



## **Sustainable Communities Grant Consortium Consortium Agreement**

**WHEREAS**, In June 2009, the U.S. Departments of Housing and Urban Development (HUD), Transportation, and the Environmental Protection Agency announced the creation of an interagency partnership and Sustainable Communities Regional Planning Grant Program that would support regions who committed to work collaboratively across jurisdictional boundaries to create “Regional Plans for Sustainable Development”;

**WHEREAS**, the South Florida Regional Planning Council (SFRPC), working in partnership with the Treasure Coast Regional Planning Council (TCRPC), entered into memoranda of understanding (MOU) with 130 organizations, with an additional 70 organizations providing letters and resolutions of support, to create the Southeast Florida Regional Partnership (Partnership);

**WHEREAS** on behalf of the Partnership, the South Florida Regional Planning Council (SFRPC), as lead applicant, submitted an application to the U.S. Department of Housing and Urban Development and was subsequently selected as one of 45 recipients of the first round of Sustainable Communities grants in 2010;

**WHEREAS**, as part of the application process a subset of Partnership members were organized to form the nucleus of a strong leadership consortium called the “Sustainable Communities Grant Consortium” that would be expanded over time to include additional Partnership members;

**WHEREAS**, initial Consortium participants include approximately 45 local governments, metropolitan and transportation planning organizations, nonprofit community-based organizations, professional associations, public and private sector organizations, and educational institutions; and

**WHEREAS**, at the time of the application the Consortium participants agreed to enter into formal Consortium Agreements (Agreement) with the SFRPC within 120 days (June 21, 2011) of the formal Cooperative Agreement entered into with HUD on February 21, 2011.

### **NOW THEREFORE, the Parties hereto agree as follows:**

**I. Consortium Participants:** This Agreement is entered into by members of the Southeast Florida Regional Partnership’s Sustainable Communities Grant Consortium (Consortium).

**II. Goal:** The Consortium will work together to successfully carry out the activities outlined in the Southeast Florida Regional Partnership’s work plan to create a “Regional Vision and Blueprint for Economic Prosperity,” (Regional Vision and Blueprint) approved by the U.S. Department of Housing and Urban Development (HUD) on May 11, 2011. The work plan, milestones, and schedules will be more fully developed by the Partnership’s Executive Committee, the chief governing board for the Partnership and the Consortium; Partnership and Consortium participants; and work groups. Please see Attachment A – Abstract and Work Plan Summary. The Partnership and Consortium will take the following six steps to achieve and sustain the Regional Vision and Blueprint:

- Build long term collaborative partnerships;
- Build and support the region’s leadership capacity;
- Measure where the region currently is and where it will likely be if trends continue;
- Identify a vision of the future with better outcomes than identified in the current conditions and trend analysis;

- Engage communities in developing plans to achieve the Regional Vision and Blueprint with emphasis on equitable and achievable outcomes; and
- Develop strategies to implement the Regional Vision and Blueprint and measure progress towards the Regional Vision and Blueprint outcomes.

**III. Purpose of the Agreement:** The purpose of this Agreement is to formalize the roles and commitments of the Consortium participants as they are known today. The Partnership and Consortium will work over the next three years to create and lay the foundation for implementation of the Regional Vision and Blueprint.

**IV. Roles / Commitments:** Please see Attachment B for specific commitments of in-kind, cash, or additional leverage fund contribution.

Partnership and Consortium participants, as regional leaders, commit to develop and implement the Regional Vision and Blueprint unless it is detrimental to their organization and/or the region. Specifically Consortium participants agree to:

- Assist and participate in the development of strategies, plans and tools;
- Assist in engaging stakeholders, particularly local and hard-to-reach populations;
- Help assess, analyze, and evaluate plans, strategies, tools, and projects;
- Play specific roles in implementing local projects providing leadership, staff support, research, oversight, or financial support;
- Participate in educational and outreach opportunities through classes, meetings, conferences, and workshops; and
- Assist in developing and refining the visions and plans that constitute the elements of a sustainable region and integrating these visions.

Furthermore, Consortium participants reaffirm:

- The SFRPC will act in the representative capacity with HUD on behalf of all members of the Consortium and the SFRPC agrees to assume administrative responsibility for ensuring the Consortium's program is carried out in compliance with HUD requirements and the Federal Funding Accountability and Transparency Act of 2006;
- To work cooperatively with the SFRPC (lead applicant), the TCRPC, and other Partnership and Consortium participants to develop the Regional Vision and Blueprint;
- To work with the Executive Committee established as the overall governing body for the Partnership to ensure full participation by Partnership and Consortium participants in developing and implementing the Regional Vision and Blueprint, and to involve additional committees, organizations, and groups as part of the community engagement work that is integral to this effort; and
- To commit leveraged resources in terms of staff, financial investment, or other resources in support of carrying out the work program to the best of their ability.

Consortium participants will designate a primary delegate and a backup delegate to serve as points of contact for the participating organization and to participate in meetings of the Consortium. The Consortium delegates or their designees will meet at least three times a year to receive reports on the work of the Consortium and the Partnership and will function as an advisory board for the development of the Regional Vision and Blueprint and related work plan activities. The SFRPC, as lead fiscal agent, will maintain a list of all Consortium delegates and their primary designees.

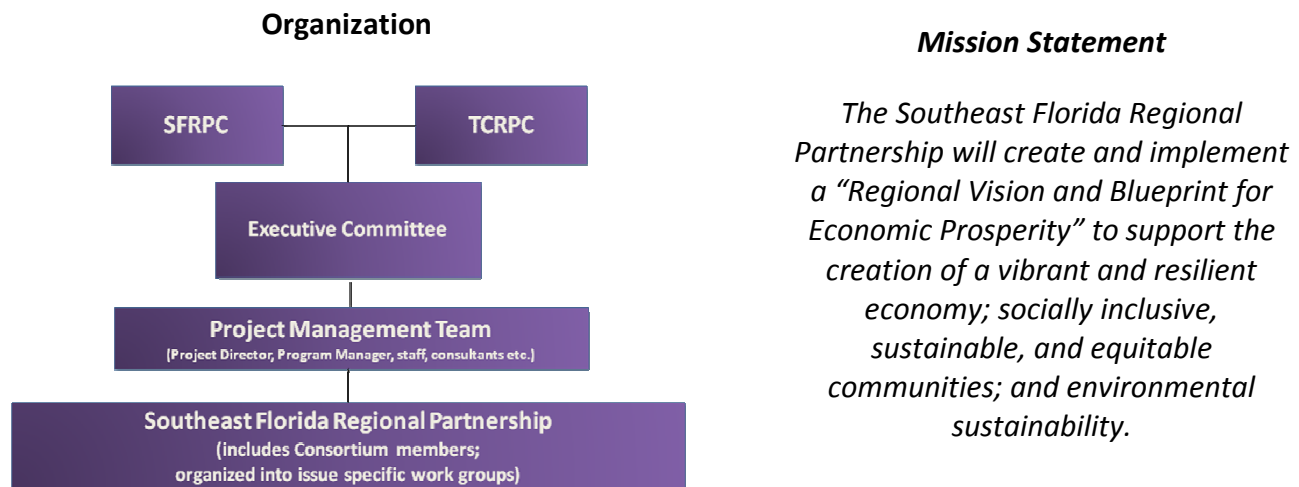
Any Consortium member may terminate its membership in the Partnership upon written notice from the organization's Executive Director or Chief Executive Officer, with hard copy by U.S. Mail, to the Executive Director of the SFRPC. Termination of Consortium member status shall not relieve a member of any responsibilities or liabilities already incurred.

## V. Governance Structure and Decision-making:

The following principles guide the Partnership's organization:

- Build an enduring consensus and constituency for the Regional Vision and Blueprint;
- Develop a clear organizational structure and decision-making protocols for the Partnership;
- Create multiple, meaningful opportunities for engagement, input and decision-making from the full range of public, private, and civic/nonprofit partners in the region, including traditionally underrepresented stakeholders;
- Enable "joinability" so that the Partnership and Consortium can continue to grow over time;
- Build on the strengths of existing institutions in the region;
- Engage and build ownership among implementing agencies and stakeholders early and throughout the process;
- Ensure transparency and clear lines of accountability and reporting; and
- Adapt the Partnership's organizational model over time as the project shifts from visioning to implementation.

### Southeast Florida Regional Partnership



The core elements of the organization include the following:

**Southeast Florida Regional Partnership:** Provides a regional forum for discussion and consensus building on issues of importance to Southeast Florida. The Partnership will develop and approve the Regional Vision and Blueprint, and support long-term implementation of Regional Vision and Blueprint through individual and collective action. During the visioning process the Partnership will primarily conduct its work through issue-specific Work Groups, augmented by at least four summits of the entire Partnership during the visioning process. In parallel with the visioning process, the Partnership will explore options for a long-term optimal structure to assist with implementation, progress review, and future updates. The intent is for the Partnership to develop a long-term structure for its ongoing operations by the conclusion of the visioning process.

To join the Partnership, organizations must sign an MOU and commit to work collaboratively to advance the region's livability and sustainability through implementation of the work program developed by the Partnership with support of the Sustainable Communities Planning Grant Program. Partnership members who are not currently Consortium participants and have pledged leverage and in-kind support, or other interested Partnership members, may wish to become Consortium participants with additional responsibilities in the development and implementation of the work plan.

**Partnership Work Groups:** Serve as regional subject matter experts in identified issue areas, and develop technical and policy recommendations and draft products for review by the Partnership. Work Group membership will be open to Partnership members (individuals and organizations) interested in the subject matter. The Partnership Executive Committee will ensure the membership of each Work Group reflects a mix of perspectives among the public, private, and civic sectors; among subareas and types of communities in the region (coastal, urban, suburban, and rural); and among socioeconomic/ethnic groups including traditionally underrepresented groups. The chair and vice chair of each Work Group will be identified by the Partnership's Executive Committee.

**Sustainable Communities Grant Consortium:** Serve as the core team within the Partnership for meeting HUD requirements and carrying out activities to develop the Regional Vision and Blueprint. Consortium participants will support key activities as defined in this Agreement under IV. Roles and Commitments.

Consortium participants agree to the basic commitments and responsibilities outlined for Partnership members, as well as the additional commitment of leveraged resources in terms of staff, financial investment, or other resources.

Certain Consortium participants will be identified as Subgrantees with a commitment to provide specific program assistance funded through grant funds. All Subgrantees will have a contract with the SFRPC that specifies specific deliverables and time frames and passes through all HUD grant requirements. These contracts will be more clearly defined following appointment of the Project Director and Program Manager.

**Executive Committee:** Serve as the overall governing board for Partnership. The Executive Committee will oversee the Sustainable Communities Regional Planning Grant administration; establish the project organization; approve the overall work plan; recommend the selection of staff and consultants to the Regional Planning Council boards for action; provide guidance to the Project Director and Program Manager; provide policy direction for the Regional Vision and Blueprint; ensure all constituencies have meaningful opportunities to engage and shape the process; identify and resolve significant issues arising during the process; recommend the final Regional Vision, Blueprint, and implementation plan; and recommend the long-term structure for Southeast Florida Regional Partnership. The Executive Committee has 17 initial members as identified in the grant application. The Committee is designed to expand as needed to ensure representation of segments of the region as needed to make the Executive Committee more responsive to the needs of all residents and businesses. The Executive Committee has established two subcommittees to guide its initial work: an Operations Subcommittee and an Organization and Equity Subcommittee.

**Regional Planning Councils / Project Management Team:** The SFRPC will act as the fiscal agent for the grant. The SFRPC will work with the TCRPC to manage the work program, including hiring the Project Director, Program Manager, and other staff and consultants; developing consultant scopes of work and budgets; and providing technical and consensus-building assistance to Consortium and Partnership members.

The intent for these committees and work groups is to use a consensus decision-making process. This entails substantial engagement of all parties, full transparency, extensive dialog, and ultimately crafting policies and decisions that are acceptable to all parties. The process takes longer, but produces results that when embraced, will provide the foundation for continuing work. If full consensus cannot be reached then the Executive Committee will be in a position to take a majority vote on a specific issue as well as a super-majority vote to approve the final Regional Vision and Blueprint.

**VI. Partner Roles / Commitments:** The members of the Southeast Florida Regional Partnership will belong to one of three tiers.

**TIER 1 – Partnership Member.** Basic tier of participation. All Partnership members have signed a MOU and committed to work collaboratively to advance regional livability principles through implementation of the work program developed by the Partnership with support from the Sustainable Communities Grant Program.

**TIER 2 – Sustainable Communities Grant Consortium Member.** This includes the basic commitments and responsibilities outlined for Partnership members, but also includes additional commitment of leveraged resources in terms of staff, financial investment, or other resources. To be a Consortium member, a Partnership member must execute a consortium agreement to formalize their greater level of commitment and direct involvement in the development and implementation of the Regional Vision and Blueprint for Economic Prosperity.

**TIER 3 – Consortium Subgrantees.** In addition to general Consortium participant commitments and responsibilities, a subset of Consortium participants may be asked to perform specific work program tasks. In addition to this Agreement, Consortium Subgrantees will be required to enter into a contract with specific deliverables and time frames, and meet all HUD requirements.

As the Regional Vision and Blueprint for Economic Prosperity initiative unfolds, work groups meet, and the Executive Committee makes decisions on process and content, new roles and responsibilities may emerge. These new roles and responsibilities will be captured in project scopes and new agreements.

**VII. Accountability:** To ensure successful completion of the project activities, Consortium participants will designate a primary delegate and a backup delegate to serve as points of contact for the participating organization with the SFRPC and participate in meetings of the Consortium. Consortium participants shall participate in meetings and provide leverage and in-kind reporting forms to the SFRPC as requested to meet all HUD requirements. Guidance regarding general reporting for leverage and in-kind funds will be provided once it is received from HUD. Subgrantee contracts will contain specific deliverables, time frames, and reporting requirements.

Overall initiative accountability will be managed by a three level project management system.

**Level I** - The highest level is reporting periodically on individual project progress and how that relates to the overall initiative progress. This will be done through the website and quarterly status reports.

**Level II** - Project management of specific work tasks or projects will include identified tasks and timelines which will be captured and monitored. The Project Director and Program Manager will be responsible for ensuring that work tasks undertaken by Consortium participants, who may also be subgrantees, are tracked, recorded, and incorporated into an overall project management system to ensure timely completion of delegated tasks.

**Level III** - The third level of project accountability will be the oversight of the Executive Committee, which will meet at least once per quarter to review progress on individual projects as well as the overall initiative.

**VIII. Joinability:** The Southeast Florida Regional Partnership and the Sustainable Communities Grant Consortium will continue to grow over time. An ongoing task will be to reach out to potential new partners and seek their membership and active involvement. New partners will be asked to sign the Partnership MOU or Consortium Agreement as appropriate. Interested stakeholders who have not joined the Partnership will be able to participate in appropriate work groups and the regional summits and community workshops, and will be encouraged to join the Partnership as members.

**VIII. Public Engagement:** All meetings of the Southeast Florida Regional Partnership and the Consortium are publicly noticed. On most occasions, interested persons can participate by phone, webinar, or in person. The Consortium will implement a wide ranging public engagement process throughout the region that prioritizes the engagement of all community residents and stakeholders, particularly groups traditionally underrepresented in public planning processes. This process will include community outreach, written and visual materials and information accessible to disabled populations. The public involvement component will ensure the participation of a wide range of stakeholders to ensure a diversity of population, viewpoints, and issues.

**X. Other Considerations:** As indicated above, Subgrantees (Tier 3) will have individual contractual instruments specific to their circumstances, responsibilities, and commitments. Special circumstances requiring governance changes, representation, changes or other alterations to agreements or process will be reviewed by the Executive Committee and final action taken by SFRPC, the lead fiscal agent.

Benefits for participation in the Partnership and Consortium are the enhanced ability of the region and individual communities to develop and implement the Regional Vision and Blueprint for Economic Prosperity. By participating in the Partnership and Consortium, work partners will be able to influence the development of plans, strategies, and tools and access those tools for their own use. In addition, partners will have the potential opportunity to access additional federal and other funds to advance their own prosperity, livability, and sustainability goals as long as they also further the regional priorities.

By my signature below, my organization / agency reaffirms its commitment to serve as a member of the Sustainable Communities Grant Consortium in accordance with the terms outlined in this Agreement. I understand that this Agreement will be executed in one or more counterparts, each of which will be deemed an original, but all of which will constitute one and the same instrument. The executed Agreement will be kept on file at the South Florida Regional Planning Council.

This Agreement will become effective upon signature by any two parties and may be terminated upon written notice to the South Florida Regional Planning Council. The provisions of this Agreement will be reviewed periodically and amended or supplemented, as appropriate, as may be mutually agreed upon.

\_\_\_\_\_  
Signature  
Name, Title  
Company

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature  
Jack Osterholt, Executive Director  
South Florida Regional Planning Council

Date: \_\_\_\_\_

Please return executed agreement to:

Mr. Jack Osterholt  
Executive Director  
South Florida Regional Planning Council  
3440 Hollywood Boulevard, Suite 140  
Hollywood, Florida 33021