

LEGISLATIVE FACT SHEET

DATE: 06/20/25 BT or RC No: _____
(Administration & City Council Bills)

SPONSOR: Grants and Contract Compliance Division
(Department/Division/Agency/Council Member)

Contact for all inquiries and presentations: Chief, Grants and Contract Compliance

Provide Name: Maribel Hernandez

Contact Number: 255-5356

Email Address: Hernandezm@coj.net

PURPOSE: White Paper (Explain Why this legislation is necessary? Provide; Who, What, When, Where, How and the Impact.) Council Research will complete this form for Council introduced legislation and the Administration is responsible for all other legislation.

(Minimum of 350 words - Maximum of 1 page.)

The City Council appropriated funding through legislation 2022-623-E for the PSG Micro-Grant program. Year one of the program was implemented and eight small nonprofits were selected. The City of Jacksonville entered into a contract with the following non-profits: Fostering Connections, Inc.; Empowerment Resources, Inc.; Little Hands Big Hearts Little People's Service Org.; Born 2 Excel, Inc.; Girls of Virtue; Subliminal Dreamz, Inc.; Youth Giving Back Sports Mentor Program, Inc.; Dream Release, Inc.

Section 5 of the approved legislation (2022-623-E) required the agreements be executed in accordance with Chapter 118, Parts 1-5. However, these agencies are unable to comply with Part 2 (118.201) requiring an annual report or audit. This is because the deliverables for Phase One (Year One) of the program consisted of training and mentoring for the agency. There was no budget established for Year One. Payments were disbursed based on providing completion certificates and other documentation showing that the deliverables were met. Therefore, the agency did not have a budget which would be needed to be able to submit an annual report for the grant funds. As a result, the agencies were deemed non-compliant and placed on the Non-compliance list which prevents them from applying for funding or any disbursements.

The PSG Micro-Grant program was discontinued after Year One due to lack of funding. Five of the Eight agencies were absorbed by KHA to continue with the program under their Emerging Provider Academy. Because these agencies are on the Non-compliance list, no funds can be disbursed from the City until they are removed from the Non-compliance List. Grants and Contract Compliance sought guidance from Council Auditor's Office and Office of General Counsel (OGC). OGC has rendered a legal opinion that a waiver of the Chapter 118 requirement must be approved through legislation.

Legislation is sought to retro-actively waive Chapter 118, Parts 1-5 requiring an annual report or audit from city grant recipients who received Micro-Grants under Legislation 2025-623-E in order that the eight (8) agencies impacted may be removed from the Non-compliance List and prevent them from being put back on the list for other reasons outside of their control related to these grants.

APPROPRIATION: Total Amount Appropriated: _____ as follows:

List the source **name** and provide Object and Subobject Numbers for each category listed below:

(Name of Fund as it will appear in title of legislation)

Name of Federal Funding Source(s):	From: _____	Amount: _____
	To: _____	Amount: _____
Name of State Funding Source(s):	From: _____	Amount: _____
	To: _____	Amount: _____
Name of City of Jacksonville Funding Source(s):	From: _____	Amount: _____
	To: _____	Amount: _____

Name of In-Kind Contribution(s):	From: _____	Amount: _____
	To: _____	Amount: _____

Name & Number of Bond Account(s):	From: _____	Amount: _____
	To: _____	Amount: _____

PLAIN LANGUAGE OF APPROPRIATION / FINANCIAL IMPACT / OTHER:

Explain: Where are the funds coming from, going to, how will the funds be used? Does the funding require a match? Is the funding for a specific time frame? Will there be an ongoing maintenance? ... and staffing obligation? Per Chapters 122 & 106 regarding funding of anticipated post-construction operation costs.

(Minimum of 350 words - Maximum of 1 page.)

The funds are remaining in the same account. Authorization is necessary to increase the Workers Compensation line item by more than 10%, which requires City Council approval.

ACTION ITEMS: Purpose / Check List. If "Yes" please provide detail by attaching justification, and code provisions for each.

ACTION ITEMS:

	Yes	No	
Emergency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Justification of Emergency: If yes, explanation must include detailed nature of emergency. <div></div>
Federal or State Mandate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Explanation: If yes, explanation must include detailed nature of mandate including Statute or Provision. <div></div>
Fiscal Year Carryover?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Note: If yes, note must include explanation of all-year subfund carryover language. <div></div>
CIP Amendment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attachment: If yes, attach appropriate CIP form(s). Include justification for mid-year amendment.
Contract / Agreement Approval?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attachment & Explanation: If yes, attach the Contract / Agreement and name of Department (and contact name) that will provide oversight. Indicate if negotiations are on-going and with whom. Has OGC reviewed / drafted? <div></div>
Related RC/BT?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attachment: If yes, attach appropriate RC/BT form(s).
Waiver of Code?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Code Reference: If yes, identify code section(s) in box below and provide detailed explanation (including impacts) within white paper. Chapter 118, Part 2 requiring Annual Report/Audit which cannot be provided since there was no budget requirement for Year One.
Code Exception?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Code Reference: If yes, identify code in box below and provide detailed explanation (including impacts) within white paper. <div></div>
Related Enacted Ordinances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Code Reference: If yes, identify related code section(s) and ordinance reference number in the box below and provide detailed explanation and any changes necessary within white paper. 2022-623-E

ACTION ITEMS CONTINUED: Purpose / Check List. If "Yes" please provide detail by attaching justification, and code provisions for each.

ACTION ITEMS:

	Yes	No	
Continuation of Grant?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Explanation: How will the funds be used? Does the funding require a match? Is the funding for a specific time frame and/or multi-year? If multi-year, note year of grant? Are there long-term implications for the General Fund?</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
Surplus Property Certification?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Attachment: If yes, attach appropriate form(s).</p>
Reporting Requirements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Explanation: List agencies (including City Council / Auditor) to receive reports and frequency of reports, including when reports are due. Provide Department (include contact name and telephone number) responsible for generating reports.</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>

BUSINESS IMPACT ESTIMATE

Pursuant to Section 166.041(4), F.S., the City is required to prepare a Business Impact Estimate for ordinances that are NOT exempt from this requirement.

A list of ordinance exemptions are provided below. Please check all exemption boxes that apply to this ordinance. If an exemption is applicable, a Business Impact Estimate IS NOT required.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☒ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement;
- ☐ The proposed ordinance is enacted to implement any of the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code;
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code. ☐

If none of the boxes above are checked, then a Business Impact Estimate IS REQUIRED to be prepared by the using agency/office/department and submitted in the MBRC filing packet along with the memorandum request, legislative fact sheet, etc. A Business Impact Estimate form can be found at:

<https://www.coj.net/departments/finance/budget/mayor-s-budget-review-committee>

Division Chief: Maribel Hernandez
(signature)

Date: 7/15/25

Prepared By: Maribel Hernandez
(signature)

Date: 7/15/25

ADMINISTRATIVE TRANSMITTAL

To: MBRC, c/o the Budget Office, St. James Suite 325

Thru: Anna Brosche, CFO/Director of Finance, Finance Department
(Name, Job Title, Department)

Phone: 255-5354 E-mail: BroscheA@coj.net

From: Maribel Hernandez, Chief, Grants and Contract Compliance Division
(Name, Job Title, Department)

Phone: 255-5356 E-mail: HernandezM@coj.net

Primary Contact: Maribel Hernandez, Chief, Grants and Contract Compliance Division
(Name, Job Title, Department)

Phone: 255-5356 E-mail: HernandezM@coj.net

CC: _____
Phone: _____ E-mail: _____

COUNCIL MEMBER / INDEPENDENT AGENCY / CONSTITUTIONAL OFFICER TRANSMITTAL

To: Mary Staffopoulos, Office of General Counsel, St. James Suite 480
Phone: 904-255-5062 E-mail: mstaff@coj.net

From: _____
Initiating Council Member / Independent Agency / Constitutional Officer
Phone: _____ E-mail: _____

Primary Contact _____
(Name, Job Title, Department)
Phone: _____ E-mail: _____

CC: _____
Phone: _____ E-mail: _____

Legislation from Independent Agencies requires a resolution from the Independent Agency Board approving the legislation.

Independent Agency Action Item: **Yes** **No**
Boards Action / Resolution? ☐ ☐ Attachment: If yes, attach appropriate documentation. If no, when is board action scheduled?

FACT SHEET IS REQUIRED BEFORE LEGISLATION IS INTRODUCED