

1 Introduced by Council Member Boylan:  
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4 **ORDINANCE 2026-151**

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

29  
30 **BE IT ORDAINED** by the Council of the City of Jacksonville:

31 **Section 1. Amending Sections 118.803 (Grants**

1 Administrator; Responsibilities), 118.805 (Eligibility to Apply  
2 for Public Service Grants), 118.806 (Application Requirements),  
3 118.807 (Review, evaluation and scoring of applications by PSG  
4 Council), 118.808 (Funding Allocations by the PSG Council; Grant  
5 Award Limitations) and 118.810 (Public Service Grant Appeals  
6 Board; Appeals Procedure), Part 8 (Public Service Grants), Chapter  
7 118 (City Grants), Ordinance Code. Sections 118.803 (Grants  
8 Administrator; Responsibilities), 118.805 (Eligibility to Apply  
9 for Public Service Grants), 118.806 (Application Requirements),  
10 118.807 (Review, evaluation and scoring of applications by PSG  
11 Council), 118.808 (Funding Allocations by the PSG Council; Grant  
12 Award Limitations), and 118.810 (Public Service Grant Appeals  
13 Board; Appeals Procedure), Part 8 (Public Service Grants), Chapter  
14 118 (City Grants), Ordinance Code, are hereby amended to read as  
15 follows:

16 **CHAPTER 118 - CITY GRANTS**

17 \* \* \*

18 **PART 8. PUBLIC SERVICE GRANTS**

19 \* \* \*

20 **Sec. 118.803. - Grants Administrator; Responsibilities.**

21 \* \* \*

22 (b) *Courtesy Review of Application Checklist.* Annually from the  
23 effective date of the Most Vulnerable Persons categories and  
24 Needs established by the City Council for the upcoming fiscal  
25 year and until five business days prior to the grant  
26 application deadline (July 1), the Grants Administrator, or his  
27 or her designee, shall provide courtesy reviews of a requesting  
28 agency's application to confirm whether the application has  
29 complied with the eligibility and application requirements in  
30 Sections 118.805 and 118.806. The Grants Administrator shall  
31 conduct courtesy reviews ~~in person~~ with the requesting agency

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**  
5 **Grants.**

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

11 (1) Cultural Service Grant Program pursuant to Chapter 118,  
12 Part 6;

13 (2) Arts in Public Places Program pursuant to Chapter 126,  
14 Part 9;

15 (3) Kids Hope Alliance program pursuant to Chapter 77;

16 (4) Downtown Investment Authority and Office of Economic  
17 Development Programs pursuant to Chapter 55 and Chapter 26;

18 (5) Housing and Community Development Division programs  
19 pursuant to Chapter 30, Part 7; and

20 (6) Social Services Division programs pursuant to Chapter 28,  
21 Part 5. ~~7~~

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  
26 Public Service Grant application submittal. If a requesting  
27 agency fails to include the Eligibility Documents in the form  
28 and manner prescribed below, the requesting agency shall be  
29 ineligible to apply for a Public Service Grant and such  
30 requesting agency's application shall not be reviewed and  
31 evaluated by the PSG Council. The Eligibility Documents are as

1 follows:

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

9 (2) Either:

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

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

16 c. A letter from the requesting agency's governing body  
17 stating it is their understanding that the requesting  
18 agency is exempt from the application of Sections F.S. §  
19 496.401-496.424 under F.S. § 496.403; and

20 (3) The following Financial information as applicable:

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

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

28 c. Agencies exempt from filing federal tax returns shall  
29 file:

30 1. IRS certification of exemption; and

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



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

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

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

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

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

19 \* \* \*

20 **Sec. 118.806. - Application Requirements.**

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

30 (b) *Application Contents.* Each application for a Public Service  
31 Grant submitted by a requesting agency pursuant to this Part

1 shall contain the following information:

2 \* \* \*

3 (3) A Section entitled "Community Need and Target Audience"  
4 containing a description of the need for the program, the  
5 target audience for Most Vulnerable Persons and Needs, the  
6 outreach to the target audience, the anticipated impact and  
7 success on the target audience, ~~and~~ the anticipated total  
8 number of people to be served by the program, and the current  
9 number and percentage of people served by the program who  
10 represent the targeted Most Vulnerable Persons and Needs  
11 category (maximum three pages or 7,500 characters for an  
12 online application).

13 (4) A Section entitled "Agency Background, Staff and Board  
14 Experience" containing a description of the agency's board  
15 (demographics, length of service and ~~professional~~ relevant  
16 experience); the board's role in governance; the strategy for  
17 board recruitment; the impact of the board's background,  
18 relationship, experience or expertise with the agency; the  
19 agency's staffing structure; the agency's executive staff  
20 (demographics, length of service and relevant experience and  
21 expertise); the executive/key staff's plan or process for the  
22 implementation of the program; and the agency's mission,  
23 history, experiences and accomplishments relative to the Most  
24 Vulnerable Persons and Needs category (maximum three pages or  
25 7,500 characters for an online application).

26 (5) A Section entitled "Program Management Expertise and  
27 Evaluation" containing a description of how the program will  
28 be designed and managed, how the program's success and impact  
29 will be measured and how information will be collected. For  
30 an existing program, the Section can include past  
31 experiences, successes and achievements, and multi-year

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

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

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

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

25 (c) *Application Format.* The application shall have one-inch  
26 margins and contain no more than 16 single-sided double-spaced  
27 8½" by 11" pages. The font style shall be Times New Roman or  
28 Arial with a minimum font size of 11 points and a maximum font  
29 size of 12. The Cover Page and Eligibility Documents will not  
30 be counted as part of the 15-page limit. The Eligibility  
31 documents may be included as appendices. The PSG Council may

1 formulate a form application consistent with the requirements  
2 of this Part, provided that the PSG Council may not add to or  
3 remove any of the application contents prescribed in subsection  
4 (b) above without the City Council approval. Grant applications  
5 submitted electronically shall approximate the format required  
6 in this subsection (c) to the greatest extent possible.  
7 Applications provided through an online application shall  
8 comply with the maximum character counts.

9 \* \* \*

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

24 \* \* \*

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

27 (a) *Scoring Committees; Deadline.* The PSG Council may create a  
28 scoring committee for each category of Most Vulnerable Persons  
29 and Needs and all grant applications belonging to such category  
30 shall be reviewed, scored and evaluated by said committee. 7  
31 ~~provided however that no~~ Each application shall be scored by

1 ~~fewer than~~ a minimum of three members of the PSG Council.  
2 Members may be assigned by the Chair to more than one scoring  
3 committee established for a given category; however, the same  
4 group of Members (three or more) assigned to a scoring  
5 committee must score each application assigned to the committee  
6 for review. If a Member is unable to review, score and evaluate  
7 all of the applications assigned to a scoring committee, the  
8 Chair shall assign a new Member to replace such Member. The  
9 score sheets for any application completed by any such replaced  
10 Member shall not be used and the new assigned Member shall  
11 independently review, evaluate and score the applications  
12 assigned to such scoring committee. Members shall review, score  
13 and evaluate applications and forward completed score sheets  
14 for each application to the Grants Administrator on the third  
15 Tuesday in September of each year.

16 \* \* \*

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

- 21 (1) Community Need and Target Audience (maximum ~~15~~20 points);
- 22 (2) Agency Background, Staff and Board Experience (maximum 15  
23 points);
- 24 (3) Program Management Expertise and Evaluation (maximum ~~30~~20  
25 points);
- 26 (4) Program Activities (maximum ~~10~~15 points);
- 27 (5) Program Budget and Fiscal Policies (maximum 15 points); and
- 28 (6) Quality of Program Overall (maximum 15 points).

29 (d) *Tentative Adoption of Rankings by PSG Council.* The PSG Council  
30 shall announce the rankings for each application belonging to a  
31 Priority Population or Priority Need at a meeting on the day

1 after the City's annual budget is adopted each year and adopt a  
2 tentative ranking and funding allocation list. Copies of each  
3 requesting agency's completed score sheets, together with any  
4 other support information or justification from the application  
5 scorer regarding the application score, shall be made available  
6 to requesting agencies after ~~at~~ such meeting. A requesting  
7 agency will also be notified in writing by the Grants and  
8 Contract Compliance Division of its application score and  
9 ranking. A requesting agency may appeal a score sheet or  
10 ranking decision made pursuant to this Part through the appeals  
11 procedure set forth in Section 118.810.

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

14 \* \* \*

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

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

29 \* \* \*

30 (d) *Appeals Deadline; Contents; Procedures.* A requesting agency  
31 shall have five business days from the decision date of the PSG

1 Council or staff, as applicable, to deem a requesting agency  
2 ineligible to apply for a Public Service Grant under Section  
3 118.805, disqualify an application under Section 118.806 or  
4 tentative funding allocation under Section 118.807 to file a  
5 Notice of Appeal. The Grants Administrator will determine the  
6 timeliness of an appeal. The Notice of Appeal shall be  
7 addressed to the Grants and Contract Compliance Division ~~PSG~~  
8 ~~Council~~ staff and must:

- 9 (1) Identify one or more of the stated reasons in Section  
10 118.810(c) above for the appeal and include any supporting  
11 documentation or information evidencing the same; and  
12 ~~(2) State the timeliness of the appeal; and~~  
13 ~~(3)~~(2) State the amount of the requesting agency's  
14 application grant request and the PSG Council's tentative  
15 funding allocation.

16 \* \* \*

17 **Section 3. Codification Instructions.** The Codifier and  
18 the Office of General Counsel are authorized to make all chapter  
19 and division "tables of contents" consistent with the changes set  
20 forth herein. Such editorial changes and any other changes  
21 necessary to make the *Ordinance Code* consistent with the intent of  
22 this legislation are approved and directed herein, and changes to  
23 the *Ordinance Code* shall be made forthwith and when  
24 inconsistencies are discovered.

25 **Section 4. Effective Date.** This Ordinance shall become  
26 effective upon signature by the Mayor or upon becoming effective  
27 without the Mayor's signature.

1 Form Approved:

2

3 /S/ Ashley Smith

4 Office of General Counsel

5 Legislation Prepared By: Ashley Smith

6 GC-#1736703-v4-2026\_Legislation\_PSG\_Council\_Chapter\_118