



# FLORIDA CDBG- MITIGATION PROGRAM CITIZEN ADVISORY COMMITTEE

## **GUIDELINES**

This document provides guidelines for the implementation of the Mitigation Citizen Advisory Committee for Community Development Block Grant – Mitigation (CDBG-MIT) funding allocated by the U.S. Department of Housing and Urban Development (HUD) and administered by the Florida Department of Economic Opportunity (DEO) as described in Public Laws 115-123, 116-20.

### ***VERSION 1.1***

9/17/2021

## VERSION HISTORY

Version Number	Change Date	Summary of Changes
1.0	4/19	Original Document
1.1	9/17/2021	Updated Document formatting for consistency with other program documents

## VERSION POLICY

Version history is tracked in the Version History Table (page i), with notes regarding version changes. Dates of each publication are also tracked in this table.

Substantive changes in this document that reflect a policy change will result in the issuance of a new version of the document. For example, a substantive policy change after the issuance of Version 1.0 would result in the issuance of Version 2.0, an increase in the primary version number. Non-substantive changes such as minor wording and editing or clarification of existing policy that do not affect interpretation or applicability of the policy will be included in minor version updates denoted by a sequential number increase behind the primary version number (i.e., Version 2.1, Version 2.2, etc.).

## POLICY CHANGE CONTROL

Policy review and changes for the State of Florida Office of Long-Term Resiliency are considered through a change-control process. Policy clarifications, additions, or deletions are needed during the course of the program to more precisely define the rules by which the Program will operate. Program staff will document policy-change requests that will be tracked in the program files. Requests are compiled and brought before supervisory staff in a policy meeting. Subject matter experts working in a particular policy area or task area that will be affected by the policy decision may be invited to assist in policy evaluation, if necessary. Policy meetings will be held as frequently as is necessary to consider policy decisions critical to moving the Program forward in a timely manner. Policy decisions will be documented and will result in the revision of the document in question.

## Federal Register Guidance:

The Federal Register Guidance for the Citizen Advisory Committee is as follows (84 FR 45838 section V.A.3.c):

*“Following approval of the action plan, each grantee shall form one or more citizen advisory committees that shall meet in an open forum not less than twice annually in order to provide increased transparency in the implementation of CDBG-MIT funds, to solicit and respond to public comment and input regarding the grantee’s mitigation activities and to serve as an on-going public forum to continuously inform the grantee’s CDBG-MIT projects and programs.”*

## Citizen Advisory Committee Purpose Statement:

The Department of Economic Opportunity’s (DEO) Office of Long-Term Resiliency hereby establishes its Citizen Advisory Committee. The Committee is established to serve as a liaison between the communities and citizens located in State and HUD designated Most Impacted and Distressed (MID) areas and DEO. Representation on the committee will be established on a regional basis coinciding with the Florida Division of Emergency Management (FDEM) Regional Coordination teams. These regions cover the portion of the state that were impacted by hurricanes Hermine, Matthew, Irma and Michael. Each eligible FDEM region will have 1 Regional Representative to serve on the committee. The Citizen Advisory Committee members will represent the regions of Florida and act in an advisory capacity to the Office of Long-Term Resiliency’s

CDBG-MIT Program. In this role, the Committee shall review, comment and/or make recommendations to the Program regarding mitigation activities, including program administration, planning and operations.

## Citizen Advisory Committee Guidelines:

To ensure that the Citizen Advisory Committee operates successfully and productively, the Committee will operate pursuant to the following guidelines:

1. The Committee will operate within the scope of its authority and purpose. The Committee is an advisory body rather than a decision-making entity.
2. The Committee will be composed of seven members appointed by the Executive Director of the Department of Economic Opportunity. One member will be appointed from each of the 7 regions set forth in Attachment A. Regional members must be a primary resident of the region in which they are appointed. Appointments will occur every two years or as needed to fill vacant positions. Committee members serve at the will of the Executive Director.
3. The Committee shall serve without compensation.
4. All Committee members must comply with DEO and the Office of Long-Term Resiliency’s conflict of interest policies.
5. Committee recommendations will be arrived at by consensus of the members, not by vote.
6. The Committee will receive a written charge describing its purpose, timeline, means of reporting, duration and scope of authority when activated and at each meeting thereafter.
7. Members of the Committee will only represent themselves and will not communicate on behalf of DEO or the Program.
8. The meetings will be publicized, open to the public, easily accessible and in compliance with **24 CFR § 91.105 and 24 CFR § 570.486**.
9. Attendance of Committee members at scheduled meetings is mandatory. A Committee member will be subject to review by the Committee for recommendation to the Executive Director for replacement after two unexcused absences from regular meetings within an 18- month period.

10. As vacancies occur, a new member will be appointed by the Executive Director to represent the region in which the vacancy occurs. A solicitation for applications may be made by the CDBG-MIT Program or, if necessary, through local news or other social media outlets.
11. Citizens interested in serving or nominating another citizen to serve on the Committee may notify the Agency by submitting a nomination/ application form to the Agency by mail to: Office of Long-Term Resiliency, Mitigation Program, 107 E. Madison St., Tallahassee, FL 32399 or via email at [cdbg-mit@deo.myflorida.com](mailto:cdbg-mit@deo.myflorida.com). All nomination/ application forms must be submitted by May 14, 2021.
12. The Committee will meet at least biannually. The Committee may meet in person or virtually through suitable electronic medium that allows for adequate participation by the members and the public.
13. Notice of meetings, including the time and place of meetings will be communicated to the Committee and the public by publishing the information to the Office of Long-Term Resiliency's website. Notice of the meetings may also be published via other media as deemed necessary by DEO.
14. DEO's Office of Long-Term Resiliency's CDBG-MIT Program will facilitate scheduling and operation of all Committee meetings. The program will prepare an agenda for all regular meetings. Each member of the Committee will be provided with a copy of the agenda via email as far in advance of the meeting as time permits. The agenda will become a part of the record of each meeting.
15. The Committee will provide reasonable opportunities for oral or written public comment. Only agenda items may be addressed by the public. All remarks must be addressed to the Committee as a whole and not to any individual member.

# ATTACHMENT A: COMMITTEE MEMBER REGIONS

