

Introduced by the Special Committee on the Community Benefits Agreement 2.0 (Council Members Arias, Salem, Amaro, J. Carlucci, Clark-Murray and Peluso) and Co-Sponsored by Council Members Pittman, Miller, Carlucci and Johnson and substituted by the Finance Committee:

ORDINANCE 2026-36-E

AN ORDINANCE ESTABLISHING AN EASTSIDE COMMUNITY GRANTS PROGRAM; CREATING A NEW PART 9 (EASTSIDE COMMUNITY GRANTS PROGRAM), CHAPTER 118 (CITY GRANTS), *ORDINANCE CODE*, TO CREATE A NEW GRANTS PROGRAM PURSUANT TO WHICH FUNDS DESIGNATED FOR PROGRAMS, SERVICES, PROJECTS AND INITIATIVES FOR AFFORDABLE HOUSING, WORKFORCE HOUSING, ECONOMIC DEVELOPMENT AND MITIGATION OF HOMELESSNESS IN THE EASTSIDE, AS DEFINED IN THE SUPPLEMENTAL JACKSONVILLE STADIUM COMMUNITY BENEFITS AGREEMENT APPROVED AND AUTHORIZED BY ORDINANCE 2024-905-E, MAY BE DISBURSED TO QUALIFIED ORGANIZATIONS; PROVIDING FOR OVERSIGHT AND ADMINISTRATION OF THE EASTSIDE COMMUNITY GRANTS PROGRAM BY THE GRANTS AND CONTRACT COMPLIANCE DIVISION OF THE FINANCE DEPARTMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION INSTRUCTIONS; PROVIDING AN EFFECTIVE DATE.

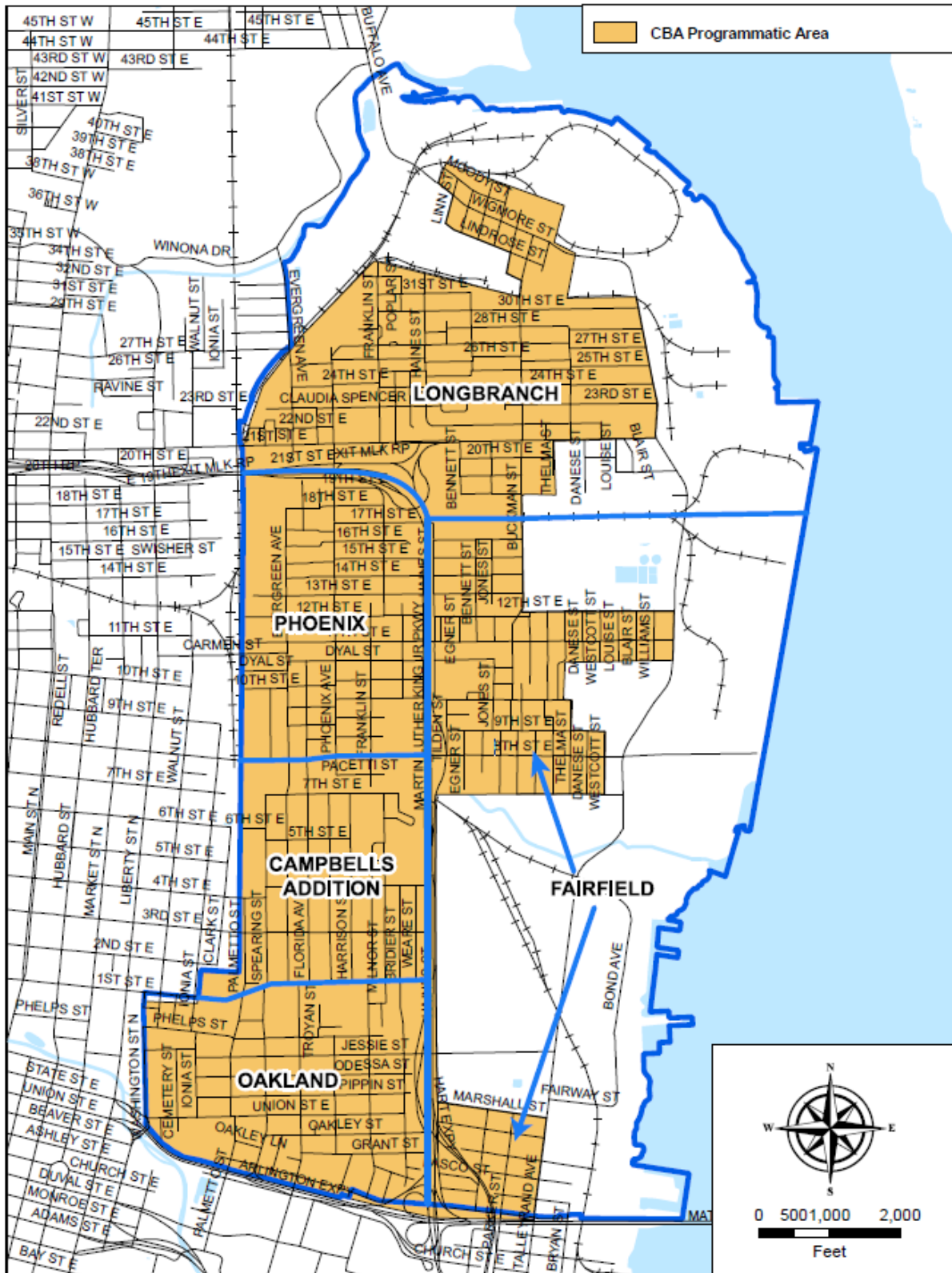
BE IT ORDAINED by the Council of the City of Jacksonville:

Section 1. Creating a new Part 9 (Eastside Community Grants Program), Chapter 118 (City Grants), Ordinance Code. A new Part 9 (Eastside Community Grants Program), Chapter 118 (City Grants), *Ordinance Code*, is hereby created to read as follows:

CHAPTER 118 - CITY GRANTS*** * *****PART 9. - EASTSIDE COMMUNITY GRANTS PROGRAM****Sec. 118.901. - Purpose.**

There is hereby created an Eastside Community Grants Program (the "Eastside Grants Program") which shall be administered by the Eastside Grants Committee as described herein. The mission and purpose of the Eastside Grants Program is to provide a process by which funds made available for the Eastside Strategic Focus through the Supplemental Jacksonville Stadium Community Benefits Agreement, approved and authorized by Ordinance 2024-905-E, will be distributed within the Eastside, as depicted in Figure 1 below, to provide public support to organizations operating or administering programs, services, projects, or initiatives for Affordable Housing, Workforce Housing, economic development, and/or mitigation of homelessness in Eastside. Chapter 118, Parts 1 through 5 shall apply to this Part 9.

Figure 1: Eastside Map



Sec. 118.902. - Definitions.

The following terms, wherever used in this Part, shall have the following respective meanings for the purposes of this Part, unless

different meanings are clearly indicated by the context or as referenced within specific Sections.

Affordable Housing means housing on which the occupant is paying no more than 30 percent of the amount that is equal to 80 percent of the Local Area Median Income for housing costs, including utilities, unless the U.S. Department of Housing and Urban Development publishes a codified definition of "affordable housing" in which case such definition shall be used hereunder.

Eastside shall mean the area outlined in blue and located generally within the boundaries identified on Figure 1 of Section 118.901.

Eastside Strategic Focus shall mean economic development, Affordable Housing, Workforce Housing and the mitigation of homelessness in Eastside as provided in the Supplemental Jacksonville Stadium Community Benefits Agreement approved and authorized by Ordinance 2024-905-E.

Local Area Median Income shall mean the median gross income for Duval County, Florida, as published annually by the U.S. Department of Housing and Urban Development (currently the Jacksonville, FL HUD Metro FMR Area).

Workforce Housing shall mean housing that is not Affordable Housing but is housing on which the occupant is paying no more than 30 percent of the amount that is equal to 120 percent of the Local Area Median Income for housing costs, including utilities.

Sec. 118.903. - Eastside Grants Committee Established.

There is hereby established the Eastside Grants Committee (the "Committee") to act as an advisory body for the City of Jacksonville and to review, evaluate, and score grant applications to support organizations operating or administering programs, services, projects, or initiatives for the Eastside within the following categories: Affordable Housing, Workforce Housing, economic

development, and/or mitigation of homelessness.

Sec. 118.904. - Composition; Qualifications; City Council Liaison; Terms; Removal.

(a) *Composition.* The Committee shall consist of nine voting members, four of whom shall be appointed by the Mayor and confirmed by Council and four of whom shall be appointed by the Council President and confirmed by Council. The ninth voting member shall be a current employee of Jacksonville Jaguars, LLC ("JJL") or its successor organization, to be selected by JJL.

(b) *Qualifications.* To the extent feasible, the Mayor and Council President shall endeavor to appoint members who reside in or have a substantial economic business interest in each of the five neighborhoods that comprise the Eastside as visually depicted in Figure 1 of Section 118.901 as follows:

(i) Campbells Addition;

(ii) Fairfield;

(iii) Longbranch;

(iv) Oakland; and

(v) Phoenix.

In no event shall more than two of the appointees appointed by the Mayor or more than two of the appointees appointed by the Council President reside in or have a substantial economic business interest in a single neighborhood. No more than three members, regardless of appointing authority, shall reside in or have a substantial business interest in a single neighborhood. The Mayor and Council President are encouraged to appoint members who also have experience or expertise in one of the following areas:

(i) Economic development and/or workforce development.

(ii) Affordable housing and/or workforce housing.

(iii) Mitigation and/or prevention of homelessness which may

1 include, but is not limited to, experience in home
2 repairs, tax relief, heirs property, or related matters.

3 All members of the Committee should have demonstrated knowledge
4 of the programs, services, projects and initiatives most needed
5 in the Eastside community and have a willingness to participate
6 fully in the process.

7 (c) *Liaison*. The Council President shall annually designate a City
8 Council Member to serve as a liaison to the Committee. This is
9 a non-voting position and shall not be considered a member of
10 the Committee for Sunshine purposes.

11 (d) *Terms*. Members appointed by the Mayor and Council President
12 shall be appointed for staggered two-year terms commencing July
13 1 or upon confirmation by Council, whichever is earlier for the
14 initial appointments, but shall serve until their successor is
15 appointed and confirmed by the City Council. The Council
16 President's initial appointments shall serve an initial two-
17 year first full term. The Mayor's initial appointments shall
18 serve an initial one-year first full term. No member appointed
19 by the Mayor or the Council President shall serve more than two
20 consecutive full terms; but appointments to fill vacancies for
21 partial terms (less than 50 percent of a full term) and initial
22 appointments of less than two years, shall not be deemed to be
23 full terms and may be reappointed for up to two additional
24 consecutive full terms. The member appointed by JJL shall serve
25 until a successor is appointed by JJL.

26 (e) *Removal*. Committee members appointed by the Mayor shall serve
27 and be removed at the pleasure of the Mayor. Members appointed
28 by the City Council shall serve and be removed at the pleasure
29 of the Council President. The Committee member appointed by JJL
30 shall serve and be removed at the pleasure of JJL.

31 **Sec. 118.905. - Functions, powers and duties.**

1 In addition to such powers, duties and authority as may be set
2 forth elsewhere in this Code, the Committee is hereby authorized to:

- 3 (a) Review and assess the annual needs of the City's Eastside
4 community for programs, services, projects, and initiatives
5 related to each of the funded categories described herein not
6 otherwise funded by City funds, based on presentations, studies,
7 and reports submitted to the Committee;
- 8 (b) Recommend the process by which recipients of Eastside Grants
9 Program grants are selected each year, which process shall be
10 by request for proposal pursuant to Chapter 126, *Ordinance Code*,
11 or through the grant application procedures outlined in this
12 Part;
- 13 (c) Review, evaluate and score each Eastside Grants Program grant
14 application;
- 15 (d) Participate in on-site evaluations of recipient programs,
16 services, projects, and initiatives;
- 17 (e) Attend orientation meetings, training courses, and any other
18 meetings related to this Part, ethics, public records and open
19 meetings laws for Committee members; and
- 20 (f) Award and allocate the annual appropriation for the Eastside
21 Grants Program contained in the annual budget ordinance to
22 requesting organizations based on the review, evaluation, and
23 scoring of each requesting organization pursuant to this Part.

24 **Sec. 118.906. - Organization and proceedings.**

- 25 (a) *Officers.* The Committee shall select the officers required by
26 Chapter 50 of this Code, and any such other officers as the
27 Committee deems appropriate.
- 28 (b) *Rules of procedure.* The Committee shall establish rules of
29 procedure necessary to its governing and the conduct of its
30 affairs, consistent with the applicable provisions of this Code.
- 31 (c) *Voting; quorum.* All decisions and recommendations of the

Committee shall require a concurring vote of a majority of the members present. Five members shall constitute a quorum.

(d) *Administrative support.* The Committee shall receive staff support from the Grants and Contract Compliance Division of the Finance Department.

(e) *Meetings.* The Committee shall convene as necessary to timely meet all deadlines and obligations outlined in this Part but in no event less than quarterly. All meetings shall be open to the public in accordance with Florida's open meetings law.

(f) *Notice.* Meetings of the Committee shall be noticed in accordance with Florida's open meetings law.

(g) *Compensation.* Members shall serve without compensation, pension or retirement benefits; however, members may be compensated for travel expenses as provided in Chapter 106, Part 7, *Ordinance Code*.

(h) *Compliance.* The Committee shall be subject to the provisions of Chapter 112, Part III, *Florida Statutes*, and Chapters 50, 58 and 602, *Ordinance Code*, except as may be set forth in this Chapter.

Sec. 118.907. - Annual Lump Sum Appropriation for Eastside Grants Program Grants.

On or before April 1 of each year, the Committee shall submit to the Mayor's Budget Review Committee (the "MBRC") for review an annual lump sum appropriation request for the Eastside Grants Program, inclusive of administrative costs and grants to be awarded annually under this Part. The Committee shall include in the request relevant information regarding the appropriation amount and the need for Eastside Program Grants in the Eastside community. The MBRC shall review and consider the Committee's appropriation request and include a lump sum appropriation for the Eastside Grants Program in the Mayor's proposed annual budget for the upcoming fiscal year. The

1 lump sum appropriation for the Eastside Grants Program shall be used
2 to fund both the grants and the City's administrative costs to
3 administer the Eastside Grants Program. The City Council, in its
4 sole discretion, shall determine the final annual lump sum
5 appropriation amount in the annual budget ordinance for Eastside
6 Grants Program. The initial grant cycle for the Eastside Grants
7 Program shall include funding from Fiscal Year 2025-2026 and Fiscal
8 Year 2026-2027.

9 The Committee shall not award or allocate funding to requesting
10 organizations under this Part until after the City Council has
11 approved the annual budget ordinance. Allocation of City funds for
12 capital projects or initiatives shall be limited to 60 percent or
13 less of the total annual lump sum appropriation amount.

14 Any funds appropriated for the Eastside Grants Program,
15 inclusive of administrative costs, that remain unencumbered at the
16 end of a fiscal year shall not be returned to the account of origin
17 but shall carry forward to the next fiscal year. The City
18 appropriation for the next fiscal year shall not be reduced by the
19 amount of any unencumbered or unawarded residual funds from prior
20 fiscal years.

21 **Sec. 118.908. - Manager of Eastside Grants Program; Responsibilities.**

22 (a) *Staff Support; Mandatory Application Workshop.* The Manager of
23 the Eastside Grants Program (the "Manager") shall be an employee
24 within the Grants and Contract Compliance Division of the
25 Finance Department who shall provide staff support to the
26 Committee. The Manager, or his or her designee, shall conduct a
27 mandatory application workshop ("Mandatory Application
28 Workshop") for organizations seeking an Eastside Grants Program
29 grant. In order for requesting organizations to be eligible to
30 apply for an Eastside Grants Program grant, a requesting
31 organization must attend and complete the Mandatory Application

1 Workshop. The Mandatory Application Workshop shall be noticed
2 to the public in the same manner in which Committee meetings are
3 noticed. The Mandatory Application Workshop shall be conducted
4 twice in May and a requesting organization may attend either
5 workshop to meet the requirement under this Section. At least
6 one Mandatory Application Workshop shall be scheduled to begin
7 after 5:00 p.m.

8 (b) *Courtesy Review of Application Checklist.* Annually from the
9 effective date of the legislation establishing the funding
10 percentage for each Funded Category (as defined in this Part)
11 established by the City Council for the upcoming fiscal year,
12 and until five business days prior to the grant application
13 deadline, the Manager, or his or her designee, shall provide a
14 courtesy review of a requesting organization's application to
15 confirm whether the application has complied with the
16 eligibility and application requirements in Sections 118.910 and
17 118.911. The Manager shall conduct courtesy reviews with the
18 requesting organization upon request and appointments shall be
19 scheduled on a first come, first served basis.

20 (c) *Annual Report to the City Council.* The Manager shall provide
21 the Committee with assistance in providing the annual report
22 required by Chapter 58, *Ordinance Code*.

23 (d) *Quarterly Report to the City Council.* The Manager, in
24 coordination with the Chair of the Committee, shall provide a
25 quarterly report to the City Council committee of reference
26 charged to review housing, homelessness, and related matters
27 regarding the programs, services and initiatives supported by
28 Eastside Grants Program grants and the manner in which such
29 grant funds are being utilized.

30 (e) The Manager, or his or her designee, shall conduct a site visit
31 to each Eastside Grants Program grant recipient.

Sec. 118.909. - Eastside Grants Program Funded Categories.

(a) *Annual Recommendations.* On or before March 1 of each year, the Committee shall assess the needs of the Eastside community and recommend to the City Council the percentage of funds appropriated by the City Council for the Eastside Grants Program to be allocated to each of the following Eastside Grants Program funded categories (individually, a "Funded Category" and collectively, the "Funded Categories"):

- (1) Affordable Housing
- (2) Workforce Housing
- (3) Economic development
- (4) Mitigation of homelessness

The Committee shall also recommend whether the Committee shall award funding to requesting organizations under this Part via a Request for Proposal pursuant to Chapter 126, *Ordinance Code*, or through the grant application process outlined in this Part. For the initial year of Eastside Grants Program (funded through the Fiscal Year 2025-2026 and 2026-2027 appropriations), the allocation of funding to each Funded Category shall be: Affordable Housing - 25 percent, Workforce Housing - 25 percent, economic development - 25 percent and mitigation of homelessness - 25 percent. The services, programs, projects, and initiatives provided to each Funded Category should be evaluated through the grant application process outlined in this Part.

(b) *Annual Establishment.* The City Council shall review the recommendations of the Committee and establish the percentage of funding allocation for each Funded Category on or before May 1 of each year with the exception that the allocations for funding appropriated in Fiscal Years 2025-2026 and 2026-2027 shall be as established in Section 118.909(a) above. The grant recipients awarded under this Part shall provide programs,

1 services, projects, and initiatives within the Eastside to the
2 established Funded Categories.

- 3 (c) *Reallocation of Funds.* Where a Funded Category contains more
4 funding than applied for, the excess funding for that Funded
5 Category may be applied to another Funded Category that contains
6 less funding than applied for. Where more than one Funded
7 Category has fewer funds than applied for, the excess funding
8 shall be divided amongst the underfunded categories on a
9 percentage basis where the total amount underfunded in all
10 underfunded categories is the denominator and the amount
11 underfunded in any one category is the numerator.

12 **Sec. 118.910. - Eligibility to Apply for Eastside Grants Program**
13 **Grants.**

- 14 (a) *Certain Programs Ineligible.* A requesting organization's
15 program, service, project, or initiative shall be ineligible to
16 receive an Eastside Grants Program grant if the requesting
17 organization's same program, service, project, or initiative
18 receives funding through another City grant program, including
19 but not limited to, the programs listed below:

- 20 (1) Public Service Grant program pursuant to Chapter 118, Part
21 8;
22 (2) Cultural Service Grant Program pursuant to Chapter 118,
23 Part 6;
24 (3) Art in Public Places Program pursuant to Chapter 118, Part
25 6;
26 (4) Kids Hope Alliance program pursuant to Chapter 77;
27 (5) Downtown Investment Authority and Office of Economic
28 Development programs pursuant to Chapter 55 and Chapter
29 26, respectively;
30 (6) Housing and Community Development Division programs
31 pursuant to Chapter 34, Part 2; and

(7) Social Services Division programs pursuant to Chapter 28, Part 5.

In addition, programs, services and initiatives receiving an Eastside Grants Program grant will be ineligible to receive funding for the same program, service, project, or initiative through any other City program, including but not limited to those listed above.

(b) *Eligible Programs and Initiatives.* In order to be eligible to apply for or receive an Eastside Grants Program grant, a requesting organization must meet the following qualifications:

(1) All requesting organizations must perform or operate a program, service, project, or initiative that tangibly affects and improves the Eastside community in accordance with the applicable Funded Category.

(2) The requesting organization must perform or operate programs, services, projects, or initiatives in Duval County, Florida. Grant funds awarded pursuant to this Part shall be used solely to serve residents of the Eastside within Duval County and all expenditures of grant funds shall be in compliance with the obligations set forth in Chapter 118, Parts 1 - 5, of this Chapter.

(3) Notwithstanding the provision to the contrary in subsection 118.201(f)(7), grant funds awarded for capital projects or initiatives shall be paid upon completion of the project or initiative.

(c) *Eligibility Documents.* Notwithstanding the prohibition in subsection (a) above, a requesting organization shall include the following eligibility documents listed in subsections (1)-(5) below, as applicable (collectively, the "Eligibility Documents") in its grant application submittal. If a requesting organization fails to include the Eligibility Documents in the

1 form and manner prescribed below, the requesting organization
2 shall be ineligible to apply for an Eastside Grants Program
3 grant and such requesting organization's application shall not
4 be reviewed and evaluated by the Committee. The Eligibility
5 Documents are as follows:

6 (1) A copy of a Florida Certificate of status (sometimes
7 referred to as a "Certificate of good standing") issued
8 within the last 12 months and prior to the grant
9 application deadline by the Florida Division of
10 Corporations evidencing that the requesting organization
11 is in good standing and has been in existence for at least
12 two years prior to the Eastside Grants Program grant
13 application deadline for purposes of the initial Eastside
14 Grants Program grant cycle and for at least three years
15 for the purposes of any grant cycle thereafter; and

16 (2) If applicable, either:

17 a. A copy of the requesting organization's current
18 Charitable Solicitation Permit issued by the State of
19 Florida evidencing that the requesting organization is
20 current on state charitable permitting fees;

21 b. A state letter of exemption indicating that the
22 organization is exempt pursuant to Section 496.406(3),
23 *Florida Statutes*; or

24 c. A letter from the requesting organization's governing
25 body stating it is their understanding the requesting
26 organization is exempt from Sections 496.401-496.424,
27 *Florida Statutes*, pursuant to Section 496.403, *Florida*
28 *Statutes*, or is otherwise exempt from the requirement
29 to hold a Charitable Solicitation Permit.

30 (3) The following financial information, as applicable:

- a. Copies of the requesting organization's fiscal balance sheets and statements of income and expenses for the requesting organization's last two completed fiscal years for the initial grant cycle and the last three completed fiscal years for any grant cycle thereafter; and
- b. Copies of the requesting organization's last two completed and filed federal tax returns for the initial grant cycle and copies of the requesting organization's last three completed and filed federal tax returns for any grant cycle thereafter; or
- c. Organizations exempt from filing federal tax returns shall file:
 - i. IRS certification of exemption; and
 - ii. Copies of audit reports for the last two years for the initial grant cycle and copies of audit reports for the last three years for any grant cycle thereafter. Audit reports shall be conducted in accordance with both GAAS and Government Auditing Standards (GAS) issued by the Comptroller General of the United States, and if applicable the provisions of the Office of Management and Budget Circular A-133 "Audits of States, Local Governments and Non-Profit Organizations" made by a certified public accountant; or
- d. Organizations without the financial information requested in subsections (3)a.-c. above, must submit its financial information in form and substance acceptable to the Finance Department. The form shall be identified by the Department prior to the

commencement of the application cycle and be uniform for all organizations completing the form. Organizations must contact the Manager to request the form.

(4) A copy of the completed Mandatory Application Workshop certificate issued by the Manager evidencing the requesting organization's compliance with the Mandatory Application Workshop pursuant to Section 118.908 herein; and

(5) An original and accurate affidavit as verified by the Manager, in the form provided by the Office of General Counsel, executed by the requesting organization's executive director, chief executive or operating officer, president, vice president or board chairman certifying that:

a. The requesting organization's program, service, project, or initiative will be operated in Duval County, Florida and serve the people of the City within the Eastside;

b. The requesting organization's program, service, project, or initiative will serve a Funded Category for the grant application cycle in which the requesting organization is applying for a grant;

c. The requesting organization's program, service, project, or initiative is not receiving funding from any of the City programs listed in Section 118.910(a) for the fiscal year in which the requesting organization is applying;

d. The requesting organization's grant request for multiple or single programs, services, projects, or initiatives does not exceed in the aggregate 50 percent of the requesting organization's annual revenue averaged over the previous two tax/fiscal years;

e. The requesting organization is in compliance with the terms of all existing City agreements in which the requesting organization is a party;

f. The requesting organization is in compliance with all applicable federal, state, and local laws, rules, regulations and ordinances, as the same may exist and may be amended from time to time; and

g. The requesting organization has not submitted more than one application per Funded Category and has not submitted more than one application for a particular program, project, or initiative.

If the Committee or Manager determines that a statement made in the affidavit is incorrect or false, the requesting organization will be deemed ineligible.

(d) *Eligibility Notification.* The Manager shall notify requesting organizations in writing within three business days of the Manager's decision to deem a requesting organization eligible or ineligible to apply for an Eastside Grants Program grant. In those instances where a requesting organization is deemed ineligible, such notice shall specify the reasons for the requesting organization's ineligibility and information regarding the appeals procedure set forth in Section 118.915. The Committee shall be informed by the Manager of the requesting organizations deemed to be ineligible pursuant to this Section at the earliest Committee meeting following the Manager's determination.

(e) *Waiver of Eligibility Requirements.* The eligibility requirements set forth in this Section may not be waived except by two-thirds vote of the City Council.

Sec. 118.911. - Application Requirements.

1 (a) *Application Deadline.* A requesting organization may submit an
2 Eastside Grants Program grant application after the date that
3 the City Council approves the percentage of funds allocated to
4 the Eastside Grants Program Funded Categories pursuant to this
5 Part, but no later than July 1 of each fiscal year, with the
6 exception that applications for the initial Eastside Grants
7 Program grant cycle (Fiscal Year 2026-2027) shall be due no
8 later than August 1, 2026. The Manager shall prescribe one or
9 more methods that applications may be submitted, which may
10 include in person, electronically, or through an online
11 application.

12 (b) *Application Contents.* Each application for an Eastside Grants
13 Program grant submitted by a requesting organization pursuant
14 to this Part shall contain the following information:

15 (1) The Eligibility Documents pursuant to Section 118.910.

16 (2) A Cover Page containing the following information:

17 a. Name of the requesting organization;

18 b. Name of the program, service, project, or initiative;

19 c. The Funded Category that the program, service, project,
20 or initiative will serve;

21 d. Amount of the grant request;

22 e. The fiscal year for which the requesting organization
23 is submitting a grant request;

24 f. The following certification executed (electronically or
25 manually) by the executive director, chief executive or
26 operating officer, president, vice president or board
27 chairman in the form below:

28 "I, name/title, hereby certify that the information
29 and representations contained in this fiscal year
30 _____ Eastside Grants Program grant application is
31 true and correct."

By: _____

Print Name/Title: _____

Date: _____

- (3) A section entitled "Organization Background and Experience" containing a description of the requesting organization's board (number of members, length of service of each member, and relevant experience of each member), executive staff (e.g., executive director, chief executive or operating officer, chief financial officer), and the requesting organization's experience and accomplishments within the Eastside and in the area of the Funded Category applied for. This section may without limitation describe the requesting organization's mission, future plans, and major programs, services, projects, or initiatives that support Duval County and/or the Eastside (maximum three pages or 7,500 characters for an online application).
- (4) A section entitled "Program/Service/Project/Initiative Overview" containing a description of the program, service, project, or initiative and how it will address the applicable Funded Category applied under. This section may include, without limitation, partnerships with other programs or organizations as applicable (maximum three pages or 7,500 characters for an online application).
- (5) A section entitled "Program/Service/Project/Initiative Activities" containing a list of all activities that the program, service, project, or initiative will offer or provide and a brief description of each activity (maximum one page or 2,500 characters for an online application).
- (6) A section entitled "Program/Service/Project/Initiative Management and General Overhead" containing a description of the management and staff positions that will be required

1 to successfully operate the program, service, project, or
2 initiative and the general overhead of the organization.
3 This section may include, without limitation, potential
4 fundraising capacity, plan, strategy and funding partners
5 for the program, service, project, or initiative as well
6 as how the program, service, project, or initiative will
7 be sustained in future years (maximum three pages or 7,500
8 characters for an online application).

9 (7) A section entitled "Operating Budget and Budget Narrative"
10 which lists all line-item expenses and revenues to operate
11 or complete, as applicable, the program, service, project,
12 or initiative during the fiscal year and contains a brief
13 description of each line-item expense. The expenses and
14 revenues must balance (maximum two pages or 5,000
15 characters for an online application, not including the
16 approved form).

17 (8) A section entitled "Program/Service/Project/Initiative
18 Impact and Effectiveness" containing a description of: (i)
19 the program, service, project, or initiative's goals and
20 objectives and how attainment of the goals and objectives
21 will be measured; (ii) the program, service, project, or
22 initiative's achievements during the year immediately
23 preceding the application or, for new programs, services,
24 projects, or initiatives, a description of national
25 studies, qualitative measures, best practices and
26 successes of similar programs, services, projects, or
27 initiatives, citing the sources and national standards
28 relied upon for this information, as applicable; (iii) the
29 projected program/service/project/initiative impact on the
30 applicable Funded Category and the anticipated number of
31 people or area of Eastside to be served by the program,

1 service, project, or initiative; and (iv) a listing of each
2 noncompliance incident within the past three years that
3 has resulted in the requesting organization being placed
4 on the Council Auditor's Chapter 118 noncompliance list.
5 Such list shall set forth with respect to each
6 noncompliance incident: (a) the noncompliance dates (e.g.,
7 the start date and end date), and (b) an explanation for
8 the noncompliance (maximum four pages, not including the
9 information required in item (iv) above) (maximum 4 pages
10 or 10,000 characters for an online application).

11 (c) *Application Format.* The application shall have one-inch margins
12 and contain no more than 16 single-sided, double-spaced 8½ inch
13 by 11 inch pages. The font style shall be Times New Roman or
14 Arial with a minimum font size of 11 points and a maximum font
15 size of 12. The Cover Page and Eligibility Documents will not
16 be counted as part of the 16-page limit. The Eligibility
17 Documents may be included as appendices. The Committee may
18 create a form application consistent with the requirements of
19 this Part, provided that the Committee may not add to or remove
20 any of the application contents prescribed in subsection (b)
21 above without City Council approval. Eastside Grants Program
22 grant applications submitted electronically shall approximate
23 the format required in this subsection (c) to the greatest extent
24 possible. Applications submitted through an online application
25 system shall comply with the maximum character counts.

26 (d) *Interviews.* The Committee may, in its sole discretion, conduct
27 interviews of requesting organizations in a Funding Category
28 regarding their respective Eastside Grants Program grant
29 applications. If the Committee elects to interview one
30 requesting organization in a Funded Category, the Committee
31 shall also interview the other requesting organizations in said

1 Funded Category. Any interviews conducted by the Committee
2 pursuant to this subsection shall be after the grant application
3 deadline but prior to October 1, with the exception that the
4 Committee may conduct such interviews through July 31, 2026, for
5 the first cycle of grant applications for Fiscal Year 2026-2027.
6 The Committee shall notify the requesting organization of the
7 place and time of the interviews. Such interviews shall be
8 conducted pursuant to Florida's open meetings laws and for the
9 sole purpose of the requesting organization verbally explaining,
10 clarifying or justifying to the Committee any information
11 contained in the requesting organization's application. A
12 requesting organization shall not add any new written
13 information or materials to its application, or present any new
14 written information or materials to the Committee regarding its
15 application, during such interviews.

- 16 (e) *Certain Communications Prohibited During the Application Scoring*
17 *Period.* During the Application Scoring Period, a requesting
18 organization shall be prohibited from communicating with
19 Committee members, the Manager, and other City employees
20 involved in the Eastside Grants Program grants process regarding
21 an application submitted by such organization pursuant to this
22 Part. For purposes of this Section, the "Application Scoring
23 Period" shall mean the period each fiscal year commencing on the
24 day immediately following the grant application deadline in
25 Section 118.911 and ending on the day that the Manager has
26 received the scoring for all eligible applications pursuant to
27 Section 118.912. This prohibition also includes communications
28 by a requesting organization with the City's Office of General
29 Counsel unless the Manager has authorized such communications
30 in advance. This prohibition shall not apply to the following
31 communications:

- (1) Communications to the Manager regarding matters of process or procedure contained in this Part, including, but not limited to, the grant appeals procedure in Section 118.915;
- (2) Communications during any publicly noticed meeting under Chapter 286, *Florida Statutes*, including, but not limited to, Committee meetings and subcommittee meetings; and
- (3) Communications that are necessary and solely related to the ordinary course of business concerning a requesting organization's existing Eastside Grants Program grant contract(s), if any.

(f) *Disqualification; Notification.* If a requesting organization's application fails to include the items and section headings specified in this Section 118.911, or fails to meet the format requirements of subsection 118.911(c) above, such application shall not be considered and reviewed by the Committee. As long as an application contains the required section headings outlined above, together with some information describing the same, and is properly formatted, such application shall be deemed to have complied with the requirements of this Section. Failure by a requesting organization to provide adequate information under each required section may result in a lower application score and ranking.

The Manager shall notify requesting organizations, in writing, within three business days of the Manager's decision to qualify or disqualify such requesting organization's application from consideration and review by the Committee. Such notice shall specify the reasons for the disqualification and the requesting organization's right to appeal the decision pursuant to the procedures set forth in Section 118.915. The Manager shall inform the Committee of the requesting organizations deemed by the Manager to be disqualified pursuant

1 to this Section at the earliest Committee meeting following the
2 Manager's determination.

3 **Sec. 118.912. - Review, Evaluation and Scoring of Applications by**
4 **Committee.**

5 (a) *Scoring Committees; Deadline.* The Committee may create a scoring
6 subcommittee for each Funded Category and all grant applications
7 belonging to such category shall be reviewed, scored and
8 evaluated by said scoring subcommittee, provided however that no
9 application shall be scored by fewer than five members of the
10 Committee. Members may be assigned by the Chair to more than one
11 scoring subcommittee established for a given Funded Category;
12 however, the same group of members (five or more) assigned to a
13 scoring subcommittee must score each application assigned to the
14 subcommittee for review. If a member is unable to review, score
15 and evaluate all of the applications assigned to a scoring
16 subcommittee, the Chair shall assign a new member to replace such
17 member. The score sheets for any application completed by any
18 such replaced member shall not be used and the new assigned
19 member shall independently review, evaluate and score the
20 applications assigned to such scoring subcommittee. In the event
21 that the Committee membership is less than seven members, all
22 members of the Committee shall be required to score each grant
23 application. Members shall review, score and evaluate
24 applications and forward completed score sheets for each
25 application to the Manager on or before October 1 of each year
26 with the exception that the score sheets for the first round of
27 grant applications for Fiscal Year 2026-2027 shall be completed
28 and submitted to the Manager on or before November 1, 2026.

29 (b) *Scoring and Rankings.* A score sheet containing the evaluation
30 criteria, together with the maximum points assigned to each
31 criterion pursuant to Section 118.912(c) below, shall be used

1 to evaluate applications. Each member shall record the scores
2 given to each criterion on the score sheet. The score sheet
3 shall be retained by the Manager and made available for review
4 as public record at such time that the scoring for all eligible
5 applications is completed. City staff shall not score
6 applications nor provide scoring suggestions to members of the
7 Committee. The Manager shall rank each application belonging to
8 a Funded Category from highest to lowest (e.g., first, second,
9 third, etc.) based on the average of the scores contained on the
10 score sheets for each application. Upon determining the average
11 score for each application, the Manager shall discard any
12 individual application score that is 20 points more or less than
13 such average score and recalculate the average score for said
14 application based on the remaining scores. An application must
15 have an average score of 70 points or more to be awarded grant
16 funds pursuant to this Part. The Committee shall establish a
17 uniform procedure for breaking tied scores.

18 (c) *Evaluation Criteria.* The Committee shall evaluate and score
19 Sections 118.911(b)(3)-(8) of each Eastside Grants Program grant
20 application based upon the following evaluation criteria and
21 maximum assigned points to each criterion:

- 22 (1) Quality of the program, service, project, or initiative
23 (maximum 20 points);
- 24 (2) Strength of staff and board (maximum 5 points);
- 25 (3) Requesting organization's ability to administratively
26 manage the program, service, project, or initiative and
27 budget (maximum 10 points);
- 28 (4) Need for the program, service, project, or initiative
29 within the applicable Funded Category and the Eastside
30 (maximum 10 points);
- 31 (5) Quality and results of past performance by the requesting

- organization and/or the program, service, project, or initiative to be funded (maximum 10 points);
- (6) Impact of the program, service, project, or initiative on the applicable Funded Category and the Eastside (maximum 10 points);
- (7) Accuracy and appropriateness of the program, service, project, or initiative budget (maximum 15 points);
- (8) Ability of the requesting organization to perform and/or complete the program, service, project, or initiative, as applicable (maximum 15 points); and
- (9) Ability of the proposed measures to evaluate the effectiveness of the program, service, project, or initiative (maximum 5 points).
- (d) *Tentative Adoption of Rankings by Committee.* The Committee shall announce the rankings for each application belonging to a Funded Category at a meeting in the first full week of October of each year and adopt a tentative ranking and funding allocation list. For the Fiscal Year 2026-2027 grant cycle, the Committee shall announce the rankings for each application belonging to a Funded Category at a meeting in the first full week of November. Copies of each requesting organization's completed score sheets, together with any other supporting information or justification from the application scorer regarding the application score, shall be made available to requesting organizations after such meeting. A requesting organization will also be notified in writing by the Manager of its application score and ranking. A requesting organization may appeal a score sheet or ranking decision made pursuant to this Part through the appeals procedure set forth in Section 118.915.

Sec. 118.913. Grant Award Limitations; Funding Allocations by Committee.

1 (a) *Grant Awards Limitations.*

2 (1) Individual grants within each Funded Category shall be
3 based on the high score model for funding purposes. The
4 high score model shall award 100 percent of requested
5 funding for the highest-ranked score until funds are
6 exhausted. Grants awarded for operational or programmatic
7 initiatives shall be up to the maximum amount of \$250,000.

8 (2) Each requesting organization shall be limited to submittal
9 of one grant application per Funded Category.

10 (3) Requesting organizations applying to more than one Funded
11 Category may submit only one application total for a
12 particular program, project, or initiative and a particular
13 program, project, or initiative may be awarded only one
14 Eastside Program Grant in any grant cycle.

15 (b) *Final Funding Allocations.* After the City Council adopts the
16 annual budget ordinance and by November 1 of each year, the
17 Committee shall allocate funding to requesting organizations
18 based on the application scoring and rankings pursuant to this
19 Part in an amount not to exceed the appropriation for Eastside
20 Grants Program grants contained in the annual budget ordinance
21 with the exception that the Committee shall allocate funding for
22 Fiscal Year 2026-2027 grant cycle on or before December 1, 2026.
23 The Committee's final funding allocations shall be adopted by
24 the Committee at a public meeting following the tentative
25 adoption required in Section 118.912(d) and the appeals
26 procedures outlined in Section 118.915. Upon final adoption of
27 the funding allocations by the Committee, the Eastside Grants
28 Program grant recipients shall execute an agreement between the
29 recipient and the City in accordance with Section 118.201,
30 *Ordinance Code*. The Committee shall forward a complete list of
31 Eastside Grant Program grant recipients and funding allocations

to the Council Auditor's Office, the Office of the Mayor, the City Council and the Director of the Finance Department.

Sec. 118.914. - Amendments to Eastside Grants Program Grant Budgets by Recipients; Approval by Manager.

The Manager may approve budget changes to a recipient's Eastside Grants Program grant agreement so long as such budget changes are within ten percent of approved budget line items contained in the recipient's Eastside Grants Program grant application.

Sec. 118.915. - Eastside Grants Program Grant Appeals Board; Appeals Procedure.

(a) *Appeals Board Responsibility; Composition.* The Eastside Grants Program Grants Appeals Board (the "Appeals Board") shall hear and make final determinations on all appeals made by requesting organizations pursuant to this Section. The Appeals Board shall consist of three members: (i) the Chair of Committee, (ii) the Manager, and (iii) the Chief of Procurement, or his or her designee. The Manager shall be the Chair of the Appeals Board.

(b) *Notice of Meetings; Standard of Review.* All meetings of the Appeals Board shall be quasi-judicial, noticed and open to the public. The standard of review for the Appeals Board shall be *de novo* as to the specific matters contained in the requesting organization's Notice of Appeal.

(c) *Appealable Matters.* A requesting organization may only appeal a tentative funding allocation or eligibility decision regarding the requesting organization's grant application to the Appeals Board for one or more of the application or scoring defects stated below:

(1) Mathematical errors contained on the application score sheet or tentative funding allocation spreadsheet;

(2) An error by the application scorer in deducting points from a requesting organization's application score for not

1 including a required application item or attachment that
2 was included in the requesting organization's application
3 submittal and such error was determinative in the
4 requesting organization's inability to receive a funding
5 allocation;

6 (3) A minor irregularity in the application contents or
7 requirements which (i) is not prohibited under Section
8 118.911; (ii) adversely impacts a requesting
9 organization's eligibility or application score and
10 ranking; and (iii) will not result in an unfair competitive
11 advantage to the requesting organization if such
12 irregularity is waived;

13 (4) An error made by the Manager in the eligibility
14 determination or disqualification of a requesting
15 organization's application from consideration pursuant to
16 Sections 118.910 and 118.911, respectively; and

17 (5) A determination made by the Manager that a requesting
18 organization's application is ineligible or disqualified
19 due to such organization being on the Council Auditor's
20 Chapter 118 noncompliance list.

21 (d) *Appeals Deadline; Contents; Procedures.* A requesting
22 organization shall have five business days from the decision
23 date of the Committee or Manager, as applicable, to deem a
24 requesting organization ineligible to apply for an Eastside
25 Grants Program grant under Section 118.910, disqualify an
26 application under Section 118.911 or tentative funding
27 allocation under Section 118.912 to file a Notice of Appeal. The
28 Manager shall determine the timeliness of an appeal. The Notice
29 of Appeal shall be addressed to the Manager and must:

- 1 (1) Identify one or more of the stated reasons in Section
2 118.915(c) above for the appeal and include any supporting
3 documentation or information evidencing the same; and
4 (2) State the amount of the requesting organization's
5 application grant request and the Committee's tentative
6 funding allocation.

7 The Appeals Board shall meet as soon as practicable to hear
8 appeals and render final decisions to grant or deny the same.
9 The Appeals Board shall afford requesting organizations, and as
10 applicable the Committee member(s) pertinent to the appeal, an
11 opportunity to comment at the Notice of Appeal meeting, and the
12 Appeals Board shall notify the Committee of the results and
13 final determinations regarding each appeal.

- 14 (e) *Remedy*. Any appeals filed under Sections 118.915(c) (4) and (5)
15 above and granted in favor of the requesting organization by the
16 Appeals Board shall be immediately allowed into the grant review
17 and evaluation process and the Chair shall assign such
18 application to the Committee or scoring subcommittee for review,
19 as applicable. In instances where the Committee must make
20 adjustments to tentative funding allocations based on the appeal
21 outcome, the Chair shall call a special meeting of the Committee
22 to make adjustments to the tentative funding allocations and
23 adopt final funding allocations pursuant to this Part.

- 24 (f) *Additional Procedures*. The Appeals Board may promulgate
25 additional appeals procedures consistent with the procedures
26 contained in this Section.

- 27 (g) *Appeals Board Decisions to be Final*. All decisions of the Appeals
28 Board shall be final and non-appealable.

29 **Sec. 118.916. - Dates and Times.**

30 In the event that any of the dates referenced in this Part falls
31 on a Saturday, Sunday or City-observed holiday, such date shall be

1 extended automatically until the next business day. Requesting
2 organizations shall have until the close of business based on the
3 City's normal operating hours to submit any applications, information
4 or documentation, including appeals, under this Part.

5 **Section 3. Severability.** The provisions of this Ordinance,
6 including sections and subsections within the Ordinance, are intended
7 to be severable and if any provision is declared invalid or
8 unenforceable by a court of competent jurisdiction, such provision
9 shall be severed and the remainder shall continue in full force and
10 effect, with the Ordinance being deemed amended to the least degree
11 legally permissible.

12 **Section 4. Codification Instructions.** The Codifier and the
13 Office of General Counsel are authorized to make all chapter and
14 division "table of contents" consistent with the changes set forth
15 herein. Such editorial changes and any other necessary to make the
16 *Ordinance Code* consistent with the intent of this legislation are
17 approved and directed herein, and the changes to the *Ordinance Code*
18 shall be made forthwith and when inconsistencies are discovered.

19 **Section 5. Effective Date.** This Ordinance shall become
20 effective upon signature by the Mayor or upon becoming effective
21 without the Mayor's signature.

22
23 Form Approved:

24
25 /s/ Mary E. Staffopoulos

26 Office of General Counsel

27 Legislation Prepared By: Mary E. Staffopoulos

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