



**NEIGHBORHOODS DEPARTMENT  
HOUSING AND COMMUNITY DEVELOPMENT DIVISION**

**JACKSONVILLE HOUSING AND COMMUNITY DEVELOPMENT COMMISSION  
MEETING MINUTES**

**Wednesday, March 27, 2019  
9:30 am**

Proceedings before the Jacksonville Housing and Community Development Commission taken on  
Wednesday, March 27, 2019  
Ed Ball Building, 8<sup>th</sup> Floor, Jacksonville, FL32202  
Jacksonville, Duval County, Florida, commencing at approximately 9:30 a.m.

**Commissioners**

David Wakefield, Chair  
Raul Arias, Vice Chair  
Marshall Adkison, Commissioner - UNEXCUSED  
Teresa Durand-Stuebben, Commissioner  
Diana Galavis, Commissioner  
Charles Garrison, Commissioner  
Curtis Hart, Commissioner  
Sharol Noblejas, Commissioner  
Lauren Parsons Langham, Commissioner  
Thomas B. Waters, Commissioner

**City of Jacksonville Staff:**

Dr. Johnny Gaffney  
Sandra Stockwell, OGC  
Stephanie Burch Esq., Neighborhoods Director  
Thomas "Tom" Daly, Chief  
Laura Stagner-Crites, Finance Director  
Kelly Mierkowski, Affordable Housing & Community Development Administrator  
Barbara Florio, Board Liaison  
Julie Ann Rivera, Board Administrative Support

**City Council:**

Council Member Garrett Dennis, Absent

**Guests Present:**

Erich Chatham, Civitas, LLC  
James Coggin, LISC  
Michael Belle, Catholic Charities  
Michelle Tappouni, Ability Housing  
Angela Leatherbury, HabiJax  
Beth Mixson, Family Promise Jacksonville

**Staff:**

Tina Beals	Jane Bouda	Rob Gillrup
Kamisha Gross	Carolyn Herring	Travis Jeffrey
Chynequa King	Kenny Logsdon	Carla Ray
Errol Schell	Laura Stagner	Eleanor Sweet



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**MEETING MINUTES**

**Call Meeting to Order, Welcome and Introductions**

Chair David Wakefield called meeting to order at 9:30am; quorum present.

**Approval of Minutes for February 27, 2019**

A motion to approve the February 27, 2019 minutes was made by Commissioner Curtis Hart and duly seconded by Commissioner Charles Garrison.

Motion Passed: 9-0.

**I. Public Comments**

No public comment cards.

**II. Division Report – Tom Daly, Esq, Chief**

Chief Daly reported Division staff and the consultant, Erich Chatham, Civitas LLC, have been working on implementing a Risk Management Contract program which will assess recipients' prior years compliance.

Chief has been working with the consultant on the HOME RLF with two workshops held: March 12 and March 27. There have been three CHDO training sessions.

Staff met with New Arlington regarding a Community Redevelopment area in Arlington. They are looking into future CDBG funding for infrastructure projects. Currently the Division is unable to assist them.

Commissioner Galavis inquired if the CRA New Arlington was for commercial projects and if the Chief could elaborate? Chief Daly answered they were commercial projects and unfortunately, some of the census tracts fall outside the LMA. There are some infrastructure projects off of University Blvd that fall in LMA's but the agency is not ready to execute those. They are probably two years away from having enough money for the projects - storm water improvements.

In the Board packet is the Ethics training dates. Board Members must attend every four years. Commissioner Hart asked if they could report back on the dates when they had last taken their ethics training. Liaison Florio will provide the information to the Commissioners.

**III. LHAP Amendment – Kelly Mierkowski, Housing and Community Development Administrator**

**Exhibits which are attached hereto and by this reference made a part hereof:**

- 2018-2021 LHAP Amendment Draft
- 2018.2021 HDGC Draft
- 2018.2021 LHAP Amendment Administrative Budget
- Summary 2018-2021 LHAP Amendment

The amendment to the Local Housing Assistance Plan, LHAP, which is required by local government can be found under Code 7; Foreclosure Prevention. This will allow the City to provide assistance to qualified homeowners and prevent foreclosure action.

Chair Wakefield inquired on the foreclosure stats. Director Burch indicated the Foreclosure Prevention is where the bank foreclosing on the property pays a fee to the City dictated by local ordinance code and they are receiving half of what was received in prior years.



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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.

Commissioner Garrison asked about the increases for Administration on the budgets for 2019/2020 and 2020/2021 and if the Division was hiring to oversee the Foreclosure Prevention? Director Burch indicated the Foreclosure Registry is outside the Housing Division and not managed by Housing Staff. The increase in Admin is offset by a decrease in delivery and nothing to do with administering the Foreclosure Registry program.

#### **IV. Presentation – Proposed Universal Application Funding – Erich Chatham, Civitas LLC (Neighborhoods Consultant)**

**Exhibits which are attached hereto and by this reference made a part hereof:**

- 2019-2020 Proposed UA Awards
- 2019-2020 Proposed Funding Fact Sheets
- Universal Application / Con Plan Amendment presentation

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.

As the Chief mentioned, the Division is trying to get to risk-based monitoring and would like to see through the contracts and application process each of the applicants setting timelines for their deliveries with benchmarks. The contract managers will be able to monitor the progress and ensure the applicants are meeting their benchmarks. Essentially, these requirements added detailed time-lines and deliverable benchmarks and this leads the Division to more efficient contract management.

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.



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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.

In CDBG, public service applications are oversubscribed and external public facility improvements (PFI) undersubscribed. The Division is encouraging agencies, with the capacity to manage funds, to consider applying for PFI if their facility needs an upgrade or an addition.

The HOME program was not part of the UA process. The HOME RLF is a different application process with specific project recommendations. CHDO operating is an additional item, not in last year's budget, which provides operational support for the CHDO's if they are doing an eligible development.

In SHIP, subject to State budget approval, reflects the Disaster Recovery match for Hurricane Matthew which will primarily serve owner occupied residences. Foreclosure Intervention was added to the LHAP and recommended by the board.

Chair Wakefield inquired what was supportive services in HOPWA? Mr. Chatham indicated it would be transportation to medical services, social service, assisting people to register for other benefit programs like social security, disability food stamps and other supportive services.

Commissioner Hart questioned if the Division kept track of the HIV trends or incident rates and if these numbers could be presented at the next meeting? Mr. Chatham indicated subrecipients track that and the allocation is based on population which is tracked by HUD. Yes, they will be provided.

Commissioner Noblejas asked why the Administration line item in HOME is \$100K more than prior years? Mr. Chatham indicated there were some internal discussion of HOME delivery versus administration costs. It was simplified and the delivery line item costs are now included in Administration.

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 Garrison asked what was the difference in Economic Development this year versus last year? Director Burch explained last year NWJCDC submitted an application for the development of the grocery store.

Commissioner Garrison inquired about the \$1.1M under CDBG and if they were from cancelled contracts or applications and if there was a timeframe to use the money? Director Burch indicated it varies and there are different reasons. The money does have a timeframe, but the Division is able to use the money accordingly.



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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.

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 indicated for PS the City is subject to a 15% annual allocation cap and this is the type of applications submitted. The PFI is not capped by HUD and there were only two outside agencies with eligible applications. The Division is encouraging those agencies with the capacity to consider a PFI application. IM Sulzbacher was one of the agencies that submitted a PFI application. They asked money to improve their parking lot which has drainage problems.

Vice Chair Arias inquired if there was a cap for PFI's as in previous years the City of Atlantic Beach was not fully funded? Director Burch indicated the Division sets 50% for City PFI projects, 10% for Economic Development, 10% for PS and 10% for privately owned PFI's. Last year City of Atlantic Beach had not been able to get their project initiated, so last year's funding was combined with this year's.

Commissioner Durand-Stuebben asked about the roadway resurfacing for low income neighborhoods if the areas are identified and communicated to the community. Director Burch stated the Division has the list for the resurfacing and they have been evaluated to ensure they all serve Low Moderate Areas.

Commissioner Hart inquired if the City does the resurfacing as an independent contractor or is it done through a specific Department? Director Burch indicated there are Public Works projects which will be bid out.

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.



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Commissioner Durand-Stuebben inquired on HMIS and if this was enforced previously or is it something new? Mr. Chatham answered it has been enforced for several years now. All agencies receiving ESG funds are required to upload their client information into a database. At the end of the year the Division works with the agencies to get their year end reports from HMIS and this is included in the City's year-end reporting to HUD. Commissioner Durand-Stuebben asked if one of the qualifying factors is their participating enrollment in HMIS? Mr. Chatham indicated yes, it is a HUD requirement all agencies use HMIS and a new requirement is that ESG recipients be active participants in CoC programs.

Commissioner Noblejas inquired on the why two line items for the City of Jacksonville Beach? Director Burch indicated two different projects and due to the HUD IDIS systems, each project has to have a separate project number with one being a senior program and the other a Community Police Office project.

Ms. Stockwell, OGC, indicated to the Commission they could have a conflict of interest preventing them from voting if they sat on a board of any of the agencies being recommended for funding, they were an employee of any of the agencies or a family member was a beneficiary of the programs. The Commission must declare a conflict and then they can vote. A conflict of interest form will be sent to them for signature.

Commissioner Hart indicated for the record he sits at a board that volunteers to build grant based for Habitat.

Commissioner Waters indicated for the record he serves on the board of Clara White Mission and it is not a paid position.

Commissioner Durand-Stuebben indicated for the record she is the Chair of one of the CDBG recipients but had zero participation in the voting and application process.

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.

### V. New Business

No new business

### VI. Unfinished Business

Director Burch reported, for the Commissioners benefit, she had spoken with Ms. Maria Machine and although she is trying to help people with housing issues, she could not give any specifics on how it had to do with this Division or the Neighborhoods Department. Overall, she was voicing her frustrations on behalf of the Hispanic community in town. Director Burch did receive some good ideas on how to provide notices to this community and where to post the things the Division is doing and its programs. As new programs are introduced the Division will have the flyers translated into Spanish to provide the information to the Hispanic community.



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Dr. Gaffney stated the Mayor's Hispanic American Advisory Board is very resourceful and an excellent resource for the Hispanic community.

Commissioner Noblejas indicated she had attended the Mayor's Hispanic American Advisory Board meet and greet held on Thursday March 21<sup>st</sup>. The event was a great outreach effort and there was a consensus across the boards they all deal with the same challenges. Thru this event, the Hispanic Board was trying to create intercommunication. The plan is to meet again and see what they can do.

### **Meeting Adjourned**

The meeting was adjourned at 10:29 AM



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**THE DATE FOR THE NEXT MEETING IS WEDNESDAY, APRIL 24, 2019.**

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**CERTIFICATION**

**Recorded and Transcribed by:**

\_\_\_\_\_  
Julie Ann Rivera, Executive Assistant  
JHCDC Staff Support

**Submitted by:**

\_\_\_\_\_  
Barbara Florio, Operations Manager  
JHCDC Board Liaison

**Approved by:**

\_\_\_\_\_  
David Wakefield, Chair  
JHCDC