PLANNING AND DEVELOPMENT DEPARTMENT

HOUSING AND COMMUNITY DEVELOPMENT DIVISION

JACKSONVILLE HOUSING AND COMMUNITY DEVELOPMENT COMMISSION BOARD MEETING MINUTES

December 13, 2014

11:00 a.m.

Proceedings before the Jacksonville Housing and Community Development Commission taken on Saturday, December 13, 2014, Northside Church of God, 4736 Avenue B, Jacksonville FL, 32209 Jacksonville, Duval County, Florida, commencing at approximately 11:00 a.m.

COMMISSION MEMBERS

Philip Mobley, Chair
Ramonda Fields, Member
Lisa King, Member
Mel Norwood II, Member

Elaine D. Spencer, Chief

JACKSONVILLE HOUSING COMMUNITY AND DEVELOPMENT COMMISSION BOARD MEETING MINUTES
December 13, 2014

Board Members Present:
Philip Mobley, Chair
Ramonda Fields, Member
Lisa King, Member
Mel Norwood II, Member

Board Members Absent:

Professional Staff:

Staff:
Elaine Spencer, Chief, Housing & Community Development
Lacree C. Carswell Darrell Griffin
Rosemary Wesolowski Devon Carter
Caleena Shirley T. Scott McLarty
Laura Stagner

Others Present
Peggy Johnson, CAP Contractor

JACKSONVILLE HOUSING COMMUNITY AND DEVELOPMENT COMMISSION BOARD MEETING MINUTES
December 13, 2014

The Last Board Meeting was Held on October 15, 2014.

Agenda Item	Content	Exhibit/s of 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 Mobley called the meeting to order at 11:22 a.m. A quorum was present. Chair Mobley welcomed the JHCDC Board to the Northside Church of Christ, 4736 Avenue B, Jacksonville, FL 32209 and provided a brief history. Chair Mobley informed the attendees that he has been a member of this church for		N/A

	over 30 years. In 1975, the Northside Church of Christ moved to its current location. The church was formerly located near Avenue B and Amelia Street. Throughout the years, Northside Church of Christ has served as a community church and has been recognized for their commitment to the community.		
Consider Approval of Minutes	**Motion Passed:** None were made		
I. Public Comments	No Public Comments were made A. Elaine Spencer's Verbal Report: Chief Spencer informed the Commission that the goal of the Retreat is to provide a better understanding of the duties and responsibilities of the division. An organizational chart of the division and professional biographies of the Senior Staff were also provided. Chief Spencer introduced the staff in attendance. Chief Spencer kicked off the Retreat with a brief history of the creation of the JHCDC board. The board was instructed to turn to tab 3 in the training manual. This information contained the authorizing legislation for the JHCDC and commission members. Chief Spencer reviewed Florida Statue Sec. 370-703 that was provided. The Commission and Staff had a lengthy discussion about the size requirement of the Commission. Collectively, the commission members and staff felt that the Commission would function better if they would only have 7 members instead if 11. There was also some discussion in regard to removing or changing the criteria required to become a commission/board member.	JHCDC Board Training Manual	

	B. Darrell Griffin, Housing Services- Reviewed the information under tab 4 - Planning and Development Department - Housing and Community Development Division. Mr. Griffin reviewed the programs (CDBG, HOME, HOPWA, ESG, SHIP, NSP1 and NSP3) and defined the acronyms. Community Development Block Grant (CDBG) is the annual federal grant program with the most flexible funding source. A list of allowable uses for CDBG funding was provided. HOME Investment Partnership Program (HOME) is defined as the largest federal block grant awarded to state and local governments that is designed to create affordable housing for low-income households. A list of allowable uses for HOME funding was provided. Neighborhood Stabilization Program (NSP1) is part of the Housing and Economic Recovery Act of 2008 (HERA). This program addresses the elimination of vacant abandoned properties through acquisition/renovation or acquisition/new construction of single family homes, multi-family rental developments and demolition of blighted structures. Acquisition of foreclosed and vacant land for land banking is also part of this program. To date, this program has been implemented locally in the 32206, 32208, 32209, 32244 and 32254 zip codes. A list of allowable uses was provided. Neighborhood Stabilization Program (NSP3) is part of the Dodd-Frank Act of 2010 and is slightly different than NSP1. In applying for NSP3 funds HUD required tighter geographic boundaries to be selected through its online mapping tool. The NSP3 target area comprises the Eastside/Springfield neighborhoods. A list of allowable uses for NSP3 was provided.		

	State Housing Initiative Partnership (SHIP) provides funds to local governments as an incentive to create partnerships that produce and preserve affordable homeownership and multifamily housing. This program was designed to serve the low, very low, and moderate income families. A list of allowable uses for SHIP was provided. Emergency Solutions Grant (ESG) provides funding that is used to defray the operating costs and support services provided by agencies that address the emergency shelter and transitional housing needs of homeless persons and families. A list of allowable ESG uses was provided. Housing Opportunities for Persons with AIDS (HOPWA) provides funds to address the priority needs and community identified objectives associated with housing persons with HIV/AIDS and their families in addition to support services and the prevention of homelessness. A list of allowable HOPWA uses was provided. There was a question and answer session and it was suggested that a bus tour could be provided, if the commission members decided that would be beneficial for them, to see some of the past and current projects. Mr. Griffin also informed the commission of the names of the different CDCs that work on the programs listed above. The CDCs are: Northwest Jacksonville CDC, Operation New Hope, Metro North, Wealth Watchers and Grace & Truth. Mr. Griffin also clarified the difference between a CDC and a CHDO. A Community Development Corporation (CDC) is a not-for-profit organization incorporated to provide programs, offer services and engage in other		

	activities that promote and support community development. CDCs usually serve a geographic location such as a neighborhood or a town. Community Housing Development Organization (CHDO) is a community-based, nonprofit housing development organization with the staff capacity to develop and manage affordable housing in the community and/or region it serves. C. LaCree Carswell, Community Development Block Grant (CDBG) Reviewed the documents (tab 5) associated with the Universal Application process pertaining to CDBD, ESG, HOME, HOPWA and SHIP. The Consolidated Plan Universal Application process was developed to be in accordance with federal regulations. The regulations require each jurisdiction to submit a Consolidated Plan-Action Plan to federal HUD at least 45 days prior to the start of its program year as a pre-requisite to receive funds. The purpose of the Consolidated Plan is to combine the planning, application and reporting aspects of HUD's programs using one collaborative process. In order to be in compliance with HUD, jurisdictions are required to hold at least one public hearing. To ensure maximum public notification, HCDD conducts a minimum of 2 public hearings in locations that are close to public transportation and areas of participation. The HCDD staff holds Mandatory Technical Assistance Workshops. These workshops are designed to advise and educate the applicants. This allows HCDD to inform the applicant about the grant application process, project eligibility and provide information that can be used to assist with application preparation.		

	All public and non-profit, 501(c)(3) agencies are required to attend at least one technical assistance workshop. No applications are accepted from agencies that did not attend at least one technical assistance workshop. If, after attending any of the workshops, applicants need additional assistance, HCDD staff members are available on Wednesdays from 9:00 am to noon during the Universal Application timeline. The HCDD financial staff members are also available throughout the application process to provide financial technical assistance. The CDBG grant applications are available on the COJ website and through advertisements in the Florida Times Union and Florida Star. All applications are accepted until the predetermined date and time. The CDBG Universal Application review process is held during the months of April through June. There are 5 phases of the Universal Application process: Phase 1 - Pre-Screening Review Process - includes confirming that applications are signed and approved by the Board or signed by a designated representative, providing proof of IRS designation or 501(c)(3), submittal of most recent audit or annual financial statement, that proposed project/program meets a national objective, and that budget is complete and accurate. Phase 2 - Agency Background and Capacity/Project Review - includes a review of the agency's background and experience, agency capacity, statement of need, project description, coordination, leveraging other funds and budget. Phase 3 - Extensive Financial Review - is conducted by the HCDD Financial Director and Senior Accountant.		

	Phase 4 - Evaluation Quality Control - Managers of the HCDD lead a team comprised of program managers, senior human services planners, project coordinators, planners and junior planners to review all phases of the applications Phase 5 - Funding Recommendation- The staff recommendations, fact sheets, and scoring evaluation tools are submitted to the Division Chief for review, consideration, and forwarding to the Department Director for discussion with the Administration. Once City approval has been completed, the JHCDC Commission reviews and approves the HCDD staff recommendations between June and July. Once the Commission has approved the Universal Application recommendations, legislation is drafted and forwarded to City Council for consideration and approval. Upon approval from City Council, the HCDD staff proceeds to coordinate with the Office of General Counsel (OGC) to generate corresponding contracts for the awarded agencies. An example of the Universal Application is included under tab 5. There was a brief question and answer session on the Universal Application process that followed Ms. Carswell's presentation. After Ms. Carswell's presentation, the JHCDC commission members and HCDD staff members discussed resuming the retreat presentation on Tuesday, December 16, 2014 at 4:00 pm. The meeting will be noticed to be incompliance with the Florida Sunshine Laws.		

II. Action Items	Member King requested to have the following provided at an upcoming meeting: Glossary of terms and acronyms, a map of the properties/projects that are funded by CDBG funds, consideration of developing by-laws for this commission, a tour of the finished CDBG projects, getting City Council involved and to provide an annual calendar/timeline for the Universal Application process. All commission members supported this request.		
III. New Business	None		
IV. Unfinished Business	None		N/A

Public Comments:

Adjournment - ***The meeting was adjourned at 2:30 p.m.***

THE DATE FOR THE NEXT MEETING, December 16, 2014, WILL BE NOTICED.

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CERTIFICATION

Recorded and Transcribed by:

Rosemary Wesolowski

Rosemary Wesolowski

Submitted by:

Secretary (N/A)

Approved by:

Philip Mobley, Chair