

1 Introduced by the Council President at the request of the Mayor and
2 Co-Sponsored by Council Member Lahnen and amended by the Rules
3 Committee:
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6 **ORDINANCE 2024-551-E**

7 AN ORDINANCE REGARDING THE PUBLIC SERVICE GRANT
8 COUNCIL; AMENDING SECTIONS 118.806 (APPLICATION
9 REQUIREMENTS), 118.807 (REVIEW, EVALUATION AND
10 SCORING OF APPLICATIONS BY PSG COUNCIL), AND
11 118.808 (FUNDING ALLOCATIONS BY THE PSG COUNCIL;
12 GRANT AWARD LIMITATIONS), PART 8 (PUBLIC SERVICE
13 GRANTS), CHAPTER 118 (CITY GRANTS), *ORDINANCE*
14 *CODE*, TO REVISE THE DEADLINES BY WHICH THE
15 PUBLIC SERVICE GRANT COUCIL MAY CONDUCT
16 INTERVIEWS, FORWARD COMPLETED SCORE SHEETS TO
17 THE GRANTS ADMINISTRATOR, ANNOUNCE RANKINGS AND
18 ALLOCATE FUNDING; PROVIDING FOR CODIFICATION
19 INSTRUCTIONS; PROVIDING AN EFFECTIVE DATE.
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21 **BE IT ORDAINED** by the Council of the City of Jacksonville:

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

CHAPTER 118 - CITY GRANTS

* * *

PART 8. - PUBLIC SERVICE GRANTS

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Sec. 118.806. - Application Requirements.

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

* * *

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

(a) *Scoring Committees; Deadline.* The PSG Council may create a scoring committee for each category of Most Vulnerable Persons and Needs and all grant applications belonging to such category shall be reviewed, scored and evaluated by said committee,

1 provided however that no application shall be scored by fewer
2 than three members of the PSG Council. Members may be assigned
3 by the Chair to more than one scoring committee established for
4 a given category; however, the same group of Members (three or
5 more) assigned to a scoring committee must score each
6 application assigned to the committee for review. If a Member
7 is unable to review, score and evaluate all of the applications
8 assigned to a scoring committee, the Chair shall assign a new
9 Member to replace such Member. The score sheets for any
10 application completed by any such replaced Member shall not be
11 used and the new assigned Member shall independently review,
12 evaluate and score the applications assigned to such scoring
13 committee. Members shall review, score and evaluate applications
14 and forward completed score sheets for each application to the
15 Grants Administrator on ~~October 1~~ the third Tuesday in September
16 of each year.

17 * * *

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

1 118.810.

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

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5 (b) *Final Funding Allocations.* After the City Council adopts the
6 annual budget ordinance and ~~on November 1 of~~ by the second Friday
7 of October each year, the PSG Council shall allocate funding to
8 requesting agencies based on the application scoring and
9 rankings pursuant to this Part in an amount not to exceed the
10 appropriation for Public Service Grants contained in the annual
11 budget ordinance. The PSG Council's final funding allocations
12 shall be adopted by the PSG Council at a public meeting following
13 the tentative adoption required in Section 118.807(d) and the
14 appeals procedures outlined in Section 118.810. Upon final
15 adoption of the funding allocations by the PSG Council, the
16 Public Service Grant recipients shall execute an agreement
17 between the recipient and the City in accordance with Section
18 118.201 of this Chapter. The PSG Council shall forward a complete
19 list of Public Service Grant recipients and funding allocations
20 to the Council Auditor's office, the Office of the Mayor, the
21 City Council and the Director of the Finance and Administration
22 Department.

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

30 **Section 3. Effective Date.** This Ordinance shall become
31 effective upon signature by the Mayor or upon becoming effective

1 without the Mayor's signature.

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3 Form Approved:

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5 /s/ Mary E. Staffopoulos

6 Office of General Counsel

7 Legislation Prepared By: Jeremy M. Brown

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