvements to walk ways and parking lots. [CDF 4 = \$75,000]	PFCI		17531 West Dixie Highway, North Miami Beach, FL 33130	4	4	N/A	N/A	N/A	N/A	\$ -	\$ 75,000.00		\$ 75,000.00
N/A	Miami-Dade Department of Transportation and Public Works	Sidewalk Improvements	Sidewalk Improvements for various locations within the boundaries of Commission District 6. [CDF 6 = \$40,861.57]	PFCI		Various Locations within Commission District 6 boundaries	6	6	N/A	N/A	N/A	N/A	\$ -	\$ 40,861.57		\$ 40,861.57
CDBG - PUBLIC FACILITIES & CAPITAL IMPROVEMENTS (PFCI) SUB-TOTAL:											\$ 8,883,063.73		\$ 1,948,388.69	\$ 166,821.77		\$ 2,115,210.46
CDBG - ADMINISTRATION																
	Department of Public Housing and Community Development (PHCD)	Program Administration	Program Administration Activities	Administration	701 NW 1 CT, 18th FLOOR, MIAMI, FL 33136	701 NW 1st Court, 18th Floor Miami, FL 33136	N/A	N/A	N/A	N/A	\$ 2,177,231.40	N/A	\$ 2,177,231.40	\$ -		\$ 2,177,231.40
CDBG - ADMINISTRATION ALLOCATIONS SUB-TOTAL:											\$ 2,177,231.40		\$ 2,177,231.40	\$ -		\$ 2,177,231.40
CDBG - GRANDTOTAL:											\$ 20,480,881.30		\$ 9,986,888.76	\$ 899,268.24		\$ 10,886,157.00

Department of Public Housing and Community Development (PHCD)
FY 2019 Action Plan

Exhibit 1

Blinder #	Agency Name	Activity Title	Activity Description	Activity Category	Funding Source	Activity Address	District Activity Located	District Serving	NRSA Located	NRSA (s) Serving	Funding Amount Requested	Average Score	Staff Recommendations	Commission District Fund (CDF)	Legend	Total Recommendation
HOME - ACQUISITION, NEW CONSTRUCTION OR REHABILITATION OF AFFORDABLE RENTAL HOUSING, PRE-DEVELOPMENT OR SINGLE FAMILY HOMEOWNERSHIP: \$4,702,164.09																
19-66	Bisais Del Rio Apartments, LLC	New Construction of Affordable Rental Housing	New construction of 168 multi-family units.	Housing	HOME	North of NW 7th Street and West of NW 13th Avenue, Miami, FL 33125	5	CW	N/A	N/A	\$ 1,950,000.00	97	\$ 1,075,000.00	\$ -	6	\$ 1,075,000.00
19-69	Residences at Dr. King Boulevard, LTD	Residences at Dr. King Blvd	Residences at Dr. King Boulevard is a joint venture between Atlantic/Pacific Communities and Martin Luther King Economic Development Corporation to create an urban infill mixed-income community in Liberty City. The development will provide new construction of 120-unit affordable workforce and market rate housing for individuals and/or families, with amenities and parking.	Housing	HOME	NW 82nd Street & NW 15th Avenue, Miami, FL 33147	3	CW	N/A	N/A	\$ 851,094.00	95	\$ 851,094.00	\$ -	2, 6	\$ 851,094.00
19-68	HTG Rainbow, LLC	Father Marquess-Barry Apartments	New construction of 60 garden-style apartments.	Housing	HOME	301 NW 17th Street, Miami, FL 33136	3	CW	N/A	N/A	\$ 2,000,000.00	95	\$ 2,000,000.00	\$ -	2	\$ 2,000,000.00
19-37	Water's Edge Associates, LTD	Water's Edge	Development of a 128 unit affordable rental garden style community.	Housing	HOME	SW 214th Street, Northwest corner of SW 109th Avenue and SW 214th Street, Miami, FL 33189	9	CW	Goulds	Goulds	\$ 1,280,000.00	95	\$ 322,522.88	\$ -	2, 7	\$ 322,522.88
19-76	Northside Property II, LTD	Northside Transit Village II	Northside Transit Village II is the third phase of the Northside Transit Village (NTV) multi-family affordable housing community located adjacent to the Northside Metrorail Station. The new construction project will consist of 180 new apartment homes in a high-rise building with amenities.	Housing	HOME	Intersection of NW 78th Street and NW 32nd Avenue, Miami, FL 33147	2	CW	Model City	Model City	\$ 1,254,985.00	92	\$ 453,547.21	\$ -	7	\$ 453,547.21

Department of Public Housing and Community Development (PHCD)
FY 2019 Action Plan

Exhibit 1

Binder #	Agency Name	Activity Title	Activity Description	Activity Category	Funding Source	Activity Address	District Activity Located	District Serving	NRSA Located	NRSA (s) Serving	Funding Amount Requested	Average Score	Staff Recommendations	Commission District Fund (CDF)	Legend	Total Recommendation
19-75	Fair Oaks, LLC	Fair Oaks Apartments	New Construction of 120 Residential Rental Units (1 Building), Mid-Rise Development.	Housing	HOME	East side of So. Dixie Highway (US1), 1,000 ft. SW of the Intersection of SW 288th Street & So. Dixie Highway (US1), Miami, FL 33033	8	CW	Leisure City(Naranja)	Leisure City(Naranja)	\$ 2,100,000.00	90	\$ -	\$ -	2, 5	\$ -
19-67	HTG Paradise, LLC	Paradise Lakes Apartments	New construction of 76 garden-style apartments.	Housing	HOME	SW 85th Street, SW 85th Street and SW 189th Court, Miami, FL 33196	11	CW	N/A	N/A	\$ 800,000.00	90	\$ -	\$ -	2, 5	\$ -
19-34	J.L. Brown Development Corporation	Villages of Richmond Heights	Development of 30 new townhomes and single family home.	Homeownership	HOME	14890 Bethune Drive, Richmond Heights, FL 33176	9	CW	N/A	CW	\$ 400,000.00	79	\$ -	\$ -	4	\$ -
HOME - ACQUISITION, NEW CONSTRUCTION OR REHABILITATION OF AFFORDABLE RENTAL HOUSING, PRE-DEVELOPMENT OR SINGLE FAMILY HOMEOWNERSHIP SUB-TOTAL:											\$ 10,636,079.00		\$ 4,702,164.09	\$ -		\$ 4,702,164.09
HOME - SINGLE-FAMILY HOMEOWNERSHIP REHABILITATION																
NO PROPOSALS SUBMITTED																
HOME SINGLE-FAMILY HOMEOWNERSHIP REHABILITATION SUB-TOTAL:											\$ -		\$ -	\$ -		\$ -
HOME - TENANT-BASED RENTAL ASSISTANCE (TBRA): \$400,000																
19-32	Assistance to the Elderly, Inc.	Tenant-Based Rental Assistance	Provide rental subsidy for 85 elderly, disabled, HIV, and mental health individuals with special needs housing.	TBRA	HOME	5817 NW 7 Street, Miami, FL 33126	6	CW	N/A	CW	\$ 300,000.00	100	\$ 300,000.00	\$ -		\$ 300,000.00
19-5	Citrus Health Network, Inc.	Housing Assistance Network of Dade (HANO)	Providing rental assistance to 130 persons with special needs who may be chronic homeless, elderly and/or disabled residents, or young adults aging out of foster care in need of housing.	TBRA	HOME	150 East 1st Ave., Suite 105, Hialeah, FL 33010	6	CW	N/A	N/A	\$ 200,000.00	90	\$ 160,000.00	\$ -		\$ 100,000.00

**Department of Public Housing and Community Development (PHCD)
FY 2019 Action Plan**

Exhibit 1

Binder #	Agency Name	Activity Title	Activity Description	Activity Category	Funding Source	Activity Address	District Activity Located	District Serving	NRSA Located	NRSA (s) Serving	Funding Amount Requested	Average Score	Staff Recommendations	Commission District Fund (CDF)	Legend	Total Recommendation
19-80	Sundari Foundation, Inc., dba Lotus House Women's Shelter	Set-Aside TBRA - Lotus House Rapid Rerhousing RRH for Homeless Woman	Lotus House Tenant-Based Rental Assistance (TBRA) program for Homeless Women. 74 homeless individuals - 34 women and 40 children will receive TBRA rental assistance and case management services.	TBRA	HOME	217 NW 15th Street, Miami, FL 33136	3	CIW	N/A	Biscayne North, Cutler, Goutis, Leisure City/Naranja, Model City, Opa-Locka, Perrine, South Miami, West Little River	\$ 400,000.00	Withdrawn	\$ -	\$ -	3	\$ -
HOME - TENANT-BASED RENTAL ASSISTANCE SUB-TOTAL:											\$ 400,000.00		\$ 400,000.00	\$ -		\$ 400,000.00
HOME - COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) SET-ASIDE: \$678,617.10																
19-77	Carfour Supportive Housing, Inc.	Del Prado Gardens	Renovation of Del Prado Gardens Units to include new roof, impact windows, bathrooms, kitchens with new cabinetry for 32 units, in addition to landscaping.	CHDO Set Aside	HOME	3925 NW 182 Street, Miami Gardens, FL 33055	1	1	N/A	N/A	\$ 654,013.00	93	\$ 678,617.10	\$ -		\$ 678,617.10
19-52	MPK/REVA Development Corporation, LLC	NoMi Lotts, LLC	NE 11th Avenue Project - 20 Unit Mixed Income Residential Housing.	CHDO Set Aside	HOME	Southwest corner of NE 11th Avenue, between NE 126th and NE 127th Street, North Miami, FL 33162	2	2	N/A	N/A	\$ 385,000.00	62	\$ -	\$ -		\$ -
HOME - COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) SET-ASIDE SUB-TOTAL:											\$ 1,039,013.00		\$ 678,617.10	\$ -		\$ 678,617.10
HOME - COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) OPERATING: \$200,000																
19-77	Carfour Supportive Housing, Inc.	Del Prado Gardens	CHDO Operating funds for the renovation of Del Prado Gardens' 32 unit development to include new roof, impact windows, bathrooms, kitchens with new cabinetry, and landscaping.	CHDO Operating	HOME	3925 NW 182 Street, Miami Gardens, FL 33055	1	1	N/A	N/A	\$ 50,000.00	93	\$ 50,000.00	\$ -		\$ 50,000.00
HOME - COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) OPERATING SUB-TOTAL:											\$ 50,000.00		\$ 50,000.00	\$ -		\$ 50,000.00

**Department of Public Housing and Community Development (PHCD)
FY 2019 Action Plan**

Exhibit 1

Binder #	Agency Name	Activity Title	Activity Description	Activity Category	Funding Source	Activity Address	District Activity Located	District Serving	NRSA Located	NRSA (s) Serving	Funding Amount Requested	Average Score	Staff Recommendations	Commission District Fund (CDF)	Legend	Total Recommendation
HOME - HOMELESS SET-ASIDE (TBRA/REHABILITATION): \$600,000																
19-81	Sundari Foundation, Inc., dba Lotus House Women's Shelter	Set-Aside TBRA - Lotus House Rapid Rehousing RRH for Homeless Women	Lotus House Tenant-Based Rental Assistance (TBRA) program for Homeless Woman. 123 homeless individuals - 48 women and 77 children will receive TBRA rental assistance and case management services.	Homeless Set-Aside TBRA	HOME	217 NW 15th Street, Miami, FL 33136	3	CW	N/A	Biscayne North, Cutler, Goulds, Lasure City/Naranja, Model City, Opa-Locka, Perrine, South Miami, West Little River	\$ 600,000.00	Withdrawn	\$ -	\$ -	3	\$ -
HOME - HOMELESS SET-ASIDE (TBRA/REHABILITATION) SUB-TOTAL:											\$ 600,000.00	\$ -	\$ -		\$ -	
HOME - ADMINISTRATION																
PHCD	Public Housing and Community Development (PHCD)	Administration	Program Administration Activities	Administration	701 NW 1 CT, 16th FLOOR, MIAMI, FL 33136	701 NW 1st Court, 16th Floor Miami, FL 33136	CW	CW	N/A	ALL NRSA's	\$ 452,411.40	N/A	\$ 452,411.40	\$ -		\$ 452,411.40
HOME ADMINISTRATION SUB-TOTAL:											\$ 452,411.40	\$ -	\$ 452,411.40	\$ -		\$ 452,411.40
HOME GRANDTOTAL:											\$ 13,677,503.40	\$ -	\$ 6,283,192.59	\$ -		\$ 6,283,192.59

**Department of Public Housing and Community Development (PHCD)
FY 2019 Action Plan**

Exhibit 1

Binder #	Agency Name	Activity Title	Activity Description	Activity Category	Funding Source	Activity Address	District Activity Located	District Serving	NRSA Located	NRSA (s) Serving	Funding Amount Requested	Average Score	Staff Recommendations	Commission District Fund (CDF)	Legend	Total Recommendation
EMERGENCY SOLUTIONS GRANT (ESG) - HOMELESS EMERGENCY SHELTER AND OUTREACH: \$617,048.94																
19-82	Camillus House, Inc.	Emergency Shelter Program	Emergency Shelter program provides emergency services to persons who are homeless. Clients = 240	Homeless	ESG	1603 NW 7th Avenue, Miami, FL 33136	3	CW	N/A	N/A	\$ 592,487.00	39 / 97.5%	\$ 617,048.94	\$ -		\$ 617,048.94
EMERGENCY SOLUTIONS GRANT (ESG) - EMERGENCY SOLUTIONS GRANT (ESG) - HOMELESS EMERGENCY SHELTER AND OUTREACH SUB-TOTAL:											\$ 592,487.00	\$ 617,048.94	\$ -		\$ 617,048.94	
EMERGENCY SOLUTIONS GRANT (ESG) - HOMELESS PREVENTION AND RAPID REHOUSING: \$384,302.41																
19-8	Citrus Health Network, Inc.	Tenant Based Rental Assistance (TBRA)	ESG/TBRA providing rental assistance to 275 households/650 individuals who are homeless or at risk for homelessness.	Homeless	ESG	150 East 1st Ave., Suite 105, Hialeah, FL 33010	6	CW	N/A	N/A	\$ 369,612.00	47.9 / 77.3%	\$ 384,302.41	\$ -		\$ 384,302.41
19-79	Sunderi Foundation, Inc., dba Lotus House Women's Shelter	Set-Aside TBRA - Lotus House Rapid Rehousing RRH for Homeless Women	Lotus House Tenant-Based Rental Assistance (TBRA) program for homeless women, youth, and children to assist 51 homeless individuals (23 women and 28 children) will receive RRH rental assistance and case management services.	Homeless	ESG	217 NW 15th Street, Miami, FL 33136	3	CW	N/A	Biscayne North, Cutler, Goulds, Leisure City/Naranja, Model City, Opa-Locka, Perrine, South Miami, West Little River	\$ 369,612.00	Withdrawn	\$ -	\$ -	3	\$ -
EMERGENCY SOLUTIONS GRANT (ESG) - HOMELESS PREVENTION AND RAPID REHOUSING SUB-TOTAL:											\$ 739,224.00	\$ 384,302.41	\$ -		\$ 384,302.41	
ESG - ADMINISTRATION																
PHCD	Department of Public Housing and Community Development (PHCD)	Administration	Program Administration Activities	Administration		701 NW 1 CT, 16th FLOOR, MIAMI, FL 33136										
						701 NW 1st Court, 16th Floor Miami, FL 33136		CW	CW	N/A	ALL NRSA's	\$ 81,190.65	N/A	\$ 81,190.65	\$ -	\$ 81,190.65
ESG - ADMINISTRATION SUB-TOTAL:											\$ 81,190.65	\$ 81,190.65	\$ -		\$ 81,190.65	
ESG GRANDTOTAL:											\$ 1,412,901.65	\$ 1,082,542.00	\$ -		\$ 1,082,542.00	

Department of Public Housing and Community Development (PHCD)
FY 2019 Action Plan

Exhibit 1

Binder #	Agency Name	Activity Title	Activity Description	Activity Category	Funding Source	Activity Address	District Activity Located	District Serving	NRSA Located	NRSA (s) Serving	Funding Amount Requested	Average Score	Staff Recommendations	Commission District Fund (CDF)	Legend	Total Recommendation
SPED - SPECIAL ECONOMIC DEVELOPMENT																
19-83	Heritage Yacht Tours and Marine Academy	Foreclosure Forensic	This application deemed non-responsive.	Special Economic Dev	SPED	5150 NW 2nd Avenue, Miami, FL 33127	3	CW	N/A	Biscayne North, Cutler, Goulds, Leisure City/Naranja, Model City, Opa-Locka, Perrine, South Miami, West Little River	\$ 250,000.00	N/A	\$ -	\$ -	1	\$ -
19-84	Polciana Park	Foreclosure Forensic	This application deemed non-responsive.	Special Economic Dev	SPED	5150 NW 2nd Avenue, Miami, FL 33127	3	CW	N/A	Biscayne North, Cutler, Goulds, Leisure City/Naranja, Model City, Opa-Locka, Perrine, South Miami, West Little River	\$ 250,000.00	N/A	\$ -	\$ -	1	\$ -
19-85	Foreclosure Forensic	Foreclosure Forensic	This application deemed non-responsive.	Special Economic Dev	SPED	5150 NW 2nd Avenue, Miami, FL 33127	3	CW	N/A	Biscayne North, Cutler, Goulds, Leisure City/Naranja, Model City, Opa-Locka, Perrine, South Miami, West Little River	\$ 250,000.00	N/A	\$ -	\$ -	1	\$ -
SPED - SPECIAL ECONOMIC DEVELOPMENT SUB-TOTAL:											\$ 750,000.00		\$ -	\$ -		\$ -

**Department of Public Housing and Community Development (PHCD)
FY 2019 Action Plan**

Exhibit 1

Binder #	Agency Name	Activity Title	Activity Description	Activity Category	Funding Source	Activity Address	District Activity Located	District Serving	NRSA Located	NRSA (s) Serving	Funding Amount Requested	Average Score	Staff Recommendations	Commission District Fund (CDF)	Legend	Total Recommendation
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Legend:

- 1 - Application deemed non-responsive.
- 2 - Tiebreaker tabulation used to allocate funding based on: #1 - Ability To Proceed and #2 - County Leveraging with higher points for projects with less County funds per unit.
- 3 - Sundart Foundation submitted a "Formal request to withdraw all proposals from the FY 2019 RFA process." Request was accepted.
- 4 - Due Diligence concerns with details summarized in attached Exhibit 2.
- 5 - Project funded via recaptured funding allocations in attached Exhibit 3.
- 6 - FY 2018 SURTAX gap being filled.
- 7 - Fully funded in FY 2018 SURTAX with pro-rata unit-based formula utilized.

NOTE: Beneficiary information will be adjusted based on actual allocations.

**FY 2019 Action Plan
Due Diligence Review**

Per Resolution No. R-630-13, prior to the County Mayor or County Mayor's designee making a recommendation for funding to enter into a contract for Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME), and Emergency Solutions Grant (ESG) funds, staff conducted a search to identify agencies with due diligence issues and to ensure that agencies are not non-compliant with contracts involving Housing and Community Development funds or other County departments.

All FY 2019 RFA applicants were researched. An identifiable area of concern is the finding for the following entity:

Dun & Brad Street		
19-34	J.L. Brown Development Corporation	Lawsuit with unsatisfied judgement.

CDBG RECAPTURE RECOMMENDATIONS								
Program Year & IDIS No.	Agency Name	Activity Title	Activity Category	Activity Description	Activity Address	Commission District Fund	Reason for Recapture	Amount to be Recaptured
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) – Economic Development (ED)								
2017 / 5648	Ecotech Visions Foundation, Inc.	Green Tech Fellowship - Business Incubator	Economic Development	Growing, supporting, and incubating 120 businesses from infant to small, and small, to mid-size in 15 months through worker training and manufacturing product development.	670 NW 113th Street, Miami, FL 33168	N/A	The activity is complete and a balance remains.	\$199.20
2015 / 5422	Ecotech Visions Foundation, Inc.	Greentech Business Incubator- Liberty City Set-Aside	Economic Development	Growing, supporting, and incubating 120 businesses from infant to small, and small, to mid-size in 15 months through worker training and manufacturing product development.	6838 NW 18th Avenue, Miami, FL 33147	N/A	The activity is complete and a balance remains.	\$250.00
2017 & 2018 / 5701	Neighbors and Neighbors Association, Inc.	Accelerate South Dade Incubator	Economic Development	Provide support to small business and non-profit incubator.	10700 Caribbean Blvd, Suite 301, Cutler Bay, FL 33189	Yes, Dist. 8	The activity is complete and a balance remains.	\$0.01
2004, 2006, & 2007 / 4518	South Miami Community Redevelopment Agency	Madison Square/South Miami Strip Mall Project	Special Economic Development	Project consists of a mixed-use facility located in the South Miami NRSA to increase housing availability for low to moderate income individuals while creating and retaining jobs.	6488 SW 60th Avenue, South Miami, FL 33143; and 6457 SW 60th Avenue, South Miami, FL 33143	N/A	Project is cancelled.	\$394,000.00
CDBG – Economic Development Subtotal:								\$394,448.21
CDBG – Public Services (PS)								
2018 / N/A	Urban Initiative Foundation, Inc.	After School Program	Public Services	After school program for 30 at-risk teenage girls.	Agency did not provide a location to provide the services	Yes, Dist. 2	The Awardee did not follow through with providing pertinent information to develop a contract.	\$15,000.00
2018 / 5728	City of South Miami	Senior Meals Program 2018	Public Services	Senior meals program for 64 residents in South Miami.	6701 SW 62nd Avenue, South Miami, FL 33143	Yes, Dist. 7	The activity is complete and a balance remains.	\$165.66
CDBG – Public Services Subtotal:								\$15,165.66
CDBG – Public Service Disaster								
2018 / 5730	Assistance to the Elderly, Inc.	Assistance for Elderly Affected by Disaster	Public Services Disaster	Assistance to 30 low-income elderly residents affected by Hurricane Irma. Services will include meals, utility assistance and supply vouchers.	5617 NW 7th Street, Miami, FL 33126	N/A	The activity is complete and a balance remains.	\$13,240
CDBG Public Services Disaster Subtotal:								\$13,240
CDBG RECAPTURE RECOMMENDATIONS								
Program Year & IDIS No.	Agency Name	Activity Title	Activity Category	Activity Description	Activity Address	Commission District Fund	Reason for Recapture	Amount to be Recaptured
CDBG – Special Economic Development (SPED)								
2018 / 5637	Integrative Health Care Institute	Integrative Health Care Institute - 2016	Special Economic Development	Rehabilitation of a medical center and creation of six (6) full time jobs.	3211 Ponce De Leon Blvd., Suite 102, Coral Gables, FL 33134	N/A	The agency was unable to expend funds for several line items.	\$33,400.97
2016 / 5528	Pharma Topcare, Inc.	BTV Pharmacy	Special Economic Development	The project is a rehabilitation of a pharmacy with the intention of creating 10 new full time jobs. Asking for Liberty City Set-Aside funding.	1495 NW 54th Street, Miami, FL 33142	N/A	The activity is complete and a balance remains.	\$925.00
2017 / N/A	Ecotech Visions Foundation, Inc.	Net Zero Green Maker	Special Economic Development	Industrial mixed-use building improvements for manufacturing and tech job creation.	670 NW 113th Street, Miami, FL 33188	N/A	The agency will not pursue finishing the project.	\$100,000.00

CDBG - Special Economic Development Subtotal:									\$134,325.37
CDBG - Housing									
2016, 2017, & 2018 / 5583	Rebuilding Together Miami-Dade, Inc.	Beautification Program	Housing	Program provided homeowners with home rehabilitation to include exterior painting, landscaping, and repairs.	1300 South Dixie Highway, Suite 2123, Coral Gables, FL 33146	Yes, District 8	The activity is complete and a balance remains.		\$11,029.26
CDBG - Housing Subtotal:									\$11,029.26
CDBG - Public Facilities & Capital Improvements (PFCD)									
2016 / 5582	Coalition of Florida Farm Workers, Inc.	Capital Improvement & Public Facilities	Public Facilities & Capital Improvements	COFFO to construct an addition that will allow it to consolidate all of its current projects under one roof - one stop facility to provide increase public service to low income families in the Homestead/Florida city entitlement communities.	778 West Palm Drive, Florida City, FL 33034	N/A	Agency has been unable to expend the entire allocated amount.		\$19,057.72
2017 / N/A	Miami-Dade Homeless Trust	Verde Gardens	Public Facilities & Capital Improvements	Provide fencing for three folios for Verde Gardens, a county-owned housing project serving 145 formerly homeless families with disabilities for community garden/farm.	12550 SW 282nd Street, Homestead, FL 33033	N/A	Project is cancelled.		\$171,000.00
2018 / N/A	The Association for Development of the Exceptional, Inc.	ADE South Construction	Public Facilities & Capital Improvements	Provide support for the new construction of a 2,000 sq.ft. building for an Adult Day Care Training Program.	12700 SW 216th Street, Goulds, FL 33170	N/A	Project is cancelled		\$470,000.00
2017 / 5677	City of South Miami	Playground Shade Structure - Brewer Park	Public Facilities & Capital Improvements	Supply and installation of new playground shade structure at Brewer Park.	6300 SW 56th Street, South Miami, FL 33143	N/A	The activity is complete and a balance remains.		\$3,259.00
2004, 2006, & 2007 / 3968	South Miami Community Redevelopment Agency	Madison Square/South Miami Strip Mall Project	Public Facilities & Capital Improvements	Administrative costs for assigned County personnel from the Community Builders Division to provide assistance to the agency.	6488 SW 60th Avenue, South Miami, FL 33143; and 6457 SW 60th Avenue, South Miami, FL 33143	N/A	Project is cancelled.		\$19,700.00
CDBG Public Facilities & Capital Improvements Subtotal:									\$683,016.72
CDBG GRAND TOTAL:									\$1,251,226.82

CDBG REALLOCATION RECOMMENDATIONS									
Program Year & IDIS No.	Agency Name	Activity Title	Activity Category	Activity Description	Activity Address	Commission District Fund	Commission District	Amount to be Reallocated	
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) - Economic Development (ED) MicroEnterprises									
N/A	Hispanic Business Initiative Fund of Florida, Inc. DBA Prospera	Public Service - Technical Assistance to Small Businesses	Economic Development	Technical assistance to small business owners including training, one-on-one consulting and grants with 3 jobs created.	2305 NW 107 Avenue, Suite 1M17, Miami, FL 33172	N/A	12	\$ 90,000.00	
N/A	Partners for Self Employment, Inc.	Entrepreneurial Institute	Economic Development	Technical Assistance to small businesses in Miami-Dade County with 3 jobs created.	3000 Biscayne Blvd, Suite 215, Miami, FL 33137	N/A	3	\$ 90,000.00	
N/A	Miami Dade Chamber of Commerce, Inc.	Technical Assistance to Small Businesses	Economic Development	Offer technical assistance to businesses. Most of the services will be in the form of workshops and one-on-one consulting, partnering with various entities such as Miami-Dade County Public Schools, Miami-Dade County Small Business Department, and other organizations with 3 jobs created.	100 South Biscayne Boulevard, Suite 300, Miami, FL 33131	N/A	5	\$ 80,000.00	
N/A	Black Economic Development Coalition, Inc. DBA Tools for Change	Technical Assistance to Small Businesses	Economic Development	Technical assistance to small businesses with 3 jobs created.	5120 NW 24th Avenue, Miami, FL 33142	N/A	3	\$ 90,000.00	
N/A	Community Fund of North Miami Dade, Inc.	Technical Assistance to Small Businesses	Economic Development	Technical assistance to micro and small businesses with 3 jobs created.	490 Opa-Locka Boulevard, Suite 20, Opa-Locka, FL 33064	N/A	1	\$ 75,000.00	
CDBG - Economic Development MicroEnterprises Subtotal:									\$425,000.00

CDBG - Special Economic Development (SPED)									
Program Year & IDIS No.	Agency Name	Activity Title	Activity Category	Activity Description	Activity Address	Commission District Fund	Commission District	Amount to be Reallocated	
N/A	Department of Public Housing and Community Development (PHCD)	Special Economic Development	Special Economic Development	Special economic development funding for businesses countywide projects.	701 NW 1st Court, 16th Floor, Miami, FL 33130	N/A	CW	\$ 400,000.00	
								CDBG - Special Economic Development Subtotal:	\$ 400,000.00
CDBG - Public Facilities & Capital Improvements (PFCI)									
N/A / 5575	Latin Mission Ministries, Inc. d/b/a Alpha and Omega Church	Alpha Goes Green - 2016	Public Facilities & Capital Improvements	Upgrade an existing childcare and youth center to include but not limited to roof and energy efficient improvements for 35 low/mod children.	7800 SW 56 Street, Miami, FL 33155	N/A	7	\$ 40,000.00	
								CDBG Public Facilities & Capital Improvements Subtotal:	\$ 40,000.00
CDBG - Housing									
N/A / 5583	Rebuilding Together Miami-Dade, Inc.	Beautification Program	Housing	Program provided homeowners with home rehabilitation to include exterior painting, landscaping, and repairs.	Scattered homes in District 8	Yes, District 8	8	\$11,029.26	
								CDBG - Housing Subtotal:	\$11,029.26
CDBG REALLOCATION RECOMMENDATIONS									
Program Year & IDIS No.	Agency Name	Activity Title	Activity Category	Activity Description	Activity Address	Commission District Fund	Commission District	Amount to be Reallocated	
CDBG - Housing County Departmental Allocations									
N/A	Department of Public Housing and Community Development (PHCD)	Public Housing Rehabilitation	Housing	Funding for rehabilitation of Public Housing Units.	Various Locations	N/A	CW	\$ 360,197.56	
N/A	Department of Public Housing and Community Development (PHCD)	Public Housing Modernization	Housing	Funding will make needed improvements to outdated structural, electrical, and mechanical systems in Public Housing units.	Various Locations	N/A	CW	\$ 15,000.00	
								CDBG Housing County Departmental Allocations Subtotal:	\$ 375,197.56
								CDBG GRANDTOTAL:	\$ 1,251,226.82

HOME RECAPTURE RECOMMENDATIONS							
Program Year & IDIS No.	Agency Name	Activity Title	Activity Category	Activity Description	Activity Address	Reason for Recapture	Amount to be Recaptured
HOME - Housing							
2016 / 5702	Carrfour Supportive Housing, Inc. / Harding Village, Ltd.	Harding Village	Housing	Rehabilitation of existing 92 unit garden-style apartment building to include provision of pipe sleeves. To include 22 HOME Set-Aside units.	8520 Harding Avenue, Miami Beach, FL 33141	The activity is complete and a balance remains.	\$ 0.52
2018 / 5784	Assistance to the Elderly, Inc.	Tenant Based Rental Assistance	Housing	Assistance to 85 low-income elderly residents. Services will include meals, utility assistance and supply vouchers.	5617 NW 7th Street, Miami, FL 33126	The activity is complete and a balance remains.	\$ 53.44
N/A	Public Housing and Community Development	PHCD Rental Housing Rehabilitation	Housing	Funding for rehabilitation of rental housing units.	Various Locations	Funds available.	\$ 1,286,769.30
HOME - Housing Total:							\$ 1,286,823.26

HOME REALLOCATION RECOMMENDATIONS							
Program Year & IDIS No.	Agency Name	Activity Title	Activity Category	Activity Description	Activity Address	Commission District	Amount to be Reallocated
HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) - HOUSING							
N/A	Fair Oaks, LLC	Fair Oaks Apartments	Housing	New Construction of 120 Residential Rental Units (1 Building), Mid-Rise Development.	East side of So. Dixie Highway (US1), 1,000 ft. SW of the intersection of SW 288th Street & So. Dixie Highway (US1), Miami, FL 33033	8	\$ 1,286,823.26
HOME - HOUSING Subtotal:							\$1,286,823.26

HOME CHDO RECAPTURE RECOMMENDATIONS							
Program Year & IDIS No.	Agency Name	Activity Title	Activity Category	Activity Description	Activity Address	Reason for Recapture	Amount to be Recaptured
HOME CDHO - Housing							
N/A	Carrfour Supportive Housing, Inc.	Del Prado Gardens	CHDO Set-Aside	Renovation of Del Prado Gardens Units to include new roof, impact windows, bathrooms, kitchens with new cabinetry for 32 units, in addition to landscaping.	3925 NW 182 Street, Miami Gardens, FL 33055	Activity funded at 100% level for current FY 2019 RFA process.	\$ 24,604.10
HOME CHDO - Housing Total:							\$ 24,604.10

HOME CHDO REALLOCATION RECOMMENDATIONS							
Program Year & IDIS No.	Agency Name	Activity Title	Activity Category	Activity Description	Activity Address	Commission District	Amount to be Reallocated
HOME COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) SET-ASIDE							
N/A	Tacoloy Garden Walk I, LLC	Rental Housing Rehabilitation	Housing	Rental rehabilitation of 228 units of affordable housing.	21354 SW 112 Avenue, Miami, FL 33189	9	\$ 24,604.10
HOME CHDO Set-Aside Subtotal:							\$24,604.10

HODAG RECAPTURE RECOMMENDATIONS							
Program Year & IDIS No.	Agency Name	Activity Title	Activity Category	Activity Description	Activity Address	Reason for Recapture	Amount to be Recaptured
HODAG - Housing							
N/A	Public Housing and Community Development	Rental Housing Rehabilitation	Housing	Funding for rehabilitation of rental housing units.	Countywide	Funds available.	\$ 1,613,176.74
HODAG- Housing Total:							\$1,613,176.74

HODAG REALLOCATION RECOMMENDATIONS							
Program Year & IDIS No.	Agency Name	Activity Title	Activity Category	Activity Description	Activity Address	Commission District	Amount to be Reallocated
HODAG - HOUSING							
N/A	Fair Oaks, LLC	Fair Oaks Apartments	Housing	New Construction of 120 Residential Rental Units (1 Building), Mid-Rise Development.	East side of So. Dixie Highway (US1), 1,000 ft. SW of the intersection of SW 288th Street & So. Dixie Highway (US1), Miami, FL 33033	8	\$ 813,176.74
N/A	HTG Paradise, LLC	Paradise Lakes Apartments	Housing	New construction of 76 garden-style apartments.	SW 88th Street, SW 88th Street and SW 169th Court, Miami, FL 33196	11	\$ 800,000.00
HODAG - HOUSING Total:							\$1,613,176.74

ESG RECAPTURE RECOMMENDATIONS							
Program Year & IDIS No.	Agency Name	Activity Title	Activity Category	Activity Description	Activity Address	Reason for Recapture	Amount to be Recaptured
ESG - HOUSING							
2017	City of Miami Beach	Miami Beach Safety Net	Housing	ESG/TBRA rental assistance to 50 households who are homeless or at-risk of homelessness.	555 17th Street, Miami Beach, FL 33139	Agency unable execute agreement.	\$274,045.00
ESG Total:							\$274,045.00

ESG REALLOCATION RECOMMENDATIONS							
Program Year & IDIS No.	Agency Name	Activity Title	Activity Category	Activity Description	Activity Address	Commission District	Amount to be Reallocated
ESG - HOUSING							
2017	Citrus Health Network, Inc.	HAND	Housing	ESG/TBRA providing rental assistance to 100 households/200 individuals who are homeless or at-risk of homelessness.	150 East 1st Avenue, Suite 105, Hialeah, FL 33010	Countywide	\$ 274,045.00
ESG Subtotal:							\$274,045.00

Miami-Dade County
Conditional Loan Commitment

Date

To:

Re:

Dear Borrower:

We are pleased to advise you that on _____, the Board of County Commissioners (BCC) approved a Conditional Loan Commitment for development activity at the above-listed property (the "Property"). The loan is conditionally committed for the payment of hard construction costs as a portion of the development costs to [construct the affordable housing units // describe construction or rehabilitation to be done] on the Property. This Conditional Loan Commitment is made based upon the application submitted by Borrower in response to [FY Request for Applications // describe borrower's application] for Home Investment Partnership (HOME) or Community Development Block Grant (CDBG) funds, as outlined in the Miami-Dade County Fiscal Year 2019 and any applicable prior years' Action Plan(s), and is subject to the following terms and conditions:

Borrower:

Project: _____, affordable housing project, a _____ unit, _____ story _____ community to be located at _____, which will serve households with incomes at or below _____ of Area Median Income (AMI). See the conditions below regarding applicable AMI for residents based upon the source of funds for the Loan.

Loan Amount: The loan amount of not-to-exceed \$ _____ is the amount approved by the BCC in Resolution No. _____ and includes all terms and conditions of such BCC approval, including project scope, activity type and, for federal funds, national objective to be achieved (the "Loan"). The loan amount may be decreased as determined by the Mayor or the Mayor's designee, based upon Underwriting (defined below) and information and documentation provided by Borrower.

Conditions: The Loan is conditioned upon the terms, conditions and requirements set forth below (the "Conditions"). The County shall not issue a final unconditional loan commitment, enter into a funding contract, close on the Loan or disburse the Loan funds until all the Conditions are met.

Collateral: Upon satisfaction of the Conditions, Miami-Dade County (County) and Borrower will enter into a funding contract and loan agreement. The Loan shall be evidenced by a promissory note and secured by a construction/permanent mortgage with assignment of leases and rents, a collateral assignment of leases and rents, a collateral assignment of construction documents, a rental regulatory agreement (where applicable), and any other security or collateral as deemed appropriate by the Mayor or Mayor's designee, in his or her sole discretion, with approval of the County Attorney's Office. Borrower shall additionally be required to provide the County with an environmental indemnification agreement, a UCC-1, title affidavit, partnership affidavit (if applicable), corporate resolution approving the loan documents, opinion of counsel, certification of borrower to borrower's counsel, and title policy making the County an insured. The Collateral shall be determined based upon financial feasibility and subsidy layering underwriting to be performed by County staff in an

11

Internal process and by an independent underwriter and paid for by Borrower ("Underwriting") following review of a current title search. Additional forms of security may be required if liens, encumbrances, restrictions or covenants exist on the Property which the Mayor or Mayor's designee determines, in his or her sole discretion, threaten the County's Collateral. The Mayor or Mayor's designee shall determine, in his or her sole discretion and in consultation with the County Attorney's Office, whether the Collateral provided by Borrower is sufficient to close and disburse the Loan.

- Interest Rate:** Loan terms, including the interest rate, are those set forth in the FY 2019 Request for Application (RFA), on pages 28-29, or as modified prior to closing by the Mayor or Mayor's designee in accordance with the results of Underwriting: 0% during construction, years 1-2 and 0.5-1.5% interest only payments from Development Cash Flow with 0.5-1% accruing in years 3-30. Full principal and any accrued Interest shall be due at maturity.
- Repayable:** There will be no penalty for prepayment of the Loan (payment of Loan balance before the end of the repayment term). Repayment terms are those set forth in the FY 2019 RFA on pages 28-29. All terms may be modified prior to closing by the Mayor or Mayor's designee in accordance with the results of Underwriting. The prepayment of any Loan shall not affect the term of affordability set forth in the Rental Regulatory Agreement or in any of the other Loan Documents.
- Term:** The Loan will be for 30 years, or as may be established prior to closing by the Mayor or Mayor's designee in accordance with the results of Underwriting.

Conditions:

1. Underwriting, as explained above, shall include a financial feasibility review, subsidy layering review, and credit review. Underwriting is performed to protect the County's scarce affordable housing funds and is performed to ensure that the Project has sufficient financing to be completed timely and that the Project is not over-subsidized, meaning the Loan is not needed or the Loan Amount is too high. The County reserves the right to reduce the Loan Amount subject to Underwriting. The County further reserves the right to refuse to issue a final, unconditional loan commitment to Borrower or to enter into a contract for the Loan or to close on the Loan in the event that Underwriting determines that the project is financially unfeasible or otherwise is unfeasible. The costs of Underwriting are to be paid by Borrower.
2. Borrower must prove control of the Property through purchase or lease, as evidenced by a deed or lease and recorded memorandum of lease in Borrower's name. Absence of any threat of foreclosure, taking by eminent domain, or pending bankruptcy are additionally required.
3. Borrower must provide the County with written financing commitments showing committed financing for the entire Development Cost of the Project, including any gaps between the Loan and the overall costs to develop the Project. The Development Cost of the Project means the total cost of completing the entire Project, from acquisition to the issuance of Certificate of Occupancy, including but not limited to the costs for acquisition, design and planning, zoning and variances, financing costs, legal costs, construction, and permitting. In the event of a dispute as to what amount constitutes the actual Development Cost, Borrower and County will use the amount determined by Underwriting to be the Development Cost.
4. Conformance of the Project design unless changes are approved by the Mayor or Mayor's designee.
5. Complete plans and specifications of the Project.
6. Payment and performance bond in the amount of the entire construction budget or otherwise in conformance with applicable law. Where a payment and performance bond is not required by law, the Mayor or Mayor's designee may alternatively accept – at the Mayor or Mayor's designee's sole discretion – a letter of credit in an amount acceptable to the Mayor or Mayor's designee.
7. Appraisal of the Property showing that the value of the Project and Property, when completed, exceeds the total amount of debt from all sources to be secured by the Project, unless waived by the Mayor or Mayor's designee.

Conditional Loan Commitment

Page 3

8. A Phase I environmental report requiring no further action.
9. Such other conditions which are customary and reasonable for a loan of this nature, such as adhering to all Federal, State and local regulations, ordinances, codes and standards.
10. Meeting all requirements of the State Housing Initiatives Partnership ("SHIP"), Community Development Block Grant ("CDBG"), Documentary Surtax or Home Investment Partnerships Program ("HOME") program, as applicable depending upon the funding source of the Loan, and County resolutions and ordinances governing affordable housing development.
11. Compliance with Resolution No. R-346-15, establishing a maximum total development cost per unit; and, where applicable, Resolution No. R-343-15, establishing a maximum amount of total development costs that may be paid with Documentary Surtax funds.
12. The Loan, if HOME or CDBG funds, may only be used for the development of affordable housing for residents with household incomes not greater than 80% of AMI. The Loan, if SHIP or Surtax funds, may only be used for the development of affordable housing for residents with household incomes not greater than 140% of AMI.

This Conditional Loan Commitment will expire in six (6) months if not extended by Miami-Dade County. An extension of this Conditional Loan Commitment may be granted at the sole and absolute discretion of Miami-Dade County. Any extension granted will be contingent upon compliance with and in accordance with Resolutions No. R-165-13 and/or R-232-14, as applicable and must be signed by the Mayor or Mayor's Designee to be valid. If the loan does not close prior to the expiration or extension of this Conditional Loan Commitment, the funds will be subject to recapture and allocated to other projects. This Conditional Loan Commitment is not assignable. This Conditional Loan Commitment is the sole and complete agreement between the parties as to the terms of the Loan described herein. The terms of this Conditional Loan Commitment may only be changed in writing in a document signed by the Mayor or the Mayor's designee. No representations, written or verbal, of Miami-Dade County employees, or others purporting to act on behalf of Miami-Dade County, may change the terms of this Commitment.

Miami-Dade County wishes to thank you for your project and the opportunity to provide financing for this development, and we look forward to closing this transaction.

Sincerely,

Miami-Dade County

Carlos A. Gimenez, Mayor

Date: _____

c: Maurice L. Kemp, Deputy Mayor

Approved as to Form and Legal Sufficiency

Assistant County Attorney

Date: _____

79