



JHCDC
Jacksonville Housing and Community
Development Commission
ANNUAL REPORT
May 2023 – April 2024

June 2024



The Jacksonville Housing and Community Development Commission, JHCDC, has been effective during this report period. The high quality of all the outcomes completed within prescribed timeframes by this Commission, with strong and sound staff support, is evidence of its ongoing effectiveness. This report highlights some of the major accomplishments and observations of JHCDC.

The Commission shall consist of representatives from at least 6 of the 11 following categories. The Commission must have a current City Council Member as a voting Commissioner. As of May 2024, we have 10 Commissioners represented in compliance with the below:

- Citizen actively engaged in the residential home building industry in connection with affordable housing.
- Citizen actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- Citizen representative of those areas of labor actively engaged in home building in connection with affordable housing.
- Citizen actively engaged as an advocate for low-income persons in connection with affordable housing.
- Citizen actively engaged as a for-profit provider of affordable housing.
- Citizen actively engaged as a not-for-profit provider of affordable housing.
- Citizen actively engaged as a real estate professional in connection with affordable housing.
- Citizen actively serving on the local planning agency pursuant to F.S. §163.3174.
- Citizen residing within the jurisdiction of the local governing body making the appointments.
- Citizen who represents employers within the jurisdiction.
- Citizen who represents essential services personnel, as defined in the Local Housing Assistance Plan.

This Commission was scheduled to meet the fourth Wednesday every other month in 2023. This changed in 2024 to every month. 9 Board meetings were held as scheduled. The Commission shall consist of 11 members, 5 appointed by the City Council and 6 by the Mayor. Throughout the reporting period the board had 9 active Commissioners, with a 10th Commissioner appointed in May 2024. A quorum of members was present for 7 of 9 meetings. The cumulative member attendance rate for the meetings is 72% with an absentee rate of 28%, 81% of the absences were excused.



As of May 2024, there is one vacant seat on the Commission which is a City Council appointee. That candidate is in legislative process for appointment in June 2024.

During this report period the Commission addressed several major matters. A few of these items are listed below.

- 2024-2025 Universal Application – The Commission approved Universal Application (UA) award recommendations that were then submitted for approval by City Council. We received 39 applications from 24 agencies - reviewed, rated and ranked through the Universal Application process and 33 were awarded a total of \$10.3 million. Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and Housing Opportunities for People with Aids (HOPWA) applicants were reviewed and rated by the Review Committee. State Housing Initiative Partnership (SHIP) funds will be allocated to internal programs. HOME Investment Grant (HOME) funds are appropriated to the Revolving Loan Fund and a NOFA (Notice of Funding Availability) will go out to non- and for- profit developers. City of Jacksonville public service programs and infrastructure projects were funded with an additional \$5.8 million of funding. Total funding for 2024-2025 is \$30.5 million.
- A board retreat/workshop was held in March 2024 so the Commissioners could better understand the UA scoring system, the board was provided supporting documents to review in advance of the meeting. This provided a great deal of insight as to how the process works. Mr. Erich Chatham, consultant, was the trainer.
- New Chief of Housing Community Development Division was appointed - Travis Jeffrey. Travis has been with the City of Jacksonville for 25 years continually working in the Housing and Community Development Division. He has multiple progressive positions within the division and is now the subject matter expert, managing all program and funding responsibilities. Travis is a native Jacksonville/Orange Park resident and has served the community throughout his career.



- The HCDD staff presents a quarterly report to the board which provides detailed information on program and financial status for each of the five funding sources.
- As a recipient of SHIP funds, the City of Jacksonville established an Affordable Housing Advisory Committee (“AHAC”) in May 2008, as required by Florida Statute §420.9076. The AHAC is responsible for reviewing local plans, policies, procedures, land development regulations, the Comprehensive Plan Policy, and other aspects of the City of Jacksonville’s housing activities that impact the production of affordable housing. Pursuant to the requirements of F.S. §420.9076, JHCDC shall be deemed the AHAC Committee as required by State law. The Commission, as the AHAC, reviews the strategies and formulates recommendations to the City Council. The Commission takes this action annually. From June – December 2023, at each meeting, the Commissioners were provided education regarding the 11 Strategies of the AHAC. They received supporting information, documentation, and encouraged to ask questions. By the end of 2023, at voting time, the Commissioners were prepared to make any recommendations or ask questions before the final AHAC report was voted on and submitted.

To continue educating and informing our Commission on the needs of the community and how funds are being utilized, a series of presentations from various funded agencies were presented throughout the year. Beginning in 2024, in addition to presentations at board meetings, 3 times during the calendar year 2024, the Board will conduct their board meeting on-site at one of our funded agencies. In January 2024 Ability Housing hosted the meeting. After the business meeting, the board was provided information about Ability Housing and their projects, and the affordable housing property built by Ability Housing and continued oversight by them. This was a very rewarding and insightful experience for the Commissioners. In May the Commission was hosted by Lutheran Services and after the business meeting concluded, had the opportunity to learn more about their facility and detailed information about the work they do and the impact the City of Jacksonville funding provides to their programs. The Commissioners are delighted with this new format of meetings.



Other months we have a variety of speakers providing information about their COJ funded programs. They present the information at the monthly meetings held in the Ed Ball Building. We have summarized some of those presentations.

- *June 2023 – Martha Cox Episcopal Childrens Services.* Ms. Cox provided an overview of their Head Start/Early Head Start program. Head Start/Early Head Start is a free program for children of families with low incomes in Duval County. The program provides comprehensive early learning in both center-based and home-based settings. Services include physical and mental health and nutrition. Parents are required to engage through volunteer activities and parent education at the center.
- *August 2023 - Latoya Thomas, Supervisor at City of Jacksonville Beach Carver Center,* and Coach Ronnie Mason provided an overview of the services provided by Carver Center. The Carver Center is a division of the City of Jacksonville Beach Parks and Recreation Department which provides numerous programs and activities in the areas of recreation, health and wellness, arts and entertainment, and education for children and families in the Historical Pablo Beach community. This program receives funding through our CDBG program.
- *December 2023*
Stacy Amparan City of Jacksonville Senior Services and *Latonja Best, City of Jacksonville Independent Living Program* shared an overview of the services provided through their programs. Senior Services allows older adults to stay independent, active, and increase quality of life. The program presents 10 activities a year for the Seniors to participate.
The Independent Living Program served 50 homebound seniors for a total of 7,500 hours, an estimated value of \$219,000. Seniors and caregivers received education and information about available services.
- *January 2024 – Off-site Board Meeting -* Meeting was held at Villages of Hyde Park an Ability Housing affordable housing project. After the regular board meeting was concluded, the Commissioners had an opportunity to walk the properties, apartments, and facilities.
 - *February 2024 - Get to know the HCDD Staff -* Several of our mid-management staff members presented information on themselves, their staff, the responsibilities of their area, accomplishments, and challenges. Alex Chambers is the Housing Assistant Administrator. He has 8 staff members that support the Headstart to Homeownership program, Limited Repair, Utility Tap-In, Emergency Repair, and Roofing programs, among others. Raelyn Means is the Community Development Assistant Administrator. Her staff of 4 have responsibility for the CDBG, ESG, and HOPWA programs. As program managers they process all reimbursement requests monthly, work directly with the agencies, conduct site visits, technical assistance, and work directly with the



citizens of our county with the emergency needs through the ESG program. Kenny Logsdon is the Housing and Community Development Regulatory Specialist. Kenny's primary responsibility is management of the Environmental Review and Environmental Assessments that are required for every agency and public facility project funded through any of our programs. This requires a great deal of knowledge and continual updating of legislation and regulations, federal, state, and local. His 25 years with COJ in multiple growth positions including a planner, has prepared him for the regulatory specialist challenges.

- *The City of Jacksonville Comprehensive Plan*, pursuant to the requirements of Chapter 163, Park II, F.S. Chapter 9J-5, Florida Administrative Code requires a Comprehensive Plan which includes a Housing Element Section 163.3191, F.S. and requires periodic updates. The update of the Housing Element reflects changes recommended in the second Evaluation and Appraisal Report (EAR) of the adopted plan. These updates bring the Plan into compliance with updated Florida Statutes and Florida Administrative and includes establishing the plan to 2030, renaming the Plan the 2030 Comprehensive Plan.
- *April 2024 – Universal Application recommended funding presented by Erich Chatham, Civitas*. Commissioners were provided the detailed recommended funding for all the federal and state funding received by HCDD. These included Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), Housing Opportunities for Persons with Aids (HOPWA), HOME Investment Partnership Program, and State Housing Initiative Partnership (SHIP), COJ public service programs, infrastructure, and City affiliated agencies. Board vote was unanimous to approve the recommended funding FY 2024-2025.

JHCDC is engaged and committed to serving Duval County citizens, expanding its collective knowledge in that service. The acquisition of much of that knowledge is facilitated by the Division, which invites the Commission to attend various events and distributes pertinent information on a timely basis, keeping the Commissioners abreast of the activities and status of the Division and pertinent City activity.

The Commission has been meeting regularly, most of such meetings include active and at times lively discussion. The Commission is looking forward to completing its roster next month with the addition of the 11th Commissioner.

In conclusion, the strong working relationship that exists between the Commission, the Division, and our partners make this a very efficient and effective Commission.



Submitted by:



Lauren Langham, JHCDC Secretary

Board Liaison:

Barbara Florio, JHCDC Liaison
Operations Manager, HCDD

Submitted:

ATTACHMENTS:

- 2023-2024 JHCDC Commissioner Chart – Listing of appointed Commissioners.
- 2023-2024 JHCDC Commissioner Attendance Chart – Attendance records May 2023 through May 2024.

