

1 Introduced by the Council President at the request of the Mayor and  
2 amended by the Neighborhoods, Community Services, Public Health and  
3 Safety Committee:  
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6 **ORDINANCE 2022-370-E**

7 AN ORDINANCE APPROPRIATING \$2,935,060.96 IN  
8 REALLOCATED EMERGENCY RENTAL ASSISTANCE PROGRAM  
9 GRANT FUNDS FROM THE U.S. DEPARTMENT OF TREASURY  
10 TO PROVIDE EMERGENCY RENT AND UTILITY ASSISTANCE  
11 TO ELIGIBLE HOUSEHOLDS IN ACCORDANCE WITH THE  
12 EMERGENCY RENTAL ASSISTANCE PROGRAM (THE "ERA  
13 PROGRAM") ESTABLISHED BY SECTION 501 OF DIVISION  
14 N OF THE CONSOLIDATED APPROPRIATIONS ACT, 2021  
15 (THE "ACT") TO MITIGATE THE IMPACTS OF THE  
16 CORONAVIRUS ("COVID-19") PANDEMIC, AS INITIATED  
17 BY B.T. 22-070; APPROVING AND AUTHORIZING THE  
18 MAYOR, OR HIS DESIGNEE, AND THE CORPORATION  
19 SECRETARY TO EXECUTE AND DELIVER AN AMENDMENT TO  
20 THE FEDERAL SUBRECIPIENT AGREEMENT BETWEEN THE  
21 CITY OF JACKSONVILLE AND CIVITAS COMMUNITY  
22 DEVELOPMENT, LLC D/B/A CIVITAS, LLC; WAIVING  
23 SECTION 110.112 (ADVANCE OF CITY FUNDS;  
24 PROHIBITION AGAINST), PART 1 (THE CITY  
25 TREASURY), CHAPTER 110 (CITY TREASURY),  
26 *ORDINANCE CODE*, TO ALLOW FOR ADVANCE PAYMENT TO  
27 CIVITAS, LLC AS DESCRIBED IN THIS ORDINANCE;  
28 FURTHER AUTHORIZATIONS; PROVIDING FOR OVERSIGHT  
29 BY THE HOUSING AND COMMUNITY DEVELOPMENT  
30 DIVISION, NEIGHBORHOODS DEPARTMENT; PROVIDING

1 AN EFFECTIVE DATE.

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3 **BE IT ORDAINED** by the Council of the City of Jacksonville:

4 **Section 1. Appropriation.** For the 2021-2022 fiscal year,  
5 within the City's budget, there are hereby appropriated the indicated  
6 sum(s) from the account(s) listed in subsection (a) to the account(s)  
7 listed in subsection (b):

8 (B.T. 22-070 attached hereto as **Exhibit 1** and incorporated herein by  
9 this reference)

10 (a) Appropriated from:

11 See B.T. 22-070 \$2,935,060.96

12 (b) Appropriated to:

13 See B.T. 22-070 \$2,935,060.96

14 (c) Explanation of Appropriation:

15 The funding above is an appropriation of Emergency Rental  
16 Assistance Program grant funds, made available to the City  
17 through a reallocation of ERA Program grant funds by the  
18 U.S. Department of Treasury under Section 501(d) of the  
19 Act, in the amount of \$2,935,060.96 (the "ERAP Funds").  
20 The ERAP Funds will be used to provide emergency rent and  
21 utility assistance to eligible households in accordance  
22 with the ERA Program established by the Act to mitigate  
23 the impacts of COVID-19. A total of up to 10 percent (10%)  
24 of the ERAP Funds reallocated to the City may be set aside  
25 for administrative expenses. The funds retained for  
26 administrative costs will be paid to Civitas Community  
27 Development, LLC d/b/a Civitas, LLC ("Civitas") for the  
28 provision of services related to administration of the ERA  
29 Program as outlined herein.

30 **Section 2. Purpose.** The purpose of the appropriation in  
31 Section 1 is to provide emergency rent and utility assistance to

1 eligible households in Duval County to mitigate the impacts of COVID-  
2 19. The City will continue to partner with Civitas for efficient  
3 administration of the ERA Program and distribution of these additional  
4 ERAP Funds to eligible families in Duval County in accordance with  
5 the Act.

6 The Act provides that the ERAP Funds may be used for payment of  
7 rent, rent arrears, utilities and home energy costs, utilities and  
8 home energy costs arrears, and other expenses related to housing  
9 incurred due, directly or indirectly, to the COVID-19 pandemic. The  
10 ERAP Funds may be used to cover costs incurred by eligible households  
11 between March 13, 2020 through September 30, 2022 and can be applied  
12 to cover up to fifteen (15) months of rent and utility and home energy  
13 costs, including arrears, for an eligible household and may also be  
14 used to cover up to three (3) months of prospective rent payments,  
15 subject to certain limitations provided in the Act and the  
16 availability of any remaining ERAP Funds. Distribution of the ERAP  
17 Funds and local administration of the ERA Program shall be conducted  
18 in compliance with the Act.

19 **Section 3. Amendment Approved and Execution Authorized.**

20 The Mayor, or his designee, and the Corporation Secretary are hereby  
21 authorized to execute and deliver an amendment to the Federal  
22 Subrecipient Agreement between the City of Jacksonville and Civitas  
23 Community Development, LLC d/b/a Civitas, LLC ("Civitas"), approved  
24 and authorized by Ordinance 2021-670-E (the "Agreement"), to increase  
25 the maximum indebtedness by \$2,935,060.96, for a new total maximum  
26 indebtedness of \$33,003,333.03 for the Agreement. The Agreement  
27 provides that Civitas will assist the City in administration of the  
28 ERA Program and distribution of ERA Program funds. This increase to  
29 the maximum indebtedness will pay the costs of the additional services  
30 Civitas will provide in distributing the reallocated ERAP Funds  
31 appropriated by this Ordinance. The ERAP Funds will be disbursed to

1 Civitas as needed based on the applications received and confirmed  
2 eligible for funding. A total of \$2,714,931.39 from the reallocated  
3 ERAP Funds will be for direct assistance to eligible households in  
4 Duval County and the entirety of the remaining \$220,129.57 will be  
5 paid to Civitas for its administrative costs. The administrative  
6 costs will be paid monthly, on a reimbursement basis, in accordance  
7 with the terms of the Agreement.

8 **Section 4. Waiving Section 110.112, Ordinance Code.**

9 Section 110.112 (Advance of City funds; prohibition against), Part 1  
10 (The City Treasury), Chapter 110 (City Treasury), *Ordinance Code*, is  
11 hereby waived to allow for advance payment of the \$1,000,000 to  
12 Civitas for direct assistance to eligible households upon execution  
13 of the Agreement amendment.

14 **Section 5. Further Authorizations.** The Mayor, or his

15 designee, is hereby authorized to reallocate ERAP Funds as necessary  
16 to effectuate the intent of this Ordinance, so long as any such  
17 reallocation is consistent with the Act and all other laws, rules and  
18 regulations applicable to the ERA Program and expenditure of the ERAP  
19 Funds. The Mayor, or his designee, is further authorized to procure  
20 services and support from additional subcontractors and vendors,  
21 subject to the provisions of Chapter 126, *Ordinance Code*, as needed  
22 for effective and efficient administration of the ERA Program,  
23 consistent with the intent of the Act and this Ordinance.

24 **Section 6. Oversight Department.** The Housing and

25 Community Development Division, Neighborhoods Department shall  
26 provide oversight of the contracts and expenditures authorized  
27 hereunder.

28 **Section 7. Effective Date.** This Ordinance shall become

29 effective upon signature by the Mayor or upon becoming effective  
30 without the Mayor's signature.

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Form Approved:

                  /s/ Paige H. Johnston                  

Office of General Counsel

Legislation prepared by: Mary E. Staffopoulos

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