

LEGISLATIVE FACT SHEET

BT 26-036

DATE: 01/07/26

BT or RC No: BT25-88
(Administration & City Council Bills)

SPONSOR: HOUSING & COMMUNITY DEVELOPMENT DIVISION
(Department/Division/Agency/Council Member)

Contact for all inquiries and presentations: TRAVIS JEFFREY, CHIEF

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.)

SHIP dollars may be used to fund emergency repairs, new construction, rehabilitation, down payment and closing cost assistance, acquisition of property for affordable housing, matching dollars for federal housing grants and programs, homeownership counseling and foreclosure intervention program.

This legislation is seeking authority by the City of Jacksonville Housing and Community Development Division to expand SHIP original program design, by introducing a new program *SHIP Single-Family Development program*. This program will provide short-term construction loans to developers (for-profit and not for profit) to build new single-family homes that will be sold to buyers earning 50% of Area Median Income (AMI) or below. The SHIP loan will be fully repaid at the home's closing, allowing the funds to be recycled back to the program for additional housing projects. SHIP Single Family Development program will be funded by reappropriating \$2M of SHIP rehabilitation funding 11701-334591-HCS00124 (BT23-089, Ord. 2023-335) to Single-Family Development Program (\$1.5M) and Downpayment Assistance Program (\$500K).

APPROPRIATION: Total Amount Appropriated: \$2,000,000.00 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:	Amount:
	To:	Amount:
Name of State Funding Source(s):	From: SHIP FY24 Owner-Occupied Rehab (010761)	Amount: \$2,000,000.00
	To: SHIP FY24 Single Family Development Program (011255) & Downpayment Assistance (010757)	Amount: \$2,000,000.00
Name of City of Jacksonville Funding Source(s):	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.)

Florida Housing Finance Corporation ("FHFC"), under appropriations received from Florida Department of Economic Opportunity for the State Housing Initiatives Partnership ("SHIP") program, provides formula grants to local governments as an incentive to create partnerships that produce and preserve affordable homeownership and multifamily housing. SHIP dollars may be used to fund emergency repairs, new construction and rehabilitation, down payment and closing assistance, impact fees, construction and gap financing, mortgage buy-downs, acquisition of property for affordable housing, matching dollars for federal housing grants and programs, homeownership counseling, and foreclosure intervention *expanded to include new initiative Single Family Development Program*. Funds will be reappropriated from owner-occupied rehabilitation to Single Family Development program fully repaid at home's closing.

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 type="checkbox"/>	<input checked="" type="checkbox"/>	Note: If yes, note must include explanation of all-year subfund carryover language <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 type="checkbox"/>	<input checked="" type="checkbox"/>	Code Reference: If yes, identify code section(s) in box below and provide detailed explanation (including impacts) within white paper. <div></div>
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 type="checkbox"/>	<input checked="" 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> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
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 checked="" 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> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>

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;
- ☐ The proposed ordinance is enacted to implement any of 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;
 - 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:

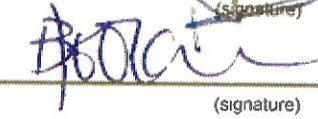
<https://www.coj.net/departments/finance/budget/mayor-s-budget-review-committee>

Division Chief:


(signature)

Date: 1-6-22

Prepared By:


(signature)

Date: 1/6/2026

ADMINISTRATIVE TRANSMITTAL

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

Thru: Thomas B. Waters, Director of Neighborhoods Department

(Name, Job Title, Department)

Phone: 255-7005

E-mail: twaters@coj.net

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

Initiating Department Representative (Name, Job Title, Department)

Phone: 255-8227

E-mail: tjeffrey@coj.net

Primary
Contact

Travis Jeffrey, Chief of Housing and Community Development Division

(Name, Job Title, Department)

Phone: 255-8227

E-mail: tjeffrey@coj.net

CC:

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

Phone: 255-5000

E-mail: 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: 255-5000 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?

☐☐

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

FACT SHEET IS REQUIRED BEFORE LEGISLATION IS INTRODUCED