

1 Introduced by Council President at the request of the Mayor and
2 Co-Sponsored by Council Members Diamond, Carrico, Pittman, White and
3 Bowman and amended by the Rules Committee:
4

5 **ORDINANCE 2023-33-E**

6 AN ORDINANCE CONCERNING THE EXECUTIVE
7 REORGANIZATION OF THE CITY OF JACKSONVILLE'S
8 OFFICE OF GRANTS AND CONTRACT COMPLIANCE,
9 FINANCE AND ADMINISTRATION DEPARTMENT;
10 APPROPRIATING \$152,780.00 FROM GENERAL FUND GSD
11 FUND BALANCE TO EFFECTUATE THE REORGANIZATION,
12 AS INITIATED BY B.T. 23-037; PROVIDING FOR AN
13 EXECUTIVE REORGANIZATION CONCERNING THE OFFICE
14 OF GRANTS AND CONTRACT COMPLIANCE, FINANCE AND
15 ADMINISTRATION DEPARTMENT AND A STATEMENT OF
16 PLAN PURSUANT TO PURSUANT TO PART 2 (EXECUTIVE
17 REORGANIZATION), CHAPTER 21 (EXECUTIVE BRANCH,
18 GENERALLY), *ORDINANCE CODE*; REPEALING AND
19 REPLACING PART 9 (OFFICE OF GRANTS AND CONTRACT
20 COMPLIANCE), CHAPTER 24 (FINANCE AND
21 ADMINISTRATION DEPARTMENT), *ORDINANCE CODE*;
22 CREATING A NEW PART 9 (GRANTS AND CONTRACT
23 COMPLIANCE DIVISION), CHAPTER 24 (FINANCE AND
24 ADMINISTRATION DEPARTMENT), *ORDINANCE CODE*;
25 AMENDING SECTION 80.104 (ORGANIZATION AND
26 PROCEEDINGS), CHAPTER 80 (PUBLIC SERVICE GRANT
27 COUNCIL), *ORDINANCE CODE*; AMENDING SECTIONS
28 117.111 (GRANT AWARDS TO FOLLOW UNIFORM FEDERAL
29 OR STATE PROCUREMENT RULES OR PROCUREMENT CODE)
30 AND 117.112 (REPORTING), CHAPTER 117 (GRANTS),
31 *ORDINANCE CODE*; AMENDING SECTION 118.104

1 (DEFINITIONS), PART 1 (GENERAL PROVISIONS),
2 CHAPTER 118 (CITY GRANTS), *ORDINANCE CODE*;
3 AMENDING SECTIONS 118.803 (GRANTS
4 ADMINISTRATOR; RESPONSIBILITIES) AND 118.807
5 (REVIEW, EVALUATION AND SCORING OF APPLICATIONS
6 BY PSG COUNCIL), PART 8 (PUBLIC SERVICE GRANTS),
7 CHAPTER 118 (CITY GRANTS), *ORDINANCE CODE*;
8 AUTHORIZING POSITION, AS INITIATED BY R.C. 23-
9 066, RESULTING FROM THIS REORGANIZATION;
10 PROVIDING FOR PURPOSE; PROVIDING FOR
11 CODIFICATION INSTRUCTIONS; PROVIDING AN
12 EFFECTIVE DATE.

13
14 **WHEREAS**, in accordance with Part 2 (Executive Reorganization),
15 Chapter 21 (Executive Branch, Generally), *Ordinance Code*, the Mayor,
16 after investigation, has determined that an executive reorganization
17 of the Office of Grants and Contract Compliance, Finance and
18 Administration Department, is appropriate considering the increased
19 number of federal, state, and local grant funds that the City of
20 Jacksonville is responsible for administering; and

21 **WHEREAS**, the Mayor deems it appropriate to (i) elevate the Office
22 of Grants and Contract Compliance from an office to a division within
23 the Finance and Administration Department; and (ii) create a division
24 chief position to manage the Grants and Contract Compliance Division
25 functions; and

26 **WHEREAS**, in accordance with Section 21.202 (Powers and duties
27 of Mayor), *Ordinance Code*, the Mayor has developed an executive
28 reorganization plan for the Office of Grants and Contract Compliance,
29 Finance and Administration Department; now therefore

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

31 **Section 1. Recitals.** The recitals above are true and

1 correct and incorporated herein by this reference.

2 **Section 2. Appropriation of Funds to Effectuate**
3 **Reorganization, as Initiated by B.T. 23-037.**

4 For the 2022-2023 fiscal year, within the City's budget, there are
5 hereby appropriated the indicated sum(s) from the account(s) listed
6 in subsection (a) to the account(s) listed in subsection (b):

7 (B.T. 23-037 is attached hereto as **Exhibit 1** and incorporated herein
8 by this reference)

9 (a) Appropriated from:

10 See B.T. 23-037 \$152,780.00

11 (b) Appropriated to:

12 See B.T. 23-037 \$152,780.00

13 (c) **Explanation of Appropriation** - The funding above is being
14 appropriated from the General Fund GSD fund balance account for the
15 Chief of Grants and Contract Compliance Division position salary,
16 benefits, and internal service allocations.

17 **Section 3. Office of Grants and Contract Compliance, Finance**
18 **and Administration Department Executive Reorganization; Statement of**

19 **Plan.** This Ordinance is being enacted for the purpose of
20 reorganizing and restructuring the Office of Grants and Contract
21 Compliance within the Executive Branch of the City government pursuant
22 to Part 2 (Executive Reorganization), Chapter 21 (Executive Branch,
23 Generally), *Ordinance Code*, in connection with the Mayor's executive
24 reorganization plan which has been transmitted to the Council and is
25 attached hereto as **Exhibit 2**.

26 **Section 4. Repealing Part 9 (Office of Grants and Contract**
27 **Compliance), Chapter 24 (Finance and Administration Department),**

28 **Ordinance Code.** Part 9 (Office of Grants and Contract Compliance),
29 Chapter 24 (Finance and Administration Department), *Ordinance Code*,
30 is hereby repealed and replaced in its entirety. Copies of the
31 repealed Part 9, Chapter 24, *Ordinance Code*, is attached hereto as

1 **Exhibit 3.**

2 **Section 5. Creating a new Part 9 (Grants and Contract**
3 **Compliance Division), Chapter 24 (Finance and Administration**
4 **Department), Ordinance Code.** A new Part 9 (Grants and Contract
5 Compliance Division), Chapter 24 (Finance and Administration
6 Department), *Ordinance Code*, is hereby created to read as follows:

7 **CHAPTER 24 - FINANCE AND ADMINISTRATION DEPARTMENT**

8 *** * ***

9 **PART 9. - GRANTS AND CONTRACT COMPLIANCE DIVISION**

10 **Sec. 24.901. - Establishment.**

11 There is created a Grants and Contract Compliance Division. The
12 Division shall ensure the City of Jacksonville receives the broadest
13 utilization of grant resources and manages such resources and
14 relationships.

15 **Sec. 24.902. - Division Chief.**

16 The Chief of the Grants and Contract Compliance Division shall be
17 the head of the Division. The Chief of the Grants and Contract
18 Compliance Division shall be appointed by the Mayor, subject to
19 confirmation by the Council, shall serve at the pleasure of the
20 Mayor, and shall have a bachelor's degree or higher from an
21 accredited college or university and at least three years' experience
22 in grant management.

23 **Sec. 24.903. - Division functions.**

24 The Division shall be responsible and accountable for appropriate
25 grant and contract compliance in accordance with funding policy. The
26 Division shall:

27 (a) Endeavor to obtain external funds for internal City of
28 Jacksonville Department projects and functions, established in the
29 annual budget thereby reducing or eliminating the use of general
30 fund dollars for those internal City of Jacksonville projects;

31 (b) Direct resource development strategies including but not limited

1 to recommendations concerning identification of external grant
2 resources, private sector partners, in-kind resources to include
3 equipment, services, and staff for internal City of Jacksonville
4 projects;

5 (c) Direct and/or provide oversight of research and evaluation in
6 collaboration with appropriate agency representatives to determine
7 needs and assess feasibility of new program ideas and proposals as
8 they relate to possible external funding and resources for internal
9 City of Jacksonville projects;

10 (d) Direct, advise, and consult with all appropriate staff and
11 partners regarding grant application specifications such as program
12 descriptions, work plans, and timelines;

13 (e) Administer budget computations, statistical analysis, and
14 program/budget narratives for completion of applications;

15 (f) Administer and oversee grant writing initiatives, program
16 monitoring, and assure communication with both internal and external
17 program administrators throughout the life of any resource award;

18 (g) Ensure agency compliance with regulatory standards concerning
19 resource development opportunities including compliance with
20 federal, state, and local laws, rules, fiscal requirements, agency
21 policies, programmatic guidelines, and appropriate
22 contracts/agreements;

23 (h) Oversee training of city-wide staff engaged in grant writing,
24 administration, and compliance which includes informal training,
25 cross training, and formal training such as conducting grant writing
26 workshops; and

27 (i) Staff the Public Service Grants Council and forward any
28 recommendations from the Council to the Director of Finance and
29 Administration.

30 **Section 6. Amending Section 80.104 (Organization and**
31 **proceedings), Chapter 80 (Public Service Grant Council), Ordinance**

1 **Code.** Section 80.104 (Organization and proceedings), Chapter 80
2 (Public Service Grant Council), *Ordinance Code*, is hereby amended to
3 read as follows:

4 **CHAPTER 80 - PUBLIC SERVICE GRANT COUNCIL**

5 * * *

6 **Sec. 80.104. - Organization and proceedings.**

7 * * *

8 (d) *Administrative support.* The PSG Council shall receive staff
9 support from the ~~Office of~~ Grants and Contract Compliance
10 Division.

11 * * *

12 **Section 7. Amending Sections 117.111 (Grant awards to**
13 **follow Uniform Federal or State Procurement Rules or Procurement**
14 **Code) and 117.112 (Reporting), Chapter 117 (Grants), *Ordinance Code*.**
15 Sections 117.111 (Grant awards to follow Uniform Federal or State
16 Procurement Rules or Procurement Code) and 117.112 (Reporting),
17 Chapter 117 (Grants), *Ordinance Code*, are hereby amended to read as
18 follows:

19 **Chapter 117 - GRANTS**

20 * * *

21 **Sec. 117.111. - Grant awards to follow Uniform Federal or State**
22 **Procurement Rules or Procurement Code.**

23 Consistent with Section 126.113, *Ordinance Code*, and as
24 applicable, the City must comply with federal and/or state procurement
25 requirements, including 2 CFR Part 200-Uniform Administrative
26 Requirements, Costs Principles, and Audit Requirements for Federal
27 Awards (2 CFR 200), but may enact more stringent requirements than
28 state or federal law imposes. Where applicable, grant applications
29 submitted on behalf of the City shall include vendors who have been
30 reviewed by the ~~Office of~~ Grants and Contract Compliance Division and
31 determined by the ~~Office of~~ Grants and Contract Compliance Division

1 to meet the vendor eligibility requirements established by the agency
2 issuing the grant funding. Where feasible, the City shall utilize a
3 competitive procurement process pursuant to Chapter 126 (Procurement
4 Code) to allocate and disburse funding received from grants to
5 nonprofits or other third parties.

6 **Sec. 117.112. - Reporting.**

7 Beginning on October 1, 2022, and occurring on April 1 and
8 October 1 of each year thereafter, the ~~Office of~~ Grants and Contract
9 Compliance Division shall submit a comprehensive written report to
10 the Council which includes grant awards received by all departments,
11 boards and commissions subject to Chapter 117 for the six-month time
12 period immediately preceding the reporting date. For grant awards
13 managed by other departments, boards or commissions, those
14 departments, boards or commissions are required to submit their grant
15 award information for the same time period to the ~~Office of~~ Grants
16 and Contract Compliance Division by September 1 and March 1 of that
17 same year so that the ~~Office of~~ Grants and Contract Compliance
18 Division can compile the reporting information into one comprehensive
19 report. Such written report shall contain at a minimum the following
20 information regarding grants which have been awarded in the six-month
21 time period immediately preceding:

22 * * *

23 **Section 8. Amending Section 118.104 (Definitions), Part 1**
24 **(General Provisions), Chapter 118 (City Grants), Ordinance Code.**

25 Section 118.104 (Definitions), Part 1 (General Provisions), Chapter
26 118 (City Grants), *Ordinance Code*, is hereby amended to read as
27 follows:

28 **CHAPTER 118 - CITY GRANTS**

29 **PART 1. - GENERAL PROVISIONS**

30 * * *

31 **Sec. 118.104. - Definitions.**

* * *

(i) Grants Administrator means the individual designated by the Chief of the Grants and Contract Compliance Division.

(~~j~~) Grant Monitor means the individual designated ~~individual~~ by the City Department or by the Cultural Council that is responsible for the monitoring of the appropriation during the term of the agreement.

(~~k~~) Public Service Grant means an appropriation made by the City Council to a requesting agency based upon the funding recommendations of the Public Service Grant Council as provided in Part 8 hereof.

(~~l~~) Public Service Grant Council means the citizen council appointed in accordance with Part 8 hereof, and which is responsible for making funding recommendations with respect to Public Service Grants.

(~~m~~) Most Vulnerable Persons and Needs is a group of citizens with common needs and traits requiring public services from Requesting Agencies, whose needs have justified priority consideration over other deserving populations or groups in competition for City funding.

(~~n~~) Recipient means a public or private entity, organization, firm or individual to whom the City Council has appropriated City funds and to whom the Cultural Council has allocated appropriated City funds pursuant to the provisions of this Chapter.

(~~o~~) Requesting Agency means a public or private entity, organization, firm or individual who is requesting an appropriation of City funds from the City Council pursuant to the provisions of this Chapter or who is requesting an allocation from the Cultural Council of appropriated City funds pursuant to the provisions of this Chapter.

* * *

Section 9. Amending Sections 118.803 (Grants Administrator; Responsibilities) and 118.807 (Review, evaluation and

1 **scoring of applications by PSG Council), Part 8 (Public Service**
2 **Grants), Chapter 118 (City Grants), Ordinance Code.** Sections 118.803
3 (Grants Administrator; Responsibilities) and 118.807 (Review,
4 evaluation and scoring of applications by PSG Council), Part 8 (Public
5 Service Grants), Chapter 118 (City Grants), *Ordinance Code*, are hereby
6 amended to read as follows:

7 **CHAPTER 118 - CITY GRANTS**

8 * * *

9 **PART 8. - PUBLIC SERVICE GRANTS**

10 * * *

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

12 (a) *Staff Support; Mandatory Application*
13 *Workshop.* The Grants Administrator and Grants ~~Office~~ and Contract
14 Compliance Division shall provide staff support to the PSG Council
15 and assist with the Annual Training Course required in Section
16 80.104(i). In addition, the Grants Administrator, or his or her
17 designee, shall conduct a mandatory application workshop ("Mandatory
18 Application Workshop") for requesting agencies within 30 days
19 following the effective date of the Most Vulnerable Persons and
20 Needs legislation adopted by the City Council. ~~In order for~~ For
21 requesting agencies to be eligible to apply for a Public
22 Service Grant, a requesting agency must attend and complete the
23 Mandatory Application Workshop. The Mandatory Application Workshop
24 shall be noticed to the public in the same ~~manner in which~~ way PSG
25 Council meetings are noticed. The Mandatory Application Workshop
26 shall be conducted twice in May and a requesting agency may attend
27 either workshop to meet the requirement under this Section.

28 * * *

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

31 * * *

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

14 * * *

15 **Section 10. Approval of Position.** There is hereby approved
16 the position more fully described in R.C. 23-066, attached hereto as
17 **Exhibit 4** and incorporated herein by this reference.

18 **Section 11. Purpose.** The purpose of the appropriation in
19 Section 2 above is provide for the funding to support the new Grants
20 and Contract Compliance Division chief position resulting from the
21 reorganization set forth in this ordinance.

22 **Section 12. Codification Instructions.** The Codifier and the
23 Office of General Counsel are authorized to make all chapter and
24 division "tables of contents" consistent with the changes set forth
25 herein. Such editorial changes and any others necessary to make the
26 Ordinance Code consistent with the intent of this legislation are
27 approved and directed herein, and changes to the Ordinance Code shall
28 be made forthwith and when inconsistencies are discovered.

29 **Section 13. Effective Date.** This ordinance shall become
30 effective upon signature by the Mayor or upon becoming effective
31 without the Mayor's signature.

1 Form Approved:

2

3 /s/ Mary E. Staffopoulos

4 Office of General Counsel

5 Legislation Prepared By: Lawsikia J. Hodges

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