



**NEIGHBORHOODS DEPARTMENT
HOUSING AND COMMUNITY DEVELOPMENT DIVISION**

**JACKSONVILLE HOUSING AND COMMUNITY DEVELOPMENT COMMISSION
MEETING MINUTES
Tuesday, April 24, 2018
9:30 am**

Proceedings before the Jacksonville Housing and Community Development Commission taken on Tuesday, April 24, 2018
Ed Ball Building, 8th Floor, Jacksonville FL, 32202
Jacksonville, Duval County, Florida, commencing at approximately 9:30 a.m.

COMMISSIONERS

David Wakefield, Chair
Raul Arias, Vice Chair
Marshall Adkison
Teresa Durand-Stuebben
Diana Galavis
Charles Garrison
Tracy Grant
Curtis Hart
Lauren Parsons Langham
Sharol P. Noblejas
April Smith

Diana Seydlorsky, Chief - Housing & Community Development Division

JACKSONVILLE HOUSING AND COMMUNITY AND DEVELOPMENT COMMISSION MEETING MINUTES
April 24, 2018

Commission Commissioners Present:

David Wakefield, Chair
Diana Galavis, Commissioner
Charles Garrison, Commissioner
Tracy Grant, Commissioner
Curtis Hart, Commissioner
Lauren Langham, Commissioner
Sharol Noblejas, Commissioner
April Smith, Commissioner

Commission Commissioners Absent:

Raul Arias, Vice Chair - Excused
Marshall Adkison, Commissioner - Unexcused
Teresa Durand-Stuebben, Commissioner - Excused

Administration

Dr. Johnny Gaffney - Present

City Council:

Garrett Dennis, Present

Professional Staff:

Lawsikia Hodges, OGC

Others Present:

Lili High, Catholic Charities
Eric Chatham, Civitas LLC
James Coggin, LISC Jacksonville
Katie Kilpatrick, Ability Housing

Staff:

Diana Seydlorsky
Julie Adamson
Stephanie Burch
Tina Beals
Jane Bouda
Kim Doss
Kamisha Gross
Susan Harnage
Carolyn Herring
Chynequa King
Loretta Lee
Kenny Logsdon

Tanja McCoy
Carla Ray
Julie Ann Rivera
Errol Schell
Eleanor Sweet

In attendance, did not sign in.
Dayatra Coles

Agenda Item	Content	Exhibit/s which are attached hereto and by this reference made a part hereof.	Action and/or Follow-Up
Call Meeting to Order, Welcome and Introductions	Chair Wakefield called meeting to order 9:30am with a quorum present.		N/A
Chair David Wakefield:	Welcomed all attendees, Commissioners and staff.		N/A
Consider Approval of Minutes	<p>Motion Passed: A motion to approve the March 28, 2018 minutes was made by Commissioner Curtis Hart and duly seconded by Commissioner Charles Garrison.</p> <p>Motion Passed: 8-0.</p>	Minutes – March 28, 2018	Motion passed unanimously
I. Public Comments	There were no public comment cards.		
II. Presentation – Universal Application	<p>Erich Chatham, Civitas LLC:</p> <p>Civitas, LLC, has been working with the City of Jacksonville for the last six to eight months helping to create a substantial amendment to the five year Consolidated Plan (Con Plan) for HUD, doing brief reviews of the new priorities and goals for the plan and reviewing all of the funding decisions, which have to serve or meet the goals and priorities. The substantial changes will apply to the last three years of the Strategic Plan of the current five year term Con Plan. The goals and outcome objectives have been adjusted, which helped reassess the Universal Application (UA), what funding's there are in the application and the scoring criteria.</p>	Presentation – 2018 Funding Recommendations	

Based on HUD recommendation, an addition to the Priority needs was Disaster Preparedness. There is no specific funding to address this but given the state of hurricanes in the last few years, HUD has essentially encouraged all grantees to make accommodations in their plans for how funds could be diverted to respond to these disasters. If the City places in its 2018 action plan that, in the event of a hurricane, X amount of dollars from each program may be diverted to emergency response it avoids going thru the public process by telling the public upfront and hence avoiding delays in an emergency.

Commissioner Curtis: Has Civitas ever diverted before or had to divert money before?

Mr. Chatham: Hurricane Matthew hit directly one of its clients; Horry County, Myrtle Beach, South Carolina. The County was able to use CDBG and HOME funds for housing. A line item had been added indicating anybody that was displaced, due to a hurricane, immediately becomes prioritization. Within a couple of weeks of the storm the County was able to start rehab work.

The City of Jacksonville's UA process was changed with HOME funds not included, only CDBG, ESG and HOPWA. The application was made available online January 17, 2018 and due via submission online by March 9, 2018. Three reviewers rated the entire application and the Finance staff reviewed the financial underwriting of the audits and provided comments for each application. JHCDC has the aggregates. Total funds have a slight increase from the 2017 allocation but HUD has not released the final number.

Commissioner Curtis: What is the difference between CDBG Delivery costs versus Administration costs?

Mr. Chatham: Administration costs is the staff person working at the office and Delivery costs is the inspector on site.

Commissioner Curtis: What specifically would entail Delivery costs?

Mr. Chatham: Delivery relates to specifically priming the outcome of the activity and Administration is basically back office staff not directly involved with the specific address project or service being delivered. As soon as a staff person drives out to the site it is delivering the activity.

Commissioner Curtis: Can you charge Administration or Delivery costs and still be in the threshold?

Mr. Chatham: Delivery is actually going to get charged in addition to the specific activity. It does not count against the Administrative Cap or Public Service Cap.

Commissioner Curtis: Does it have a cap?

Mr. Chatham: Yes sir absolutely, depending on each funding.

This year the ESG funding is to focus the funding on homeless prevention and rapid rehousing. All of the organizations that applied are members of the CoC and have access to additional funds from HUD, significantly more substantial than the City of Jacksonville's ESG grant. The CoC funds cannot be used for prevention and only to a very minimum degree may be used for rapid rehousing. Those funds have to be used for what HUD refers to as permanent supportive housing or long term housing with supportive services for those formerly homeless. Prevention and Rapid Rehousing is a big need for those organizations that don't have access to funding other than ESG, which allows for that.

Commissioner Tracy: Homeless and rapid re-housing, with all the help that comes with it, does it mean the person has to be without a home or do they get into a home or apartment but still need the extra help?

Mr. Chatham: The funds that come directly thru the City will have prevention services for citizens that do have a home – whether they are renters or owners – which allows for temporary assistance. Temporary assistance can be utility

bills, rent or mortgage which essentially is avoiding eviction. It can help with those moving or have identified a house but are having trouble with deposits, whether it is the utility or security deposit. The CoC funds absolutely cannot be used for prevention.

Rapid Rehousing is a short term program that provides money typically up to three months, placing a person or family that is homeless in housing again, which might be help with deposits security, utilities and rent or even some move-in costs.

Chief Seydlorsky: The City is going on last year's allocation, without the supplemental ESG funding. HUD has not released the funding amounts or if the City is going to receive the supplemental of \$300k. It will be adjusted accordingly and would go back to the Board if it happens or when it happens.

Chair Wakefield: Is supplemental not built in?

Chief Seydlorsky: No, it is not.

Mr. Chatham: HOME funds are not included in the UA and have not been awarded to any agency. Civitas is working with staff to develop a new revolving loan funds and they will be available, in a separate cycle, where project and development under writing will be done.

Commissioner Garrison: Is Civitas based out of South Carolina and did the City hire the consulting agency to do the substantial changes to the Consolidated Plan?

Mr. Chatham: Yes and for technical assistance with the City on all housing HUD funded programs.

Commissioner Garrison: You mentioned the City is in to two years of the plan?

Mr. Chatham: Yes, two years into the Con Plan. The first work with the City was to help create the substantial amendment to the plan which was done two years ago. Civitas helped re-do the strategic plan and then the funding mechanism. It has all been completed and is now being carried forward.

Commissioner Garrison: For the HOME program, can the Board receive a copy of the qualifications and procedures?

Chief Seydlorsky: Staff is currently working on it and as soon as it is complete it will be made available to the Board.

Commissioner Garrison: I'm curious to understand the hierarchy of those applying to HOME funding: is it segmented by elderly, veterans, families, code violation etc. What would be the analysis mode for this or can a hierarchy be implemented?

Chief Seydlorsky: Staff is working on that and hopes to have the policies and procedures completed by August. Then there will be public meetings so when October 1st rolls around it is ready to go.

Mr. Garrison: Is there an update on CDBG DR funds?

Mr. Chatham: Currently there are three disasters the City is working to access:

- Additional allocation of Hurricane Matthew SHIP funds available for Disaster Recovery of approximately \$200K earmarked for the City.
- Additional allocation for funds of about \$20M to respond to Hurricane Matthews from the State Department of Economic Opportunity (DEO). The City can apply for somewhere in the neighborhood of \$2M with the application due by end of May and funds being released sometime in the summer.
- DEO has close to a billion dollars for Hurricane Irma recovery. The DEO timeline applications will be due by the end of the summer and funds available in the fall. There is no indication of what the City can apply for, but

	<p>Jacksonville/Duval is one of the most impacted areas. Out of the billion, a large portion of the funds has to serve the most impacted areas. This money is for housing repairs but also can be used public facilities and infrastructure.</p> <p>The State just received another allocation of close to \$800M for mitigation. Close to the end of the year the State will put out this mitigation money, which could be used to buy out homes, plug planes, improve sea wells, drainage, etc.</p> <p>Chair Wakefield: The Board appreciates everything and understands a lot of hard work went into this. Thank you to the three people who worked tirelessly to review and score all of the agencies. It takes a lot of work to go thru the applications and there was a new technology process in this year.</p> <p>Chief Seydlorsky: Yes, different things came up with the new technology and changes will be made but without the paper application the process was much easier and simpler.</p> <p>Chief Seydlorsky: Presenting the recommendations and requesting approval of the Universal Application Budget for FY 2018-2019. Once approved by JHCDC, goes to MBRC meeting on May 9, 2018.</p> <p>Commissioner Langham: In regards to the scoring, how objective is the determination of how much funding to give as it relates to the actual score? Is it subjective or is it more objective?</p> <p>Julie Adamson, Operations Director for the Neighborhoods Department and Finance Team: The overall goal was anyone scoring above a 70% would receive some funding, award the entities that scored the highest and be consistent throughout the program. Everyone above a 70% received a minimum of 40% of what their request was. The entities that scored the highest were awarded additional funding.</p>		
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In CDBG every entity that scored above an 87% was fully funded. In CDBG Public Services it was anticipated only \$566K would be available but because of the number of the applications received In other categories, the amount of money allocated to Public Service grants was increased to \$1M. In ESG every entity that scored above an 87% was fully funded. HOPWA was a bit different because no entity scored over 87%. The same methodology was still used and organizations who scored above 82% were fully funded. There was an entity that scored 81% so they received additional money to fully fund them. Everyone else who scored under 80% and was awarded the 40%.

Commissioner Grant: What is meant by giving them money if they made a 70%? Did the entity show what they did the year before in order to get a 70% score or did they have to show what they were planning to do? Was the scoring objective?

Mr. Chatham: As part of the application a very objective scoring rubric was created. In the scoring rubric, thru each section of the application, the entity was either awarded or deducted points, based on each of the categories. Example: if the entity had or did not have experience delivering CDBG programs they received points or not. As one of the reviewers of the sections of the application on line, I reviewed their experience and awarded points accordingly. The Finance teams reviewed the audits, financial statements, budgets and were very objective throughout the application. In regards to the overall online process, as a reviewer, notes for improvements were made for next year. First time this type of rubrics has been used so there will be some adjustments but it serves to answer if anyone had questions for their specific application. There were three agencies that did not meet the 70% minimum requirement and they can see the aggregate scores and it will be very clear where they fell, they can improve for future applications.

Commissioner Garrison: For the 32 un-submitted applications, is there any type of outreach as is being done for the three? Does the Division work with them to bring them up to speed? Do we inquire why they did not submit or help them to

Scoring Rubric

	<p>make sure they submit for next year?</p> <p>Chief Seydlorsky: Some applications were duplicates where the agency started an application, did not finish and completed another one. Every entity will receive a letter and they are encouraged to come in and meet with the staff. This past year the Division met with applicants that did not get funded and worked with them to beef up their scores.</p> <p>Chairman Wakefield asked for a motion to move the Universal Application recommendations to a vote.</p> <p>Commissioner Noblejas made a motion to approve the Universal Application as they stand; Motion seconded by Commissioner Garrison.</p> <p>All in favor. Motion Passed: 8-0.</p> <p>Chief Seydlorsky: Just for your information you do have one more spreadsheet here which stands alone and is actually the big aggregate number under the City funded projects – Public Facility Facilities Improvements Infrastructure that will give you the breakdown of the 4.5M. For the most part they are continuing City projects and a few new ones.</p>	<p>Universal Application Funding Recommendations</p>	<p>Motion passed unanimously</p>
III. Chair Report	Nothing to report.		
IV. Chief's Report	<p>Diana Seydlorsky, Chief:</p> <p>On the screen are the pictures from National Community Development (NCD) Week event. Commissioner Sharol Noblejas attended the event held at Pine Castle and Commissioner Tracy Grant attended the Neighborhoods Summit, where she received various leadership awards.</p> <p>The Division has submitted an application to National Community Development Association (NCDA) for the John Sasso award, to be evaluated in the June 2018 annual meeting.</p> <p>Working on the compliance review of all the agencies. Most of the agencies are in compliance before recommendations are done or are awarded funding.</p>		

	<p>The 204K the City will receive from SHIP will help the Disaster Assistance Program, which is almost out of funds.</p> <p>The Head Start to Homeownership Program (H2H), down payment assistance program, is also almost out of funds. There is about 300K left and the Division is looking into local funds to fill the gap and not shut the program down till the new funds can be accessed on July 1st.</p> <p>CM Dennis Garrett: Do you have a list of City project requests the Division did not grant? Is there a percentage allocated to City projects versus projects requested outside of the City?</p> <p>Stephanie Burch, Director of Neighborhoods Department: There were a few City projects that were unable to be funded from CDBG dollars. With the Con Plan substantial amendment, the Division is trying to allocate 50% of the CDBG dollars to City infrastructure projects leaving 20% to administration, 10% for economic development projects, 10% for privately owned Public Facilities and 10% for public services.</p> <p>CM Dennis Garrett: Can you provide an example of a private owned Public Facility?</p> <p>Director Burch: Last year the Boys & Girls Club was funded \$800K for renovations on a privately owned building facility where they run public programs out of.</p> <p>Commissioner Hart: Privately owned facility that is run non-profits?</p> <p>Chief Seydlorsky: Yes. Senior Center for Riverview is 99% completed. The Division is working with Parks & Recreation on a Ribbon Cutting Ceremony. A Fair Housing Symposium will be held on Thursday, given by the Human Rights</p>		
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	Commission, for subrecipients receiving funding through HCDD. Currently receiving applications for the Community Development Manager position. The Women's Center is having a grand opening and the Commissioners are invited.		
V. Quarterly Scorecard Report	<p>Chynequa King, Community Development Assistant Manager:</p> <p>The Public Service grants are performing on target. A lot was due to the changes in the reimbursement per client service. In the Public Facility Improvements area the Boys & Girls Club is waiting on a pre-construction date and Fire Rescue has the fire trucks on order with a delivery date of September 2018.</p> <p>Chairman Wakefield: How many trucks is this?</p> <p>Ms. King: Two fire trucks.</p> <p>Northbank Riverwalk project and Hogan's Creek are both waiting on new scopes of work. Urban Bikes project has recently decided to decline funding. ADA West side re-bid the project; quotes came in a lot higher than what the project was estimated at. Moncrief Community Center project just started within the last week. Operation New Hope's quote came in a lot lower than their funding request and the agency is going back to see if they can pull some documentation for storm damage for qualification.</p> <p>Chairman Wakefield: What was the reasoning behind the Urban Bike project funding return?</p> <p>Ms. King: The project ended up costing more than what was estimated and they decided to return the funding and go back to the drawing board.</p> <p>Commissioner Galavis: If funds are allocated and funded for a program the bids came under, is this money still reserved for that organization? Does the Division see if they are able to come up with another project? How long are the</p>	2nd Quarter Scorecard Report	

	<p>funds held? Where does it go afterward if the organization is not able to come up with a project?</p> <p>Ms. King: If they are not able to come up with a project the money goes back as lapsed funds.</p> <p>HOPWA and ESG programs are moving along as expected. The carry forward projects are also moving along, with contract extensions until September 2018, so they may complete their project. Northwest Jacksonville CDC (NWJCDC) grocery store just started.</p> <p>Commissioner Grant: There are a lot of grocery stores closing in the North and Northwest Quadrant. How is the Division going to bid or is a store coming into that spot?</p> <p>Ms. King: There is a written agreement with Save-A-Lot.</p> <p>Dayatra Coles, Affordable Housing Administrator:</p> <p>The report is as of March 31st, 2018 and construction being a moving target some of the progression of the projects has been realized. The compliance issue with Grace & Truth CDC is related to the agency not submitting their financial audit. Until the agency turns in the audit, historically, pay requests are not processed. However, because these are construction projects there is a covenant within the contract that can be exercised to ensure the General Contractors can continue.</p> <p>Chair Wakefield: Is this issue being addressed by the agency in regards to providing what is needed? Is there a timetable to clear the compliance issue?</p> <p>Ms. Coles: The financial stability of Grace & Truth is a challenge. They have had to make some, based on what the auditor requested and required, internal changes and report some items out. The other element is the agency being</p>		
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	<p>able to pay for the audit.</p> <p>Chair Wakefield: Is there a plan B if the agency is unable to perform? Is there another contractor? What happens if they can't pay for the audit?</p> <p>Ms. Coles: There is a covenant within the contract, with the developer, which allows the City, in these cases, to do a check for the General Contractor. If needed, thru the Office of General Council there are provisions and different options. Staff continues to work with them to provide as much technical assistance as possible. Everything under the Community Housing Development Organizations (CHDO) affordable housing pool are dollars designated as a set aside directly for certified CHDO's. These are projects underneath this money.</p> <p>The money allocated for Hurricane Irma Disaster Assistance Program has assisted 157 units.</p> <p>NWJCC contract was just delivered fully executed. There are applicants ready and qualified for the units and the Division will be working closely with the agency.</p> <p>Wealth Watchers 1st street construction is 100% completed; however a huge punch list has had to be undertaken. The Division is meeting with them as to how, marketing wise, they can rent the units. This community wants the project completed as it has been ongoing for about three years.</p> <p>Arc Jacksonville is 100% completed and was identified as one of the NCD week visited projects. Five Star Veterans Center roof sustained greater damage with Hurricane Irma and as a result the original cost of the roof repair went up. The agency has secured additional funds and by the next quarter there will be movement.</p> <p>Chairman Wakefield: A parking issue was mentioned?</p>		
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	<p>Ms. Coles: Yes, 7th street project has a parking issue. The lot is a very one with no available parking. NWJCDC attempted to engage the adjacent owners, to no avail, and now the agency needs to partially abandon the project. The Division wants to demolish it first, the structure is severely blighted and for the safety of the community. The funds will be utilized elsewhere.</p> <p>Centerhill has to be rebid. H2H is a moving target and there is now about half left of the YTD balance</p> <p>Commissioner Garrison: The remainder funds coming out of the 7th street property – is it something that, after demolition, can be used to continue funding the H2H. Or what is the method when there is leftover money?</p> <p>Ms. Coles – Every funding source has its own answer. These are HOME dollars and because the City has CHDO's 15% of the dollars needs to be allocated for an eligible CHDO activity. The dollars will go back to an eligible CHDO activity.</p> <p>Commissioner Hart: In regards to the 7th street project, how did the agency receive the funding?</p> <p>Ms. Coles: It was an application received thru FY17-18 Universal Application which was recommended for funding.</p> <p>Commissioner Hart: Is there a category now for the obvious problem in this project?</p> <p>Ms. Coles: There were three graders which approved the project.</p> <p>Chief Seydlorsky: The revolving loan funds will take care of situations like this. There will be a committee with different backgrounds that will be able to go out to the project and evaluate.</p>		
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	<p>CM Dennis Garrett: In regards to the 1st street project the money has been expended. Are there other funds being used to ensure the large punch list will be completed?</p> <p>Ms. Coles: The project was funded approximately 85% from the City and 15% by a CDFI Community Development Funding institution. The agency has other dollars in there helping take care of it. Some of the punch list items are workmanship issues the contractor, that has been paid, needs to work on and bring up to City standards.</p> <p>CM Dennis Garrett: In the CHDO affordable housing pool Grace & Truth has compliance issues and has a project, Alameda, where they are starting to demolish the apartments. Is the City providing demolition assistance to the CHDO's or is it something they have to do or can they tap into the funds?</p> <p>Ms. Coles: The money being used for demolition is coming out of the funds contracted for that developer. That is how the development and the construction demolishing are occurring. This is for the 7th street project, if the CHDO decides to demolish.</p> <p>CM Garrett: Are these old funds or are these received from the City?</p> <p>Ms. Coles: The 7th street project is federal dollars and staff will meet with the agency to ensure they follow thru with Federal regulation related to those dollars. Canal and Almida street are part of the grant and the City has a contract with the developer to have them demolished.</p> <p>CM Dennis Garrett: If funds were taken out from this project for demolition would it leave a hole in the project?</p> <p>Ms. Coles: Depending on what funding source is utilized on the project. Two of the funding sources negate there has to be a head in the bed or be in redevelopment situation. You have to point and report to the Federal</p>		
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	<p>government the eligible activity occurring and at the end of the day an eligible person will need to reside there.</p> <p>Chair Wakefield: That concludes this session. Thank you all.</p> <p>Meeting Adjourned at 10:40a.m.</p>		
VI. Action Items	None at this time		
VII. New Business	None at this time		
VIII. Unfinished Business	None at this time		

Adjournment - The meeting was adjourned at 10:45 AM

THE DATE FOR THE NEXT MEETING WILL BE NOTICED.

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