

1 Introduced by Council President White at the request of the Mayor:

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4 **ORDINANCE 2024-551**

5 AN ORDINANCE REGARDING THE PUBLIC SERVICE GRANT
6 COUNCIL; AMENDING SECTIONS 118.806 (APPLICATION
7 REQUIREMENTS), 118.807 (REVIEW, EVALUATION AND
8 SCORING OF APPLICATIONS BY PSG COUNCIL), AND
9 118.808 (FUNDING ALLOCATIONS BY THE PSG COUNCIL;
10 GRANT AWARD LIMITATIONS), PART 8 (PUBLIC SERVICE
11 GRANTS), CHAPTER 118 (CITY GRANTS), *ORDINANCE*
12 *CODE*; PROVIDING FOR CODIFICATION INSTRUCTIONS;
13 PROVIDING AN EFFECTIVE DATE.

14
15 **BE IT ORDAINED** by the Council of the City of Jacksonville:

16 **Section 1. Amending Sections 118.806 (Application**
17 **Requirements), 118.807 (Review, evaluation and scoring of**
18 **applications by PSG Council), and 118.808 (Funding Allocations by the**
19 **PSG Council; Grant Award Limitations), Part 8 (Public Service Grants),**
20 **Chapter 118 (City Grants), Ordinance Code.** Sections 118.806
21 (Application Requirements), 118.807 (Review, evaluation and scoring
22 of applications by PSG Council), and 118.808 (Funding Allocations by
23 the PSG Council; Grant Award Limitations), Part 8 (Public Service
24 Grants), Chapter 118 (City Grants), *Ordinance Code*, are hereby amended
25 to read as follows:

26 **CHAPTER 118 - CITY GRANTS**

27 * * *

28 **PART 8. - PUBLIC SERVICE GRANTS**

29 * * *

30 **Sec. 118.806. - Application Requirements.**

31 * * *

1 (d) *Interviews.* The PSG Council may, in its sole discretion, conduct
2 interviews of requesting agencies in a category regarding their
3 respective Public Service Grant applications. If the PSG Council
4 elects to interview one requesting agency in a category of Most
5 Vulnerable Persons and Needs, the PSG Council shall also
6 interview the other requesting agencies in said category. Any
7 interviews conducted by the PSG Council pursuant to this Section
8 shall be after the grant application deadline but prior to
9 ~~October~~ the third Tuesday in September of each year. The PSG
10 Council shall notify the requesting agency of the place and time
11 of the interviews. Such interviews shall be conducted in the
12 sunshine and for the sole purpose of the requesting agency
13 verbally explaining, clarifying or justifying to the PSG Council
14 any information contained in the requesting agency's
15 application. A requesting agency shall not add any new written
16 information or materials to its application, or present any new
17 written information or materials to the PSG Council regarding
18 its application, during such interviews.

19 * * *

20 **Sec. 118.807. - Review, evaluation and scoring of applications by PSG**
21 **Council.**

22 (a) *Scoring Committees; Deadline.* The PSG Council may create a
23 scoring committee for each category of Most Vulnerable Persons
24 and Needs and all grant applications belonging to such category
25 shall be reviewed, scored and evaluated by said committee,
26 provided however that no application shall be scored by fewer
27 than three members of the PSG Council. Members may be assigned
28 by the Chair to more than one scoring committee established for
29 a given category; however, the same group of Members (three or
30 more) assigned to a scoring committee must score each
31 application assigned to the committee for review. If a Member

1 is unable to review, score and evaluate all of the applications
2 assigned to a scoring committee, the Chair shall assign a new
3 Member to replace such Member. The score sheets for any
4 application completed by any such replaced Member shall not be
5 used and the new assigned Member shall independently review,
6 evaluate and score the applications assigned to such scoring
7 committee. Members shall review, score and evaluate applications
8 and forward completed score sheets for each application to the
9 Grants Administrator on ~~October 1~~ the third Tuesday in September
10 of each year.

11 * * *

12 (d) *Tentative Adoption of Rankings by PSG Council.* The PSG Council
13 shall announce the rankings for each application belonging to a
14 Priority Population or Priority Need at a meeting ~~in the first~~
15 ~~full week of October of~~ on the day after the City's annual budget
16 is adopted each year and adopt a tentative ranking and funding
17 allocation list. Copies of each requesting agency's completed
18 score sheets, together with any other support information or
19 justification from the application scorer regarding the
20 application score, shall be made available to requesting
21 agencies at such meeting. A requesting agency will also be
22 notified in writing by the Grants and Contract Compliance
23 Division of its application score and ranking. A requesting
24 agency may appeal a score sheet or ranking decision made pursuant
25 to this Part through the appeals procedure set forth in Section
26 118.810.

27 * * *

28 **Sec. 118.808. - Funding Allocations by the PSG Council; Grant Award**
29 **Limitations.**

30 * * *

31 (b) *Final Funding Allocations.* After the City Council adopts the

1 annual budget ordinance and ~~on November 1 of~~ by the second Friday
2 of October each year, the PSG Council shall allocate funding to
3 requesting agencies based on the application scoring and
4 rankings pursuant to this Part in an amount not to exceed the
5 appropriation for Public Service Grants contained in the annual
6 budget ordinance. The PSG Council's final funding allocations
7 shall be adopted by the PSG Council at a public meeting following
8 the tentative adoption required in Section 118.807(d) and the
9 appeals procedures outlined in Section 118.810. Upon final
10 adoption of the funding allocations by the PSG Council, the
11 Public Service Grant recipients shall execute an agreement
12 between the recipient and the City in accordance with Section
13 118.201 of this Chapter. The PSG Council shall forward a complete
14 list of Public Service Grant recipients and funding allocations
15 to the Council Auditor's office, the Office of the Mayor, the
16 City Council and the Director of the Finance and Administration
17 Department.

18 * * *

19 **Section 2. Codification Instructions.** The Codifier and the
20 Office of General Counsel are authorized to make all chapter and
21 division "tables of contents" consistent with the changes set forth
22 herein. Such editorial changes and any others necessary to make the
23 *Ordinance Code* consistent with the intent of this legislation are
24 approved and directed herein, and changes to the *Ordinance Code* shall
25 be made forthwith and when inconsistencies are discovered.

26 **Section 3. Effective Date.** This Ordinance shall become
27 effective upon signature by the Mayor or upon becoming effective
28 without the Mayor's signature.

1 Form Approved:

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3 /s/ Jeremy M. Brown

4 Office of General Counsel

5 Legislation Prepared By: Jeremy M. Brown

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