



**NEIGHBORHOODS DEPARTMENT  
HOUSING AND COMMUNITY DEVELOPMENT DIVISION**

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**EXCERPT OF THE  
JACKSONVILLE HOUSING AND  
COMMUNITY DEVELOPMENT  
COMMISSION MEETING**

**March 27, 2019**

**CERTIFICATION**

**I HEREBY certify that this is a true and correct excerpt of the  
minutes of the Jacksonville Housing and Community  
Development Commission meeting of March 27, 2019.**

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**Barbara Florio**



**NEIGHBORHOODS DEPARTMENT**  
**HOUSING AND COMMUNITY DEVELOPMENT DIVISION**

## Recommendation of Local Housing Assistance Plan (LHAP)

The amendment to the Local Housing Assistance Plan, LHAP, which is required by local government, will allow the City to provide assistance to qualified homeowners and prevent foreclosure action.

Chair Wakefield asked for a motion to move the LHAP Amendment to a vote.

Commissioner Curtis Hart made a motion to move the LHAP Amendment;

Motion seconded by Commissioner Diana Galavis;

Motion Passed Unanimously: 9-0.

## Recommendation of Universal Application Funding

Erich Chatham, Civitas LLC (Neighborhoods Consultant) presented the proposed Universal Application funding recommendations.

Mr. Chatham indicated the City's amendment to the Con Plan, which guides the funding decisions, updated the priority needs. These were: Affordable Housing Preservation & Development, Improvements to and Expansion of Public Facilities & Infrastructure, Expansion of Available Public Services, Addressing Homelessness, Increased Economic Opportunities and Planning & Disaster Preparedness. The Universal Application was done online for CDBG, ESG and HOPWA funds, following the Con Plan priority needs, same as last year. The budget benchmarks are the same as last year.

All the funds from CDBG, ESG and HOPWA must primarily benefit low to moderate income individuals and/or households or individuals and/or households with individuals with special needs. All the applications are doing programs for one of the priority needs. The Division used objective criteria of scoring rubrics, made available at the workshops, which consists of: agency summary & capacity analysis for 20 points, statement of need 15 points, project description and delivery 35 points and the budget and financial analysis 30 points for a total of 100. The minimum score for funding is 70 points.

At this time HUD has not announced the allocations so the numbers are estimates based on 2018 funding. Likewise, the State has passed the budget but does not yet have the official SHIP allocation. The breakdown for each program is based on the anticipated funding allocations and will be adjusted accordingly, should there be an increase or decrease.

The City specifically allocates the bulk of the ESG funding for Homeless Prevention and Rapid Rehousing; not eligible in the CoC funding which is the bulk of the money these agencies receive from HUD. The City is intentionally trying to fund areas for homeless that other sources of funding do not.

Commissioner Hart inquired if the Division was hindered by caps on Administration and Delivery costs? Mr. Chatham answered delivery costs should not be broken down in a separate line item as it should be part of the budget to deliver the program or just be Administration. It costs the City money to administer development programs and it was increased to properly reflect this.

Chair Wakefield inquired on the percentage of the Administrations? Director Burch indicated every fund has a different percentage cap with HOME being 10% and CDBG 20%.

Commissioner Hart asked why the delivery line in CDBG was not eliminated? Mr. Chatham explained the CDBG delivery expenses are primarily related to Davis Bacon and Section 3 compliance on big PFI constructions.



## NEIGHBORHOODS DEPARTMENT HOUSING AND COMMUNITY DEVELOPMENT DIVISION

Commissioner Garrison inquired if the COJ Human Rights Commission and other ones were not part of the UA process and how were funds allocated to them? Director Burch indicated the City of Jacksonville Departments are not scored and they completed a one-page application with backup documentation. All these entities at the top of the spreadsheet received the flat funding from the prior year. Commissioner Garrison inquired if additional City Departments receive an automatic approval? Director Burch stated no and that she meets with the Department Directors ahead of time to plan and review their requests. The Division does not anticipate any new City Departments applying but if they do it would be something that would affect other subrecipients.

Chair Wakefield inquired if there was a cap on how much goes to City Departments? Director Burch indicated the Division will continue to flat fund the public services (PS) and not go above unless there are extraordinary circumstances.

Commissioner Langham inquired as to the CDBG 50% minimum to those that qualified but there is an agency that received more than the 50%. Director Burch stated the Division set a minimum of \$15K funding due to cost to administer and the 50% for this agency would have been less than the \$15K.

Mr. Chatham stated for ESG there is only \$471K available and over a million dollars in application requests. The funding methodology was 40% from the top and nobody being recommended for full funding. HOPWA has \$2.5M available and over \$3.1M in application requests. The funding methodology was 75% from the top down and only NE Florida AIDS Network being recommended for full funding.

Chair Wakefield asked for a motion to move the Proposed Universal Application Funding for FY 2019-2020 to a vote.

Commissioner Curtis Hart made a motion to move the Proposed Universal Application Funding for FY 2019-2020;

Motion seconded by Commissioner Charles Garrison

Motion Passed unanimously: 9-0.