

1 Introduced by Council Member Reggie Gaffney, Jr., and amended by the
2 Neighborhoods, Community Services, Public Health and Safety
3 Committee:

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6 **ORDINANCE 2023-238-E**

7 AN ORDINANCE REGARDING THE PUBLIC SERVICE GRANT
8 COUNCIL; AMENDING SECTIONS 118.806 (APPLICATION
9 REQUIREMENTS) AND 118.807 (REVIEW, EVALUATION
10 AND SCORING OF APPLICATIONS BY PSG COUNCIL),
11 PART 8 (PUBLIC SERVICE GRANTS), CHAPTER 118
12 (CITY GRANTS), *ORDINANCE CODE*, TO AMEND THE
13 APPLICATION CONTENTS FOR REQUESTING AGENCIES,
14 AND THE EVALUATION AND SCORING CRITERIA OF
15 APPLICATIONS; PROVIDING FOR CODIFICATION
16 INSTRUCTIONS; PROVIDING AN EFFECTIVE DATE.

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

19 **Section 1. Amending Sections 118.806 (Application**
20 **Requirements) and 118.807 (Review, Evaluation and Scoring of**
21 **Applications by PSG Council), Part 8 (Public Service Grants), Chapter**
22 **118 (City Grants), Ordinance Code.** Sections 118.806 (Application
23 Requirements) and 118.807 (Review, Evaluation and Scoring of
24 Applications by PSG Council), Part 8 (Public Service Grants), Chapter
25 118 (City Grants), *Ordinance Code*, are hereby amended to read as
26 follows:

27 **CHAPTER 118 CITY GRANTS**

28 * * *

29 **PART 8. PUBLIC SERVICE GRANTS**

30 * * *

31 **Sec. 118.806. Application Requirements.**

* * *

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

(1) The Eligibility Documents pursuant to Section 118.805 herein.

(2) A Cover Page containing the following information:

(i) Name of the requesting agency;

(ii) Name of the Program;

(iii) The category of Most Vulnerable Persons and Needs that the Program will serve;

(iv) Amount of the Appropriation Request;

(v) The Fiscal Year that the requesting agency is submitting an appropriation request for;

(vi) The following certification executed (electronically or manually) by the executive director, chief executive or operating officer, president, vice president or board chairman in the form below:

"I, name/title, hereby certify that the information and representations contained in this Fiscal Year _____ Public Service Grant application is true and correct."

By: _____

Print Name/Title: _____

Date: _____

(3) A Section entitled ~~"Agency Background and Experience"~~ containing a description of the agency's board (number of members, length of service of each member, and professional experience of each member), executive staff (e.g. executive director, chief executive or operating officer, chief financial officer), and the agency's experience in the community and accomplishments. This Section may without limitation describe the agency's mission, future plans, major

1 ~~programs, licensure, certification or accreditation (maximum~~
2 ~~three pages).~~ "Community Need and Target Audience" containing
3 a description of the need for the program, the target audience
4 for Most Vulnerable Persons and Needs, the outreach to the
5 target audience, the anticipated impact and success on the
6 target audience and the anticipated number of people served
7 (maximum three pages).

8 (4) A Section entitled ~~"Program Overview" containing a~~
9 ~~description of the program and how the program will assist~~
10 ~~the category of Most Vulnerable Persons and Needs. This~~
11 ~~Section may include without limitation partnerships with~~
12 ~~other programs or agencies as applicable (maximum three~~
13 ~~pages).~~ "Agency Background, Staff and Board Experience"
14 containing a description of the agency's board (demographics,
15 length of service and professional experience); the board's
16 role in governance; the strategy for board recruitment; the
17 impact of the board's background, relationship, experience or
18 expertise with the agency; the agency's executive staff
19 (demographics, length of service and relevant experience and
20 expertise); the executive/key staff's plan or process for the
21 implementation of the program; and the agency's mission,
22 history, experiences and accomplishments relative to Most
23 Vulnerable Persons and Needs (maximum three pages).

24 (5) A Section entitled ~~"Program Activities" containing a list of~~
25 ~~all activities that the program will offer or provide and a~~
26 ~~brief description of each activity (maximum one~~
27 ~~page).~~ "Program Management Expertise and Evaluation"
28 containing a description of how the program will be designed
29 and managed, how the program's success and impact will be
30 measured and how information will be collected. For an
31 existing program, the section can include past experiences,

1 successes and achievements, and may include one client story;
2 and for a new program, the section can include why the agency
3 will be able to successfully manage the program, expected
4 outcomes or goals of the program and successes or best
5 practices of similar programs. This Section may include
6 without limitation potential fundraising capacity, plan,
7 strategy and funding partners for the program as well as how
8 the program will be sustained in future years. This Section
9 shall also include a listing of each noncompliance incident
10 within the past three years that has resulted in the
11 requesting agency being placed on the Council Auditor's
12 Chapter 118 noncompliance list. Such list shall set forth
13 with respect to each noncompliance incident: (a) the
14 noncompliance dates (e.g., the start date and end date), and
15 (b) an explanation for the noncompliance (maximum four pages,
16 not including the information regarding noncompliance
17 incidents).

18 (6) A Section entitled "~~Program Management and General Overhead~~"
19 ~~containing a description of the management and staff~~
20 ~~positions that will be needed to successfully operate the~~
21 ~~program and the general overhead of the agency. This Section~~
22 ~~may include without limitation potential fundraising~~
23 ~~capacity, plan, strategy and funding partners for the program~~
24 ~~as well as how the program will be sustained in future years~~
25 ~~(maximum three pages). "Program Activities" containing an~~
26 overview of program activities, including a description of
27 each activity, how clients enter the program, how clients'
28 needs are evaluated and the partnerships strengthening the
29 program (maximum two pages).

30 (7) A Section entitled "~~Operating Budget and Budget Narrative~~"
31 ~~which lists all line item expenses and revenues to operate~~

1 the program during the fiscal year and contains a brief
2 description of each line item expense. The expenses and
3 revenues must balance (maximum two pages, not including the
4 approved form). "Program Budget and Fiscal Policies"
5 containing a description of the agency's fiscal policies, the
6 procedures in place for ensuring the best fiscal policies,
7 how the agency's fiscal health is monitored and the experience
8 of the agency's staff overseeing the financial monitoring of
9 the program. The section should include the agency's budget,
10 with revenue and expenses balanced, and a list of all line
11 item expenses and revenues to operate the program with a brief
12 description of each (maximum three pages).

13 ~~(8) A Section entitled "Program Impact and Effectiveness"~~
14 ~~containing a description of: (i) the program's goals and~~
15 ~~objectives and how attainment of the goals and objectives~~
16 ~~will be measured; (ii) the program's achievements during the~~
17 ~~year immediately preceding the application or, for new~~
18 ~~programs, a description of national studies, qualitative~~
19 ~~measures, best practices and successes of similar programs,~~
20 ~~citing the sources and national standards relied upon for~~
21 ~~this information; (iii) the projected program impact on the~~
22 ~~category of Most Vulnerable Persons and Needs and the~~
23 ~~anticipated number of people to be served by the program; and~~
24 ~~(iv) a listing of each noncompliance incident within the past~~
25 ~~three years that has resulted in the requesting agency being~~
26 ~~placed on the Council Auditor's Chapter 118 noncompliance~~
27 ~~list. Such list shall set forth with respect to each~~
28 ~~noncompliance incident: (a) the noncompliance dates (e.g.,~~
29 ~~the start date and end date), and (b) an explanation for the~~
30 ~~noncompliance (maximum four pages, not including the~~
31 ~~information required in subsection (iv) above).~~

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2 **Sec. 118.807. Review, Evaluation and Scoring of Applications by**
3 **PSG Council.**

4 (a) *Scoring Committees; Deadline.* The PSG Council may create a scoring
5 committee for each category of Most Vulnerable Persons and Needs
6 and all grant applications belonging to such category shall be
7 reviewed, scored and evaluated by said committee, provided
8 however that no application shall be scored by fewer than ~~five~~
9 three members of the PSG Council. Members may be assigned by the
10 Chair to more than one scoring committee established for a given
11 category; however, the same group of Members (~~five~~three or more)
12 assigned to a scoring committee must score each application
13 assigned to the committee for review. If a Member is unable to
14 review, score and evaluate all of the applications assigned to a
15 scoring committee, the Chair shall assign a new Member to replace
16 such Member. The score sheets for any application completed by
17 any such replaced Member shall not be used and the new assigned
18 Member shall independently review, evaluate and score the
19 applications assigned to such scoring committee. ~~In the event~~
20 ~~that the PSG Council membership is less than eight members, all~~
21 ~~members of the PSG Council shall be required to score each grant~~
22 ~~application.~~ Members shall review, score and evaluate
23 applications and forward completed score sheets for each
24 application to the Grants Administrator on October 1 of each year.

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26 (c) *Evaluation Criteria.* The PSG Council shall evaluate and score
27 Sections 118.806(b)(3) through ~~(8)~~(7) of each Public Service
28 Grant application based upon the following evaluation criteria
29 and maximum assigned points to each criterion:

- 30 (1) ~~Quality of the program (maximum 20 points);~~Community Need and
31 Target Audience (maximum 15 points);

- ~~(2) Strength of staff and board (maximum five points);~~ Agency Background, Staff and Board Experience (maximum 15 points);
- ~~(3) Requesting agency's ability to administratively points for each criterion: manage the program and budget (maximum ten points);~~ Program Management Expertise and Evaluation (maximum 30 points);
- ~~(4) Need for the program within the category of Most Vulnerable Persons and Needs (maximum 15 points);~~ Program Activities (maximum 10 points);
- ~~(5) Impact of the program (maximum 15 points) on the category of Most Vulnerable Persons and Needs;~~ Program Budget and Fiscal Policies (maximum 15 points); and
- ~~(6) Accuracy and appropriateness of the program budget (maximum 15 points);~~ Quality of Program Overall (maximum 15 points).
- ~~(7) Ability of the requesting agency to perform the program (maximum 15 points);~~ and
- ~~(8) Ability of the proposed measures to evaluate the effectiveness of the program (maximum five points).~~

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Section 2. Codification Instructions. The Codifier and the Office of General Counsel are authorized to make all chapter and division "tables of contents" consistent with the changes set forth herein. Such editorial changes and any others necessary to make the Ordinance Code consistent with the intent of this legislation are approved and directed herein, and the changes to the Ordinance Code shall be made forthwith and when inconsistencies are discovered.

Section 3. Effective Date. This Ordinance shall become effective upon signature by the Mayor or upon becoming effective without the Mayor's signature.

1 Form Approved:

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3 /s/ Mary E. Staffopoulos

4 Office of General Counsel

5 Legislation Prepared By: Jeremy M. Brown

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