



A NEW DAY.

# City of Jacksonville, Florida

*Donna Deegan, Mayor*

Neighborhoods Department  
Housing Community Development Division  
214 N. Hogan Street, 7<sup>th</sup> Floor  
Jacksonville, Florida 32202  
(904) 255-8200  
www.coj.net

## CITY OF JACKSONVILLE – HOUSING DIVISION ATTAINABLE HOUSING CONNECTION TAP FEE FUND APPLICATION

DATE SUBMITTED: \_\_\_\_\_

This application should be completed only after the project is in the process with JEA connection tap fee program. Reimbursement will be made after connection is complete and receipt from JEA provided to Housing and Community Development Division.

DEVELOPER (COMPANY) NAME: \_\_\_\_\_

PROPERTY or PROJECT NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

REAL ESTATE NUMBER(S): \_\_\_\_\_

SINGLE FAMILY OR MULTI-FAMILY (CIRCLE ONE)

NUMBER OF UNITS: \_\_\_\_\_ REQUESTED AMOUNT: \$ \_\_\_\_\_

PROJECT/PROPERTY DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

A recorded lien will be placed on the property until verification of low-income household(s).

### **Purpose**

The purpose of this program is to eliminate or reduce the impact of tap and connection fees on low-income and attainable housing projects. These increased tap fees exacerbate the ever-present capital gaps on attainable housing projects and disincentives developers from building new low-and-moderate income housing. This fund is separate from the U-Tip assistance program for single-family homeowners. This program was established through Ordinance 2023-0807-E.

**Funding Limitations:**

**For multi-family developments -**

\$2,000 grant per unit, up to 50 units with a maximum of \$100,000 per development.

**For single-family developments -**

\$20,000 grant per unit, with a maximum of three (3) properties per developer.

**Please attach the following:**

- 1) Income Certification Form meeting the income levels stated by the U.S. Department of Housing and Urban Development (HUD):

Family Size	* Maximum Gross Income (80% of Median)
1	\$54,500
2	\$62,300
3	\$70,100
4	\$77,850
5	\$84,100
6	\$90,350
7	\$96,550
8	\$102,800

**Certification Process**

1. Complete this application and the required information, and send it back to Joshua Hicks, City of Jacksonville Affordable Housing Administrator, at [AffordableHousing@coj.net](mailto:AffordableHousing@coj.net) for review.
2. Please list the units for which the property owner is seeking funding:  
Census Tract: (<https://geomap.ffiec.gov/ffiecgeomap/>)

RE#	Property Address	Zip Code	Census Tract	SF or MF	Number of Units	Bedrooms	Rental or Own	Rent Amount

3. The rent amount received by the property owner for each unit or house for which the property owner seeks an exemption. You must provide documentation of rent amount listed in chart above.
4. If property is sold, the Housing Division will verify the income of resident to meet the requirements as a qualified property owner and forward the certification to the developer. Property must maintain affordability for a minimum of one year. If denied, the developer will be notified and the reason for denial will be provided.
5. If property is rented, the Housing Division will verify and certify the resident and forward the certification to the developer. By receiving funding, you are agreeing to yearly checks to confirm renting the unit at the affordable level (80% AMI or lower for FIVE years) as identified by HUD.