

1 The Neighborhoods, Community Services, Public Health and Safety
2 Committee offers the following Substitute to File No. 2026-36:

3
4 Introduced by the Special Committee on the Community Benefits
5 Agreement 2.0 (Council Members Arias, Salem, Amaro, J. Carlucci,
6 Clark-Murray and Peluso):

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8
9 **ORDINANCE 2026-36**

10 AN ORDINANCE ESTABLISHING AN EASTSIDE COMMUNITY
11 GRANTS PROGRAM; CREATING A NEW PART 9 (EASTSIDE
12 COMMUNITY GRANTS PROGRAM), CHAPTER 118 (CITY
13 GRANTS), *ORDINANCE CODE*, TO CREATE A NEW GRANTS
14 PROGRAM PURSUANT TO WHICH FUNDS DESIGNATED FOR
15 PROGRAMS, SERVICES, PROJECTS AND INITIATIVES FOR
16 AFFORDABLE HOUSING, WORKFORCE HOUSING, ECONOMIC
17 DEVELOPMENT AND MITIGATION OF HOMELESSNESS IN
18 THE EASTSIDE, AS DEFINED IN THE SUPPLEMENTAL
19 JACKSONVILLE STADIUM COMMUNITY BENEFITS
20 AGREEMENT APPROVED AND AUTHORIZED BY ORDINANCE
21 2024-905-E, MAY BE DISBURSED TO QUALIFIED
22 ORGANIZATIONS; PROVIDING FOR OVERSIGHT AND
23 ADMINISTRATION OF THE EASTSIDE COMMUNITY GRANTS
24 PROGRAM BY THE GRANTS AND CONTRACT COMPLIANCE
25 DIVISION OF THE FINANCE DEPARTMENT; PROVIDING
26 FOR SEVERABILITY; PROVIDING FOR CODIFICATION
27 INSTRUCTIONS; PROVIDING AN EFFECTIVE DATE.

28
29 **BE IT ORDAINED** by the Council of the City of Jacksonville:

30 **Section 1. Creating a new Part 9 (Eastside Community Grants**
31 **Program), Chapter 118 (City Grants), Ordinance Code.** A new Part 9

1 (Eastside Community Grants Program), Chapter 118 (City Grants),
2 *Ordinance Code*, is hereby created to read as follows:

3 **CHAPTER 118 - CITY GRANTS**

4 * * *

5 **PART 9. - EASTSIDE COMMUNITY GRANTS PROGRAM**

6 **Sec. 118.901. - Purpose.**

7 There is hereby created an Eastside Community Grants Program
8 (the "Eastside Grants Program") which shall be administered by the
9 Eastside Grants Committee as described herein. The mission and purpose
10 of the Eastside Grants Program is to provide a process by which funds
11 made available for the Eastside Strategic Focus through the
12 Supplemental Jacksonville Stadium Community Benefits Agreement,
13 approved and authorized by Ordinance 2024-905-E, will be distributed
14 within the Eastside, as depicted in Figure 1 below, to provide public
15 support to organizations operating or administering programs,
16 services, projects, or initiatives for Affordable Housing, Workforce
17 Housing, economic development, and/or mitigation of homelessness in
18 Eastside. Chapter 118, Parts 1 through 5 shall apply to this Part 9.

19 **Figure 1: Eastside Map**

1 different meanings are clearly indicated by the context or as
2 referenced within specific Sections.

3 *Affordable Housing* means housing on which the occupant is paying
4 no more than 30 percent of the amount that is equal to 80 percent of
5 the Local Area Median Income for housing costs, including utilities,
6 unless the U.S. Department of Housing and Urban Development publishes
7 a codified definition of "affordable housing" in which case such
8 definition shall be used hereunder.

9 *Eastside* shall mean the area outlined in blue and located
10 generally within the boundaries identified on Figure 1 of Section
11 118.901.

12 *Eastside Strategic Focus* shall mean economic development,
13 Affordable Housing, Workforce Housing and the mitigation of
14 homelessness in Eastside as provided in the Supplemental Jacksonville
15 Stadium Community Benefits Agreement approved and authorized by
16 Ordinance 2024-905-E.

17 *Local Area Median Income* shall mean the median gross income for
18 Duval County, Florida, as published annually by the U.S. Department
19 of Housing and Urban Development (currently the Jacksonville, FL HUD
20 Metro FMR Area).

21 *Workforce Housing* shall mean housing that is not Affordable
22 Housing but is housing on which the occupant is paying no more than
23 30 percent of the amount that is equal to 120 percent of the Local
24 Area Median Income for housing costs, including utilities.

25 **Sec. 118.903. - Eastside Grants Committee Established.**

26 There is hereby established the Eastside Grants Committee (the
27 "Committee") to act as an advisory body for the City of Jacksonville
28 and to review, evaluate, and score grant applications to support
29 organizations operating or administering programs, services,
30 projects, or initiatives for the Eastside within the following
31 categories: Affordable Housing, Workforce Housing, economic

1 development, and/or mitigation of homelessness.

2 **Sec. 118.904. - Composition; Qualifications; City Council Liaison;**
3 **Terms; Removal.**

4 (a) *Composition.* The Committee shall consist of nine voting
5 members, four of whom shall be appointed by the Mayor and
6 confirmed by Council and four of whom shall be appointed by the
7 Council President and confirmed by Council. The ninth voting
8 member shall be a current employee of Jacksonville Jaguars, LLC
9 ("JVL") or its successor organization, to be selected by JVL.

10 (b) *Qualifications.* To the extent feasible, the Mayor and Council
11 President shall endeavor to appoint members who reside in or
12 have a substantial economic business interest in each of the
13 five neighborhoods that comprise the Eastside as visually
14 depicted in Figure 1 of Section 118.901 as follows:

15 (i) Campbells Addition;

16 (ii) Fairfield;

17 (iii) Longbranch;

18 (iv) Oakland; and

19 (v) Phoenix.

20 In no event shall more than two of the appointees appointed by
21 the Mayor or more than two of the appointees appointed by the
22 Council President reside in or have a substantial economic
23 business interest in a single neighborhood. No more than three
24 members, regardless of appointing authority, shall reside in or
25 have a substantial business interest in a single neighborhood.
26 The Mayor and Council President are encouraged to appoint
27 members who also have experience or expertise in one of the
28 following areas:

29 (i) Economic development and/or workforce development.

30 (ii) Affordable housing and/or workforce housing.

31 (iii) Mitigation and/or prevention of homelessness which may

1 include, but is not limited to, experience in home
2 repairs, tax relief, heirs property, or related matters.

3 All members of the Committee should have demonstrated knowledge
4 of the programs, services, projects and initiatives most needed
5 in the Eastside community and have a willingness to participate
6 fully in the process.

7 (c) *Liaison.* The Council President shall annually designate a City
8 Council Member to serve as a liaison to the Committee. This is
9 a non-voting position and shall not be considered a member of
10 the Committee for Sunshine purposes.

11 (d) *Terms.* Members appointed by the Mayor and Council President
12 shall be appointed for staggered two-year terms commencing July
13 1 or upon confirmation by Council, whichever is earlier, but
14 shall serve until their successor is appointed and confirmed by
15 the City Council. The Council President's initial appointments
16 shall serve an initial two-year first full term. The Mayor's
17 initial appointments shall serve an initial one-year first full
18 term. No member appointed by the Mayor or the Council President
19 shall serve more than two consecutive full terms; but
20 appointments to fill vacancies for partial terms (less than 50
21 percent of a full term) and initial appointments of less than
22 two years, shall not be deemed to be full terms and may be
23 reappointed for up to two additional consecutive full terms.
24 The member appointed by JJJ shall serve until a successor is
25 appointed by JJJ.

26 (e) *Removal.* Committee members appointed by the Mayor shall serve
27 and be removed at the pleasure of the Mayor. Members appointed
28 by the City Council shall serve and be removed at the pleasure
29 of the Council President. The Committee member appointed by JJJ
30 shall serve and be removed at the pleasure of JJJ.

31 **Sec. 118.905. - Functions, powers and duties.**

1 In addition to such powers, duties and authority as may be set
2 forth elsewhere in this Code, the Committee is hereby authorized to:

- 3 (a) Review and assess the annual needs of the City's Eastside
4 community for programs, services, projects, and initiatives
5 related to each of the funded categories described herein not
6 otherwise funded by City funds, based on presentations, studies,
7 and reports submitted to the Committee;
- 8 (b) Recommend the process by which recipients of Eastside Grants
9 Program grants are selected each year, which process shall be
10 by request for proposal pursuant to Chapter 126, *Ordinance Code*,
11 or through the grant application procedures outlined in this
12 Part;
- 13 (c) Review, evaluate and score each Eastside Grants Program grant
14 application;
- 15 (d) Participate in on-site evaluations of recipient programs,
16 services, projects, and initiatives;
- 17 (e) Attend orientation meetings, training courses, and any other
18 meetings related to this Part, ethics, public records and open
19 meetings laws for Committee members; and
- 20 (f) Award and allocate the annual appropriation for the Eastside
21 Grants Program contained in the annual budget ordinance to
22 requesting organizations based on the review, evaluation, and
23 scoring of each requesting organization pursuant to this Part.

24 **Sec. 118.906. - Organization and proceedings.**

- 25 (a) *Officers.* The Committee shall select the officers required by
26 Chapter 50 of this Code, and any such other officers as the
27 Committee deems appropriate.
- 28 (b) *Rules of procedure.* The Committee shall establish rules of
29 procedure necessary to its governing and the conduct of its
30 affairs, consistent with the applicable provisions of this Code.
- 31 (c) *Voting; quorum.* All decisions and recommendations of the

1 Committee shall require a concurring vote of a majority of the
2 members present. Five members shall constitute a quorum.

3 (d) *Administrative support.* The Committee shall receive staff
4 support from the Grants and Contract Compliance Division of the
5 Finance Department.

6 (e) *Meetings.* The Committee shall convene as necessary to timely
7 meet all deadlines and obligations outlined in this Part but in
8 no event less than quarterly. All meetings shall be open to the
9 public in accordance with Florida's open meetings law.

10 (f) *Notice.* Meetings of the Committee shall be noticed in accordance
11 with Florida's open meetings law.

12 (g) *Compensation.* Members shall serve without compensation, pension
13 or retirement benefits; however, members may be compensated for
14 travel expenses as provided in Chapter 106, Part 7, *Ordinance*
15 *Code.*

16 (h) *Compliance.* The Committee shall be subject to the provisions
17 of Chapter 112, Part III, *Florida Statutes*, and Chapters 50, 58
18 and 602, *Ordinance Code*, except as may be set forth in this
19 Chapter.

20 **Sec. 118.907. - Annual Lump Sum Appropriation for Eastside Grants**
21 **Program Grants.**

22 On or before April 1 of each year, the Committee shall submit
23 to the Mayor's Budget Review Committee (the "MBRC") for review an
24 annual lump sum appropriation request for all Eastside Grants Program
25 grants to be awarded annually under this Part. The Committee shall
26 include in the request relevant information regarding the
27 appropriation amount and the need for Eastside Program Grants in the
28 Eastside community. The MBRC shall review and consider the
29 Committee's appropriation request and include a lump sum
30 appropriation for the Eastside Grants Program in the Mayor's proposed
31 annual budget for the upcoming fiscal year. The City Council, in its

1 sole discretion, shall determine the final annual lump sum
2 appropriation amount in the annual budget ordinance for Eastside
3 Grants Program grants.

4 The Committee shall not award or allocate funding to requesting
5 organizations under this Part until after the City Council has
6 approved the annual budget ordinance. Allocation of City funds for
7 capital projects or initiatives shall be limited to 60 percent or
8 less of the total annual lump sum appropriation amount.

9 Any funds appropriated to the Committee for Eastside Grants
10 Program grants that are not awarded or that remain unencumbered at
11 the end of a fiscal year shall not be returned to the account of
12 origin but shall carry forward to the next fiscal year for subsequent
13 award by the Committee. The City appropriation for the next fiscal
14 year shall not be reduced by the amount of any unencumbered or
15 unawarded residual funds from prior fiscal years.

16 **Sec. 118.908. - Manager of Eastside Grants Program; Responsibilities.**

17 (a) *Staff Support; Mandatory Application Workshop.* The Manager of
18 the Eastside Grants Program (the "Manager") shall be an employee
19 within the Grants and Contract Compliance Division of the
20 Finance Department who shall provide staff support to the
21 Committee. The Manager, or his or her designee, shall conduct a
22 mandatory application workshop ("Mandatory Application
23 Workshop") for organizations seeking an Eastside Grants Program
24 grant. In order for requesting organizations to be eligible to
25 apply for an Eastside Grants Program grant, a requesting
26 organization must attend and complete the Mandatory Application
27 Workshop. The Mandatory Application Workshop shall be noticed
28 to the public in the same manner in which Committee meetings are
29 noticed. The Mandatory Application Workshop shall be conducted
30 twice in May and a requesting organization may attend either
31 workshop to meet the requirement under this Section. At least

1 one Mandatory Application Workshop shall be scheduled to begin
2 after 5:00 p.m.

3 (b) *Courtesy Review of Application Checklist.* Annually from the
4 effective date of the legislation establishing the funding
5 percentage for each Funded Category (as defined in this Part)
6 established by the City Council for the upcoming fiscal year,
7 and until five business days prior to the grant application
8 deadline, the Manager, or his or her designee, shall provide a
9 courtesy review of a requesting organization's application to
10 confirm whether the application has complied with the
11 eligibility and application requirements in Sections 118.910 and
12 118.911. The Manager shall conduct courtesy reviews with the
13 requesting organization upon request and appointments shall be
14 scheduled on a first come, first served basis.

15 (c) *Annual Report to the City Council.* The Manager shall provide
16 the Committee with assistance in providing the annual report
17 required by Chapter 58, *Ordinance Code*.

18 (d) *Quarterly Report to the City Council.* The Manager, in
19 coordination with the Chair of the Committee, shall provide a
20 quarterly report to the City Council committee of reference
21 charged to review housing, homelessness, and related matters
22 regarding the programs, services and initiatives supported by
23 Eastside Grants Program grants and the manner in which such
24 grant funds are being utilized.

25 (e) The Manager, or his or her designee, shall conduct a site visit
26 to each Eastside Grants Program grant recipient.

27 **Sec. 118.909. - Eastside Grants Program Funded Categories.**

28 (a) *Annual Recommendations.* On or before March 1 of each year, the
29 Committee shall assess the needs of the Eastside community and
30 recommend to the City Council the percentage of funds
31 appropriated by the City Council for the Eastside Grants Program

1 to be allocated to each of the following Eastside Grants Program
2 funded categories (individually, a "Funded Category" and
3 collectively, the "Funded Categories"):

- 4 (1) Affordable Housing
- 5 (2) Workforce Housing
- 6 (3) Economic development
- 7 (4) Mitigation of homelessness

8 The Committee shall also recommend whether the Committee shall
9 award funding to requesting organizations under this Part via a
10 Request for Proposal pursuant to Chapter 126, *Ordinance Code*,
11 or through the grant application process outlined in this Part.
12 For the initial year of Eastside Grants Program (Fiscal Year
13 2025-2026), the allocation of funding to each Funded Category
14 shall be: Affordable Housing - 25 percent, Workforce Housing -
15 25 percent, economic development - 25 percent and mitigation of
16 homelessness - 25 percent. The services, programs, projects, and
17 initiatives provided to each Funded Category should be evaluated
18 through the grant application process outlined in this Part.

19 (b) *Annual Establishment.* The City Council shall review the
20 recommendations of the Committee and establish the percentage
21 of funding allocation for each Funded Category on or before May
22 1 of each year with the exception that the funding allocations
23 for Fiscal Year 2025-2026 shall be as established in Section
24 118.909(a) above. The grant recipients awarded under this Part
25 shall provide programs, services, projects, and initiatives
26 within the Eastside to the established Funded Categories.

27 **Sec. 118.910. - Eligibility to Apply for Eastside Grants Program**
28 **Grants.**

29 (a) *Certain Programs Ineligible.* A requesting organization's
30 program, service, project, or initiative shall be ineligible to
31 receive an Eastside Grants Program grant if the requesting

1 organization's same program, service, project, or initiative
2 receives funding through another City grant program, including
3 but not limited to, the programs listed below:

- 4 (1) Public Service Grant program pursuant to Chapter 118, Part
5 8;
- 6 (2) Cultural Service Grant Program pursuant to Chapter 118,
7 Part 6;
- 8 (3) Art in Public Places Program pursuant to Chapter 118, Part
9 6;
- 10 (4) Kids Hope Alliance program pursuant to Chapter 77;
- 11 (5) Downtown Investment Authority and Office of Economic
12 Development programs pursuant to Chapter 55 and Chapter
13 26, respectively;
- 14 (6) Housing and Community Development Division programs
15 pursuant to Chapter 34, Part 2; and
- 16 (7) Social Services Division programs pursuant to Chapter 28,
17 Part 5.

18 In addition, programs, services and initiatives receiving an
19 Eastside Grants Program grant will be ineligible to receive
20 funding for the same program, service, project, or initiative
21 through any other City program, including but not limited to
22 those listed above.

23 (b) *Eligible Programs and Initiatives.* In order to be eligible to
24 apply for or receive an Eastside Grants Program grant, a
25 requesting organization must meet the following qualifications:

- 26 (1) All requesting organizations must perform or operate a
27 program, service, project, or initiative that tangibly
28 affects and improves the Eastside community in accordance
29 with the applicable Funded Category.
- 30 (2) The requesting organization must perform or operate
31 programs, services, projects, or initiatives in Duval

1 County, Florida. Grant funds awarded pursuant to this Part
2 shall be used solely to serve residents of the Eastside
3 within Duval County and all expenditures of grant funds
4 shall be in compliance with the obligations set forth in
5 Chapter 118, Parts 1 - 5, of this Chapter.

6 (c) *Eligibility Documents.* Notwithstanding the prohibition in
7 subsection (a) above, a requesting organization shall include
8 the following eligibility documents listed in subsections (1)-
9 (5) below, as applicable (collectively, the "Eligibility
10 Documents") in its grant application submittal. If a requesting
11 organization fails to include the Eligibility Documents in the
12 form and manner prescribed below, the requesting organization
13 shall be ineligible to apply for an Eastside Grants Program
14 grant and such requesting organization's application shall not
15 be reviewed and evaluated by the Committee. The Eligibility
16 Documents are as follows:

17 (1) A copy of a Florida Certificate of status (sometimes
18 referred to as a "Certificate of good standing") issued
19 within the last 12 months and prior to the grant
20 application deadline by the Florida Division of
21 Corporations evidencing that the requesting organization
22 is in good standing and has been in existence for at least
23 two years prior to the Eastside Grants Program grant
24 application deadline for purposes of the initial Eastside
25 Grants Program grant cycle and for at least three years
26 for the purposes of any grant cycle thereafter; and

27 (2) Either:

28 a. A copy of the requesting organization's current
29 Charitable Solicitation Permit issued by the State of
30 Florida evidencing that the requesting organization is
31 current on state charitable permitting fees;

1 b. A state letter of exemption indicating that the
2 organization is exempt pursuant to Section 496.406(3),
3 *Florida Statutes*; or

4 c. A letter from the requesting organization's governing
5 body stating it is their understanding the requesting
6 organization is exempt from Sections 496.401-496.424,
7 *Florida Statutes*, pursuant to Section 496.403, *Florida*
8 *Statutes*, or is otherwise exempt from the requirement
9 to hold a Charitable Solicitation Permit.

10 (3) The following financial information, as applicable:

11 a. Copies of the requesting organization's fiscal balance
12 sheets and statements of income and expenses for the
13 requesting organization's last two completed fiscal
14 years for the initial grant cycle and the last three
15 completed fiscal years for any grant cycle thereafter;
16 and

17 b. Copies of the requesting organization's last two
18 completed and filed federal tax returns for the initial
19 grant cycle and copies of the requesting organization's
20 last three completed and filed federal tax returns for
21 any grant cycle thereafter; or

22 c. Organizations exempt from filing federal tax returns
23 shall file:

24 i. IRS certification of exemption; and

25 ii. Copies of audit reports for the last two years
26 for the initial grant cycle and copies of audit
27 reports for the last three years for any grant
28 cycle thereafter. Audit reports shall be
29 conducted in accordance with both GAAS and
30 Government Auditing Standards (GAS) issued by
31 the Comptroller General of the United States,

1 and if applicable the provisions of the Office
2 of Management and Budget Circular A-133 "Audits
3 of States, Local Governments and Non-Profit
4 Organizations" made by a certified public
5 accountant; or

6 d. Organizations without the financial information
7 requested in subsections (3)a.-c. above, must submit
8 its financial information in form and substance
9 acceptable to the Finance Department. The form shall
10 be identified by the Department prior to the
11 commencement of the application cycle and be uniform
12 for all organizations completing the form.
13 Organizations must contact the Manager to request the
14 form.

15 (4) A copy of the completed Mandatory Application Workshop
16 certificate issued by the Manager evidencing the requesting
17 organization's compliance with the Mandatory Application
18 Workshop pursuant to Section 118.908 herein; and

19 (5) An original and accurate affidavit as verified by the
20 Manager, in the form provided by the Office of General
21 Counsel, executed by the requesting organization's
22 executive director, chief executive or operating officer,
23 president, vice president or board chairman certifying
24 that:

25 a. The requesting organization's program, service, project,
26 or initiative will be operated in Duval County, Florida
27 and serve the people of the City within the Eastside;

28 b. The requesting organization's program, service, project,
29 or initiative will serve a Funded Category for the grant
30 application cycle in which the requesting organization
31 is applying for a grant;

1 c. The requesting organization's program, service, project,
2 or initiative is not receiving funding from any of the
3 City programs listed in Section 118.910(a) for the
4 fiscal year in which the requesting organization is
5 applying;

6 d. The requesting organization's grant request for multiple
7 or single programs, services, projects, or initiatives
8 does not exceed in the aggregate 50 percent of the
9 requesting organization's annual revenue averaged over
10 the previous two tax/fiscal years;

11 e. The requesting organization is in compliance with the
12 terms of all existing City agreements in which the
13 requesting organization is a party;

14 f. The requesting organization is in compliance with all
15 applicable federal, state, and local laws, rules,
16 regulations and ordinances, as the same may exist and
17 may be amended from time to time; and

18 g. The requesting organization has not submitted more than
19 one application per Funded Category and has not
20 submitted more than one application for a particular
21 program, project, or initiative.

22 If the Committee or Manager determines that a statement
23 made in the affidavit is incorrect or false, the requesting
24 organization will be deemed ineligible.

25 (c) *Eligibility Notification.* The Manager shall notify requesting
26 organizations in writing within three business days of the
27 Manager's decision to deem a requesting organization eligible
28 or ineligible to apply for an Eastside Grants Program grant. In
29 those instances where a requesting organization is deemed
30 ineligible, such notice shall specify the reasons for the
31 requesting organization's ineligibility and information

1 regarding the appeals procedure set forth in Section 118.915.
2 The Committee shall be informed by the Manager of the requesting
3 organizations deemed to be ineligible pursuant to this Section
4 at the earliest Committee meeting following the Manager's
5 determination.

- 6 (d) *Waiver of Eligibility Requirements.* The eligibility requirements
7 set forth in this Section may not be waived except by two-thirds
8 vote of the City Council.

9 **Sec. 118.911. - Application Requirements.**

- 10 (a) *Application Deadline.* A requesting organization may submit an
11 Eastside Grants Program grant application after the date that
12 the City Council approves the percentage of funds allocated to
13 the Eastside Grants Program Funded Categories pursuant to this
14 Part, but no later than July 1 of each fiscal year, with the
15 exception that applications for the initial Eastside Grants
16 Program grant cycle (Fiscal Year 2025-2026) shall be due no
17 later than August 1, 2026. The Manager shall prescribe one or
18 more methods that applications may be submitted, which may
19 include in person, electronically, or through an online
20 application.

- 21 (b) *Application Contents.* Each application for an Eastside Grants
22 Program grant submitted by a requesting organization pursuant
23 to this Part shall contain the following information:

- 24 (1) The Eligibility Documents pursuant to Section 118.910.
25 (2) A Cover Page containing the following information:
26 a. Name of the requesting organization;
27 b. Name of the program, service, project, or initiative;
28 c. The Funded Category that the program, service, project,
29 or initiative will serve;
30 d. Amount of the grant request;

1 e. The fiscal year for which the requesting organization
2 is submitting a grant request;

3 f. The following certification executed (electronically or
4 manually) by the executive director, chief executive or
5 operating officer, president, vice president or board
6 chairman in the form below:

7 "I, name/title, hereby certify that the information
8 and representations contained in this fiscal year
9 _____ Eastside Grants Program grant application is
10 true and correct."

11 By: _____

12 Print Name/Title: _____

13 Date: _____

14 (3) A section entitled "Organization Background and
15 Experience" containing a description of the requesting
16 organization's board (number of members, length of service
17 of each member, and relevant experience of each member),
18 executive staff (e.g., executive director, chief executive
19 or operating officer, chief financial officer), and the
20 requesting organization's experience and accomplishments
21 within the Eastside and in the area of the Funded Category
22 applied for. This section may without limitation describe
23 the requesting organization's mission, future plans, and
24 major programs, services, projects, or initiatives that
25 support Duval County and/or the Eastside (maximum three
26 pages or 7,500 characters for an online application).

27 (4) A section entitled "Program/Service/Project/Initiative
28 Overview" containing a description of the program, service,
29 project, or initiative and how it will address the
30 applicable Funded Category applied under. This section may
31 include, without limitation, partnerships with other

1 programs or organizations as applicable (maximum three
2 pages or 7,500 characters for an online application).

3 (5) A section entitled "Program/Service/Project/Initiative
4 Activities" containing a list of all activities that the
5 program, service, project, or initiative will offer or
6 provide and a brief description of each activity (maximum
7 one page or 2,500 characters for an online application).

8 (6) A section entitled "Program/Service/Project/Initiative
9 Management and General Overhead" containing a description
10 of the management and staff positions that will be required
11 to successfully operate the program, service, project, or
12 initiative and the general overhead of the organization.
13 This section may include, without limitation, potential
14 fundraising capacity, plan, strategy and funding partners
15 for the program, service, project, or initiative as well
16 as how the program, service, project, or initiative will
17 be sustained in future years (maximum three pages or 7,500
18 characters for an online application).

19 (7) A section entitled "Operating Budget and Budget Narrative"
20 which lists all line-item expenses and revenues to operate
21 or complete, as applicable, the program, service, project,
22 or initiative during the fiscal year and contains a brief
23 description of each line-item expense. The expenses and
24 revenues must balance (maximum two pages or 5,000
25 characters for an online application, not including the
26 approved form).

27 (8) A section entitled "Program/Service/Project/Initiative
28 Impact and Effectiveness" containing a description of: (i)
29 the program, service, project, or initiative's goals and
30 objectives and how attainment of the goals and objectives
31 will be measured; (ii) the program, service, project, or

1 initiative's achievements during the year immediately
2 preceding the application or, for new programs, services,
3 projects, or initiatives, a description of national
4 studies, qualitative measures, best practices and
5 successes of similar programs, services, projects, or
6 initiatives, citing the sources and national standards
7 relied upon for this information, as applicable; (iii) the
8 projected program/service/project/initiative impact on the
9 applicable Funded Category and the anticipated number of
10 people or area of Eastside to be served by the program,
11 service, project, or initiative; and (iv) a listing of each
12 noncompliance incident within the past three years that
13 has resulted in the requesting organization being placed
14 on the Council Auditor's Chapter 118 noncompliance list.
15 Such list shall set forth with respect to each
16 noncompliance incident: (a) the noncompliance dates (e.g.,
17 the start date and end date), and (b) an explanation for
18 the noncompliance (maximum four pages, not including the
19 information required in item (iv) above) (maximum 4 pages
20 or 10,000 characters for an online application).

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

1 grant applications submitted electronically shall approximate
2 the format required in this subsection (c) to the greatest extent
3 possible. Applications submitted through an online application
4 system shall comply with the maximum character counts.

5 (d) *Interviews.* The Committee may, in its sole discretion, conduct
6 interviews of requesting organizations in a Funding Category
7 regarding their respective Eastside Grants Program grant
8 applications. If the Committee elects to interview one
9 requesting organization in a Funded Category, the Committee
10 shall also interview the other requesting organizations in said
11 Funded Category. Any interviews conducted by the Committee
12 pursuant to this subsection shall be after the grant application
13 deadline but prior to October 1, with the exception that the
14 Committee may conduct such interviews through July 31, 2026, for
15 the first cycle of grant applications for Fiscal Year 2025-2026.
16 The Committee shall notify the requesting organization of the
17 place and time of the interviews. Such interviews shall be
18 conducted pursuant to Florida's open meetings laws and for the
19 sole purpose of the requesting organization verbally explaining,
20 clarifying or justifying to the Committee any information
21 contained in the requesting organization's application. A
22 requesting organization shall not add any new written
23 information or materials to its application, or present any new
24 written information or materials to the Committee regarding its
25 application, during such interviews.

26 (e) *Certain Communications Prohibited During the Application Scoring*
27 *Period.* During the Application Scoring Period, a requesting
28 organization shall be prohibited from communicating with
29 Committee members, the Manager, and other City employees
30 involved in the Eastside Grants Program grants process regarding
31 an application submitted by such organization pursuant to this

1 Part. For purposes of this Section, the "Application Scoring
2 Period" shall mean the period each fiscal year commencing on the
3 day immediately following the grant application deadline in
4 Section 118.911 and ending on the day that the Manager has
5 received the scoring for all eligible applications pursuant to
6 Section 118.912. This prohibition also includes communications
7 by a requesting organization with the City's Office of General
8 Counsel unless the Manager has authorized such communications
9 in advance. This prohibition shall not apply to the following
10 communications:

- 11 (1) Communications to the Manager regarding matters of process
12 or procedure contained in this Part, including, but not
13 limited to, the grant appeals procedure in Section 118.915;
- 14 (2) Communications during any publicly noticed meeting under
15 Chapter 286, *Florida Statutes*, including, but not limited
16 to, Committee meetings and subcommittee meetings; and
- 17 (3) Communications that are necessary and solely related to
18 the ordinary course of business concerning a requesting
19 organization's existing Eastside Grants Program grant
20 contract(s), if any.

21 (f) *Disqualification; Notification.* If a requesting organization's
22 application fails to include the items and section headings
23 specified in this Section 118.911, or fails to meet the format
24 requirements of subsection 118.911(c) above, such application
25 shall not be considered and reviewed by the Committee. As long
26 as an application contains the required section headings
27 outlined above, together with some information describing the
28 same, and is properly formatted, such application shall be
29 deemed to have complied with the requirements of this Section.
30 Failure by a requesting organization to provide adequate
31 information under each required section may result in a lower

1 application score and ranking.

2 The Manager shall notify requesting organizations, in
3 writing, within three business days of the Manager's decision
4 to qualify or disqualify such requesting organization's
5 application from consideration and review by the Committee. Such
6 notice shall specify the reasons for the disqualification and
7 the requesting organization's right to appeal the decision
8 pursuant to the procedures set forth in Section 118.915. The
9 Manager shall inform the Committee of the requesting
10 organizations deemed by the Manager to be disqualified pursuant
11 to this Section at the earliest Committee meeting following the
12 Manager's determination.

13 **Sec. 118.912. - Review, Evaluation and Scoring of Applications by**
14 **Committee.**

15 (a) *Scoring Committees; Deadline.* The Committee may create a scoring
16 subcommittee for each Funded Category and all grant applications
17 belonging to such category shall be reviewed, scored and
18 evaluated by said scoring subcommittee, provided however that no
19 application shall be scored by fewer than five members of the
20 Committee. Members may be assigned by the Chair to more than one
21 scoring subcommittee established for a given Funded Category;
22 however, the same group of members (five or more) assigned to a
23 scoring subcommittee must score each application assigned to the
24 subcommittee for review. If a member is unable to review, score
25 and evaluate all of the applications assigned to a scoring
26 subcommittee, the Chair shall assign a new member to replace such
27 member. The score sheets for any application completed by any
28 such replaced member shall not be used and the new assigned
29 member shall independently review, evaluate and score the
30 applications assigned to such scoring subcommittee. In the event
31 that the Committee membership is less than seven members, all

1 members of the Committee shall be required to score each grant
2 application. Members shall review, score and evaluate
3 applications and forward completed score sheets for each
4 application to the Manager on or before October 1 of each year
5 with the exception that the score sheets for the first round of
6 grant applications for Fiscal Year 2025-2026 shall be completed
7 and submitted to the Manager on or before September 1, 2026.

8 (b) *Scoring and Rankings.* A score sheet containing the evaluation
9 criteria, together with the maximum points assigned to each
10 criterion pursuant to Section 118.912(c) below, shall be used
11 to evaluate applications. Each member shall record the scores
12 given to each criterion on the score sheet. The score sheet
13 shall be retained by the Manager and made available for review
14 as public record at such time that the scoring for all eligible
15 applications is completed. City staff shall not score
16 applications nor provide scoring suggestions to members of the
17 Committee. The Manager shall rank each application belonging to
18 a Funded Category from highest to lowest (e.g., first, second,
19 third, etc.) based on the average of the scores contained on the
20 score sheets for each application. Upon determining the average
21 score for each application, the Manager shall discard any
22 individual application score that is 20 points more or less than
23 such average score and recalculate the average score for said
24 application based on the remaining scores. An application must
25 have an average score of 70 points or more to be awarded grant
26 funds pursuant to this Part. The Committee shall establish a
27 uniform procedure for breaking tied scores.

28 (c) *Evaluation Criteria.* The Committee shall evaluate and score
29 Sections 118.911(b) (3)-(8) of each Eastside Grants Program grant
30 application based upon the following evaluation criteria and
31 maximum assigned points to each criterion:

- 1 (1) Quality of the program, service, project, or initiative
2 (maximum 20 points);
- 3 (2) Strength of staff and board (maximum 5 points);
- 4 (3) Requesting organization's ability to administratively
5 manage the program, service, project, or initiative and
6 budget (maximum 10 points);
- 7 (4) Need for the program, service, project, or initiative
8 within the applicable Funded Category and the Eastside
9 (maximum 15 points);
- 10 (5) Impact of the program, service, project, or initiative on
11 the applicable Funded Category and the Eastside (maximum
12 15 points);
- 13 (6) Accuracy and appropriateness of the program, service,
14 project, or initiative budget (maximum 15 points);
- 15 (7) Ability of the requesting organization to perform and/or
16 complete the program, service, project, or initiative, as
17 applicable (maximum 15 points); and
- 18 (8) Ability of the proposed measures to evaluate the
19 effectiveness of the program, service, project, or
20 initiative (maximum 5 points).

21 (d) *Tentative Adoption of Rankings by Committee.* The Committee
22 shall announce the rankings for each application belonging to a
23 Funded Category at a meeting in the first full week of October
24 of each year and adopt a tentative ranking and funding allocation
25 list. For the Fiscal Year 2025-2026 grant cycle, the Committee
26 shall announce the rankings for each application belonging to a
27 Funded Category at a meeting in the first full week of November.
28 Copies of each requesting organization's completed score sheets,
29 together with any other supporting information or justification
30 from the application scorer regarding the application score,
31 shall be made available to requesting organizations after such

1 meeting. A requesting organization will also be notified in
2 writing by the Manager of its application score and ranking. A
3 requesting organization may appeal a score sheet or ranking
4 decision made pursuant to this Part through the appeals
5 procedure set forth in Section 118.915.

6 **Sec. 118.913. Grant Award Limitations; Funding Allocations by**
7 **Committee.**

8 (a) *Grant Awards Limitations.*

9 (1) Individual grants within each Funded Category shall be
10 based on the high score model for funding purposes. The
11 high score model shall award 100 percent of requested
12 funding for the highest-ranked score until funds are
13 exhausted. Grants awarded for operational or programmatic
14 initiatives shall be up to the maximum amount of \$250,000.

15 (2) Each requesting organization shall be limited to submittal
16 of one grant application per Funded Category.

17 (3) Requesting organizations applying to more than one Funded
18 Category may submit only one application total for a
19 particular program, project, or initiative and a particular
20 program, project, or initiative may be awarded only one
21 Eastside Program Grant in any grant cycle.

22 (b) *Final Funding Allocations.* After the City Council adopts the
23 annual budget ordinance and on November 1 of each year, the
24 Committee shall allocate funding to requesting organizations
25 based on the application scoring and rankings pursuant to this
26 Part in an amount not to exceed the appropriation for Eastside
27 Grants Program grants contained in the annual budget ordinance
28 with the exception that the Committee shall allocate funding for
29 Fiscal Year 2025-2026 grant cycle on or before December 1, 2026.
30 The Committee's final funding allocations shall be adopted by
31 the Committee at a public meeting following the tentative

1 adoption required in Section 118.912(d) and the appeals
2 procedures outlined in Section 118.915. Upon final adoption of
3 the funding allocations by the Committee, the Eastside Grants
4 Program grant recipients shall execute an agreement between the
5 recipient and the City in accordance with Section 118.201,
6 *Ordinance Code*. The Committee shall forward a complete list of
7 Eastside Grant Program grant recipients and funding allocations
8 to the Council Auditor's Office, the Office of the Mayor, the
9 City Council and the Director of the Finance Department.

10 **Sec. 118.914. - Amendments to Eastside Grants Program Grant Budgets**
11 **by Recipients; Approval by Manager.**

12 The Manager may approve budget changes to a recipient's Eastside
13 Grants Program grant agreement so long as such budget changes are
14 within ten percent of approved budget line items contained in the
15 recipient's Eastside Grants Program grant application.

16 **Sec. 118.915. - Eastside Grants Program Grant Appeals Board; Appeals**
17 **Procedure.**

- 18 (a) *Appeals Board Responsibility; Composition.* The Eastside Grants
19 Program Grants Appeals Board (the "Appeals Board") shall hear
20 and make final determinations on all appeals made by requesting
21 organizations pursuant to this Section. The Appeals Board shall
22 consist of three members: (i) the Chair of Committee, (ii) the
23 Manager, and (iii) the Chief of Procurement, or his or her
24 designee. The Manager shall be the Chair of the Appeals Board.
- 25 (b) *Notice of Meetings; Standard of Review.* All meetings of the
26 Appeals Board shall be quasi-judicial, noticed and open to the
27 public. The standard of review for the Appeals Board shall be
28 *de novo* as to the specific matters contained in the requesting
29 organization's Notice of Appeal.
- 30 (c) *Appealable Matters.* A requesting organization may only appeal a
31 tentative funding allocation or eligibility decision regarding

1 the requesting organization's grant application to the Appeals
2 Board for one or more of the application or scoring defects
3 stated below:

4 (1) Mathematical errors contained on the application score
5 sheet or tentative funding allocation spreadsheet;

6 (2) An error by the application scorer in deducting points from
7 a requesting organization's application score for not
8 including a required application item or attachment that
9 was included in the requesting organization's application
10 submittal and such error was determinative in the
11 requesting organization's inability to receive a funding
12 allocation;

13 (3) A minor irregularity in the application contents or
14 requirements which (i) is not prohibited under Section
15 118.911; (ii) adversely impacts a requesting
16 organization's eligibility or application score and
17 ranking; and (iii) will not result in an unfair competitive
18 advantage to the requesting organization if such
19 irregularity is waived;

20 (4) An error made by the Manager in the eligibility
21 determination or disqualification of a requesting
22 organization's application from consideration pursuant to
23 Sections 118.910 and 118.911, respectively; and

24 (5) A determination made by the Manager that a requesting
25 organization's application is ineligible or disqualified
26 due to such organization being on the Council Auditor's
27 Chapter 118 noncompliance list.

28 (d) *Appeals Deadline; Contents; Procedures.* A requesting
29 organization shall have five business days from the decision
30 date of the Committee or Manager, as applicable, to deem a
31 requesting organization ineligible to apply for an Eastside

1 Grants Program grant under Section 118.910, disqualify an
2 application under Section 118.911 or tentative funding
3 allocation under Section 118.912 to file a Notice of Appeal. The
4 Manager shall determine the timeliness of an appeal. The Notice
5 of Appeal shall be addressed to the Manager and must:

- 6 (1) Identify one or more of the stated reasons in Section
7 118.915(c) above for the appeal and include any supporting
8 documentation or information evidencing the same; and
- 9 (2) State the amount of the requesting organization's
10 application grant request and the Committee's tentative
11 funding allocation.

12 The Appeals Board shall meet as soon as practicable to hear
13 appeals and render final decisions to grant or deny the same.
14 The Appeals Board shall afford requesting organizations, and as
15 applicable the Committee member(s) pertinent to the appeal, an
16 opportunity to comment at the Notice of Appeal meeting, and the
17 Appeals Board shall notify the Committee of the results and
18 final determinations regarding each appeal.

19 (e) *Remedy.* Any appeals filed under Sections 118.915(c) (4) and (5)
20 above and granted in favor of the requesting organization by the
21 Appeals Board shall be immediately allowed into the grant review
22 and evaluation process and the Chair shall assign such
23 application to the Committee or scoring subcommittee for review,
24 as applicable. In instances where the Committee must make
25 adjustments to tentative funding allocations based on the appeal
26 outcome, the Chair shall call a special meeting of the Committee
27 to make adjustments to the tentative funding allocations and
28 adopt final funding allocations pursuant to this Part.

29 (f) *Additional Procedures.* The Appeals Board may promulgate
30 additional appeals procedures consistent with the procedures
31 contained in this Section.

1 (g) *Appeals Board Decisions to be Final.* All decisions of the Appeals
2 Board shall be final and non-appealable.

3 **Sec. 118.916. - Dates and Times.**

4 In the event that any of the dates referenced in this Part falls
5 on a Saturday, Sunday or City-observed holiday, such date shall be
6 extended automatically until the next business day. Requesting
7 organizations shall have until the close of business based on the
8 City's normal operating hours to submit any applications, information
9 or documentation, including appeals, under this Part.

10 **Section 3. Severability.** The provisions of this Ordinance,
11 including sections and subsections within the Ordinance, are intended
12 to be severable and if any provision is declared invalid or
13 unenforceable by a court of competent jurisdiction, such provision
14 shall be severed and the remainder shall continue in full force and
15 effect, with the Ordinance being deemed amended to the least degree
16 legally permissible.

17 **Section 4. Codification Instructions.** The Codifier and the
18 Office of General Counsel are authorized to make all chapter and
19 division "table of contents" consistent with the changes set forth
20 herein. Such editorial changes and any other necessary to make the
21 *Ordinance Code* consistent with the intent of this legislation are
22 approved and directed herein, and the changes to the *Ordinance Code*
23 shall be made forthwith and when inconsistencies are discovered.

24 **Section 5. Effective Date.** This Ordinance shall become
25 effective upon signature by the Mayor or upon becoming effective
26 without the Mayor's signature.

1 Form Approved:

2

3 /s/ Mary E. Staffopoulos

4 Office of General Counsel

5 Legislation Prepared By: Mary E. Staffopoulos

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