

RESOLUTION 2026-04-09

A RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY APPROVING THE ADOPTION OF A STANDARDIZED FEE FRAMEWORK FOR APPLICANT COST RECOVERY ASSOCIATED WITH CERTAIN DIA PROGRAMS AND SERVICES; PROVIDING FOR PROSPECTIVE APPLICATION OF THE FEE FRAMEWORK; AUTHORIZING THE CHIEF EXECUTIVE OFFICER (THE “CEO”) TO IMPLEMENT SUCH FEE FRAMEWORK AND TAKE ALL NECESSARY ACTIONS TO EFFECTUATE THE PURPOSES OF THIS RESOLUTION; PROVIDING FOR CORRECTION OF ERRORS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Downtown Investment Authority (the “DIA”) is responsible for administering development incentives, managing redevelopment of publicly owned property, and facilitating public-private investment within Downtown Jacksonville; and

WHEREAS, as downtown development activity has increased, the DIA is increasingly providing project-specific services, including financial underwriting, incentive structuring, compliance monitoring, and administration of competitive disposition processes; and

WHEREAS, such services require significant staff time and, in certain cases, third-party consultant costs that are attributable to specific development projects rather than district-wide initiatives; and

WHEREAS, the DIA desires to establish a consistent and transparent framework for the recovery of certain project-specific costs in order to ensure fairness, maintain program integrity, and reinvest resources into district-wide priorities; and

WHEREAS, DIA staff has developed a proposed fee framework (the “Fee Framework”) as set forth in Exhibit A attached hereto and incorporated herein by this reference; and

WHEREAS, the Fee Framework is intended to apply prospectively to new applications and agreements only and shall not apply retroactively to existing incentive agreements, loan documents, or previously approved projects; and

WHEREAS, the DIA finds that adoption of the Fee Framework is consistent with its mission to support redevelopment, improve program administration, and ensure responsible stewardship of public resources;

NOW THEREFORE BE IT RESOLVED, by the Downtown Investment Authority:

Section 1. The DIA finds that the recitals set forth above are true and correct and are incorporated herein by reference.

Section 2. The DIA hereby approves the adoption of the Fee Framework as set forth in **Exhibit A**, including:

- (a) A cost recovery structure for third-party financial underwriting associated with certain incentive requests;
- (b) A tiered fee structure for Notices of Disposition based on anticipated project size and complexity;
- (c) Application and annual project compliance monitoring fees for REV grant programs based on annual grant amounts; and
- (d) Origination, servicing, and administrative fees for DIA loan programs consistent with market practices.

Section 3. The Fee Framework shall apply prospectively to new applications and agreements only and shall not apply to any existing agreements, loans, grants, or previously approved projects.

Section 4. The CEO, or his designee, is hereby authorized to take all actions necessary to implement the Fee Framework, including but not limited to establishing administrative procedures, standard agreements, and fee schedules consistent with this Resolution, and to make non-material modifications as necessary to carry out the intent of this Resolution.

Section 5. To the extent that there are typographical, clerical, or administrative errors that do not change the tone, tenor, or context of this resolution, the DIA authorizes DIA staff to revise such errors without the subsequent approval of the DIA Board.

Section 6. This Resolution 2026-04-09 shall become effective on the date it is signed by the Chair of the DIA Board.

WITNESS:

DOWNTOWN INVESTMENT AUTHORITY





Patrick Krechowski, Esq., Chair



Date

VOTE: In Favor: 8 Opposed: 0 Abstained: 0

EXHIBIT A
DIA Fee Framework

Category	Fee Type	Proposed Amount / Structure
Third Party Underwriting	Cost Recovery	Actual cost based on third-party scope
	Deposit	50% upfront
	Structure	Hourly, not-to-exceed; reconciliation at completion
Notice of Disposition	Small / Targeted Projects	No fee (projects under \$5M)
	Standard Projects	\$100 – \$500 (\$5M–\$50M projects)
	Large / Complex Sites	Minimum \$2,500 (projects over \$50M)
REV Grants	Application Fee	\$2,500
	Project Compliance Monitoring Fee	Tiered annually based on annual grant amount
		• < \$250K → \$750
		• \$250K–\$1M → \$1,000
	• > \$1M → \$1,500	
DIA Loans	Origination Fee	1.0% (Min \$2,500 / Max \$15,000)
	Annual Servicing Fee	\$750 – \$1,000
	Extension Fee	\$1,000 – \$2,500
	Modification Fee	Case-by-case