

1 Introduced by Council Member Salem and amended by the Finance  
2 Committee:

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4  
5 **ORDINANCE 2026-288-E**

6 AN ORDINANCE REGARDING OPIOID SETTLEMENT  
7 PROCEEDS GRANTS; AMENDING SECTIONS 84.301  
8 (OPIOID SETTLEMENT PROCEEDS ALLOCATION FOR  
9 OPIOID SETTLEMENT PROCEEDS GRANTS), 84.304  
10 (ELIGIBILITY TO APPLY FOR OPIOID SETTLEMENT  
11 PROCEEDS GRANTS), 84.305 (APPLICATION  
12 REQUIREMENTS), 84.306 (REVIEW, EVALUATION AND  
13 SCORING OF APPLICATIONS BY OSUD GRANTS  
14 COMMITTEE), 84.307 (FUNDING ALLOCATIONS BY OSUD  
15 GRANTS COMMITTEE; GRANT AWARD LIMITATIONS),  
16 84.308 (AMENDMENTS TO OPIOID SETTLEMENT PROCEEDS  
17 GRANT BUDGETS BY RECIPIENTS; APPROVAL BY MANAGER  
18 OF OPIOID ABATEMENT), AND 84.309 (OPIOID  
19 SETTLEMENT PROCEEDS GRANT APPEALS BOARD; APPEALS  
20 PROCEDURE), PART 3 (OPIOID SETTLEMENT PROCEEDS  
21 GRANT AWARDS PROCEDURES), CHAPTER 84 (OPIOID  
22 SETTLEMENT PROCEEDS GRANTS), *ORDINANCE CODE*, TO  
23 CLARIFY ELIGIBILITY REQUIREMENTS, UPDATE  
24 APPLICATION REQUIREMENTS, CHANGE THE ASSIGNMENT  
25 OF POINTS TO THE EVALUATION CRITERION, CLARIFY  
26 THE USE OF THE HIGH SCORE MODEL TO PROVIDE  
27 FUNDING TO THE NEXT HIGHEST RANKED SCORE WHEN AN  
28 AWARDED RECIPIENT DOES NOT ACCEPT THE AWARD OR  
29 FUNDING OTHERWISE BECOMES AVAILABLE, AND UPDATE  
30 OPIOID SETTLEMENT PROCEEDS GRANT APPEALS BOARD  
31 PROCEDURE; PROVIDING FOR CODIFICATION

INSTRUCTIONS; PROVIDING AN EFFECTIVE DATE.

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

**Section 1. Amending Sections 84.301 (Opioid Settlement Proceeds Allocation for Opioid Settlement Proceeds Grants), 84.304 (Eligibility to Apply for Opioid Settlement Proceeds Grants), 84.305 (Application Requirements), 84.306 (Review, Evaluation and Scoring of Applications by OSUD Grants Committee), 84.307 (Funding Allocations by OSUD Grants Committee; Grant Award Limitations), 84.308 (Amendments to Opioid Settlement Proceeds Grant Budgets by Recipients; Approval by Manager of Opioid Abatement), and 84.309 (Opioid Settlement Proceeds Grant Appeals Board; Appeals Procedure), Part 3 (Opioid Settlement Proceeds Grant Awards Procedures), Chapter 84 (Opioid Settlement Proceeds Grants), Ordinance Code.** Sections 84.301 (Opioid Settlement Proceeds Allocation for Opioid Settlement Proceeds Grants), 84.304 (Eligibility to Apply for Opioid Settlement Proceeds Grants), 84.305 (Application Requirements), 84.306 (Review, Evaluation and Scoring of Applications by OSUD Grants Committee), 84.307 (Funding Allocations by OSUD Grants Committee; Grant Award Limitations), 84.308 (Amendments to Opioid Settlement Proceeds Grant Budgets by Recipients; Approval by Manager of Opioid Abatement), and 84.309 (Opioid Settlement Proceeds Grant Appeals Board; Appeals Procedure), Part 3 (Opioid Settlement Proceeds Grant Awards Procedures), Chapter 84 (Opioid Settlement Proceeds Grants), *Ordinance Code*, are hereby amended to read as follows:

**CHAPTER 84 - OPIOID SETTLEMENT PROCEEDS GRANTS**

**\* \* \***

**PART 3. - OPIOID SETTLEMENT PROCEEDS GRANT AWARDS PROCEDURES**

**Sec. 84.301. - Opioid Settlement Proceeds Allocation for Opioid Settlement Proceeds Grants.**

The City of Jacksonville shall make an initial appropriation to

1 the OSUD Grants Committee in an amount equal to 40 percent of total  
2 Opioid Settlement Proceeds deposited in the Opioid Settlement Special  
3 Revenue Fund created by Section 111.265, Ordinance Code, as of July  
4 1, 2023. Thereafter, on or before April 1 of each year, the Finance  
5 ~~and Administration~~ Department shall calculate the total Opioid  
6 Settlement Proceeds deposited in the Opioid Settlement Special  
7 Revenue Fund during the immediately preceding ~~calendar~~ year. The  
8 annual funding amount for Opioid Settlement Proceeds Grants shall,  
9 at a minimum, be equal to 70 percent of the total Opioid Settlement  
10 Proceeds deposited in the Opioid Settlement Special Revenue Fund  
11 during the immediately preceding ~~calendar~~ year that were not included  
12 in a previous year's calculation. This appropriation shall be included  
13 in the Mayor's proposed annual budget for the upcoming fiscal year  
14 or in separate legislation. The Opioid and Substance Use Disorder  
15 Grants Committee shall not award or allocate funding to requesting  
16 agencies under this Chapter until after the City Council has approved  
17 the annual budget ordinance or separate legislation appropriating the  
18 grant funding. Any Opioid Settlement Proceeds appropriated to the  
19 OSUD Grants Committee for Opioid Settlement Proceeds Grants that are  
20 not awarded or that remain unencumbered at the end of a fiscal year  
21 shall not be returned to the Opioid Settlement Special Revenue Fund  
22 but shall carry forward to the next fiscal year for subsequent award  
23 by the OSUD Grants Committee. The City appropriation for the next  
24 fiscal year shall not be reduced by the amount of any unencumbered  
25 or unawarded residual funds from prior fiscal years.

26 \* \* \*

27 **Sec. 84.304 - Eligibility to Apply for Opioid Settlement Proceeds**  
28 **Grants.**

29 \* \* \*

30 (c) *Eligibility Documents*. Notwithstanding the prohibition in  
31 subsection (a) above, a requesting agency shall include the

1 following eligibility documents listed in subsections (1)-(5)  
2 below, as applicable (collectively, the "Eligibility Documents"),  
3 in its Opioid Settlement Proceeds Grant application submittal.  
4 If a requesting agency fails to include the Eligibility Documents  
5 in the form and manner prescribed below, the requesting agency  
6 shall be ineligible to apply for an Opioid Settlement Proceeds  
7 Grant and such requesting agency's application shall not be  
8 reviewed and evaluated by the OSUD Grants Committee. The  
9 Eligibility Documents are as follows:

10 (1) A copy of a Florida certificate of status (sometimes referred  
11 to as a certificate of good standing) ~~certificate~~ issued within  
12 the last 12 months and prior to the application deadline by the  
13 Florida Division of Corporations evidencing that the requesting  
14 agency is in good standing and has been in existence for three  
15 years prior to the Opioid Settlement Proceeds Grant application  
16 deadline; and

17 (2) Either:

18 a. A copy of the requesting agency's current Charitable  
19 Solicitation Permit issued by the State of Florida  
20 evidencing that the requesting agency is current on state  
21 charitable permitting fees; or

22 b. A State ~~state~~ letter of exemption indicating that the  
23 requesting agency is exempt pursuant to F.S. § 496.406(3);  
24 or and

25 c. A letter from the requesting agency's governing body  
26 stating it is their understanding that the requesting agency  
27 is exempt from the application of Sections 496.401 -  
28 496.424, Florida Statutes under Section 496.403, Florida  
29 Statutes.

30 (3) The following financial information as applicable:

31 a. Copies of the requesting agency's fiscal balance sheets

1 and statements of income and expenses for the requesting  
2 agency's last two completed fiscal years ~~of the requesting~~  
3 ~~agency;~~ and

4 b. Copies of the requesting agency's last three completed  
5 and filed federal tax returns ~~for the last three tax years;~~

6 \* \* \*

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

16 \* \* \*

17 (5) An original and accurate affidavit as verified by the Manager  
18 of Opioid Abatement, 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 a. The requesting agency's program will be operated in Duval  
23 County, Florida, serve residents of Duval County, Florida,  
24 and comply with the requirements of the MOU authorized by  
25 Ordinance 2021-659-E, as may be amended;

26 b. The requesting agency's program will serve an Opioid  
27 Settlement Proceeds Grant funded category for the grant  
28 application cycle in which the requesting agency is applying  
29 for;

30 c. The requesting agency's program is not receiving funding  
31 from any of the City programs listed in Section 84.304(a)

1 for the fiscal year in which the requesting agency is  
2 applying;

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

8 e. The requesting agency is in compliance with the terms of  
9 all existing City agreements in which the requesting agency  
10 is a party; and

11 f. The requesting agency is in compliance with all  
12 applicable federal, state, and local laws, rules,  
13 regulations and ordinances, as the same may exist and may  
14 be amended from time to time.

15 If the OSUD Grants Committee or Manager of Opioid Abatement  
16 determines that a statement made in the affidavit is incorrect,  
17 the requesting agency will be deemed ineligible.

18 \* \* \*

19 **Sec. 84.305. - Application Requirements.**

20 (a) *Application Deadline.* A requesting agency may submit an Opioid  
21 Settlement Proceeds Grant application after the date that the  
22 City Council approves the percentage of funds allocated to each  
23 Opioid Settlement Proceeds Grant funded category pursuant to this  
24 Chapter, but no later than July 1 of each fiscal year. The Manager  
25 of Opioid Abatement shall prescribe one or more methods that  
26 applications may be submitted, which may include in person,  
27 electronically, or through an online application. Applications  
28 ~~may be submitted in person or electronically as prescribed by the~~  
29 ~~Manager of Opioid Abatement.~~

30 (b) *Application Contents.* Each application for an Opioid Settlement  
31 Proceeds Grant submitted by a requesting agency pursuant to this

1 Part shall contain the following information:

2 \* \* \*

3 (3) A section entitled "Agency Background and Experience"  
4 containing a description of the agency's board (number of  
5 members, length of service of each member, and professional  
6 experience of each member), executive staff (e.g., executive  
7 director, chief executive or operating officer, chief  
8 financial officer), and the agency's experience and  
9 accomplishments addressing and/or treating opioid addictions,  
10 overdoses, and related mental, physical and familial matters  
11 arising from the opioid use, abuse and treatment. This section  
12 may without limitation describe the agency's mission, future  
13 plans, major programs, licensure, certification or  
14 accreditation (maximum three pages or 1,500 words for an  
15 online application).

16 (4) A section entitled "Program Overview" containing a  
17 description of the program and how the program will address  
18 the prevention, treatment or recovery support related to  
19 opioid use and/or abuse for the applicable Opioid Settlement  
20 Proceeds Grant funded category applied under. This ~~§~~section  
21 shall may include without limitation partnerships with other  
22 programs or agencies as applicable (maximum three pages or  
23 1,500 words for an online application).

24 (5) A section entitled "Program Activities" containing a list  
25 of all activities that the program will offer or provide and  
26 a brief description and rationale for ~~of~~ each activity. This  
27 section shall describe how clients enter the program, how  
28 clients' needs are evaluated, how clients progress through  
29 the program, how long clients remain in the program, what  
30 information the program collects from clients, and how  
31 program records are maintained (maximum ~~two~~ one pages or 1,000

1 words for an online application).

2 (6) A section entitled "Program Management and General Overhead"  
3 containing a description of the management and staff  
4 positions that will be needed to successfully operate the  
5 program and the general overhead of the agency. This section  
6 shall describe the program's staffing structure and identify  
7 and describe the positions responsible for program  
8 management. This section shall ~~may~~ include ~~without limitation~~  
9 potential fundraising capacity, plan, strategy and funding  
10 partners for the program as well as how the program will be  
11 sustained in future years (maximum three pages or 1,500 words  
12 for an online application).

13 (7) A ~~S~~section entitled "Operating Budget and Budget Narrative"  
14 which lists all line-item expenses and revenues to operate  
15 the program during the fiscal year and contains a brief  
16 description of each line--item expense. The expenses and  
17 revenues must balance (maximum two pages, not including the  
18 approved form).

19 (8) A section entitled "Program Impact and Effectiveness"  
20 containing a description of: (i) the program's goals and  
21 measurable, time-specific objectives and how attainment of  
22 the goals and measurable, time-specific objectives will be  
23 measured, including a description of data sources; (ii)  
24 multi-year qualitative and quantitative data on the program's  
25 effectiveness, past experiences, successes, and achievements  
26 ~~the program's achievements during the year immediately~~  
27 ~~preceding the application~~ or, for new programs, a description  
28 of national studies, qualitative measures, best practices and  
29 successes of similar programs, or other research justifying  
30 anticipated program effectiveness citing the sources and  
31 national standards relied upon for this information; and

1 (iii) the projected program impact on the Opioid Settlement  
2 Proceeds Grant funded category and the anticipated number of  
3 people to be served by the program; and ~~(iv) a listing of~~  
4 ~~each noncompliance incident within the past three years that~~  
5 ~~has resulted in the requesting agency being placed on the~~  
6 ~~Council Auditor's Chapter 118 noncompliance list. Such list~~  
7 ~~shall set forth with respect to each noncompliance incident:~~  
8 ~~(a) the noncompliance dates (e.g., the start date and end~~  
9 ~~date), and (b) an explanation for the noncompliance (maximum~~  
10 ~~four pages or 2,000 words for an online application, not~~  
11 ~~including the information required in subsection (iv) above).~~

12 (9) A section entitled "Chapter 118 Noncompliance" containing a  
13 listing of each noncompliance incident within the past three  
14 years that has resulted in the requesting agency being placed  
15 on the Council Auditor's Chapter 118 noncompliance list. Such  
16 list shall set forth with respect to each noncompliance  
17 incident: (a) the noncompliance dates (e.g., the start date  
18 and end date), and (b) an explanation for the noncompliance.

19 (c) *Application Format.* The application shall have one-inch margins  
20 and contain no more than ~~17~~16 single-sided double-spaced 8½" by  
21 11" pages. The font style shall be Times New Roman or Arial with  
22 a minimum font size of 11 points and a maximum font size of 12.  
23 The Cover Page and Eligibility Documents will not be counted as  
24 part of the ~~17-page~~16-page limit. The Eligibility Documents may  
25 be included as appendices. The OSUD Grants Committee may create  
26 a form application consistent with the requirements of this Part,  
27 provided that the OSUD Grants Committee may not add to or remove  
28 any of the application contents prescribed in subsection (b) above  
29 without City Council approval. Opioid Settlement Proceeds Grant  
30 applications submitted electronically shall approximate the  
31 format required in this subsection (c) to the greatest extent

1 possible. Applications provided through an online application  
2 shall comply with the maximum word counts.

3 \* \* \*

4 **Sec. 84.306. - Review, Evaluation and Scoring of Applications by OSUD**  
5 **Grants Committee.**

6 (a) *Scoring Committees; Deadline.* The OSUD Grants Committee may  
7 create a scoring subcommittee for each Opioid Settlement Proceeds  
8 Grant funded category and all grant applications belonging to  
9 such category shall be reviewed, scored, and evaluated by said  
10 scoring subcommittee, ~~provided however that no~~ Each application  
11 shall be scored by a minimum of ~~fewer than~~ three members of the  
12 OSUD Grants Committee. Members may be assigned by the Chair to  
13 more than one scoring subcommittee established for a given  
14 category; however, the same group of members (three or more)  
15 assigned to a scoring subcommittee must score each application  
16 assigned to the committee for review. If a Member is unable to  
17 review, score and evaluate all the applications assigned to a  
18 scoring subcommittee, the Chair shall assign a new Member to  
19 replace such Member. The score sheets for any application  
20 completed by any such replaced Member shall not be used and the  
21 new assigned Member shall independently review, evaluate, and  
22 score the applications assigned to such scoring subcommittee. In  
23 the event that the OSUD Grants Committee membership is less than  
24 five members, all members of the OSUD Grants Committee shall be  
25 required to score each grant application. Members shall review,  
26 score, and evaluate applications and forward completed score  
27 sheets for each application to the Manager of Opioid Abatement  
28 on or before October 1 of each year.

29 \* \* \*

30 (c) *Evaluation Criteria.* The OSUD Grants Committee shall evaluate and  
31 score Sections 84.305(b)(3)-(98) of each Opioid Settlement

1 Proceeds Grant application based upon the following evaluation  
2 criteria and maximum assigned points to each criterion:

- 3 (1) Quality of the program (maximum 20 points);
- 4 (2) Strength of staff and board (maximum five points);
- 5 (3) Requesting agency's ability to administratively manage the  
6 program and budget (maximum ten points);
- 7 (4) Need for the program within the applicable Opioid Settlement  
8 Proceeds Grant funded category (maximum 15 points);
- 9 (5) Impact of the program ~~(maximum 15 points)~~ on the applicable  
10 Opioid Settlement Proceeds Grant funded category (maximum  
11 15 points);
- 12 (6) Accuracy and appropriateness of the program budget (maximum  
13 15 points);
- 14 (7) Ability of the requesting agency to perform the program  
15 (maximum ~~ten~~<sup>15</sup> points); and
- 16 (8) Ability of the proposed measures to evaluate the  
17 effectiveness of the program (maximum ten five points).

18 (d) *Tentative Adoption of Rankings by OSUD Grants Committee.* The OSUD  
19 Grants Committee shall announce the rankings for each application  
20 belonging to an Opioid Settlement Proceeds Grant funded category  
21 at a meeting in the first full week of October of each year and  
22 adopt a tentative ranking and funding allocation list. Copies of  
23 each requesting agency's completed score sheets, together with  
24 any other supporting information or justification from the  
25 application scorer regarding the application score, shall be made  
26 available to requesting agencies after ~~at~~ such meeting. A  
27 requesting agency will also be notified in writing by the Manager  
28 of Opioid Abatement of its application score and ranking. A  
29 requesting agency may appeal a score sheet or ranking decision  
30 made pursuant to this Part through the appeals procedure set forth  
31 in Section 84.309.

1 **Sec. 84.307. - Funding Allocations by OSUD Grants Committee; Grant**  
2 **Award Limitations.**

3 \* \* \*

4 (c) Changes to the Adopted Final Funding Allocations. If, after the  
5 final funding allocations have been adopted by the OSUD Grants  
6 Committee, an Opioid Settlement Proceeds Grant recipient declines  
7 to accept their award, or funds otherwise become available, the  
8 Manager of Opioid Abatement may offer the available funding to  
9 any underfunded recipient up to 100 percent of requested funding  
10 and the maximum amount allowed followed by the next highest ranked  
11 scored applicant and so on utilizing the high score model until  
12 the funds are exhausted. The Manager of Opioid Abatement shall  
13 forward any recipient or funding allocation changes to the Council  
14 Auditor's Office, the Office of the Mayor, the City Council and  
15 the Director of the Finance Department.

16 **Sec. 84.308. - Amendments to Opioid Settlement Proceeds Grant Budgets**  
17 **by Recipients; Approval by Manager of Opioid Abatement and OSUD Grants**  
18 **Committee.**

19 The Manager of Opioid Abatement may approve budget changes to  
20 the recipient Opioid Settlement Proceeds Grant agreement so long as  
21 such budget changes are within ten percent of approved budget line  
22 items contained in the recipient's Opioid Settlement Proceeds Grant  
23 application. Budget changes over ten percent of the approved budget  
24 line items shall be subject to the approval of the OSUD Grants  
25 Committee. The total budget shall not be increased.

26 **Sec. 84.309. - Opioid Settlement Proceeds Grant Appeals Board;**  
27 **Appeals Procedure.**

28 \* \* \*

29 (d) *Appeals Deadline; Contents; Procedures.* A requesting agency shall  
30 have five business days from the decision date of the OSUD Grants  
31 Committee or Manager of Opioid Abatement, as applicable, to deem

1 a requesting agency ineligible to apply for an Opioid Settlement  
2 Proceeds Grant under Section 84.304, disqualify an application  
3 under Section 84.305 or tentative funding allocation under  
4 Section 84.306 to file a Notice of Appeal. The Manager of Opioid  
5 Abatement will determine the timeliness of an appeal. The Notice  
6 of Appeal shall be addressed to the Manager of Opioid Abatement  
7 and must:

- 8 (1) Identify one or more of the stated reasons in Section  
9 84.309(c) above for the appeal and include any supporting  
10 documentation or information evidencing the same; and  
11 ~~(2) State the timeliness of the appeal; and~~  
12 (2)(3) State the amount of the requesting agency's application  
13 grant request and the OSUD Grants Committee's tentative  
14 funding allocation.

15 The OSPG Appeals Board shall meet as soon as practicable to hear  
16 appeals and render final decisions to grant or deny the same.  
17 The OSPG Appeals Board shall afford requesting agencies, and as  
18 applicable the OSUD Grants Committee Member(s) pertinent to the  
19 appeal, an opportunity to comment at the Notice of Appeal  
20 meeting, and the board shall notify the OSUD Grants Committee  
21 of the results and final determinations regarding each appeal.

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

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