



**NEIGHBORHOODS DEPARTMENT  
HOUSING AND COMMUNITY DEVELOPMENT DIVISION**

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

**Wednesday, February 24, 2021  
9:30 am**

Proceedings before the Jacksonville Housing and Community Development Commission taken on  
Wednesday, February 24, 2021  
Hybrid In Person/Virtual Meeting  
Downtown Main Library, Multipurpose Room, Jacksonville, FL 32202  
commencing at approximately 9:33 a.m.

**Commissioners**

David Wakefield, Chair  
Raul Arias, Vice Chair - **Unexcused**  
Diana Galavis, Commissioner  
David Hacker, Commissioner  
Curtis Hart, Commissioner – **Excused**  
Ericia Moore, Commissioner  
Sharol Noblejas, Commissioner – **Excused**  
Lauren Parsons-Langham, Secretary – **Virtual Participation**  
Thomas B. Waters, Commissioner  
Sol Wynter, Commissioner

**City of Jacksonville Staff:**

Dr. Johnny Gaffney - **Unexcused**  
Mary Staffopoulos, OGC  
Thomas Daly, Chief – **Virtual Participation**  
Chiquita Moore, Operations Director – **Virtual Participation**  
Travis Jeffrey, Affordable Housing and Community Development Administrator – **Virtual Participation**  
Nicole Spradley, Board Administrative Support  
Barbara Florio, Board Liaison – **Virtual Participation**

**City Council:**

Council Member Ju'Coby Pittman – **Unexcused**

**Guests Present: Virtual Participants**

Erich Chatham, Civitas  
Deweyne Robinson, Jacksonville Housing Authority  
Gloria McNair  
Alexis Morris  
Angie Leatherbury  
Marsha Calloway  
Carol Miller, Jacksonville Legal Aid  
Maurice Martinez

**Staff:**

Kenny Logsdon                      Riesa Lowery                      Melody Saftner



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

Chair David Wakefield called the meeting to order at 9:33 am.

A motion to approve the minutes from the January 27, 2021 meeting was made by Commissioner David Hacker and seconded by Commissioner Thomas Waters.

**Motion Passed: 7-0**

**I. Public Comments**

No public comments.

**II. Presentation**

Erich Chatham, Civitas, provided an overview of the Universal Application, program guidelines, and scoring process. Applicants need to score a 75 or higher to receive funding this cycle. HUD is expected to announce the funding amount for fiscal year 21/22 later this week.

Commissioner Hacker asked about the process after the applications have been received.

Erich Chatham explained that scores are being tallied now and the scores, funding requests and amount allocated will be shared with the Commission before it is presented to the City Council. This information will be added to the Annual Action Plan in August. The fiscal year begins October 1, and at that time contracts will be executed between the City and the awardees.

Commissioner Hacker asked whether the application turn out this year was comparable to past years.

Erich Chatham explained that we typically average 40 applications.

Liaison Florio mentioned that the Commissioners will receive an email with details pertaining to each application. She advised that if additional information is needed to send the request two weeks prior to the March meeting.

Chiquita Moore briefly went over the Universal Application procedures prior to the application due date.

Commissioner Galavis asked how many agencies attended the workshops.

Liaison Florio will distribute the workshop attendee numbers.

Commissioner Galavis asked how many applicants scored 75 and above and what threshold is.

Erich Chatham explained staff reviews the applications and items are cured prior to the application being scored. The financial review is still underway but should be complete by the end of the week.



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Commissioner Galavis asked if applicants not meeting the scoring threshold were notified.

Erich Chatham explained that the applicant can reach out to the Division to request their score and breakdown of points. He mentioned that the financial review is very important and that most deficiencies are found during this stage. We are more than willing to provide technical assistance to help an agency so that they can do better next cycle.

Commissioner Wynter asked if there was an appeal process.

Liaison Florio explained that there is not a formal appeals process. Applicants can meet with the Chief to go over the application and ask questions.

Commissioner Hacker asked how federal funding was awarded for the Universal Application.

Erich Chatham explained that Entitlement Funds are allocated based on population and a percentage of the overall budget approved by Congress. HUD informs the City how much they will be awarded and in return the City notifies HUD how they plan on allocating the funds. He expects that the City will receive the same amount of funding as last year.

Chair Wakefield asked how much money was received last year and whether the request for Universal Application funding is higher than the actual amount awarded by HUD.

Erich Chatham agreed that the request for funding is always higher. He mentioned that last year the City was awarded \$6.5 million for CDBG, \$5.5 million for ESG, \$2.6 million for HOPWA and \$3.2 million for HOME.

Liaison Florio explained that the awarded funding amount for each applicant is based on the scores and how much funding is available.

### **III. Chief's Report**

Chief Daly reported that the scoring portion of the Universal Application cycle is complete, and the financial review is underway. Four applications did not meet the national objectives and were disqualified. Those applicants include Jacksonville Legal Aid, Northwest Jacksonville CDC, Lutheran Social Services and Boys and Girls Club. He noted, however that the Mayor's Administration and the Parks Department may agree to complete the Boys and Girls project since it is on City property. The Headstart to Homeownership Program was closed on February 10, 2021 with \$1,752,469 encumbered. More funds are expected during the next funding cycle which begins in July. The Division hosted a virtual Landlord Training workshop on February 23rd. The fiscal year 19/20 CAPER and Annual Action Plan Amendment virtual public hearing was held on February 28<sup>th</sup>, there was no public participation. Commissioner Lauren Parsons-Langham was reappointed as a member of the JHCDC for a second term.

Commissioner Galavis inquired about the timeframe in which an awardee must use the funds in the Headstart to Homeownership Program, what happens if the funds do not get used and whether the applicant must reapply.



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Chief Daly explained that they monitor the list every 90 days to see if awardees have closed on their houses. The program will be reopened once adequate funding is available, there is no waiting list and applicants would need to reapply.

Chair Wakefield inquired about the Universal Application for the Boys and Girls Club and Lutheran Services.

Chief Daly explained that the Boys and Girls Club could not receive CDBG funds for a facility improvement project on City property. The City and Parks Department will need to decide whether they support the project. Lutheran Services has repeatedly failed to participate in HMIS which is a requirement.

Commissioner Hacker inquired about CARE Funding.

Chief Daly mentioned that funding has been allocated for a new rental and utility assistance program administered by the United Way. The Division will not be overseeing the program or monitoring the funding.

Commissioner Wynter asked for more details about the United Way's application process.

Mary Staffopoulos, OGC, explained that the City received the funding, but will not be administering the program. The applicants are required to certify that they qualify for rental or utility assistance.

**IV. New Business**

No new business

**V. Unfinished Business**

No unfinished business

**VI. Meeting Adjourned**

The meeting was adjourned at 10:20 a.m.

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**CERTIFICATION**

**Recorded and Transcribed by:**

Signature on file  
Nicole Spradley, Administrative Assistant  
JHCDC Staff Support

**Submitted by:**

Signature on file  
Barbara Florio, Operations Manager  
JHCDC Board Liaison

**Approved by:**

Signature on file  
David Wakefield, Chair  
JHCDC