

1 Introduced by Council President Salem and amended by the Rules  
2 Committee:

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4  
5 **ORDINANCE 2023-723-E**

6 AN ORDINANCE REGARDING THE OPIOID AND SUBSTANCE  
7 USE DISORDER SETTLEMENT PROCEEDS GRANTS;  
8 AMENDING SECTION 84.204 (ORGANIZATION AND  
9 PROCEEDINGS), PART 2 (OPIOID AND SUBSTANCE USE  
10 DISORDER GRANTS COMMITTEE), CHAPTER 84 (OPIOID  
11 SETTLEMENT PROCEEDS GRANTS), ORDINANCE CODE;  
12 AMENDING SECTIONS 84.302 (MANAGER OF OPIOID  
13 ABATEMENT; RESPONSIBILITIES), 84.304  
14 (ELIGIBILITY TO APPLY FOR OPIOID SETTLEMENT  
15 PROCEEDS GRANTS), 84.305 (APPLICATION  
16 REQUIREMENTS), 84.306 (REVIEW, EVALUATION AND  
17 SCORING OF APPLICATIONS BY OSUD GRANTS  
18 COMMITTEE), 84.307 (FUNDING ALLOCATIONS BY OSUD  
19 GRANTS COMMITTEE, GRANT AWARD LIMITATIONS), PART  
20 3 (OPIOID SETTLEMENT PROCEEDS GRANTS), CHAPTER  
21 84 (OPIOID SETTLEMENT PROCEEDS GRANTS),  
22 *ORDINANCE CODE*; WAIVING GRANT AWARDS DEADLINE  
23 DATES FOR FISCAL YEAR 2023-2024; PROVIDING A  
24 GRANT AWARDS FUNDING ALLOCATION DEADLINE FOR  
25 FISCAL YEAR 2023-2024; REQUESTING ONE-CYCLE  
26 EMERGENCY PASSAGE; PROVIDING FOR CODIFICATION  
27 INSTRUCTIONS; PROVIDING AN EFFECTIVE DATE.

28  
29 **WHEREAS**, the Council established the Opioid and Substance Use  
30 Disorder Grants Committee ("Committee") pursuant to Ordinance 2023-  
31 350-E (the "Enabling Ordinance"); and

1       **WHEREAS**, the Enabling Ordinance includes grant application,  
2 scoring, and funding allocation deadlines for Fiscal Year 2023-2024  
3 that the Committee is unable to meet due to an unforeseen delay in  
4 the initial member appointments to the Committee; and

5       **WHEREAS**, the Committee desires to amend and/or extend the grant  
6 application, scoring, and funding allocation deadlines to permit the  
7 Committee to begin the grant awards process for Fiscal Year 2023-  
8 2024; now therefore

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

10       **Section 1. Recitals.** The recitals above are incorporated  
11 herein by this reference.

12       **Section 2. Amending Section 84.204 (Organization and**  
13 **proceedings), Part 2 (Opioid and Substance Use Disorder Grants**  
14 **Committee), Chapter 84 (Opioid Settlement Proceeds Grants), Ordinance**  
15 **Code.** Section 84.204 (Organization and proceedings), Part 2 (Opioid  
16 and Substance Use Disorder Grants Committee), Chapter 84 (Opioid  
17 Settlement Proceeds Grants), *Ordinance Code*, is amended to read as  
18 follows:

19                   **CHAPTER 84 - OPIOID SETTLEMENT PROCEEDS GRANTS**

20                                   \* \* \*

21                   **PART 2. OPIOID AND SUBSTANCE USE DISORDER GRANTS COMMITTEE**

22                                   \* \* \*

23 **Sec. 84.204. - Organization and proceedings.**

24 (a) *Officers.* The OSUD Grants Committee shall select ~~a chairperson~~  
25 ~~and any other positions from among its members to serve for a~~  
26 ~~one-year term commencing in July and may create and fill such~~  
27 ~~other offices as it may deem necessary or desirable~~ the officers  
28 required by Chapter 50 of the Code, and any such other officers  
29 as the committee deems appropriate.

30 (b) *Rules of procedure.* The OSUD Grants Committee shall establish  
31 rules of procedure necessary to its governing and the conduct

1 of its affairs, consistent with the applicable provisions of the  
2 Ordinance Code.

3 (c) *Voting; quorum.* All decisions and recommendations of the OSUD  
4 Grants Committee shall require a concurring vote of a majority  
5 of the members present. Four members shall constitute a quorum.  
6 ~~Tie votes shall result in the subject agenda item being continued~~  
7 ~~to the next meeting of the OSUD Grants Committee.~~

8 (d) *Administrative support.* The OSUD Grants Committee shall receive  
9 staff support from the Jacksonville Fire and Rescue Department.

10 (e) *Meetings.* ~~The OSUD Grants Committee shall meet at least monthly~~  
11 ~~with the exception that the Committee may meet once between~~  
12 ~~November and December each year so long as it timely meets all~~  
13 ~~deadlines and obligations outlined in this Part. All meetings~~  
14 ~~shall be open to the public, but these are not public hearings~~  
15 ~~in accordance with Florida's open meetings law. The public does~~  
16 ~~not have a right to speak but may be invited to speak by the~~  
17 ~~Chair or any member of the OSUD Grants Committee.~~

18 (f) *Notice.* ~~Notice of regular meetings shall be posted at least~~  
19 ~~seven days in advance on the City of Jacksonville web events~~  
20 ~~calendar. Notice of special meetings shall be posted at least~~  
21 ~~two days in advance on the City of Jacksonville web events~~  
22 ~~calendar. No other advertisement or notification is required.~~  
23 The OSUD Grants Committee meetings shall be noticed in  
24 accordance with Florida's open meetings law.

25 \* \* \*

26 **Section 3. Amending Sections 84.302 (Manager of Opioid**  
27 **Abatement; Responsibilities), 84.304 (Eligibility to Apply for Opioid**  
28 **Settlement Proceeds Grants), 84.305 (Application Requirements),**  
29 **84.306 (Review, Evaluation and Scoring of Applications by OSUD Grants**  
30 **Committee), and 84.307 (Funding Allocations by OSUD Grants Committee;**  
31 **Grant Award Limitations), Part 3 (Opioid Settlement Proceeds Grants),**

1 **Chapter 84 (Opioid Settlement Proceeds Grants), Ordinance Code.**  
2 Sections 84.302 (Manager of Opioid Abatement; Responsibilities),  
3 84.304 (Eligibility to Apply for Opioid Settlement Proceeds Grants),  
4 84.305 (Application Requirements), 84.306 (Review, Evaluation and  
5 Scoring of Applications by OSUD Grants Committee), and 84.307 (Funding  
6 Allocations by OSUD Grants Committee; Grant Award Limitations), Part  
7 3 (Opioid Settlement Proceeds Grants), Chapter 84 (Opioid Settlement  
8 Proceeds Grants), *Ordinance Code*, are amended to read as follows:

9 **CHAPTER 84 - OPIOID SETTLEMENT PROCEEDS GRANTS**

10 \* \* \*

11 **PART 3. OPIOID SETTLEMENT PROCEEDS GRANTS AWARDS PROCEDURES**

12 \* \* \*

13 **Sec. 84.302. - Organization and proceeds.**

14 (a) *Staff Support; Mandatory Application Workshop.* The Manager of  
15 Opioid Abatement shall provide staff support to the Opioid and  
16 Substance Use Disorder Grants Committee. In addition, the  
17 Manager of Opioid Abatement, or his or her designee, shall  
18 conduct a mandatory application workshop ("Mandatory Application  
19 Workshop") for requesting agencies ~~within 30 days following the~~  
20 ~~effective date of the Opioid Settlement Proceeds funded~~  
21 ~~categories adopted by the City Council.~~ In order for requesting  
22 agencies to be eligible to apply for an Opioid Settlement  
23 Proceeds Grant, a requesting agency must attend and complete the  
24 Mandatory Application Workshop. The Mandatory Application  
25 Workshop shall be publicly noticed ~~to the public in the same~~  
26 ~~manner in which OSUD Grants Committee meetings are noticed.~~ The  
27 ~~Mandatory Application Workshop for grants awarded in Fiscal Year~~  
28 ~~2023-2024 shall be conducted twice in August of 2023.~~  
29 ~~Thereafter,~~ the Mandatory Application Workshop shall be  
30 conducted twice in May during the month prior to the application  
31 opening and a requesting agency may attend either workshop to

1 meet the requirement under this Section. For purposes of this  
2 Chapter, the term "requesting agency" shall mean a public or  
3 private entity, organization, or firm who is requesting a grant  
4 award under this Chapter.

5 (b) *Courtesy Review of Application Checklist.* Annually from the  
6 effective date of the legislation establishing the funding  
7 amount for each Opioid Settlement Proceeds funded category  
8 established by the City Council for the upcoming fiscal year and  
9 until five business days prior to the grant application  
10 deadline, the Manager of Opioid Abatement, or his or her  
11 designee, shall provide courtesy reviews of a requesting  
12 agency's application to confirm whether the application has  
13 complied with the eligibility and application requirements in  
14 Sections 84.304 and 84.305. The Manager of Opioid Abatement  
15 shall conduct courtesy reviews ~~in person~~ with the requesting  
16 agency upon request, and the reviews may be held virtually or  
17 in person. and appointments Courtesy review appointments shall  
18 be scheduled on a first come, first served basis.

19 \* \* \*

20 **Sec. 84.304. - Eligibility to Apply for Opioid Settlement**  
21 **Proceeds Grants.**

22 \* \* \*

23 (c) *Eligibility Documents.* Notwithstanding the prohibition in  
24 subsection (a) above, a requesting agency shall include the  
25 following eligibility documents listed in subsections (1) - (5)  
26 below, as applicable (collectively, the "Eligibility  
27 Documents"), in its Opioid Settlement Proceeds Grant application  
28 submittal. If a requesting agency fails to include the  
29 Eligibility Documents in the form and manner prescribed below,  
30 the requesting agency shall be ineligible to apply for an Opioid  
31 Settlement Proceeds Grant and such requesting agency's

1 application shall not be reviewed and evaluated by the OSUD  
2 Grants Committee. The Eligibility Documents are as follows:

3 \* \* \*

4 (5) An original and accurate affidavit as verified by the  
5 Manager of Opioid Abatement, in the form provided by the  
6 Office of General Counsel, executed by the requesting  
7 agency's executive director, chief executive or operating  
8 officer, president, vice president or board chairman  
9 certifying that:

10 a. The requesting agency's program will be operated in  
11 Duval County, Florida and serve ~~the people~~ residents of  
12 ~~the City~~ Duval County;

13 \* \* \*

14 **Sec. 84.305. - Application Requirements.**

15 (a) *Application Deadline.* A requesting agency may submit an Opioid  
16 Settlement Proceeds Grant application after the date that the  
17 City Council approves the percentage of funds allocated to each  
18 Opioid Settlement Proceeds Grant funded category pursuant to  
19 this Chapter, but no later than July 1 of each fiscal year, ~~with~~  
20 ~~the exception that applications for the initial Opioid~~  
21 ~~Settlement Proceeds Grants cycle (Fiscal Year 2023-2024) shall~~  
22 ~~be due no later than September 30, 2023.~~ Applications may be  
23 submitted in person or electronically as prescribed by the  
24 Manager of Opioid Abatement.

25 \* \* \*

26 (d) *Interviews.* The OSUD Grants Committee may, in its sole  
27 discretion, conduct interviews of requesting agencies in a  
28 funding category regarding their respective Opioid Settlement  
29 Proceeds Grant applications. If the OSUD Grants Committee elects  
30 to interview one requesting agency in an Opioid Settlement  
31 Proceeds Grant funded category, the OSUD Grants Committee shall

1 also interview the other requesting agencies in said category.  
2 Any interviews conducted by the OSUD Grants Committee pursuant  
3 to this Section shall be after the grant application deadline  
4 but prior to October 1<sup>st</sup> of each year, ~~with the exception that~~  
5 ~~the OSUD Grants Committee may conduct such interviews through~~  
6 ~~October 31, 2023 for the first cycle of grant applications for~~  
7 ~~Fiscal Year 2023-2024.~~ The OSUD Grants Committee shall notify  
8 the requesting agency of the place and time of the interviews.  
9 Such interviews shall be conducted in the sunshine and for the  
10 sole purpose of the requesting agency verbally explaining,  
11 clarifying, or justifying to the OSUD Grants Committee any  
12 information contained in the requesting agency's application. A  
13 requesting agency shall not add any new written information or  
14 materials to its application, or present any new written  
15 information or materials to the OSUD Grants Committee regarding  
16 its application, during such interviews.

17 \* \* \*

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

20 (a) *Scoring Committees; Deadline.* The OSUD Grants Committee may  
21 create a scoring subcommittee for each Opioid Settlement Proceeds  
22 Grant funded category and all grant applications belonging to  
23 such category shall be reviewed, scored, and evaluated by said  
24 scoring subcommittee, provided however that no application shall  
25 be scored by fewer than three members of the OSUD Grants  
26 Committee. Members may be assigned by the Chair to more than one  
27 scoring subcommittee established for a given category; however,  
28 the same group of members (three or more) assigned to a scoring  
29 subcommittee must score each application assigned to the  
30 committee for review. If a Member is unable to review, score and  
31 evaluate all of the applications assigned to a scoring

1 subcommittee, the Chair shall assign a new Member to replace such  
2 Member. The score sheets for any application completed by any  
3 such replaced Member shall not be used and the new assigned  
4 Member shall independently review, evaluate, and score the  
5 applications assigned to such scoring subcommittee. In the event  
6 that the OSUD Grants Committee membership is less than five  
7 members, all members of the OSUD Grants Committee shall be  
8 required to score each grant application. Members shall review,  
9 score, and evaluate applications and forward completed score  
10 sheets for each application to the Manager of Opioid Abatement  
11 on or before October 1<sup>st</sup> of each year ~~with the exception that~~  
12 ~~the score sheets for the first round of grant applications for~~  
13 ~~Fiscal Year 2023-2024 shall be completed and submitted to the~~  
14 ~~Manager of Opioid Abatement on or before November 1, 2023.~~

15 \* \* \*

16 (d) *Tentative Adoption of Rankings by OSUD Grants Committee.* The  
17 OSUD Grants Committee shall announce the rankings for each  
18 application belonging to an Opioid Settlement Proceeds Grant  
19 funded category at a meeting in the first full week of October  
20 of each year and adopt a tentative ranking and funding allocation  
21 list. ~~For the Fiscal Year 2023-2024 grant cycle, the OSUD Grants~~  
22 ~~Committee shall announce the rankings for each application~~  
23 ~~belonging to an Opioid Settlement Proceeds grant funded category~~  
24 ~~at a meeting in the first full week of November.~~ Copies of each  
25 requesting agency's completed score sheets, together with any  
26 other supporting information or justification from the  
27 application scorer regarding the application score, shall be  
28 made available to requesting agencies at such meeting. A  
29 requesting agency will also be notified in writing by the Manager  
30 of Opioid Abatement of its application score and ranking. A  
31 requesting agency may appeal a score sheet or ranking decision



1 made pursuant to this Part through the appeals procedure set  
2 forth in Section 84.309.

3 **Sec. 84.307. - Funding Allocations by OSUD Grants Committee; Grant**  
4 **Award Limitations.**

5 \* \* \*

6 (b) *Final Funding Allocations.* After the City Council adopts the  
7 annual budget ordinance and on November 1 of each year, the  
8 OSUD Grants Committee shall allocate funding to requesting  
9 agencies based on the application scoring and rankings  
10 pursuant to this Part in an amount not to exceed the  
11 appropriation for Opioid Settlement Proceeds Grants contained  
12 in the annual budget ordinance ~~with the exception that the~~  
13 ~~OSUD Grants Committee shall allocate funding for Fiscal Year~~  
14 ~~2023-2024 grant cycle on or before December 1, 2023.~~ The  
15 OSUD Grants Committee's final funding allocations shall be  
16 adopted by the OSUD Grants Committee at a public meeting  
17 following the tentative adoption required in Section  
18 84.306(d) and the appeals procedures outlined in Section  
19 84.309. Upon final adoption of the funding allocations by  
20 the OSUD Grants Committee, the Opioid Settlement Proceeds  
21 Grant recipients shall execute an agreement between the  
22 recipient and the City in accordance with Section 118.201,  
23 *Ordinance Code.* The OSUD Grants Committee shall forward a  
24 complete list of Opioid Settlement Proceeds Grant recipients  
25 and funding allocations to the Council Auditor's Office, the  
26 Office of the Mayor, the City Council and the Director of the  
27 Finance and Administration Department.

28 \* \* \*

29 **Section 4. Waiving Grant Awards Deadline Dates for Fiscal**  
30 **Year 2023-2024.** The Opioid Settlement Proceeds grant awards deadline  
31 dates for Fiscal Year 2023-2024 are waived due to the Committee's

1 inability to meet the Enabling Ordinance original grant awards  
2 deadline dates because of the unforeseen delay in the initial member  
3 appointments to the Committee.

4       **Section 5. Grant Application Awards Cycle Dates for Fiscal**  
5 **Year 2023-2024.** For Fiscal Year 2023-2024, the Committee shall adopt  
6 final grant award funding allocations on or before January 31, 2024.  
7 The Committee shall determine all other grant awards cycle dates for  
8 Fiscal Year 2023-2024, which shall include the dates for the Mandatory  
9 Application Workshop, the application deadline, the scoring deadline,  
10 and the tentative adoption of rankings dates.

11       **Section 6. Requesting One-cycle Emergency Passage Pursuant**  
12 **to Council Rule 4.901 (Declaration of Emergency), Part 9 (Emergency**  
13 **Legislation), Chapter 4 (Procedures).** One-cycle emergency passage  
14 of this legislation is requested. The nature of the emergency is that  
15 the Enabling Ordinance includes grant application, scoring, and  
16 funding allocation deadlines for Fiscal Year 2023-2024 that the  
17 Committee is unable to meet due to an unforeseen delay in the initial  
18 member appointments to the Committee. Accordingly, for the Committee  
19 to commence the grant awards process for Fiscal Year 2023-2024, the  
20 grant application, scoring, and funding allocation deadlines in the  
21 Enabling Ordinance for Fiscal Year 2023-2024, must be immediately  
22 amended and/or extended.

23       **Section 7. 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 others necessary to make the  
27 *Ordinance Code* consistent with the intent of this legislation are  
28 approved and directed herein, and changes to the *Ordinance Code* shall  
29 be made forthwith and when inconsistencies are discovered.

30       **Section 8. 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: Lawsikia J. Hodges

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