

CITY OF JACKSONVILLE

Administration & Finance Department Office of Grants and Contract Compliance

Dr. Cheryl Brown
Council Secretary
Jacksonville City Council
117 W. Duval St.
Jacksonville, FL 32202

RE: Public Service Grant Appeals Board Annual Report

Dear Dr. Brown,

As Chair of the Public Service Grant (PSG) Appeals Board, per Sec. 118.810 of the Ord. Code, I submit to you the Board's Annual Report as required by Sec. 50. 810(b).

For the twelve month period of July 1, 2016 thru June 30, 2017, the PSG Appeals Board met two times as required by the Ordinance Code to hear the appeals of applicants for PSG funding. In the first appeals meeting, the Board heard appeals related to the eligibility of applications as defined by Sec. 806 Ord. Code. The Board heard 9 appeals and upheld 7, denying 3. During the second meeting the board heard appeals related to the tentative ranking of PSG applications. The Board heard 3 appeals, denying two and upholding one.

Currently, the board has three members, as required by ordinance code, the Chair of the PSG Council, Ms. Roshanda Jackson, the Chief of Procurement, Mr. Greg Pease, and the Grant Administrator serving as Chair of the Board, myself. There are no vacancies.

The new appeals process the Board was put into action this year received very positive feedback from applicants. The Board was able to correct several application defects which would have prevented agencies' applications from being scored or funded because of a minor irregularity. This maintained a competitive pool of applications for the PSG Council to score.

Sincerely,

Damian Cook
Grant Administrator