

Exhibit "1"

**BY-LAWS
COMMUNITY DEVELOPMENT BLOCK GRANT
CITIZENS ADVISORY TASK FORCE**

ARTICLE I

Name and Area of Service

The name of this organization shall be the Community Development Block Grant (CDBG) Citizens Advisory Task Force ("Task Force"). The area to be served shall be Monroe County, Florida.

ARTICLE II

Statement of Purpose

The purpose of the Task Force shall be to assist Monroe County by conducting needed neighborhood revitalization and housing rehabilitation programs using Community Development Block Grants funds. To this end the Task Force shall:

1. Counsel and advise the Monroe County concerning current programs through: regular meetings with staff; participation in review of bids and selection of contracts; on-site visits to construction projects; monitoring of reports received from staff housing monitor.
2. Assist in the development of new programs through: meetings with citizen groups; visits to potential target areas; attendance at HUD or state Small Cities CDBG meetings for information and training.
3. Advocate for citizens by: setting up and monitoring a grievance procedure; appointing members of the Grievance Committee; moderating unresolved complaints; acting as final hearing board for all complaints filed against the CDBG Housing Program; maintaining a close relationship with citizens of the target community.

ARTICLE III

Membership

1. Composition of Task force The membership shall consist of five (5) members.
2. Appointments and Terms. The membership shall be appointed for a maximum four (4) year term. Candidates for membership on the Task force shall be proposed by Task Force staff and other interested persons and submitted to Monroe County for approval.

The Secretary shall perform all duties incident to the office of Chairperson in the absence of both the Chairperson and the Vice-Chairperson.

ARTICLE V

Meeting Procedure and Quorum

1. Regular Meetings. Meetings shall be held on an annual basis, at a time and place to be designated by the Task Force at a prior meeting.
2. Special Meetings. The Chairperson or Monroe County shall call special meetings as necessary.
3. Quorum. A quorum shall consist of 3/5^{ths} of the membership.
4. Notice of Meetings. Notice of regular meetings shall be sent to each member not less than five (5) working days prior to the scheduled meeting. The notice shall be in writing and shall specify the time, date, location and agenda for the meeting.
5. Minutes. Minutes shall be kept of all meetings, sent to Task Force members, and made available to anyone who requests them. Minutes from a meeting shall be reviewed and approved at the next regularly scheduled meeting.
6. Voting. All members shall have the right to vote. Members shall abstain from voting on issues, which constitutes a conflict of interest pursuant to Florida Statutes, Code of Ethics and such abstention shall be recorded in the minutes. Approval of any motion shall be by a simple majority of those voting, unless otherwise specified in these by-laws.

ARTICLE VI

General Provisions

Meetings of the Task Force or any sub-unit thereof shall be open to the public and shall operate within the Government-in-the-Sunshine Law. (See Section 286,011, Florida Statutes).

3. Absences. If a member is absent of three (3) consecutive meetings without just cause, it shall be recommended that this member be replaced. Members must provide notification that they will be absent at least twenty-four (24) hours before a meeting. A notation shall be made for reason of absence, read at the next regular meeting and become a part of the minutes for that meeting. The rule on attendance or absence shall not apply to special meetings.
4. Vacancies. Any vacancy, which occurs on the Task Force for any reason, shall be filled in the same manner and by the same body, which originally appointed a representative to the seat.

ARTICLE IV

Officers

Officers shall consist of Chairperson, Vice-Chairperson and Secretary, and they shall be elected by the membership of the Task Force. Officers shall serve for a period of one year. In the event the Chairperson position becomes vacant, the Vice-Chairperson shall automatically become the Chairperson for the remainder of the unexpired term of the office. Should other officers positions become vacant, they shall be appointed by the City Council.

Duties of Officers

1. Chairperson. The Chairperson shall be the principal representative of the Task Force and, subject to the control of the Task Force, shall in general supervise all of the business and affairs of the Task Force and preside at all meetings of the Task Force. The Chairperson shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Task Force from time to time.
2. Vice-Chairperson. The Vice-Chairperson shall perform all duties of the Chairperson in the absence of that officer as well as perform such other duties as may be assigned by the Task Force.
3. Secretary. The Secretary shall perform or cause to be performed, the following activities:
 - a. Record the minutes of Task Force.
 - b. See that the notice is duly provided in accordance with the provisions of these by-laws and as required by law.
 - c. Maintain the records of the Task Force.
 - d. Keep a register of the mailing address and/or post office address of each member of the Task Force.

ATTACHMENT A

Monroe County, Florida
Community Development Block Grant - Citizen Participation Plan

OVERALL GOAL

Pursuant to 24 CFR Section 570.486 and 9B-43, FAC, the purpose of this plan is to provide a process for community wide participation in the planning development, implementation and performance evaluation activities related to Monroe County's Community Development Block Grant (CDBG) Program.

OBJECTIVES

- To increase interchange of information between local government CDBG staff and the local citizens concerning community development and related concerns.
- To heighten public awareness of the purpose and function of the CDBG program and the types of assistance available, especially among low to moderate-income persons and residents of CDBG targeted areas.
- To increase community participation in program planning and implementation and, thereby, create local support for CDBG goals.
- To allow affected or potentially affected citizens to directly assist in shaping and guidelines the program's impact upon their neighborhood as well as the community at large.

To accomplish these objectives Monroe County shall establish the following policies:

Community Development Block Grant, Citizens Advisory Task Force

The role of the Citizens Advisory Task Force (CATF) shall be to encourage residents, particularly low and moderate-income persons who reside in slum or blighted areas and/or the project area, to provide input relative to all phases of the project. Further, the CATF shall assist the local government staff in overseeing the project, including development of plans, procedures, public hearings and amendments, if necessary.

The CATF shall be comprised of five members, of which a significant percentage is low/moderate income and/or minority representatives.

The CATF shall hold an annual meeting and regular meetings called by Monroe County which are open to the general public. These meetings are readily accessible to interested parties and a copy of the agenda is available to all interested parties prior to the CATF meeting. During such meetings the Task Force shall assist staff in all aspects of the CDBG Program, including: designing and implementing surveys and questionnaires, gathering and assessing citizen input,

selection of target areas, documentation and prioritization of needs, community outreach and public relations public meetings, determination of program activities and service levels, quality assurance and program monitoring. The Task Force shall form the major link between Monroe County and the community.

Public Meetings

Program regulations require specified public hearings and notices:

<u>Program Component</u>	<u>Number of Public Hearings</u>
Pre-Application/Planning Stage	One Hearing, Publicly Noticed
Application Stage	One Hearing, Publicly Noticed
Amendment to CDBG Program	One Hearing, Publicly Noticed Citizens Advisory Task Force Approval

All public hearings shall be publicly announced and noticed in the non-legal section of the Florida Keys Keynote a minimum of five (5) days but not more than twenty (20) days prior to the scheduled hearing. The hearing will be advertised at least once during the period. To ensure accessibility, hearings will be held handicap accessible designated "Neighborhood" facilities within Monroe County.

Provide Access to Public Information

All CDBG Program information will be available for inspection by interested citizens, including, at a minimum: CDBG Citizens Advisory Task Force meeting Minutes, CDB Application, CDBG Program Regulations, Guidelines and Operating Procedures, Community Development Plan, and the Citizens Participation Plan. These documents are available during normal working hours, Monday – Friday, from 8:00am to 5:00pm at the Special Programs Office, Monroe County Housing Authority, 1403 12th Street, Key West, Florida 33040. This information will be made available at no charge.

In addition, specific information dissemination and technical assistance activities will be undertaken to educate low/moderate income persons residing in the CDBG target areas. Such activities include: neighborhood meetings at community centers, churches or other convenient locations, community outreach by the CDBG staff, direct contact by the Citizen's Advisory Task Force neighborhood representative, and written (flyer) information concerning the program. These activities provide excellent opportunities for interaction in a neutral setting between staff, Citizen's Advisory Task Force representatives and the residents served by the program. Citizens views and recommendations are strongly encouraged.

Citizen Complaint Process

Monroe County shall establish and adopt a CDBG Citizen Complaint Procedure to allow effected residents a means to have grievances resolved

Bilingual Opportunities

According to the 1990 Census, the foreign born population in Monroe County is 476. Operational experience in the CDBG target area has proven the number of families speaking foreign languages is not significant. Monroe County will endeavor to accommodate non-english speaking families as requested.

Response to Program Inquiries

All inquiries concerning the CDBG Program will be promptly answered either by telephone, personal contact or in writing. All written inquiries will be answered in writing. The response period should not exceed fifteen (15) days from the date of the receipt of the inquiry.