

1 Introduced by Council Member Boylan:
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4 **ORDINANCE 2026-624**

5 AN ORDINANCE PROVIDING FOR THE DETERMINATION OF
6 ELIGIBILITY AND APPLICATION REQUIREMENTS OF PSG
7 MICRO-GRANT APPLICATIONS; PROVIDING FOR THE
8 DETERMINATION OF THE PROCESS FOR REVIEW,
9 EVALUATION AND SCORING OF PSG MICRO-GRANT
10 APPLICATIONS; PROVIDING FOR THE PROCESS OF AWARD
11 OF PSG MICRO-GRANT APPLICATIONS; AUTHORIZING USE
12 OF FUNDS FOR AWARD RECIPIENT TRAINING; WAIVING
13 SECTION 118.107 (NONPROFITS TO RECEIVE FUNDING
14 THROUGH A COMPETITIVE EVALUATION AWARD PROCESS),
15 PART 1 (GENERAL PROVISIONS), CHAPTER 118 (CITY
16 GRANTS), ORDINANCE CODE, TO ALLOW FOR THE USE OF
17 A COMPETITIVE EVALUATION AWARD PROCESS SPECIFIC
18 TO THE PSG MICRO-GRANT PROGRAM; WAIVING
19 SUBSECTION 118.201(F)(7) (RELEASE OF
20 APPROPRIATIONS), PART 2 (DISBURSEMENT OF CITY
21 GRANTS), CHAPTER 118 (CITY GRANTS), ORDINANCE
22 CODE, TO ALLOW ADVANCE PAYMENTS IN EXCESS OF
23 10% TO THE AWARDED RECIPIENTS; APPROVING AND
24 AUTHORIZING EXECUTION OF PSG MICRO-GRANT
25 AGREEMENTS; PROVIDING FOR OVERSIGHT BY THE
26 GRANTS AND CONTRACT COMPLIANCE DIVISION OF THE
27 DEPARTMENT OF FINANCE; PROVIDING FOR CARRYOVER
28 TO FISCAL YEAR 2027-2028; PROVIDING AN EFFECTIVE
29 DATE.
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31 **BE IT ORDAINED** by the Council of the City of Jacksonville:

1 **Section 1. PSG Micro-Grant Eligibility and Application**
2 **Requirements.** The Chief of Grants and Contract Compliance shall
3 establish the eligibility criteria and application requirements for
4 the PSG Micro-Grants, which shall be approved by the Director of
5 Finance. The eligibility criteria and application requirements shall
6 include the minimum eligibility requirements listed in the Public
7 Service Grants (PSG) Micro-Grant Program document, a copy of which
8 has been placed **On File** with the Office of Legislative Services. Upon
9 their approval by the Director of Finance, a copy of the eligibility
10 criteria and application requirements shall be provided to City
11 Council.

12 **Section 2. Review, Evaluation and Scoring of Micro-Grant**
13 **Applications.** The Chief of Grants and Contract Compliance shall
14 establish the process for review, evaluation and scoring of
15 applications submitted for the PSG Micro-Grant Program. The Chief
16 of Grants and Contract compliance may develop a PSG Micro-Grant
17 scoring rubric that may be used by PSG Council members when scoring
18 PSG Micro-Grant applications.

19 **Section 3. Award.** PSG Micro-Grants may be awarded in a
20 maximum amount not-to-exceed \$20,000 each. PSG Micro-Grants shall not
21 be awarded for less than \$10,000 each. PSG Micro-Grants shall be
22 awarded based on the high score model for funding purposes. The high
23 score model shall award 100 percent of the requested funding for the
24 highest score up to the maximum amount. The next highest ranked
25 score shall be awarded 100 percent of the requested funding up to the
26 maximum amount and so on until the funds are exhausted. The Chief
27 of Grants and Contract Compliance shall forward a complete list of
28 PSG Micro-Grant recipients and funding allocations to the Council
29 Auditor's Office, the Office of the Mayor, the City Council and the
30 Director of Finance.

31 **Section 4. Authorization to Use a Portion of PSG Micro-**

1 **Grant Program Funding for Award Recipient Training.** The Chief of
2 Grants and Contract Compliant may use up to \$3,000 of the funds
3 provided for the PSG Micro-Grant Program to provide training for PSG
4 Micro-Grant award recipients. Any amount not used to provide training
5 shall be made available for PSG Micro-Grant awards.

6 **Section 5. Waiver of Section 118.107 (Nonprofits to receive**
7 **funding through a competitive evaluation award process), Part 1**
8 **(General Provisions), Chapter 118 (City Grants), Ordinance Code.** The
9 provisions of Section 118.107 (Nonprofits to receive funding through
10 a competitive evaluation award process), Part 1 (General Provisions),
11 Chapter 118 (City Grants), Ordinance Code, are hereby waived to allow
12 for the use of a competitive evaluation award process specific to the
13 PSG Micro-Grant Program.

14 **Section 6. Waiver of Subsection 118.201(f)(7) (Release of**
15 **Appropriations), Ordinance Code.** The provisions of subsection
16 118.201(f)(7) (Release of Appropriations), Part 2 (Disbursement of
17 City Grants), Chapter 118 (City Grants), *Ordinance Code*, are hereby
18 waived to allow advance payments in excess of 10% to the awarded
19 recipients. In specific, award recipients will receive one lump sum
20 payment in an amount up to \$20,000, representing 100% of the total
21 award per recipient, to be paid prior to performance of services
22 consistent with the provisions of the grant agreement.

23 **Section 7. Approval and Authorization to Execute.** The
24 Mayor, or her designee, and the Corporation Secretary are hereby
25 authorized to negotiate and execute grant agreements, including
26 budget and other amendments thereto, in accordance with Chapter 118,
27 Parts 1-5, *Ordinance Code*, with the PSG Micro-Grant recipients
28 identified through the competitive application process outlined
29 herein. The Chief of Grants and Contract Compliance, or designee,
30 may approve budget changes to a recipient's PSG Micro-Grant agreement.
31 The total budget shall not be increased.

1 **Section 8. Oversight Department.** The Grants and Contract
2 Compliance Division of the Finance Department shall oversee the grants
3 described herein.

4 **Section 9. Carryover.** The funds appropriated for the PSG
5 Micro-Grant program shall not lapse but carryover to fiscal year
6 2027-2028.

7 **Section 10. Effective Date.** This Ordinance shall become
8 effective upon signature by the Mayor or upon becoming effective
9 without the Mayor's signature.

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11 Form Approved:

12
13 /S/ Ashley Smith

14 Office of General Counsel

15 Legislation Prepared By: Ashley Smith

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