

Introduced by Council Member Pittman and Co-Sponsored by Council Members Boylan and Johnson and amended by the Rules Committee:

ORDINANCE 2025-14-E

AN ORDINANCE CONCERNING THE PUBLIC SERVICE GRANTS PROCESS; AMENDING SECTIONS 118.803 (GRANTS ADMINISTRATOR; RESPONSIBILITIES) AND 118.808 (FUNDING ALLOCATIONS BY THE PSG COUNCIL; GRANT AWARD LIMITATIONS), PART 8 (PUBLIC SERVICE GRANTS), CHAPTER 118 (CITY GRANTS), *ORDINANCE CODE*, TO UPDATE THE GRANTS AND CONTRACT COMPLIANCE DIVISION RESPONSIBILITIES AND ESTABLISH A DEADLINE FOR EXECUTION OF AGREEMENTS; PROVIDING FOR CODIFICATION INSTRUCTIONS; PROVIDING AN EFFECTIVE DATE.

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

Section 1. Amending Sections 118.803 (Grants Administrator; Responsibilities) and 118.808 (Funding Allocations by the PSG Council; Grant Award Limitations), Part 8 (Public Service Grants), Chapter 118 (City Grants), Ordinance Code. Sections 118.803 (Grants Administrator; Responsibilities) and 118.808 (Funding Allocations by the PSG Council; Grant Award Limitations), Part 8 (Public Service Grants), Chapter 118 (City Grants), *Ordinance Code*, are hereby amended to read as follows:

CHAPTER 118. - CITY GRANTS

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PART 8. - PUBLIC SERVICE GRANTS

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Sec. 118.803. - Chief of Grants and Contract ComplianceGrants

Administrator; Responsibilities.

(a) Training; Staff Support; Mandatory Application Workshop.
The Chief of Grants and Contract Compliance, or designee,
shall be responsible for the ongoing training and
professional development of the Grants and Contract
Compliance Division staff. The Chief of Grants and Contract
Compliance, or designee~~Grants Administrator~~ and Grants and
Contract Compliance Division shall provide staff support
to the PSG Council and assist with the Annual Training
Course required in Section 80.104(i). In addition, the
Chief of Grants and Contract Compliance~~Grants~~
~~Administrator~~, or his or her designee, shall conduct a
mandatory application workshop ("Mandatory Application
Workshop") for requesting agencies within 30 days following
the effective date of the Most Vulnerable Persons and Needs
legislation adopted by the City Council. The Chief of
Grants and Contract Compliance, or designee, shall post on
the City's website those Public Service Grant applications
receiving the top three scores from the prior year. For
requesting agencies to be eligible to apply for a Public
Service Grant, a requesting agency must attend and complete
the Mandatory Application Workshop. The Mandatory
Application Workshop shall be noticed to the public in the
same way PSG Council meetings are noticed. The Mandatory
Application Workshop shall be conducted twice in May and a
requesting agency may attend either workshop to meet the
requirement under this Section.

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(d) The Chief of Grants and Contract Compliance, or designee,
and Grants and Contract Compliance Division shall conduct
a site visit to each recipient.

(e) The Chief of Grants and Contract Compliance, or designee, and Grants and Contract Compliance Division shall track whether the recipient met the anticipated impact and success on the target audience and the anticipated number of people served as stated in the recipient's Public Service Grant application, as required per Section 118.806(b)(3).

(f) The Chief of Grants and Contract Compliance, or designee, and Grants and Contract Compliance Division shall strive to seek regular feedback through formal and informal surveys, including post application and mid-year recipient surveys, and public forums.

(g) The Chief of Grants and Contract Compliance, or designee, and Grants and Contract Compliance Division shall maintain a current staff directory on the City website, so that recipients can easily access Grants and Contract Compliance Division staff.

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

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(b) *Final Funding Allocations.* After the City Council adopts the annual budget ordinance and on November 1 of each year, the PSG Council shall allocate funding to requesting agencies based on the application scoring and rankings pursuant to this Part in an amount not to exceed the appropriation for Public Service Grants contained in the annual budget ordinance. The PSG Council's final funding allocations shall be adopted by the PSG Council at a public meeting following the tentative adoption required in Section 118.807(d) and the appeals procedures outlined in

Section 118.810. Upon final adoption of the funding allocations by the PSG Council, the Public Service Grant recipients shall strive to execute an agreement between the recipient and the City in accordance with Section 118.201 of this Chapter, on or before November 30 of each year. The PSG Council shall forward a complete list of Public Service 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 ~~and Administration~~ Department.

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

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

Form Approved:

/s/ Mary E. Staffopoulos

Office of General Counsel

Legislation Prepared By: Dylan Reingold

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