

1 Introduced by Council Member Carlucci:
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4 **ORDINANCE 2021-851**

5 AN ORDINANCE REGARDING THE PUBLIC SERVICE GRANT
6 COUNCIL; AMENDING SECTION 80.104 (ORGANIZATION
7 AND PROCEEDINGS), CHAPTER 80 (PUBLIC SERVICE
8 GRANT COUNCIL), *ORDINANCE CODE*, TO AMEND THE
9 QUORUM REQUIREMENTS OF THE PUBLIC SERVICE GRANT
10 COUNCIL; AMENDING SECTION 118.301 (EXPENDITURE
11 OF APPROPRIATED FUNDS), PART 3 (ADMINISTRATION
12 OF CITY GRANTS), CHAPTER 118 (CITY GRANTS),
13 *ORDINANCE CODE*, TO ADDRESS CARRYOVER OF RESIDUAL
14 FUNDS; AMENDING SECTIONS 118.802 (ANNUAL LUMP
15 SUM APPROPRIATION FOR PUBLIC SERVICE GRANTS),
16 118.805 (ELIGIBILITY TO APPLY FOR PUBLIC SERVICE
17 GRANTS), 118.806 (APPLICATION REQUIREMENTS),
18 PART 8 (PUBLIC SERVICE GRANTS), CHAPTER 118
19 (CITY GRANTS), *ORDINANCE CODE*, TO ALLOW FOR
20 CARRYOVER OF FUNDS APPROPRIATED TO THE PUBLIC
21 SERVICE GRANT COUNCIL FROM FISCAL YEAR TO FISCAL
22 YEAR AND TO REQUIRE REQUESTING AGENCIES TO
23 PROVIDE ADDITIONAL FINANCIAL DOCUMENTATION AND
24 INFORMATION REGARDING PROGRAM IMPACT AND
25 EFFECTIVENESS; PROVIDING FOR CODIFICATION
26 INSTRUCTIONS; PROVIDING AN EFFECTIVE DATE.

27
28 **BE IT ORDAINED** by the Council of the City of Jacksonville:

29 **Section 1. Amending Section 80.104 (Organization and**
30 **proceedings), Chapter 80 (Public Service Grant Council), Ordinance**
31 **Code.** Section 80.104 (Organization and proceedings), Chapter 80

1 (Public Service Grant Council), *Ordinance Code*, is hereby amended to
2 read as follows:

3 **CHAPTER 80. PUBLIC SERVICE GRANT COUNCIL**

4 * * *

5 **Sec. 80.104. Organization and proceedings.**

6 * * *

7 (c) *Voting; quorum.* All decisions and recommendations of the PSG
8 Council shall require a concurring vote of a majority of the
9 members present. ~~Fifty percent of the full PSG Council plus one~~
10 ~~member shall constitute a quorum.~~ A majority of the current
11 membership of the PSG Council, excluding vacant seats, shall
12 constitute a quorum for the purpose of meetings and transacting
13 business. A vacancy shall not impair the ability of a majority
14 of the remaining members to execute all the duties and perform
15 all the functions of the PSG Council.

16 * * *

17 **Section 2. Amending Section 118.301 (Expenditure of**
18 **appropriated funds), Part 3 (Administration of City Grants), Chapter**
19 **118 (City Grants), Ordinance Code.** Section 118.301 (Expenditure of
20 appropriated funds), Part 3 (Administration of City Grants), Chapter
21 118 (City Grants), *Ordinance Code*, is hereby amended to read as
22 follows:

23 **CHAPTER 118. CITY GRANTS**

24 * * *

25 **PART 3. ADMINISTRATION OF CITY GRANTS**

26 * * *

27 **Sec. 118.301 - Expenditure of appropriated funds.**

28 (a) Each recipient of appropriations made pursuant to this Chapter
29 is responsible for assuring that City funds in its possession are
30 expended as follows:

31 * * *

1 (5) Unless otherwise provided in the agreement, the
2 appropriation funds are to be expended during the City's
3 Fiscal year. ~~Any~~ Except as otherwise provided in this Chapter,
4 any funds which are residual funds remaining unspent or
5 unencumbered by any existing (not contingent) legal obligation
6 at the end of the contract period shall be returned to the
7 City in the form of a negotiable instrument not later than 90
8 days after the close of the period, except that when a
9 recipient continues to receive an appropriation from the City
10 in the next fiscal year, a limited amount of residual funds
11 may be carried forward from September 30 to October 1, which
12 shall not exceed ten percent of the current appropriation to
13 the recipient or \$500, whichever is greater. ~~The~~ Except as
14 otherwise provided in this Chapter, the City appropriation
15 for the new fiscal year shall, however, be reduced by the
16 amount of the unencumbered residual funds so carried forward.
17 Any additional unencumbered residual funds shall be returned
18 as provided hereinabove.

19 * * *

20 **Section 3. Amending Sections 118.802 (Annual Lump Sum**
21 **Appropriation for Public Service Grants), 118.805 (Eligibility to**
22 **Apply for Public Service Grants), and 118.806 (Application**
23 **Requirements), Part 8 (Public Service Grants), Chapter 118 (City**
24 **Grants), Ordinance Code.** Sections 118.802 (Annual Lump Sum
25 Appropriation for Public Service Grants), 118.805 (Eligibility to
26 Apply for Public Service Grants), and 118.806 (Application
27 Requirements), Part 8 (Public Service Grants), Chapter 118 (City
28 Grants), *Ordinance Code*, are hereby amended to read as follows:

29 **CHAPTER 118. CITY GRANTS**

30 * * *

31 **PART 8. PUBLIC SERVICE GRANTS**

1 * * *

2 **Sec. 118.802. Annual Lump Sum Appropriation for Public Service Grants.**

3 On or before April 1 of each year, the PSG Council shall submit to
4 the Mayor's Budget Review Committee ("MBRC") for review an annual
5 lump sum appropriation request for all Public Service Grants to be
6 awarded annually under this Part. The PSG Council shall include in
7 such request relevant information regarding the appropriation amount
8 and the need for Public Service Grants in the community. MBRC shall
9 review and consider the PSG Council's appropriation request and
10 include a lump sum appropriation request for Public Service Grants
11 in the Mayor's proposed annual budget for the upcoming fiscal year.
12 Subject to availability of funding, Public Service Grants shall be
13 annually funded at a minimum of \$5,500,000. The City Council in its
14 sole discretion shall determine the final annual lump sum
15 appropriation amount in the annual budget ordinance for Public Service
16 Grants. The PSG Council shall not award or allocate funding to
17 requesting agencies under this Part until after the City Council has
18 approved the annual budget ordinance. Any funds appropriated by the
19 City Council pursuant to this Section may carryover from fiscal year
20 to fiscal year and shall not lapse at the end of a fiscal year. Any
21 such carryover funds shall be used and awarded by the PSG Council in
22 the next immediately following fiscal year in accordance with the
23 purposes and procedures outlined in this Part.

24 * * *

25 **Sec. 118.805. Eligibility to Apply for Public Service Grants.**

26 * * *

27 (b) *Eligibility Documents.* Notwithstanding the prohibition in subsection
28 (a) above, a requesting agency shall include the following
29 eligibility documents listed in subsections (1)-(5) below
30 (collectively, the "Eligibility Documents") in its Public Service
31 Grant application submittal. If a requesting agency fails to include

1 the Eligibility Documents in the form and manner prescribed below,
2 the requesting agency shall be ineligible to apply for a Public
3 Service Grant and such requesting agency's application shall not be
4 reviewed and evaluated by the PSG Council. The Eligibility Documents
5 are as follows:

6 (1) A copy of a good standing certificate issued within the last 12
7 months by the Florida Division of Corporations evidencing that
8 the requesting agency is in good standing and has been in
9 existence for three years prior to the Public Service Grant
10 application deadline; and

11 (2) Either:

12 (i) A copy of the requesting agency's current Charitable
13 Solicitation Permit issued by the State of Florida evidencing
14 that the requesting agency is current on state charitable
15 permitting fees; or

16 (ii) A state letter of exemption indicating that the agency is
17 exempt pursuant to F.S. § 496.406(3); and

18 (3) The following Financial information as applicable:

19 (i) Copies of the requesting agency's fiscal balance sheets and
20 statements of income and expenses for the last two fiscal
21 years of the requesting agency; and

22 (ii) Copies of the requesting agency's completed and filed federal
23 tax returns for the last three tax years; or

24 (iii) Agencies exempt from filing federal tax returns shall file:

25 (a) IRS certification of exemption; and

26 (b) Copies of audit reports for the last three years. Audit
27 reports shall be conducted in accordance with both GAAS
28 and Government Auditing Standards (GAS) issued by the
29 Comptroller General of the United States, and if
30 applicable the provisions of the Office of Management and
31 Budget Circular A-133 "Audits of States, Local Governments

1 and Non-Profit Organizations" made by a certified public
2 accountant; or

3 (~~iv~~) If the Agency does not have the financial information
4 requested in subsections (3) (i) ~~or~~ (3) (iii) above, then the
5 agency must submit its financial information in form and
6 substance reasonably acceptable to the Department of Finance
7 and Administration. The form shall be identified by the
8 department prior to the commencement of the application cycle
9 and be uniform for all agencies completing the form.

10 * * *

11 **Sec. 118.806. Application Requirements.**

12 * * *

13 **(b) Application Contents.**

14 * * *

15 (8) A Section entitled "Program Impact and Effectiveness" containing
16 a description of: (i) the program's goals and objectives and how
17 attainment of the goals and objectives will be measured; (ii) the
18 program's achievements during the year immediately preceding the
19 application or, for new programs, a description of national
20 studies, qualitative measures, best practices and successes of
21 similar programs, citing the sources and national standards
22 relied upon for this information; (iii) the projected program
23 impact on the category of Most Vulnerable Persons and Needs and
24 the anticipated number of people to be served by the program; and
25 (~~iv~~) a listing of each noncompliance incident within the past
26 three years that has resulted in the requesting agency being
27 placed on the Council Auditor's Chapter 118 noncompliance list.
28 Such list shall set forth with respect to each noncompliance
29 incident: (a) the noncompliance dates (e.g., the start date and
30 end date), and (b) an explanation for the noncompliance (maximum
31 four pages, not including the information required in subsection

1 (~~iviii~~) above).

2 * * *

3 **Section 4. Codification Instructions.** The Codifier and the
4 Office of General Counsel are authorized to make all chapter and
5 division "tables of contents" consistent with the changes set forth
6 herein. Such editorial changes and any others necessary to make the
7 Ordinance Code consistent with the intent of this legislation are
8 approved and directed herein, and the changes to the Ordinance Code
9 shall be made forthwith and when inconsistencies are discovered.

10 **Section 5. Effective Date.** This Ordinance shall become
11 effective upon signature by the Mayor or upon becoming effective
12 without the Mayor's signature.

13
14 Form Approved:

15
16 /s/ Lawsikia J. Hodges

17 Office of General Counsel

18 Legislation Prepared By: Lawsikia J. Hodges

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