

Introduced by Council Member Lahnen:

ORDINANCE 2025-191

AN ORDINANCE REGARDING THE PUBLIC SERVICE GRANT COUNCIL; AMENDING SECTION 118.104 (DEFINITIONS), PART 1 (GENERAL PROVISIONS), CHAPTER 118 (CITY GRANTS), *ORDINANCE CODE*, TO AMEND THE DEFINITION OF GRANTS ADMINISTRATOR; AMENDING SECTION 118.803 (CHIEF OF GRANTS AND CONTRACT COMPLIANCE; RESPONSIBILITIES), AMENDING SECTION 118.804 (CATEGORIES OF MOST VULNERABLE PERSONS AND NEEDS), AMENDING SECTION 118.805 (ELIGIBILITY TO APPLY FOR PUBLIC SERVICE GRANTS), AMENDING SECTION 118.806 (APPLICATION REQUIREMENTS), AND AMENDING SECTION 118.809 (AMENDMENTS TO PUBLIC SERVICE GRANT BUDGETS BY RECIPIENTS; APPROVAL BY GRANTS ADMINISTRATOR), PART 8 (PUBLIC SERVICE GRANTS), CHAPTER 118 (CITY GRANTS), *ORDINANCE CODE*, TO UPDATE A POSITION TITLE TO BE CONSISTENT WITH THE AMENDED DEFINITION OF GRANTS ADMINISTRATOR, INCLUDE THE FULL NAMES OF ORGANIZATIONS LISTED AS RESOURCES REGARDING MOST VULNERABLE PERSONS AND NEEDS, LIMIT REQUESTING AGENCIES TO ONE APPLICATION PER CATEGORY OF MOST VULNERABLE PERSONS AND NEEDS, CLARIFY PROGRAM PARTNER INFORMATION REQUESTED IN THE APPLICATION REQUIREMENTS, AND AUTHORIZE THE PUBLIC SERVICE GRANT COUNCIL TO APPROVE BUDGET CHANGES TO THE RECIPIENT PUBLIC SERVICE

GRANT AGREEMENT IN EXCESS OF TEN PERCENT;
PROVIDING FOR CODIFICATION INSTRUCTIONS;
PROVIDING AN EFFECTIVE DATE.

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

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

CHAPTER 118 - CITY GRANTS

PART 1. GENERAL PROVISIONS

*** * ***

Sec. 118.104. - Definitions.

The following words, terms, and phrases (whether or not capitalized), when used in this Chapter, shall have the meaning ascribed to them herein, unless different meanings are clearly indicated by the context. When not inconsistent with the context, words used in the present tense shall include the future, words in the plural include the singular, and words in the singular include the plural.

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(i) *Grants Administrator* means the Chief of Grants and Contracts Compliance, or designee ~~individual designated by the Chief of the Grants and Contract Compliance Division.~~

*** * ***

Section 2. Amending Sections 118.803 (Chief of Grants and Contract Compliance; Responsibilities), 118.804 (Categories of Most Vulnerable Persons and Needs), 118.805 (Eligibility to Apply for Public Service Grants), 118.806 (Application Requirements), and 118.809 (Amendments to Public Service Grant Budgets by Recipients;

1 **Approval by Grants Administrator), Part 8 (Public Service Grants),**
2 **Chapter 118 (City Grants), Ordinance Code.** Sections 118.803 (Chief
3 of Grants and Contract Compliance; Responsibilities), 118.804
4 (Categories of Most Vulnerable Persons and Needs), 118.805
5 (Eligibility to Apply for Public Service Grants), 118.806
6 (Application Requirements), and 118.809 (Amendments to Public
7 Service Grant Budgets by Recipients; Approval by Grants
8 Administrator), Part 8 (Public Service Grants), Chapter 118 (City
9 Grants), *Ordinance Code* are hereby amended to read as follows:

10 **CHAPTER 118 - CITY GRANTS**

11 * * *

12 **PART 8. PUBLIC SERVICE GRANTS**

13 * * *

14 **Sec. 118.803. --~~Chief of Grants and Contract Compliance~~ Grants**
15 **Administrator; Responsibilities.**

16 (a) *Training; Staff Support; Mandatory Application Workshop.* The
17 ~~Chief of Grants and Contract Compliance, or designee,~~ Grants
18 Administrator shall be responsible for the ongoing training and
19 professional development of the Grants and Contract Compliance
20 Division staff. The ~~Chief of Grants and Contract Compliance, or~~
21 ~~designee~~ Grants Administrator and Grants and Contract
22 Compliance Division shall provide staff support to the PSG
23 Council and assist with the Annual Training Course required in
24 Section 80.104(i). In addition, the ~~Chief of Grants and~~
25 ~~Contract Compliance, or his or her designee,~~ Grants
26 Administrator shall conduct a mandatory application workshop
27 ("Mandatory Application Workshop") for requesting agencies
28 within 30 days following the effective date of the Most
29 Vulnerable Persons and Needs legislation adopted by the City
30 Council. The ~~Chief of Grants and Contract Compliance, or~~
31 ~~designee,~~ Grants Administrator shall post on the City's website

1 those Public Service Grant applications receiving the top three
2 scores from the prior year. For requesting agencies to be
3 eligible to apply for a Public Service Grant, a requesting
4 agency must attend and complete the Mandatory Application
5 Workshop. The Mandatory Application Workshop shall be noticed
6 to the public in the same way PSG Council meetings are noticed.
7 The Mandatory Application Workshop shall be conducted twice in
8 May and a requesting agency may attend either workshop to meet
9 the requirement under this Section.

10 * * *

11 ~~(d) The Chief of Grants and Contract Compliance, or designee,~~
12 Grants Administrator and Grants and Contract Compliance
13 Division shall conduct a site visit to each recipient.

14 ~~(e) The Chief of Grants and Contract Compliance, or designee,~~
15 Grants Administrator and Grants and Contract Compliance
16 Division shall track whether the recipient met the anticipated
17 impact and success on the target audience and the anticipated
18 number of people served as stated in the recipient's Public
19 Service Grant application, as required per Section
20 118.806(b) (3).

21 ~~(f) The Chief of Grants and Contract Compliance, or designee,~~
22 Grants Administrator and Grants and Contract Compliance
23 Division shall strive to seek regular feedback through formal
24 and informal surveys, including post application and mid-year
25 recipient surveys, and public forums.

26 ~~(g) The Chief of Grants and Contract Compliance, or designee,~~
27 Grants Administrator and Grants and Contract Compliance
28 Division shall maintain a current staff directory on the City
29 website, so that recipients can easily access Grants and
30 Contract Compliance Division staff.

31 * * *

1 **Sec. 118.804. - Categories of Most Vulnerable Persons and Needs.**

2 (a) *Annual Recommendations.* On or before March 1 of each year, the
3 PSG Council shall assess the needs of the community and
4 recommend to the City Council the categories of Most Vulnerable
5 Persons and Needs for the upcoming fiscal year and provide
6 recommended changes, if any, to the assignment of points to the
7 evaluation criterion in Section 118.807(c). By way of example
8 only, a category of Most Vulnerable Persons and Needs may
9 include elderly, low-income residents or individuals with
10 particular public safety, medical or social needs, or may
11 identify a particular need such as housing for homeless
12 persons. Such recommendations shall be sufficiently narrow and
13 specific to address a particular gap in service and shall not
14 be so broad that every applicant is eligible. Subcategories of
15 services within an identified category of Most Vulnerable
16 Persons and Needs are discouraged. The services provided to
17 each category should be evaluated through the application. If
18 only a specific service is required to meet an identified need,
19 such need should be so listed and prioritized in the
20 recommendation to City Council. The PSG Council's
21 recommendation of categories of Most Vulnerable Persons and
22 Needs shall include:

- 23 (1) The reasons for selecting the categories;
24 (2) The recommended percentage of funds appropriated by the
25 City Council to be allocated to each category; and
26 (3) Whether the PSG Council shall award funding to requesting
27 agencies under this Part via a Request for Proposal
28 pursuant to Chapter 126, Ordinance Code or through the
29 grant application process outlined in this Part; and
30 (4) Recommended changes, if any, to the assignment of points to
31 the evaluation criterion in Section 118.807(c).

1 The PSG Council's reasons for selecting categories of Most
2 Vulnerable Persons and Needs may include, but not be limited
3 to, recommendations, studies and reports from ~~JCCI, the Non-~~
4 ~~Profit Center~~ the Nonprofit Center of Northeast Florida, Inc.,
5 Jessie Ball duPont Fund, The Community Foundation for Northeast
6 Florida, Inc., United Way of Northeast Florida, Inc., Disabled
7 ~~Services~~ the Mayor's Disability Council, the Health Planning
8 Council of Northeast Florida, Inc., the Florida Department of
9 Health, and other organizations regarding the Most Vulnerable
10 Persons and Needs.

11 * * *

12 **Sec. 118.805. - Eligibility to Apply for Public Service Grants.**

13 * * *

14 (b) *Eligibility Documents.* Notwithstanding the prohibition in
15 subsection (a) above, a requesting agency shall include the
16 following eligibility documents listed in subsections (1)-(5)
17 below (collectively, the "Eligibility Documents") in its Public
18 Service Grant application submittal. If a requesting agency
19 fails to include the Eligibility Documents in the form and
20 manner prescribed below, the requesting agency shall be
21 ineligible to apply for a Public Service Grant and such
22 requesting agency's application shall not be reviewed and
23 evaluated by the PSG Council. The Eligibility Documents are as
24 follows:

25 * * *

26 (5) An original affidavit, in the form provided by the Office
27 of General Counsel, executed by the requesting agency's
28 executive director, chief executive or operating officer,
29 president, vice president or board chairman certifying
30 that:

31 * * *

(v) The requesting agency is in compliance with the terms of all existing City agreements in which the requesting agency is a party;~~and~~

(vi) The requesting agency is in compliance with all applicable federal, State, local laws, rules, regulations and ordinances, as the same may exist and may be amended from time to time~~;~~ and

(vii) The requesting agency has not provided more than one application per category of Most Vulnerable Persons and Needs.

* * *

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:

* * *

(5) A Section entitled "Program Management Expertise and Evaluation" containing a description of how the program will be designed and managed, how the program's success and impact will be measured and how information will be collected. For an existing program, the section can include past experiences, successes and achievements, and may include one client story; and for a new program, the section can include why the agency will be able to successfully manage the program, expected outcomes or goals of the program and successes or best practices of similar programs. This Section may include without limitation the agency's potential fundraising capacity, plan, and strategy, and a description of ~~funding partners for the program as well as~~ how the program will be sustained after

1 the grant period ~~in future years~~. This Section may include
2 a list of current and anticipated program partners and a
3 description of these partnerships, including their roles
4 and responsibilities. For those program partners providing
5 funding, the list will include the amount of funding
6 provided. This Section shall also include a listing of each
7 noncompliance incident within the past three years that has
8 resulted in the requesting agency being placed on the
9 Council Auditor's Chapter 118 noncompliance list. Such list
10 shall set forth with respect to each noncompliance
11 incident: (a) the noncompliance dates (e.g., the start date
12 and end date), and (b) an explanation for the noncompliance
13 (maximum four pages, not including the information
14 regarding noncompliance incidents).

15 * * *

16 **Sec. 118.809. - Amendments to Public Service Grant Budgets by**
17 **Recipients; Approval by Grants Administrator and PSG Council.**

18 The Grants Administrator may approve budget changes to the
19 recipient Public Service Grant agreement as long as such budget
20 changes are within ten percent of approved budget line items
21 contained in the recipients Public Service Grant application.
22 Budget changes over ten percent of the approved budget line items
23 shall be subject to the approval of the PSG Council. The total
24 budget shall not be increased.

25 **Section 3. Codification Instructions.** The Codifier and the
26 Office of General Counsel are authorized to make all chapter and
27 division "tables of contents" consistent with the changes set forth
28 herein. Such editorial changes and any other changes necessary to
29 make the Ordinance Code consistent with the intent of this
30 legislation are approved and directed herein, and changes to the
31 Ordinance Code shall be made forthwith and when inconsistencies are

1 discovered.

2 **Section 4. Effective Date.** This Ordinance shall become
3 effective upon signature by the Mayor or upon becoming effective
4 without the Mayor's signature.

5
6 Form Approved:

7
8 /s/ Ashley Smith

9 Office of General Counsel

10 Legislation Prepared By: Ashley Smith

11 GC-#1674830-v4-Legislation_2025_PSG_Council_Chapter_118