

PART 9. - OFFICE OF GRANTS AND CONTRACT COMPLIANCE

Sec. 24.901. - Office of Grants and Contract Compliance functions.

The Office of Grants and Contract Compliance shall ensure the City of Jacksonville receives the broadest utilization of grant resources and manages such resources and relationships. The Office shall be responsible and accountable for appropriate compliance in accordance with funding policy. The office shall:

- (a) Endeavor to obtain external funds for internal City of Jacksonville Department projects and functions, established in the annual budget thereby reducing or eliminating the use of general fund dollars for those internal City of Jacksonville projects;
- (b) Direct resource development strategies including but not limited to recommendations concerning identification of external grant resources, private sector partners, in-kind resources to include equipment, services, and staff for internal COJ projects;
- (c) Direct and/or provides oversight of research and evaluation in collaboration with appropriate agency representatives to determine needs and assess feasibility of new program ideas and proposals as they relate to possible external funding and resources for internal COJ projects;
- (d) Direct, advise, and consult, with all appropriate staff and partners regarding grant application specifications such as program descriptions, work plans, and timelines;
- (e) Administer budget computations, statistical analysis, and program/budget narratives for completion of applications;
- (f) Administer and oversee grant writing initiatives, program monitoring, and assure communication with both internal and external program administrators throughout the life of any resource award;
- (g) Ensure agency compliance with regulatory standards concerning resources development opportunities including compliance with federal, state, and local laws, rules, fiscal requirements, agency policies, programmatic guidelines and appropriate contracts/agreements;
- (h) Oversee training of city-wide staff engaged in grant writing, administration, and compliance which includes informal training, cross training, and formal training such as conducting grant writing workshops;
- (i) Staff the Public Service Grants Council and forward any recommendations from the Council to the Director of Finance and Administration.

(Ord. 2016-140-E, § 6)