

1 Introduced by Council Member Boylan and amended by the Neighborhoods,
2 Community Services, Public Health and Safety Committee:

3
4
5 **ORDINANCE 2026-151-E**

6 AN ORDINANCE REGARDING PUBLIC SERVICE GRANTS;
7 AMENDING SECTIONS 118.803 (GRANTS
8 ADMINISTRATOR; RESPONSIBILITIES), 118.805
9 (ELIGIBILITY TO APPLY FOR PUBLIC SERVICE
10 GRANTS), 118.806 (APPLICATION REQUIREMENTS),
11 118.807 (REVIEW, EVALUATION AND SCORING OF
12 APPLICATIONS BY PSG COUNCIL), 118.808 (FUNDING
13 ALLOCATIONS BY THE PSG COUNCIL; GRANT AWARD
14 LIMITATIONS), AND 118.810 (PUBLIC SERVICE GRANT
15 APPEALS BOARD; APPEALS PROCEDURE), PART 8
16 (PUBLIC SERVICE GRANTS), CHAPTER 118 (CITY
17 GRANTS), *ORDINANCE CODE*, TO REMOVE THE IN PERSON
18 REQUIREMENT FOR COURTESY REVIEWS OF
19 APPLICATIONS, CLARIFY ELIGIBILITY REQUIREMENTS,
20 UPDATE APPLICATION REQUIREMENTS, CHANGE THE
21 ASSIGNMENT OF POINTS TO THE EVALUATION
22 CRITERION, CLARIFY THE USE OF THE HIGH SCORE
23 MODEL TO PROVIDE FUNDING TO THE NEXT HIGHEST
24 RANKED SCORE WHEN AN AWARDED RECIPIENT DOES NOT
25 ACCEPT THE AWARD OR FUNDING OTHERWISE BECOMES
26 AVAILABLE, AND UPDATE PUBLIC SERVICE GRANT
27 APPEALS BOARD PROCEDURE; PROVIDING FOR
28 CODIFICATION INSTRUCTIONS; PROVIDING AN
29 EFFECTIVE DATE.

30
31 **BE IT ORDAINED** by the Council of the City of Jacksonville:

1 upon request and appointments shall be scheduled on a first-
2 come, first--served basis.

3 * * *

4 **Sec. 118.805. - Eligibility to Apply for Public Service Grants.**

5 (a) *Certain Programs Ineligible.* A requesting agency's program shall
6 be ineligible to receive a Public Service Grant if the requesting
7 agency's program receives funding through another City program,
8 including but not limited to, the programs listed below:

- 9 (1) Cultural Service Grant Program pursuant to Chapter 118, Part
10 6;
11 (2) Arts in Public Places Program pursuant to Chapter 126, Part
12 9;
13 (3) Kids Hope Alliance program pursuant to Chapter 77;
14 (4) Downtown Investment Authority and Office of Economic
15 Development Programs pursuant to Chapter 55 and Chapter 26;
16 (5) Housing and Community Development Division programs pursuant
17 to Chapter ~~3430~~, Part 27;
18 (6) Social Services Division programs pursuant to Chapter 28,
19 Part 5; and
20 (7) Eastside Community Grants Program pursuant to Chapter 118,
21 Part 9.

22 (b) *Eligibility Documents.* Notwithstanding the prohibition in
23 subsection (a) above, a requesting agency shall include the
24 following eligibility documents listed in subsections (1)-(5)
25 below (collectively, the "Eligibility Documents") in its Public
26 Service Grant application submittal. If a requesting agency fails
27 to include the Eligibility Documents in the form and manner
28 prescribed below, the requesting agency shall be ineligible to
29 apply for a Public Service Grant and such requesting agency's
30 application shall not be reviewed and evaluated by the PSG
31 Council. The Eligibility Documents are as follows:

1 (1) A copy of a Florida certificate of status (sometimes referred
2 to as a certificate of good standing)~~certificate~~ issued
3 within the last 12 months and prior to the application
4 deadline by the Florida Division of Corporations evidencing
5 that the requesting agency is in good standing and has been
6 in existence for three years prior to the Public Service
7 Grant application deadline; and

8 (2) Either:

9 a. A copy of the requesting agency's current Charitable
10 Solicitation Permit issued by the State of Florida
11 evidencing that the requesting agency is current on State
12 charitable permitting fees;~~or~~

13 b. A State letter of exemption indicating that the requesting
14 agency is exempt pursuant to F.S. § 496.406(3); and or

15 c. A letter from the requesting agency's governing body
16 stating it is their understanding that the requesting
17 agency is exempt from the application of Sections F.S. §
18 496.401-496.424 under F.S. § 496.403; and

19 (3) The following Financial information as applicable:

20 a. Copies of the requesting agency's fiscal balance sheets
21 and statements of income and expenses for the requesting
22 agency's last two completed fiscal years~~of the~~
23 ~~requesting agency; and~~

24 b. Copies of the requesting agency's last three completed
25 and filed federal tax returns ~~for the last three tax~~
26 ~~years; or~~

27 c. Requesting agencies~~Agencies~~ exempt from filing federal
28 tax returns shall file:

29 1. IRS certification of exemption; and

30 2. Copies of audit reports for the last three years.

31 Audit reports shall be conducted in accordance with both

1 GAAS and Government Auditing Standards (GAS) issued by
2 the Comptroller General of the United States, and if
3 applicable the provisions of the Office of Management
4 and Budget Circular A-133 "Audits of States, Local
5 Governments and Non-Profit Organizations" made by a
6 certified public accountant; or

7 d. ~~If the Agency does not have~~ Requesting agencies without
8 the financial information requested in subsections (3)a-
9 c above, ~~then the agency~~ must submit its financial
10 information in form and substance ~~reasonably~~ acceptable
11 to the Department of Finance ~~and Administration~~. The
12 form shall be identified by the Department prior to the
13 commencement of the application cycle and be uniform for
14 all requesting agencies completing the form. Requesting
15 agencies must contact the Grants and Contract Compliance
16 Division to request the form.

17 * * *

- 18 (5) An original affidavit, in the form provided by the Office of
19 General Counsel, executed by the requesting agency's
20 executive director, chief executive or operating officer,
21 president, vice president or board chairman certifying that:
- 22 (i) The requesting agency's program will be operated in Duval
23 County and serve the people of the City;
 - 24 (ii) The requesting agency's program will serve a category of
25 Most Vulnerable Persons and Needs designated by the City
26 Council for the grant application cycle in which the
27 requesting agency is applying for;
 - 28 (iii) The requesting agency's program is not eligible to
29 receive funding from any of the City programs listed in
30 Section 118.805(a)(1)-(7);
 - 31 (iv) The requesting agency's appropriation request for

1 multiple or single programs does not exceed in the
2 aggregate 24 percent of the requesting agency's annual
3 revenue (as shown on filed tax returns) averaged over
4 the previous three tax years;

5 (v) The requesting agency is in compliance with the terms of
6 all existing City agreements in which the requesting
7 agency is a party;

8 (vi) The requesting agency is in compliance with all
9 applicable federal, State, local laws, rules,
10 regulations and ordinances, as the same may exist and
11 may be amended from time to time; and

12 (vii) The requesting agency has not provided more than one
13 application per category of Most Vulnerable Persons and
14 Needs.

15 If the PSG Council or Grants Administrator determines that a
16 statement made in the affidavit is incorrect, the requesting
17 agency will be deemed ineligible.

18 * * *

19 **Sec. 118.806. - Application Requirements.**

20 (a) *Application Deadline.* A requesting agency may submit a Public
21 Service Grant application after the date that the City Council
22 establishes the categories of Most Vulnerable Persons and Needs
23 pursuant to this Part but no later than July 1 of each fiscal
24 year. ~~Applications may be submitted~~ The Grants Administrator
25 shall prescribe one or more methods that applications may be
26 submitted, which may include in person, ~~or~~ electronically, or
27 through an online application ~~as prescribed by the Grants~~
28 ~~Administrator.~~

29 (b) *Application Contents.* Each application for a Public Service
30 Grant submitted by a requesting agency pursuant to this Part
31 shall contain the following information:

* * *

- 1
- 2 (3) A Section entitled "Community Need and Target Audience"
- 3 containing a description of the need for the program, the
- 4 target audience for Most Vulnerable Persons and Needs, the
- 5 outreach to the target audience, the anticipated impact
- 6 and success on the target audience, ~~and~~ the anticipated
- 7 total number of people to be served by the program, and
- 8 for existing programs the current number and percentage of
- 9 people served by the program who represent the targeted
- 10 Most Vulnerable Persons and Needs category (maximum three
- 11 pages or 7,500 characters for an online application).
- 12 (4) A Section entitled "Agency Background, Staff and Board
- 13 Experience" containing a description of the agency's board
- 14 (demographics, length of service and ~~professional~~ relevant
- 15 experience); the board's role in governance; the strategy
- 16 for board recruitment; the impact of the board's
- 17 background, relationship, experience or expertise with the
- 18 agency; the agency's staffing structure; the agency's
- 19 executive staff (demographics, length of service and
- 20 relevant experience and expertise); the executive/key
- 21 staff's plan or process for the implementation of the
- 22 program; and the agency's mission, history, experiences
- 23 and accomplishments relative to the Most Vulnerable Persons
- 24 and Needs category (maximum three pages or 7,500 characters
- 25 for an online application).
- 26 (5) A Section entitled "Program Management Expertise and
- 27 Evaluation" containing a description of how the program
- 28 will be designed and managed, how the program's success
- 29 and impact will be measured and how information will be
- 30 collected. For an existing program, the Section can include
- 31 past experiences, successes and achievements, and multi-

1 year qualitative and quantitative data on the program's
2 effectiveness ~~and may include one client story~~; and for a
3 new program, ~~the~~ this Section can include why the agency
4 will be able to successfully manage the program, expected
5 outcomes or goals of the program, ~~and any~~ successes or best
6 practices of similar programs or other research justifying
7 anticipated program effectiveness. This Section shall ~~may~~
8 include ~~without limitation~~ the agency's potential
9 fundraising capacity, plan, and strategy, and a description
10 of how the program will be sustained after the grant
11 period. This Section may include a list of current and
12 anticipated program partners and a description of these
13 partnerships, including their roles and responsibilities.
14 For those program partners providing funding, the list will
15 include the amount of funding provided. ~~This Section shall~~
16 ~~also include a listing of each noncompliance incident~~
17 ~~within the past three years that has resulted in the~~
18 ~~requesting agency being placed on the Council Auditor's~~
19 ~~Chapter 118 noncompliance list. Such list shall set forth~~
20 ~~with respect to each noncompliance incident: (a) the~~
21 ~~noncompliance dates (e.g., the start date and end date),~~
22 ~~and (b) an explanation for the noncompliance (maximum four~~
23 ~~pages or 10,000 characters for an online application, not~~
24 ~~including the information regarding noncompliance~~
25 ~~incidents).~~

- 26 (6) A Section entitled "Program Activities" containing an
27 overview of program activities, including a description of
28 each activity, how clients enter the program, how clients'
29 needs are evaluated and the partnerships strengthening the
30 program. This Section shall describe the program's staffing
31 structure, identify the individuals responsible for

1 program management and describe their qualifications, and
2 describe the plan or process for implementing the program.
3 This Section shall describe and provide the rationale for
4 each program activity. This Section shall describe how
5 clients progress through the program, how long they remain
6 in the program, what information the program collects from
7 clients, and how the program records are maintained
8 (maximum two pages or 5,000 characters for an online
9 application).

10 (7) A Section entitled "Program Budget and Fiscal Policies"
11 containing a description of the agency's fiscal policies,
12 the procedures in place for ensuring the best fiscal
13 policies, how the agency's fiscal health is monitored and
14 the experience of the agency's staff overseeing the
15 financial monitoring of the program. The Section shall
16 ~~should~~ include a written description of the agency's
17 budget, with revenue and expenses balanced, and a list of
18 all line item expenses and revenues to operate the program
19 with a brief description of each. This Section shall also
20 include a listing of each noncompliance incident within
21 the past three years that has resulted in the requesting
22 agency being placed on the Council Auditor's Chapter 118
23 noncompliance list. Such list shall set forth with respect
24 to each noncompliance incident: (a) the noncompliance dates
25 (e.g., the start date and end date), and (b) an explanation
26 for the noncompliance (maximum three pages or 7,500
27 characters for an online application, not including the
28 information regarding noncompliance incidents).

29 (c) *Application Format.* The application shall have one-inch margins
30 and contain no more than 16 single-sided double-spaced 8½" by
31 11" pages. The font style shall be Times New Roman or Arial with

1 a minimum font size of 11 points and a maximum font size of 12.
 2 The Cover Page and Eligibility Documents will not be counted as
 3 part of the 15-page limit. The Eligibility documents may be
 4 included as appendices. The PSG Council may formulate a form
 5 application consistent with the requirements of this Part,
 6 provided that the PSG Council may not add to or remove any of
 7 the application contents prescribed in subsection (b) above
 8 without the City Council approval. Grant applications submitted
 9 electronically shall approximate the format required in this
 10 subsection (c) to the greatest extent possible. Applications
 11 provided through an online application shall comply with the
 12 maximum character counts.

13 * * *

14 (f) *Disqualification; Notification.* If a requesting agency's
 15 application fails to include the items and Section headings
 16 specified in Sections 118.806—(b) (1) through ~~118.806(7b)(8)(i)~~
 17 ~~and (ii)~~ or fails to meet the format requirements of 118.806(c)
 18 above, such application shall not be considered and reviewed by
 19 the PSG Council. As long as an application contains the required
 20 Section headings in Sections 118.806(b) (3) through
 21 ~~118.806(7b)(8)(i) and (ii)~~ above, together with some information
 22 describing the same and is properly formatted, such application
 23 shall be deemed to have complied with the requirements of
 24 Sections 118.806(b) (3) through ~~118.806(7b)(8)(i) and (ii)~~.
 25 Failure by a requesting agency to provide adequate information
 26 under each required Section may result in a lower application
 27 score and ranking.

28 * * *

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

31 (a) *Scoring Committees; Deadline.* The PSG Council may create a

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

20 * * *

21 (c) *Evaluation Criteria.* The PSG Council shall evaluate and score
 22 Sections 118.806(b) (3) through (7) of each Public Service Grant
 23 application based upon the following evaluation criteria and
 24 maximum assigned points to each criterion:

- 25 (1) Community Need and Target Audience (maximum ~~15~~ 20 points);
- 26 (2) Agency Background, Staff and Board Experience (maximum 15
 27 points);
- 28 (3) Program Management Expertise and Evaluation (maximum ~~30~~ 20
 29 points);
- 30 (4) Program Activities (maximum ~~10~~ 15 points);
- 31 (5) Program Budget and Fiscal Policies (maximum 15 points);

1 and

2 (6) Quality of Program Overall (maximum 15 points).

3 (d) *Tentative Adoption of Rankings by PSG Council.* The PSG Council
 4 shall announce the rankings for each application belonging to a
 5 Most Vulnerable Persons and Needs category~~Priority Population~~
 6 ~~or Priority Need~~ at a meeting on the day after the City's annual
 7 budget is adopted each year and adopt a tentative ranking and
 8 funding allocation list. Copies of each requesting agency's
 9 completed score sheets, together with any other support
 10 information or justification from the application scorer
 11 regarding the application score, shall be made available to
 12 requesting agencies after ~~at~~ such meeting. A requesting agency
 13 will also be notified in writing by the Grants and Contract
 14 Compliance Division of its application score and ranking. A
 15 requesting agency may appeal a score sheet or ranking decision
 16 made pursuant to this Part through the appeals procedure set
 17 forth in Section 118.810.

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

20 * * *

21 (c) Changes to the Adopted Final Funding Allocations. If, after the
 22 final funding allocations have been adopted by the PSG Council,
 23 a Public Service Grant recipient declines to accept their award,
 24 or funds otherwise become available, the Grants Administrator
 25 may offer the available funding to any underfunded recipient up
 26 to 100 percent of requested funding and the maximum amount
 27 allowed followed by the next highest ranked scored applicant and
 28 so on utilizing the high score model until the funds are
 29 exhausted. The Grants Administrator shall forward any recipient
 30 or funding allocation changes to the Council Auditor's office,
 31 the Office of the Mayor, the City Council and the Director of

1 the Finance Department.

2 * * *

3 **Sec. 118.810. - Public Service Grant Appeals Board; Appeals Procedure.**

4 * * *

5 (d) *Appeals Deadline; Contents; Procedures.* A requesting agency
6 shall have five business days from the decision date of the PSG
7 Council or staff, as applicable, to deem a requesting agency
8 ineligible to apply for a Public Service Grant under Section
9 118.805, disqualify an application under Section 118.806 or
10 tentative funding allocation under Section 118.807 to file a
11 Notice of Appeal. The Grants Administrator will determine the
12 timeliness of an appeal. The Notice of Appeal shall be addressed
13 to the Grants and Contract Compliance Division ~~PSG Council~~ staff
14 and must:

15 (1) Identify one or more of the stated reasons in Section
16 118.810(c) above for the appeal and include any supporting
17 documentation or information evidencing the same; and

18 ~~(2) State the timeliness of the appeal; and~~

19 ~~(3)~~ (2) State the amount of the requesting agency's application
20 grant request and the PSG Council's tentative funding
21 allocation.

22 * * *

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 other changes necessary to
27 make the *Ordinance Code* consistent with the intent of this legislation
28 are approved and directed herein, and changes to the *Ordinance Code*
29 shall 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.

2

3 Form Approved:

4

5 /s/ Mary E. Staffopoulos

6 Office of General Counsel

7 Legislation Prepared By: Ashley Smith

8 GC-#1743943-v1-2026-151-E.docx