



COMMISSION MEMORANDUM

TO:	Honorable Mayor and Members of the City Commission
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FROM: Rickelle Williams, Interim City Manager

DATE: July 24, 2024

TITLE: A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, ADOPTING THE ONE-YEAR ACTION PLAN FOR FISCAL YEAR 2024 FOR FEDERAL FUNDS, WHICH INCLUDE THE BUDGETS FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM, IN THE AMOUNT OF \$889,998.00, AND THE HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAM, IN THE AMOUNT OF \$508,242.00; AND AUTHORIZING THE CITY MANAGER TO: (1) ALLOCATE CDBG FUNDING TO THE FOLLOWING PROGRAMS: (I) \$14,000.00 TO UNIDAD OF MIAMI BEACH, INC. PROJECT LINK; (II) \$35,000.00 TO BOYS AND GIRLS CLUBS OF MIAMI-DADE; (III) \$21,638.00 TO AYUDA, INC. - HERE FOR YOU PROGRAM; (IV) \$14,440.00 TO UNIDAD OF MIAMI BEACH, INC. SENIOR RECREATION AND LANGUAGE PROGRAM; (V) \$25,200.00 TO FRIENDSHIP CIRCLE MIAMI BEACH AND NORTH DADE, INC. SUNDAY CIRCLE PROGRAM; (VI) \$15,000.00 TO CITY OF MIAMI BEACH OFFICE OF COMMUNITY SERVICES GROCERY PROGRAM; (VII) \$8,221.00 TO BUDDY SYSTEM MIA, INC. FOOD DISTRIBUTION PROGRAM; (VIII) \$50,000.00 FOR TENANT RELOCATION COSTS; (IX) \$454,500.00 TO AN AFFORDABLE HOUSING REHABILITATION PROJECT AND/OR ACQUISITION PROJECT; (X) \$50,000.00 TO HISPANIC BUSINESS INITIATIVE FUND INC. D/B/A PROSPERA FOR SMALL BUSINESS ASSISTANCE (XI) \$24,000.00 TO WEECARE, INC. D/B/A UPWARDS FOR THE BOOST PROGRAM; AND (XII) \$177,999.00 FOR PROGRAM ADMINISTRATION, OF WHICH \$20,000.00 SHALL BE ALLOCATED TO HOUSING OPPORTUNITIES PROJECT FOR EXCELLENCE, INC. (HOPE, INC.) FOR U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)-RELATED FAIR HOUSING SERVICES; AND (2) ALLOCATE HOME FUNDING TO THE FOLLOWING (I) \$381,182.00 TO TENANT-BASED RENTAL ASSISTANCE; (II) \$76,236.00 TO A COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO); AND (III) \$50,824.00 FOR PROGRAM ADMINISTRATION; AND (3) TRANSMIT TO HUD A SUBSTANTIAL AMENDMENT TO THE HUD FY 2021 ACTION PLAN, REALLOCATING \$112,269.35 OF EXISTING HOME AMERICAN RESCUE PLAN (HOME-ARP) FUNDING FROM NON-PROFIT CAPACITY BUILDING FUNDS TO SUPPORTIVE SERVICES, THEREBY INCREASING THE TOTAL ALLOCATION FOR SUPPORTIVE SERVICES TO \$508,578.95, OF WHICH \$100,000.00 WILL BE ALLOCATED TO LEGAL SERVICES OF GREATER MIAMI, INC. NORTH BEACH HOUSING STABILITY PROJECT AND \$127,911.95 WILL BE DESIGNATED FOR USE BY ELIGIBLE HOUSEHOLDS AT RISK OF HOMELESSNESS; AND (4) EXECUTE ALL APPLICABLE DOCUMENTS RELATED TO THE APPROPRIATION AND ALLOCATION OF THESE PROGRAM FUNDS; AND (5) SUBMIT THE ONE-YEAR ACTION PLAN TO THE HUD; AND (6) MAKE MINOR NON-SUBSTANTIAL CHANGES TO THE ONE-YEAR ACTION PLAN OR THE FIVE-YEAR CONSOLIDATED PLAN, OR THE RESULTING AGREEMENTS (WHICH DO NOT ALTER THE PURPOSE, SCOPE, APPROVED BUDGET AND/OR INTENT OF THE PLANS); AND (7) EXTEND THE EXPIRATION DATES OF SAID AGREEMENTS WHEN NECESSARY; AND FURTHER AUTHORIZING THE CITY MANAGER AND CITY CLERK TO EXECUTE AGREEMENTS WITH SUB-RECIPIENTS OF CDBG

AND HOME PROGRAM FUNDS AND CITY INTERDEPARTMENTAL AGREEMENTS.

**RECOMMENDATION**

The Administration recommends adopting the Resolution.

**BACKGROUND/HISTORY**

The City of Miami Beach (the "City") is a U.S. Department of Housing and Urban Development (HUD) designated entitlement city as determined by the decennial census information on population growth lag, overcrowding, age of housing stock, and poverty. The City has been an entitlement city since 1975. As an entitlement city, Miami Beach qualifies for an annual allocation of federal funding under HUD's grant programs, including the HOME Investment Partnership (HOME) Program and the Community Development Block Grant (CDBG) Program.

The *Five-Year Consolidated Plan* and *Annual Action Plan* (Plans) are a federal requirement for all HUD entitlement communities. The *Five-Year Consolidated Plan* describes how the City intends to use HOME and CDBG funds for the term of the Plan. The *2023-2027 Consolidated Plan* was adopted on June 28, 2023, via Resolution No. 2023-32637. The *Action Plan* is a component of the *Consolidated Plan* and provides a concise summary of the actions, activities, and programs that will take place during the program year to address the priority needs and goals identified in the *Consolidated Plan*.

The *2024 Action Plan* must be submitted to HUD by August 15, 2024, using HUD's Integrated Disbursement Information System (IDIS).

**ANALYSIS**

**FY 2024 Request for Applications**

On March 14, 2024, the Administration issued a Request for Applications (RFA) for CDBG, HOME, and HOME-ARP funds, approved via Resolution No. 2024-32948, with a submission deadline of April 15, 2024. A pre-submission meeting was held on March 27, 2024, to review the RFA with prospective applicants, ensure clarification, and proactively address questions relating to the completion and submission of the application.

**CDBG FY 2024 Funds**

Total HUD Entitlement		<b>\$889,998.00</b>
Less administrative allowance (20%)	(\$177,999.00)	
Less public services allowance (15%)	(\$133,499.00)	
<b>Net available for project allocation</b>		<b>\$578,500.00</b>

**HOME FY 2024 Funds**

Total HUD Entitlement		<b>\$508,242.00</b>
Less administrative allowance (10%)	(\$50,824.00)	
Community Housing Development Organization Set-Aside (15%)	(\$76,236.00)	
<b>Net available for project allocation</b>		<b>\$381,182.00</b>

**HOME-ARP Unallocated Funds**

Supportive Services Funds Available		\$115,643.00
Non-Profit Capacity Building Funding Available		\$112,269.35
<b>Net available for project allocation</b>		<b>\$227,912.35</b>

**CDBG 2024 Funding**

A maximum of 15 percent of the City's CDBG allocation, or \$133,499.00, may fund public service activities. Public service activities include meal programs, rent assistance, childcare programs, etc., for income-

eligible participants. Public service funds in the amount of \$40,000 were appropriated for the Elderly Grocery Program via Resolution 2024-32948. This program is administered by the Office of Housing and Community Services and has been funded by CDBG since 2015 and leveraged with additional funding provided through the City's General Fund. The program assisted 104 elderly Miami Beach residents with monthly grocery delivery services during the 2022/23 program year.

The City received eight (8) applications for public services. Below is a summary of the CDBG applications received:

<i>UNIDAD of Miami Beach, Inc. - Project Link</i>	The program ensures that elderly residents are connected to needed services by providing appropriate information and referrals. Services consist of needs assessments, information/referral to a network of human services providers, and case management. The application aims to serve 200 beneficiaries and requests an increase in funding from \$14,000 to \$16,000 compared to the previous year.
<i>Boys and Girls Club of Miami-Dade – Project Learn and Great Futures for Teens</i>	The programs offer a safe, structured environment with evidence-based activities for children and youth from kindergarten through twelfth grade. The activities include Science, Technology, Engineering, and Math (STEM), literacy, homework assistance, music, arts & crafts, physical fitness, intramural sports, family engagement, enrichment activities, health education, mentoring and college readiness, employability skills, and college visits for older teens. The funding request is for \$35,000, the same amount as the prior year.
<i>Ayuda, Inc. - Here for You Program</i>	The program provides a homemaker and a counselor for the frail elderly. The funding request of \$43,636 is for the second year, aiming to increase the hours of these services. This would enable weekly visits instead of bi-weekly ones, allowing for more thorough cleaning of the clients' apartments and more frequent companionship from the counselor. The program supports twenty (20) elderly residents.
<i>UNIDAD of Miami Beach, Inc. – Recreation and Language Services</i>	The program provides recreation and language services for North Beach Senior Center seniors. This request is an increase in funding from \$14,440 to \$17,000 from the prior year. They propose to serve 125 participants.
<i>Friendship Circle Miami Beach and North Dade, Inc. – Sunday Circle</i>	The program provides social interaction and respite to participants with supervised and supported activities. The purpose is to help individuals with disabilities gain independence and learn about friendship in the "real" world. The program is open to any person with special needs in the Miami Beach community, ages five and up. This is the second-year funding request for \$50,400 and proposes to serve 40 clients.
<i>CMB Office of Housing and Community Services (OCS) - Grocery Assistance Program</i>	The program provides monthly grocery deliveries to elderly residents. General Funds are leveraged to ensure 96 elderly resident households receive pantry essentials and suitable nutritional support critical for a positive quality of life. Public Services funds (\$40,000) were set aside via Resolution 2023-32497. However, there are \$29,998 in unexpended funds from the prior year, therefore only \$15,000 of 2024 funds will be allocated to the program.
<i>Buddy System Mia, Inc.</i>	The program provides sustainable food access through a monthly walk-up food distribution and a Community Fridge in North Beach. These programs are designed to promote food security, food access, proper nutrition, and improved health quality among people with low-to-moderate incomes. This is a first-time funding request for \$80,000.
<i>Hispanic Business Initiative Fund, Inc. DBA Prospera</i>	The project will provide technical assistance to small businesses throughout the City of Miami Beach. PROSPERA will perform the following: 8 educational seminars, counsel 20 small business owners and entrepreneurs in a one-on-one manner on business start-up, planning, expansion, and readiness to access micro loans and provide

	advancement services for 6 small businesses. This is a first-time funding request for \$50,000.
<i>WeeCare, Inc. (DBA Upwards)</i>	Upwards' BOOST Program offers personalized business support and essential technical assistance to in-home daycare providers, helping them serve children from birth to age five and provide before and after school care up to age thirteen. Over 12 months, BOOST delivers individual coaching, digital tools, and best practices for stabilizing revenue, controlling costs, and maintaining high-quality care, thus enhancing economic opportunities and operational efficiency. The program, prioritizing low- to moderate-income neighborhoods in North Beach, will be delivered remotely to 3 home-based childcare providers across Miami Beach. This is a first-time funding request for \$24,000.

There is \$118,499.00 available for FY 2024 public services, while applications for these services total \$315,636.00. The Administration proposes to fund repeat applications at the same levels as the previous year, as these are established projects with consistent expenditure of funds. Two of the applications will be funded under the CDBG economic development category, which does not count towards the public services cap. The remaining public services funds will partially fund the new application from Buddy System Mia, Inc. for their food distribution initiative located in North Beach.

For the new rental property acquired, the Administration must adhere to the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) requirements. The URA provides protections and assistance for current tenants affected by federally funded property acquisitions, ensuring they are treated fairly and receive relocation assistance. CDBG funds (\$50,000) are being set aside to cover these costs.

The Administration recommends deferring \$454,500.00 in CDBG funds for future award to a shovel-ready project addressing housing affordability. The Administration will thoroughly analyze alternative projects to spend the CDBG funds quickly and ensure compliance with CDBG timeliness expenditure requirements.

Below are the recommendations for the CDBG Program:

	<b>Proposed Funding</b>	<b>Requested Funding</b>	<b>Requested Funding</b>
<b>Public Services</b> 15% Cap	\$133,499.00		
UNIDAD of Miami Beach	\$14,000.00	88%	\$16,000.00
Boys & Girls Clubs of Miami-Dade	\$35,000.00	100%	\$35,000.00
AYUDA, Inc	\$21,638.00	50%	\$43,636.00
UNIDAD Senior Recreation and Language Programming	\$14,440.00	85%	\$17,000.00
Friendship Circle	\$25,200.00	50%	\$50,400.00
OCS Grocery Program	\$15,000.00		
Buddy System	\$8,221.00	10%	\$80,000.00
<b>Economic Development</b>			
Hispanic Business Initiative Fund Inc. DBA Prospera	\$50,000.00	100%	\$50,000.00
WeeCare, Inc. (DBA Upwards)	\$24,000.00	100%	\$24,000.00
<b>Affordable Housing</b>			
URA (relocation costs)	\$50,000.00		
To be determined	\$454,500.00		
<b>Planning and Administration (20% Cap)</b>	\$177,999.00		

In addition to the funding recommendations above, the Administration will contract Housing Opportunities Project for Excellence, Inc. (HOPE, Inc.) to provide HUD-mandated fair housing services for \$20,000. HOPE, Inc. would continue providing housing education workshops to residents and participate in outreach events citywide. Program administration funds will fund this mandated service. Although not currently funded by the City, HOPE, Inc. also investigates allegations of Fair Housing Act violations for residents who believe they are victims of discrimination.

## HOME 2024 Funding

No applications were received for HOME funds during the RFA process. The Administration recommends allocating HOME funds to implement a Tenant-Based Rental Assistance (TBRA) Program. The assistance is tenant-based, meaning it follows the tenant rather than being tied to a specific rental unit. To qualify, households must have an income that does not exceed 80% of the area median income (AMI). The assistance covers a portion of the rent, with the tenant paying the remaining amount based on their income. In some cases, the program may also cover security deposits, utility deposits, and utility payments.

The HOME Program rules require each entitlement community to reserve a minimum of 15% of its annual allocation for activities undertaken by qualified Community Housing Development Organizations (CHDO). A CHDO is a private nonprofit, community-based service organization that has identified the development of affordable housing as its primary mission and can develop affordable housing. In addition, a CHDO must meet certain requirements pertaining to its legal status, organizational structure, capacity, and experience.

Below are the recommendations for the HOME Program:

	Proposed Funding
<b>Affordable Housing</b>	
Tenant-Based Rental Assistance	\$381,182.00
<b>CHDO Set-Aside (15%)</b>	
Community Housing Development Organization Set-Aside	\$76,236.00

## HOME-ARP Funding

One application was received for HOME-ARP funding for this RFA.

<i>Legal Services of Greater Miami, Inc.</i>	<p>The North Beach Housing Stability Project will assist individuals and households who are homeless, at risk of homelessness, and other vulnerable populations, by providing direct legal services to remove barriers that interfere with a qualifying individual or family's ability to obtain and retain housing in the City of Miami Beach, with a focus on North Beach (zip code 33141).</p> <p>Project services include outreach and education activities, offsite client intake, provision of legal advice and counseling, case preparation, and representation at judicial, administrative, and appellate hearings and trials. Legal assistance will be provided for cases regarding eviction diversion and defense; denials and reductions of veterans and public benefit claims; tax issues; consumer rights issues; as well as assistance with obtaining identification documents and other legal matters. The legal assistance provided is aimed at resolving the legal problem that presents a barrier for the client to obtain permanent housing or will likely result in the client losing their existing permanent housing.</p>
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The City has funded two projects administered by Legal Services: Tenant Defense, and North Beach Homeless Prevention Project. Both agreements will expire on September 30, 2024.

Below are the recommendations for the HOME-ARP Program:

	Proposed Funding
<b>Supportive Services</b>	
Legal Services of Greater Miami	\$100,000.00

## Substantial Amendment to FY 2021 Action Plan

From time to time, it may be necessary for the City to process a "substantial amendment" to the *Five-Year Consolidated Plan* and the *One-Year Action Plan* to allow for the funding of new activities, modification of existing activities, or other program administrative actions. The City is required by HUD [24 CFR 91.505 (b)] to identify the criteria to be used in determining if a proposed action will be considered a "substantial amendment" as follows:

1. A change in allocation priorities or a change in the method of distributing funds;
2. Funding an activity using funds from any program covered by the One-Year Action Plan (including program income) not previously described in the One-Year Action Plan; or
3. A change in the purpose, scope, location, or beneficiaries of an activity.

Any proposed amendment considered a substantial amendment requires approval by the City Commission. Furthermore, in accordance with Citizen Participation requirements, a thirty (30)-day public notice and public hearing is required to provide the opportunity for the public to review and comment on the proposed substantial amendment. The City will consider all comments or views received from the public concerning proposed substantial amendments in accordance with HUD [24 CFR 91.105 (c)(3)]. A summary of these comments shall be attached to the substantial amendment submitted to HUD.

A substantial amendment to the 2021 Action Plan was approved on January 20, 2022, via Resolution 2022-31979. The amendment included the allocation plan for HOME-ARP funding. The Administration now seeks to move funds allocated to Non-Profit Capacity Building to Supportive Services, given the lack of applications received for the former.

Use of HOME-ARP Funding	Funding Amount	% of Grant
Program Administration	\$336,808.05	15%
Rental Housing (acquisition, construction and rehabilitation)	\$1,400,000	62%
Supportive Services	\$396,309.60 \$508,578.95	48% 23%
Non-Profit Capacity Building	\$112,269.35 \$0	5% 0%
<b>TOTAL</b>	<b>\$2,245,387.00</b>	<b>100%</b>

After accounting for previously funded supportive services projects, a balance of \$127,912.35 remains. The Administration recommends using these funds for eligible HOME-ARP financial assistance to support households at risk of homelessness, as defined in 24 CFR 91.5. Costs can include security deposits, utility deposits and payments, moving costs, first and last months' rent, payment of rental arrears (up to six months).

### **Citizen Participation**

In accordance with the Citizen Participation Plan, the City advertised a notice of public hearing and 30-day comment period (May 13, 2024 – June 11, 2024) for community development needs. The public hearing was held on May 28, 2024, at the Affordable Housing Advisory Committee meeting. The Committee made a motion to support the Administration's recommendations for the allocations in accordance with the FY 2024 Action Plan.

Additionally, the City advertised a Notice of a 30-day public comment period and public hearing (June 17, 2024 – July 16, 2024) for the draft Action Plan and substantial amendment. The public hearing was held on July 10, 2024.

Public comments received will be included in the submission of the Action Plan to HUD for final review and approval.

## **FISCAL IMPACT STATEMENT**

All expenditures are tied to federal CDBG, HOME and HOME-ARP funds and will not impact the general fund.

## **FINANCIAL INFORMATION**

HOME: \$508,242.00  
CDBG: \$889,998.00  
HOME-ARP: \$227,912.35.00

## **CONCLUSION**

The Administration recommends that the Mayor and City Commission approve the attached resolution adopting the One-Year Action Plan for FY 2024, and substantial amendment to the 2021 Action Plan, in substantial form, to allow the City to draw down entitlement funds to assist income-eligible persons with services and housing and ensure the timely and compliant expenditure of HUD funds.

**Applicable Area**

Citywide

**Is this a “Residents Right to Know” item, pursuant to City Code Section 2-17?**

No

**Is this item related to a G.O. Bond Project?**

No

**Was this Agenda Item initially requested by a lobbyist which, as defined in Code Sec. 2-481, includes a principal engaged in lobbying?** No

If so, specify the name of lobbyist(s) and principal(s):

**Department**

Housing and Community Services

**Sponsor(s)**

Commissioner Alex Fernandez

**Co-sponsor(s)**