

# LEGISLATIVE FACT SHEET

RC26-003

DATE: 04/28/25

BT or RC No: BT26-004  
(Administration & City Council Bills)

SPONSOR: Neighborhoods Department / Housing and Community Development Division  
(Department/Division/Agency/Council Member)

Contact for all inquiries and presentations: \_\_\_\_\_

Provide Name: Travis Jeffrey, Chief

Contact Number: 904-255-8227

Email Address: tjeffrey@coj.net

PURPOSE: White Paper (Explain Why this legislation is necessary? Provide; Who, What, When, Where, How and the Impact.) Council Research will complete this form for Council introduced legislation and the Administration is responsible for all other legislation.

(Minimum of 350 words - Maximum of 1 page.)

Public Law 116-260 appropriates funding received from the U. S. Department of Housing and Urban Development ("HUD") for the Housing Opportunities for Persons with AIDS ("HOPWA") program administered by the Housing and Community Development Division. The HOPWA program was established to provide housing assistance and related supportive services for low-income persons living with HIV/AIDS and their families. HOPWA funds may be used for a wide range of housing, social services, program planning, and development costs. These include, but are not limited to, the acquisition; rehabilitation; or new construction of housing units; costs for facility operations; rental assistance; and short-term payments to prevent homelessness. An essential component in providing housing assistance for this targeted special needs population is the coordination and delivery of support services. Consequently, HOPWA funds also may be used for services including (but not limited to) assessment and case management, substance abuse treatment, mental health treatment, nutritional services, job training and placement assistance, and assistance with daily living.

APPROPRIATION: Total Amount Appropriated: \$3,328,249.00 as follows:

List the source name and provide Object and Subobject Numbers for each category listed below:

(Name of Fund as it will appear in title of legislation)

Name of Federal Funding Source(s)	From: U.S. Housing and Urban Development	Amount: \$3,328,249.00
	To: Housing Opportunities for Persons w/AIDS Programs	Amount: \$3,328,249.00

Name of State Funding Source(s):	From: _____	Amount: _____
	To: _____	Amount: _____

Name of City of Jacksonville Fundin	From: _____	Amount: _____
	To: _____	Amount: _____

Name of In-Kind Contribution(s):	From: _____	Amount: _____
	To: _____	Amount: _____

Name & Number of Bond Account(s):	From: _____	Amount: _____
	To: _____	Amount: _____

## PLAIN LANGUAGE OF APPROPRIATION / FINANCIAL IMPACT / OTHER:

Explain: Where are the funds coming from, going to, how will the funds be used? Does the funding require a match? Is the funding for a specific time frame? Will there be an ongoing maintenance? ... and staffing obligation? Per Chapters 122 & 106 regarding funding of anticipated post-construction operation costs.

(Minimum of 350 words - Maximum of 1 page.)

The U. S. Department of Housing and Urban Development ("HUD"), through its Housing Opportunities for Persons with AIDS ("HOPWA") program, provides formula grants to jurisdictions to address housing assistance and related supportive services for low-income persons living with HIV/AIDS and their families. HOPWA funds may be used for a wide range of housing, social services, program planning, and development costs. These include, but are not limited to, the acquisition; rehabilitation; or new construction of housing units; costs for facility operations; rental assistance; and short-term payments to prevent homelessness. An essential component in providing housing assistance for this targeted special needs population is the coordination and delivery of support services. Consequently, HOPWA funds also may be used for services including (but not limited to) assessment and case management, substance abuse treatment, mental health treatment, nutritional services, job training and placement assistance, and assistance with daily living.

The funds being appropriated within this legislation will be spent towards activities that meet the stated program goals. The City does not contribute general funds to the administration of this program and any positions are authorized and funded through the grant.

The City of Jacksonville must expend all grant funds within 36 months after HUD signs the grant agreement. Further obligation and expenditure requirements are specified at 24 CFR 574.

The City of Jacksonville is not required to match HOPWA funds.

**ACTION ITEMS:** Purpose / Check List. If "Yes" please provide detail by attaching justification, and code provisions for each.

### ACTION ITEMS:

	Yes	No	
Emergency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Justification of Emergency: If yes, explanation must include detailed nature of emergency. <div></div>
Federal or State Mandate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Explanation: If yes, explanation must include detailed nature of mandate including Statute or Provision. <div></div>
Fiscal Year Carryover?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Note: If yes, note must include explanation of all-year subfund carryover language. This is an all years subfund. <div></div>
CIP Amendment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attachment: If yes, attach appropriate CIP form(s). Include justification for mid-year amendment.
Contract / Agreement Approval?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attachment & Explanation: If yes, attach the Contract / Agreement and name of Department (and contact name) that will provide oversight. Indicate if negotiations are on-going and with whom. Has OGC reviewed / drafted? <div></div>
Related RC/BT?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attachment: If yes, attach appropriate RC/BT form(s).
Waiver of Code?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Code Reference: If yes, identify code section(s) in box below and provide detailed explanation (including impacts) within white paper. Invoking the exemption in Sec. 126.107(G)(Exemptions), Pt 1 (General Regulations), Ch. 126, Ord. Code; Waiving Sec. 118.107 (Nonprofits to receive funding through a competitive evaluated award process).
Code Exception?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Code Reference: If yes, identify code in box below and provide detailed explanation (including impacts) within white paper. <div></div>
Related Enacted Ordinances?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Code Reference: If yes, identify related code section(s) and ordinance reference number in the box below and provide detailed explanation and any changes necessary within white paper. <div></div>

**ACTION ITEMS CONTINUED: Purpose / Check List.** If "Yes" please provide detail by attaching justification, and code provisions for each.

**ACTION ITEMS:**

	Yes	No	
Continuation of Grant?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Explanation: How will the funds be used? Does the funding require a match? Is the funding for a specific time frame and/or multi-year? If multi-year, note year of grant? Are there long-term implications for the General Fund?</p> <p>The funds being appropriated within this legislation will be spent towards activities that meet the stated program goals. The City does not contribute general funds to the administration of this program and any positions are authorized and funded through the grant.</p> <p>The City of Jacksonville must expend all grant funds within 36 months after HUD signs the grant agreement. Further obligation and expenditure requirements are specified at 24 CFR 574.</p> <p>The City of Jacksonville is not required to match HOPWA funds.</p>
Surplus Property Certification?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Attachment: If yes, attach appropriate form(s).</p>
Reporting Requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<p>Explanation: List agencies (including City Council / Auditor) to receive reports and frequency of reports, including when reports are due. Provide Department (include contact name and telephone number) responsible for generating reports.</p>

**BUSINESS IMPACT ESTIMATE**

Pursuant to Section 166.041(4), F.S., the City is required to prepare a Business Impact Estimate for ordinances that are NOT exempt from this requirement. A list of ordinance exemptions are provided below. Please check all exemption boxes that apply to this ordinance. If an exemption is applicable, a Business Impact Estimate IS NOT required.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☒ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
  - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
  - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
  - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
  - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

If none of the boxes above are checked, then a Business Impact Estimate IS REQUIRED to be prepared by the using agency/office/department and submitted in the MBRC filing packet along with the memorandum request, legislative fact sheet, etc. A Business Impact Estimate form can be found at: <https://www.coj.net/departments/finance/budget/mayor-s-budget-review-committee>

Division Chief:   
Travis Jeffrey, Chief (signature)


Date: 4/28/2025

Prepared By:   
Adebisi Okewusi (signature)

Date: 4/28/2025

**ADMINISTRATIVE TRANSMITTAL**

To: MBRC, c/o the Budget Office, St. James Suite 325

Thru: Thomas Waters, Director, Neighborhoods Department   
(Name, Job Title, Department)

Phone: 904-255-8742

E-mail: [Twaters@coj.net](mailto:Twaters@coj.net)

From: Travis Jeffrey, Chief, Housing and Community Development Division

Initiating Department Representative (Name, Job Title, Department)

Phone: 904-255-8227

E-mail: [Tjeffrey@coj.net](mailto:Tjeffrey@coj.net)

Primary Contact: Travis Jeffrey, Chief

(Name, Job Title, Department)

Phone: 904-255-8227

E-mail: [Tjeffrey@coj.net](mailto:Tjeffrey@coj.net)

CC: Brittany Norris, Director of Intergovernmental Affairs, Office of the Mayor

Phone: 904-667-9326

E-mail: [Bnorris@coj.net](mailto:Bnorris@coj.net)

**COUNCIL MEMBER / INDEPENDENT AGENCY / CONSTITUTIONAL OFFICER TRANSMITTAL**

To: Mary Staffopoulos, Office of General Counsel, St. James Suite 480

Phone: 904-255-5062 E-mail: mstaff@coj.net

From:

Initiating Council Member / Independent Agency / Constitutional Officer

Phone:                      E-mail:                     

Primary

Contact: (Name, Job Title, Department)

Phone:                      E-mail:                     

CC: Brittany Norris, Director of Intergovernmental Affairs, Office of the Mayor

Phone: 904-667-9326 E-mail: Bnorris@coj.net

Legislation from Independent Agencies requires a resolution from the Independent Agency Board approving the legislation.

Independent Agency Action Item: Yes No

Boards Action / Resolution?

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Attachment: If yes, attach appropriate documentation. If no, when is board action scheduled?

Yes, JHCDC vote on 4/23/2025

**FACT SHEET IS REQUIRED BEFORE LEGISLATION IS INTRODUCED**