

1 The Finance Committee offers the following Substitute to File No.
2 2026-36:

3
4 Introduced by the Special Committee on the Community Benefits
5 Agreement 2.0 (Council Members Arias, Salem, Amaro, J. Carlucci,
6 Clark-Murray and Peluso):

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8
9 **ORDINANCE 2026-36**

10 AN ORDINANCE ESTABLISHING AN EASTSIDE COMMUNITY
11 GRANTS PROGRAM; CREATING A NEW PART 9 (EASTSIDE
12 COMMUNITY GRANTS PROGRAM), CHAPTER 118 (CITY
13 GRANTS), *ORDINANCE CODE*, TO CREATE A NEW GRANTS
14 PROGRAM PURSUANT TO WHICH FUNDS DESIGNATED FOR
15 PROGRAMS, SERVICES, PROJECTS AND INITIATIVES FOR
16 AFFORDABLE HOUSING, WORKFORCE HOUSING, ECONOMIC
17 DEVELOPMENT AND MITIGATION OF HOMELESSNESS IN
18 THE EASTSIDE, AS DEFINED IN THE SUPPLEMENTAL
19 JACKSONVILLE STADIUM COMMUNITY BENEFITS
20 AGREEMENT APPROVED AND AUTHORIZED BY ORDINANCE
21 2024-905-E, MAY BE DISBURSED TO QUALIFIED
22 ORGANIZATIONS; PROVIDING FOR OVERSIGHT AND
23 ADMINISTRATION OF THE EASTSIDE COMMUNITY GRANTS
24 PROGRAM BY THE GRANTS AND CONTRACT COMPLIANCE
25 DIVISION OF THE FINANCE DEPARTMENT; PROVIDING
26 FOR SEVERABILITY; PROVIDING FOR CODIFICATION
27 INSTRUCTIONS; PROVIDING AN EFFECTIVE DATE.

28
29 **BE IT ORDAINED** by the Council of the City of Jacksonville:

30 **Section 1. Creating a new Part 9 (Eastside Community Grants**
31 **Program), Chapter 118 (City Grants), Ordinance Code.** A new Part 9

1 (Eastside Community Grants Program), Chapter 118 (City Grants),
2 *Ordinance Code*, is hereby created to read as follows:

3 **CHAPTER 118 - CITY GRANTS**

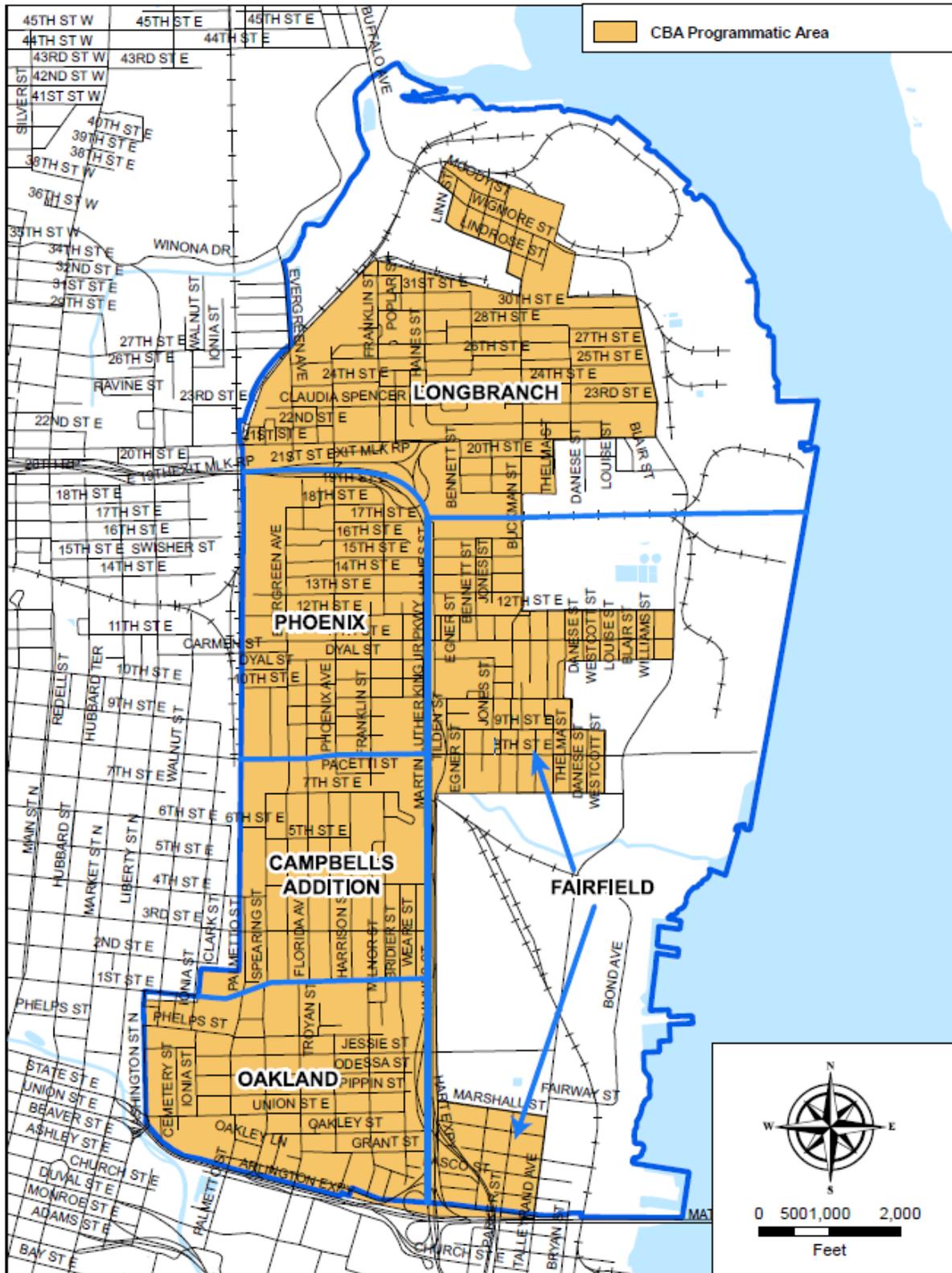
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5 **PART 9. - EASTSIDE COMMUNITY GRANTS PROGRAM**

6 **Sec. 118.901. - Purpose.**

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

19 **Figure 1: Eastside Map**



1
 2 **Sec. 118.902. - Definitions.**
 3 The following terms, wherever used in this Part, shall have the
 4 following respective meanings for the purposes of this Part, unless

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

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

9 *Eastside* shall mean the area outlined in blue and located
10 generally within the boundaries identified on Figure 1 of Section
11 118.901.

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

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

21 *Workforce Housing* shall mean housing that is not Affordable
22 Housing but is housing on which the occupant is paying no more than
23 30 percent of the amount that is equal to 120 percent of the Local
24 Area Median Income for housing costs, including utilities.

25 **Sec. 118.903. - Eastside Grants Committee Established.**

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

1 development, and/or mitigation of homelessness.

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

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

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

15 (i) Campbells Addition;

16 (ii) Fairfield;

17 (iii) Longbranch;

18 (iv) Oakland; and

19 (v) Phoenix.

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

29 (i) Economic development and/or workforce development.

30 (ii) Affordable housing and/or workforce housing.

31 (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 JJJ shall serve
25 until a successor is appointed by JJJ.

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 JJJ
30 shall serve and be removed at the pleasure of JJJ.

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

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

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

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

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

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

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

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

22 On or before April 1 of each year, the Committee shall submit
23 to the Mayor's Budget Review Committee (the "MBRC") for review an
24 annual lump sum appropriation request for the Eastside Grants Program,
25 inclusive of administrative costs and grants to be awarded annually
26 under this Part. The Committee shall include in the request relevant
27 information regarding the appropriation amount and the need for
28 Eastside Program Grants in the Eastside community. The MBRC shall
29 review and consider the Committee's appropriation request and include
30 a lump sum appropriation for the Eastside Grants Program in the
31 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.

1 **Sec. 118.909. - Eastside Grants Program Funded Categories.**

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

- 9 (1) Affordable Housing
10 (2) Workforce Housing
11 (3) Economic development
12 (4) Mitigation of homelessness

13 The Committee shall also recommend whether the Committee shall
14 award funding to requesting organizations under this Part via a
15 Request for Proposal pursuant to Chapter 126, *Ordinance Code*,
16 or through the grant application process outlined in this Part.
17 For the initial year of Eastside Grants Program (funded through
18 the Fiscal Year 2025-2026 and 2026-2027 appropriations), the
19 allocation of funding to each Funded Category shall be:
20 Affordable Housing - 25 percent, Workforce Housing - 25 percent,
21 economic development - 25 percent and mitigation of homelessness
22 - 25 percent. The services, programs, projects, and initiatives
23 provided to each Funded Category should be evaluated through the
24 grant application process outlined in this Part.

25 (b) *Annual Establishment.* The City Council shall review the
26 recommendations of the Committee and establish the percentage
27 of funding allocation for each Funded Category on or before May
28 1 of each year with the exception that the allocations for
29 funding appropriated in Fiscal Years 2025-2026 and 2026-2027
30 shall be as established in Section 118.909(a) above. The grant
31 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

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

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

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

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

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

22 (3) Notwithstanding the provision to the contrary in subsection
23 118.201(f)(7), grant funds awarded for capital projects or
24 initiatives shall be paid upon completion of the project
25 or initiative.

26 (c) *Eligibility Documents.* Notwithstanding the prohibition in
27 subsection (a) above, a requesting organization shall include
28 the following eligibility documents listed in subsections (1)-
29 (5) below, as applicable (collectively, the "Eligibility
30 Documents") in its grant application submittal. If a requesting
31 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:

- 1 a. Copies of the requesting organization's fiscal balance
2 sheets and statements of income and expenses for the
3 requesting organization's last two completed fiscal
4 years for the initial grant cycle and the last three
5 completed fiscal years for any grant cycle thereafter;
6 and
- 7 b. Copies of the requesting organization's last two
8 completed and filed federal tax returns for the initial
9 grant cycle and copies of the requesting organization's
10 last three completed and filed federal tax returns for
11 any grant cycle thereafter; or
- 12 c. Organizations exempt from filing federal tax returns
13 shall file:
- 14 i. IRS certification of exemption; and
- 15 ii. Copies of audit reports for the last two years
16 for the initial grant cycle and copies of audit
17 reports for the last three years for any grant
18 cycle thereafter. Audit reports shall be
19 conducted in accordance with both GAAS and
20 Government Auditing Standards (GAS) issued by
21 the Comptroller General of the United States,
22 and if applicable the provisions of the Office
23 of Management and Budget Circular A-133 "Audits
24 of States, Local Governments and Non-Profit
25 Organizations" made by a certified public
26 accountant; or
- 27 d. Organizations without the financial information
28 requested in subsections (3)a.-c. above, must submit
29 its financial information in form and substance
30 acceptable to the Finance Department. The form shall
31 be identified by the Department prior to the

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

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

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

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

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

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

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

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

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

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

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

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

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

30 **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."

1 By: _____

2 Print Name/Title: _____

3 Date: _____

- 4 (3) A section entitled "Organization Background and
5 Experience" containing a description of the requesting
6 organization's board (number of members, length of service
7 of each member, and relevant experience of each member),
8 executive staff (e.g., executive director, chief executive
9 or operating officer, chief financial officer), and the
10 requesting organization's experience and accomplishments
11 within the Eastside and in the area of the Funded Category
12 applied for. This section may without limitation describe
13 the requesting organization's mission, future plans, and
14 major programs, services, projects, or initiatives that
15 support Duval County and/or the Eastside (maximum three
16 pages or 7,500 characters for an online application).
- 17 (4) A section entitled "Program/Service/Project/Initiative
18 Overview" containing a description of the program, service,
19 project, or initiative and how it will address the
20 applicable Funded Category applied under. This section may
21 include, without limitation, partnerships with other
22 programs or organizations as applicable (maximum three
23 pages or 7,500 characters for an online application).
- 24 (5) A section entitled "Program/Service/Project/Initiative
25 Activities" containing a list of all activities that the
26 program, service, project, or initiative will offer or
27 provide and a brief description of each activity (maximum
28 one page or 2,500 characters for an online application).
- 29 (6) A section entitled "Program/Service/Project/Initiative
30 Management and General Overhead" containing a description
31 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 (1) Communications to the Manager regarding matters of process
2 or procedure contained in this Part, including, but not
3 limited to, the grant appeals procedure in Section 118.915;
- 4 (2) Communications during any publicly noticed meeting under
5 Chapter 286, *Florida Statutes*, including, but not limited
6 to, Committee meetings and subcommittee meetings; and
- 7 (3) Communications that are necessary and solely related to
8 the ordinary course of business concerning a requesting
9 organization's existing Eastside Grants Program grant
10 contract(s), if any.

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

23 The Manager shall notify requesting organizations, in
24 writing, within three business days of the Manager's decision
25 to qualify or disqualify such requesting organization's
26 application from consideration and review by the Committee. Such
27 notice shall specify the reasons for the disqualification and
28 the requesting organization's right to appeal the decision
29 pursuant to the procedures set forth in Section 118.915. The
30 Manager shall inform the Committee of the requesting
31 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

1 organization and/or the program, service, project, or
2 initiative to be funded (maximum 10 points);

3 (6) Impact of the program, service, project, or initiative on
4 the applicable Funded Category and the Eastside (maximum
5 10 points);

6 (7) Accuracy and appropriateness of the program, service,
7 project, or initiative budget (maximum 15 points);

8 (8) Ability of the requesting organization to perform and/or
9 complete the program, service, project, or initiative, as
10 applicable (maximum 15 points); and

11 (9) Ability of the proposed measures to evaluate the
12 effectiveness of the program, service, project, or
13 initiative (maximum 5 points).

14 (d) *Tentative Adoption of Rankings by Committee.* The Committee
15 shall announce the rankings for each application belonging to a
16 Funded Category at a meeting in the first full week of October
17 of each year and adopt a tentative ranking and funding allocation
18 list. For the Fiscal Year 2026-2027 grant cycle, the Committee
19 shall announce the rankings for each application belonging to a
20 Funded Category at a meeting in the first full week of November.
21 Copies of each requesting organization's completed score sheets,
22 together with any other supporting information or justification
23 from the application scorer regarding the application score,
24 shall be made available to requesting organizations after such
25 meeting. A requesting organization will also be notified in
26 writing by the Manager of its application score and ranking. A
27 requesting organization may appeal a score sheet or ranking
28 decision made pursuant to this Part through the appeals
29 procedure set forth in Section 118.915.

30 **Sec. 118.913. Grant Award Limitations; Funding Allocations by**
31 **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

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

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

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

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

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

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

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

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

30 (2) An error by the application scorer in deducting points from
31 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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